

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT



**Project Title:** Uptown Parking Improvements  
**Contractor:** MSA Professional Services, Inc.  
**Address:** 1555 SE Delaware Avenue, Suite F Ankeny, IA 50021  
**Finance Budget Code:** 975.3975.4210 **Finance Project #** 975.4210  
**Vendor Project or Invoice #:** **PO #**  
**Original Contract Date:** 07/18/2022 **Vendor #** 6447

**Date of Council Meeting:** March 21, 2023 **PAYMENT REQUEST #** 2  
**PAYMENT PERIOD:** From: December 11, 2022 Through: March 10, 2023

## Contract Summary

Original Contract Amount:	\$ 41,710.00	
Net change by Change Orders:	\$ -	
Contract Amount to Date: (line 1 ± 2)	\$ 41,710.00	
Total completed and stored to date:	\$ 33,260.00	
Retainage: 0 % of Completed Work:	\$ -	
Total Earned less Retainage:	\$ 33,260.00	
Less previous applications for payment:	\$ 26,710.00	
<b>SUBTOTAL</b>		\$ 6,550.00

**OTHER CHARGES** (Attach an itemized list) \$ -

**CURRENT PAYMENT DUE** \$ 6,550.00

Balance to finish, including retainage: \$ 8,450.00

Contract Time Remaining (If applicable) - Working Days

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all the amounts have been paid by the Contractor for work for which previous Certificate(s) for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**Construction Contractor Approval:** Not Applicable  
Firm Name

**Engineer / Consultant Approval:** MSA Professional Services, Inc.  
Signature: *Nichole Sengren* Date: 03/09/2023  
Firm Name

**City of Ankeny Staff Approval:**  
Signature: *Leslie Hart* Date: 3/9/23

**Submit to:** Leslie Hart, Traffic Engineering Manager  
**E-mail:** [LHart@ankenyiowa.gov](mailto:LHart@ankenyiowa.gov) **Phone:** (515) 963-3548 **Fax:** (515) 963-3535

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT

## Previous Applications for Payment

No.	Date	Amount
1	January 3, 2023	\$ 26,710.00
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
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24		
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28		
29		
30		
31		
32		
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34		
35		

## Previous Applications for Payment

No.	Date	Amount
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
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63		
64		
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66		
67		
68		
69		
70		

TOTAL \$ 26,710.00

## Record of Change Orders

No.	Date	Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

TOTAL \$ -

## Contract Time Remaining

Contract Period: Working Days  
 Original Contract Date: \_\_\_\_\_  
 Original Contract Time: \_\_\_\_\_  
 Added by Change Order: \_\_\_\_\_  
 Contract Time to Date: -  
 Time Used to Date: \_\_\_\_\_  
 Contract Time Remaining: -



1555 SE Delaware Ave  
Suite F  
Ankeny, IA 50021

**P** (515) 964-1920  
**TF** (800) 844-4122  
**F** (515) 964-4003

[www.msa-ps.com](http://www.msa-ps.com)

March 9, 2023

Leslie Hart, Traffic Engineering Manager  
City of Ankeny  
1210 NW Prairie Ridge Drive  
Ankeny, IA 50023

Re: Uptown Parking Improvements  
Project # 09085056

Dear Ms. Hart:

Please find attached the Engineering Invoice #2 for work completed between December 11, 2022 and March 4, 2022. Please refer to the attached Project Update for a summary of the work completed to date. MSA is in the processing of preparing the final plans for Area I.

Please contact me if you have any questions regarding the information in this submittal. We appreciate the opportunity to work with the City of Ankeny and look forward to a successful project.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in blue ink that reads "Nichole Sungren". The signature is fluid and cursive, with the first name "Nichole" and last name "Sungren" clearly legible.

Nichole Sungren, P.E.  
Project Manager

nes  
Enc.



PROJECT UPDATE

CONTACT INFORMATION:

Nichole Sungren  
Phone: (515) 964-1920  
[nsungren@msa-ps.com](mailto:nsungren@msa-ps.com)

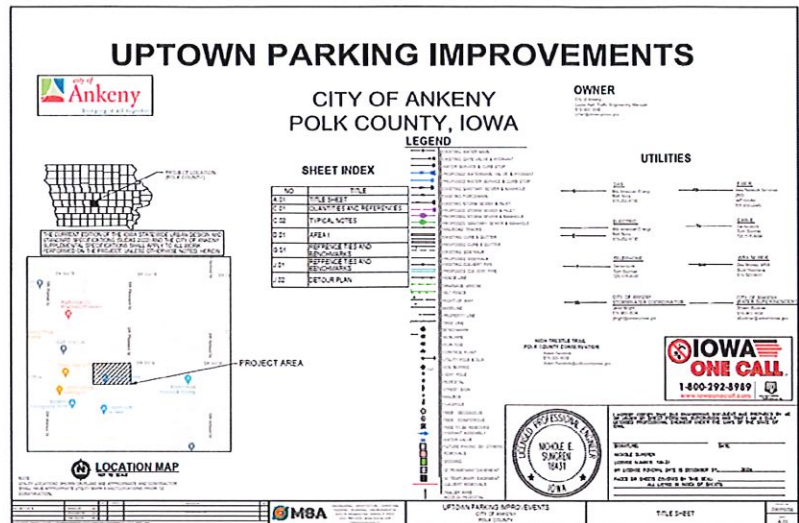
DATE:

March 10, 2023

PROJECT NUMBER:

City of Ankeny:  
STR-21-006

MSA:  
09085056



TASK 1: SURVEY/MAPPING

Task 1: 100% Complete

This task is complete.

TASK 2: CONCEPTUAL DESIGN

Task 2: 100% Complete

This task is complete.

TASK 3: PRELIMINARY DESIGN

Task 3: 100% Complete

This task is complete.

TASK 4: FINAL DESIGN

Task 4: 100% Complete

MSA is in the process of preparing final plans for Area I based on City review comments received on 02/10/2023.

TASK 5: COMPETITIVE QUOTATION

Task 5: 0% Complete

No work has started on this task.

## PROJECT UPDATE

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### TASK 6: PROJECT ADMINISTRATION

*Task 6: 60% Complete*

MSA has coordinated with the City on project timeline and deliverable, reviewed City comments, and performed internal meetings to discuss City comments.



**Remit to:**  
MSA Professional Services, Inc.  
1230 South Boulevard  
Baraboo, WI 53913

# INVOICE

PAYMENT DUE UPON RECEIPT OF INVOICE.  
INTEREST AT THE RATE OF 1.5% PER MONTH  
ON UNPAID BALANCE WILL BE ADDED TO  
YOUR NEXT STATEMENT.

For questions, contact: (800) 362-4505

City of Ankeny IA  
410 West First Street  
Ankeny, IA 50023

March 9, 2023

Invoice No: R09085056.0 - 2

Project Manager 00-50-203  
Client Liaison Nichole Sungren  
Nichole Sungren

**AMOUNT DUE THIS INVOICE: \$6,550.00**

Project R09085056.0 Ankeny 2022 Uptown Parking Improvements  
Professional Services from December 11, 2022 to March 4, 2023

Description	Contract Amount	Percent Complete	Amount Earned	Previous Invoices	This Invoice
Survey/Mapping	6,200.00	100.00	6,200.00	6,200.00	0.00
Conceptual Design	11,460.00	100.00	11,460.00	11,460.00	0.00
Preliminary Design	9,050.00	100.00	9,050.00	9,050.00	0.00
Final Design	7,100.00	50.00	3,550.00	0.00	3,550.00
Competitive Quotation	2,900.00	0.00	0.00	0.00	0.00
Project Admin	5,000.00	60.00	3,000.00	0.00	3,000.00
Total Fee	41,710.00		33,260.00	26,710.00	6,550.00
Total Fee					6,550.00
AMOUNT DUE THIS INVOICE:					<u><u>\$6,550.00</u></u>

**For ACH notification, remit to:**

ach@msa-ps.com  
Account Number: 101065930 Routing Number: 075901590  
Bank Information: Baraboo State Bank, 101 3<sup>rd</sup> Ave., PO Box 50., Baraboo, WI 53913, (608) 356-7703

MSA ENABLES PEOPLE TO POSITIVELY IMPACT THE LIVES OF OTHERS.

We are proud to be a 100% employee-owned firm.