

# 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:** May 1, 2023 **PAYMENT REQUEST #** 3  
**PAYMENT PERIOD:** From: March 11, 2023 Through: April 15, 2023

## Contract Summary

Original Contract Amount:	\$	41,710.00	
Net change by Change Orders:	\$	47,200.00	
Contract Amount to Date: (line 1 ± 2)	\$	88,910.00	
Total completed and stored to date:	\$	63,535.00	
Retainage: 0 % of Completed Work:	\$	-	
Total Earned less Retainage:	\$	63,535.00	
Less previous applications for payment:	\$	33,260.00	
SUBTOTAL	\$	30,275.00	

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

**CURRENT PAYMENT DUE** \$ 30,275.00

Balance to finish, including retainage: \$ 25,375.00

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

Signature Date

**Engineer / Consultant Approval:** MSA Professional Services, Inc.  
Firm Name

Signature Date  
Nichole Jungren 04/19/2023

**City of Ankeny Staff Approval:**

Signature Date  
Leslie Hart 4/20/23

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

Date Printed: 4/19/2023

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT

## Previous Applications for Payment

No.	Date	Amount
1	January 3, 2023	\$ 26,710.00
2	March 1, 2023	\$ 6,550.00
3		
4		
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## Previous Applications for Payment

No.	Date	Amount
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TOTAL \$ 33,260.00

## Record of Change Orders

No.	Date	Amount
1	March 20, 2023	\$ 47,200.00
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TOTAL \$ 47,200.00

## 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)

April 19, 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 #3 for work completed between March 5, 2023 and April 15, 2023. Please refer to the attached Project Update for a summary of the work completed to date. MSA has completed and submitted the preliminary plans submittal to the City on April 14<sup>th</sup>.

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.



### CONTACT INFORMATION:

[nsungren@msa-ps.com](mailto:nsungren@msa-ps.com)

April 19, 2023

## STR-21-006

09085056



This task is complete.

This task is complete.

This task is complete.

MSA prepared the plans for the Area for inclusion in the preliminary plan set for City staff review.

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.

### **TASK 7: ADDITIONAL PRELIMINARY DESIGN**

*Task 7: 100% Complete*

MSA has addressed the City comments from the previous submittal, coordinated with the utilities, coordinated with Ware Appliance, prepared and submitted the preliminary plans and cost estimate for City Staff review on April 14<sup>th</sup>.

### **TASK 8: ADDITIONAL FINAL DESIGN**

*Task 8: 0% Complete*

*No work has started on this task.*

### **TASK 9: BIDDING**

*Task 9: 0% Complete*

*No work has started on this task.*



**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

April 20, 2023

Invoice No: R09085056.0 - 3

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

**AMOUNT DUE THIS INVOICE: \$30,275.00**

Project R09085056.0 Ankeny 2022 Uptown Parking Improvements  
Professional Services from March 5, 2023 to April 15, 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	75.00	5,325.00	3,550.00	1,775.00
Competitive Quotation	2,900.00	0.00	0.00	0.00	0.00
Project Admin	5,000.00	60.00	3,000.00	3,000.00	0.00
Add'l Preliminary Design	28,500.00	100.00	28,500.00	0.00	28,500.00
Add'l Final Design	18,000.00	0.00	0.00	0.00	0.00
Bidding	700.00	0.00	0.00	0.00	0.00
Total Fee	88,910.00		63,535.00	33,260.00	30,275.00
<b>Total Fee</b>					<b>30,275.00</b>
<b>AMOUNT DUE THIS INVOICE:</b>					<b>\$30,275.00</b>

**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.