

# EXAMPLE

## PROGRESS REPORT

HYPOTHETICAL ENGINEERING CO., INC.

Agreement No. 9099

Work Order # (If Applicable)

Progress Billing No. 2

Work Completed January 31, 2015 through February 28, 2015

I-240 from Carter Blvd. To Smith Rd.  
SHELBY COUNTY

PIN: 100000.00

Project Nos. I-240-1(144) 14, 79006-1131-44, 79008-1127-44;

I-55-1(67)0, 79004-1121-44, 79005-1128-44

### PHASE I – SURVEYS

Work Completed To Date

ITEM NO.	ITEM	% OF WORK	% COMPLETE TO DATE	EFFECTIVE %
1	Establish & Stake Alignments	12.1	90.0	10.9
2	Update Survey	2.8	55.0	1.5
3	Control Traverses	8.2	100.0	8.2
4	Set Aerial Control	5.7	100.0	5.7
5	Bench Levels	4.3	90.0	3.9
6	Develop Digital Terrain Model	10.3	100.0	10.3
7	R.O.W., Deed & Utility Research	6.4	70.0	4.5
8	Property Owner Contact	6.0	80.0	4.8
9	Locate Property & Present R.O.W. Lines	2.8	30.0	0.8
10	Obtain Topo/Verify Aerial	2.8	60.0	1.7
11	Drainage Surveys (Culverts)	0.7	100.0	0.7
12	Bridge Surveys (bridge details, stream alignment, topo, profile, flood plain sections, high water, etc.	7.4	80.0	5.9
13	Railroad Surveys	5.7	80.0	4.6
14	Utilities	3.2	80.0	2.6
15	Stake R.O.W. & Easements	5.7	75.0	4.3
16	Stake Sounding Holes.	7.4	0	-
17	Note Reduction & other Calculations	8.5	75.0	6.4
18	Plot Plan, Profiles, Property Map, Drainage Map, Bridge Survey, Control Point Table, etc.			
19	Supervision			
20	Travel Time			
	<b>EFFECTIVE PERCENT OF PHASE I:</b>			
	WORK COMPLETED TO DATE			76.8
	LESS WORK COMPLETED TO DATE LAST INVOICE			70.8
	WORK COMPLETED THIS PAY PERIOD*			6.0

NET FEE CEILING

\$10,000.00

\*WORK COMPLETED THIS PAY PERIOD

x 6.0%

NET FEE THIS PAY PERIOD

\$ 600.00

Revised 7/2/2015

**ALSO SUPPLY A BRIEF NARRATIVE OF YOUR PROGRESS AS WELL**