

# EXAMPLE

## PROGRESS REPORT

HYPOTHETICAL ENGINEERING CO., INC.

Agreement No. 9099

Work Order # (If Applicable)

Progress Billing No. 2

Work Completed March 31, 2015 through April 30, 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;

### PHASE III – RIGHT-OF-WAY

ITEM NO.	ITEM	% OF WORK	% COMPLETE TO DATE	EFFECTIVE %
1	Address Soils and Geology Needs	12.1	90.0	10.9
2	Update Plans from Incidental Report	2.8	55.0	1.5
3	Update Drainage Design	7.2	100.0	7.2
4	Update Cross Road Geometry	4.7	100.0	4.7
5	Design Driveways	4.3	90.0	3.9
6	Design Guardrail System	9.3	100.0	9.3
7	Design Traffic Control Plan (Tentative)	6.4	70.0	4.5
8	Design Erosion Control Features	6.0	80.0	4.8
9	Define Right-of-way	2.8	30.0	0.8
10	Add Miscellaneous Items	2.8	60.0	1.7
11	Participate in Field Review	0.7	100.0	0.7
12	Final Review by Consultant	7.4	80.0	5.9
13	Prepare Preliminary Item No. List With Quantities	5.7	80.0	4.6
14	Submit Plans for TDOT Review	3.2	80.0	2.6
15	Revise Per Comments from TDOT Review	5.7	75.0	4.3
16	Submit Plans for Right-of-way	7.4	0	-
17	Prepare Needed Water Quality Permits Applications	8.5	75.0	6.4
18	Conduct Miscellaneous Business Activities	3.0	50.0	1.5
	<b>EFFECTIVE PERCENT OF PHASE III:</b>			
	WORK COMPLETED TO DATE			75.3
	LESS WORK COMPLETED TO DATE LAST INVOICE			70.8
	WORK COMPLETED THIS PAY PERIOD*			4.5

NET FEE CEILING

\$10,000.00

\*WORK COMPLETED THIS PAY PERIOD

x 4.5%

NET FEE THIS PAY PERIOD

\$ 450.00

Revised 07/02/2015

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