

AMENDMENT NUMBER 1 TO MnDOT CONTRACT NUMBER: 1053870

Contract Start Date: September 21, 2023	Original Contract Amount:	\$ 54,161.89
Original Contract Expiration Date: August 31, 2024	Previous Amendment(s) Total:	\$ N/A
Current Contract Expiration Date: August 31, 2024	Current Amendment Amount:	\$ 45,557.62
New Contract Expiration Date: December 01, 2024	Total Amended Contract Amount:	\$ 99,719.51

Federal Project Number: STBG 8824(045)
State Project Number (SP): 8816-3497
Trunk Highway Number (TH): MSAS 109
Project Identification: Architectural History Investigation – Phase I and II

This amendment is by and between the State of Minnesota, through its Commissioner of Transportation (“State”) and the **City of Duluth**, Address: 411 West First Street, Duluth, MN 55802 (City) and **Mead and Hunt, Inc.**, Address: 2440 Deming Way, Middleton, WI 53719-2700 (“Contractor”).

RECITALS

1. State has a contract with Contractor identified as MnDOT Contract Number 1053870 (“Original Contract”) to complete a Phase I and II Architectural History Investigation for the West Superior Street project located in Duluth, MN.
2. Additional research is needed for the Phase I inventoried properties. Additional 21 inventory forms are necessary to complete in order to meet the set standards for this project. It is therefore necessary to amend this contract for additional time and monies to allow Contractor to complete the required duties.
3. State and Contractor are willing to amend the Original Contract as stated below.

CONTRACT AMENDMENT

Unless otherwise noted, in this amendment, deleted contract terms will be struck out and the added contract terms will be bolded and underlined.

REVISION 1. Subarticle 1.2 is amended as follows:

- 1.2 **Expiration date.** This contract will expire on ~~August 31, 2024~~ December 01, 2024, or when all obligations have been satisfactorily fulfilled, whichever occurs first.

REVISION 2. Subarticle 2.1 is amended as follows:

- 2.1 The following Exhibits are attached and incorporated into this Contract. In the event of a conflict between the terms of this Contract and its Exhibits, or between Exhibits, the order of precedence is first the Contract, and then in the following order:
 - Exhibit A: Contract Terms and Conditions**
 - Exhibit B: Insurance Requirements**
 - Exhibit ~~C~~ C-1: Specifications, Duties, and Scope of Work**
 - Exhibit ~~D~~ D-1: Compensation and Payment**
 - Exhibit ~~E~~ E-1: Budget Details**
 - Exhibit F: Travel Regulations**
 - Exhibit ~~G~~ G-1: Invoice Form**
 - Exhibit ~~H~~ H-1: Progress Report Form**
 - Exhibit I: Contractor Payment Form**
 - Exhibit J: Modifications to the General Terms**

REVISION 3. Subarticle 3.1 is amended as follows:

3.1 The Contractor, who is not a State employee, will perform all duties described in **Exhibit ~~C~~ C-1** to the satisfaction of the State.

REVISION 4. Subarticle 6.1 is amended as follows:

6.1 The State will pay for performance by the Contractor under this Contract in accordance with **Exhibit ~~D~~ D-1**.

The Original Contract and any previous amendments are incorporated into this amendment by reference. Except as amended herein, the terms and conditions of the Original Contract and any previous amendment remain in full force and effect.

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STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.

Signed:

Date:

CONTRACTOR

Contractor certifies that the appropriate person(s) have executed the amendment on behalf of Contractor as required by applicable articles, bylaws or resolutions.

Signed: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

(with delegated authority)

Signed:

Title:

Date:

COMMISSIONER OF ADMINISTRATION

Signed:

Date:

CITY OF DULUTH

Signed:

Date:

Background

The State requires a Phase I and Phase II Architectural History Survey for the West Superior Street reconstruction project located in Duluth, MN.

Project Tasks

Task 1: Confirm APE

- 1.1. Contractor will meet with State Cultural Resource Unit (CRU) to re-assess and finalize the preliminary architecture/history APE prior to commencement of the literature search and field survey.
- 1.2. The APE will include the first tier of properties immediately adjacent to West Superior Street and intersecting streets where improvements are proposed.
- 1.3. State will prepare the final APE map.

Task 2: Background Research and Historic Context Development

- 2.1. Contractor will review SHPO files to identify previously recorded sites (focusing in particular outside of the TPI project APE) as well as research gathered for previous projects, including plat maps, aerials, and primary and secondary materials. In addition to online sources, repositories may include:
 - a. Duluth Public Library
 - b. University of Minnesota Duluth Archives
 - c. City of Duluth
 - d. Minnesota Historical Society Library
 - e. SHPO
- 2.2. During the Phase I survey, it is anticipated Contractor will encounter commercial buildings, professional/office buildings, gas and service stations, and industrial buildings. Contractor will develop a historic context to assist with understanding the broader history of the resources identified during field survey.
- 2.3. The context will provide background information on themes related to anticipated survey properties, with sufficient information within which to assess the need for Phase II Evaluations. Anticipated themes include settlement, community development, recreation, religion, ethnic heritage, and transportation. The TPI context will serve as a starting point and will be expanded to cover the area to the west, outside of that project's APE.

Task 3: Phase I Survey

- 3.1. During field review, Contractor will identify buildings, districts, sites, structures, and objects within the APE that will be 50 years of age at the time of the project construction or those that have the potential to possess exceptional significance.
- 3.2. Surveyed properties will be photographed and recorded on individual or multiple property inventory forms (as appropriate) and will be assigned inventory numbers in consultation with SHPO or via MnSHIP. Approximately 65 properties in the APE were surveyed in 2019. Previous SHPO guidance did not require updated inventory forms for properties surveyed within the past ten years if they had not changed in appearance. It is anticipated with the new MnSHIP application that previously surveyed properties that have not changed in appearance will need to be documented with minimal detail in MnSHIP and recorded in a table in the report.
- 3.3. Contractor will conduct site-specific research at local and regional repositories (identified in Task 2) to identify available historical information including the following:
 - a. Construction date
 - b. Ownership
 - c. Historical acreage
 - d. Function for potentially significant properties.

Exhibit C-1: Specifications, Duties, and Scope of Work

- 3.4. Site-specific research will be used to develop the construction history and property use to assist with assessing potential for significance under the National Register Criteria and recommendations for Phase II evaluations.
- 3.5. Contractor will submit Inventory forms to State's CRU for review via MnSHIP.

Task 4: Phase II Evaluation

- 4.1. It is anticipated that no more than two resources will be necessary to require a Phase II evaluation to determine National Register eligibility.
- 4.2. Upon confirmation with State's CRU, the 21 individual properties within the West Superior Street Commercial District that were considered individually eligible as a result of the TPI Project will not require a Phase II evaluation for this project.
- 4.3. Contractor will complete an intensive field survey, additional site-specific research, and historic context and property comparison materials to support the Phase II evaluations. As available, property owners will be interviewed for site-specific history. The evaluations will include:
 - a. Development of a physical description
 - b. Historic content
 - c. National Register eligibility evaluation
 - d. Period of significance
 - e. Historic boundary
- 4.4. Contractor will incorporate the results of the Phase II Evaluations into the Survey Report.

Task 5: Prepare Draft and Final Report

- 5.1. Contractor will complete a draft and final report in accordance with State's CRU Project Requirements and will include the following:
 - a. Management summary
 - b. Introduction
 - c. Methods/research design
 - d. Literature search results
 - e. Summary of background research
 - f. Historic context(s)
 - g. Survey results
 - h. Eligibility recommendations
 - i. Bibliography
 - j. Maps
- 5.2. Newly surveyed resources will have an inventory form generated via MnSHIP with the following:
 - a. Architectural description
 - b. Photograph(s)
 - c. Brief context
 - d. Statement of significance
 - e. Integrity statement (if significant)
 - f. National Register eligibility recommendation
- 5.3. Contractor will submit the draft report to State electronically for review. Contractor will respond to reviewer's comments and revise the report accordingly.
- 5.4. Contractor will submit the final report in PDF version and project deliverables, including hard copies of the report, and one complete set of inventory forms for transmittal to SHPO, as well as GIS data that meets State's submittal standards.

Task 6: Project Coordination

- 6.1. The Contractor will participate in a project kick-off meeting with State to review project scope, schedule, deliverables, and communication protocol. Contractor will discuss the ultimate goals for the project, including any anticipated challenges.
- 6.2. Due to the large number of previously surveyed resources in the APE, Contractor will confirm the survey approach and will work with State’s CRU to confirm the use of MnSHIP for inventory form production.
- 6.3. Contractor will participate in periodic meetings with State’s CRU to review project status, including scope and schedule, address concerns, and discuss recommendations for Phase II evaluations.
- 6.4. Contractor will develop a project-specific Quality Assurance (QA)/Quality Control (QC) Plan and submit to State’s CRU for approval prior to commencing fieldwork activities.
- 6.5. Contractor will submit monthly progress reports and invoices in accordance with State’s requirements.

Anticipated Project Schedule and Deliverable Due Dates

The following is an anticipated summary of the project schedule by task.

Task	Anticipated Schedule	Deliverable
Task 1 – Confirm APE	August 2023	Finalize APE provided by State within 2 weeks of contract execution
Task 2 – Background Research and Historic Context Development	August – December 2023 (Research to be completed by October 2023)	<ul style="list-style-type: none"> • Research summary to be included in September progress report • Draft historic context, to be included in draft report (see Task 5)
Task 3 – Phase I Survey	August 2023 – February 2023 (Phase I field survey to be completed by October 2023)	<ul style="list-style-type: none"> • Phase I field survey summary, including potential Phase II candidates, to be included in September progress report • Draft Phase I inventory forms by December 2023 • State CRU comments on draft Phase I inventory forms by December 2023 • Revised Phase I forms by February 2024
Task 4 – Phase II Evaluations	October 2023 – March 2024	<ul style="list-style-type: none"> • Draft Phase II evaluations by February 2024 (included in draft report) • State comments on draft Phase II evaluations by February 2024 • Revised Phase II evaluations in final report by March 2024
Task 5 – Prepare Draft and Final Report	January – March 2024	<ul style="list-style-type: none"> • Draft report by February 2024 • State comments on draft report by February 2024 • Final report and deliverables by March 2024
Task 6 – Project Coordination	Throughout the project	<ul style="list-style-type: none"> • Monthly progress report and invoice • Kick-off meeting summary – contract execution • QAQC Plan – August 2023 • Periodic meeting summaries

Amendment #1

The scope of work was based on previous standard practices for inventory forms that did not include the level of research and evaluation needed to gain SHPO consensus with an eligibility recommendation. As a results, additional research is needed for the Phase I inventoried properties, including City Directory research to confirm initial and subsequent occupants. The scope of work did not include additional research or evaluation for 21 individual properties located within the West Superior Street Commercial District that were previously considered individually eligible for the National Register of Historic Places (National Register) for the Twin Ports Interchange Project (2019). In consultant with SHPO, State has determined that these 21 individual properties require updated inventory forms with additional research and context development to address new eligibility questions and to provide additional historic context and revised evaluation of eligibility and revised statements of significance. Properties recommended eligible will also require development of property-specific character-defining features and historic boundary maps. The project schedule will be adjusted to allow for the additional effort.

Task 1 – Project Coordination and Meetings

No changes to this project task.

Task 2 – Confirm APE

No changes to this project task.

Task 3 – Background Research and Historic Context Development

No changes to this project task.

Task 4 – Phase I Architecture/History Survey

Contractor will conduct base-line research needed to develop adequate context to gain SHPO concurrence on eligibility recommendation. Additional research will include City Directories (as available), building permits, Sanborn maps, and available online resources. Identification of comparison properties will also be necessary.

Contractor will prepare updated inventory forms for 21 individual properties located within the West Superior Street Commercial District to address SHPO questions regarding eligibility. Intensive-level research into original occupants and architects will be completed and an appropriate statement of significance will be developed to reevaluate eligibility determinations, including additional historic context, as needed.

For properties recommended as eligible for the National Register, a list of character-defining features will be developed and included in the inventory forms along with historic boundary maps.

Task 5 – Phase II Evaluations

No changes to this project task.

Task 6 – Prepare draft report and final report

No changes to this project task.

Task 7 – Assessment of Effect

No changes to this project task.

Project Schedule

The project schedule is revised to reflect the following:

Exhibit C-1: Specifications, Duties, and Scope of Work

Task	Deliverable
Task 3 – Phase I Survey	<ul style="list-style-type: none">• Draft Phase I inventory forms by April 12, 2024• State CRU comments on draft Phase I inventory forms by May 3, 2024• Revised Phase I forms by May 31, 2024
Task 4 – Phase II Evaluations	<ul style="list-style-type: none">• Draft Phase II evaluations by May 31, 2024 (included in draft report)• State comments on draft Phase II evaluations by June 21, 2024• Revised Phase II evaluations in final report by July 19, 2024
Task 5 – Prepare Draft and Final Report	<ul style="list-style-type: none">• Draft report by May 31, 2024• State comments on draft report by June 21, 2024• Final report and deliverables by July 19, 2024

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1. **Compensation and Payment.**

1.1. **Consideration.** State will pay for all services performed by Contractor under this Contract as follows:

1.1.1. **Compensation.** Contractor will be paid on a Cost Plus Fixed Fee (profit) basis as follows:

Direct Labor Costs:	\$32,320.44
Overhead Costs:	\$54,944.75
Fixed Fee Costs:	\$ 9,599.17
Direct Expense Costs:	\$ 2,855.15

1.1.2. **Overhead Rate.** For all work except drilling, overhead rates are not to exceed MnDOT's Overhead Rate Cap. Drilling rates should be determined by Audit. The overhead rate of **170%** of Direct Salary Costs will be used on a provisional basis, determined by State's Office of Audit, and will not exceed 170%. For the purposes of contract close out, MnDOT Audit will apply the most current MnDOT approved overhead rate to direct labor costs, in years where a MnDOT approved overhead rate is not available.

1.1.3. **Fee.** The fee rate of **11%** of Direct Salary and Overhead Costs will be used. The final fee amount distributed will be capped at 15% of actual Direct Salary and Overhead Costs incurred at the close of the Contract, as determined by MnDOT's Office of Audit.

1.1.4. **Overtime.** State will not pay overtime rates for any overtime worked by Contractor or a subcontractor unless State's Authorized Representative has specifically authorized overtime, in writing. If this contract expressly provides for the use of overtime and includes associated classifications, rates and costs, then this contract will serve as written approval. If those items are not included in the contract, then the Contractor must request and receive written approval from the State's Authorized Representative before performing the overtime. The State's Authorized Representative will maintain the documentation in the contract file.

1.1.5. **Direct Costs.** Allowable direct costs include project specific costs listed in **Exhibit E-1**. Any other direct costs not listed in **Exhibit E-1** must be approved, in writing, by State's Authorized Representative prior to expenditure.

1.1.6. **Budget Details.** See **Exhibit E-1** for budget details on Contractor.

1.1.7. **Travel Expenses.** Contractor will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Minnesota Department of Transportation Travel Regulations". Contractor will not be reimbursed for travel and subsistence expenses incurred outside the state of Minnesota unless it has received prior written approval from State for such out of state travel. The state of Minnesota will be considered the home base for determining whether travel is "out of state". See **Exhibit F** for the current Minnesota Department of Transportation Reimbursement Rates for Travel Expenses.

1.1.8. **Total Obligation.** State will pay eighty percent of the project costs (up to \$79,778.61). The City will pay twenty percent of the project costs (up to \$19,943.90). The total obligation for all compensation and reimbursements to Contractor under this Contract will not exceed **\$99,719.51**.

1.2. **Payment**

1.2.1. **Invoices.** Contractor must submit invoices electronically for payment, using the format set forth in **Exhibit G-1**. Contractor will invoice the State and the City directly **On a Monthly Basis**. Invoices will detail the total cost of the project, and also identify the 80% State and 20% City amount due.

1.2.2. **Progress Reports.** Contractor must submit a monthly progress report, using the format set forth in **Exhibit H-1** showing the progress of work in work hours according to the tasks listed in the Specifications, Duties, and Scope of Work.

1.2.3. **State's Payment Requirements.** State will promptly pay all valid obligations under this Contract as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than

30 days after receiving Contractor's invoices and progress reports for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Contractor within 10 days of discovering the error. After State receives the corrected invoice, State will pay Contractor within 30 days of receipt of such invoice.

- 1.2.4. **All Invoices Subject to Audit.** All invoices are subject to Audit, at State's discretion.
- 1.2.5. **Invoice Package Submittal.** Contractor must submit the signed invoice, the signed progress report and all required supporting documentation, for review and payment, to State's Consultant Services Section, at ptinvoices.dot@state.mn.us and to the City's Authorized Representative, Alex Popp at apopp@duluthmn.gov. Invoices will not be considered "received" within the meaning of Minnesota Statutes §16A.124 until the signed documents are received by State's Consultant Services Section and by the City's Authorized Representative.
 - 1.2.5.1. Each invoice must contain the following information: MnDOT Contract Number, Contractor's invoice number (sequentially numbered), Contractor's billing and remittance address, if different from business address, and Contractor's signature attesting that the invoiced services and costs are new and that no previous charge for those services and goods has been included in any prior invoice.
 - 1.2.5.2. Except for Lump Sum contracts, direct nonsalary costs allocable to the work under this Contract, must be itemized and supported with invoices or billing documents to show that such costs are properly allocable to the work. Direct nonsalary costs are any costs that are not the salaried costs directly related to the work of Contractor. Supporting documentation must be provided in a manner that corresponds to each direct cost.
 - 1.2.5.3. Except for Lump Sum contracts, Contractor must provide, upon request of State's Authorized Representative, the following supporting documentation:
 - Direct salary costs of employees' time directly chargeable for the services performed under this Contract. This must include a payroll cost breakdown identifying the name of the employee, classification, actual rate of pay, hours worked and total payment for each invoice period; and
 - Signed time sheets or payroll cost breakdown for each employee listing dates and hours worked. Computer generated printouts of labor costs for the project must contain the project number, each employee's name, hourly rate, regular and overtime hours and the dollar amount charged to the project for each pay period.
- 1.2.6. **Subcontractors.** If Contractor is authorized by State to use or uses any subcontractors, Contractor must include all the above supporting documentation in any subcontractor's contract and Contractor must make timely payments to its subcontractors. Contractor must require subcontractors' invoices to follow the same form and contain the same information as set forth above.
- 1.2.7. **Retainage.** Under Minnesota Statutes §16C.08, subdivision 2(10), no more than 90% of the amount due under this Contract may be paid until State's agency head has reviewed the final product of this Contract. The balance due will be paid when State's agency head determines that Contractor has satisfactorily fulfilled all the terms of this Contract.
- 1.2.8. **Federal Funds.** If federal funds are used, Contractor is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by Contractor's failure to comply with federal requirements.

2. **Conditions of Payment.**

- 2.1. All services provided by Contractor under this Contract must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including business registration

requirements of the Office of the Secretary of State. Contractor will not receive payment for work found by State to be unsatisfactory or performed in violation of federal, state or local law.

3. **Contractor Payment Form Requirement.**

- 3.1. Contractors making payments to subcontractors, regardless of their tier or **Disadvantaged Business Enterprise (DBE)** status, are required to complete **Exhibit I**, the “Contractor Payment Form”, and submit it to State’s Office of Civil Rights (OCR) until final payment is made. Contractor must include payments to subcontractors, service providers, sub-consultants and independent contractors. Failure to comply with this form and Minnesota’s prompt payment law may cause progress payments to Contractor to be withheld. Contractor must submit one copy of this form to State’s OCR and one to State’s Project Manager, no later than 10 days after receiving a payment from State.

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Exhibit E-1: Budget Details**Direct Labor Costs**

Task	Classification	Hours	Hourly Rate	Cost
Confirm APE	Project Manager/Project Historian	4	\$52.35	\$209.40
Background Research and Historic Context Development	Project Manager/Project Historian	4	\$52.35	\$209.40
	Historian II	10	\$32.26	\$322.60
	Historian I	18	\$25.66	\$461.88
	GIS	4	\$33.40	\$133.60
	Tech Editor/Admin Assistant	2	\$30.57	\$61.14
Phase I Architecture History Survey	Project Manager/Project Historian	36	\$52.35	\$1,884.60
	Historian II	204	\$32.26	\$6,581.04
	Historian I	378	\$25.66	\$9,699.48
	GIS	30	\$33.40	\$1,002.00
	Tech Editor/Admin Assistant	104	\$30.57	\$3,179.28
Phase II Evaluations	Project Manager/Project Historian	8	\$52.35	\$418.80
	Historian II	48	\$32.26	\$1,548.48
	Historian I	128	\$25.66	\$3,284.48
	GIS	6	\$33.40	\$200.40
	Tech Editor/Admin Assistant	8	\$30.57	\$244.56
Prepare Draft and Final Report	Project Manager/Project Historian	6	\$52.35	\$314.10
	Historian II	10	\$32.26	\$322.60
	Historian I	16	\$25.66	\$410.56
	GIS	8	\$33.40	\$267.20
	Tech Editor/Admin Assistant	10	\$30.57	\$305.70
Project Coordination and Meetings	Project Manager/Project Historian	16	\$52.35	\$837.60
	Historian II	2	\$32.26	\$64.52
	Historian I	2	\$25.66	\$51.32
	Tech Editor/Admin Assistant	10	\$30.57	\$305.70
Total Direct Labor Costs:				\$32,320.44
Overhead Rate Costs @ 170%:				\$54,944.75
Fixed Fee Rate Costs @ 11%:				\$9,599.17

Direct Expense Costs - (Actual Costs - Must Provide Documentation)

Description	Units	Unit Rate	Cost
Parking	3	\$6.00	\$18.00
Mileage	2100	\$0.655	\$1,375.50
Mileage	20	\$0.67	\$13.40
Copies/Scans	225	\$0.25	\$56.25
Travel			\$1,392.00
Total Direct Expenses			\$2,855.15

TOTAL CONTRACT AMOUNT: \$99,719.51

INVOICE NO. _____
 Estimated Completion: __%
 Final Invoice? Yes No

Invoice Instructions:

Contractor must: 1. Complete the invoice and, if applicable, the progress report, in their entirety 2. Sign the invoice and progress report 3. Attach supporting documentation 4. Scan the entire invoice package*, in the following order : a. Completed, Signed Invoice Form b. Completed, Signed Progress Report Form (if applicable) c. Supporting Documentation <i>Note: Whenever possible, convert landscape pages to portrait pages and optimize the document to decrease the size</i> 5. E-mail the invoice package, in .pdf, to ptinvoices.dot@state.mn.us

MnDOT Contract Number: 1053870
 Contract Expiration Date: December 01, 2024
 SP Number: 8816-3497 TH Number: MSAS 109

Billing Period*: From _____ to _____
 Invoice Date: _____

	Total Contract Amount	Total Billing to Date	Amount Previously Billed	Billed This Invoice
1. Direct Labor Costs: (Attach Supporting Documentation)	\$32,320.44			
2. Overhead Costs: Rate = 170% (Direct Labor*Overhead Rate)	\$54,944.75			
3. Fixed Fee (Profit) Costs: Rate = 11% (Fixed Fee = \$ * Percent Complete)	\$9,599.17			
4. Direct Expense Costs: (Attach Supporting Documentation)	\$2,855.15			
Net Earning Totals:	\$99,719.51			
Total Amount due this invoice:				\$

**If your billing period includes costs to and after June 30, provide a "Billed This Invoice" split of cost through June 30, and costs after.*

State's 80% Portion: _____
 City's 20% Portion: _____

Contractor: Complete this table when submitting an invoice for payment

Source Type	Total Billing to Date	Amount Previously Billed	Billed This Invoice
1071			
Total			

I certify that the statements contained on this invoice, and its supporting documents, are true and accurate and that I have not knowingly made a false or fraudulent claim, or used a false or fraudulent record in connection with this Invoice. I understand that this invoice is subject to audit.

Contractor: **Mead and Hunt, Inc.**

Signature: _____

Print Name: _____

Title: _____

If you are unable to support electronic submission of Invoices, you must contact the Authorized Representative for possible alternatives.

For Invoice No.: _____

Progress Report Instructions:

1. Contractor must complete the progress report form, in its entirety.
2. Contractor must sign the progress report.
3. Contractor must include the completed, signed progress report as part of the invoice package, and submit it as instructed (see Contract and/or invoice form for further details).

(Note: Whenever possible, convert landscape pages to portrait pages and optimize the document to decrease the size.)

MnDOT Contract No. 1053870
 Contract Expiration Date: December 01, 2024
 SP Number: 8816-3497 TH Number: MSAS 109

Billing Period: from _____ to _____
 From: Mead and Hunt, Inc.

Task	% of Total Contract					Hours Budget	Hours Accrued This Period	Total Hours Accrued To Date	% of Budget Hours Used
		% Work Completed This Period	% Work Completed To Date	Weight % Completed This Period	Weight % Work Completed to Date				
1	2	3	4	5	6	7	8	9	10
Confirm APE						4			
Background Research & Historic Context Development						38			
Phase I Survey						752			
Phase II Evaluations						198			
Prepare Draft & Final Report						50			
Project Coordination & Meetings						30			
TOTALS:	100					1072			

***Note: If Budgeted Hours Used for any task exceeds 100%, Contractor must attach an explanation to the invoice package.**

I certify that the above statement is correct, and certify that I have not knowingly made a false statement or used a false record in the preparation of this form:

 Contractor's Project Manager Date