



We listen. We solve.®

UEI Project No. 16.01875
Invoice No. 65037
Grant No. N/A

May 17, 2017

Melody Shelkey
City of Minot
PO Box 5006
Minot, ND 58701-5006

Subject: **Invoice and Progress Report for UEI project No. 16.01875 – MOT – Terminal/Parking Lot Landscaping**

Dear Ms. Shelkey,

Attached is our invoice and progress report for engineering services for the above referenced project, for the period through **May 16, 2017** in the amount of **\$7,000.00**. The following is a list of the project tasks and their status at this time:

Phase 1. Landscape Modification Design

Completed Tasks:

- Coordination with Owner regarding initial concepts and preferences.
- Provide preliminary landscape designs.
- Develop landscaping plan sheet(s) with general layout, planting notes, and planting schedule.
- Provide preliminary plan to Owner for review and comment.
- Provide final plan for City submittal.
- Solicit construction cost from numerous contractors.
- Create Project Summary of Costs.

Additional detail is presented in the attached task breakdown table. As per the contract, payment of Invoice 65037 (attached), is kindly requested within 30 days of this invoice.

Sincerely,

A handwritten signature in blue ink, appearing to read "Derek T. Spitzer".

Derek T. Spitzer, PMP



Please Remit To:
3350 38th Ave. S.
Fargo ND 58104
Phone: (888) 858-3441
EIN #45-0220725

May 17, 2017
 Project No: R16.01875
 Invoice No: 65037

Kelly Matalka
 City of Minot, ND
 515 2nd Ave SW
 Minot, ND 58701

Amount Due This Invoice: \$7,000.00

Project R16.01875 MOT -Terminal/Parking Lot Landscaping

Professional Services through May 17, 2017

Fee

Total Fee	7,000.00		
Percent Complete	100.00	Total Earned	7,000.00
		Previous Fee Billing	0.00
		Current Fee Billing	7,000.00
		Total Fee	7,000.00
		Total this Invoice	\$7,000.00

TERMS: DUE UPON RECEIPT

Past due invoices may be subject to finance charges.

We appreciate the opportunity to provide these services to you.

City of Minot
Minot International Airport
MOT - Terminal/Parking Lot Landscaping
UEI Project No. 16.01875

Phase Breakdown for Professional Services Rendered through May 16, 2017						
Phase	Phase Description	Total Amount	Percent Complete to Date	Total Due to Date	Less Previously Invoiced	Invoice this period
1.0	Preliminary & Design					
1.1	Landscape Modification Design	\$ 7,000.00	100.00%	\$ 7,000.00	\$ -	\$ 7,000.00
	Total Project Fee	\$ 7,000.00		\$ 7,000.00	\$ -	\$ 7,000.00

Overall Project % complete	\$ 7,000.00	100.00%
	\$ 7,000.00	