SAN ANTONIO WATER SYSTEM CONTRACT PAYMENT ESTIMATE CERTIFICATE

***Lump Sum By Phase Payment Method***

SAWS Job No.: XX-XXXX Invoice #

Invoice Date:

For Period

Est. No. XX

Project Name:

## Appropriations

SAWS Resolution No.: XX-XXXX Date: Amount:

Purchase Order: - 0 - PFS

Number Release PO Code

**Payable to:** COMPANY

Address

City, State Zip

Phone Number

For Professional Services for the above referenced project in accordance with the duly executed Professional Services Contract

## LUMP SUM

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description | Contract Value | % Complete | Amout Earned to  Date | Previous Amount  Billed | Current Amount Due |
| Task 1 - 30% Study Verification Phase | $ - | 0% | $ - | $ - | $ - |
| Task 2 - 60% Design | $ - | 0% | $ - | $ - | $ - |
| Task 3 - 90% Design | $ - | 0% | $ - | $ - | $ - |
| Task 4 - 100% Design & Bid Phase Services | $ - | 0% | $ - | $ - | $ - |
| Task 5 - Construction Phase | $ - | 0% | $ - | $ - | $ - |
| Task 6 - Supplemental Services | $ - | 0% | $ - | $ - | $ - |
| **Subtotal** | **$ -** | 0% | **$ -** | **$ -** | **$ -** |
| **Total LUMP SUM** |  |  |  |  | **$ -** |

Completed in Place cost

$ 0

= % Completed 0%

Total Work Complete to Date: = $ \_\_\_\_\_\_\_0

(Less Previous Billings): = $ \_\_\_\_\_\_\_0

Amount Due this Estimate = $ \_\_\_\_\_\_\_\_\_\_0 ­­­

Certification is hereby made that this estimate is true and correct and eligible for payment

Date

SAWS Project Manager Date

Consultant

Date

SAWS Department Date SAWS Contract Administration Manager Date



**Project Name**

**SAWS Job Number SAWS CPMS Number**

**Project Monthly Summary # Date**

|  |  |  |
| --- | --- | --- |
| **To:** | **From:** | **Subject:** |
|  |  |  |

# <Month Year> Progress this Period:

* Consultant:
  + Work performed
* *(if the period includes construction phase then identify the dates of construction observation and site visit reports during the period and confirm they were uploaded to the Submittals tab [all site visits in one Submittals line item within the project record named Construction Observation Reports] in CPMS) See* [*https://apps.saws.org/business\_center/design/*](https://apps.saws.org/business_center/design/) *for Design resources under Pipelines > Construction Information for both the Monthly Observation Report (when doing pay estimate and redline review) and Site Observation Report sample. Include both (MOR monthly and SOR as frequently as required by design contract). Every report must be named consistently <MOR yearmonthdate> e.g. “MOR 20210305” or “SOR 20210312” and must appear in chronological order in the record and it is easy to find a specific document when needed in future.*
* *(if the period includes construction phase and the contract requires survey verification during construction then identify the construction survey verification report dates and confirm they were uploaded to the Submittals tab [all survey reports in one Submittals line item within the project record named Survey Verification Reports] in CPMS) See* [*https://apps.saws.org/business\_center/design/*](https://apps.saws.org/business_center/design/) *for Design resources under Pipelines > Construction Information for the Construction Survey Verification Report Sample. Every report must be named consistently <SVR yearmonthdate> e.g. “SVR 20210312” and must appear in chronological order in the record and it is easy to find a specific document when needed in future.*
* Sub Consultant
  + Work performed

**<Next Month> Projected Progress Next Period:**

* Consultant will:
  + Work to be performed

**Scope Elements Added/Removed:**

* \_\_\_\_\_

**New Issues:**

* \_\_\_\_\_

**Ongoing Issues:**

* \_\_\_\_\_

**Resolved Issues:**

* \_\_\_\_\_

**Project Schedule Summary:**

* On schedule or Behind schedule <Identify any aspects of work that are behind schedule and describe how you plan to recover.>
* Updated Schedule Attached

<If needed, include recovery schedule in the attached schedule update.>

*Throughout design phases attach updated Project Schedule as PDF of Microsoft Project generated CPM schedule showing progress to date for start through construction completion (include estimated construction duration). Templates for overall design and construction schedule for IFB and RFCSP procurement methods are available at* [*https://apps.saws.org/business\_center/design/*](https://apps.saws.org/business_center/design/) *under Pipelines > Invoicing. This schedule is developed by consultant to show only the tasks specific to the project. This is created during negotiation of design contract and updated throughout the project to reflect progress. Changes to schedule milestone dates may NOT be made without SAWS Director and Project Controls approval via CPCF process. During construction phase the contractor’s schedule applies and may be included or simply referenced in CPMS.*

**Project Budget Summary:**

*(Attach Schedule of Values with current invoiced tasks highlighted in yellow). See* [*https://apps.saws.org/business\_center/design/*](https://apps.saws.org/business_center/design/) *for Design resources under Pipelines > Invoicing SCHEDULE\_OF\_VALUES\_SAMPLE.*

|  |  |
| --- | --- |
| **Copy to:** | |
| San Antonio Water System:  Project Engineer  Project EIT | Consultant Staff: |