### AGENDA

### FORT SMITH PORT AUTHORITY

MEETING Thursday, May 14, 2020 Fort Smith, Arkansas Via Zoom/Meeting ID: 890 7349 4041

TIME: 10:00 a.m.

- 1. Call to order Larry Combs, Chair
- 2. Roll Call
- 3. Approve minutes of:
  - a. February 20, 2020 regular meeting
- 4. Treasurer's Report Dustin Collyge, Treasurer
  - a. Port Authority Bank Statements
  - b. Ratification of bills paid to date
  - c. Review and authorization of outstanding invoices & expenditures
- 5. Operations Reports Five Rivers Distribution
  - a. Operator's Report
- 6. Business Items for discussion:
  - a. Port of Fort Smith reconstruction updates Studio 6 and/or Hubbs Construction
  - b. Consider any action items related to reconstruction project.
- 7. Other discussion items.
- 8. Next meeting: To be determined.
- 9. Adjourn

City of Fort Smith
Port Authority Meeting
11:30 a.m. Thursday, February 20, 2020
Bank OZK Building
5401 Rogers Avenue
Fort Smith, Arkansas

### **MINUTES**

The Fort Smith Port Authority scheduled its regular quarterly meeting at 11:30 a.m. on Thursday, February 20, 2020 at the Bank OZK building, 5401 Rogers Avenue, Fort Smith, Arkansas.

The meeting was called to order by chairman Larry Combs at 11:37 a.m. and a quorum was noted present. Other Port Authority members present were Eddie Norman, Philip Doss and Dustin Collyge. Chad Lane was absent and excused by unanimous vote. Others present were Marty Shell of Five Rivers Distribution and Jeff Dingman of the City of Fort Smith.

The minutes of the January 8, 2020 regular meeting were presented. Mr. Norman moved approval of both. Mr. Doss seconded, and the motion carried unanimously.

Mr. Collyge reviewed the Port Authority's bank account statements and disbursements for the month ending January 31, 2020. As of that date, the balance of the operating account was \$2,743,746.62. As of January 31, 2020 the balance of the grant project account was \$217,561.61. All expenditures to date were reviewed and ratified.

Mr. Collyge presented outstanding invoices for consideration. The invoices presented were as follows:

- 1. Invoice No. 19-059-02 from Studio 6 Architects dated 2/17/2020 in the amount of \$23,518.14. Mr. David Conyers was present and noted that this was the last of the payments for construction documents on the port rebuild project. Mr. Doss moved approval to pay this invoice from the operating account. Mr. Norman seconded and the motion carried by a vote of four in favor, zero opposed.
- 2. Invoice No. 111519 from TracWork, Inc. dated 1/30/2020 in the amount of \$8,415.33 for completion of rail spur/rail bridge repairs. Marty Shell indicated that all work on the rail spur is complete and the railroad has deemed it back in service. Mr. Norman moved approval to pay the invoice from the grant project account. Mr. Doss seconded, and the motion carried by a vote of four in favor, zero opposed.
- 3. Pay Estimate No. 2 from Cameron Hubbs Construction dated 1/31/2020 was approved by the architect and forwarded for payment in the amount of \$324,542.32. Mr. Cameron Hubbs reviewed the schedule of payments on the Pay Estimate, the largest portion attributable to the initial down payment to Legacy Building Solutions for the two building structures that have been ordered. Other items included insurance/bonding, testing/layout, preconstruction services and construction manager fee. It was noted that the payment on the buildings was the first of three installments to be made. Mr. Norman questioned the differences in numbers presented in the packet, Mr. Hubbs clarified that he obtained initial numbers, then worked with the vendor to receive a reduced cost. Mr. Doss moved approval

to pay Pay Estimate No. 2 from the operating account. Mr. Norman seconded and the motion carried by unanimous vote.

The Port Authority was reminded that the construction manager will still present a contract for a Guaranteed Maximum Price at a later date. Mr. Hubbs indicated that he should have a complete schedule of pricing in three to four weeks, so that he can present the GMP for approval.

Mr. Shell delivered the Operator's Report, reporting no business at the Port of Fort Smith but that the Inland Water User's Board met in Fort Smith on February 19. This group usually meets in larger river cities, but decided to meet in Fort Smith as a result of the serious flooding event in 2019. There were over 100 attendees from all over the country, including top officials from the US Army Corps of Engineers, in Fort Smith. Mr. Collyge asked if the rivers were back open for business, as some customers are using more truck than barge. Mr. Shell said that the rivers are open, but the ports are full to capacity, so many customers are using truck as a result. There is some scheduled maintenance due to occur on the Mississippi River, but there are currently 'no hiccups' in the chain.

Mr. Combs asked for a report on the status of the reconstruction project. Mr. Conyers reported that all civil drawings have been submitted to the city, and the construction drawings are now complete and submitted for review. With the construction drawings complete, Mr. Hubbs can now use them to solidify pricing for the project. Mr. Hubbs reviewed an issue of removing/replacing a retaining wall as part of the work on the pad for Building No. 1. The work with require approaching from the side of the rail spur, so they'll cover the rail spur with rock to protect it from equipment. AML's insurance adjuster has been back to look at the docks. They've been working with Witt Partners to assure the Port Authority gets all of the FEMA restoration and mitigation dollars it can to put back into these projects. After the building project is complete, the additional projects of reinforcing the shore line with mitigation dollars and adding another bulk storage building (if enough funds remain) will be considered.

The Port Authority reviewed a proposal from Landmark CPA's to compile the Port Authority's Financial Statements for FY2019. Although the company name has changed, it is the same people that have compiled the financial statements in the past. Mr. Doss moved approval of the engagement letter with Landmark PLC for compiling the FY2019 Financial Statements. Mr. Norman seconded, and the motion carried unanimously.

The next meeting of the Port Authority was scheduled for Thursday, April 2, 2020. There being no further business before the body, the meeting adjourned at 12:32 pm.

Respectfully submitted,

Jeff Dingman

Deputy City Administrator City of Fort Smith, Arkansas



Call 800-274-4482

Email info@ozk.com

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Member FDIC

Statement Date: 03/31/2020

Account Number:

GO GREEN WITH ESTATEMENTS! SIGN-UP FOR ESTATEMENTS IN ONLINE BANKING AT OZK.COM & DOWNLOAD OUR MOBILE APP TO ENJOY THE CONVENIENCE OF MOBILE BANKING!

### **PUBLIC FUND CHECKING ACCOUNT -**

PREVIOUS STATEMENT BALANCE AS OF 02/28/20:	2,415,527.07	
PLUS 1 DEPOSITS AND OTHER CREDITS:	1,694.02	
LESS 1 CHECKS AND OTHER DEBITS:	250.00	
CURRENT STATEMENT BALANCE AS OF 03/31/20:	2,416,971.09	
NUMBER OF DAYS IN THIS STATEMENT PERIOD:	32	

### CHECK TRANSACTIONS

SERIAL	DATE	AMOUNT	
112	03/04	250.00	

### **OTHER TRANSACTIONS**

DATE	DESCRIPTION	DEBITS	CREDITS
03/31	INTEREST		1.694.02

	TOTAL FOR THIS PERIOD	TOTAL YEAR TO DATE
TOTAL OVERDRAFT FEES	0.00	0.00
TOTAL RETURNED ITEM FEES	0.00	0.00

### **BALANCE BY DATE**

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
03/04	2 415 277 07	02/21	2 416 071 00				

PAYER FEDERAL ID NUMBER: 71-0130170
INTEREST PAID YEAR TO DATE: 3,462.30

AVERAGE LEDGER BALANCE:	2,415,308.32
INTEREST EARNED:	1,694.02
INTEREST PAID THIS PERIOD:	1,694.02
ANNUAL PERCENTAGE YIELD EARNED:	. 80%
INTEREST RATE:	. 80%



Statement Date: Account Number:

03/31/20

CITY OF FORT SMITH PORT AUTHORITY OPERATING ACCOUNT	112	
623 GARRISON AVE FORT SMITH, AR 72903	2/20/20	
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112 \$250.00 03/04/2020





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Member FDIC

Statement Date: 03/31/2020

Account Number:

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### **PUBLIC FUND CHECKING ACCOUNT -**

FORT SMITH AR 72901-2508

PREVIOUS STATEMENT BALANCE AS OF 02/28/20:	217,569.95	
PLUS 1 DEPOSITS AND OTHER CREDITS:	9.20	
LESS 1 CHECKS AND OTHER DEBITS:	8,415.33	
CURRENT STATEMENT BALANCE AS OF 03/31/20:	209,163.82	
NUMBER OF DAYS IN THIS STATEMENT PERIOD:	32	

### **CHECK TRANSACTIONS**

SERIAL	DATE	AMOUNT		
105	03/03	8,415.33		

### **OTHER TRANSACTIONS**

DATE	DESCRIPTION	DEBITS	CREDITS
03/31	INTEREST		9.20

	TOTAL FOR THIS PERIOD	TOTAL YEAR TO DATE
TOTAL OVERDRAFT FEES	0.00	0.00
TOTAL RETURNED ITEM FEES	0.00	0.00

### **BALANCE BY DATE**

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
03/03	209,154.62	03/31	209,163.82				

PAYER FEDERAL ID NUMBER:

71-0130170

INTEREST PAID YEAR TO DATE:

29.12

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AVERAGE LEDGER BALANCE:	209,943.55	
INTEREST EARNED:	9.20	
INTEREST PAID THIS PERIOD:	9.20	
ANNUAL PERCENTAGE YIELD EARNED:	.05%	
INTEREST RATE:	.05%	



Statement Date: Account Number:

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	2/20/20

FOR DEPOSIT ONLY 03/02/2020 Electronically Captured 2799503/02/2020

03/03/2020 105 \$8415.33





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 800-274-4482

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Statement Date: 04/30/2020

Account Number:

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### **PUBLIC FUND CHECKING ACCOUNT -**

PREVIOUS STATEMENT BALANCE AS OF 03/31/20:	2,416,971.09	
PLUS 1 DEPOSITS AND OTHER CREDITS:	545.42	
LESS 3 CHECKS AND OTHER DEBITS:	560,081.62	
CURRENT STATEMENT BALANCE AS OF 04/30/20:	1,857,434.89	
NUMBER OF DAYS IN THIS STATEMENT PERIOD:	30	

### **CHECK TRANSACTIONS**

SERIAL	DATE	AMOUNT	SERIAL	DATE	AMOUNT
115	04/03	182,673.77	117	04/09	8,723.84
116	04/03	368.684.01			

### OTHER TRANSACTIONS

DATE	DESCRIPTION	DEBITS	CREDITS
04/30	INTEREST		545.42

	TOTAL FOR THIS PERIOD	TOTAL YEAR TO DATE
TOTAL OVERDRAFT FEES	0.00	0.00
TOTAL RETURNED ITEM FEES	0.00	0.00

### **BALANCE BY DATE**

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
04/03	1 865 613 31	04/09 1	856 880 47	04/30 1	957 434 90		

PAYER FEDERAL ID NUMBER:

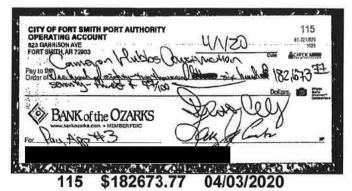
71-0130170

INTEREST PAID YEAR TO DATE:

4,007.72

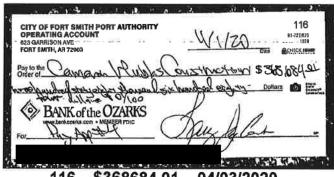
AVERAGE LEDGER BALANCE:	1,895,973.01
INTEREST EARNED:	545.42
INTEREST PAID THIS PERIOD:	545.42
ANNUAL PERCENTAGE YIELD EARNED:	.35%
INTEREST RATE:	. 35%



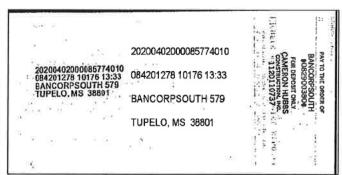




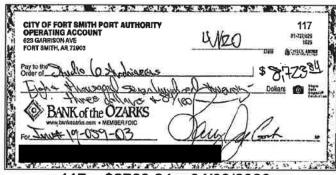
115 \$182673.77 04/03/2020



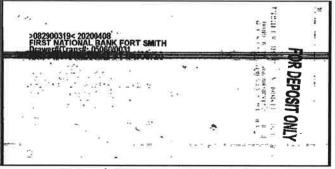
116 \$368684.01 04/03/2020



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Call

800-274-4482

Email

info@ozk.com

Visit

ozk.com

Member FDIC

Statement Date: 04/30/2020

Account Number:

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### PUBLIC FUND CHECKING ACCOUNT -

PREVIOUS STATEMENT BALANCE AS OF 03/31/20:	209,163.82	
PLUS 1 DEPOSITS AND OTHER CREDITS:	8.60	
LESS 0 CHECKS AND OTHER DEBITS:	0.00	
CURRENT STATEMENT BALANCE AS OF 04/30/20:	209,172.42	
NUMBER OF DAYS IN THIS STATEMENT PERIOD:	30	

### OTHER TRANSACTIONS

DATE	DESCRIPTION	DEBITS	CREDITS
04/30	INTEREST		8.60

	TOTAL FOR THIS PERIOD	TOTAL YEAR TO DATE
TOTAL OVERDRAFT FEES	0.00	0.00
TOTAL RETURNED ITEM FEES	0.00	0.00

### **BALANCE BY DATE**

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
04/30	209,172.42						

**PAYER FEDERAL ID NUMBER:** 

71-0130170

INTEREST PAID YEAR TO DATE:

37.72

REST EARNED HIIS STATEMENT I ENIOD		
AVERAGE LEDGER BALANCE:	209,163.82	
INTEREST EARNED:	8.60	
INTEREST PAID THIS PERIOD:	8.60	
ANNUAL PERCENTAGE YIELD EARNED:	.05%	
INTEREST RATE:	.05%	



### Application and Certification for Payment AlA Type Document

TO (OWNER): Port Authority of City of FS 200 Navy Road Fort Smith, AR 72901

PROJECT: FSPA-Rebuild of Port Facility 200 Navy Road Fort Smith, AR 72901

PERIOD TO: 4/30/2020 APPLICATION NO:

OWNER
ARCHITECT
CONTRACTOR

Page 1 of 3

DISTRIBUTION

FROM (CONTRACTOR): Cameron Hubbs Construction, Inc 3409 Owen Street Van Buren, AR 72956

1120 Garrison Ave Suite 1A Fort Smith, AR 72901 Studio 6 Architects David Conyers VIA (ARCHITECT):

ARCHITECT'S PROJECT NO:

CONTRACT DATE: 11/4/2019

# CONTRACTOR'S APPLICATION FOR PAYMENT

CONTRACT FOR: Rebuild of Port Facility

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

2,946,049,52 **69** 2. Net Change by Change Orders 1. ORIGINAL CONTRACT SUM

2,946,049.52 **69** 3. CONTRACT SUM TO DATE (Line 1 + 2).....\$

1,290,460.07 69 4. TOTAL COMPLETED AND STORED TO DATE

5. RETAINAGE:

60,441.46 69 4.68 % of Completed Work æ

0.00 **⇔** : 6A 0.00 % of Stored Material Total retainage (Line 5a + 5b) . . ò

1,230,018.61 69 6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) .....\$ €? 8. CURRENT PAYMENT DUE

909,290.10

> 320,728.51

9. BALANCE TO FINISH, INCLUDING RETAINAGE

1,716,030.91 (Line 3 less Line 6)

0.00 0.0 0.00 DEDUCTIONS 0.0 0.00 0.00 0.00 ADDITIONS TOTALS **NET CHANGES by Change Order** CHANGE ORDER SUMMARY Total changes approved in previous months by Owner Total approved this Month

belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and current payment shown herein is now due.

3409 Owen Stratet Van Buren, AR 72956 CONTRACTOR: Cameron Hubbs Construction, Inc.

By:

PRESIDENT County of ERNINGORD S. Subscribe of Subscrib ANN OG CAMERON HUBBS State of: AR

20 90 Day of

### **IFICATE FOR PAYMENT** ARCHITE

CE ADA

TSION EXPLICATION

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Notary Euglie:

60,441,46

is in accordance with the Contract Documents, and the Contractor is entitled to payment of the knowledge, information and belief the Work has progressed as indicated,the quality of the work In Accordance With the Architect Documents, based on on-site observations and the data com-prising the above application, the Architect certifies to owner that to the best of the Architect's AMOUNT CERTIFIED.

AMOUNT CERTIFIED.

Application and on the Continuation Sheet that are changed to conform to the amount certified.) Attach explanation if amount certified differs from the amount applied. Initial all figures on this \$ 320,728 Ş

ARCHITEC By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Type Document Application and Certification for Payment

			Page 2 of 3
<b>TO (OWNER):</b> Port Authority of City of FS 200 Navy Road Fort Smith, AR 72901	PROJECT: FSPA-Rebuild of Port Facility 200 Navy Road Fort Smith, AR 72901	APPLICATION NO: 5 PERIOD TO: 4/30/2020	DISTRIBUTION TO: _ OWNER
FROM (CONTRACTOR): Cameron Hubbs Construction,Inc 3409 Owen Street Van Buren, AR 72956	VIA (ARCHITECT): Studio 6 Architects David Conyers 1120 Garrison Ave Suite 1A Fort Smith, AR 72901	ARCHITECT'S PROJECT NO:	_ ARCHITECT _ CONTRACTOR

TO (OWNE)	TO (OWNER): Port Authority of City of FS		ACO TO	المدا فيدا كم أدانيناءات					,
	200 Navy Road Fort Smith, AR 72901		200 Na	PROJECT: FOR A-Rebuild of Port Facility 200 Navy Road Fort Smith AB 72000	Δî	APPLICATION NO: 5  PERIOD TO: 4/20/2020	5	DIS:	DISTRIBUTION TO:
				IIII, AR 72901			020	OF	OWNER
FROM (CO)	FROM (CONTRACTOR): Cameron Hubbs Construction,Inc 3409 Owen Street Van Buren, AR 72956	ction,Inc	VIA (ARCHITECT):	Studio 6 Architects David Conyers 1120 Garrison Ave Suite 1A Fort Smith, AR 72901	Suite 1A 301	ARCHITECT'S PROJECT NO:		I	CONTRACTOR
CONTRACT	CONTRACT FOR: Rebuild of Port Facility					CONTRACT DATE: 11/4/2019	11/4/2019		
ITEM	DESCRIPTION	SCHEDULE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED	70	BALANCE	RETAINAGE
_	Insurance & Bonding	37,131.00	37,131.00	0.00	0.00	37,131.00	100.00	00.0	
2	Testing/Layout	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00	00.00	0000
က	Pre-Construction Phase Services	32,500.00	16,250.00	16,250.00	0.00	32,500.00	100.00	00 0	
100	100-General Requirements	12,000.00	0.00	2,000.00	0.00	2,000.00	16.67	10.000.00	00.0
300	300-Concrete	842,623.00	381,663.00	249,921.86	0.00	631,584.86	74.95	211,038.14	31 579 24
400	400-Masonry	0.00	0.00	0.00	0.00	00.00	00.0	000	000
4	500-Metals	784,833.00	274,291.00	0.00	0.00	274.291.00	34.95	510 542 00	0.00
009	600-Wood, Plastics & Composites	0.00	0.00	0.00	0.00	0.00	00 0	0000	13,7 14.33
200	700-Thermal & Moisture Protection	0.00	0.00	0.00	0.00	0.00	00.00	80.00	00.0
800	800-Openings	0.00	00:00	0.00	00.00	00 0		0000	00.0
006	900-Finishes	0.00	0.00	00:00	0.00	00:00	00:0	00.00	00.00
1000	1000-Specialities	0.00	0.00	0.00	0.00	00.0	0000	00:0	00.0
1100	1100-Equipment	0.00	0.00	00:00	0.00	00.00	00:0	00.00	00.0
1200	1200-Furnishings	0.00	0.00	00:00	0.00	0.00	0.00	0:00	00:0
1300	1300-Special Construction	0.00	0.00	00.00	0.00	0.00	0.00	00 0	
2200	2200-Plumbing	0.00	00:00	0.00	0.00	0.00	0.00	00.0	00.0
2300	2300-HVAC	0.00	0.00	0.00	0.00	0.00	0.00	00.0	00.0
2600	2600-Electrical	0.00	0.00	0.00	0.00	0.00	0.00	00.00	00.0
3100	3100-Earthwork	220,690.00	180,487.31	00.00	0.00	180,487.31	81.78	40.202.69	0.00
3200	3200-Exterior Improvements/Site Concrete	839,515.00	0.00	49,421.00	0.00	49,421.00	5.89	790,094.00	2,471.05
3300	3300-Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00.0

## AIA Type Document Application and Certification for Payment

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TO (OWNE	<b>TO (OWNER):</b> Port Authority of City of FS 200 Navy Road Fort Smith, AR 72901		PROJECT: FSPA- 200 Na Fort Sr	PROJECT: FSPA-Rebuild of Port Facility 200 Navy Road Fort Smith, AR 72901	ity	APPLICATION NO: 5 PERIOD TO: 4/30/2020	5 20	TSIG TO: OVO	1 = 50
FROM (CO	FROM (CONTRACTOR): Cameron Hubbs Construction,Inc 3409 Owen Street Van Buren, AR 72956	ion,Inc	VIA (ARCHITECT):	VIA (ARCHITECT): Studio 6 Architects David Conyers 1120 Garrison Ave Suite 1A Fort Smith, AR 72901	Suite 1A 901	ARCHITECT'S PROJECT NO:		(0	CONTRACTOR
CONTRAC	CONTRACT FOR: Rebuild of Port Facility					CONTRACT DATE: 11/4/2019	11/4/2019		
ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	70	BALANCE	RETAINAGE
5	Construction Manager Fee	166,757.52	53,989.33	19,055.57	0.00	73,044.90	43.80	93,712.62	3,652.25
	REPORT TOTALS	\$2,946,049.52	\$953,811.64	\$336,648.43	\$0.00	\$1,290,460.07	43.80	\$1,655,589,45	\$60 441 46

\$60,441.46

\$1,655,589.45

43.80



**INVOICE DATE:** 5/7/2020

Invoice

CLIENT:

Port Authority of the City of Fort Smith 200 Navy Road Fort Smith, Arkansas 72901 19-059-04

**PROJECT:** 

**PROJECT NUMBER: 19-059** 

Port of Fort Smith BSR Fort Smith, Arkansas

Description	Hours/Qty	Rate	Amount
Pre-Design / Design Services and Construction Documents in accordance with Studio 6 Architects Letter Form of Agreement dated October 29, 2019.			
Pre-Design / Design Services Less Amount Previously Paid	26.5	145.00 -3,842.50	3,842.50 -3,842.50
Construction Documents: 100% Complete (\$124,000 x 75% x 100%) Less Amount Previously Paid		93,000.00 -93,000.00	93,000.00 -93,000.00
Construction Administration Services: 44% Complete		13,640.00	13,640.00
(\$124,000 x 25% x 44%) Less Amount Previously Paid		-8,680.00	-8,680.00
	Total		\$4,960.00
	Paymen	ts/Credits	\$0.00
	Balance	Due	\$4,960.00