

Monthly Vendor Invoice Package and Budget Update from Compass Project Management, Inc.



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **December 31, 2019**

To: Lemma Jn-Baptiste ljbaptiste@westwood.k12.ma.us

CC: John Cianciarulo jcianciarulo@westwood.k12.ma.us
Chin Lin Compass
Tim Bonfatti Compass

Approved by:

Chin Lin, Senior Project Manager
Compass Project Management, Inc.

1 Compass recommends that the Owner pay the following NEW invoice(s):

Vendor	PO Ref	Invoice	Amount
Compass Project Management	17163	CPM 78-05	18,670.00
Dore + Whittier	18855	02	45,930.00
Westwood Media Center		d01-06-20	500.00
			65,100.00

2 New Commitments:

a) **Cropper PO SCH-20-C-002** – has been posted in the amount of \$16,500 to budget line 00040000 Other.

3 MSBA ProPay Payment Requests (PR) in Process:

Last Warrant Information Received by Compass: included payments made on 1-2-20. Please continue to send warrant information to mekuppens@compasspminc.com as soon as payments are made. We cannot submit new a new reimbursement without the warrant number and check date. We may submit one reimbursement request to the MSBA each calendar month.

PR	Invoices	Subm to MSBA	Status
2	m/e Oct 2019	11-26-19	Paid 12-19-19
3	m/e Nov 2019	01-07-20	Pending

4 Reconciliation of Compass Expenditures to the Owner: Compass will reconcile our budget to the Owner's accounting on a regular basis. The reconciliation process is performed more quickly if a separate report can be sent in an Excel file format. Please send a report each month of (a) Expenditures Paid by Vendor *Project-to-Date* and, (b) if reconciliation of commitments is desired by the School Building Committee, PO's by Vendor to mekuppens@compasspminc.com.

Monthly Vendor Invoice Package and Budget Update from Compass Project Management, Inc.



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **December 31, 2019**

5 Attachments:

- **New Invoice(s) Recommended for Payment** *pp 1-5*
- **Project Budget Status Report** *p 6*
- **Major Contracts** *p 7*
- **Budget Transfers & Usage of Contingency** *No Transfers have been made*
- **MSBA Reimbursement Summary** *p 8*
- **MSBA Report of Ineligible Costs** *p 9 New report this period*

**INVOICE FOR SERVICES
TOWN OF WESTWOOD
HANLON ELEMENTARY SCHOOL**

Michelle Miller, Procurement Officer
Town of Westwood
Westwood Town Hall
580 High Street
Westwood, MA 02090

12/31/2019
CPM 78-05
\$18,670.00
PO#17163

OPM Professional Services 12/1 - 12/31/2019

Monthly Lump Sum Payment: November2019 - August2020 18,670.00

Total Amount Due for this invoice \$18,670.00

Billing Summary

Feasibility Study Phase	MSBA Code	Contract	Prev. Invoiced	This Inv.	Total Invoiced	Remaining
Designer Selection (\$10,303/mo 6/19-10/19)	0001-0000	51,514.00	51,514.00		51,514.00	-
PDP/PSR (\$18,670/mo 11/19-8/20)	0001-0000	186,695.00	18,670.00	18,670.00	37,340.00	149,355.00
SD/Town Apprvl (\$16,443/mo 9/20-2/21)	0001-0000	98,655.00	-	-	-	98,655.00
Estimating		24,766.00	-	-	-	24,766.00
Reimbursables			-	-	-	
		361,630.00	70,184.00	18,670.00	88,854.00	272,776.00

Project Open Balance

0-30 days	31-60 days	61-90 days	> 90 days	Total
18,670.00	-	-	-	18,670.00

Dore + Whittier
Westwood Hanlon Elementary School project
Invoice Cover Sheet

Date: 12/31/2019
Invoice No: 2

A	B	C	D	E	F	G = E + F	H = D - G
Contract / Amendment	MSBA Description	MSBA Code	Contract	Previously Invoiced	This Invoice	Total Invoiced	Remaining

Feasibility Phase:

Orig. Contract	Feasibility Study	00020000	850,000.00	85,000.00	42,500.00	127,500.00	722,500.00
----------------	-------------------	----------	------------	-----------	-----------	------------	------------

Feasibility Phase Extra Services:

Survey	Environmental & Site	00030000	20,000.00	-	-	-	20,000.00
Geotechnical Investigation	Environmental & Site	00030000	36,000.00	-	-	-	36,000.00
Hazardous Materials	Environmental & Site	00030000	8,000.00	-	-	-	8,000.00
Traffic Study	Environmental & Site	00030000	25,000.00	-	3,430.00	3,430.00	21,570.00
Standard Energy Modeling	Other	00040000	9,000.00	-	-	-	9,000.00
LEED Documentation	Other	00040000	2,000.00	-	-	-	2,000.00

Design/Construction Phase:

Amentment #	Design Development	02010400		-	-	-	-
Amentment #	Construction Docs.	02010500		-	-	-	-
Amentment #	Bidding	02010600		-	-	-	-
Amentment #	Construction Admin.	02010700		-	-	-	-
Amentment #	Closeout/Completion	02010800		-	-	-	-

Other Reimbursables/Not in Contract

-	-	-
---	---	---

950,000.00	85,000.00	45,930.00	130,930.00	819,070.00
------------	-----------	-----------	------------	------------



Dore & Whittier Architects, Inc.
 212 Battery Street
 Burlington, VT 05401

Town of Westwood
 580 High Street
 Westwood, MA 02090

Invoice number 00002
 Date 12/31/2019

Project 19-0798 Westwood-Hanlon Elementary
 School

For Date Range: December 1 to December 31, 2019

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
BASIC SERVICES					
Feasibility Study	425,000.00	30.00	85,000.00	42,500.00	297,500.00
Schematic Design	425,000.00	0.00	0.00	0.00	425,000.00
Subtotal	850,000.00	15.00	85,000.00	42,500.00	722,500.00
ALLOWANCES					
Site Survey	20,000.00	0.00	0.00	0.00	20,000.00
Geotechnical	36,000.00	0.00	0.00	0.00	36,000.00
Hazardous Materials	8,000.00	0.00	0.00	0.00	8,000.00
Traffic	25,000.00	13.72	0.00	3,430.00	21,570.00
Standard Energy Model	9,000.00	0.00	0.00	0.00	9,000.00
LEED Documentation	2,000.00	0.00	0.00	0.00	2,000.00
Subtotal	100,000.00	3.43	0.00	3,430.00	96,570.00
Total	950,000.00	13.78	85,000.00	45,930.00	819,070.00

Invoice total 45,930.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00002	12/31/2019	45,930.00	45,930.00				
	Total	45,930.00	45,930.00	0.00	0.00	0.00	0.00



2 Center Plaza, Suite 430
Boston, MA 02108-1928
T: 617-338-0063
F: 617-338-6472
www.nitscheng.com

Debbie Gabriel
Dore & Whittier Architects, Inc.
212 Battery Street
Burlington, VT 05401

December 12, 2019
Project No: 13759.2
Invoice No: 66639

Project 13759.2 Paul Hanlon Elementary School - Transportation
Professional Services from November 1, 2019 to November 30, 2019

Task 001 Site Investigation

Professional Personnel

	Hours	Rate	Amount	
Project Manager				
Zimolka, Bryan	14.75	185.00	2,728.75	
Totals	14.75		2,728.75	
Total Labor				2,728.75

Billing Limits	Current	Prior	To-Date	
Total Billings	2,728.75	0.00	2,728.75	
Limit			2,000.00	
Adjustment				-728.75
			Total this Task	\$2,000.00

Task 002 Data Collection

Professional Personnel

	Hours	Rate	Amount	
Project Designer				
Presume, Ted	11.00	130.00	1,430.00	
Totals	11.00		1,430.00	
Total Labor				1,430.00

Billing Limits	Current	Prior	To-Date	
Total Billings	1,430.00	0.00	1,430.00	
Limit			2,500.00	
Remaining			1,070.00	
			Total this Task	\$1,430.00

Total this Invoice \$3,430.00



Date: January 6, 2020

From: WMC, Westwood Media Center

15 Perwal Street Westwood, MA 02090

To: Compass-WPS School Building Project

240 Nahatan Street Westwood, MA 02090

Invoice for SBP meeting coverage 12/20/19

Total Due: \$500

Please make check payable to Westwood Media Center

		BUDGET	TRANSFERS	REV'D BUDGET	COMMITTED	SPENT	LEFT TO SPEND	AVAILABLE
MSBA Classification Name	MSBA Code	Feasibility Budget	Budget Transfers	after Budget Transfers	Contracts, PO's, or Otherwise Spent	Total Paid Project to Date	on Current Contracts, PO's	to Commit or Spend
		F	G	H = (F + G)	I	J	K = I - J	L = H-MAX(I,J)
FEASIBILITY STUDY AGREEMENT 00000000								
OPM - Feasibility Study	00010000	450,000	-	450,000	361,630	88,854	272,776	88,370
A&E - Feasibility Study	00020000	950,000	-	950,000	850,000	130,930	719,070	100,000
Environmental & Site	00030000	200,000	-	200,000	89,000	-	89,000	111,000
Other	00040000	150,000	-	150,000	30,515	3,015	27,500	119,485
TOTALS for FEASIBILITY STUDY		1,750,000	-	1,750,000	1,331,145	222,799	1,108,346	418,855

Items highlighted in yellow are new this reporting period

Vendor	Post Period	Amend/CO number	LN	Desc	Commitment Amount	MSBA CODE	MSBA Desc
--------	-------------	-----------------	----	------	-------------------	-----------	-----------

Compass Project Management, Inc.**Feasibility Phase:**

CPM	2019.10	Orig Contract	S	Feasibility Phase	361,630.00	00010000	OPM - Feasibility Study
-----	---------	---------------	---	-------------------	------------	----------	-------------------------

Feasibility Subtotal: 361,630.00

TOTAL for Compass Project Management, Inc. (CPM): 361,630.00**Dore + Whittier Architects, Inc.****Feasibility Phase:**

D&W	2019.11	Orig Contract	1	Feasibility Study	425,000.00	00020000	A&E - Feasibility Study
D&W	2019.11	Orig Contract	2	Schematic Design	425,000.00	00020000	A&E - Feasibility Study

Feasibility Subtotal: 850,000.00

Feasibility Phase - Extra Services:

D&W	2019.11	Orig Contract	1	Survey	20,000.00	00030000	Environmental & Site
D&W	2019.11	Orig Contract	2	Geotechnical Investigation	36,000.00	00030000	Environmental & Site
D&W	2019.11	Orig Contract	3	Hazardous Materials	8,000.00	00030000	Environmental & Site
D&W	2019.11	Orig Contract	4	Traffic Study	25,000.00	00030000	Environmental & Site
D&W	2019.11	Orig Contract	5	Standard Energy Modeling	9,000.00	00040000	Other
D&W	2019.11	Orig Contract	6	LEED Documentation	2,000.00	00040000	Other


Feasibility Subtotal: 100,000.00

TOTAL for Dore + Whittier: 950,000.00**Cropper GIS Consulting, LLC**

Cropper	2019.12	PO SCH-20-C-002	S		16,500.00	00040000	Other
---------	---------	-----------------	---	--	-----------	----------	-------

Subtotal for Cropper GIS Consulting, LLC 16,500.00

Major Contracts TOTAL: 1,328,130.00

District Name	Westwood	School Name	Paul Hanlon
MSBA ID	201703350015	Budget Phase	FSA Budget
Procurement Type	Undetermined	Total Project Budget	\$1,750,000
Project Type	Core Program	Board Approved Final TFG Date	
Project Scope	N/A	Estimated Max Total Facilities Grant (95% Amt) 	\$619,850(\$588,858)
FSA Effective Date	3/8/2019	Maximum Total Facilities Grant	\$619,850
PFA Effective Date		Total MSBA Payment Amount (to Date)	\$18,266
PFA Bid Date		Percent of Total Facilities Grant Paid (to Date)	2.95%
Reimbursement Rate	35.42%	Project Phase	Feasibility Study

Payment Request No	Request Type	Electronic Payment Request Date	Submitted Amount	Eligible Project Cost	Ineligible Project Cost	MSBA Payment Amount	MSBA Payment Date
<u>1</u>		11/1/2019	\$41,212	\$41,212	\$0	\$14,597	12/5/2019
<u>2</u>		11/26/2019	\$12,317	\$10,359	\$1,958	\$3,669	12/19/2019
<u>3</u>		1/7/2020	\$104,170	\$104,170	\$0	\$0	
Total			\$157,699	\$155,741	\$1,958	\$18,266	

Items highlighted in yellow are new this reporting period

PR	Vendor	Code	Description	Invoice	Submitted Amount	Ineligible Amount	Primary Reason Code/Name	Auditor Comments	Next Steps (per Compass)
2	ellis strategies	0004-0000	Other	0003408-IN	150	150	F4-Normal Operating Items - Administrative Supplies		n/a
2	Hometown Weekly Newspapers	0004-0000	Other	26214	306	306	N0-Ceremonial Costs - Others		n/a
2	Norwood Printing	0004-0000	Other	20191811	1,002	1,002	F4-Normal Operating Items - Administrative Supplies		n/a
2	Westwood Media Center	0004-0000	Other	d10-15-19	500	500	N0-Ceremonial Costs - Others		n/a