

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



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **January 31, 2020**

**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 78-06	18,670.00
Dore + Whittier	18855	03	72,888.75
Westwood Media Center		d01-27-20	500.00
			<b>92,058.75</b>

## 2 New Commitments: *Please see our report of Major Contracts for additional detail.*

- a) **DRA Amendment no. 1** – to be approved, has been posted as a net reduction of (\$5,000). An MSBA Budget Revision Request (BRR) is not required.

## 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
3	m/e Nov 2019	01-07-20	Paid 1-30-20
4	m/e Dec 2019		May be submitted in Calendar Month February

## 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.

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## 5 Attachments:

- **New Invoice(s) Recommended for Payment** *pp 1-7*
- **Project Budget Status Report** *p 8*
- **Major Contracts** *p 9*
- **Budget Transfers & Usage of Contingency** *No Transfers have been made*
- **MSBA Reimbursement Summary** *p 10*
- **MSBA Report of Ineligible Costs** *p 11*

**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

1/31/2020  
CPM 78-06  
\$18,670.00  
PO#17163

OPM Professional Services      1/1 - 1/31/2020

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	37,340.00	18,670.00	56,010.00	130,685.00
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

-	-	-
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**361,630.00      88,854.00      18,670.00      107,524.00      254,106.00**

**Project Open Balance**

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



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

Town of Westwood  
580 High Street  
Westwood, MA 02090

Invoice number 00003  
Date 01/24/2020

Project 19-0798 Westwood-Hanlon Elementary  
School

For Date Range: January 1 to January 31, 2019

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
<b>BASIC SERVICES</b>					
Feasibility Study	425,000.00	40.00	127,500.00	42,500.00	255,000.00
Schematic Design	425,000.00	0.00	0.00	0.00	425,000.00
Subtotal	850,000.00	20.00	127,500.00	42,500.00	680,000.00
<b>ALLOWANCES</b>					
Site Survey	20,000.00	30.80	0.00	6,160.00	13,840.00
Geotechnical	36,000.00	59.72	0.00	21,500.00	14,500.00
Hazardous Materials	8,000.00	0.00	0.00	0.00	8,000.00
Traffic	25,000.00	24.64	3,430.00	2,728.75	18,841.25
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	33.82	3,430.00	30,388.75	66,181.25
Total	950,000.00	21.45	130,930.00	72,888.75	746,181.25

Invoice total 72,888.75

#### 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				
00003	01/24/2020	72,888.75	72,888.75				
Total		118,818.75	118,818.75	0.00	0.00	0.00	0.00

Dore + Whittier  
Westwood Hanlon Elementary School project  
Invoice Cover Sheet

Date: 1/31/2020  
Invoice No: 3

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	127,500.00	42,500.00	170,000.00	680,000.00
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**Feasibility Phase Extra Services:**

Survey	Environmental & Site	00030000	20,000.00	-	6,160.00	6,160.00	13,840.00
Geotechnical Investigation	Environmental & Site	00030000	36,000.00	-	21,500.00	21,500.00	14,500.00
Hazardous Materials	Environmental & Site	00030000	8,000.00	-	-	-	8,000.00
Traffic Study	Environmental & Site	00030000	25,000.00	3,430.00	2,728.75	6,158.75	18,841.25
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**

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950,000.00	130,930.00	72,888.75	203,818.75	746,181.25
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2 Center Plaza, Suite 430  
Boston, MA 02108-1928  
T: 617-338-0063  
F: 617-338-6472  
[www.nitscheng.com](http://www.nitscheng.com)

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

January 13, 2020  
Project No: 13759.1  
Invoice No: 67007

Project 13759.1 Paul Hanlon Elementary School - Survey

**Professional Services from December 1, 2019 to December 28, 2019**

Task 001 Paul Hanlon Elementary School  
**Fee**

Total Fee 10,000.00

Percent Complete	36.6	Total Earned	3,660.00
		Previous Fee Billing	0.00
		Current Fee Billing	3,660.00

**Total Fee 3,660.00**

**Total this Task \$3,660.00**

Task 002 Sheenan Elementary School  
**Fee**

Total Fee 10,000.00

Percent Complete	25.00	Total Earned	2,500.00
		Previous Fee Billing	0.00
		Current Fee Billing	2,500.00

**Total Fee 2,500.00**

**Total this Task \$2,500.00**

**Total this Invoice \$6,160.00**



Sanborn, Head & Associates, Inc.  
 20 Foundry Street  
 Concord, NH 03301  
 603-229-1900

January 10, 2020

Project No: 04717.00

Invoice No: 0050172

Dore & Whittier Architects, Inc.  
 1795 Williston Road  
 S. Burlington, VT 05403

Project 04717.00 Dore & Whittier, Paul Hanlon Elementary, Geotech & Env Serv, Westwood, MA

Geotechnical Engineering Services

Professional Services through January 4, 2020

Task 010 Geotechnical Services

**Fee**

Total Fee 31,500.00

Percent Complete

68.254 Total Earned  
 Previous Fee Billing  
 Current Fee Billing  
**Total Fee**

21,500.00

0.00

21,500.00

**21,500.00**

**Total this Task**

**\$21,500.00**

**Total this Invoice**

**\$21,500.00**





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

January 14, 2020  
Project No: 13759.2  
Invoice No: 67044

Project 13759.2 Paul Hanlon Elementary School - Transportation

**Professional Services from December 1, 2019 to December 28, 2019**

Task 003 Data Evaluation & Report Preparation

**Professional Personnel**

	Hours	Rate	Amount
Project Manager			
Zimolka, Bryan	14.75	185.00	2,728.75
Totals	14.75		2,728.75
<b>Total Labor</b>			<b>2,728.75</b>

Billing Limits	Current	Prior	To-Date
Total Billings	2,728.75	0.00	2,728.75
Limit			9,500.00
Remaining			6,771.25

**Total this Task \$2,728.75**

**Total this Invoice \$2,728.75**





Date: January 27, 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 1/17/2020

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	107,524	254,106	88,370
A&E - Feasibility Study	00020000	950,000	-	950,000	850,000	170,000	680,000	100,000
Environmental & Site	00030000	200,000	-	200,000	84,000	33,819	50,181	116,000
Other	00040000	150,000	-	150,000	31,015	3,515	27,500	118,985
TOTALS for FEASIBILITY STUDY		1,750,000	-	1,750,000	1,326,645	314,857	1,011,787	423,355

Items highlighted in yellow are new this reporting period

Vendor	Post Period	Amend/CO number	LN	Desc	Commitment Amount	MSBA CODE	MSBA Desc
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**Compass Project Management, Inc.****Feasibility Phase:**

CPM	2019.10	Orig Contract	S	Feasibility Phase	361,630.00	00010000	OPM - Feasibility Study
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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	2020.01	Amendment 01	a	Survey	2,200.00	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	2020.01	Amendment 01	b	Hazardous Materials	800.00	00030000	Environmental & Site
D&W	2019.11	Orig Contract	4	Traffic Study	25,000.00	00030000	Environmental & Site
D&W	2020.01	Amendment 01	c	Traffic Study	(8,000.00)	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: 95,000.00

**TOTAL for Dore + Whittier: 945,000.00****Cropper GIS Consulting, LLC**

Cropper	2019.12	PO SCH-20-C-002	S		16,500.00	00040000	Other
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Subtotal for Cropper GIS Consulting, LLC 16,500.00

**Major Contracts TOTAL: 1,323,130.00**

<b>District Name</b>	Westwood	<b>School Name</b>	Paul Hanlon
<b>MSBA ID</b>	201703350015	<b>Budget Phase</b>	FSA Budget
<b>Procurement Type</b>	Undetermined	<b>Total Project Budget</b>	\$1,750,000
<b>Project Type</b>	Core Program	<b>Board Approved Final TFG Date</b>	
<b>Project Scope</b>	N/A	<b>Estimated Max Total Facilities Grant (95% Amt)</b> 	\$619,850(\$588,858)
<b>FSA Effective Date</b>	3/8/2019	<b>Maximum Total Facilities Grant</b>	\$619,850
<b>PFA Effective Date</b>		<b>Total MSBA Payment Amount (to Date)</b>	\$54,986
<b>PFA Bid Date</b>		<b>Percent of Total Facilities Grant Paid (to Date)</b>	8.87%
<b>Reimbursement Rate</b>	35.42%	<b>Project Phase</b>	Feasibility Study

<b>Payment Request No</b>	<b>Request Type</b>	<b>Electronic Payment Request Date</b>	<b>Submitted Amount</b>	<b>Eligible Project Cost</b>	<b>Ineligible Project Cost</b>	<b>MSBA Payment Amount</b>	<b>MSBA Payment Date</b>
<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	\$103,670	\$500	\$36,720	1/30/2020
<b>Total</b>			<b>\$157,699</b>	<b>\$155,241</b>	<b>\$2,458</b>	<b>\$54,986</b>	

Items highlighted in yellow are new this reporting period

PR	Vendor	Code	Desc	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 News	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
3	Westwood Media Center	0004-0000	Other	d11-08-19	500	500	O0-Unrelated Costs - Others	Specifically, MSBA does not cover School Building Committee Meeting Media Coverage costs.	n/a

2,458