

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



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **February 29, 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 78-07	18,670.00
Dore + Whittier	18855	04	61,300.00
Westwood Media Center		d02-14-20	500.00
			80,470.00

2 New Commitments: *None this period*

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@compasspmc.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
4	m/e Dec 2019	2/18/2020	Paid 3/5/2020
5	m/e Jan 2020	3/9/2020	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@compasspmc.com.

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



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **February 29, 2020**

5 Attachments:

- **New Invoice(s) Recommended for Payment** *pp 1-6*
- **Project Budget Status Report** *p 7*
- **Major Contracts** *p 8*
- **Budget Transfers & Usage of Contingency** *No Transfers have been made*
- **MSBA Reimbursement Summary** *p 9*
- **MSBA Report of Ineligible Costs** *p 10*

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

2/29/2020
CPM 78-07
\$18,670.00
PO#171163

OPM Professional Services 2/1 - 2/29/2020

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	56,010.00	18,670.00	74,680.00	112,015.00
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	107,524.00	18,670.00	126,194.00	235,436.00

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: 2/29/2020
 Invoice No: 4

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	170,000.00	42,500.00	212,500.00	637,500.00
----------------	-------------------	----------	------------	------------	-----------	------------	------------

Feasibility Phase Extra Services:

Survey	Environmental & Site	00030000	22,200.00	6,160.00	-	6,160.00	16,040.00
Geotechnical Investigation	Environmental & Site	00030000	36,000.00	21,500.00	10,000.00	31,500.00	4,500.00
Hazardous Materials	Environmental & Site	00030000	8,800.00	-	8,800.00	8,800.00	-
Traffic Study	Environmental & Site	00030000	17,000.00	6,158.75	-	6,158.75	10,841.25
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

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

945,000.00	203,818.75	61,300.00	265,118.75	679,881.25
-------------------	-------------------	------------------	-------------------	-------------------



Town of Westwood
580 High Street
Westwood, MA 02090

Invoice number 00004
Date 02/29/2020

Project 19-0798 Westwood-Hanlon Elementary
School

For Date Range: February 1 to February 29, 2020

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
BASIC SERVICES					
Feasibility Study	425,000.00	50.00	170,000.00	42,500.00	212,500.00
Schematic Design	425,000.00	0.00	0.00	0.00	425,000.00
Subtotal	850,000.00	25.00	170,000.00	42,500.00	637,500.00
ALLOWANCES					
Site Survey	22,200.00	27.75	6,160.00	0.00	16,040.00
Geotechnical	36,000.00	87.50	21,500.00	10,000.00	4,500.00
Hazardous Materials	8,800.00	100.00	0.00	8,800.00	0.00
Traffic	17,000.00	36.23	6,158.75	0.00	10,841.25
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	95,000.00	55.39	33,818.75	18,800.00	42,381.25
Total	945,000.00	28.05	203,818.75	61,300.00	679,881.25

Invoice total 61,300.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00004	02/29/2020	61,300.00	61,300.00				
	Total	61,300.00	61,300.00	0.00	0.00	0.00	0.00

INVOICE #7889

December 6, 2019

Account Payable
Dore & Whittier Architects
212 Battery Street
Burlington, VT 05401

Reference: Hazardous Materials Inspection Services
Westwood Public Schools

Professional Services:

Total Fee \$ 8,800.00

Thank you for the opportunity for Universal Environmental Consultants (UEC) to provide professional services.

Please reference UEC invoice number with payment

UEC IS A CORPORATION

FID#04-3573107



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

February 7, 2020
 Project No: 04717.00
 Invoice No: 0050403

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 February 1, 2020

Task	010	Geotechnical Services		
Fee				
Total Fee		31,500.00		
Percent Complete		100.00	Total Earned	31,500.00
			Previous Fee Billing	21,500.00
			Current Fee Billing	10,000.00
			Total Fee	10,000.00
			Total this Task	\$10,000.00
			Total this Invoice	\$10,000.00



Date: February 14, 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 2/13/2020

Total Due: \$500

Please make check payable to Westwood Media Center

MSBA Classification Name		MSBA Code	BUDGET	TRANSFERS	REV'D BUDGET	COMMITTED	SPENT	LEFT TO SPEND	AVAILABLE
			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	126,194	235,436	88,370
A&E - Feasibility Study	00020000		950,000	-	950,000	850,000	212,500	637,500	100,000
Environmental & Site	00030000		200,000	-	200,000	84,000	52,619	31,381	116,000
Other	00040000		150,000	-	150,000	31,515	4,015	27,500	118,485
TOTALS for FEASIBILITY STUDY			1,750,000	-	1,750,000	1,327,145	395,327	931,817	422,855

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
<i>Feasibility Subtotal:</i>						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
<i>Feasibility Subtotal:</i>						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
<i>Feasibility Subtotal:</i>						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
<i>Subtotal for Cropper GIS Consulting, LLC</i>						16,500.00	

Major Contracts TOTAL: 1,323,130.00

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)	\$77,869
PFA Bid Date		Percent of Total Facilities Grant Paid (to Date)	12.56%
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	\$103,670	\$500	\$36,720	1/30/2020
<u>4</u>		2/18/2020	\$65,100	\$64,600	\$500	\$22,882	3/5/2020
<u>5</u>		3/9/2020	\$92,059	\$92,059	\$0	\$0	
Total			\$314,858	\$311,900	\$2,958	\$77,869	

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	00-Unrelated Costs - Others	Specifically, MSBA does not cover School Building Committee Meeting Media Coverage costs.	n/a
4	Westwood Media Center	0004-0000	Other	d11-08-19	500	500	00-Unrelated Costs - Others	Specifically, MSBA does not cover School Building Committee Meeting Media Coverage costs.	n/a

2,958