

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



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **March 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	Invoice	Amount
Compass Project Management	CPM 78-08	18,670.00
Dore + Whittier	05	45,696.25
Cropper GIS, LLC	1976	12,000.00
Westwood Media Center	d02-14-20	500.00
		76,866.25

2 New Commitments:

- a) **Thornton Tomasetti** – commitment has been posted in the amount of \$7,000 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@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
5	m/e Jan 2020	3/9/2020	Paid 3/26/2020
6	m/e Feb 2020	4/1/2020	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: **March 31, 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

3/31/2020
CPM 78-08
\$18,670.00
PO#17163

OPM Professional Services 3/1 - 3/28/2020

Monthly Lump Sum Payment: November2019 - August2020 18,670.00

Total Amount Due for this invoice \$18,670.00

NEW: Please remit payment to Compass Project Management, 400 Libbey Parkway, Weymouth, MA 02189

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	74,680.00	18,670.00	93,350.00	93,345.00
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	126,194.00	18,670.00	144,864.00	216,766.00

Project Open Balance

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



Town of Westwood
580 High Street
Westwood, MA 02090

Invoice number 00005
Date 03/31/2020

Project 19-0798 Westwood-Hanlon Elementary
School

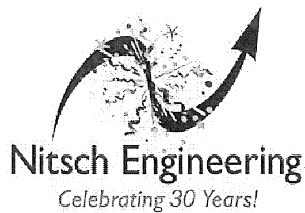
For Date Range: March 1 to March 31, 2020

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
BASIC SERVICES					
Feasibility Study	425,000.00	60.00	212,500.00	42,500.00	170,000.00
Schematic Design	425,000.00	0.00	0.00	0.00	425,000.00
Subtotal	850,000.00	30.00	212,500.00	42,500.00	595,000.00
ALLOWANCES					
Site Survey	22,200.00	40.00	6,160.00	2,720.00	13,320.00
Geotechnical	36,000.00	87.50	31,500.00	0.00	4,500.00
Hazardous Materials	8,800.00	100.00	8,800.00	0.00	0.00
Traffic	17,000.00	39.03	6,158.75	476.25	10,365.00
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	95,000.00	58.75	52,618.75	3,196.25	39,185.00
Total	945,000.00	32.89	265,118.75	45,696.25	634,185.00

Invoice total 45,696.25

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



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

March 4, 2020
Project No: 13759.2
Invoice No: 67605

Project 13759.2 Paul Hanlon Elementary School - Transportation

Professional Services from January 1, 2020 to February 29, 2020

Task 002 Data Collection

Professional Personnel

	Hours	Rate	Amount	
Senior Project Manager				
Alston, Joshua	1.00	215.00	215.00	
Totals	1.00		215.00	
Total Labor				215.00

Billing Limits	Current	Prior	To-Date	
Total Billings	215.00	1,430.00	1,645.00	
Limit			2,500.00	
Remaining			855.00	
Total this Task				\$215.00

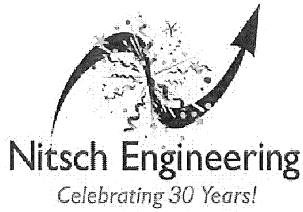
Task 003 Data Evaluation & Report Preparation

Professional Personnel

	Hours	Rate	Amount	
Senior Project Manager				
Alston, Joshua	1.00	215.00	215.00	
Project Manager				
Zimolka, Bryan	.25	185.00	46.25	
Totals	1.25		261.25	
Total Labor				261.25

Billing Limits	Current	Prior	To-Date	
Total Billings	261.25	2,728.75	2,990.00	
Limit			9,500.00	
Remaining			6,510.00	
Total this Task				\$261.25

Total this Invoice \$476.25



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

March 10, 2020
Project No: 13759.1
Invoice No: 67824

Project 13759.1 Paul Hanlon Elementary School - Survey

Professional Services from January 26, 2020 to February 29, 2020

Task 001 Paul Hanlon Elementary School

Fee

Total Fee 12,200.00

Percent Complete	40.00	Total Earned	4,880.00
		Previous Fee Billing	3,660.00
		Current Fee Billing	1,220.00

Total Fee 1,220.00

Total this Task \$1,220.00

Task 002 Sheenan Elementary School

Fee

Total Fee 10,000.00

Percent Complete	40.00	Total Earned	4,000.00
		Previous Fee Billing	2,500.00
		Current Fee Billing	1,500.00

Total Fee 1,500.00

Total this Task \$1,500.00

Total this Invoice \$2,720.00

Cropper GIS, LLC

P.O. Box 1308

Delaware, Ohio 43015

Invoice

Date	Invoice #
4/6/2020	1976

Bill To
Town of Westwood, MA

P.O. No.	Terms	Project

Item	Description	Amount
Consulting	<p>Invoice towards contract SCH-20-C-002, for the Town of Westwood MA, which covers the work performed to collect data, convert information into GIS format, to develop a series of redistricting options for the district to account for master plan considerations, and to meet with the district via web-conferences to review the findings.</p> <p>Invoice does not cover any future meetings after 4/6/2020, which will be billed as-needed/requested.</p>	12,000.00

		Total	\$12,000.00
		Payments/Credits	\$0.00
		Balance Due	\$12,000.00



Date: March 30, 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 3/20/2020

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	144,864	216,766	88,370
A&E - Feasibility Study	00020000	950,000	-	950,000	850,000	255,000	595,000	100,000
Environmental & Site	00030000	200,000	-	200,000	84,000	55,815	28,185	116,000
Other	00040000	150,000	-	150,000	39,015	16,515	22,500	110,985
TOTALS for FEASIBILITY STUDY		1,750,000	-	1,750,000	1,334,645	472,194	862,451	415,355

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


Subtotal for Cropper GIS Consulting, LLC 16,500.00

Thornton Tomasetti

Thornton Tomasetti	2020.03		S	Energy Efficiency	7,000.00	00040000	Other
--------------------	---------	--	---	-------------------	----------	----------	-------

Subtotal for Thornton Tomasetti 7,000.00

Major Contracts TOTAL: 1,330,130.00

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)	\$110,299
PFA Bid Date		Percent of Total Facilities Grant Paid (to Date)	17.79%
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	\$91,559	\$500	\$32,430	3/26/2020
<u>6</u>		4/1/2020	\$80,470	\$79,970	\$500	\$0	
Total			\$395,328	\$391,370	\$3,958	\$110,299	

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	d01-06-20	500	500	00-Unrelated Costs - Others	Specifically, MSBA does not cover School Building Committee Meeting Media Coverage costs.	n/a
5	Westwood Media Center	0004-0000	Other	d01-27-20	500	500	00-Unrelated Costs - Others	Specifically, MSBA does not cover School Building Committee Meeting Media Coverage costs.	n/a
6	Westwood Media Center	0004-0000	Other	d02-14-20	500	500	00-Unrelated Costs - Others		n/a

3,958