

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



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **April 30, 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 78-09	18,670.00
Dore + Whittier	06	56,791.25
Thornton Tomasetti	P20719.00-1	3,500.00
		78,961.25

2 New Commitments:

- a) **Cropper** – Cropper indicated that their work is complete and that they do not intend to invoice for the remainder of their contract. We have posted a credit in the amount of \$4,500 to the commitment against 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
6	m/e Feb 2020	4/1/2020	Paid 4/16/2020
7	m/e Mar 2020	5/1/2020	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@compasspminc.com.

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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** *No update 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

4/30/2020
CPM 78-09
\$18,670.00
PO#17163

OPM Professional Services 3/29 - 5/02/2020

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	93,350.00	18,670.00	112,020.00	74,675.00
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	144,864.00	18,670.00	163,534.00	198,096.00

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 00006
Date 04/30/2020

Project 19-0798 Westwood-Hanlon Elementary
School

For Date Range: April 1 to April 30, 2020

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
BASIC SERVICES					
Feasibility Study	425,000.00	70.00	255,000.00	42,500.00	127,500.00
Schematic Design	425,000.00	0.00	0.00	0.00	425,000.00
Subtotal	850,000.00	35.00	255,000.00	42,500.00	552,500.00
ALLOWANCES					
Site Survey	22,200.00	95.00	8,880.00	12,210.00	1,110.00
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	51.27	6,635.00	2,081.25	8,283.75
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	73.80	55,815.00	14,291.25	24,893.75
Total	945,000.00	38.90	310,815.00	56,791.25	577,393.75

Invoice total 56,791.25

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00006	04/30/2020	56,791.25	56,791.25				
	Total	56,791.25	56,791.25	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

April 10, 2020
Project No: 13759.1
Invoice No: 68075

Project 13759.1 Paul Hanlon Elementary School - Survey

Professional Services from March 1, 2020 to March 28, 2020

Task 001 Paul Hanlon Elementary School

Fee

Total Fee 12,200.00

Percent Complete	95.00	Total Earned	11,590.00
		Previous Fee Billing	4,880.00
		Current Fee Billing	6,710.00

Total Fee 6,710.00

Total this Task \$6,710.00

Task 002 Sheenan Elementary School

Fee

Total Fee 10,000.00

Percent Complete	95.00	Total Earned	9,500.00
		Previous Fee Billing	4,000.00
		Current Fee Billing	5,500.00

Total Fee 5,500.00

Total this Task \$5,500.00

Total this Invoice \$12,210.00



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 212 Battery Street
 Burlington, VT 05401

April 29, 2020
 Project No: 13759.2
 Invoice No: 68334

Project 13759.2 Paul Hanlon Elementary School - Transportation

Professional Services from March 29, 2020 to April 25, 2020

Task 003 Data Evaluation & Report Preparation

Professional Personnel

	Hours	Rate	Amount	
Project Manager				
Zimolka, Bryan	3.75	185.00	693.75	
Totals	3.75		693.75	
Total Labor				693.75

Billing Limits

	Current	Prior	To-Date
Total Billings	693.75	2,990.00	3,683.75
Limit			9,500.00
Remaining			5,816.25

Total this Task \$693.75

Task 004 Site Design Assistance (if Required)

Professional Personnel

	Hours	Rate	Amount	
Project Manager				
Zimolka, Bryan	7.50	185.00	1,387.50	
Totals	7.50		1,387.50	
Total Labor				1,387.50

Billing Limits

	Current	Prior	To-Date
Total Billings	1,387.50	0.00	1,387.50
Limit			2,000.00
Remaining			612.50

Total this Task \$1,387.50

Total this Invoice \$2,081.25

Thornton Tomasetti**SEND PAYMENT & REMITTANCE ADVICE TO:**

Thornton Tomasetti, Inc. | P.O. Box 781187 | Philadelphia, PA 19178 - 1187
 PAYMENT TERMS: NET 20 DAYS
 EIN 13-1251070

WELLS FARGO
 420 MONTGOMERY STREET
 SAN FRANCISCO, CA 94104

Bank Routing or ABA# 121000248
 Account# 2000039485775
 Account Name: Thornton Tomasetti, Inc

May 6, 2020

Invoice No: P20719.00 - 1

Maya Plotkin
 Paul Hanlon Elementary School
 790 Gay Street
 Westwood, MA 02090

Email: mplotkin-sc@westwood.k12.ma.us

Hanlon Elementary School

For Services rendered on the above referenced project through April 24, 2020

Phase 101 ZNE Consulting

<u>PHASE</u>	<u>FEE</u>	<u>% COMPLETE</u>	<u>PREVIOUSLY BILLED</u>	<u>CURRENT BILLING</u>
ZNE Consulting	7,000.00	50.00	0.00	3,500.00
Total Fee	7,000.00		0.00	3,500.00
TOTAL FEE				3,500.00
Total this Phase				\$3,500.00
CURRENT BILLING				\$3,500.00

	<u>Current</u>	<u>Prior</u>	<u>Total</u>	<u>Received</u>	<u>A/R Balance</u>
Statement of Account	3,500.00	0.00	3,500.00	0.00	3,500.00

Please direct all correspondence to:

386 Fore Street, 4th floor, Portland, ME 04101

If no errors are reported in 10 days this invoice will be considered correct.

Westwood Hanlon Elementary School

Project Budget Status Report

4/30/2020

		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	163,534	198,096	88,370
A&E - Feasibility Study	00020000	950,000	-	950,000	850,000	297,500	552,500	100,000
Environmental & Site	00030000	200,000	-	200,000	84,000	70,106	13,894	116,000
Other	00040000	150,000	-	150,000	34,515	20,015	14,500	115,485
TOTALS for FEASIBILITY STUDY		1,750,000	-	1,750,000	1,330,145	551,155	778,990	419,855

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
Cropper	2020.04	PO SCH-20-C-002	S		(4,500.00)	00040000	Other

Subtotal for Cropper GIS Consulting, LLC 12,000.00

Thornton Tomasetti

Thornton Tomasetti	2020.03		S	Energy Efficiency	7,000.00	00040000	Other
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Subtotal for Thornton Tomasetti 7,000.00

Major Contracts TOTAL: 1,325,630.00

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)	\$138,624
PFA Bid Date		Percent of Total Facilities Grant Paid (to Date)	22.36%
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	\$28,325	4/16/2020
<u>7</u>		5/1/2020	\$76,866	\$76,866	\$0	\$0	
Total			\$472,194	\$468,236	\$3,958	\$138,624	