

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

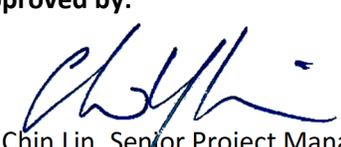


Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **August 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):

<u>Vendor</u>	<u>Invoice</u>	<u>Amount</u>
Compass Project Management	CPM 78-13	18,665.00
Dore + Whittier	10	47,222.22
		65,887.22

2 New Commitments:

- a) **D&W Amendment no. 4** – has been posted in the amount of \$41,690 to budget line 00030000 Environmental & Site.
- b) **D&W Amendment no. 5** – has been posted in the amount of \$16,500 to budget line 00030000 Environmental & Site, requiring a budget transfer in the amount of \$4,890 from budget line 00040000 Other. This was the amount in excess of the available budget. Please see our report of *Budget Transfers and Usage of Contingency* for additional detail. Compass has drafted the required MSBA Budget Revision Request (BRR) reflecting this transfer. The BRR is circulating for district signatures.

3 MSBA ProPay Payment Requests (PR) in Process:

Last Warrant Information Received by Compass: included payments made on 8-26-20. Please continue to send warrant information to mekuppens@compasspm.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
10	m/e June 2020	8/3/2020	Paid 8-27-20
11	m/e July 2020	9/2/2020	Pending

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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.

5 Attachments:

- **New Invoice(s) Recommended for Payment** *pp* 1-3
- **Project Budget Status Report** *p* 4
- **Major Contracts** *p* 5
- **Budget Transfers & Usage of Contingency** *p* 6
- **MSBA Reimbursement Summary** *p* 7
- **MSBA Report of Ineligible Costs** *p* 8

**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

8/31/2020
CPM 78-13
\$18,665.00
PO#17163

OPM Professional Services 08/02 - 08/29/2020

Monthly Lump Sum Payment: November2019 - August2020 18,665.00

Total Amount Due for this invoice \$18,665.00

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

Billing Summary

Feasibility Study Phase	<i>MSBA Code</i>	<i>Contract</i>	<i>Prev. Invoiced</i>	<i>This Inv.</i>	<i>Total Invoiced</i>	<i>Remaining</i>
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	168,030.00	18,665.00	186,695.00	-
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	219,544.00	18,665.00	238,209.00	123,421.00

Dore + Whittier
 Westwood Hanlon Elementary School project
 Invoice Cover Sheet

Date: 8/31/2020
 Invoice No: 10

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	425,000.00	47,222.22	472,222.22	377,777.78
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Feasibility Phase Extra Services:

Survey	Environmental & Site	00030000	22,200.00	21,090.00	-	21,090.00	1,110.00
Geotechnical Investigation	Environmental & Site	00030000	36,000.00	34,500.00	-	34,500.00	1,500.00
Hazardous Materials	Environmental & Site	00030000	8,800.00	8,800.00	-	8,800.00	-
Traffic Study	Environmental & Site	00030000	17,000.00	8,716.25	-	8,716.25	8,283.75
Standard Energy Modeling	Other	00040000	9,000.00	-	-	-	9,000.00
LEED Documentation	Other	00040000	2,000.00	-	-	-	2,000.00

Additional Services:

Amendment #2 Daylighting	Other	00040000	5,000.00	5,000.00	-	5,000.00	-
Amendment #3 GeoThermal A/B	Environmental & Site	00030000	62,700.00	6,050.00	-	6,050.00	56,650.00

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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1,012,700.00	509,156.25	47,222.22	556,378.47	456,321.53
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DORE + WHITTIER
Dore & Whittier Architects, Inc.
212 Battery Street
Burlington, VT 05401

Town of Westwood
580 High Street
Westwood, MA 02090

Invoice number 00010
Date 08/31/2020

Project 19-0798 Westwood-Hanlon Elementary
School

For Date Range: August 1 to August 31, 2020

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
BASIC SERVICES					
Feasibility Study	425,000.00	100.00	425,000.00	0.00	0.00
Schematic Design	425,000.00	11.11	0.00	47,222.22	377,777.78
Subtotal	850,000.00	55.56	425,000.00	47,222.22	377,777.78
ALLOWANCES					
Site Survey	22,200.00	95.00	21,090.00	0.00	1,110.00
Geotechnical	36,000.00	95.83	34,500.00	0.00	1,500.00
Hazardous Materials	8,800.00	100.00	8,800.00	0.00	0.00
Traffic	17,000.00	51.27	8,716.25	0.00	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	76.95	73,106.25	0.00	21,893.75
ADDITIONAL SERVICES					
Daylighting - ASR-2	5,000.00	100.00	5,000.00	0.00	0.00
Subtotal	5,000.00	100.00	5,000.00	0.00	0.00
Geothermal - ASR-3					
Task A - Test Well	48,950.00	12.36	6,050.00	0.00	42,900.00
Task B - Schematic Design Services (T&M)	13,750.00	0.00	0.00	0.00	13,750.00
Subtotal	62,700.00	9.65	6,050.00	0.00	56,650.00
Total	1,012,700.00	54.94	509,156.25	47,222.22	456,321.53

Invoice total 47,222.22

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00010	08/31/2020	47,222.22	47,222.22				
	Total	47,222.22	47,222.22	0.00	0.00	0.00	0.00

		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	238,209	123,421	88,370
A&E - Feasibility Study	00020000	950,000	-	950,000	850,000	472,222	377,778	100,000
Environmental & Site	00030000	200,000	4,890	204,890	204,890	79,156	125,734	-
Other	00040000	150,000	(4,890)	145,110	39,515	28,515	11,000	105,595
TOTALS for FEASIBILITY STUDY		1,750,000	-	1,750,000	1,456,035	818,102	637,933	293,965

Westwood Hanlon Elementary School

Major Contracts

8/31/2020



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

Additional Services

D&W	2020.05	Amendment 02	S	Daylighting	5,000.00	00040000	Other
D&W	2020.06	Amendment 03	S	Geothermal Drilling	62,700.00	00030000	Environmental & Site
D&W	2020.08	Amendment 04	S	Additional Geotech	41,690.00	00030000	Environmental & Site
D&W	2020.08	Amendment 05	S	Geoenvironmental	16,500.00	00030000	Environmental & Site

Additional Services Subtotal: 120,890.00

TOTAL for Dore + Whittier: 1,070,890.00

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: 1,451,520.00

Westwood Hanlon Elementary School

Budget Transfers and Usage of Contingency

8/31/2020

Items highlighted in yellow are new this reporting period									00040000	MSBA Budget Revision Request Status			
In ref	Report Period	Change no. / Description	MSBA Budget	From CODE	From Description	To CODE	To Description	Change Amount	Other	MSBA BRR	BRR Status	Inelig Amount	Elig Amount
									Initial Budget				
									150,000.00				
1	2020.08	D&W Amendment #5 - amount in excess of available budget	FSA	00040000	Other	00030000	Environmental & Site	4,890.00	(4,890.00)	01	Pending Town Signatures		
Remaining Balance									145,110.00				

Westwood Hanlon Elementary School

MSBA Reimbursement Summary

8/31/2020

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)	\$235,558
PFA Bid Date		Percent of Total Facilities Grant Paid (to Date)	38.00%
Reimbursement Rate	35.42%	Project Phase	Schematic Design

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	\$64,366	\$12,500	\$22,799	5/21/2020
<u>8</u>		6/9/2020	\$78,961	\$78,961	\$0	\$27,968	7/2/2020
<u>9</u>		7/8/2020	\$69,170	\$69,170	\$0	\$24,500	7/23/2020
<u>10</u>		8/3/2020	\$67,220	\$61,170	\$6,050	\$21,666	8/27/2020
<u>11</u>		9/2/2020	\$64,670	\$64,670	\$0	\$0	
Total			\$752,215	\$729,707	\$22,508	\$235,558	

Westwood Hanlon Elementary School

MSBA Schedule of Ineligible Project Costs

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
7	Cropper GIS, LLC	0004-0000	Other	1976	12,000	12,000	F0-Normal Operating Items - Others	covers work for district meetings	n/a
7	Westwood Media Center	0004-0000	Other	d03-20-20	500	500	F0-Normal Operating Items - Others	district meeting coverage	n/a
10	Dore & Whittier Architects	30000	Environmental & Site	8	6,050	6,050	L0-??? - Others	Test Well cost	

22,508