

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



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **June 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 78-11	18,670.00
Dore + Whittier	08	48,550.00
		<b>67,220.00</b>

## 2 New Commitments:

- a) **Dore + Whittier Amendment no. 3** – has been posted in the total amount of \$62,700 to budget line 00030000 Environmental & Site.

## 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
8	m/e Apr 2020	6/9/2020	Paid 7-2-2020
9	m/e May 2020	7/8/2020	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 1-4*
- **Project Budget Status Report** *p 5*
- **Major Contracts** *p 6*
- **Budget Transfers & Usage of Contingency** *No Transfers have been made*
- **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

6/30/2020  
CPM 78-11  
\$18,670.00  
PO#17163

OPM Professional Services      05/31 - 06/27/2020

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	130,690.00	18,670.00	149,360.00	37,335.00
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			-	-	-	
		<b>361,630.00</b>	<b>182,204.00</b>	<b>18,670.00</b>	<b>200,874.00</b>	<b>160,756.00</b>

Dore + Whittier  
Westwood Hanlon Elementary School project  
Invoice Cover Sheet

Date: 6/30/2020  
Invoice No: 8

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	340,000.00	42,500.00	382,500.00	467,500.00
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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	418,106.25	48,550.00	466,656.25	546,043.75
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Town of Westwood  
580 High Street  
Westwood, MA 02090

Invoice number 00008  
Date 06/30/2020

Project 19-0798 Westwood-Hanlon Elementary  
School

For Date Range; June 1 to June 30, 2020

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
<b>BASIC SERVICES</b>					
Feasibility Study	425,000.00	90.00	340,000.00	42,500.00	42,500.00
Schematic Design	425,000.00	0.00	0.00	0.00	425,000.00
Subtotal	850,000.00	45.00	340,000.00	42,500.00	467,500.00
<b>ALLOWANCES</b>					
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
<b>ADDITIONAL SERVICES</b>					
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
<b>Geothermal - ASR-3</b>					
Task A - Test Well	48,950.00	12.36	0.00	6,050.00	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	0.00	6,050.00	56,650.00
Total	1,012,700.00	46.08	418,106.25	48,550.00	546,043.75

Invoice total 48,550.00

#### Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00008	06/30/2020	48,550.00	48,550.00				
	Total	48,550.00	48,550.00	0.00	0.00	0.00	0.00



June 26, 2020

Project No: 7021.2.TA

Invoice No: 0065951

Dore & Whittier Architects, Inc.  
 1795 Williston Road, Ste. 200  
 South Burlington, VT 05401

Attention: Mr. Roberto W. Fitzgerald

Hanlon Elementary School; Westwood, Massachusetts  
 Geotechnical Engineering Services  
 Task A: Geothermal Test Well  
 Proposal dated 6/16/20 - Budget \$44,500

**Professional Services from May 01, 2020 to May 31, 2020**

**Consultants**

Ogden Well & Pump Co., Inc.

**Total Consultants**

	5,000.00	
<b>1.1 times</b>	<b>5,000.00</b>	<b>5,500.00</b>
<b>Total this Invoice</b>		<b>\$5,500.00</b>

**ASR-3 Task A**

**+10% \$6050.00**

## Westwood Hanlon Elementary School

## Project Budget Status Report

6/30/2020

		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	200,874	160,756	88,370
A&E - Feasibility Study	00020000	950,000	-	950,000	850,000	382,500	467,500	100,000
Environmental & Site	00030000	200,000	-	200,000	146,700	79,156	67,544	53,300
Other	00040000	150,000	-	150,000	39,515	25,015	14,500	110,485
TOTALS for FEASIBILITY STUDY		1,750,000	-	1,750,000	1,397,845	687,545	710,300	352,155

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

Additional Services Subtotal: 62,700.00

**TOTAL for Dore + Whittier: 1,012,700.00****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: 1,393,330.00**



## Westwood Hanlon Elementary School

## MSBA Reimbursement Summary

6/30/2020

<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>	\$189,392
<b>PFA Bid Date</b>		<b>Percent of Total Facilities Grant Paid (to Date)</b>	30.55%
<b>Reimbursement Rate</b>	35.42%	<b>Project Phase</b>	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	\$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	\$0	
<b>Total</b>			<b>\$620,325</b>	<b>\$603,867</b>	<b>\$16,458</b>	<b>\$189,392</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	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

16,458