

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



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **November 30, 2020**

To: Lemma Jn-Baptiste ljbaptiste@westwood.k12.ma.us
 Lincoln Lynch llynch@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 78-16	16,443.00
Dore + Whittier	13	82,353.06
		98,796.06

2 New Commitments:

a) **D&W Amendment no. 6** – has been posted in the amount of \$1,675 to budget line 00040000 Other.

3 MSBA ProPay Payment Requests (PR) in Process:

Last Warrant Information Received by Compass: included payments made on 10-7-20. Please continue to send warrant information to mekuppens@compasspmc.com as soon as payments are made. We cannot submit 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
13	m/e October 2020	11/17/2020	Pending

4 MSBA Budget Revision Requests (BRRs) in process: *None at this time*

5 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: **November 30, 2020**

6 Attachments:

- **New Invoice(s) Recommended for Payment** *pp 1-10*
- **Project Budget Status Report** *p 11*
- **Major Contracts** *p 12*
- **Budget Transfers & Usage of Contingency** *p 13*
- **MSBA Reimbursement Summary** *p 14*
- **MSBA Report of Ineligible Costs** *No update*

**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

11/30/2020
CPM 78-16
\$16,443.00
PO#17163

OPM Professional Services 11/1 - 11/28/2020

Monthly Lump Sum Payment: September2020 thru February2021 16,443.00

Total Amount Due for this invoice \$16,443.00

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	186,695.00		186,695.00	-
SD/Town Apprvl (\$16,443/mo 9/20-2/21)	0001-0000	98,655.00	32,886.00	16,443.00	49,329.00	49,326.00
Estimating		24,766.00	-	-	-	24,766.00
Reimbursables			-	-	-	
		361,630.00	271,095.00	16,443.00	287,538.00	74,092.00

WISHING YOU A HAPPY AND HEALTHY HOLIDAY SEASON!

Dore + Whittier
Westwood Hanlon Elementary School project
Invoice Cover Sheet

Date: 11/30/2020
 Invoice No: 13

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	566,666.66	47,222.22	613,888.88	236,111.12
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Feasibility Phase Extra Services:

Survey	Environmental & Site	00030000	22,200.00	22,200.00	-	22,200.00	-
Geotechnical Investigation	Environmental & Site	00030000	36,000.00	36,000.00	-	36,000.00	-
Hazardous Materials	Environmental & Site	00030000	8,800.00	8,800.00	-	8,800.00	-
Traffic Study	Environmental & Site	00030000	17,000.00	8,901.25	7,098.75	16,000.00	1,000.00
Standard Energy Modeling	Other	00040000	9,000.00	-	9,000.00	9,000.00	-
LEED Documentation	Other	00040000	2,000.00	-	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	46,053.89	4,977.38	51,031.27	11,668.73
Amendment #4 Additional Geotech/Civil	GeoTech/Civil	00030000	41,690.00	31,240.00	10,379.71	41,619.71	70.29
Amendment#5 GeoEnvironmental Invest	Geo-Environment	00030000	16,500.00	-	-	-	16,500.00
Amendment#6 Flow Test	Fire Protection	00030000	1,675.00	-	1,675.00	1,675.00	-

~~00030000~~
 00040000

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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1,072,565.00	724,861.80	82,353.06	807,214.86	265,350.14
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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 00013
Date 11/25/2020

Project 19-0798 Westwood-Hanlon Elementary
School

For Date Range; November 1 to November 30, 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	44.44	141,666.66	47,222.22	236,111.12
Subtotal	850,000.00	72.22	566,666.66	47,222.22	236,111.12
ALLOWANCES					
Site Survey	22,200.00	100.00	22,200.00	0.00	0.00
Geotechnical	36,000.00	100.00	36,000.00	0.00	0.00
Hazardous Materials	8,800.00	100.00	8,800.00	0.00	0.00
Traffic	17,000.00	94.12	8,901.25	7,098.75	1,000.00
Standard Energy Model	9,000.00	100.00	0.00	9,000.00	0.00
LEED Documentation	2,000.00	100.00	0.00	2,000.00	0.00
Subtotal	95,000.00	98.95	75,901.25	18,098.75	1,000.00
ADDITIONAL SERVICES					
Daylighting - ASR-2	5,000.00	100.00	5,000.00	0.00	0.00
ASR-4 - Additional Borings, Test Pits and Elevation Spot Checks	41,690.00	99.83	31,240.00	10,379.71	70.29
ASR-5 - Geo-Environmental Investigation	16,500.00	0.00	0.00	0.00	16,500.00
ASR-6 - Flow Test	1,675.00	100.00	0.00	1,675.00	0.00
Subtotal	64,865.00	74.45	36,240.00	12,054.71	16,570.29
Geothermal - ASR-3					
Task A - Test Well	48,950.00	99.95	46,053.89	2,873.64	22.47
Task B - Schematic Design Services (T&M)	13,750.00	15.30	0.00	2,103.74	11,646.26
Subtotal	62,700.00	81.39	46,053.89	4,977.38	11,668.73
Total	1,072,565.00	75.26	724,861.80	82,353.06	265,350.14

Invoice total 82,353.06

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00013	11/25/2020	82,353.06	82,353.06				
	Total	82,353.06	82,353.06	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

November 14, 2020
 Project No: 13759.2
 Invoice No: 70591

Project 13759.2 Paul Hanlon Elementary School - Transportation

Professional Services from August 30, 2020 to October 31, 2020

Task 002 Data Collection

Consultants

Consulting - Direct

10/16/2020 Precision Data Industries, LLC Services, 10/07/20 2,255.00

Total Consultants 2,255.00 2,255.00

Billing Limits

Total Billings Current Prior To-Date 2,255.00 1,645.00 3,900.00

Limit 2,500.00

Adjustment -1,400.00

Total this Task \$855.00

Task 003 Data Evaluation & Report Preparation

Professional Personnel

	Hours	Rate	Amount
Project Manager			
Zimolka, Bryan	1.75	190.00	332.50
Senior Project Engineer			
Havan, Nijdeh	26.00	170.00	4,420.00
Totals	27.75		4,752.50

Total Labor 4,752.50

Billing Limits

Total Billings Current Prior To-Date 4,752.50 3,683.75 8,436.25

Limit 9,500.00

Remaining 1,063.75

Total this Task \$4,752.50

Task 004 Site Design Assistance (if Required)

Professional Personnel

	Hours	Rate	Amount
Project Manager			
Zimolka, Bryan	1.50	190.00	285.00
Totals	1.50		285.00

Total Labor 285.00

Project	13759.2	Paul Hanlon Elementary Sch - Traffic	Invoice	70591
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Billing Limits

	Current	Prior	To-Date
Total Billings	285.00	1,572.50	1,857.50
Limit			2,000.00
Remaining			142.50

Total this Task \$285.00

Total this Invoice \$5,892.50

TRAFFIC ALLOWANCE



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

November 24, 2020
 Project No: 13759.2
 Invoice No: 70723

Project 13759.2 Paul Hanlon Elementary School - Transportation

Professional Services from November 1, 2020 to November 21, 2020

Task 003 Data Evaluation & Report Preparation

Professional Personnel

	Hours	Rate	Amount
Senior Project Engineer Havan, Nijdeh	13.00	170.00	2,210.00
Totals	13.00		2,210.00
Total Labor			2,210.00

Billing Limits	Current	Prior	To-Date
Total Billings	2,210.00	8,436.25	10,646.25
Limit			9,500.00
Adjustment			-1,146.25
		Total this Task	\$1,063.75

Task 004 Site Design Assistance (if Required)

Professional Personnel

	Hours	Rate	Amount
Project Manager Zimolka, Bryan	11.25	190.00	2,137.50
Totals	11.25		2,137.50
Total Labor			2,137.50

Billing Limits	Current	Prior	To-Date
Total Billings	2,137.50	1,857.50	3,995.00
Limit			2,000.00
Adjustment			-1,995.00
		Total this Task	\$142.50

Total this Invoice \$1,206.25

TRAFFIC ALLOWANCE

Invoice

**Garcia, Galuska & DeSousa
Consulting Engineers Inc.
375 Faunce Corner Road, Suite D
Dartmouth, MA 02747**

November 23, 2020

Project No: 89410600.00

Invoice No: 117576

Dore & Whittier, Inc.
212 Battery Street
Burlington, VT 05401

Project 89410600.00 Hanlon Elementary School Study/SD, Westwood MA

Attn: Donald M. Walter, AIA, MCPPO

HVAC and Electrical Engineering Study and Schematic Design Services.

Professional Services from November 1, 2020 to November 30, 2020

Fee

Phase	Fee	Percent Complete	Fee Earned	Previous Fee Billed	Current Fee Billing
SD LCCA STANDARD ENERGY MODEL ALLOWANCE	9,000.00	100.00	9,000.00	0.00	9,000.00
SD LEED Doc LEED DOCM ALLOWANCE	2,000.00	100.00	2,000.00	0.00	2,000.00
Total Fee	11,000.00				
	Total Fee This Period				11,000.00



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

November 19, 2020
 Project No: 04717.00
 Invoice No: 0052779

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 November 14, 2020

Task 030 SD Geotechnical Services

Fee			
Total Fee	18,500.00		
Percent Complete	100.00	Total Earned	18,500.00
		Previous Fee Billing	13,000.00
		Current Fee Billing	5,500.00
		Total Fee	5,500.00
		Total this Task	\$5,500.00

Task 040 SD Stormwater Services

Fee			
Total Fee	13,700.00		
Percent Complete	100.00	Total Earned	13,700.00
		Previous Fee Billing	11,700.00
		Current Fee Billing	2,000.00
		Total Fee	2,000.00
		Total this Task	\$2,000.00

Task 050 SD General Consulting

Fee			
Total Fee	2,700.00		
Percent Complete	51.8519	Total Earned	1,400.00
		Previous Fee Billing	700.00
		Current Fee Billing	700.00
		Total Fee	700.00
		Total this Task	\$700.00

Project	04717.00	Dore & Whittier, Paul Hanlon Elementary,	Invoice	0052779
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Task	060	SD Environmental Contingency
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Professional Personnel

	Hours	Rate	Amount	
Principal	1.50	249.00	373.50	
Sr Proj Mgr	2.50	178.00	445.00	
Eng/Geologist	3.60	116.00	417.60	
Totals	7.60		1,236.10	
Total Labor				1,236.10
		Total this Task		\$1,236.10
		Total this Invoice		\$9,436.10

ASR-4

+10% \$10,379.71

VAV INTERNATIONAL, INC.

400 West Cummings Park Suite 4700 Woburn Massachusetts 01801

INVOICE # 2019-085 ADD-1

DATE: 11/11/2020

To: **Dore & Whitter**
 Towle Office Building, #7-2
 260 Merrimack Street
 Newburyport, MA 01950

Att: **Glen Gollrad**

Trades: P / FP

Re: Westwood MA - Hanlon ES

A. Professional Engineering Services Rendered:

1 Contract Amount:		
a. Base contract amount	Invoiced separately.	
b. Additional Work Authorized-	Hydrant flow test and FP hydraulic analysis.	\$1,550.00
c. Additional Work Authorized-		\$0.00
d. Additional Work Authorized-		\$0.00
e. Additional Work Authorized-		\$0.00
<u>f. Additional Work Authorized-</u>		<u>\$0.00</u>
g. Subtotal, Contract Amount		\$1,550.00
2 Fee Earned to Date:		
a. Additional Work Authorized:	Hydrant flow test and FP hydraulic analysis.	\$1,550.00
b.		\$0.00
<u>c.</u>		<u>\$0.00</u>
d. Subtotal, fee earned to date		\$1,550.00
3 Payments Received to Date:		
a. Payment #1-		\$0.00
b. Payment #1-		\$0.00
c. Payment #2-		\$0.00
d. Payment #2-		\$0.00
e. Payment #3-		\$0.00
<u>f. Payment #3-</u>		<u>\$0.00</u>
g. Subtotal, payment received to date		\$0.00
4 Total Fee Due This Invoice (A.2.d - A.3.g) :		\$1,550.00
5 Fee Remaining:	\$0.00	

B Reimbursable Expenses @Direct Cost:		
1 Reproduction:		NC
2 Mileage:		NC
3 Overnight Delivery		\$0.00
4 CAD Plotting		NC
5 Other		<u>\$0.00</u>
6 Subtotal, Reimbursables		\$0.00

C. Total Due VAV Int'l. (Lines A.4 + B.6)..... **\$1,550.00**

ASR-6

Thank You

10% mark up on fee of \$1,250 only \$1,375
total on invoice is \$1,675.00

		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	287,538	74,092	88,370
A&E - Feasibility Study	00020000	950,000	-	950,000	850,000	613,889	236,111	100,000
Environmental & Site	00030000	200,000	4,890	204,890	204,890	175,651	29,239	-
Other	00040000	150,000	(4,890)	145,110	41,190	41,190	-	103,920
TOTALS for FEASIBILITY STUDY		1,750,000	-	1,750,000	1,457,710	1,118,268	339,442	292,290

Westwood Hanlon Elementary School

Major Contracts

11/30/2020



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
D&W	2020.11	Amendment 06	S	Flow test	1,675.00	00040000	Other

Additional Services Subtotal: 122,565.00

TOTAL for Dore + Whittier: 1,072,565.00

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: 1,453,195.00

Westwood Hanlon Elementary School

Budget Transfers and Usage of Contingency

11/30/2020

Items highlighted in yellow are new this reporting period

In ref	Report Period	Change no. / Description	MSBA Budget	From CODE	From Description	To CODE	To Description	Change Amount	00040000	MSBA Budget Revision Request Status				
									Other Initial Budget	MSBA BRR	BRR Status	Inelig Amount	Elig Amount	
									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	Executed by MSBA	-	4,890	
Remaining Balance									145,110.00					

Westwood Hanlon Elementary School

MSBA Reimbursement Summary

11/30/2020

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	New Construction	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)	\$329,407
PFA Bid Date		Percent of Total Facilities Grant Paid (to Date)	53.14%
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	\$22,906	9/17/2020
<u>12</u>		10/7/2020	\$200,291	\$200,291	\$0	\$70,943	10/29/2020
<u>13</u>		11/17/2020	\$66,965	\$66,965	\$0	\$0	
Total			\$1,019,471	\$996,963	\$22,508	\$329,407	