

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



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **October 31, 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 78-15	16,443.00
Dore + Whittier	12	50,522.22
		<b>66,965.22</b>

**2 New Commitments:** *None this period*

**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@compasspminc.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
12	m/e September 2020	10/7/2020	Paid 10/29/2020

**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@compasspminc.com.

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**6 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** *p 7*
- **MSBA Reimbursement Summary** *p 8*
- **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

10/31/2020  
CPM 78-15  
\$16,443.00  
PO#17163

OPM Professional Services                      09/27 - 10/31/2020

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**

<b>Feasibility Study Phase</b>	<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	16,443.00	16,443.00	32,886.00	65,769.00
Estimating		24,766.00	-	-	-	24,766.00
Reimbursables			-	-	-	
		<b>361,630.00</b>	<b>254,652.00</b>	<b>16,443.00</b>	<b>271,095.00</b>	<b>90,535.00</b>

Dore + Whittier  
 Westwood Hanlon Elementary School project  
 Invoice Cover Sheet

Date: 10/31/2020  
 Invoice No: 12

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	519,444.44	47,222.22	566,666.66	283,333.34
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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	-	8,901.25	8,098.75
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	46,053.89	-	46,053.89	16,646.11
Amendment #4 Additional Geotech/Civil	GeoTech/Civil	00030000	41,690.00	27,940.00	3,300.00	31,240.00	10,450.00
Amendment#5 GeoEnvironmental Invest	Geo-Environment	00030000	16,500.00	-	-	-	16,500.00

**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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<b>1,070,890.00</b>	<b>674,339.58</b>	<b>50,522.22</b>	<b>724,861.80</b>	<b>346,028.20</b>
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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 00012  
Date 10/28/2020

Project 19-0798 Westwood-Hanlon Elementary  
School

For Date Range: October 1 to October 31, 2020

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
<b>BASIC SERVICES</b>					
Feasibility Study	425,000.00	100.00	425,000.00	0.00	0.00
Schematic Design	425,000.00	33.33	94,444.44	47,222.22	283,333.34
Subtotal	850,000.00	66.67	519,444.44	47,222.22	283,333.34
<b>ALLOWANCES</b>					
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	52.36	8,901.25	0.00	8,098.75
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	79.90	75,901.25	0.00	19,098.75
<b>ADDITIONAL SERVICES</b>					
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	74.93	27,940.00	3,300.00	10,450.00
ASR-5 - Geo-Environmental Investigation	16,500.00	0.00	0.00	0.00	16,500.00
Subtotal	63,190.00	57.35	32,940.00	3,300.00	26,950.00
<b>Geothermal - ASR-3</b>					
Task A - Test Well	48,950.00	94.08	46,053.89	0.00	2,896.11
Task B - Schematic Design Services (T&M)	13,750.00	0.00	0.00	0.00	13,750.00
Subtotal	62,700.00	73.45	46,053.89	0.00	16,646.11
Total	1,070,890.00	67.69	674,339.58	50,522.22	346,028.20

Invoice total 50,522.22

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00012	10/28/2020	50,522.22	50,522.22				
	Total	50,522.22	50,522.22	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](http://www.nitscheng.com)

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

October 16, 2020  
 Project No: 13759.1  
 Invoice No: 70256

Project 13759.1 Paul Hanlon Elementary School - Survey

**Professional Services from August 30, 2020 to September 26, 2020**

Task 010 Hanlon Elementary School Additional Surv

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Elevation Spot Checks & Geotech Location	3,000.00	100.00	3,000.00	0.00	3,000.00
Total Fee	3,000.00		3,000.00	0.00	3,000.00
	<b>Total Fee</b>				<b>3,000.00</b>
			<b>Total this Task</b>		<b>\$3,000.00</b>
			<b>Total this Invoice</b>		<b>\$3,000.00</b>

ASR-4

+10% \$3,300.00

		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)
<b>FEASIBILITY STUDY AGREEMENT 00000000</b>								
<b>OPM - Feasibility Study</b>	<b>00010000</b>	450,000	-	450,000	361,630	271,095	90,535	88,370
<b>A&amp;E - Feasibility Study</b>	<b>00020000</b>	950,000	-	950,000	850,000	566,667	283,333	100,000
<b>Environmental &amp; Site</b>	<b>00030000</b>	200,000	4,890	204,890	204,890	153,195	51,695	-
<b>Other</b>	<b>00040000</b>	150,000	(4,890)	145,110	39,515	28,515	11,000	105,595
<b>TOTALS for FEASIBILITY STUDY</b>		<b>1,750,000</b>	<b>-</b>	<b>1,750,000</b>	<b>1,456,035</b>	<b>1,019,471</b>	<b>436,563</b>	<b>293,965</b>

## Westwood Hanlon Elementary School

## Major Contracts

9/30/2020



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

*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**

9/30/2020


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
<b>Remaining Balance</b>									<b>145,110.00</b>				

## Westwood Hanlon Elementary School

## MSBA Reimbursement Summary

9/30/2020

<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>	New Construction	<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>	\$329,407
<b>PFA Bid Date</b>		<b>Percent of Total Facilities Grant Paid (to Date)</b>	53.14%
<b>Reimbursement Rate</b>	35.42%	<b>Project Phase</b>	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
<b>Total</b>			<b>\$952,506</b>	<b>\$929,998</b>	<b>\$22,508</b>	<b>\$329,407</b>	