

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



Project: **Westwood Hanlon Elementary School**

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

**This Owner Memo was revised on 9-30-2020**

**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 78-14	16,443.00
Dore + Whittier	11	117,961.11
		<b>134,404.11</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 8-26-20. 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
11	m/e July 2020	9/2/2020	Paid 9/17/2020

## 4 MSBA Budget Revision Requests (BRRs) in process:

BRR no.	Budget Phase	Status	\$Amount Eligible
1	FSA	Executed by MSBA	\$4,890.00

## 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* 1-8
- **Project Budget Status Report** *p* 9
- **Major Contracts** *p* 10
- **Budget Transfers & Usage of Contingency** *p* 11
- **MSBA Reimbursement Summary** *p* 12
- **MSBA Report of Ineligible Costs** *p* 13

## 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

9/30/2020  
CPM 78-14  
\$16,443.00  
PO#17163

OPM Professional Services      08/30 - 09/26/2020

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	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	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	82,212.00
Estimating		24,766.00	-	-	-	24,766.00
Reimbursables			-	-	-	
		<b>361,630.00</b>	<b>238,209.00</b>	<b>16,443.00</b>	<b>254,652.00</b>	<b>106,978.00</b>

### Statement of Unpaid Invoices as of the Issuance of this Invoice:

Invoice	Amount Due	Period Covered
CPM 78-13	\$18,665.00	08/02 - 08/29/2020
<b>Total</b>	<b><u>\$18,665.00</u></b>	

Dore + Whittier  
Westwood Hanlon Elementary School project  
Invoice Cover Sheet

Date: 9/30/2020  
Invoice No: 11

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	472,222.22	47,222.22	519,444.44	330,555.56
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**Feasibility Phase Extra Services:**

Survey	Environmental & Site	00030000	22,200.00	21,090.00	1,110.00	22,200.00	-
Geotechnical Investigation	Environmental & Site	00030000	36,000.00	34,500.00	1,500.00	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	8,716.25	185.00	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	6,050.00	40,003.89	46,053.89	16,646.11
Amendment #4 Additional Geotech/Civil	GeoTech/Civil	00030000	41,690.00	-	27,940.00	27,940.00	13,750.00
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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1,070,890.00	556,378.47	117,961.11	674,339.58	396,550.42
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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 00011  
Date 09/28/2020

Project 19-0798 Westwood-Hanlon Elementary  
School

For Date Range: September 1 to September 30, 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	22.22	47,222.22	47,222.22	330,555.56
Subtotal	850,000.00	61.11	472,222.22	47,222.22	330,555.56
<b>ALLOWANCES</b>					
Site Survey	22,200.00	100.00	21,090.00	1,110.00	0.00
Geotechnical	36,000.00	100.00	34,500.00	1,500.00	0.00
Hazardous Materials	8,800.00	100.00	8,800.00	0.00	0.00
Traffic	17,000.00	52.36	8,716.25	185.00	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	73,106.25	2,795.00	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	67.02	0.00	27,940.00	13,750.00
ASR-5 - Geo-Environmental Investigation	16,500.00	0.00	0.00	0.00	16,500.00
Subtotal	63,190.00	52.13	5,000.00	27,940.00	30,250.00
<b>Geothermal - ASR-3</b>					
Task A - Test Well	48,950.00	94.08	6,050.00	40,003.89	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	6,050.00	40,003.89	16,646.11
Total	1,070,890.00	62.97	556,378.47	117,961.11	396,550.42

Invoice total 117,961.11

#### 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				
00011	09/28/2020	117,961.11	117,961.11				
Total		165,183.33	165,183.33	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

September 16, 2020  
 Project No: 13759.1  
 Invoice No: 69871

Project 13759.1 Paul Hanlon Elementary School - Survey

**Professional Services from July 26, 2020 to August 29, 2020**

Task 001 Paul Hanlon Elementary School

**Fee**

Total Fee	12,200.00		
Percent Complete	100.00	Total Earned	12,200.00
		Previous Fee Billing	11,590.00
		Current Fee Billing	610.00
		<b>Total Fee</b>	<b>610.00</b>
		<b>Total this Task</b>	<b>\$610.00</b>

Task 002 Sheenan Elementary School

**Fee**

Total Fee	10,000.00		
Percent Complete	100.00	Total Earned	10,000.00
		Previous Fee Billing	9,500.00
		Current Fee Billing	500.00
		<b>Total Fee</b>	<b>500.00</b>
		<b>Total this Task</b>	<b>\$500.00</b>
		<b>Total this Invoice</b>	<b>\$1,110.00</b>



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

July 9, 2020

Project No: 04717.00

Invoice No: 0051619

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 July 4, 2020**

Task 020 Environmental Services

**Fee**

Total Fee 4,500.00

Percent Complete

100.00

Total Earned

4,500.00

Previous Fee Billing

3,000.00

Current Fee Billing

1,500.00

**Total Fee**

**1,500.00**

**Total this Task**

**\$1,500.00**

**Total this Invoice**

**\$1,500.00**



2 Center Plaza, Suite 430  
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 T: 617-338-0063  
 F: 617-338-6472

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

September 3, 2020  
 Project No: 13759.2  
 Invoice No: 69656

Project 13759.2 Paul Hanlon Elementary School - Transportation

**Professional Services from April 26, 2020 to August 29, 2020**

Task 004 Site Design Assistance (if Required)

**Professional Personnel**

	Hours	Rate	Amount	
Project Manager				
Zimolka, Bryan	1.00	185.00	185.00	
Totals	1.00		185.00	
<b>Total Labor</b>				<b>185.00</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	185.00	1,387.50	1,572.50
Limit			2,000.00
Remaining			427.50

**Total this Task \$185.00**

**Total this Invoice \$185.00**





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

September 25, 2020

Project No: 04717.00

Invoice No: 0052305

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 September 19, 2020**

Task 030 SD Geotechnical Services

**Fee**

Total Fee	18,500.00		
Percent Complete	70.2703	Total Earned	13,000.00
		Previous Fee Billing	0.00
		Current Fee Billing	13,000.00
		<b>Total Fee</b>	<b>13,000.00</b>
		<b>Total this Task</b>	<b>\$13,000.00</b>

Task 040 SD Stormwater Services

**Fee**

Total Fee	13,700.00		
Percent Complete	85.4015	Total Earned	11,700.00
		Previous Fee Billing	0.00
		Current Fee Billing	11,700.00
		<b>Total Fee</b>	<b>11,700.00</b>
		<b>Total this Task</b>	<b>\$11,700.00</b>

Task 050 SD General Consulting

**Fee**

Total Fee	2,700.00		
Percent Complete	25.9259	Total Earned	700.00
		Previous Fee Billing	0.00
		Current Fee Billing	700.00
		<b>Total Fee</b>	<b>700.00</b>
		<b>Total this Task</b>	<b>\$700.00</b>

**Total this Invoice \$25,400.00**

**+10% \$27,940.00**



September 17, 2020  
 Project No: 7021.2.TA  
 Invoice No: 0066806

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 July 1, 2020 to August 31, 2020**

**Professional Personnel**

	<b>Hours</b>	<b>Amount</b>	
Totals	88.00	4,576.47	
<b>Total Labor</b>		<b>4,576.47</b>	<b>11,441.18</b>
	<b>2.5 times</b>		
<b>Consultants</b>			
Ogden Well & Pump Co., Inc.		20,910.00	
Tracey Ogden-Geothermal Consultant		1,750.00	
<b>Total Consultants</b>	<b>1.1 times</b>	<b>22,660.00</b>	<b>24,926.00</b>

**Total this Invoice 36,367.18**

**+10% \$40,003.89**

email: rfitzgerald@DoreandWhittier.com

## Westwood Hanlon Elementary School

## Project Budget Status Report

9/30/2020



		BUDGET	TRANSFERS	REV'D BUDGET	COMMITTED	SPENT	LEFT TO SPEND	AVAILABLE
MSBA Classification Name		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
MSBA Code		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	254,652	106,978	88,370
A&E - Feasibility Study 00020000		950,000	-	950,000	850,000	519,444	330,556	100,000
Environmental & Site 00030000		200,000	4,890	204,890	204,890	149,895	54,995	-
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	952,506	503,528	293,965

## 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

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	Executed by MSBA	-	4,890
Remaining Balance									145,110.00				

## Westwood Hanlon Elementary School

## MSBA Reimbursement Summary

9/30/2020

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	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)	\$258,464
PFA Bid Date		Percent of Total Facilities Grant Paid (to Date)	41.70%
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
<b>Total</b>			<b>\$752,215</b>	<b>\$729,707</b>	<b>\$22,508</b>	<b>\$258,464</b>	

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	O0-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	O0-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	O0-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	O0-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