

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



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **February 28, 2021**

**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 78-19	16,440.00
Dore + Whittier	16	48,709.29
		<b>65,149.29</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 1/27/2021. Please continue to send warrant information to [mekuppens@compasspminc.com](mailto: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
15	m/e December 2020	2/8/2021	Paid 2/25/2021

## 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](mailto:mekuppens@compasspminc.com).

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



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **February 28, 2021**

---

## 6 Attachments:

- **New Invoice(s) Recommended for Payment** *pp 1-5*
- **Project Budget Status Report** *p 6*
- **Major Contracts** *p 7*
- **Budget Transfers & Usage of Contingency** *p 8*
- **MSBA Reimbursement Summary** *p 9*
- **MSBA Report of Ineligible Costs** *No new ineligible costs since PR 10*

## 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

2/28/2021  
CPM 78-19  
\$16,440.00  
PO#17163

OPM Professional Services      01/31 - 02/27/2021

Monthly Lump Sum Payment: September2020 thru February2021      16,440.00

**Total Amount Due for this invoice      \$16,440.00**

*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	82,215.00	16,440.00	98,655.00	-
Estimating		24,766.00	12,100.00		12,100.00	12,666.00
Reimbursables				-	-	-
		<b>361,630.00</b>	<b>332,524.00</b>	<b>16,440.00</b>	<b>348,964.00</b>	<b>12,666.00</b>

Dore + Whittier  
Westwood Hanlon Elementary School project  
Invoice Cover Sheet

Date: 2/28/2021  
Invoice No: 16

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	708,333.32	47,222.22	755,555.54	94,444.46
----------------	-------------------	----------	------------	------------	-----------	------------	-----------

**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	16,000.00	-	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	52,326.52	1,487.07	53,813.59	8,886.41
Amendment #4 Additional Geotech/Civil	GeoTech/Civil	00030000	41,690.00	41,619.71	-	41,619.71	70.29
Amendment#5 GeoEnvironmental Invest	Geo-Environment	00030000	16,500.00	9,776.63	-	9,776.63	6,723.37
Amendment#6 Flow Test	Fire Protection	00040000	1,675.00	1,675.00	-	1,675.00	-

**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**

-	-	-
---	---	---

<b>1,072,565.00</b>	<b>912,731.18</b>	<b>48,709.29</b>	<b>961,440.47</b>	<b>111,124.53</b>
---------------------	-------------------	------------------	-------------------	-------------------



**DORE + WHITTIER**  
Dore & Whittier Architects, Inc.  
212 Battery Street  
Burlington, VT 05401

Town of Westwood  
580 High Street  
Westwood, MA 02090

Invoice number 00016  
Date 02/28/2021

Project 19-0798 Westwood-Hanlon Elementary  
School

For Date Range: February 1 to February 28, 2021

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	77.78	283,333.32	47,222.22	94,444.46
Subtotal	850,000.00	88.89	708,333.32	47,222.22	94,444.46
<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	94.12	16,000.00	0.00	1,000.00
Standard Energy Model	9,000.00	100.00	9,000.00	0.00	0.00
LEED Documentation	2,000.00	100.00	2,000.00	0.00	0.00
Subtotal	95,000.00	98.95	94,000.00	0.00	1,000.00
<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	99.83	41,619.71	0.00	70.29
ASR-5 - Geo-Environmental Investigation	16,500.00	59.25	9,776.63	0.00	6,723.37
ASR-6 - Flow Test	1,675.00	100.00	1,675.00	0.00	0.00
Subtotal	64,865.00	89.53	58,071.34	0.00	6,793.66
<b>Geothermal - ASR-3</b>					
Task A - Test Well	48,950.00	99.95	48,927.53	0.00	22.47
Task B - Schematic Design Services (T&M)	13,750.00	35.53	3,398.99	1,487.07	8,863.94
Subtotal	62,700.00	85.83	52,326.52	1,487.07	8,886.41
Total	1,072,565.00	89.64	912,731.18	48,709.29	111,124.53

Invoice total 48,709.29

#### Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00016	02/28/2021	48,709.29	48,709.29				
	Total	48,709.29	48,709.29	0.00	0.00	0.00	0.00



January 31, 2021

Project No: 7021.2.TB

Invoice No: 0068212

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

Attention: Mr. Roberto W. Fitzgerald  
 email: dgabriel@DoreandWhittier.com

Hanlon Elementary School; Westwood, Massachusetts  
 Geotechnical Engineering Services  
 Task B: Geothermal Schematic Design  
 Proposal dated 6/16/20 - Budget \$12,500

**Professional Services from December 1, 2020 to December 31, 2020**

**Professional Personnel**

	<b>Hours</b>	<b>Amount</b>	
Totals	9.50	540.75	
<b>Total Labor</b>		<b>540.75</b>	<b>1,351.88</b>
	<b>2.5 times</b>		
	<b>Total this Invoice</b>		<b>\$1,351.88</b>
			<b>+ 10% \$1,487.07</b>

**ASR-3 TASK B**

Project	7021.2.TB	Hanlon Elementary School - SD	Invoice	0068212
<b>Billing Backup</b>			Monday, February 1, 2021	
McPhail Associates, LLC		Invoice 0068212 Dated 1/31/2021		11:05:02 AM

**Professional Personnel**

			<b>Hours</b>		<b>Amount</b>	
00029	Patch, Jonathan	12/3/2020	.50	60.00	30.00	
00029	Patch, Jonathan	12/4/2020	.50	60.00	30.00	
00029	Patch, Jonathan	12/7/2020	1.00	60.00	60.00	
00029	Patch, Jonathan	12/8/2020	.50	60.00	30.00	
00029	Patch, Jonathan	12/9/2020	2.50	60.00	150.00	
00029	Patch, Jonathan	12/17/2020	.50	60.00	30.00	
00029	Patch, Jonathan	12/18/2020	.50	60.00	30.00	
00029	Patch, Jonathan	12/21/2020	2.00	60.00	120.00	
00019	Soares, Matthew	12/21/2020	1.50	40.50	60.75	
	Totals		9.50		540.75	
	<b>Total Labor</b>			<b>2.5 times</b>	<b>540.75</b>	<b>1,351.88</b>
<b>Total this Project</b>						<b>\$1,351.88</b>
<b>Total this Report</b>						<b>\$1,351.88</b>

## Westwood Hanlon Elementary School

## Project Budget Status Report

2/28/2021



		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	348,964	12,666	88,370
A&E - Feasibility Study 00020000		950,000	-	950,000	850,000	755,556	94,444	100,000
Environmental & Site 00030000		200,000	4,890	204,890	204,890	188,210	16,680	-
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	1,333,919	123,791	292,290



## Westwood Hanlon Elementary School

## Major Contracts

2/28/2021



Items highlighted in yellow are new this reporting period

Vendor	Post Period	Amend/CO number	LN	Desc	Commitment Amount	MSBA CODE	MSBA Desc
--------	-------------	-----------------	----	------	-------------------	-----------	-----------

## Compass Project Management, Inc.

## Feasibility Phase:

CPM	2019.10	Orig Contract	S	Feasibility Phase	361,630.00	00010000	OPM - Feasibility Study
-----	---------	---------------	---	-------------------	------------	----------	-------------------------

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
--------------------	---------	--	---	-------------------	----------	----------	-------

Subtotal for Thornton Tomasetti 7,000.00

Major Contracts TOTAL: 1,453,195.00

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

2/28/2021

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)	\$414,592
PFA Bid Date		Percent of Total Facilities Grant Paid (to Date)	66.89%
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	\$23,719	12/10/2020
<u>14</u>		12/29/2020	\$98,796	\$98,796	\$0	\$34,994	1/22/2021
<u>15</u>		2/8/2021	\$74,737	\$74,737	\$0	\$26,472	2/25/2021
<b>Total</b>			<b>\$1,193,004</b>	<b>\$1,170,496</b>	<b>\$22,508</b>	<b>\$414,592</b>	