

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



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **March 31, 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 78-20	20,748.00
Dore + Whittier	17	89,530.97
		110,278.97

2 New Commitments:

- a) **Compass Amendment 2** – has been posted in the amount of \$40,000 to budget line 00010000 OPM – Feasibility Study.
- b) **D&W Amendment 8** – has been posted in the amount of \$56,870 to budget line 00030000 Environmental & Site, requiring a budget transfer in the same amount from budget line 00040000 Other. Compass will draft the required MSBA Budget Revision Request (BRR).
- c) **D&W Amendment 9** – has been posted in the amount of \$12,870 to budget line 00030000 Environmental & Site, requiring a budget transfer in the same amount from budget line 00040000 Other. Compass will draft the required MSBA Budget Revision Request (BRR).

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 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
16	m/e Jan, Feb 2021	3/11/2021	Paid 3/25/2021

4 MSBA Budget Revision Requests (BRRs) in process: *We will draft BRR no. for 2 a & b above.*

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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.

6 Attachments:

- **New Invoice(s) Recommended for Payment** *pp 1-9*
- **Project Budget Status Report** *p 10*
- **Major Contracts** *p 11*
- **Budget Transfers & Usage of Contingency** *p 12*
- **MSBA Reimbursement Summary** *p 13*
- **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

3/31/2021
CPM 78-20
\$20,748.00
PO#17163

OPM Professional Services **02/28 - 03/27/2021**

Monthly Lump Sum Payment: March/April 2021 20,000.00

Reimbursables

	<i>Amount</i>	<i>Markup</i>	<i>Ext</i>	
Miyakoda Inv#2458	680.00	10%	748.00	
				\$748.00

Total Amount Due for this invoice \$20,748.00

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	98,655.00	-	98,655.00	-
Amendment 2 (\$20,000/mo Mar/Apr 2021)	0001-0000	40,000.00		20,000.00	20,000.00	20,000.00
Estimating		24,766.00	12,100.00	748.00	12,848.00	11,918.00
Reimbursables				-	-	-
		401,630.00	348,964.00	20,748.00	369,712.00	31,918.00

Received in accounting 3/3/21

VIP pg. 2

Miyakoda Consulting Inc.

P. O. Box 120731
Boston MA 02111-9998

Invoice

Date	Invoice #
1/31/2021	2458

Bill To

Compass Project Manager
A Vertex Company
One Edgewater Dr Ste 204
Norwood, MA 02062

P.O. No.	Terms	Project
WestwoodHanlon	Due on receipt	

Quantity	Description	Rate	Amount
	VE Modifications Westwood Hanlon Elementary School Project #10078	680.00	680.00
		Total	\$680.00

Dore + Whittier
Westwood Hanlon Elementary School project
Invoice Cover Sheet

Date: 3/31/2021
Invoice No: 17

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	755,555.54	47,222.22	802,777.76	47,222.24
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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	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	53,813.59	4,083.75	57,897.34	4,802.66
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	1,100.00	10,876.63	5,623.37
Amendment#6 Flow Test	Fire Protection	00040000	1,675.00	1,675.00	-	1,675.00	-
Amendment#8 Topo Survey and ANR Plan	Survey	00030000	56,870.00	-	24,255.00	24,255.00	32,615.00
Amendment#9 Additional Test Pits for Ledge	GeoTech	00030000	12,870.00	-	12,870.00	12,870.00	-

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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1,142,305.00	961,440.47	89,530.97	1,050,971.44	91,333.56
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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 00017
Date 03/31/2021

Project 19-0798 Westwood-Hanlon Elementary
School

For Date Range: March 1 to March 31, 2021

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	88.89	330,555.54	47,222.22	47,222.24
Subtotal	850,000.00	94.44	755,555.54	47,222.22	47,222.24
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	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
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	41,619.71	0.00	70.29
ASR-5 - Geo-Environmental Investigation	16,500.00	65.92	9,776.63	1,100.00	5,623.37
ASR-6 - Flow Test	1,675.00	100.00	1,675.00	0.00	0.00
ASR-8 - Topo Survey and ANR Plan	56,870.00	42.65	0.00	24,255.00	32,615.00
ASR-9 - Geotech - Additional Test Pits for Ledge Exploration	12,870.00	100.00	0.00	12,870.00	0.00
Subtotal	134,605.00	71.54	58,071.34	38,225.00	38,308.66
Geothermal - ASR-3					
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	65.23	4,886.06	4,083.75	4,780.19
Subtotal	62,700.00	92.34	53,813.59	4,083.75	4,802.66
Total	1,142,305.00	92.00	961,440.47	89,530.97	91,333.56

Invoice total 89,530.97

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00017	03/31/2021	89,530.97	89,530.97				

Total	89,530.97	89,530.97	0.00	0.00	0.00	0.00
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1 Technology Park Drive
Westford, MA 01886

Mr. Donald M. Walter, AIA
Dore + Whittier
260 Merrimac Street, Bldg. 7
Newburyport, MA 01950

March 31, 2021
File No. 4717.00

Re: **Invoice No. 53915 for Schematic Design Engineering Services
Hanlon Elementary School Project
Westwood, MA**

Dear Donald,

Attached is our fourth invoice for schematic design engineering services for the above-referenced project for the period ending March 27, 2021. These services were provided in accordance with our contract amendments through February 25, 2021.

Services during this invoice period included: additional geotechnical test pits and conclusion of schematic design consulting.

A summary table by contract item is provided below (please note Amendment #2 is excluded as that amendment pertains to future DD phase services):

		Previous Amount Billed	Current Invoice	Total Billed to Date	Total Budget Amount	Budget Remaining
ASR-5	Original Contract (Dec 13, 2019)	\$31,500.00	\$0.00	\$31,500.00	\$31,500.00	\$0.00
	Environmental Allowance (Dec 13, 2019)	\$4,500.00	\$0.00	\$4,500.00	\$4,500.00	\$0.00
	Amendment #1 - SD (August 18, 2020)	\$33,900.00	\$1,000.00	\$34,900.00	\$34,900.00	\$0.00
	Environmental Contingency (August 18, 2020)	\$9,823.95	\$0.00	\$9,823.95	\$15,000.00	\$5,176.05
ASR-9	Amendment #3 – SD (Feb 25, 2021)	\$0.00	\$11,700.00	\$11,700.00	\$11,700.00	\$0.00
	Total	\$79,723.95	\$12,700.00	\$92,423.95	\$97,600.00	\$5,176.05

If you have any questions regarding the invoice, please call me at 978.577.1030.



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

March 31, 2021

Project No: 04717.00

Invoice No: 0053915

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 March 27, 2021

Task 050 SD General Consulting

Fee

Total Fee 2,700.00

Percent Complete 100.00 Total Earned 2,700.00

Previous Fee Billing 1,700.00

Current Fee Billing 1,000.00

ASR-5

Total Fee 1,000.00

Total this Task \$1,000.00

Task 051 SD Additional Test Pits

Fee

Total Fee 11,700.00

Percent Complete 100.00 Total Earned 11,700.00

Previous Fee Billing 0.00

Current Fee Billing 11,700.00

ASR-9

Total Fee 11,700.00

Total this Task \$11,700.00

+10% \$12,870.00

Total this Invoice \$12,700.00



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

March 31, 2021
 Project No: 13759.1
 Invoice No: 72071

Project 13759.1 Paul Hanlon Elementary School - Survey

Professional Services from February 28, 2021 to March 27, 2021

Task 011 Hanlon Elementary School - Amend #2

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Topographic Survey	49,000.00	45.00	22,050.00	0.00	22,050.00
Prepare an Approval Not Required Plan	2,700.00	0.00	0.00	0.00	0.00
Total Fee	51,700.00		22,050.00	0.00	22,050.00
Total Fee					22,050.00
Total this Task					\$22,050.00
Total this Invoice					\$22,050.00

ASR-8

+10% \$24,255.00



November 23, 2020

Project No: 7021.2.TB

Invoice No: 0067648

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 B: Geothermal Schematic Design
Proposal dated 6/16/20 - Budget \$12,500

Professional Services from October 1, 2020 to October 31, 2020
Professional Personnel

3,712.50

\$3,712.50

+10% \$4,083.75

ASR-3 TASK B

Westwood Hanlon Elementary School

Project Budget Status Report

3/31/2021



		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	401,630	369,712	31,918	48,370
A&E - Feasibility Study	00020000	950,000	-	950,000	850,000	802,778	47,222	100,000
Environmental & Site	00030000	200,000	74,630	274,630	274,630	230,519	44,111	-
Other	00040000	150,000	(74,630)	75,370	41,190	41,190	-	34,180
TOTALS for FEASIBILITY STUDY		1,750,000	-	1,750,000	1,567,450	1,444,198	123,252	182,550

Westwood Hanlon Elementary School

Major Contracts

3/31/2021



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 to AM 01	S	Feasibility Phase	361,630.00	00010000	OPM - Feasibility Study
CPM	2021.03	Amendment 2	S	Feasibility Phase	40,000.00	00010000	OPM - Feasibility Study

Feasibility Subtotal: 401,630.00

TOTAL for Compass Project Management, Inc. (CPM): 401,630.00

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
D&W	2021.03	Amendment 08	S		56,870.00	00030000	Environmental & Site
D&W	2021.03	Amendment 09	S		12,870.00	00030000	Environmental & Site

Additional Services Subtotal: 192,305.00

TOTAL for Dore + Whittier: 1,142,305.00

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: 1,562,935.00

Westwood Hanlon Elementary School

Budget Transfers and Usage of Contingency

3/31/2021


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
2	2021.03	D&W Amendment #8	FSA	00040000	Other	00030000	Environmental & Site	56,870.00	(56,870.00)	TBD		-	56,870
3	2021.03	D&W Amendment #9	FSA	00040000	Other	00030000	Environmental & Site	12,870.00	(12,870.00)	TBD		-	12,870
Remaining Balance									75,370.00				

Westwood Hanlon Elementary School

MSBA Reimbursement Summary

3/31/2021

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)	\$464,502
PFA Bid Date		Percent of Total Facilities Grant Paid (to Date)	74.94%
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
<u>16</u>		3/11/2021	\$140,914	\$140,914	\$0	\$49,911	3/25/2021
Total			\$1,333,918	\$1,311,410	\$22,508	\$464,502	