

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



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **May 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 Budget Update: We have updated the budget to reflect Feasibility thru Design Development. Please see column F of our *Project Budget Status Report* for additional detail.

2 Compass recommends that the Owner pay the following NEW invoice(s):

Vendor	Invoice	Amount
Dore + Whittier	19	280,971.00
		280,971.00

3 New Commitments:

- a) **Compass Amendment 3** – for Design Phase services has been posted in the amount of \$137,000. Please see our report of *Major Contracts* for additional detail.
- b) **D&W Amendment 7** – for Design Phase services has been posted in the amount of \$1,318,260.00. Please see our report of *Major Contracts* for additional detail.

4 MSBA ProPay Payment Requests (PR) in Process:

Last Warrant Information Received by Compass: included payments made on 5/12/2021. 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
17	m/e Mar 2021	4/30/2021	Paid 5/27/2021
18	m/e Apr 2021	5/18/2021	Pending

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



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **May 31, 2021**

- 5 MSBA Budget Revision Requests (BRRs) in process:** *BRR no. 2 has been executed by the MSBA. Compass will submit this BRR to the MSBA ProPay system and then resubmit any associated previously deemed ineligible costs for reconsideration by the MSBA for reimbursement.*
- 6 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.

7 Attachments:

- **New Invoice(s) Recommended for Payment** *pp 1-4*
- **Project Budget Status Report** *p 5*
- **Major Contracts** *pp 6-7*
- **Budget Transfers & Usage of Contingency** *p 8*
- **MSBA Reimbursement Summary** *p 9*
- **MSBA Report of Ineligible Costs** *pp 10*

Dore + Whittier
Westwood Hanlon Elementary School project
Invoice Cover Sheet

Date: 5/31/2021
Invoice No: 19

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	850,000.00	-	850,000.00	-
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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	57,897.34	-	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	10,876.63	-	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	56,870.00	-	56,870.00	-
Amendment#9 Additional Test Pits for Ledge	GeoTech	00030000	12,870.00	12,870.00	-	12,870.00	-

Design/Construction Phase:

Amentment #7	Design Development	02010400	1,232,260.00	-	277,258.50	277,258.50	955,001.50
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Additional Services - Amendment 7:

Geothermal Design	Other Basic Services	0201-9900	16,500.00			-	16,500.00
Hazardous Materials	Hazardous Materials	0204-0200	12,100.00			-	12,100.00
Geotech & Geo Environmental	Geotech & Geo Environ	0204-0300	16,500.00		3,712.50	3,712.50	12,787.50
Wetland	Wetlands	0204-0500	40,900.00		-	-	40,900.00

Other Reimbursables/Not in Contract

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2,460,565.00	1,130,808.68	280,971.00	1,411,779.68	1,048,785.32
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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 00019
Date 05/28/2021

Project 19-0798 Westwood-Hanlon Elementary
School

For Date Range; May 1 to May 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	100.00	425,000.00	0.00	0.00
Design Development - ASR-7	1,232,260.00	22.50	0.00	277,258.50	955,001.50
Subtotal	2,082,260.00	54.14	850,000.00	277,258.50	955,001.50
ALLOWANCES - FS to SD -CLOSED					
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	16,000.00	100.00	16,000.00	0.00	0.00
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	94,000.00	100.00	94,000.00	0.00	0.00
ADDITIONAL SERVICES - FS to SD - CLOSED					
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	41,619.71	100.00	41,619.71	0.00	0.00
ASR-5 - Geo-Environmental Investigation	10,876.63	100.00	10,876.63	0.00	0.00
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	100.00	56,870.00	0.00	0.00
ASR-9 - Geotech - Additional Test Pits for Ledge Exploration	12,870.00	100.00	12,870.00	0.00	0.00
Subtotal	128,911.34	100.00	128,911.34	0.00	0.00
Geothermal - ASR-3 - FS to SD - CLOSED					
Task A - Test Well	48,927.53	100.00	48,927.53	0.00	0.00
Task B - Schematic Design Services (T&M)	8,969.81	100.00	8,969.81	0.00	0.00
Subtotal	57,897.34	100.00	57,897.34	0.00	0.00
ALLOWANCES FOR ASR-7					
Geotechnical	16,500.00	0.00	0.00	0.00	16,500.00
Hazardous Materials	12,100.00	0.00	0.00	0.00	12,100.00
Wetlands Permitting	40,900.00	0.00	0.00	0.00	40,900.00
GeoThermal	16,500.00	22.50	0.00	3,712.50	12,787.50
Subtotal	86,000.00	4.32	0.00	3,712.50	82,287.50

Total	2,449,068.68	57.65	1,130,808.68	280,971.00	1,037,289.00
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Invoice total 280,971.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00019	05/28/2021	280,971.00	280,971.00				
	Total	280,971.00	280,971.00	0.00	0.00	0.00	0.00



May 25, 2021
 Project No: 7021.2.C1
 Invoice No: 0069226

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
 Geothermal Engineering Services
 Task C1 - Design Development Phase
 Proposal dated 4/28/21 - Budget \$15,000

Professional Services from April 1, 2021 to April 30, 2021

Fee

Total Fee	15,000.00		
Percent Complete	22.50	Total Earned	3,375.00
		Previous Fee Billing	0.00
		Current Fee Billing	3,375.00
		Total Fee	3,375.00
Geo-Thermal Allowance for ASR-7		Total this Invoice	\$3,375.00

+10% \$3,712.50

Westwood Hanlon Elementary School

Project Budget Status Report

5/31/2021

MSBA Classification Name		MSBA Code	BUDGET	TRANSFERS	REV'D BUDGET	COMMITTED	SPENT	LEFT TO SPEND	AVAILABLE
			Feasibility thru Design Development 5-31-21	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	389,712	11,918	48,370
A&E - Feasibility Study		00020000	950,000	-	950,000	850,000	850,000	-	100,000
Environmental & Site		00030000	200,000	74,630	274,630	274,630	263,134	11,496	-
Other		00040000	150,000	(74,630)	75,370	44,366	44,366	-	31,004
TOTALS for FEASIBILITY STUDY			1,750,000	-	1,750,000	1,570,626	1,547,212	23,414	179,374
Owner's Project Manager		01020000							
OPM - Design Development		01020400	120,000	-	120,000	120,000	-	120,000	-
OPM - Cost Estimates		01021100	17,000	-	17,000	17,000	-	17,000	-
			137,000	-	137,000	137,000	-	137,000	-
Architecture & Engineering		02000000							
A&E - Design Development		02010400	1,232,260	-	1,232,260	1,232,260	277,259	955,002	-
A&E - Other Basic Services		02019900	16,500	-	16,500	16,500	-	16,500	-
A&E - Haz Mat		02040200	12,100	-	12,100	12,100	-	12,100	-
A&E - Geotech		02040300	16,500	-	16,500	16,500	3,713	12,788	-
A&E - Wetlands		02040500	40,900	-	40,900	40,900	-	40,900	-
			1,318,260	-	1,318,260	1,318,260	280,971	1,037,289	-
Contingencies		08000000							
Owner's Conting.		08010000	4,740	-	4,740	-	-	-	4,740
			4,740	-	4,740	-	-	-	4,740
TOTAL PROJECT BUDGET			3,210,000	-	3,210,000	3,025,886	1,828,183	1,197,703	184,114

Westwood Hanlon Elementary School

Major Contracts

5/31/2021



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: 538,630.00

Design Phase

CPM	2021.05	Amendment 3	1	Design Phase	120,000.00	01020400	OPM - Design Development
CPM	2021.05	Amendment 3	2	Design Phase	17,000.00	01021100	OPM - Cost Estimates

TOTAL for Compass Project Management, Inc. (CPM): 538,630.00

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

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

Subtotal 95,000.00

Feasibility Phase - 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	Topo Survey and ANR Plan	56,870.00	00030000	Environmental & Site
D&W	2021.03	Amendment 09	S	Additional Test Pits for Ledge	12,870.00	00030000	Environmental & Site

Subtotal 192,305.00

Feasibility Subtotal: 1,142,305.00

Design Phase

D&W	2021.05	Amendment 07	1	Design Development	1,232,260.00	02010400	A&E - Design Development
D&W	2021.05	Amendment 07	2	Geothermal Design	16,500.00	02019900	A&E - Other Basic Services
D&W	2021.05	Amendment 07	3	Hazardous Materials	12,100.00	02040200	A&E - Haz Mat
D&W	2021.05	Amendment 07	4	Geotech & Geo Environment	16,500.00	02040300	A&E - Geotech
D&W	2021.05	Amendment 07	5	Wetland	40,900.00	02040500	A&E - Wetlands

1,318,260.00

TOTAL for Dore + Whittier: 2,460,565.00

Westwood Hanlon Elementary School

Major Contracts

5/31/2021



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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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: 3,018,195.00

Westwood Hanlon Elementary School

Budget Transfers and Usage of Contingency

Items highlighted in yellow are new this reporting period

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
2	2021.03	D&W Amendment #8	FSA	00040000	Other	00030000	Environmental & Site	56,870.00	(56,870.00)	02.01	Exec by MSBA	-	56,870
3	2021.03	D&W Amendment #9	FSA	00040000	Other	00030000	Environmental & Site	12,870.00	(12,870.00)	02.02	Exec by MSBA	-	12,870
Remaining Balance									75,370.00				

Westwood Hanlon Elementary School

MSBA Reimbursement Summary

5/31/2021

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)	\$496,628
PFA Bid Date		Percent of Total Facilities Grant Paid (to Date)	80.12%
Reimbursement Rate	35.42%	Project Phase	Approved Project Vote Pending

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
<u>17</u>		4/30/2021	\$110,279	\$90,700	\$19,579	\$32,126	5/27/2021
<u>18</u>		5/18/2021	\$103,013	\$67,222	\$35,791	\$0	
Total			\$1,547,210	\$1,469,332	\$77,878	\$496,628	

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	00-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	00-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	00-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	00-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	0003-0000	Environmental & Site	8	6,050	6,050	L0-??? - Others	Test Well cost	n/a
17	Dore & Whittier Architects	0003-0000	Environmental & Site	17	42,309	19,579	R0-This amount is over the Basis for Total Facilities Grant		Resubmit per BRR#2

42,087