

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



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **September 30, 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 a) Compass recommends that the Owner pay the following NEW invoice(s):

Vendor	Invoice	Amount
Compass Project Management	CPM 78-25	20,000.00
Dore + Whittier	23	65,325.50
cpdesigns	1090	579.58
		<b>85,905.08</b>

**b) Previous expenditures reclassified:** The following portions of D&W invoices related to AM#7 for GeoThermal services were reclassified from budget line 02040300 A&E - Geotech & Geotech Environment to budget line 02019900 A&E - Other Basic Services per Dore + Whittier Amendment no. 7.

Invoice	Date	Code	Description	\$Amount
19	5/31/21	02019900	A&E - Other Basic Services	3,712.50
21	7/31/21	02019900	A&E - Other Basic Services	3,712.50
22	8/31/21	02019900	A&E - Other Basic Services	3,712.50

## 2 New Commitments and Budget Transfers:

a) **cpdesigns invoice 1090** – was coded to budget line 01990000 Other Administrative Costs, requiring a budget transfer in the total invoice amount of \$579.58 from budget line 08010000 Owner's Project Contingency.

## 3 MSBA ProPay Payment Requests (PR) in Process:

**Last Warrant Information Received by Compass:** included payments made on 9/15/2021. Please continue to send warrant information to mekuppens@compasspm.com as soon as payments are made.

PR	Invoices	Subm to MSBA	Status
19	Resubmission of invoice impacted by BRR#2	7/31/21	Pending

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The project is still in the MSBA Feasibility Phase, pending the approved project vote and execution and submission of the Project Funding Agreement in the MSBA ProPay system. Most of the recent costs are related / coded to PFA budget cost codes, so we are not able to submit them for reimbursement at this time.

Please continue to send us the Warrant Reports each month as we are posting them and will submit them for reimbursement as soon as the project moves to the PFA phase.

## **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).

## **6 Attachments:**

- |  |    |                              |
|--|----|------------------------------|
| a. New Invoice(s) Recommended for Payment  | pp | 1-6                          |
| b. Project Budget Status Report            | p  | 7                            |
| c. Major Contracts                         | pp | 8-9                          |
| d. Budget Transfers & Usage of Contingency | p  | 10                           |
| e. MSBA Reimbursement Summary              | p  | 11                           |
| f. MSBA Report of Ineligible Costs         | p  | <i>No update this period</i> |

## 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

9/30/2021  
CPM 78-25  
\$20,000.00

OPM Professional Services      08/29 - 09/25/2021

Monthly Lump Sum Payment: September 2021      20,000.00

**Total Amount Due for this invoice      \$20,000.00**

*Please remit payment to Compass Project Management, 400 Libbey Parkway, Weymouth, MA 02189*

### Billing Summary

	MSBA Code	Contract	Prev. Invoiced	This Inv.	Total Invoiced	Remaining
<b>Feasibility Study Phase PO#17163</b>						
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	-
AM 2 (\$20,000/mo Mar/Apr 2021)	0001-0000	40,000.00	40,000.00		40,000.00	-
Feasibility Estimating	0001-0000	24,766.00	12,848.00		12,848.00	11,918.00
<b>Design Development Phase PO#21194</b>						
AM 3 Design Development (\$20,000 6/mos)	0102-0400	120,000.00	60,000.00	20,000.00	80,000.00	40,000.00
AM 3 DD Estimating	0102-1100	17,000.00	-			17,000.00
Reimbursables						
		538,630.00	449,712.00	20,000.00	469,712.00	68,918.00

Dore + Whittier  
Westwood Hanlon Elementary School project  
Invoice Cover Sheet

Date: 9/30/2021  
Invoice No: 23

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:**

Amendment #7	Design Development	02010400	1,232,260.00	1,109,034.03	61,613.00	1,170,647.03	61,612.97
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**Additional Services - Amendment 7:**

Geothermal Design	Other Basic Services	0201-9900	16,500.00	11,137.50	3,712.50	14,850.00	1,650.00
Hazardous Materials	Hazardous Materials	0204-0200	12,100.00	8,800.00	-	8,800.00	3,300.00
Geotech & Geo Environmental	Geotech & Geo Environment	0204-0300	16,500.00	-	-	-	16,500.00
Wetland	Wetlands	0204-0500	40,900.00	-	-	-	40,900.00

**Other Reimbursables/Not in Contract**

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2,460,565.00	2,259,780.21	65,325.50	2,325,105.71	135,459.29
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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 00023  
Date 09/22/2021

Project 19-0798 Westwood-Hanlon Elementary School

For Date Range: September 1 to September 30, 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	100.00	425,000.00	0.00	0.00
Design Development - ASR-7	1,232,260.00	95.00	1,109,034.03	61,613.00	61,612.97
Subtotal	2,082,260.00	97.04	1,959,034.03	61,613.00	61,612.97
<b>ALLOWANCES - FS to SD -CLOSED</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	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
<b>ADDITIONAL SERVICES - FS to SD - CLOSED</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	41,619.71	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
<b>Geothermal - ASR-3 - FS to SD - CLOSED</b>					
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
<b>ALLOWANCES FOR ASR-7</b>					
Geotechnical	16,500.00	0.00	0.00	0.00	16,500.00
Hazardous Materials	12,100.00	72.73	8,800.00	0.00	3,300.00
Wetlands Permitting	40,900.00	0.00	0.00	0.00	40,900.00
GeoThermal	16,500.00	90.00	11,137.50	3,712.50	1,650.00
Subtotal	86,000.00	27.50	19,937.50	3,712.50	62,350.00

Total	2,449,068.68	94.94	2,259,780.21	65,325.50	123,962.97
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Invoice total 65,325.50

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00023	09/22/2021	65,325.50	65,325.50				
	Total	65,325.50	65,325.50	0.00	0.00	0.00	0.00



August 24, 2021

Project No: 7021.2.C1

Invoice No: 0070406

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 July 1, 2021 to July 31, 2021**

**Fee**

Total Fee	15,000.00		
Percent Complete	90.00	Total Earned	13,500.00
		Previous Fee Billing	10,125.00
		Current Fee Billing	3,375.00
		<b>Total Fee</b>	<b>3,375.00</b>
		<b>Total this Invoice</b>	<b>\$3,375.00</b>
			<b>+10% \$3,712.50</b>

**ASR-7 GeoThermal Allowance**



Caroline Barney Cohen  
 143 Spring St.  
 Medford MA 02155 United States  
[www.cpdesigns.info](http://www.cpdesigns.info)

Billed To  
 Westwood Public Schools

Sep 22, 2021  
 Invoice # 1090

## Invoice

Total: \$579.58  
 Due by Oct 6, 2021

Item	Project	Hrs / Qty	Rate / Price	Subtotal
Update Postcard & Flyers Apr 26, 2021	Westwood	06:22	\$65.00	\$417.08
Powerpoint Updates Sep 1, 2021	Westwood	02:29	\$65.00	\$162.50

Payment can be sent by check to the address on the invoice or made online, <https://www.cpdesigns.info/payments/>. Please contact with questions.

Subtotal	\$579.58
Total due by Oct 6, 2021	\$579.58
Previous Payment	\$0.00
Total Owing	\$579.58



## Westwood Hanlon Elementary School

## Project Budget Status Report

9/30/2021

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	80,000	40,000	-
OPM - Cost Estimates		01021100	17,000	-	17,000	17,000	-	17,000	-
Other Administrative Costs		01990000	-	580	580	580	580	-	-
			137,000	580	137,580	137,580	80,580	57,000	-
Architecture & Engineering		02000000							
A&E - Design Development		02010400	1,232,260	-	1,232,260	1,232,260	1,170,647	61,613	-
A&E - Other Basic Services		02019900	16,500	-	16,500	16,500	14,850	1,650	-
A&E - Haz Mat		02040200	12,100	-	12,100	12,100	8,800	3,300	-
A&E - Geotech		02040300	16,500	-	16,500	16,500	-	16,500	-
A&E - Wetlands		02040500	40,900	-	40,900	40,900	-	40,900	-
			1,318,260	-	1,318,260	1,318,260	1,194,297	123,963	-
Contingencies		08000000							
Owner's Conting.		08010000	4,740	(580)	4,160	-	-	-	4,160
			4,740	(580)	4,160	-	-	-	4,160
TOTAL PROJECT BUDGET			3,210,000	-	3,210,000	3,026,466	2,822,088	204,377	183,534

## Westwood Hanlon Elementary School

## Major Contracts

9/30/2021



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

## 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 Ledger	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

9/30/2021



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**

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	08010000	MSBA Budget Revision Request Status			
									Initial Budget	Initial Budget	MSBA BRR	BRR Status	Inelig Amount	Elig Amount
									Feasibility - Other	Owners Proj Contingency				
									150,000.00	4,740.00				
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)	0.00	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)	0.00	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)	0.00	02.02	Exec by MSBA	-	12,870
4	2021.09	cpdesigns invoice 1090		08010000	Owner's Conting.	01990000	Other Administrative Cos	579.58	-	(579.58)	TBD			
Remaining Balance									75,370.00	4,160.42				

## MSBA Reimbursement Summary

Items highlighted in yellow are new this reporting period

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	3/8/19	Maximum Total Facilities Grant	\$619,850
PFA Effective Date		Total MSBA Payment Amount (to Date)	\$520,438
PFA Bid Date		Percent of Total Facilities Grant Paid (to Date)	83.96%
Reimbursement Rate	35.42%	Project Phase	Schematic Design

Request No	Type	Electronic Request Date	Submitted Amount	Eligible Project Cost	Ineligible Project Cost	MSBA Payment Amount	MSBA Payment Date	Included Invoices Recommended in VIP for period
1		11/1/19	\$41,212	\$41,212	\$0	\$14,597	12/5/19	Aug - Sep 2019
2		11/26/19	\$12,317	\$10,359	\$1,958	\$3,669	12/19/19	Oct 2019
3		1/7/20	\$104,170	\$103,670	\$500	\$36,720	1/30/20	Nov 2019
4		2/18/20	\$65,100	\$64,600	\$500	\$22,882	3/5/20	Dec 2019
5		3/9/20	\$92,059	\$91,559	\$500	\$32,430	3/26/20	Jan 2020
6		4/1/20	\$80,470	\$79,970	\$500	\$28,325	4/16/20	Feb 2020
7		5/1/20	\$76,866	\$64,366	\$12,500	\$22,799	5/21/20	Mar 2020
8		6/9/20	\$78,961	\$78,961	\$0	\$27,968	7/2/20	Apr 2020
9		7/8/20	\$69,170	\$69,170	\$0	\$24,500	7/23/20	May 2020
10		8/3/20	\$67,220	\$61,170	\$6,050	\$21,666	8/27/20	Jun 2020
11		9/2/20	\$64,670	\$64,670	\$0	\$22,906	9/17/20	Jul 2020
12		10/7/20	\$200,291	\$200,291	\$0	\$70,943	10/29/20	Aug - Sep 2020
13		11/17/20	\$66,965	\$66,965	\$0	\$23,719	12/10/20	Oct 2020
14		12/29/20	\$98,796	\$98,796	\$0	\$34,994	1/22/21	Nov 2020
15		2/8/21	\$74,737	\$74,737	\$0	\$26,472	2/25/21	Dec 2020
16		3/11/21	\$140,914	\$140,914	\$0	\$49,911	3/25/21	Jan - Feb 2021
17		4/30/21	\$110,279	\$90,700	\$19,579	\$32,126	5/27/21	Mar 2021
18		5/18/21	\$103,013	\$67,222	\$35,791	\$23,810	6/17/21	Apr 2021
19		7/31/21	\$52,194					Resubs re BRR#2

Total

\$1,599,404	\$1,469,332	\$77,878	\$520,438
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