



Project Leaders

INVOICE

Invoice Number	010347
Date:	Aug-31-2021
Due Date:	Sep-30-2021
Terms:	Net 30 Days

CUSTOMER	PROJECT
Watertown, MA Public Schools 30 Common Street Watertown MA 02472 United States of America Attn: Mr. Tom Tracy	Watertown, MA - (3) Elementary Schools Cx  PO Number:

DESCRIPTION	QUANTITY	RATE	INVOICE AMOUNT
Commissioning Services: Expenses	0.00	0.00	95.00
Commissioning Services: EA Prerequisite 1: Fundamental Cx & Verification	0.00	0.00	9,947.55
Commissioning Services: EA Credit: Enhanced Commissioning, Option 1, Path 1	0.00	0.00	0.00
Commissioning Services: EA Credit: Enhanced Commissioning, Option 1, Path 2	0.00	0.00	0.00
Commissioning Services: EA Credit: Enhanced Commissioning, Option 2, Envelope Commissioning	0.00	0.00	0.00

<b>Sales Total:</b>	10,042.55
<b>Sales Tax:</b>	0.00
<b>Total (USD):</b>	<b>10,042.55</b>

MAIL PAYMENTS TO:

Colliers Project Leaders USA NE, LLC  
135 New Rd  
Madison, CT 06443  
860-395-0055

EFT/ACH INFO:

Colliers Project Leaders USA NE, LLC  
TD Bank  
Acct #: 424-4045773  
Routing #: 011103093

DOMESTIC WIRE INFO:

Colliers Project Leaders USA NE, LLC  
TD Bank  
Acct #: 424-4045773  
Routing #: 031101266

**Town of Watertown**  
**Three Elementary School Projects**  
**LEED Commissioning Services Fee Proposal Detail**  
 Date: August 30, 2021

	Total Associated Fees	August % Complete	Total % Complete	Billed to Date Including Current Month	August Billings	Balance
<b>I. EA Prerequisite 1: Fundamental Cx &amp; Verification</b>						
A Commissioning Kick-Off Meeting	\$ 1,140		100%	\$ 1,140.00	\$ -	\$ -
B Review Owner's Project Requirements & Basis of Design	\$ 1,470		100%	\$ 1,469.80	\$ 0.20	\$ -
C Review Design Development Documents	\$ 5,280		100%	\$ 5,282.40	\$ -	\$ 17.60
D Review 60% Construction Documents	\$ 7,710		100%	\$ 7,710.00	\$ -	\$ -
E Review 50% Construction Documents	\$ 8,018		100%	\$ 8,016.12	\$ 1.88	\$ -
F Participate in Design Review Meetings at SD, DD & CD	\$ 3,876		100%	\$ 3,876.00	\$ -	\$ (0.00)
G Develop and Implement Commissioning Plan	\$ 2,440		100%	\$ 2,440.00	\$ -	\$ -
H Development of Commissioning Specifications	\$ 1,040		100%	\$ 1,040.00	\$ -	\$ (0.00)
I Bid Phase meetings & support	\$ 1,796		100%	\$ 1,796.00	\$ -	\$ -
J Develop construction checklists	\$ 6,235		100%	\$ 6,235.00	\$ -	\$ -
K Conduct Site Visits & Commissioning Team Meetings	\$ 66,438	5%	50%	\$ 33,219.00	\$ 3,321.90	\$ 33,219.00
L Develop & Review Checklists	\$ 39,533	5%	34%	\$ 13,441.22	\$ 1,976.65	\$ 25,091.78
M Develop Functional Test Procedures	\$ 7,960	3%	3%	\$ 238.80	\$ 238.80	\$ 7,721.20
N Direct & oversee execution of Functional Test Procedures	\$ 44,102	10%	10%	\$ 4,410.20	\$ 4,410.20	\$ 39,691.80
O Document, Correction & Releasing	\$ 4,100	0%	0%	\$ -	\$ -	\$ 4,100.00
P Maintain Commissioning Issues Log & Report directly to Owner	\$ 6,534	6%	6%	\$ 522.72	\$ -	\$ 6,011.28
Q Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 5,378	0%	0%	\$ -	\$ -	\$ 5,378.00
R Prepare Final Commissioning Report & LEED Submittals	\$ 4,373	0%	0%	\$ -	\$ -	\$ 4,373.00
Total Fees: EA Prerequisite 1	\$ 217,819			\$ 90,837.26	\$ 9,947.55	\$ 126,981.74
<b>II. EA Credit: Enhanced Commissioning, Option 1, Path 1</b>						
A Review of Contractor Submittals	\$ 4,892.00		65%	\$ 3,179.80	\$ -	\$ 1,712.20
B System Manuals - Inclusion, Review, Confirm Delivery	\$ 4,105.00		0%	\$ -	\$ -	\$ 4,105.00
C Training - Inclusion, Review, Verify	\$ 2,798.00		0%	\$ -	\$ -	\$ 2,798.00
D 10 Month Warranty Review	\$ 2,832.00		0%	\$ -	\$ -	\$ 2,832.00
E Verify Seasonal Testing	\$ 3,463.00		0%	\$ -	\$ -	\$ 3,463.00
F Develop On-Going Commissioning Plan	\$ 3,802.00		0%	\$ -	\$ -	\$ 3,802.00
Total Fees: Option 1, Path 1	\$ 21,892.00			\$ 3,179.80	\$ -	\$ 18,712.20
<b>III. EA Credit: Enhanced Commissioning, Option 1, Path 2</b>						
A Develop a Systems Monitoring Plan	\$ 18,000.00		0%	\$ -	\$ -	\$ 18,000.00
Total Fees: Option 1 Path 2	\$ 18,000.00			\$ -	\$ -	\$ 18,000.00
<b>IV. EA Credit: Enhanced Commissioning, Option 2, Envelope Commissioning</b>						
A Review of Contractor Submittals	\$ 2,884.00		65%	\$ 1,874.60	\$ -	\$ 1,009.40
B Development of Commissioning Specifications	\$ 612.00		100%	\$ 612.00	\$ -	\$ -
C Develop Construction Checklists	\$ 2,884.00		100%	\$ 2,884.00	\$ -	\$ (0.00)
D Construction Site Visits & Commissioning Team Meetings	\$ 13,911.00		43%	\$ 5,981.73	\$ -	\$ 7,929.27
E Complete & Review Construction Checklists	\$ 4,637.00		31%	\$ 1,437.47	\$ -	\$ 3,199.53
F Review Functional Test Procedures	\$ 1,923.00		34%	\$ 656.15	\$ -	\$ 1,266.85
G Direct & oversee execution of Functional Test Procedures	\$ 9,620.00		0%	\$ -	\$ -	\$ 9,620.00
H Document, Correction & Retesting	\$ -		0%	\$ -	\$ -	\$ -
I Maintain Commissioning Issues Log & Report directly to Owner	\$ 2,338.00		4%	\$ 93.52	\$ -	\$ 2,244.48
J Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 1,053.00		0%	\$ -	\$ -	\$ 1,053.00
K Prepare Final Commissioning Report & LEED Submittals	\$ 1,391.00		0%	\$ -	\$ -	\$ 1,391.00
L Training - Inclusion, Review, Verify	\$ 1,053.00		0%	\$ -	\$ -	\$ 1,053.00
M 10 Month Warranty Review	\$ 1,095.00		0%	\$ -	\$ -	\$ 1,095.00
N Develop On-Going Commissioning Plan	\$ 2,107.00		0%	\$ -	\$ -	\$ 2,107.00
Total Fees: Option 2	\$ 45,508.00			\$ 13,539.47	\$ -	\$ 31,968.53
Total Fees for Services	\$ 303,219.00		35%	\$ 107,556.53	\$ 9,947.55	\$ 195,662.47
Project Expenses	\$ 9,500.00	1%		\$ 1,148.47	\$ 95.00	\$ 8,351.53
<b>Grand Total, Fees &amp; Expenses</b>	<b>\$ 312,719.00</b>		<b>35%</b>	<b>\$ 108,705.00</b>	<b>\$ 10,042.55</b>	<b>\$ 204,014.00</b>