



Project Leaders

INVOICE

Invoice Number	011059
Date:	Oct-31-2021
Due Date:	Nov-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	0.00
Commissioning Services: EA Prerequisite 1: Fundamental Cx & Verification	0.00	0.00	11,829.43
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	3,749.73
MILEAGE: Commissioning Services: Expenses	24.00	0.56	13.44

Sales Total:	15,592.60
Sales Tax:	0.00
Total (USD):	15,592.60

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: October 30, 2021

	Total Associated Fees	October % Complete	Total % Complete	Billed to Date including Current Month	October Billings	Balance
I. EA Prerequisite 1: Fundamental Cx & Verification						
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 90% 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 Develop and Implement Commissioning Specifications	\$ 1,940		100%	\$ 1,940.00	\$ -	\$ (0.00)
I Bid Phase meetings & approvals	\$ 1,755		100%	\$ 1,755.00	\$ -	\$ -
J Develop Commissioning Checklists	\$ 68,433	5%	100%	\$ 6,255.00	\$ 3,391.60	\$ 26,575.20
K Complete Site Visits & Commissioning Team Meetings	\$ 39,633	5%	100%	\$ 17,395.52	\$ 1,876.65	\$ 22,136.46
L Compile & Review Construction Checklists	\$ 7,960	44%	100%	\$ 3,820.85	\$ 1,892.20	\$ 4,992.20
M Develop Functional Test Procedures	\$ 44,102	38%	100%	\$ 13,230.60	\$ 4,410.20	\$ 30,876.00
N Direct & oversee execution of Functional Test Procedures	\$ 4,776	0%	100%	\$ -	\$ -	\$ 4,776.00
O Document, Correction & Re-testing	\$ 6,534	13%	100%	\$ 849.42	\$ 130.68	\$ 5,684.58
P Maintain Commissioning Issues Log & Report directly to Owner	\$ 5,378	2%	100%	\$ -	\$ -	\$ 5,378.00
Q Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 4,073	0%	100%	\$ -	\$ -	\$ 4,073.00
R Prepare Final Commissioning Report & LEED Submittals	\$ 217,819		0%	\$ 114,163.46	\$ 11,829.43	\$ 103,655.54
Total Fees: EA Prerequisite 1	\$ 217,819			\$ 114,163.46	\$ 11,829.43	\$ 103,655.54
II. EA Credit: Enhanced Commissioning, Option 1, Path 1						
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	\$ 2,796.00		0%	\$ -	\$ -	\$ 2,796.00
D 10 Month Warranty Review	\$ 2,632.00		0%	\$ -	\$ -	\$ 2,632.00
E Verify Seasonal Testing	\$ 3,463.00		0%	\$ -	\$ -	\$ 3,463.00
F Develop On-Going Commissioning Plan	\$ 3,892.00		0%	\$ -	\$ -	\$ 3,892.00
Total Fees: Option 1, Path 1	\$ 21,992.00			\$ 3,179.80	\$ -	\$ 18,712.20
III. EA Credit: Enhanced Commissioning, Option 1, Path 2						
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
IV. EA Credit: Enhanced Commissioning, Option 2, Envelope Commissioning						
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	5%	53%	\$ 7,372.63	\$ 695.55	\$ 6,538.17
E Compile & Review Construction Checklists	\$ 4,637.00	14%	50%	\$ 2,318.50	\$ 649.18	\$ 2,318.50
F Review Functional Test Procedures	\$ 1,923.00	34%	50%	\$ 656.15	\$ -	\$ 1,266.85
G Direct & oversee execution of Functional Test Procedures	\$ 9,620.00	25%	50%	\$ 4,810.00	\$ 2,405.00	\$ 4,810.00
H Document, Correction & Re-testing	\$ -	0%	100%	\$ -	\$ -	\$ -
I Maintain Commissioning Issues Log & Report directly to Owner	\$ 2,338.00	4%	100%	\$ 93.52	\$ -	\$ 2,244.48
J Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 1,053.00	0%	100%	\$ -	\$ -	\$ 1,053.00
K Prepare Final Commissioning Report & LEED Submittals	\$ 1,391.00	0%	100%	\$ -	\$ -	\$ 1,391.00
L Training - Inclusion, Review, Verify	\$ 1,053.00	0%	100%	\$ -	\$ -	\$ 1,053.00
M 10 Month Warranty Review	\$ 1,095.00	0%	100%	\$ -	\$ -	\$ 1,095.00
N Develop On-Going Commissioning Plan	\$ 2,107.00	0%	100%	\$ -	\$ -	\$ 2,107.00
Total Fees: Option 2	\$ 45,508.00			\$ 20,621.60	\$ 3,749.73	\$ 24,886.40
Total Fees for Services	\$ 303,219.00	46%		\$ 137,964.86	\$ 15,579.16	\$ 165,254.14
Project Expenses	\$ 9,500.00			\$ 1,446.91	\$ 13.44	\$ 8,053.09
Grand Total, Fees & Expenses	\$ 312,719.00	45%		\$ 139,411.77	\$ 15,592.60	\$ 173,307.23