



Project Leaders

INVOICE

Invoice Number	011258
Date:	Nov-30-2021
Due Date:	Dec-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	285.00
Commissioning Services: EA Prerequisite 1: Fundamental Cx & Verification	0.00	0.00	7,589.33
Commissioning Services: EA Credit: Enhanced Commissioning, Option 1, Path 1	0.00	0.00	923.34
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	962.00

Sales Total:	9,759.67
Sales Tax:	0.00
Total (USD):	9,759.67

MAIL PAYMENTS TO:

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

Town of Watertown
Three Elementary School Projects
LEED Commissioning Services Fee Proposal Detail

Date: Nov 30, 2021

2021

	Total Associated Fees	November % Complete	Total % Complete	Billed to Date through Current Month	November 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	\$ 5,260		100%	\$ 5,262.40	\$ -	\$ 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. 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	\$ 6,255		100%	\$ 6,255.00	\$ -	\$ -
K. Construction Site Visits & Commissioning Team Meetings	\$ 66,438	3%	63%	\$ 41,855.94	\$ 1,993.14	\$ 24,592.06
L. Compile & Review Construction Checklists	\$ 39,533	3%	47%	\$ 18,800.51	\$ 1,185.99	\$ 20,652.48
M. Develop Functional Test Procedures	\$ 7,960		48%	\$ 3,920.80	\$ -	\$ 4,139.20
N. Direct & oversee execution of Functional Test Procedures	\$ 44,102	10%	40%	\$ 17,640.80	\$ 4,410.20	\$ 26,461.20
O. Document, Correction & Retesting	\$ 4,776		0%	\$ -	\$ -	\$ 4,776.00
P. Maintain Commissioning Issues Log & Report directly to Owner	\$ 6,534		13%	\$ 849.42	\$ -	\$ 5,684.58
Q. Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 5,378		0%	\$ -	\$ -	\$ 5,378.00
R. Prepare Final Commissioning Report & LEED Submittals	\$ 4,073		0%	\$ -	\$ -	\$ 4,073.00
Total Fees: EA Prerequisite 1	\$ 217,819			\$ 121,752.79	\$ 7,590.33	\$ 96,066.21
II. EA Credit: Enhanced Commissioning, Option 1, Path 1						
A. Review of Contractor Submittals	\$ 4,862.00		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		33%	\$ 923.34	\$ 923.34	\$ 1,874.66
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	\$ 3,802.00		0%	\$ -	\$ -	\$ 3,802.00
Total Fees: Option 1, Path 1	\$ 21,892.00			\$ 4,103.14	\$ 923.34	\$ 17,768.66
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	\$ 2,864.00		65%	\$ 1,874.60	\$ -	\$ 1,009.40
B. Development of Commissioning Specifications	\$ 612.00		100%	\$ 612.00	\$ -	\$ -
C. Develop Construction Checklists	\$ 2,864.00		100%	\$ 2,864.00	\$ -	\$ (0.00)
D. Construction Site Visits & Commissioning Team Meetings	\$ 13,911.00		53%	\$ 7,372.83	\$ -	\$ 6,538.17
E. Compile & Review Construction Checklists	\$ 4,637.00		50%	\$ 2,318.50	\$ -	\$ 2,318.50
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	10%	60%	\$ 5,772.00	\$ 962.00	\$ 3,848.00
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			\$ 21,583.60	\$ 962.00	\$ 23,924.40
Total Fees for Services	\$ 303,219.00		49%	\$ 147,439.53	\$ 9,474.67	\$ 155,779.47
Project Expenses	\$ 9,500.00		3%	\$ 1,731.91	\$ 285.00	\$ 7,768.09
Grand Total, Fees & Expenses	\$ 312,719.00		48%	\$ 149,171.44	\$ 9,759.67	\$ 163,547.56