



# Project Leaders

# INVOICE

<b>Invoice Number</b>	<b>011472</b>
<b>Date:</b>	Dec-31-2021
<b>Due Date:</b>	Jan-30-2022
<b>Terms:</b>	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	190.00
Commissioning Services: EA Prerequisite 1: Fundamental Cx & Verification	0.00	0.00	8,384.39
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	1,971.76

<b>Sales Total:</b>	10,546.15
<b>Sales Tax:</b>	0.00
<b>Total (USD):</b>	<b>10,546.15</b>

## 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: Dec 30, 2021

	2021	2021		2021		
	Total Associated Fees	December % Complete	Total % Complete	Billed to Date Including Current Month	December 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%	\$ 5,265.40	\$ -	\$ 17.60
D Review 60% Construction Documents	\$ 7,710		100%	\$ 7,710.00	\$ -	\$ -
E Review 90% Construction Documents	\$ 6,018		100%	\$ 6,016.12	\$ -	\$ 1.88
F Participate in Design Review Meetings at SD, DD & CD	\$ 3,876		100%	\$ 3,875.00	\$ -	\$ (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	\$ -	\$ -
I Bid Phase meetings & support	\$ 1,795		100%	\$ 1,795.00	\$ -	\$ (0.00)
J Develop Construction Checklists	\$ 6,255		100%	\$ 6,255.00	\$ -	\$ -
K Construction Site Visits & Commissioning Team Meetings	\$ 66,438	4%	67%	\$ 44,513.46	\$ 2,657.52	\$ 21,924.54
L Compile & Review Construction Checklists	\$ 39,533	3%	50%	\$ 19,766.50	\$ 1,185.99	\$ 19,766.50
M Develop Functional Test Procedures	\$ 7,960	48%	48%	\$ 3,820.80	\$ -	\$ 4,139.20
N Direct & oversee execution of Functional Test Procedures	\$ 44,102	10%	50%	\$ 22,051.00	\$ 4,410.20	\$ 22,051.00
O Document, Correction & Re-testing	\$ -	0%	0%	\$ -	\$ -	\$ 4,776.00
P Maintain Commissioning Issues Log & Report directly to Owner	\$ 6,534	15%	15%	\$ 980.10	\$ 130.68	\$ 5,553.90
Q Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 5,378	0%	0%	\$ -	\$ -	\$ 5,378.00
R Prepare Final Commissioning Report & LEED Submittals	\$ 4,073	0%	0%	\$ -	\$ -	\$ 4,073.00
Total Fees: EA Prerequisite 1	\$ 217,819			\$ 130,137.18	\$ 8,384.39	\$ 87,681.82
<b>II. EA Credit: Enhanced Commissioning, Option 1, Path 1</b>						
A Review of Contractor Submittals	\$ 4,892.00		65%	\$ 3,175.80	\$ -	\$ 1,716.20
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	\$ -	\$ 1,874.66
D 10 Month Warranty Review	\$ 2,892.00		0%	\$ -	\$ -	\$ 2,892.00
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	\$ -	\$ 17,788.86
<b>III. EA Credit: Enhanced Commissioning, Option 1, Path 2</b>						
A Develop a Systems Mentoring 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	7%	60%	\$ 8,346.00	\$ 973.77	\$ 5,564.40
E Compile & Review Construction Checklists	\$ 4,637.00	7%	57%	\$ 2,643.09	\$ 324.59	\$ 1,993.91
F Review Functional Test Procedures	\$ 1,923.00	34%	34%	\$ 656.15	\$ -	\$ 1,266.85
G Direct & oversee execution of Functional Test Procedures	\$ 9,620.00	7%	67%	\$ 6,445.40	\$ 673.40	\$ 3,174.60
H Document, Correction & Re-testing	\$ -	0%	0%	\$ -	\$ -	\$ -
I Maintain Commissioning Issues Log & Report directly to Owner	\$ 2,338.00	4%	4%	\$ 93.52	\$ -	\$ 2,244.48
J Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 1,053.00	0%	0%	\$ -	\$ -	\$ 1,053.00
K Prepare Final Commissioning Report & LEED Submittals	\$ 1,391.00	0%	0%	\$ -	\$ -	\$ 1,391.00
L Training - Inclusion, Review, Verify	\$ 1,053.00	0%	0%	\$ -	\$ -	\$ 1,053.00
M 10 Month Warranty Review	\$ 1,095.00	0%	0%	\$ -	\$ -	\$ 1,095.00
N Develop On-Going Commissioning Plan	\$ 2,107.00		0%	\$ -	\$ -	\$ 2,107.00
Total Fees: Option 2	\$ 45,568.00			\$ 23,555.36	\$ 1,971.76	\$ 21,952.64
Total Fees for Services	\$ 303,219.00		52%	\$ 157,795.68	\$ 10,356.15	\$ 145,423.32
Project Expenses	\$ 9,500.00		2%	\$ 1,921.91	\$ 190.00	\$ 7,578.09
<b>Grand Total, Fees &amp; Expenses</b>	<b>\$ 312,719.00</b>		<b>51%</b>	<b>\$ 159,717.59</b>	<b>\$ 10,546.15</b>	<b>\$ 153,001.41</b>