



A Division of Colliers Engineering & Design

331 Newman Springs Road, Suite 203  
 Red Bank, NJ 07701  
 732 383 1950

**Watertown MA Public Schools**  
**Attn:** Tom Tracy  
**30 Common Street**  
**Watertown, MA 01605**

**Invoice :** 0000732705  
**Invoice Date :** 1/31/2022

**Project :** 22000471G  
**Project Manager:** Maston, Sarah  
**Project Name :** 201900347 Watertown, MA - (3)  
 Elementary Schools Cx

**For Professional Services Rendered Through 1/31/2022**

	Fee	% Complete	Billings		
			To Date	Previous	Current
EA Prerequisite 1: Fundamental Cx & Verification	217,819.00	65.80	143,329.64	130,137.18	13,192.46
EA Credit: Enhanced Commissioning, Option 1, Path 1	21,892.00	18.74	4,103.14	4,103.14	0.00
EA Credit: Enhanced Commissioning, Option 1, Path 2	18,000.00	10.00	1,800.00	0.00	1,800.00
EA Credit: Enhanced Commissioning, Option 2, Envelope Commissioning	45,508.00	52.82	24,036.36	23,555.36	481.00
Reimbursable Expenses	9,500.00	21.24	2,017.85	1,921.91	95.94
Subtotal:	312,719.00	56.05	175,286.99	159,717.59	15,569.40

**Current Billings** 15,569.40  
**Amount Due This Bill** 15,569.40

ttracy@watertown-ma.gov;  
 VivianVarbedian@hillintl.com

In accordance with our business terms and conditions, acceptance of this invoice is implied unless Colliers Engineering & Design, Inc. is notified by 14 days from the date of this invoice. If timely payment cannot be made due to any discrepancy, please E-mail a brief explanation to Billing@colliersengineering.com and we will reply as soon as possible. For alternative electronic payment options contact Collections@colliersengineering.com.

**Town of Watertown**  
**Three Elementary School Projects**  
**LEED Commissioning Services Fee Proposal Detail**  
 Date: Jan 30, 2022

		2022		2022		2022	
		Total Associated Fees	January % Complete	Total % Complete	Billed to Date Including Current Month	January 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%	\$ 5,262.40	\$ -	\$ 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	\$ -	\$ -
I	Bid Phase meetings & support	\$ 1,796		100%	\$ 1,796.00	\$ -	\$ (0.00)
J	Develop Construction Checklists	\$ 6,255		100%	\$ 6,255.00	\$ -	\$ -
K	Construction Site Visits & Commissioning Team Meetings	\$ 66,438	5%	72%	\$ 47,835.36	\$ 3,321.90	\$ 18,602.64
L	Compile & Review Construction Checklists	\$ 39,533	12%	62%	\$ 24,510.46	\$ 4,743.96	\$ 15,022.54
M	Develop Functional Test Procedures	\$ 7,960		48%	\$ 3,820.80	\$ -	\$ 4,139.20
N	Direct & oversee execution of Functional Test Procedures	\$ 44,102	10%	60%	\$ 26,461.20	\$ 4,410.20	\$ 17,640.80
O	Document, Correction & Re-testing	\$ 4,776	15%	15%	\$ 716.40	\$ 716.40	\$ 4,059.60
P	Maintain Commissioning Issues Log & Report directly to Owner	\$ 6,534		15%	\$ 960.10	\$ -	\$ 5,553.90
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
	<b>Total Fees: EA Prerequisite 1</b>	\$ 217,819			\$ 143,329.64	\$ 13,192.46	\$ 74,489.36
<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	\$ 2,796.00		33%	\$ 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
	<b>Total Fees: Option 1, Path 1</b>	\$ 21,982.00			\$ 4,103.14	\$ -	\$ 17,788.86
<b>III. EA Credit: Enhanced Commissioning, Option 1, Path 2</b>							
A	Develop a Systems Monitoring Plan	\$ 18,000.00	10%	10%	\$ 1,800.00	\$ 1,800.00	\$ 16,200.00
	<b>Total Fees: Option 1 Path 2</b>	\$ 18,000.00			\$ 1,800.00	\$ 1,800.00	\$ 16,200.00
<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		60%	\$ 8,346.60	\$ -	\$ 5,564.40
E	Compile & Review Construction Checklists	\$ 4,637.00		57%	\$ 2,643.09	\$ -	\$ 1,993.91
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	5%	72%	\$ 6,926.40	\$ 481.00	\$ 2,693.60
H	Document, Correction & Re-testing	\$ -		0%	\$ -	\$ -	\$ -
I	Maintain Commissioning Issues Log & Report directly to Owner	\$ 2,938.00	4%	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
	<b>Total Fees: Option 2</b>	\$ 45,508.00			\$ 24,036.36	\$ 481.00	\$ 21,471.64
	<b>Total Fees for Services</b>	\$ 303,219.00		57%	\$ 173,269.14	\$ 15,473.46	\$ 129,949.86
	<b>Project Expenses</b>	\$ 9,500.00	1%	20%	\$ 2,017.85	\$ 95.94	\$ 7,482.15
	<b>Grand Total, Fees &amp; Expenses</b>	\$ 312,719.00		56%	\$ 175,286.99	\$ 15,569.40	\$ 137,432.01