



A Division of Colliers Engineering & Design

101 Crawfords Corner Road, Suite 3400  
 Holmdel, NJ 07733  
 732 383 1950

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

**Invoice :** 0000843190  
**Invoice Date :** 4/30/2023

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

**For Professional Services Rendered Through 4/30/2023**

	Fee	% Complete	Billings		
			To Date	Previous	Current
EA Prerequisite 1: Fundamental Cx & Verification	217,819.00	87.47	190,516.31	190,421.80	94.51
EA Credit: Enhanced Commissioning, Option 1, Path 1	21,892.00	97.53	21,351.58	21,218.90	132.68
EA Credit: Enhanced Commissioning, Option 1, Path 2	18,000.00	44.00	7,920.00	7,200.00	720.00
EA Credit: Enhanced Commissioning, Option 2, Envelope Commissioning	45,508.00	80.15	36,476.22	36,383.48	92.74
Reimbursable Expenses	9,500.00	38.85	3,690.30	3,690.30	0.00
Subtotal:	312,719.00	83.13	259,954.41	258,914.48	1,039.93

**Current Billings** 1,039.93  
**Amount Due This Bill** 1,039.93

ttracy@watertown-ma.gov;  
 VivianVarbedian@hillintl.com;  
 sarah.maston@collierseng.com  
 Include Fee Schedule

In accordance with our business terms and conditions, acceptance of this invoice is implied unless Colliers Project Leaders USA NE, LLC 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.  
 EFT/ACH PAYMENT INFO: Colliers Engineering & Design, Inc. | JP Morgan Chase | Routing 021000021 | Account# 836759092

**REMIT TO: Colliers Project Leaders USA NE, LLC 101 Crawfords Corner Road, Suite 3400 | Holmdel, NJ 07733**  
**Phone: 877-627-3772 | Fax: 732-383-1980**

# Town of Watertown

## Three Elementary School Projects

### LEED Commissioning Services Fee Proposal Detail

Date: April 30, 2023

Project Code: 22000471G

	2023				2023	
	Total Associated Fees	April % Complete	Total % Complete	Billed to Date Including Current Month	April Billings	Balance
<b>I. EA Prerequisite 1: Fundamental Cx &amp; Verification</b>						
A Commissioning Kick-Off Meeting	\$ 1,140.00		100%	\$ 1,140.00	\$ -	\$ -
B Review Owner's Project Requirements & Basis of Design	\$ 1,470.00		100%	\$ 1,469.80	\$ -	\$ 0.20
C Review Design Development Documents	\$ 5,280.00		100%	\$ 5,262.40	\$ -	\$ 17.60
D Review 60% Construction Documents	\$ 7,710.00		100%	\$ 7,710.00	\$ -	\$ -
E Review 90% Construction Documents	\$ 8,018.00		100%	\$ 8,016.12	\$ -	\$ 1.88
F Participate in Design Review Meetings at SD, DD & CD	\$ 3,876.00		100%	\$ 3,876.00	\$ -	\$ -
G Develop and Implement Commissioning Plan	\$ 2,440.00		100%	\$ 2,440.00	\$ -	\$ -
H Development of Commissioning Specifications	\$ 1,040.00		100%	\$ 1,040.00	\$ -	\$ -
I Bid Phase meetings & support	\$ 1,796.00		100%	\$ 1,796.00	\$ -	\$ -
J Develop Construction Checklists	\$ 6,255.00		100%	\$ 6,255.00	\$ -	\$ -
K Construction Site Visits & Commissioning Team Meetings	\$ 66,438.00		96%	\$ 63,780.48	\$ -	\$ 2,657.52
L Compile & Review Construction Checklists	\$ 39,533.00		91%	\$ 35,975.03	\$ -	\$ 3,557.97
M Develop Functional Test Procedures	\$ 7,960.00		79%	\$ 6,288.40	\$ -	\$ 1,671.60
N Direct & oversee execution of Functional Test Procedures	\$ 44,102.00		71%	\$ 31,312.42	\$ -	\$ 12,789.58
O Document, Correction & Retesting	\$ 4,776.00		70%	\$ 3,343.20	\$ -	\$ 1,432.80
P Maintain Commissioning Issues Log & Report directly to Owner	\$ 6,534.00		70%	\$ 4,573.80	\$ -	\$ 1,960.20
Q Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 5,378.00	1%	66%	\$ 3,549.48	\$ 53.78	\$ 1,828.52
R Prepare Final Commissioning Report & LEED Submittals	\$ 4,073.00	1%	66%	\$ 2,688.18	\$ 40.73	\$ 1,384.82
<b>Total Fees: EA Prerequisite 1</b>	<b>\$ 217,819.00</b>			<b>\$ 190,516.31</b>	<b>\$ 94.51</b>	<b>\$ 27,302.69</b>
<b>II. EA Credit: Enhanced Commissioning, Option 1, Path 1</b>						
A Review of Contractor Submittals	\$ 4,892.00		100%	\$ 4,892.00	\$ -	\$ -
B System Manuals - Inclusion, Review, Confirm Delivery	\$ 4,105.00		100%	\$ 4,105.00	\$ -	\$ -
C Training - Inclusion, Review, Verify	\$ 2,798.00		100%	\$ 2,798.00	\$ -	\$ -
D 10 Month Warranty Review	\$ 2,832.00	2%	93%	\$ 2,633.76	\$ 56.64	\$ 198.24
E Verify Seasonal Testing	\$ 3,463.00		100%	\$ 3,463.00	\$ -	\$ -
F Develop On-Going Commissioning Plan	\$ 3,802.00	2%	91%	\$ 3,459.82	\$ 76.04	\$ 342.18
<b>Total Fees: Option 1, Path 1</b>	<b>\$ 21,892.00</b>			<b>\$ 21,351.58</b>	<b>\$ 132.68</b>	<b>\$ 540.42</b>
<b>III. EA Credit: Enhanced Commissioning, Option 1, Path 2</b>						
A Develop a Systems Monitoring Plan	\$ 18,000.00	4%	44%	\$ 7,920.00	\$ 720.00	\$ 10,080.00
<b>Total Fees: Option 1 Path 2</b>	<b>\$ 18,000.00</b>			<b>\$ 7,920.00</b>	<b>\$ 720.00</b>	<b>\$ 10,080.00</b>
<b>IV. EA Credit: Enhanced Commissioning, Option 2, Envelope Commissioning</b>						
A Review of Contractor Submittals	\$ 2,884.00		100%	\$ 2,884.00	\$ -	\$ -
B Development of Commissioning Specifications	\$ 612.00		100%	\$ 612.00	\$ -	\$ -
C Develop Construction Checklists	\$ 2,884.00		100%	\$ 2,884.00	\$ -	\$ -
D Construction Site Visits & Commissioning Team Meetings	\$ 13,911.00		91%	\$ 12,659.01	\$ -	\$ 1,251.99
E Compile & Review Construction Checklists	\$ 4,637.00	2%	83%	\$ 3,848.71	\$ 92.74	\$ 788.29
F Review Functional Test Procedures	\$ 1,923.00		90%	\$ 1,733.03	\$ -	\$ 189.97
G Direct & oversee execution of Functional Test Procedures	\$ 9,620.00		86%	\$ 8,273.20	\$ -	\$ 1,346.80
H Document, Correction & Retesting	\$ -		0%	\$ -	\$ -	\$ -
I Maintain Commissioning Issues Log & Report directly to Owner	\$ 2,338.00		45%	\$ 1,052.10	\$ -	\$ 1,285.90
J Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 1,053.00		45%	\$ 473.85	\$ -	\$ 579.15
K Prepare Final Commissioning Report & LEED Submittals	\$ 1,391.00		40%	\$ 556.40	\$ -	\$ 834.60
L Training - Inclusion, Review, Verify	\$ 1,053.00		40%	\$ 421.20	\$ -	\$ 631.80
M 10 Month Warranty Review	\$ 1,095.00		10%	\$ 109.50	\$ -	\$ 985.50
N Develop On-Going Commissioning Plan	\$ 2,107.00		46%	\$ 969.22	\$ -	\$ 1,137.78
<b>Total Fees: Option 2</b>	<b>\$ 45,508.00</b>			<b>\$ 36,476.22</b>	<b>\$ 92.74</b>	<b>\$ 9,031.78</b>
<b>Total Fees for Services</b>	<b>\$ 303,219.00</b>		<b>85%</b>	<b>\$ 256,264.11</b>	<b>\$ 1,039.93</b>	<b>\$ 46,954.89</b>
<b>Project Expenses</b>	<b>\$ 9,500.00</b>	<b>1%</b>	<b>51%</b>	<b>\$ 3,690.30</b>		<b>\$ 5,809.70</b>
<b>Grand Total, Fees &amp; Expenses</b>	<b>\$ 312,719.00</b>		<b>83%</b>	<b>\$ 259,954.41</b>	<b>\$ 1,039.93</b>	<b>\$ 52,764.59</b>