



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 :** 0000898482  
**Invoice Date :** 10/31/2023

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

**For Professional Services Rendered Through 10/31/2023**

	Fee	% Complete	Billings		
			To Date	Previous	Current
EA Prerequisite 1: Fundamental Cx & Verification	217,819.00	96.33	209,818.07	204,638.07	5,180.00
EA Credit: Enhanced Commissioning, Option 1, Path 1	21,892.00	100.00	21,892.00	21,892.00	0.00
EA Credit: Enhanced Commissioning, Option 1, Path 2	18,000.00	100.00	18,000.00	9,000.00	9,000.00
EA Credit: Enhanced Commissioning, Option 2, Envelope Commissioning	45,508.00	92.53	42,110.07	39,615.07	2,495.00
Reimbursable Expenses	9,500.00	83.66	7,947.88	7,743.57	204.31
Subtotal:	312,719.00	95.86	299,768.02	282,888.71	16,879.31

**Current Billings**  
**Amount Due This Bill**

16,879.31  
 16,879.31

*Sarah Maston*  
 11/9/23

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: Oct 2023  
Project Code: 22000471G

	Total Associated Fees	October % Complete	Total % Complete	Billed to Date Including Current Month	October Billings	Balance
<b>I. EA Prerequisite 1: Fundamental Cx &amp; Verification</b>						
A. Commissioning Kick-Off Meetings	\$ 1,140.00	0%	100%	\$ 1,140.00	\$ -	\$ -
B. Review Owner's Project Requirements & Basis of Design	\$ 1,470.00	0%	100%	\$ 1,470.00	\$ 0.20	\$ -
C. Review Design Development Documents	\$ 5,260.00	0%	100%	\$ 5,260.00	\$ 17.00	\$ -
D. Review 60% Construction Documents	\$ 7,710.00	0%	100%	\$ 7,710.00	\$ -	\$ -
E. Review 90% Construction Documents	\$ 6,010.00	0%	100%	\$ 6,010.00	\$ 1.88	\$ -
F. Participate in Design Review Meetings at SD, DD & CD	\$ 3,878.00	0%	100%	\$ 3,878.00	\$ -	\$ -
G. Develop and Implement Commissioning Plan	\$ 2,440.00	0%	100%	\$ 2,440.00	\$ -	\$ -
H. Development of Commissioning Specifications	\$ 1,040.00	0%	100%	\$ 1,040.00	\$ -	\$ -
I. Bldg Photo, Plans & Support	\$ 1,796.00	0%	100%	\$ 1,796.00	\$ -	\$ -
J. Develop Construction Checklists	\$ 6,255.00	0%	100%	\$ 6,255.00	\$ -	\$ -
K. Construction Site Visits & Commissioning Team Meetings	\$ 66,438.00	0%	100%	\$ 66,438.00	\$ -	\$ -
L. Compile & Review Construction Checklists	\$ 39,533.00	0%	100%	\$ 39,533.00	\$ -	\$ -
M. Develop Functional Test Procedures	\$ 7,960.00	7%	96%	\$ 7,960.00	\$ -	\$ 318.40
N. Direct & oversee execution of Functional Test Procedures	\$ 44,102.00	12%	88%	\$ 38,792.79	\$ 3,070.17	\$ 5,309.21
O. Document, Correction & Retesting	\$ 4,776.00	10%	90%	\$ 4,286.40	\$ 573.12	\$ 477.50
P. Maintain Commissioning Issues Log & Report directly to Owner	\$ 6,534.00	10%	96%	\$ 6,272.64	\$ 653.40	\$ 281.36
Q. Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 5,378.00	10%	94%	\$ 4,517.52	\$ 937.80	\$ 860.48
R. Prepare Final Commissioning Report & LEED Submittals	\$ 4,073.00	8%	81%	\$ 3,299.13	\$ 325.94	\$ 773.87
Total Fees- EA Prerequisite 1	\$ 217,819.00			\$ 209,816.07	\$ 5,160.00	\$ 8,000.92
<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		100%	\$ 2,832.00	\$ -	\$ -
E. Verify Seasonal Testing	\$ 3,463.00		100%	\$ 3,463.00	\$ -	\$ -
F. Develop On-Spring Commissioning Plan	\$ 3,892.00		100%	\$ 3,892.00	\$ -	\$ -
Total Fees- Option 1, Path 1	\$ 21,892.00			\$ 21,892.00	\$ -	\$ -
<b>III. EA Credit: Enhanced Commissioning, Option 1, Path 2</b>						
A. Develop a Systems Monitoring Plan	\$ 18,000.00	50%	100%	\$ 18,000.00	\$ 9,000.00	\$ -
Total Fees- Option 1 Path 2	\$ 18,000.00			\$ 18,000.00	\$ 9,000.00	\$ -
<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		100%	\$ 13,911.00	\$ -	\$ -
E. Compile & Review Construction Checklists	\$ 4,637.00	1%	92%	\$ 4,283.99	\$ 64.32	\$ 353.01
F. Review Functional Test Procedures	\$ 1,923.00	1%	94%	\$ 1,798.16	\$ 28.67	\$ 124.84
G. Direct & oversee execution of Functional Test Procedures	\$ 9,620.00	1%	95%	\$ 9,139.01	\$ 96.21	\$ 480.99
H. Document, Correction & Retesting	\$ 2,398.00	15%	70%	\$ 1,636.60	\$ -	\$ 701.40
I. Maintain Commissioning Issues Log & Report directly to Owner	\$ 1,063.00	15%	67%	\$ 705.51	\$ 157.95	\$ 347.49
J. Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 1,931.00	15%	70%	\$ 1,351.70	\$ 208.65	\$ 417.30
K. Prepare Final Commissioning Report & LEED Submittals	\$ 1,053.00	25%	70%	\$ 737.10	\$ 263.25	\$ 315.90
L. Training - Inclusion, Review, Verify	\$ 1,095.00	25%	40%	\$ 438.00	\$ 273.75	\$ 657.00
M. 10 Month Warranty Review	\$ 2,107.00	50%	100%	\$ 2,107.00	\$ 1,053.50	\$ -
N. Develop On-Spring Commissioning Plan	\$ 45,508.00			\$ 42,110.07	\$ 2,495.00	\$ 3,397.93
Total Fees for Services	\$ 303,219.00	3%	96%	\$ 291,820.13	\$ 16,674.98	\$ 11,398.85
Project Expenses	\$ 9,500.00		58%	\$ 7,947.88	\$ 204.31	\$ 1,552.12
<b>Grand Total, Fees &amp; Expenses</b>	<b>\$ 312,719.00</b>		<b>96%</b>	<b>\$ 299,768.01</b>	<b>\$ 16,879.30</b>	<b>\$ 12,950.97</b>