



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 : 0000904832
Invoice Date : 11/30/2023

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

For Professional Services Rendered Through 11/30/2023

	Fee	% Complete	Billings		
			To Date	Previous	Current
EA Prerequisite 1: Fundamental Cx & Verification	217,819.00	96.93	211,141.13	209,818.07	1,323.06
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	18,000.00	0.00
EA Credit: Enhanced Commissioning, Option 2, Envelope Commissioning	45,508.00	95.37	43,402.09	42,110.07	1,292.02
Reimbursable Expenses	9,500.00	84.49	8,026.48	7,947.88	78.60
Subtotal:	312,719.00	96.72	302,461.70	299,768.02	2,693.68

Current Billings 2,693.68
Amount Due This Bill 2,693.68

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

	2023				2023	
	Total Associated Fees	November % Complete	Total % Complete	Billed to Date Including Current Month	November Billings	Balance
I. EA Prerequisite 1: Fundamental Cx & Verification						
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%	\$ 1,470.00	\$ -	\$ -
C Review Design Development Documents	\$ 5,280.00		100%	\$ 5,280.00	\$ -	\$ -
D Review 60% Construction Documents	\$ 7,710.00		100%	\$ 7,710.00	\$ -	\$ -
E Review 90% Construction Documents	\$ 8,018.00		100%	\$ 8,018.00	\$ -	\$ -
F Participate in Design Review Meetings at SD, DD & CD	\$ 3,876.00		100%	\$ 3,876.00	\$ -	\$ -
G Develop & 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		100%	\$ 66,438.00	\$ -	\$ -
L Compile & Review Construction Checklists	\$ 39,533.00		100%	\$ 39,533.00	\$ -	\$ -
M Develop Functional Test Procedures	\$ 7,960.00		96%	\$ 7,641.60	\$ -	\$ 318.40
N Direct & oversee execution of Functional Test Procedures	\$ 44,102.00	3%	91%	\$ 40,115.85	\$ 1,323.06	\$ 3,986.15
O Document, Correction & Retesting	\$ 4,776.00		90%	\$ 4,298.40	\$ -	\$ 477.60
P Maintain Commissioning Issues Log & Report directly to Owner	\$ 6,534.00		96%	\$ 6,272.64	\$ -	\$ 261.36
Q Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 5,378.00		84%	\$ 4,517.52	\$ -	\$ 860.48
R Prepare Final Commissioning Report & LEED Submittals	\$ 4,073.00		81%	\$ 3,299.13	\$ -	\$ 773.87
Total Fees: EA Prerequisite 1	\$ 217,819.00			\$ 211,141.13	\$ 1,323.06	\$ 6,677.86
II. EA Credit: Enhanced Commissioning, Option 1, Path 1						
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-Going Commissioning Plan	\$ 3,802.00		100%	\$ 3,802.00	\$ -	\$ -
Total Fees: Option 1, Path 1	\$ 21,892.00			\$ 21,892.00	\$ -	\$ -
III. EA Credit: Enhanced Commissioning, Option 1, Path 2						
A Develop a Systems Monitoring Plan	\$ 18,000.00		100%	\$ 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	\$ 2,884.00		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	2%	94%	\$ 4,376.73	\$ 92.74	\$ 260.27
F Review Functional Test Procedures	\$ 1,923.00	1%	94%	\$ 1,815.06	\$ 16.90	\$ 107.94
G Direct & oversee execution of Functional Test Procedures	\$ 9,620.00	5%	100%	\$ 9,620.00	\$ 480.98	\$ -
H Document, Correction & Retesting	\$ -		0%	\$ -	\$ -	\$ -
I Maintain Commissioning Issues Log & Report directly to Owner	\$ 2,338.00	30%	100%	\$ 2,338.00	\$ 701.40	\$ -
J Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 1,053.00		67%	\$ 705.51	\$ -	\$ 347.49
K Prepare Final Commissioning Report & LEED Submittals	\$ 1,391.00		70%	\$ 973.70	\$ -	\$ 417.30
L Training - Inclusion, Review, Verify	\$ 1,053.00		70%	\$ 737.10	\$ -	\$ 315.90
M 10 Month Warranty Review	\$ 1,095.00		40%	\$ 438.00	\$ -	\$ 657.00
N Develop On-Going Commissioning Plan	\$ 2,107.00		100%	\$ 2,107.00	\$ -	\$ -
Total Fees: Option 2	\$ 45,508.00			\$ 43,402.10	\$ 1,292.02	\$ 2,105.90
Total Fees for Services	\$ 303,219.00		97%	\$ 294,435.22	\$ 2,615.08	\$ 8,783.76
Project Expenses	\$ 9,500.00	2%	60%	\$ 8,026.48	\$ 78.60	\$ 1,473.52
Grand Total, Fees & Expenses	\$ 312,719.00		97%	\$ 302,461.70	\$ 2,693.68	\$ 10,257.28