



PROJECT LEADERS

INVOICE

Invoice Number	007506
Date:	Sep-30-2020
Due Date:	Oct-30-2020
Terms:	Net 30 Days

CUSTOMER	PROJECT
Watertown, MA Public Schools 30 Common Street Watertown MA 02472 United States of America	Watertown, MA - (3) Elementary Schools Cx PO Number:

DESCRIPTION	QUANTITY	RATE	INVOICE AMOUNT
Commissioning Services: EA Prerequisite 1: Fundamental Cx & Verification	0.00	0.00	1,328.76
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	374.92
Commissioning Services: Expenses	0.00	0.00	0.00

<div style="background-color: #4CAF50; color: white; padding: 5px; display: inline-block;"> <i>Please note our new Legal Name Colliers Project Leaders USA NE, LLC</i> </div>	Sales Total:	1,703.68
	Tax Total:	0.00
	Total (USD):	1,703.68

MAIL PAYMENTS TO:

Colliers Project Leaders USA NE, LLC
135 New Rd
Madison, CT 06443
860-395-0055

EFT/ACH INFO:

Colliers Project Leaders USA NE, LLC
TD Bank
Acct #: 424-4045773
Routing #: 011103093

DOMESTIC WIRE INFO:

Colliers Project Leaders USA NE, LLC
TD Bank
Acct #: 424-4045773
Routing #: 031101266

Town of Watertown
Three Elementary School Projects
LEED Commissioning Services Fee Proposal Detail
 Date: September 30, 2020

	2020	2020							
	Total Associated Fees	September % Complete	Total % Complete	Billed to Date Including Current Month	September Billings	Balance			
I. EA Prerequisite 1: Fundamental Cx & Verification									
A Commissioning Kick-Off Meeting	\$ 1,140		0%	\$ -	\$ -	\$ 1,140.00			
B Review Owner's Project Requirements & Basis of Design	\$ 1,470		66%	\$ 970.00	\$ -	\$ 500.00			
C Review Design Development Documents	\$ 5,280		100%	\$ 5,282.40	\$ -	\$ 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	\$ -	\$ -			
J Develop Construction Checklists	\$ 6,255		75%	\$ 4,691.25	\$ -	\$ 1,563.75			
K Construction Site Visits & Commissioning Team Meetings	\$ 66,438	2%	4%	\$ 2,657.52	\$ 1,328.76	\$ 63,780.48			
L Compile & Review Construction Checklists	\$ 39,533		0%	\$ -	\$ -	\$ 39,533.00			
M Develop Functional Test Procedures	\$ 7,960		0%	\$ -	\$ -	\$ 7,960.00			
N Direct & oversee execution of Functional Test Procedures	\$ 44,102		0%	\$ -	\$ -	\$ 44,102.00			
O Document, Correction & Releasing	\$ 4,776		0%	\$ -	\$ -	\$ 4,776.00			
P Maintain Commissioning Issues Log & Report directly to Owner	\$ 6,534		0%	\$ -	\$ -	\$ 6,534.00			
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			
Total Fees: EA Prerequisite 1	\$ 217,819			\$ 38,459.29	\$ 1,328.76	\$ 179,359.71			
II. EA Credit: Enhanced Commissioning, Option 1, Path 1									
A Review of Contractor Submittals	\$ 4,892.00		33%	\$ 1,614.36	\$ -	\$ 3,277.64			
B System Manuals - Inclusion, Review, Confirm Delivery	\$ 4,105.00		0%	\$ -	\$ -	\$ 4,105.00			
C Training - Inclusion, Review, Verify	\$ 2,798.00		0%	\$ -	\$ -	\$ 2,798.00			
D 10 Month Warranty Review	\$ 2,832.00		0%	\$ -	\$ -	\$ 2,832.00			
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			\$ 1,614.36	\$ -	\$ 20,277.64			
III. EA Credit: Enhanced Commissioning, Option 1, Path 2									
A Develop a Systems Monitoring Plan	\$ 18,000.00		0%	\$ -	\$ -	\$ 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		0%	\$ -	\$ -	\$ 2,884.00			
B Development of Commissioning Specifications	\$ 612.00		100%	\$ 612.00	\$ -	\$ -			
C Develop Construction Checklists	\$ 2,884.00		100%	\$ 2,884.00	\$ 374.92	\$ (0.00)			
D Construction Site Visits & Commissioning Team Meetings	\$ 13,911.00	13%	0%	\$ -	\$ -	\$ 13,911.00			
E Compile & Review Construction Checklists	\$ 4,637.00		0%	\$ -	\$ -	\$ 4,637.00			
F Review Functional Test Procedures	\$ 1,923.00		29%	\$ 560.00	\$ -	\$ 1,363.00			
G Direct & oversee execution of Functional Test Procedures	\$ 9,620.00		0%	\$ -	\$ -	\$ 9,620.00			
H Document, Correction & Releasing	\$ -		0%	\$ -	\$ -	\$ -			
I Maintain Commissioning Issues Log & Report directly to Owner	\$ 2,338.00		0%	\$ -	\$ -	\$ 2,338.00			
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			

Town of Watertown
Three Elementary School Projects
LEED Commissioning Services Fee Proposal Detail

Date: September 30, 2020

	2020		2020		2020	
	Total Associated Fees	September % Complete	Total % Complete	Billed to Date Including Current Month	September Billings	Balance
Total Fees: Option 2	\$ 45,508.00			\$ 4,056.00	\$ 374.92	\$ 41,452.00
Total Fees for Services	\$ 303,219.00		15%	\$ 44,129.65	\$ 1,703.68	\$ 259,089.35
Project Expenses	\$ 9,500.00		0.2%	\$ 19.81	\$ -	\$ 9,480.19
Grand Total, Fees & Expenses	\$ 312,719.00		14%	\$ 44,149.46	\$ 1,703.68	\$ 268,569.54