



PROJECT LEADERS

INVOICE

Invoice Number	007615
Date:	Oct-31-2020
Due Date:	Nov-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	4,532.31
Commissioning Services: EA Credit: Enhanced Commissioning, Option 1, Path 1	0.00	0.00	831.64
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	695.55
Commissioning Services: Expenses	0.00	0.00	95.00

<i>Please note our new Legal Name Colliers Project Leaders USA NE, LLC</i>	Sales Total:	6,154.50
	Tax Total:	0.00
	Total (USD):	6,154.50

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: October 31, 2020

2020

2020

	Total Associated Fees	October % Complete	Total % Complete	Billed to Date Including Current Month	October Billings	Balance
I. EA Prerequisite 1: Fundamental Cx & Verification						
A Commissioning Kick-Off Meeting	\$ 1,140	100%	100%	\$ 1,140.00	\$ 1,140.00	\$ -
B Review Owner's Project Requirements & Basis of Design	\$ 1,470	34%	100%	\$ 1,469.80	\$ 499.80	\$ 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	\$ -	\$ -
J Develop Construction Checklists	\$ 6,255	25%	100%	\$ 6,255.00	\$ 1,563.75	\$ -
K Construction Site Visits & Commissioning Team Meetings	\$ 66,438	2%	6%	\$ 3,986.28	\$ 1,328.76	\$ 62,451.72
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 & Retesting	\$ 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			\$ 42,991.60	\$ 4,532.31	\$ 174,827.40
II. EA Credit: Enhanced Commissioning, Option 1, Path 1						
A Review of Contractor Submittals	\$ 4,892.00	17%	50%	\$ 2,446.00	\$ 831.64	\$ 2,446.00
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			\$ 2,446.00	\$ 831.64	\$ 19,446.00
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	\$ -	\$ (0.00)
D Construction Site Visits & Commissioning Team Meetings	\$ 13,911.00	5%	5%	\$ 695.55	\$ 695.55	\$ 13,215.45
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 & Retesting	\$ -		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: October 31, 2020

	2020		2020			
	Total Associated Fees	October % Complete	Total % Complete	Billed to Date Including Current Month	October Billings	Balance
Total Fees: Option 2	\$ 45,508.00			\$ 4,751.55	\$ 695.55	\$ 40,756.45
Total Fees for Services	\$ 303,219.00		17%	\$ 50,189.15	\$ 6,059.50	\$ 253,029.85
Project Expenses	\$ 9,500.00	1%		\$ 114.81	\$ 95.00	\$ 9,385.19
Grand Total, Fees & Expenses	\$ 312,719.00		16%	\$ 50,303.96	\$ 6,154.50	\$ 262,415.04