



**PROJECT LEADERS**

# INVOICE

<b>Invoice Number</b>	<b>007991</b>
<b>Date:</b>	Nov-30-2020
<b>Due Date:</b>	Dec-30-2020
<b>Terms:</b>	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: Expenses	0.00	0.00	0.00
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	489.20
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	0.00
MILEAGE: Commissioning Services: Expenses	52.00	0.58	29.90

<i>Please note our new Legal Name Colliers Project Leaders USA NE, LLC</i>	<b>Sales Total:</b>	1,847.86
	<b>Tax Total:</b>	0.00
	<b>Total (USD):</b>	<b>1,847.86</b>

### 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**  
 Dated: October 31, 2020

	Total Associated Fees	November % Complete	Total % Complete	Billed to Date including Current Month	November Billings	Balance
<b>I. EA Prerequisite 1: Fundamental Cx &amp; Verification</b>						
A Commissioning Kick-Off Meeting	\$ 1,140	100%	100%	\$ 1,140.00	\$ -	\$ -
B Review Owner's Project Requirements & Basis of Design	\$ 1,470	100%	100%	\$ 1,469.80	\$ -	\$ 0.20
C Review Design Development Documents	\$ 5,280	100%	100%	\$ 5,262.40	\$ -	\$ 17.60
D Review 50% Construction Documents	\$ 7,710	100%	100%	\$ 7,710.00	\$ -	\$ -
E Review 90% Construction Documents	\$ 8,018	100%	100%	\$ 8,015.12	\$ -	\$ 1.88
F Participate in Design Review Meetings at SD, DD & CD	\$ 3,876	100%	100%	\$ 3,875.00	\$ -	\$ (0.00)
G Develop and Implement Commissioning Plan	\$ 2,440	100%	100%	\$ 2,440.00	\$ -	\$ -
H Development of Commissioning Specifications	\$ 1,040	100%	100%	\$ 1,040.00	\$ -	\$ (0.00)
I Bid Phase meetings & support	\$ 1,796	100%	100%	\$ 1,796.00	\$ -	\$ -
J Develop Construction Checklists	\$ 6,255	100%	100%	\$ 6,255.00	\$ -	\$ -
K Construction Site Visits & Commissioning Team Meetings	\$ 66,438	8%	2%	\$ 5,315.04	\$ 1,328.76	\$ 61,122.96
L Complete & Review Construction Checklists	\$ 39,533	0%	0%	\$ -	\$ -	\$ 39,533.00
M Develop Functional Test Procedures	\$ 4,960	0%	0%	\$ -	\$ -	\$ 4,960.00
N Direct & oversee execution of Functional Test Procedures	\$ 44,792	0%	0%	\$ -	\$ -	\$ 44,792.00
O Document, Correction & Retesting	\$ 4,176	0%	0%	\$ -	\$ -	\$ 4,176.00
P Maintain Commissioning Issues Log & Report directly to Owner	\$ 6,524	0%	0%	\$ -	\$ -	\$ 6,524.00
Q Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 5,374	0%	0%	\$ -	\$ -	\$ 5,374.00
R Prepare Final Commissioning Report & LEED Submittals	\$ 4,073	0%	0%	\$ -	\$ -	\$ 4,073.00
<b>Total Fees: EA Prerequisite 1</b>	\$ 217,819			\$ 44,320.36	\$ 1,328.76	\$ 173,498.64
<b>II. EA Credit: Enhanced Commissioning, Option 1, Path 1</b>						
A Review of Contractor Submittals	\$ 4,882.00	60%	60%	\$ 2,929.20	\$ 489.20	\$ 1,956.80
B System Manuals - Inclusion, Review, Confirm Delivery	\$ 4,105.00	0%	0%	\$ -	\$ -	\$ 4,105.00
C Training - Inclusion, Review, Verify	\$ 2,798.00	0%	0%	\$ -	\$ -	\$ 2,798.00
D 10 Month Warranty Review	\$ 2,832.00	0%	0%	\$ -	\$ -	\$ 2,832.00
E Verify Seasonal Testing	\$ 3,463.00	0%	0%	\$ -	\$ -	\$ 3,463.00
F Develop On-Going Commissioning Plan	\$ 3,802.00	0%	0%	\$ -	\$ -	\$ 3,802.00
<b>Total Fees: Option 1, Path 1</b>	\$ 21,882.00			\$ 2,929.20	\$ 489.20	\$ 18,956.80
<b>III. EA Credit: Enhanced Commissioning, Option 1, Path 2</b>						
A Develop a Systems Monitoring Plan	\$ 18,000.00	0%	0%	\$ -	\$ -	\$ 18,000.00
<b>Total Fees: Option 1 Path 2</b>	\$ 18,000.00			\$ -	\$ -	\$ 18,000.00
<b>IV. EA Credit: Enhanced Commissioning, Option 2, Envelope Commissioning</b>						
A Review of Contractor Submittals	\$ 2,884.00	0%	0%	\$ -	\$ -	\$ 2,884.00
B Development of Commissioning Specifications	\$ 612.00	100%	100%	\$ 612.00	\$ -	\$ -
C Develop Construction Checklists	\$ 2,884.00	100%	100%	\$ 2,884.00	\$ -	\$ (0.00)
D Construction Site Visits & Commissioning Team Meetings	\$ 13,911.00	5%	5%	\$ 695.55	\$ -	\$ 13,215.45
E Compile & Review Construction Checklists	\$ 4,637.00	0%	0%	\$ -	\$ -	\$ 4,637.00
F Review Functional Test Procedures	\$ 1,923.00	29%	29%	\$ 560.00	\$ -	\$ 1,363.00
G Direct & oversee execution of Functional Test Procedures	\$ 9,620.00	0%	0%	\$ -	\$ -	\$ 9,620.00
H Document, Correction & Retesting	\$ -	0%	0%	\$ -	\$ -	\$ -
I Maintain Commissioning Issues Log & Report directly to Owner	\$ 2,338.00	0%	0%	\$ -	\$ -	\$ 2,338.00
J Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 1,053.00	0%	0%	\$ -	\$ -	\$ 1,053.00
K Prepare Final Commissioning Report & LEED Submittals	\$ 1,391.00	0%	0%	\$ -	\$ -	\$ 1,391.00
L Training - Inclusion, Review, Verify	\$ 1,053.00	0%	0%	\$ -	\$ -	\$ 1,053.00
M 10 Month Warranty Review	\$ 1,095.00	0%	0%	\$ -	\$ -	\$ 1,095.00
N Develop On-Going Commissioning Plan	\$ 2,107.00	0%	0%	\$ -	\$ -	\$ 2,107.00
<b>Total Fees: Option 2</b>	\$ 45,508.00			\$ 4,751.55	\$ -	\$ 40,756.45
<b>Total Fees for Services</b>	\$ 303,219.00		17%	\$ 52,007.11	\$ 1,817.96	\$ 251,211.89
<b>Project Expenses</b>	\$ 9,500.00			\$ 144.71	\$ 29.50	\$ 9,355.29
<b>Grand Total, Fees &amp; Expenses</b>	\$ 312,719.00			\$ 52,151.82	\$ 1,847.46	\$ 260,567.18