



Project Leaders

INVOICE

Invoice Number	009030
Date:	Mar-31-2021
Due Date:	Apr-30-2021
Terms:	Net 30 Days

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

DESCRIPTION	QUANTITY	RATE	INVOICE AMOUNT
Commissioning Services: Expenses	0.00	0.00	95.00
Commissioning Services: EA Prerequisite 1: Fundamental Cx & Verification	0.00	0.00	5,567.60
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	983.95

<b>Sales Total:</b>	6,646.55
<b>Sales Tax:</b>	0.00
<b>Total (USD):</b>	<b>6,646.55</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**

Date: March 31, 2021

2021

2021

	Total Associated Fees	March % Complete	Total % Complete	Billed to Date including Current Month	March Billings	Balance
<b>I. EA Prerequisite 1: Fundamental Cx &amp; Verification</b>						
A. Commissioning Kick-Off Meeting	\$ 1,140			\$ 1,140.00	\$ -	\$ -
B. Review Owner's Project Requirements & Basis of Design	\$ 1,470			\$ 1,469.80	\$ -	\$ 0.20
C. Review Design Development Documents	\$ 5,280			\$ 5,282.40	\$ -	\$ 17.60
D. Review 60% Construction Documents	\$ 7,710			\$ 7,710.00	\$ -	\$ -
E. Review 90% Construction Documents	\$ 8,018			\$ 8,016.12	\$ -	\$ 1.88
F. Participate in Design Review Meetings at SD, DD & CD	\$ 3,876			\$ 3,876.00	\$ -	\$ (0.00)
G. Develop and Implement Commissioning Plan	\$ 2,440			\$ 2,440.00	\$ -	\$ -
H. Development of Commissioning Specifications	\$ 1,040			\$ 1,040.00	\$ -	\$ (0.00)
I. Bid Phase drawings & approvals	\$ 1,756			\$ 1,756.00	\$ -	\$ -
J. Develop Construction Checklists	\$ 6,355			\$ 6,355.00	\$ -	\$ -
K. Construction Site Visits & Commissioning Team Meetings	\$ 66,433	6%	6%	\$ 15,280.74	\$ 3,986.28	\$ 51,152.26
L. Compile & Review Construction Checklists	\$ 39,533	4%	4%	\$ 5,829.35	\$ 1,591.32	\$ 33,663.05
M. Develop Functional Test Procedures	\$ 7,960			\$ -	\$ -	\$ 7,960.00
N. Direct & oversee execution of Functional Test Procedures	\$ 44,102			\$ -	\$ -	\$ 44,102.00
O. Document, Correct, and Retest	\$ 4,776			\$ -	\$ -	\$ 4,776.00
P. Maintain Commissioning Issues Log & Report directly to Owner	\$ 6,524			\$ 196.02	\$ -	\$ 6,327.98
Q. Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 5,378			\$ -	\$ -	\$ 5,378.00
R. Prepare Final Commissioning Report & LEED Submittals	\$ 4,073			\$ -	\$ -	\$ 4,073.00
Total Fees: EA Prerequisite 1	\$ 217,819			\$ 60,412.03	\$ 5,567.60	\$ 157,465.97
<b>II. EA Credit: Enhanced Commissioning, Option 1, Path 1</b>						
A. Review of Contractor Submittals	\$ 4,882.00		65%	\$ 3,179.80	\$ -	\$ 1,712.20
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	\$ 2,882.00		0%	\$ -	\$ -	\$ 2,882.00
E. Verify Seasonal Testing	\$ 3,463.00		0%	\$ -	\$ -	\$ 3,463.00
F. Develop On-Going Commissioning Plan	\$ 3,882.00		0%	\$ -	\$ -	\$ 3,882.00
Total Fees: Option 1, Path 1	\$ 21,892.00			\$ 3,179.80	\$ -	\$ 18,712.20
<b>III. EA Credit: Enhanced Commissioning, Option 1, Path 2</b>						
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
<b>IV. EA Credit: Enhanced Commissioning, Option 2, Envelope Commissioning</b>						
A. Review of Contractor Submittals	\$ 2,884.00		50%	\$ 1,442.00	\$ 288.40	\$ 1,442.00
B. Development of Commissioning Specifications	\$ 612.00		100%	\$ 612.00	\$ -	\$ (0.00)
C. Develop Construction Checklists	\$ 2,884.00		100%	\$ 2,884.00	\$ -	\$ -
D. Construction Site Visits & Commissioning Team Meetings	\$ 13,911.00		25%	\$ 3,477.75	\$ 696.55	\$ 10,433.25
E. Compile & Review Construction Checklists	\$ 4,637.00		15%	\$ 695.55	\$ -	\$ 3,941.45
F. Review Functional Test Procedures	\$ 1,923.00		34%	\$ 656.15	\$ -	\$ 1,266.85
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
Total Fees: Option 2	\$ 45,508.00			\$ 9,767.45	\$ 993.95	\$ 35,740.55
Total Fees for Services	\$ 303,219.00		24%	\$ 73,359.28	\$ 6,551.55	\$ 229,859.72
Project Expenses	\$ 9,500.00		1%	\$ 524.71	\$ 95.00	\$ 8,975.29
<b>Grand Total, Fees &amp; Expenses</b>	<b>\$ 312,719.00</b>		<b>24%</b>	<b>\$ 73,883.99</b>	<b>\$ 6,646.55</b>	<b>\$ 238,835.01</b>