



Project Leaders

INVOICE

|                |             |
|----------------|-------------|
| Invoice Number | 009306      |
| Date:          | Apr-30-2021 |
| Due Date:      | May-30-2021 |
| Terms:         | Net 30 Days |

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

| DESCRIPTION  | QUANTITY | RATE | INVOICE AMOUNT |
|--|----------|------|----------------|
| Commissioning Services: Expenses   | 0.00     | 0.00 | 190.00         |
| Commissioning Services: EA Prerequisite 1:<br>Fundamental Cx & Verification                    | 0.00     | 0.00 | 5,567.60       |
| Commissioning Services: EA Credit: Enhanced<br>Commissioning, Option 1, Path 1                 | 0.00     | 0.00 | 0.00           |
| Commissioning Services: EA Credit: Enhanced<br>Commissioning, Option 1, Path 2                 | 0.00     | 0.00 | 0.00           |
| Commissioning Services: EA Credit: Enhanced<br>Commissioning, Option 2, Envelope Commissioning | 0.00     | 0.00 | 1,591.85       |

|                     |                 |
|---------------------|-----------------|
| <b>Sales Total:</b> | 7,349.45        |
| <b>Sales Tax:</b>   | 0.00            |
| <b>Total (USD):</b> | <b>7,349.45</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: April 30, 2021

|  | 2021                  |                  | 2021             |                                       | 2021               |                      |
|--|-----------------------|------------------|------------------|---------------------------------------|--------------------|----------------------|
|  | Total Associated Fees | April % Complete | Total % Complete | Billed to Date Included Current Month | April Billings     | Balance              |
| <b>I. EA Prerequisite 1: Fundamental Cx &amp; Verification</b>                 |                       |                  |                  |                                       |                    |                      |
| A Commissioning Kick-Off Meeting   | \$ 1,140              |                  | 100%             | \$ 1,140.00                           | \$ -               | \$ -                 |
| B Review Owner's Project Requirements & Basis of Design                        | \$ 1,470              |                  | 100%             | \$ 1,469.80                           | \$ -               | \$ 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                           | \$ -               | \$ (0.00)            |
| J Develop Construction Checklists  | \$ 6,255              |                  | 100%             | \$ 6,255.00                           | \$ -               | \$ -                 |
| K Construction Site Visits & Commissioning Team Meetings                       | \$ 66,438             | 6%               | 29%              | \$ 19,267.02                          | \$ 3,986.28        | \$ 47,170.98         |
| L Compile & Review Construction Checklists                                     | \$ 39,533             | 19%              | 9%               | \$ 7,511.27                           | \$ 1,581.32        | \$ 32,021.73         |
| M Develop Functional Test Procedures   | \$ 7,960              | 0%               | 0%               | \$ -                                  | \$ -               | \$ 7,960.00          |
| N Direct & oversee execution of Functional Test Procedures                     | \$ 44,102             | 0%               | 0%               | \$ -                                  | \$ -               | \$ 44,102.00         |
| O Document, Correction & Releasing   | \$ 4,776              | 0%               | 0%               | \$ -                                  | \$ -               | \$ 4,776.00          |
| P Maintain Commissioning Issues Log & Report directly to Owner                 | \$ 6,534              | 3%               | 0%               | \$ 196.02                             | \$ -               | \$ 6,337.98          |
| Q Prepare & Maintain Current Facility Requirements and O&M Plan                | \$ 5,378              | 0%               | 0%               | \$ -                                  | \$ -               | \$ 5,378.00          |
| R Prepare Final Commissioning Report & LEED Submittals                         | \$ 4,073              | 0%               | 0%               | \$ -                                  | \$ -               | \$ 4,073.00          |
| <b>Total Fees: EA Prerequisite 1</b>   | <b>\$ 217,819</b>     |                  |                  | <b>\$ 65,979.63</b>                   | <b>\$ 5,567.60</b> | <b>\$ 151,839.37</b> |
| <b>II. EA Credit: Enhanced Commissioning, Option 1, Path 1</b>                 |                       |                  |                  |                                       |                    |                      |
| A Review of Contractor Submittals  | \$ 4,892.00           |                  | 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   | \$ 2,832.00           |                  | 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          |
| <b>Total Fees: Option 1, Path 1</b>  | <b>\$ 21,892.00</b>   |                  |                  | <b>\$ 3,179.80</b>                    | <b>\$ -</b>        | <b>\$ 18,712.20</b>  |
| <b>III. EA Credit: Enhanced Commissioning, Option 1, Path 2</b>                |                       |                  |                  |                                       |                    |                      |
| A Develop a Systems Monitoring Plan  | \$ 18,000.00          |                  | 0%               | \$ -                                  | \$ -               | \$ 18,000.00         |
| <b>Total Fees: Option 1 Path 2</b>   | <b>\$ 18,000.00</b>   |                  |                  | <b>\$ -</b>                           | <b>\$ -</b>        | <b>\$ 18,000.00</b>  |
| <b>IV. EA Credit: Enhanced Commissioning, Option 2, Envelope Commissioning</b> |                       |                  |                  |                                       |                    |                      |
| A Review of Contractor Submittals  | \$ 2,884.00           | 15%              | 65%              | \$ 1,874.60                           | \$ 432.60          | \$ 1,009.40          |
| 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%               | 30%              | \$ 4,173.30                           | \$ 695.55          | \$ 9,737.70          |
| E Compile & Review Construction Checklists                                     | \$ 4,637.00           | 10%              | 25%              | \$ 1,159.25                           | \$ 463.70          | \$ 3,477.75          |
| 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 & 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          |
| <b>Total Fees: Option 2</b>  | <b>\$ 45,508.00</b>   |                  |                  | <b>\$ 11,365.30</b>                   | <b>\$ 1,591.85</b> | <b>\$ 34,148.70</b>  |
| <b>Total Fees for Services</b>   | <b>\$ 303,219.00</b>  |                  | <b>27%</b>       | <b>\$ 80,518.73</b>                   | <b>\$ 7,159.45</b> | <b>\$ 222,700.27</b> |
| <b>Project Expenses</b>  | <b>\$ 9,500.00</b>    |                  | <b>8%</b>        | <b>\$ 714.71</b>                      | <b>\$ 190.00</b>   | <b>\$ 8,785.29</b>   |
| <b>Grand Total, Fees &amp; Expenses</b>  | <b>\$ 312,719.00</b>  |                  | <b>26%</b>       | <b>\$ 81,233.44</b>                   | <b>\$ 7,349.45</b> | <b>\$ 231,485.56</b> |