



Project Leaders

INVOICE

Invoice Number	009583
Date:	May-31-2021
Due Date:	Jun-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	190.00
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	973.77

Sales Total:	6,731.37
Sales Tax:	0.00
Total (USD):	6,731.37

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: May 31, 2021

2021

	Total Associated Fees	May % Complete	Total % Complete	Billed to Date including Current Month	May Billings	Balance
I. EA Prerequisite 1: Fundamental Cx & Verification						
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%	\$ 5,282.40	\$ -	\$ 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	\$ -	\$ (0.00)
J. Develop Construction Checklists	\$ 6,255		100%	\$ 6,255.00	\$ -	\$ -
K. Conduct Site Visits & Commissioning Team Meetings	\$ 66,438	6%	35%	\$ 23,253.30	\$ 3,965.28	\$ 43,184.70
L. Complete & Review Construction Checklists	\$ 39,533	4%	23%	\$ 9,092.59	\$ 1,581.32	\$ 30,440.41
M. Develop Functional Test Procedures	\$ 7,360		0%	\$ -	\$ -	\$ 7,360.00
N. Direct & oversee execution of Functional Test Procedures	\$ 44,102		0%	\$ -	\$ -	\$ 44,102.00
O. Document, Correction & Retesting	\$ 4,476		0%	\$ -	\$ -	\$ 4,476.00
P. Maintain Commissioning Issues Log & Report directly to Owner	\$ 5,554		0%	\$ 196.02	\$ -	\$ 5,357.98
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		0%	\$ 71,547.23	\$ 5,567.60	\$ 146,271.77
II. EA Credit: Enhanced Commissioning, Option 1, Path 1						
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
Total Fees: Option 1, Path 1	\$ 21,892.00		0%	\$ 3,179.80	\$ -	\$ 18,712.20
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		0%	\$ -	\$ -	\$ 18,000.00
IV. EA Credit: Enhanced Commissioning, Option 2, Envelope Commissioning						
A. Review of Contractor Submittals	\$ 2,894.00		65%	\$ 1,874.60	\$ -	\$ 1,099.40
B. Development of Commissioning Specifications	\$ 612.00		100%	\$ 612.00	\$ -	\$ (0.00)
C. Develop Construction Checklists	\$ 2,884.00		100%	\$ 2,884.00	\$ -	\$ (0.00)
D. Construction Site Visits & Commissioning Team Meetings	\$ 13,911.00	7%	37%	\$ 5,147.07	\$ 973.77	\$ 8,763.93
E. Compile & Review Construction Checklists	\$ 4,637.00		25%	\$ 1,159.25	\$ -	\$ 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 & 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		0%	\$ 12,333.07	\$ 973.77	\$ 33,174.93
Total Fees for Services	\$ 303,219.00		29%	\$ 87,060.10	\$ 6,541.37	\$ 216,158.90
Project Expenses	\$ 9,500.00	2%		\$ 904.71	\$ 190.00	\$ 8,595.29
Grand Total, Fees & Expenses	\$ 312,719.00		28%	\$ 87,964.81	\$ 6,731.37	\$ 224,754.19