



# Project Leaders

# INVOICE

<b>Invoice Number</b>	<b>009806</b>
<b>Date:</b>	Jun-30-2021
<b>Due Date:</b>	Jul-30-2021
<b>Terms:</b>	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	0.00
Commissioning Services: EA Prerequisite 1: Fundamental Cx & Verification	0.00	0.00	3,452.58
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	1,206.40
MILEAGE: Commissioning Services: Expenses	96.00	0.56	53.76

<b>Sales Total:</b>	4,712.74
<b>Sales Tax:</b>	0.00
<b>Total (USD):</b>	4,712.74

### 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		2021		2021	
	Total Associated Fees	June % Complete	Total % Complete	Billed to Date Including Current Month	June 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%	\$ 5,282.40	\$ -	\$ 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	\$ -	\$ (0.00)
I. Bid Phase meetings & support	\$ 1,796		100%	\$ 1,796.00	\$ -	\$ -
J. Develop Construction Checklists	\$ 6,255		100%	\$ 6,255.00	\$ -	\$ -
K. Construction Site Visits & Commissioning Team Meetings	\$ 66,438	5%	40%	\$ 26,575.20	\$ 3,321.90	\$ 39,862.80
L. Compile & Review Construction Checklists	\$ 39,533		23%	\$ 9,092.59	\$ -	\$ 30,440.41
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	2%	5%	\$ 326.70	\$ 130.68	\$ 6,207.30
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			\$ 74,999.81	\$ 3,452.58	\$ 142,819.19
<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
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		65%	\$ 1,874.60	\$ -	\$ 1,009.40
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	6%	43%	\$ 5,981.73	\$ 834.66	\$ 7,929.27
E. Compile & Review Construction Checklists	\$ 4,637.00	6%	31%	\$ 1,437.47	\$ 278.22	\$ 3,199.53
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	\$ 2,338.00		0%	\$ -	\$ -	\$ 2,338.00
I. Maintain Commissioning Issues Log & Report directly to Owner	\$ 1,053.00	4%	4%	\$ 93.52	\$ 93.52	\$ 2,244.48
J. Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 1,391.00		0%	\$ -	\$ -	\$ 1,391.00
K. Prepare Final Commissioning Report & LEED Submittals	\$ 1,053.00		0%	\$ -	\$ -	\$ 1,053.00
L. Training - Inclusion, Review, Verify	\$ 1,095.00		0%	\$ -	\$ -	\$ 1,095.00
M. 10 Month Warranty Review	\$ 2,107.00		0%	\$ -	\$ -	\$ 2,107.00
N. Develop On-Going Commissioning Plan	\$ 45,508.00		0%	\$ -	\$ -	\$ 45,508.00
Total Fees: Option 2	\$ 80,508.00			\$ 13,539.47	\$ 1,206.40	\$ 66,762.13
Total Fees for Services	\$ 303,219.00		30%	\$ 91,719.08	\$ 4,656.98	\$ 211,499.92
Project Expenses	\$ 9,500.00			\$ 958.47	\$ 53.76	\$ 8,541.53
<b>Grand Total, Fees &amp; Expenses</b>	<b>\$ 312,719.00</b>		<b>30%</b>	<b>\$ 92,677.55</b>	<b>\$ 4,710.74</b>	<b>\$ 220,041.45</b>