



Project Leaders

INVOICE

Invoice Number	010251
Date:	Jul-31-2021
Due Date:	Aug-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	5,889.90
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	0.00

Sales Total:	5,984.90
Sales Tax:	0.00
Total (USD):	5,984.90

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

	Total Associated Fees	July % Complete	Total % Complete	Billed to Date including Current Month	July 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%	\$ 5,262.40	\$ -	\$ 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%	\$ 3,875.00	\$ -	\$ (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%	\$ 1,795.00	\$ -	\$ (0.00)
J Develop Construction Checklists	\$ 6,255		100%	\$ 6,255.00	\$ -	\$ -
K Construction Site Visits & Commissioning Team Meetings	\$ 68,438	5%	45%	\$ 29,897.10	\$ 3,321.90	\$ 36,540.90
L Complete & Review Construction Checklists	\$ 39,533	6%	28%	\$ 11,464.57	\$ 2,371.99	\$ 28,068.43
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, Correct and Re-testing	\$ 1,776	3%	8%	\$ 522.72	\$ 186.02	\$ 4,776.00
P Maintain Commissioning Log & Report directly to Owner	\$ 5,524	0%	0%	\$ -	\$ -	\$ 5,011.28
Q Prepare & Maintain Current Facility Reports and O&M Plan	\$ 5,378	0%	0%	\$ -	\$ -	\$ 4,378.00
R Prepare Final Commissioning Report & LEED Submittals	\$ 4,773	0%	0%	\$ -	\$ -	\$ 4,075.00
Total Fees: EA Prerequisite 1	\$ 217,819		0%	\$ 80,889.71	\$ 5,889.90	\$ 136,929.29
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	\$ 3,832.00		0%	\$ -	\$ -	\$ 3,832.00
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	\$ 2,884.00		65%	\$ 1,874.60	\$ -	\$ 1,009.40
B Development of Commissioning Specifications	\$ 612.00		100%	\$ 612.00	\$ -	\$ -
C Develop Construction Checklists	\$ 2,884.00		100%	\$ 2,884.00	\$ -	\$ (0.00)
D Construction Site Visits & Commissioning Team Meetings	\$ 13,911.00		43%	\$ 5,981.73	\$ -	\$ 7,929.27
E Compile & Review Construction Checklists	\$ 4,637.00		31%	\$ 1,437.47	\$ -	\$ 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, Correct and Re-testing	\$ -		0%	\$ -	\$ -	\$ -
I Maintain Commissioning Issues Log & Report directly to Owner	\$ 2,338.00		4%	\$ 93.52	\$ -	\$ 2,244.48
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	\$ 45,598.00		0%	\$ 13,539.47	\$ -	\$ 31,968.53
Total Fees for Services	\$ 303,219.00		32%	\$ 97,608.98	\$ 5,869.90	\$ 205,610.02
Project Expenses	\$ 9,500.00		1%	\$ 1,111.71	\$ 95.00	\$ 8,388.29
Grand Total, Fees & Expenses	\$ 312,719.00		32%	\$ 98,720.69	\$ 5,964.90	\$ 213,998.31