

**Monthly Vendor Invoice Package and Budget Update
from Compass Project Management, Inc.**



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **April 30, 2021**

To: Lemma Jn-Baptiste ljbaptiste@westwood.k12.ma.us

CC: John Cianciarulo jcianciarulo@westwood.k12.ma.us
Chin Lin Compass
Tim Bonfatti Compass

Approved by:

Chin Lin, Senior Project Manager
Compass Project Management, Inc.

1 Compass recommends that the Owner pay the following NEW invoice(s):

Vendor	Invoice	Amount
Compass Project Management	CPM 78-21	20,000.00
Dore + Whittier	18	79,837.24
John Cianciarulo	Reimbursement Request	1,197.00
Norwood Printing	20210493	1,979.42
		103,013.66

2 New Commitments: *None this period*

3 MSBA ProPay Payment Requests (PR) in Process:

Last Warrant Information Received by Compass: included payments made on 4/21/2021. Please continue to send warrant information to mekuppens@compasspminc.com as soon as payments are made. We cannot submit a new reimbursement without the warrant number and check date. We may submit one reimbursement request to the MSBA each calendar month.

PR	Invoices	Subm to MSBA	Status
16	m/e March 2021	4/30/2021	Pending

4 MSBA Budget Revision Requests (BRRs) in process: *BRR no. 2 is pending MSBA review*

5 Reconciliation of Compass Expenditures to the Owner: Compass will reconcile our budget to the Owner's accounting on a regular basis. The reconciliation process is performed more quickly if a separate report can be sent in an Excel file format. Please send a report each month of (a) Expenditures Paid by Vendor *Project-to-Date* and, (b) if reconciliation of commitments is desired by the School Building Committee, PO's by Vendor to mekuppens@compasspminc.com.

Monthly Vendor Invoice Package and Budget Update from Compass Project Management, Inc.



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **April 30, 2021**

6 Attachments:

- **New Invoice(s) Recommended for Payment** *pp 1-11*
- **Project Budget Status Report** *p 12*
- **Major Contracts** *p 13*
- **Budget Transfers & Usage of Contingency** *p 14*
- **MSBA Reimbursement Summary** *p 15*
- **MSBA Report of Ineligible Costs** *No new ineligible costs since PR 10*

INVOICE FOR SERVICES TOWN OF WESTWOOD | HANLON ELEMENTARY SCHOOL

Michelle Miller, Procurement Officer
Town of Westwood
Westwood Town Hall
580 High Street
Westwood, MA 02090

4/30/2021
CPM 78-21
\$20,000.00
PO#17163

OPM Professional Services 03/28 - 05/01/2021

Monthly Lump Sum Payment: March/April 2021 20,000.00

Total Amount Due for this invoice \$20,000.00

Please remit payment to Compass Project Management, 400 Libbey Parkway, Weymouth, MA 02189

Billing Summary

Feasibility Study Phase	MSBA Code	Contract	Prev. Invoiced	This Inv.	Total Invoiced	Remaining
Designer Selection (\$10,303/mo 6/19-10/19)	0001-0000	51,514.00	51,514.00	-	51,514.00	-
PDP/PSR (\$18,670/mo 11/19-8/20)	0001-0000	186,695.00	186,695.00	-	186,695.00	-
SD/Town Apprvl (\$16,443/mo 9/20-2/21)	0001-0000	98,655.00	98,655.00	-	98,655.00	-
Amendment 2 (\$20,000/mo Mar/Apr 2021)	0001-0000	40,000.00	20,000.00	20,000.00	40,000.00	-
Estimating		24,766.00	12,848.00	-	12,848.00	11,918.00
Reimbursables				-	-	-
		401,630.00	369,712.00	20,000.00	389,712.00	11,918.00

Dore + Whittier
Westwood Hanlon Elementary School project
Invoice Cover Sheet

Date: 4/30/2021
 Invoice No: 18

A	B	C	D	E	F	G = E + F	H = D - G
Contract / Amendment	MSBA Description	MSBA Code	Contract	Previously Invoiced	This Invoice	Total Invoiced	Remaining

Feasibility Phase:

Orig. Contract	Feasibility Study	00020000	850,000.00	802,777.76	47,222.24	850,000.00	-
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Feasibility Phase Extra Services:

Survey	Environmental & Site	00030000	22,200.00	22,200.00	-	22,200.00	-
Geotechnical Investigation	Environmental & Site	00030000	36,000.00	36,000.00	-	36,000.00	-
Hazardous Materials	Environmental & Site	00030000	8,800.00	8,800.00	-	8,800.00	-
Traffic Study	Environmental & Site	00030000	17,000.00	16,000.00	-	16,000.00	1,000.00
Standard Energy Modeling	Other	00040000	9,000.00	9,000.00	-	9,000.00	-
LEED Documentation	Other	00040000	2,000.00	2,000.00	-	2,000.00	-

Additional Services:

Amendment #2 Daylighting	Other	00040000	5,000.00	5,000.00	-	5,000.00	-
Amendment #3 GeoThermal A/B	Environmental & Site	00030000	62,700.00	57,897.34	-	57,897.34	4,802.66
Amendment #4 Additional Geotech/Civil	GeoTech/Civil	00030000	41,690.00	41,619.71	-	41,619.71	70.29
Amendment#5 GeoEnvironmental Invest	Geo-Environment	00030000	16,500.00	10,876.63	-	10,876.63	5,623.37
Amendment#6 Flow Test	Fire Protection	00040000	1,675.00	1,675.00	-	1,675.00	-
Amendment#8 Topo Survey and ANR Plan	Survey	00030000	56,870.00	24,255.00	32,615.00	56,870.00	-
Amendment#9 Additional Test Pits for Ledge	GeoTech	00030000	12,870.00	12,870.00	-	12,870.00	-

Design/Construction Phase:

Amentment #	Design Development	02010400		-	-	-	-
Amentment #	Construction Docs.	02010500		-	-	-	-
Amentment #	Bidding	02010600		-	-	-	-
Amentment #	Construction Admin.	02010700		-	-	-	-
Amentment #	Closeout/Completion	02010800		-	-	-	-

Other Reimbursables/Not in Contract

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1,142,305.00	1,050,971.44	79,837.24	1,130,808.68	11,496.32
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DORE + WHITTIER
Dore & Whittier Architects, Inc.
212 Battery Street
Burlington, VT 05401

Town of Westwood
580 High Street
Westwood, MA 02090

Invoice number 00018
Date 04/23/2021

Project 19-0798 Westwood-Hanlon Elementary School

For Date Range: April 1 to April 30, 2021

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
BASIC SERVICES					
Feasibility Study	425,000.00	100.00	425,000.00	0.00	0.00
Schematic Design	425,000.00	100.00	377,777.76	47,222.24	0.00
Subtotal	850,000.00	100.00	802,777.76	47,222.24	0.00
ALLOWANCES					
Site Survey	22,200.00	100.00	22,200.00	0.00	0.00
Geotechnical	36,000.00	100.00	36,000.00	0.00	0.00
Hazardous Materials	8,800.00	100.00	8,800.00	0.00	0.00
Traffic	17,000.00	94.12	16,000.00	0.00	1,000.00
Standard Energy Model	9,000.00	100.00	9,000.00	0.00	0.00
LEED Documentation	2,000.00	100.00	2,000.00	0.00	0.00
Subtotal	95,000.00	98.95	94,000.00	0.00	1,000.00
ADDITIONAL SERVICES					
Daylighting - ASR-2	5,000.00	100.00	5,000.00	0.00	0.00
ASR-4 - Additional Borings, Test Pits and Elevation Spot Checks	41,690.00	99.83	41,619.71	0.00	70.29
ASR-5 - Geo-Environmental Investigation	16,500.00	65.92	10,876.63	0.00	5,623.37
ASR-6 - Flow Test	1,675.00	100.00	1,675.00	0.00	0.00
ASR-8 - Topo Survey and ANR Plan	56,870.00	100.00	24,255.00	32,615.00	0.00
ASR-9 - Geotech - Additional Test Pits for Ledge Exploration	12,870.00	100.00	12,870.00	0.00	0.00
Subtotal	134,605.00	95.77	96,296.34	32,615.00	5,693.66
Geothermal - ASR-3					
Task A - Test Well	48,950.00	99.95	48,927.53	0.00	22.47
Task B - Schematic Design Services (T&M)	13,750.00	65.23	8,969.81	0.00	4,780.19
Subtotal	62,700.00	92.34	57,897.34	0.00	4,802.66
Total	1,142,305.00	98.99	1,050,971.44	79,837.24	11,496.32

Invoice total 79,837.24

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00017	03/31/2021	89,530.97	89,530.97				

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00018	04/23/2021	79,837.24	79,837.24				
	Total	169,368.21	169,368.21	0.00	0.00	0.00	0.00



2 Center Plaza, Suite 430
 Boston, MA 02108-1928
 T: 617-338-0063
 F: 617-338-6472
www.nitscheng.com

Debbie Gabriel
 Dore & Whittier Architects, Inc.
 212 Battery Street
 Burlington, VT 05401

April 14, 2021
 Project No: 13759.1
 Invoice No: 72263

Project 13759.1 Paul Hanlon Elementary School - Survey

Professional Services from March 28, 2021 to April 10, 2021

Task 011 Hanlon Elementary School - Amend #2

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Topographic Survey	49,000.00	65.00	31,850.00	22,050.00	9,800.00
Prepare an Approval Not Required Plan	2,700.00	0.00	0.00	0.00	0.00
Total Fee	51,700.00		31,850.00	22,050.00	9,800.00
Total Fee					9,800.00
Total this Task					\$9,800.00
Total this Invoice					\$9,800.00

ASR-8

+10% \$10,780.00



2 Center Plaza, Suite 430
 Boston, MA 02108-1928
 T: 617-338-0063
 F: 617-338-6472
www.nitscheng.com

Debbie Gabriel
 Dore & Whittier Architects, Inc.
 212 Battery Street
 Burlington, VT 05401

April 22, 2021
 Project No: 13759.1
 Invoice No: 72423

Project 13759.1 Paul Hanlon Elementary School - Survey

Professional Services from April 11, 2021 to April 24, 2021

Task 011 Hanlon Elementary School - Amend #2

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Topographic Survey	49,000.00	100.00	49,000.00	31,850.00	17,150.00
Prepare an Approval Not Required Plan	2,700.00	100.00	2,700.00	0.00	2,700.00
Total Fee	51,700.00		51,700.00	31,850.00	19,850.00
	Total Fee				19,850.00
ASR-8			Total this Task		\$19,850.00
			Total this Invoice		\$19,850.00
					+10% \$21,835.00

To: L. Jn-baptiste, Director of Business and Finance

From: J. Cianciarulo, Executive Assistant ✓

Date: April 28, 2021

Subj.: Reimbursement for postage of building project brochure

As we discussed, Norwood Printing required payment up-front for the postage of the building project brochure. In order to ensure delivery in time for Town Meeting, I had to pay for the postage myself. Enclosed please find supporting documents requesting reimbursement.

WESTWOOD PUBLIC SCHOOLS
2021 EMPLOYEE EXPENSE REIMBURSEMENT FORM
Mileage rate of 56 cents effective 1/1/2021 - 12/31/2021

John Cianciarulo

EMPLOYEE NAME

District Administration/Superintendent's Office

SCHOOL/DEPARTMENT

n/a

DEPARTMENT HEAD APPROVAL

[Signature]

BUSINESS MANAGER APPROVAL

PAYROLL CODE: 806 (REIMB on Pay Stub)

**PLEASE BE SURE TO INCLUDE A G/L CODE
FOR YOUR EXPENSES - INCLUDING MILEAGE**

DATE	TYPE OF EXPENSE	REASON FOR EXPENSE	G/L ACCOUNT #	TOTAL
21-Apr-21	Reimbursement	Postage for bldg proj brochure		\$ 1,197.00

NOTE - SALES TAX IS NON-REIMBURSABLE AND SHOULD NOT BE INCLUDED - EXCEPT ON FOOD SALES.

Total Expenses: \$ 1,197.00

MILEAGE:

DATE	FROM/TO	REASON FOR MILEAGE	G/L ACCOUNT #	Total Miles	2021 CENTS PER MILE	TOTAL
					x 0.56	= \$ -
					x 0.56	= \$ -
					x 0.56	= \$ -
					x 0.56	= \$ -
					x 0.56	= \$ -

NOTE - MILEAGE IS REIMBURSED FROM YOUR WORK LOCATION TO YOUR DESTINATION & RETURN

Total Mileage: \$ -

[Signature]

 Employee Signature

4/28/2021

 Date

TOTAL REIMBURSEMENT: \$ 1,197.00

Return approved form with **original receipts attached** to Mara Tryder - Payroll - Central Office, 220 Nahatan Street Westwood, MA 02090
 All expenses must be pre-approved by your department head



Norwood Printing
Graphics & Marketing

Norwood Printing
 190 Central Street
 Norwood Ma. 02062

Estimate

No: **E# 17069**

Date: 4/19/21

Customer PO:

John Cianciarulo
 Town of Westwood-Public Schools
 220 Nahatan Street
 Westwood MA 02090
 Phone: 781-326-7500 x1347
 Fax: 781-255-9277

Quantity	Description	Amount
6,000	Digital Color Brochure, 11 x 17 White 80# BLAZER DIGITAL GLOSS TEXT, Digital Color on 2 sides Fold in 1/2	\$ 1,764.80
5,985	Preparing EDDM Mailing for postoffice	\$ 250.00
5,985	POSTAGE FOR EDDM MAILING (.20 cents each)	\$ 1,197.00
1	Design & Layout is \$75.00 per hour We are pleased to provide you with the following estimate based on the specifications you have provided: To proceed with this project we must receive the following: 1. Quantity indicated by circling your selection.* 2. Approval Signature Signature _____ Date _____ Design and layout charges are approximate and are subject to change. All prices are subject to a 6.25% sales tax unless tax exempt form has been submitted.	
Sales Rep: Erik J. Perkins Taken by: Erik Wanted: Thu 4/22/21 Digital Color Brochure		



Norwood Printing
Graphics & Marketing

Norwood Printing
190 Central Street
Norwood Ma. 02062

Invoice

No: **20210493**

Date: 4/30/21

Customer PO:

John Cianciarulo
Town of Westwood-Public Schools
220 Nahatan Street
Westwood MA 02090

Quantity	Description	Amount
6,000	Digital Color Brochure, 11 x 17 White 80# BLAZER DIGITAL GLOSS TEXT, Digital Color on 2 sides	\$ 1,764.80
5,985	Preparing EDDM Mailing for postoffice	\$ 250.00
5,985	POSTAGE FOR EDDM MAILING (.192 cents each)	\$ 1,149.12
	Design and Layout Charge \$75.00 Per HR	\$ 12.50
Sales Rep: Erik J. Perkins Digital Color Brochure		SUBTOTAL 3,176.42
Account Type: Charge		SALES TAX
		SHIPPING \$ 0.00
		TOTAL \$ 3,176.42
Deposit: Check# 500 - \$1197.00		AMOUNT DUE \$ 1,979.42

Westwood Hanlon Elementary School

Project Budget Status Report

4/30/2021



		BUDGET	TRANSFERS	REV'D BUDGET	COMMITTED	SPENT	LEFT TO SPEND	AVAILABLE
MSBA Classification Name	MSBA Code	Feasibility Budget	Budget Transfers	after Budget Transfers	Contracts, PO's, or Otherwise Spent	Total Paid Project to Date	on Current Contracts, PO's	to Commit or Spend
		F	G	H = (F + G)	I	J	K = I - J	L = H-MAX(I,J)
FEASIBILITY STUDY AGREEMENT	00000000							
OPM - Feasibility Study	00010000	450,000	-	450,000	401,630	389,712	11,918	48,370
A&E - Feasibility Study	00020000	950,000	-	950,000	850,000	850,000	-	100,000
Environmental & Site	00030000	200,000	74,630	274,630	274,630	263,134	11,496	-
Other	00040000	150,000	(74,630)	75,370	44,366	44,366	-	31,004
TOTALS for FEASIBILITY STUDY		1,750,000	-	1,750,000	1,570,626	1,547,212	23,414	179,374

Westwood Hanlon Elementary School

Major Contracts

4/30/2021



Items highlighted in yellow are new this reporting period

Vendor	Post Period	Amend/CO number	LN	Desc	Commitment Amount	MSBA CODE	MSBA Desc
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Compass Project Management, Inc.

Feasibility Phase:

CPM	2019.10	Orig Contract to AM 01	S	Feasibility Phase	361,630.00	00010000	OPM - Feasibility Study
CPM	2021.03	Amendment 2	S	Feasibility Phase	40,000.00	00010000	OPM - Feasibility Study

Feasibility Subtotal: 401,630.00

TOTAL for Compass Project Management, Inc. (CPM): 401,630.00

Dore + Whittier Architects, Inc.

Feasibility Phase:

D&W	2019.11	Orig Contract	1	Feasibility Study	425,000.00	00020000	A&E - Feasibility Study
D&W	2019.11	Orig Contract	2	Schematic Design	425,000.00	00020000	A&E - Feasibility Study

Feasibility Subtotal: 850,000.00

Feasibility Phase - Extra Services:

D&W	2019.11	Orig Contract	1	Survey	20,000.00	00030000	Environmental & Site
D&W	2020.01	Amendment 01	a	Survey	2,200.00	00030000	Environmental & Site
D&W	2019.11	Orig Contract	2	Geotechnical Investigation	36,000.00	00030000	Environmental & Site
D&W	2019.11	Orig Contract	3	Hazardous Materials	8,000.00	00030000	Environmental & Site
D&W	2020.01	Amendment 01	b	Hazardous Materials	800.00	00030000	Environmental & Site
D&W	2019.11	Orig Contract	4	Traffic Study	25,000.00	00030000	Environmental & Site
D&W	2020.01	Amendment 01	c	Traffic Study	(8,000.00)	00030000	Environmental & Site
D&W	2019.11	Orig Contract	5	Standard Energy Modeling	9,000.00	00040000	Other
D&W	2019.11	Orig Contract	6	LEED Documentation	2,000.00	00040000	Other

Feasibility Subtotal: 95,000.00

Additional Services

D&W	2020.05	Amendment 02	S	Daylighting	5,000.00	00040000	Other
D&W	2020.06	Amendment 03	S	Geothermal Drilling	62,700.00	00030000	Environmental & Site
D&W	2020.08	Amendment 04	S	Additional Geotech	41,690.00	00030000	Environmental & Site
D&W	2020.08	Amendment 05	S	Geoenvironmental	16,500.00	00030000	Environmental & Site
D&W	2020.11	Amendment 06	S	Flow test	1,675.00	00040000	Other
D&W	2021.03	Amendment 08	S	Topo Survey and ANR Plan	56,870.00	00030000	Environmental & Site
D&W	2021.03	Amendment 09	S	Additional Test Pits for Ledger	12,870.00	00030000	Environmental & Site

Additional Services Subtotal: 192,305.00

TOTAL for Dore + Whittier: 1,142,305.00

Cropper GIS Consulting, LLC

Cropper	2019.12	PO SCH-20-C-002	S		16,500.00	00040000	Other
Cropper	2020.04	PO SCH-20-C-002	S		(4,500.00)	00040000	Other

Subtotal for Cropper GIS Consulting, LLC 12,000.00

Thornton Tomasetti

Thornton Tomasetti	2020.03		S	Energy Efficiency	7,000.00	00040000	Other
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Subtotal for Thornton Tomasetti 7,000.00

Major Contracts TOTAL: 1,562,935.00

Westwood Hanlon Elementary School

Budget Transfers and Usage of Contingency

4/30/2021

Items highlighted in yellow are new this reporting period

Items highlighted in yellow are new this reporting period									00040000	MSBA Budget Revision Request Status			
In ref	Report Period	Change no. / Description	MSBA Budget	From CODE	From Description	To CODE	To Description	Change Amount	Other	MSBA BRR	BRR Status	Inelig Amount	Elig Amount
									Initial Budget				
									150,000.00				
1	2020.08	D&W Amendment #5 - amount in excess of available budget	FSA	00040000	Other	00030000	Environmental & Site	4,890.00	(4,890.00)	01	Executed by MSBA	-	4,890
2	2021.03	D&W Amendment #8	FSA	00040000	Other	00030000	Environmental & Site	56,870.00	(56,870.00)	02.01	Pending w MSBA	-	-
3	2021.03	D&W Amendment #9	FSA	00040000	Other	00030000	Environmental & Site	12,870.00	(12,870.00)	02.02	Pending w MSBA	-	-
Remaining Balance									75,370.00				

Westwood Hanlon Elementary School

MSBA Reimbursement Summary

4/30/2021

District Name	Westwood	School Name	Paul Hanlon
MSBA ID	201703350015	Budget Phase	FSA Budget
Procurement Type	Undetermined	Total Project Budget	\$1,750,000
Project Type	Core Program	Board Approved Final TFG Date	
Project Scope	New Construction	Estimated Max Total Facilities Grant (95% Amt)	\$619,850(\$588,858)
FSA Effective Date	3/8/2019	Maximum Total Facilities Grant	\$619,850
PFA Effective Date		Total MSBA Payment Amount (to Date)	\$464,502
PFA Bid Date		Percent of Total Facilities Grant Paid (to Date)	74.94%
Reimbursement Rate	35.42%	Project Phase	Approved Project Vote Pending

Payment Request No	Request Type	Electronic Payment Request Date	Submitted Amount	Eligible Project Cost	Ineligible Project Cost	MSBA Payment Amount	MSBA Payment Date
<u>1</u>		11/1/2019	\$41,212	\$41,212	\$0	\$14,597	12/5/2019
<u>2</u>		11/26/2019	\$12,317	\$10,359	\$1,958	\$3,669	12/19/2019
<u>3</u>		1/7/2020	\$104,170	\$103,670	\$500	\$36,720	1/30/2020
<u>4</u>		2/18/2020	\$65,100	\$64,600	\$500	\$22,882	3/5/2020
<u>5</u>		3/9/2020	\$92,059	\$91,559	\$500	\$32,430	3/26/2020
<u>6</u>		4/1/2020	\$80,470	\$79,970	\$500	\$28,325	4/16/2020
<u>7</u>		5/1/2020	\$76,866	\$64,366	\$12,500	\$22,799	5/21/2020
<u>8</u>		6/9/2020	\$78,961	\$78,961	\$0	\$27,968	7/2/2020
<u>9</u>		7/8/2020	\$69,170	\$69,170	\$0	\$24,500	7/23/2020
<u>10</u>		8/3/2020	\$67,220	\$61,170	\$6,050	\$21,666	8/27/2020
<u>11</u>		9/2/2020	\$64,670	\$64,670	\$0	\$22,906	9/17/2020
<u>12</u>		10/7/2020	\$200,291	\$200,291	\$0	\$70,943	10/29/2020
<u>13</u>		11/17/2020	\$66,965	\$66,965	\$0	\$23,719	12/10/2020
<u>14</u>		12/29/2020	\$98,796	\$98,796	\$0	\$34,994	1/22/2021
<u>15</u>		2/8/2021	\$74,737	\$74,737	\$0	\$26,472	2/25/2021
<u>16</u>		3/11/2021	\$140,914	\$140,914	\$0	\$49,911	3/25/2021
<u>17</u>		4/30/2021	\$110,279	\$110,279	\$0	\$0	
Total			\$1,444,197	\$1,421,689	\$22,508	\$464,502	