



A Division of Colliers Engineering & Design

101 Crawfords Corner Road, Suite 3400
Holmdel, NJ 07733
732 383 1950

Stow MA

Attn: Denise M. Dembkoski, Town Administrator

380 Great Road

Stow, MA 01775

Invoice : 0000881598

Invoice Date : 9/11/2023

Project : 22013449G

Project Manager: Palumbo, Philip

Project Name : Town of Stow - Randall Public Library

For Professional Services Rendered Through 8/31/2023

Pre Design, Design & Bidding Phases - 13 months @ \$8,364.38/mo

Construction Phase - 14 months @ \$15,634.57/mo

Occupancy & Closeout Phase - 3 months @ \$13,194.67/mo

Description of Services:

August 2023

- Weekly Check-in Meetings with Town, Designer on 8/3, 8/8, 8/17, 8/24, 8/30
- Attend In-Person Meetings with Library Staff and for Septic inspection on 8/3
- Attend ZBA Meeting on 8/7
- Attend Select Board Meeting on 8/8
- Decarbonization Grant coordination, prepare DRAFT Letter of Intent, and meetings on 8/10, 8/17, 8/21
- Front-End Specs coordination with designLAB, Town
- Coordinate Cx Document Review
- Prepare and Advertise GC RFQ; Outreach to prospective GC Bidders
- Prequalification Committee Meeting #1 on 8/30
- Other Misc. project coordination tasks, as required

	Billings				
	Fee	% Complete	To Date	Previous	Current
Planning Phase	7,166.00	100.00	7,166.00	7,166.00	0.00
Design Phase	74,256.00	80.46	59,749.04	51,384.66	8,364.38
Bidding Phase	27,316.00	0.00	0.00	0.00	0.00
Construction Phase	218,882.00	0.00	0.00	0.00	0.00
Closeout Phase	39,584.00	0.00	0.00	0.00	0.00
Subtotal:	367,204.00	18.22	66,915.04	58,550.66	8,364.38

				Billings		
				To Date	Previous	Current
Fee	Remaining Fee	% Complete				
Reimbursable Expenses	18,360.00	17,820.27	2.94	539.73	478.15	61.58
Subtotal:	18,360.00	17,820.27	2.94	539.73	478.15	61.58

In accordance with our business terms and conditions, acceptance of this invoice is implied unless Colliers Project Leaders USA NE, LLC is notified by 14 days from the date of this invoice. If timely payment cannot be made due to any discrepancy, please E-mail a brief explanation to Billing@colliersengineering.com and we will reply as soon as possible.
EFT/ACH PAYMENT INFO: Colliers Engineering & Design, Inc. | JP Morgan Chase | Routing 021000021 | Account# 836759092

REMIT TO: Colliers Project Leaders USA NE, LLC 101 Crawfords Corner Road, Suite 3400 | Holmdel, NJ 07733
Phone: 877-627-3772 | Fax: 732-383-1980

Current Billings	8,425.96
Amount Due This Bill	8,425.96

townadministrator@stow-ma.gov;
phil.palumbo@collierseng.com
john.bates@collierseng.com

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