



A Division of Colliers Engineering & Design

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

**Town Of Stow**  
**Attn:** Denise M. Dembkoski, Town Administrator  
**380 Great Road**  
**Stow, MA 01775**

**Invoice :** 0000853637  
**Invoice Date :** 6/7/2023

**Project :** 22013449G  
**Project Manager:** Palumbo, Philip  
**Project Name :** Town of Stow - Randall Public Library

#### For Professional Services Rendered Through 5/31/2023

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:  
May 2023

1. Prepared for and attended Building Committee Meeting
2. Coordinated Hazmat survey report
3. MEP Commissioning Agent Solicitation
4. Attended weekly touch base meetings with Architect and Owner
5. Attended town department working group meetings
6. Meetings with Green Advisory Committee
7. Project coordination with architect and owner
8. Project Budget Block and financial updates

	Fee	% Complete	Billings		
			To Date	Previous	Current
Planning Phase	7,166.00	100.00	7,166.00	7,166.00	0.00
Design Phase	74,256.00	46.67	34,655.90	26,291.52	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	11.39	41,821.90	33,457.52	8,364.38

	Fee	Remaining Fee	% Complete	Billings		
				To Date	Previous	Current
Reimbursable Expenses	18,360.00	17,961.76	2.17	398.24	159.82	238.42
Subtotal:	18,360.00	17,961.76	2.17	398.24	159.82	238.42

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](mailto: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	8,602.80
Amount Due This Bill	8,602.80

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

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