

November 8, 2022

Ms. Cortney Kirk, RLA, ASLA
City of Somerville
Senior Public Space Planner
Mayor's Office of Strategic Planning and Community Development
93 Highland Avenue
Somerville, MA 02143
Email via: ckirk@somervillema.gov

**RE: Progress Report – June 2022
Design Services for Union Square Plaza and Streetscape (RFQ #20-31)
Toole Design Project No. 60191**

Dear Ms. Kirk:

Enclosed please find our invoice for the work conducted between July 1 through July 31, 2022. Work completed under this invoice involved:

Phase 1 Pre-Design

- Task 1 – Public Process
 - Task complete
- Task 2 – Pre-Design
 - Task complete

Phase 1 Conceptual Design

- Task 3 – Public Process
 - Task Complete
- Task 4 – Conceptual Design
 - Task Complete

Phase 1 25% Design

- Task 5 – Public Process
 - Task Complete
- Task 6 – 25% Design
 - Schedule updates and 25% workplan revisions
 - Full synthesis documentation refinement
 - 25% design production coordination meetings
 - 25% design production plansets
 - Plaza Design coordination with KMDG
 - Street Design coordination with KLF
 - Status check-in calls with City staff, as requested, including meetings on project status, schedule, and process
 - Attendance and preparation for July weekly meetings with City, agenda, and notes

Phase 1 City Project Team Committee Meetings

- Task 7 – Meetings and Follow-on
 - Task complete

Thank you for the opportunity to work with you on this project. If you have any questions regarding this invoice, please contact accounts.receivable@tooledesign.com. If you have questions regarding our work, contact Erica Guidoboni, the project manager at eguidoboni@tooledesign.com or 617.619.9910 ext 218.

Sincerely,



Erica Guidoboni, P.E.
Director of Engineering | Northeast

Enclosures

Please note that effective 3/30/2022, we transitioned to a new ERP system, Deltek Vantagepoint, and one of the major changes is our invoice format. If you have any questions pertaining to the new format, please feel free to contact the accounting department at accounts.receivable@tooledesign.com.

Toole Design Group, LLC
 8484 Georgia Ave
 Suite 800
 Silver Spring, MD 20910
 301-927-1900
 FEIN 05-0545429



INVOICE

Somerville, City of (MA)
 Cortney Kirk
 Somerville City Hall
 93 Highland Ave

 Somerville, MA 02143

Invoice number 60191_JUL12R

 Project **UNION SQUARE PLAZA AND
 STREETScape DESIGN**
 PO# 20213207

 Period **7/1/2022 - 07/31/2022**

Invoice Summary

Description	Contract Amount	Percent Spent	Total Billed	Prior Billed	Current Invoice	Remaining Percent
Phase 1 - Pre-Design						
Task 1 Pre-Design Public Process	79,320.00	100%	79,296.75	79,296.75	0.00	0%
Task 2 Pre-Design	100,975.00	100%	100,975.45	100,975.45	0.00	0%
Subtotal	180,295.00	100%	180,272.20	180,272.20	0.00	0%
Phase 1 - Conceptual Design						
Task 3 Conceptual Design Public Process	147,200.00	100%	147,193.55	147,193.55	0.00	0%
Task 4 Conceptual Design	220,085.00	100%	220,085.00	220,085.00	0.00	0%
Subtotal	367,285.00	100%	367,278.55	367,278.55	0.00	0%
Phase 1 - 25% Design						
Task 5 25% Design Public Process	99,590.00	100%	99,542.74	99,542.74	0.00	0%
Task 6 25% Design	323,935.00	72%	231,901.05	168,442.30	63,458.75	28%
Subtotal	423,525.00	78%	331,443.79	267,985.04	63,458.75	22%
Task 7 City Project Team Committee Meetings	62,410.00	100%	62,347.50	62,347.50	0.00	0%
Expenses	101,580.00	59%	60,394.37	60,394.37		41%
Subtotal	163,990.00	75%	122,741.87	122,741.87	0.00	25%
Total	\$1,135,095.00	88%	1,001,736.41	938,277.66	63,458.75	12%

Total this Invoice \$63,458.75

Outstanding Invoices

Number	Date	Balance
000060191_13	9/29/2022	52,814.75
00060191_11R	8/31/2022	52,369.47
Total		\$105,184.22