

June 5th, 2025

Ms. Debbie Cheng  
Project Manager  
City of Somerville  
1 Franey Road  
Somerville, MA 02145

**Re: Asset Management Program (FY24)**  
**P.O. 20254925, 20255313**  
**Project Invoice No. 90378009002**

Dear Ms. Cheng:

Enclosed please find our Invoice No. 90378009002 and Progress Report for professional services rendered on the above-referenced project for work completed from *May 1 through May 31st, 2025*.

Please feel free to contact this office if you have any questions or require additional information.

Very Truly Yours,



Dana Hargrove, PE  
Project Manager

Attachments

Active Purchase Order Summary

Period                      From                      To  
                                 5/1/2025                      5/31/2025

Estimated Breakdown of Work for Funding Allocation

| Work Category | P.O. #   | Budget Total | Period Spent | Spent to Date | Remaining    |
|---------------|----------|--------------|--------------|---------------|--------------|
| Sewer         | 20254915 | \$ 10,000.00 | \$ -         | \$ 10,000.00  | \$ -         |
| IAM           | 20255313 | \$ 83,093.00 | \$ 10,452.22 | \$ 12,708.44  | \$ 70,384.56 |
|               |          |              |              |               |              |
|               |          | \$ 93,093.00 | \$ 10,452.22 | \$ 22,708.44  | \$ 70,384.56 |

Note: The initial \$10,000 for the Strategic Asset Management Plan was allocated to PO 20243196.



Hazen and Sawyer  
50 Milk Street, Suite 500  
Boston, MA 02109 • 617.574.4747

# INVOICE

Ms. Debbie Cheng  
Project Manager  
City of Somerville  
1 Franey Road  
Somerville, MA 02145

Approved - DC 6/20/25  
\$10,452.22 Total

PO #20255313 - \$10,452.22 IAM

June 05, 2025

Project No: 90378-009

Invoice No: 90378009002

Project 90378-009 Strategic Asset Management Plan

**Professional Services from May 01, 2025 to May 31, 2025**

Task 001 Project Management

**Professional Personnel**

|                    | Hours | Rate                   | Amount        |                   |
|--------------------|-------|------------------------|---------------|-------------------|
| ASSOCIATE          |       |                        |               |                   |
| Hargrove, Dana     | 5.50  | 69.81                  | 383.96        |                   |
| Totals             | 5.50  |                        | 383.96        |                   |
| <b>Total Labor</b> |       | <b>3.0624 times</b>    | <b>383.96</b> | <b>1,175.84</b>   |
|                    |       | <b>Total this Task</b> |               | <b>\$1,175.84</b> |

Task 002 SAMP Development

**Professional Personnel**

|                     | Hours | Rate                   | Amount          |                   |
|---------------------|-------|------------------------|-----------------|-------------------|
| SENIOR ASSOCIATE    |       |                        |                 |                   |
| Driscoll, Madeleine | 9.50  | 85.94                  | 816.43          |                   |
| ASSOCIATE           |       |                        |                 |                   |
| Hargrove, Dana      | 15.50 | 69.81                  | 1,082.06        |                   |
| Totals              | 25.00 |                        | 1,898.49        |                   |
| <b>Total Labor</b>  |       | <b>3.0624 times</b>    | <b>1,898.49</b> | <b>5,813.94</b>   |
|                     |       | <b>Total this Task</b> |                 | <b>\$5,813.94</b> |

Task 003 Draft and Final SAMP

**Professional Personnel**

|                       | Hours | Rate                   | Amount          |                   |
|-----------------------|-------|------------------------|-----------------|-------------------|
| VICE PRESIDENT        |       |                        |                 |                   |
| Nagel, Ryan           | 2.50  | 104.12                 | 260.30          |                   |
| SR PRINCIPAL ENGINEER |       |                        |                 |                   |
| Turner, Malia         | 15.50 | 56.15                  | 870.33          |                   |
| Totals                | 18.00 |                        | 1,130.63        |                   |
| <b>Total Labor</b>    |       | <b>3.0624 times</b>    | <b>1,130.63</b> | <b>3,462.44</b>   |
|                       |       | <b>Total this Task</b> |                 | <b>\$3,462.44</b> |

| Billing Limits | Current   | Prior     | To-Date   |
|----------------|-----------|-----------|-----------|
| Total Billings | 10,452.22 | 12,256.22 | 22,708.44 |
| Limit          |           |           | 93,093.00 |
| Remaining      |           |           | 70,384.56 |

**Total this Invoice \$10,452.22**

|   |   |
|---|---|
| <b>Project Name:</b><br>Strategic Asset Management Plan<br>P.O. 20254915, 20255313                                    | <b>Project Number:</b><br>H&S Project No. 90378-009 |
| <b>Project Period:</b><br>5/1/2025-5/31/2025  | <b>Today's Date:</b><br>June 5th, 2025              |
| <b>Progress This Period:</b>  |   |
| 1. Coordination of team resources, meetings   |   |
| 2. Biweekly meetings  |   |
| 3. SAMP Development   |   |
|   |   |
|   |   |
|   |   |
| <b>Items For Resolution:</b>  | <b>Next Milestone(s) or End Product:</b>            |
| None  | SAMP Development Bi-weekly Meetings                 |
|   |   |
|   |   |
| As of May 31st, 2025 the estimated project completion is 24.4%.   |   |
| <b>Variances:</b><br>Note: The initial \$10,000 for the Strategic Asset Management Plan was allocated to PO 20243196. |   |

