



Hazen and Sawyer  
24 Federal Street, 5th Floor  
Boston, MA 02110 • 617.574.4747

July 18, 2023

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

**Re: Asset Management Program (FY24)**  
**P.O. 20236992/20236993**  
**Project Invoice No. 9037804B003**

Dear Ms. Cheng:

Enclosed please find our revised Invoice No. 9037804B003 and Progress Report for professional services rendered on the above-referenced project for work completed from *June 1 through June 30, 2023*.

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

Very Truly Yours,

Charles Wilson, PE  
Project Manager

Attachments

# Active Purchase Order Summary

Period                      From                      To  
                                  6/1/2023                6/30/2023

## Estimated Breakdown of Work for Funding Allocation

Work Category	P.O. #	Budget Total	Period Spent	Spent to Date	Remaining
Sewer	20236993	\$ 100,000.00	\$ 12,000.00	\$ 46,160.23	\$ 53,839.77
IAM	<del>20236992</del>	\$ 57,802.00	\$ 6,794.75	\$ 26,041.33	\$ 31,760.67
		<b>\$ 157,802.00</b>	<b>\$ 18,794.75</b>	<b>\$ 72,201.56</b>	<b>\$ 85,600.44</b>

PO #20240493

Note: Remainder of scoped budget to be fulfilled by additional P.O.'s after 7/1/23 fiscal year changeover

Approved - DC 8/14/23  
\$18,794.75 Total  
A: PO #20236993 - \$12,000 Sewer Ent  
B: PO #20240493 - \$6,794.75 IAM



**Hazen and Sawyer**  
 24 Federal Street, Floor 5  
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# INVOICE

July 18, 2023

Project No: 90378-04B

Invoice No: 9037804B003

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

Project 90378-04B Somerville - Asset Management Program (FY24)

**Professional Services from June 1, 2023 to June 30, 2023**

Task 100 Project Management QA/QC

**Professional Personnel**

	Hours	Rate	Amount	
VICE PRESIDENT				
Nagel, Ryan	1.50	96.26	144.39	
ASSOCIATE VICE PRESIDENT				
Wilson, Charles	7.00	91.49	640.43	
SENIOR ASSOCIATE				
Driscoll, Madeleine	2.00	79.45	158.90	
Totals	10.50		943.72	
<b>Total Labor</b>		<b>3.0624 times</b>	<b>943.72</b>	<b>2,890.05</b>
			<b>Total this Task</b>	<b>\$2,890.05</b>

Task 300 Standardized Risk Framework and Scoring Methodology

**Professional Personnel**

	Hours	Rate	Amount	
ASSOCIATE VICE PRESIDENT				
Wilson, Charles	1.00	91.49	91.49	
SENIOR ASSOCIATE				
Driscoll, Madeleine	1.00	79.45	79.45	
Totals	2.00		170.94	
<b>Total Labor</b>		<b>3.0624 times</b>	<b>170.94</b>	<b>523.49</b>
			<b>Total this Task</b>	<b>\$523.49</b>

Task 500 Asset Information Strategy

**Professional Personnel**

	Hours	Rate	Amount	
SENIOR ASSOCIATE				
Driscoll, Madeleine	3.00	79.45	238.35	
Purves, Amy	6.00	79.45	476.70	
Totals	9.00		715.05	
<b>Total Labor</b>		<b>3.0624 times</b>	<b>715.05</b>	<b>2,189.77</b>
			<b>Total this Task</b>	<b>\$2,189.77</b>

Task 600 Asset Inventory and Registry Improvements



Project 90378-04B Somerville - Asset Management Program (F Invoice 9037804B003

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
ENGINEER				
Luchay, Micah	4.00	40.13	160.52	
Martin, Mitchell	5.00	40.13	200.65	
Totals	9.00		361.17	
<b>Total Labor</b>		<b>3.0624 times</b>	<b>361.17</b>	<b>1,106.05</b>
		<b>Total this Task</b>		<b>\$1,106.05</b>

Task 700 GIS Training

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
SENIOR ASSOCIATE				
MacDonald, James	4.00	79.45	317.80	
ENGINEER				
Gaylord, Mackenzie	1.00	40.13	40.13	
Totals	5.00		357.93	
<b>Total Labor</b>		<b>3.0624 times</b>	<b>357.93</b>	<b>1,096.12</b>
		<b>Total this Task</b>		<b>\$1,096.12</b>

Task 800 CMMS Selection Support

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
VICE PRESIDENT				
Nagel, Ryan	1.50	96.26	144.39	
ASSOCIATE VICE PRESIDENT				
Wilson, Charles	15.00	91.49	1,372.35	
SENIOR ASSOCIATE				
Dalton, Michael Russ	7.00	79.45	556.15	
Driscoll, Madeleine	4.00	79.45	317.80	
Purves, Amy	7.50	79.45	595.88	
PRINCIPAL ENGINEER				
Agrawal, Benjamin	3.00	43.45	130.35	
ENGINEER				
Martin, Mitchell	11.75	40.13	471.53	
Totals	49.75		3,588.45	
<b>Total Labor</b>		<b>3.0624 times</b>	<b>3,588.45</b>	<b>10,989.27</b>
		<b>Total this Task</b>		<b>\$10,989.27</b>

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	18,794.75	53,406.81	72,201.56	
Limit			463,532.00	
Remaining			391,330.44	
		<b>Total this Invoice</b>		<b>\$18,794.75</b>

<b>Project Name:</b> Asset Management Program (FY24) P.O. 20236992, 20236993	<b>Project Number:</b> H&S Project No. 90378-04B
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<b>Project Period:</b> 6/1/2023 - 6/30/2023	<b>Today's Date:</b> July 17, 2023
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<b>Progress This Period:</b>	
1. Coordination of team resources, meetings (Task 1.0)	
2. Advanced collection/conveyance GIS schema work (Task 6.0)	
3. Performed GIS Training (Task 7.0)	
4. Conducted Requirements Gathering/BP meetings and began demonstration prep for CMMS (Task 8.0)	
5. Submitted draft Asset Information Strategy TM (Task 5.0)	

<b>Items For Resolution:</b>	<b>Next Milestone(s) or End Product:</b>
None	CMMS RFP/Q

As of June 30, 2023 the estimated project completion is 16%.

**Variiances:**  
Budget

**Budget Status by Task**

