




January 28, 2019

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Certificate of Final Inspection for the Student Union Exterior Envelope Improvements Project

Item Description

This item requests Board approval of the Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, for the Student Union Exterior Envelope Improvements Project located on the Main Campus.

Overview and Background

In support of Board Policy 11-12, Reduction of Retainage for Construction, Renovation and Remodeling Projects, TCC staff developed Administrative Procedure 11-12AP. By this procedure, the College will complete OEF Form 209 for projects with a construction value of more than \$250,000 and provide the form to the Board for approval.

The Construction Manager for the Student Union Exterior Envelope Improvements Project has completed all closeout documents and the building is in full operation. The final cost for this project is \$968,732.08 which is reflected in the attached Change Order Number Two.

Past Actions by the Board

The Board previously approved a Certificate of Final Inspection for the Plaza Level Improvements project on June 19, 2017.

Funding/Financial Implications

The construction project is complete and final payment to the contractor is contingent upon Board approval.

Staff Resource

Barbara Wills

Recommended Action

Approve the Certificate of Final Inspection, OEF Form 209, for the Student Union Exterior Envelope Improvements Project.

**FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities**

CERTIFICATE OF FINAL INSPECTION

TO: Office of Educational Facilities (OEF) 325 West Gaines Street, Room 1054 Tallahassee, Florida 32399-0400 (850) 245-0494 Fax (850) 245-9236 or (850) 245-9304	OEF USE ONLY
INSTRUCTIONS: Submit for OEF files one copy of the completed form for all projects with construction costs exceeding \$300,000. Mark the appropriate term within the parentheses. Reproduce this form in sufficient quantity for your use. Section 1013.37(2)(c), F.S.	

RE: Tallahassee Community College OEF Assigned Project Number _____
Student Union Exterior Envelope Improvements (School District Florida College)
 _____ (School Name Campus)
 _____ (School College) Code Number _____
 _____ Description of Project _____

SECTION A: BOARD'S ACCEPTANCE

Upon the recommendation of our Project (Architect Engineer) as certified in Section B below, in accordance with Chapter 1013, F.S., THE BOARD ACCEPTED the above-referenced project on January 28, 2019.

Name (Type or Print) _____
 Signature: _____ Date: _____
 (Superintendent President)

SECTION B: ARCHITECT ENGINEER CERTIFICATION

As PROJECT (ARCHITECT ENGINEER), I have inspected this project and, in my considered professional opinion, the work required by the contract for this project has been completed in accordance with approved contract documents; Chapter 1013, Florida Statutes; Rule 6A-2.0010, FAC; Chapter 553, F.S.; and the Florida Building Code.

Signature: _____ Date: 11-28-2018
 Firm Name: Architects Lewis + Whitlock
 Address: 206 West Virginia St Tallahassee FL 32301
Street/P.O. Box City State Zip

SECTION C: Building Official Other (Specify) Certification B2 16 55

I have inspected the project, and in my considered opinion, it is complete and in accordance with applicable statutes, rules, and codes.

Name (Type or Print) Bill Hunter
 Signature: _____ Date: 12/16/18
 Building Official Certified Inspector

SECTION D: FACILITY INFORMATION.

1. TYPE OF PROJECT: <input type="checkbox"/> New Plant <input checked="" type="checkbox"/> Addition <input type="checkbox"/> Remodeling <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> _____	2. CORRECTED "SPACE INVENTORY REPORT" (land, building, room) HAS BEEN FILED WITH THE OEF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If "No," explain: _____
3. SOURCE OF FUNDS: <input checked="" type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> _____	4. ADJUSTED FINAL CONTRACT AMOUNT: \$ <u>968,732.08</u> 5. PROJECT GROSS SQUARE FOOTAGE: <u>n/a - Exterior Envelope</u> SQ. FT. 6. COST PER GROSS SQUARE FOOT: \$ <u>n/a - Exterior Envelope</u> 7. COST PER STUDENT STATION: \$ <u>n/a - Exterior Envelope</u>

CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: <u>2/26/2018</u>		COMPLETION DATE: <u>11/19/2018</u>	
9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts).			
C.O. No. <u>1</u>	\$ <u>56,978.56</u>	C.O. No. _____	\$ _____
C.O. No. <u>2</u>	\$ <u>47,173.26</u>	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____
10. Date of Occupancy: <u>11-19-2018</u>			
11. Additional Information: <p align="center">NONE</p>			

FORM 12657

CHANGE ORDER REQUEST FORM

This form is to be used for requesting a change to the scope of work of an existing project or the duration of time to an existing contract. Upon acceptance of the request a modification may be made to the purchase order, contract or both. This request does not constitute a change order until accepted and signed by the College.

COR #: 2

Date: November 28, 2018

Project Name: TCC Union Building Envelope Improvements

Contractor's Name: Mad Dog Construction

PO #: 008065

Date Needed: _____

Reference Documents: (attach copies of all backup documentation)

Architectural Supplemental Instruction # _____ Date: _____

Request for Information # _____ Date: _____

Construction Change Directive # _____ Date: _____

Scope of Work Summary: (attach additional sheets as needed)

Final Change order to return surplus project budget to TCC. General Conditions associated with the time extension for weather and additional scope were handled with project budget surplus.

Impact to Project:

Additional Calendar Days Required: 18 Days

Original Substantial Completion Date: September 14, 2018

New Substantial Completion Date: October 1, 2018

Summary of Impact: (attach additional sheets as needed)

Cost Summary:

Original Contract Sum: \$ \$958,926.56

Net of Previous Change Orders: \$ \$56,978.78

Contract Sum to Date: \$ \$1,015,905.34

Amount of Change Order: \$ (47,173.26)

New Contract Amount: \$ \$968,732.08

Authorizations:

Contractor: [Signature] Date: 12.4.2018

Material Provider: _____ Date: _____

Architect: [Signature] Date: 12.5.18

Construction Coordinator: [Signature] Date: 12/11/18

Account Manager: [Signature] Date: 12/13/18