



November 18, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Architect Invoices

Item Description

This item requests that the Board approve the architect invoices submitted for the month(s) of October.

Overview and Background

The College is now under contract with three architectural firms; DAG Architects Inc., Architects | Lewis + Whitlock PA, and Clemons, Rutherford & Associates, Inc., to provide architectural and engineering services for projects at all sites and counties. To ensure quality, the three firms will be assigned projects on a rotational basis with standardized hourly fees.

Architects | Lewis + Whitlock, PA - \$29,176.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$778.50

Past Actions by the Board

The Board last authorized architect invoices at the October 2019 meeting.

Funding/ Financial Implications

The funds for several minor projects (approximately \$1.1 million) were provided in the General Renovations/Remodeling PECO allocations the College received for FY 18/19. Funds for the Master Plans were available in the Capital Improvement fees.

Recommended Action

Authorize payment of architectural invoices as presented.



INVOICE NO. 17320.8.1

TO: Tallahassee Community College Attn: Accounts Payable 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages
	Federal I.D. No: 59-3616761
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	Purchase Order No: PO-011147-1
	Project Name: Welding Lab - Build-Out
	DATE: 10/18/2019

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	LESS PREVIOUSLY BILLED	TOTAL BILLED	AMOUNT DUE THIS INVOICE
Design Development	\$29,136.00	100%	\$0.00	\$29,136.00	\$29,136.00
100% Construction Documents	\$43,704.00	0%	\$0.00	\$0.00	\$0.00
Bid / Permitting	\$4,856.00	0%	\$0.00	\$0.00	\$0.00
Construction Administration	\$19,424.00	0%	\$0.00	\$0.00	\$0.00
Reimbursements - Printing	\$690.00	5%	\$0.00	\$40.00	\$40.00
GRAND TOTALS	\$97,810.00		\$0.00	\$29,176.00	\$29,176.00
Invoice Total					\$29,176.00
* Amount payable directly to: ()					
* Amount payable directly to: ()					*

CERTIFIED TRUE AND CORRECT BY:

Rodney L. Lewis, Principal

(Signature of Principal)

(Typed Name and Title)

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8



Purchase Order

Purchase Order Number	PO-011147
Purchase Order Date	08/27/2019
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Supplier:
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

Ship To:
Tallahassee Community College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

Comments:
: PJ-0240 Welding Technologies Lab – Architect Fees Contact: Trey Kimbrel, kimbrelt@tcc.fl.edu , 850-201-8750

Bill To:
Tallahassee Community College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	97,811.00	0.00	97,811.00

Purchasing & General Services Director

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
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Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for Professional Architectural Services for TCC's new Welding Lab at the Advanced Manufacturing Training Center, per attached proposal dated April 24, 2019. Scope includes services required for demolition, design, construction documents and construction administration for the renovation of approximately 5,800 square feet of an existing metal building as well as exterior components on the west side of Campus. Total basic services include Design Development, 100% Construction Documents, Bidding/Permitting and Construction Administration. **Ref: TCC RFQ 2017-03; Recommendation for Architectural Services**				97,121.00
2		Printing Services Include: Design Development Submittal - 10 Sheets (24x36) / 2 sets 100% CD Submittal - 15 Sheets (24x36) / 5 sets 100% CD Specs - 600 Sheets (8.5x11) / 5 sets				690.00

Messages

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"
 Please include the TCC Purchase Order Number on all invoices.
 To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment. Invoices received without the referenced purchase order number will require additional confirmation from the requesting department of the applicable purchase order number, which will delay TCC's remittance of the invoice.

Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.



Destin
Tallahassee
Pensacola
Panama City

Tallahassee Community College
Trey Kimbrel
444 Appleyard Drive
Tallahassee, FL 32304

Invoice number 17064_1019
Date 10/01/2019

Project 17064 TCC ADMINISTRATION BUILDING
STAIR WALLS REPLACEMENT

Professional Architectural Services

Construction Administration Services including:

- *Field Visit, Meeting with TCC, Report
- *Pay App
- *RFI
- *Sealant Color Selection

PO-007643-2 for first \$24,780.00
PO-011098 for last \$4,205.00

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Tasks 1 & 2	6,600.00	100.00	6,600.00	6,600.00	0.00
CO #2					
CO #2 Tasks 1 & 2	6,645.00	100.00	6,645.00	6,645.00	0.00
CO #2 Task 3	10,550.00	100.00	10,550.00	10,550.00	0.00
CO #2 Tasks 4 & 5	5,190.00	85.00	3,892.50	4,411.50	519.00
Subtotal	22,385.00	96.52	21,087.50	21,606.50	519.00
Total	28,985.00	97.31	27,687.50	28,206.50	519.00

Invoice total **519.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
17064_0919	08/28/2019	1,297.50		1,297.50			
17064_1019	10/01/2019	519.00	519.00				
	Total	1,816.50	519.00	1,297.50	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Gail at 850.337.6443 or gennis@dagarchitects.com.



Destin
Tallahassee
Pensacola
Panama City

Tallahassee Community College
Trey Kimbrel
444 Appleyard Drive
Tallahassee, FL 32304

Invoice number 17064_1119
Date 10/29/2019

Project 17064 TCC ADMINISTRATION BUILDING
STAIR WALLS REPLACEMENT

Professional Architectural Services including:

- *Construction Administration
- *DOE OEF 110 CO
- *Contingency mod
- *Pay App 2
- *Punch List

PO-007643-2 for first \$24,780.00
PO-011098 for last \$4,205.00

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Tasks 1 & 2	6,600.00	100.00	6,600.00	6,600.00	0.00
CO #2					
CO #2 Tasks 1 & 2	6,645.00	100.00	6,645.00	6,645.00	0.00
CO #2 Task 3	10,550.00	100.00	10,550.00	10,550.00	0.00
CO #2 Tasks 4 & 5	5,190.00	90.00	4,411.50	4,671.00	259.50
Subtotal	22,385.00	97.68	21,606.50	21,866.00	259.50
Total	28,985.00	98.21	28,206.50	28,466.00	259.50

Invoice total **259.50**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
17064_1019	10/01/2019	519.00	519.00				
17064_1119	10/29/2019	259.50	259.50				
	Total	778.50	778.50	0.00	0.00	0.00	0.00

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