



February 15, 2021

**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

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**Item Description**

This item requests that the Board approve the architect invoice submitted for the month of February 2021.

**Overview and Background**

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

Architects | Lewis + Whitlock, PA - \$0.00  
BKJ, Inc. Architecture - \$0.00  
Clemons, Rutherford & Associates, Inc. - \$0.00  
DAG Architects, Inc. - \$2,292.50  
Fitzgerald Collaborative Group, LLC - \$0.00

**Past Actions by the Board**

The Board last authorized architect invoices at the January 11, 2021 meeting.

**Funding/ Financial Implications**

Funds for minor projects and Master Plans are available from the Capital Improvement fees.

**Recommended Action**

Authorize payment of architectural invoice as presented.



Destin  
Tallahassee  
Pensacola  
Panama City  
Panama City Beach  
Atlanta

Tallahassee Community College  
Don Herr  
444 Appleyard Drive  
Tallahassee, FL 32304

Invoice number 20086\_1220  
Date 01/12/2021  
Project 20086 TCC STAIRWELL DESIGN  
UPDATES

Professional Architectural Services

PO-013233

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Basic Services</b>					
Task 1 - Existing Conditions Verification	2,292.50	100.00	0.00	2,292.50	2,292.50
Task 2 - Conceptual Design Options	4,257.50	0.00	0.00	0.00	0.00
Subtotal	6,550.00	35.00	0.00	2,292.50	2,292.50
Total	6,550.00	35.00	0.00	2,292.50	2,292.50

Invoice total **2,292.50**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
20086_1220	01/12/2021	2,292.50	2,292.50				
	Total	2,292.50	2,292.50	0.00	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.*