



June 21, 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

Item Description

This item requests that the Board approve the architect invoices submitted for the month of May 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 - \$7,778.00
BKJ, Inc. Architecture - \$16,480.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$4,790.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the March 22, 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.



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 Purchase Order No: PO-013324-1 Project Name: TCC Innovation Center Phase 1 - 2nd Floor Renovation DATE: 5/18/2021
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Advanced Schematic	\$7,778.00	100%	\$0.00	\$0.00	\$7,778.00
Design Development	\$23,333.00	0%	\$23,333.00	\$0.00	\$0.00
Construcion Documents	\$27,222.00	0%	\$27,222.00	\$0.00	\$0.00
Bid / Permitting	\$3,889.00	0%	\$3,889.00	\$0.00	\$0.00
Construction Administration	\$15,556.00	0%	\$15,556.00	\$0.00	\$0.00
Printing	\$760.00	0%	\$760.00	\$0.00	\$0.00
Engineering Services					
FL Model Energy Code Compliance	\$750.00	0%	\$750.00	\$0.00	\$0.00
Telecommunications Design	\$6,600.00	0%	\$6,600.00	\$0.00	\$0.00
Intrusion Detection/Access Control/Surveillance	\$3,600.00	0%	\$3,600.00	\$0.00	\$0.00
Audio / Visual Design	\$4,900.00	0%	\$4,900.00	\$0.00	\$0.00
Record Drawings	\$1,000.00	0%	\$1,000.00	\$0.00	\$0.00
Special Inspections - 2 way radio comms	\$2,000.00	0%	\$2,000.00	\$0.00	\$0.00
Two-way RF Radio DAS Design	\$1,300.00	0%	\$1,300.00	\$0.00	\$0.00
GRAND TOTALS	\$98,688.00		\$90,910.00	\$0.00	\$7,778.00

Invoice Total	\$7,778.00
* Amount payable directly to: ()	
* Amount payable directly to: ()	*

CERTIFIED TRUE AND CORRECT BY:

Rodney L. Lewis, Principal
 (Typed Name and Title)

(Signature of Principal)

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



Change Order

Purchase Order Number	PO-013324 - 1
Purchase Order Date	02/09/2021
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-0267 CFI - Phase 1 - 2nd Floor Renovation – A/E Services Contact: Trey Kimbrel, kimbrelt@tcc.fl.edu , 850-201-8750 CO1 - Correction to RFQ# in item description: ** REF: TCC RFQ 2020-02; Recommendation for Architectural Services**

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	98,688.00	0.00	98,688.00

Purchasing & General Services Director

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
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Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Basic A/E services for the design development, documentation, permitting and construction administration of new infrastructure, general spaces and tenant build-outs within the Center for Innovation 2nd floor; and are based on preliminary design concepts previously developed by ALW and will include the following: 1. New infrastructure for telecom and security on each floor (see attached H2 proposal for further clarity) 2. Improvements and finishes to existing restrooms and other walls scheduled to remain. 3. New accessible restroom 4. New second floor tenant arrangements 5. New meeting and common spaces 6. New furnishings Specifics per attached proposal dated February 2, 2021. **REF: TCC RFQ 2020-02; Recommendation for Architectural Services**				77,778.00
2		Printing as needed.				760.00
3		Engineering services as needed.				20,150.00

Messages

Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities

VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"

To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.

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

INVOICE NO. 1



TO: Tallahassee Community College
 ATTN: Accounts Payable
 444 Appleyard Drive
 Tallahassee, Florida 32304-2895

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-013589

FROM: BKJ Inc. Architecture
 1621 Physicians Drive
 Tallahassee, Florida 32308

Project Name:
Student Union (SU- bldg #35)
Lobby/1st Floor Renovations
 Date: 5/26/21

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
ADDITIONAL SERVICES					
Existing Conditions	\$8,460.00	100%	\$8,460.00	\$0.00	\$8,460.00
BASIC SERVICES					
Preliminary Schematic Design	\$21,420.00	37%	\$8,020.00	\$0.00	\$8,020.00
OTHER PROJECT COST					
Reimbursable Expenses					
GRAND TOTALS	\$29,880.00		\$16,480.00	\$0.00	\$16,480.00
Total due Architect/Engineer					\$16,480.00

Please remit payment to the following address:

BKJ, Inc. Architecture
1621 Physicians Drive
Tallahassee, FL 32308

Thank you for your business. Please do not hesitate to call me if you have any questions. We appreciate the opportunity to provide architectural services to your organization.

CERTIFIED TRUE AND CORRECT BY:

Bonnie Davenport
 (Signature of Principal)

Bonnie Davenport AIA, President
 (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-013589
Purchase Order Date	04/27/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Supplier:
BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

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

Comments:
Student Union (SU - bldg#35) Lobby/1ST Floor Renovations – Architect Fees Contact: Don Herr, herrd@tcc.fl.edu , 850-201-6168

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	29,880.00	0.00	29,880.00

 Purchasing & General Services Director

Tallahassee Community College
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Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		For the preliminary schematic design services for the proposed renovation to a portion of the 1st floor/ Lobby in the existing Student Union building#35. The scope of work for the subject project includes preparation of the existing conditions drawings, facility programming, preliminary schematic design drawings, preliminary code review and basic 3D images for the proposed renovation. Specifics per attached proposal dated April 12, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				29,880.00

Messages

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Destin
Tallahassee
Pensacola
Panama City
Panama City Beach
Atlanta

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

Invoice number 20086_0521
Date 05/28/2021
Project 20086 TCC STAIRWELL DESIGN
UPDATES

Professional Architectural Services

PO- 013582

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Task 1 - 75% Construction Documents	4,790.00	100.00	0.00	4,790.00	4,790.00
Task 2 - 100% Construction Documents	3,530.00	0.00	0.00	0.00	0.00
Tasks 3 & 4 - Bidding & Negotiations & Construction Administration	2,930.00	0.00	0.00	0.00	0.00
Total	11,250.00	42.58	0.00	4,790.00	4,790.00

Invoice total **4,790.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
20086_0521	05/28/2021	4,790.00	4,790.00				
	Total	4,790.00	4,790.00	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.