



February 19, 2024

**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 invoices submitted for the month of January 2024.

**Overview and Background**

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

Architects | Lewis + Whitlock, PA - \$13,356.00  
BKJ, Inc. Architecture - \$23,805.00  
Clemons, Rutherford & Associates, Inc. - \$0.00  
DAG Architects, Inc. - \$4,567.79  
EMI Architects - \$0.00  
Fitzgerald Collaborative Group, LLC - \$0.00

**Past Actions by the Board**

The Board last authorized architect invoices at the January 16, 2024 meeting.

**Funding/ Financial Implications**

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

**Recommended Action**

Authorize payment of architectural invoices as presented.



INVOICE NO. #5 (20390.6.5)

<b>TO: Tallahassee Community College</b> <b>Attn: Accounts Payable</b> <b>444 Appleyard Drive</b> <b>Tallahassee, Florida 32304</b>	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: <b>59-3616761</b>
<b>FROM: Architects: Lewis + Whitlock, P.A.</b> <b>206 W. Virginia St.</b> <b>Tallahassee, Florida 32301</b>	Purchase Order N <b>PO-014772-1</b> Project Name: <b>TCC Lifetime Sports Facility Improvements</b> DATE: <b>1/16/2024</b>

**THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:**

TCC Service Line Items	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
#1	Field Measurements	\$7,420.00	100%	\$0.00	\$7,420.00	\$0.00
	Engineering - survey	\$7,550.00	100%	\$0.00	\$3,000.00	\$4,550.00
	Printing	\$934.00	100%	\$0.00	\$500.00	\$434.00
	Line #1 only - Sub Total	<b>\$15,904.00</b>				
#2	Design Development	\$39,612.00	100%	\$0.00	\$39,612.00	\$0.00
	100% Construction Documents	\$59,418.00	100%	\$0.00	\$59,418.00	\$0.00
	Bid/Permitting	\$6,602.00	100%	\$0.00	\$6,602.00	\$0.00
	Construction Administration	\$26,408.00	25%	\$19,806.00	\$0.00	\$6,602.00
	Line #2 only - Sub Total	<b>\$132,040.00</b>				
#3	Revised Construction Documents	\$22,710.00	100%	\$0.00	\$22,710.00	\$0.00
	Bidding	\$1,770.00	100%	\$0.00	\$0.00	\$1,770.00
	Line #3 only - Sub Total	<b>\$24,480.00</b>				
<b>GRAND TOTALS</b>		<b>\$172,424.00</b>		<b>\$19,806.00</b>	<b>\$139,262.00</b>	<b>\$13,356.00</b>
Invoice Total						<b>\$13,356.00</b>
				* Amount payable directly to:	( )	
				* Amount payable directly to:	( )	*

**CERTIFIED TRUE AND CORRECT BY:**

(Signature of Principal)

Rodney L. Lewis, 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



## Change Order

Purchase Order Number	PO-014722 - 1
Purchase Order Date	11/10/2021
Payment Terms	Net 30
Requestor	Carl Ross
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:
Main Campus Site Improvements Building #15 – Design & Documentation Contact: Don.Herr@tcc.fl.edu , 850-201-6168 Invoice: Jenny.Shuler@tcc.fl.edu  Change Order No. 1 (CO1) - Adding new Line 3 for Additional Services, Locker Room Improvements, in the amount of \$24,480.00 per attached proposal. NEW PO TOTAL: \$172,424.00  **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**

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	172,424.00	0.00	172,424.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Total printing fees for field measurements, engineering, design development submittal, 100% CD submittal and 100 CD Specs.				15,905.00
2		Professional services for Design and Documentation for improvements to building#15. Specifics per attached proposal dated November 01, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				132,039.00

Director of Procurement and Auxiliary Services  
 Dustin Frost

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## Change Order

Purchase Order Number	PO-014722 - 1
Purchase Order Date	11/10/2021
Payment Terms	Net 30
Requestor	Carl Ross
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
3		Additional services to redesign the locker rooms based on available project funds. ALW previously received authorization to complete the design and documentation of both men's and women's locker rooms, referee's lounge, ticketing, concessions, lobby, public restrooms, and exterior canopy. This proposal removes approximately 5,700 square feet from the project area and includes services to redesign approximately 2,700 square feet of the men's and women's locker rooms. A new complete set of construction documents will be issued for bidding and permitting. Scope of work and services/ deliverables shall be in accordance with basic services. Specifics per attached Proposal dated May 23, 2023.				24,480.00

Messages
<p>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</p> <p>Verification of Employment: PER FLORIDA STATUTE 448.095, 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.</p> <p>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.</p> <p>Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.</p>

INVOICE NO. 1  
 PROJECT INVOICE NO. 3



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-019124

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

Project Name:  
 AC Building #8 Third Floor Improvements

Date: 1/19/2024

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
<b>BASIC SERVICES</b>					
Design Development	\$20,965.00	100%	\$20,965.00	\$0.00	\$20,965.00
Construction Documents	\$26,400.00	0%	\$0.00	\$0.00	\$0.00
Permit/Bid	\$3,150.00	0%	\$0.00	\$0.00	\$0.00
Construction Administration	\$10,350.00	0%	\$0.00	\$0.00	\$0.00
<b>ADDITIONAL SERVICE</b>					
MEP Existing Conditions	\$2,840.00	100%	\$2,840.00	\$0.00	\$2,840.00
Reimbursable Expenses	\$250.00	0%	\$0.00	\$0.00	\$0.00
<b>GRAND TOTALS</b>	<b>\$63,955.00</b>		<b>\$23,805.00</b>	<b>\$0.00</b>	<b>\$23,805.00</b>
<b>Total due Architect/Engineer</b>					<b>\$23,805.00</b>

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-019124
Purchase Order Date	11/20/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
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:
PJ-0485 AC Bldg#08 Third Floor Renovations/Upgrades - A/E Fees Contact: Trey.Kimbrel@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2022-11; Approved at the January 17, 2023 BOT Meeting**

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	63,955.00	0.00	63,955.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for full architectural/engineering (A/E) services, from design development through construction administration services, for the proposed improvements to the 3rd floor of the AC building#08 located on TCC Site 1 Campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated November 17, 2023.				63,955.00

**Messages**

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Verification of Employment: PER FLORIDA STATUTE 448.095, 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.

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Director of Procurement and Auxiliary Services  
 Dustin Frost

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Federal ID: 59-1141270  
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## Purchase Order

Purchase Order Number	PO-019124
Purchase Order Date	11/20/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200



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

Invoice number 23007\_1223  
 Date 12/31/2023  
 Project 23007 TCC MAIN CAMPUS AP BLDG  
 DENTAL LAB

Professional Architectural Services

PO-017136

Description	Contract Amount	Prior Billed	Percent Complete	Remaining	Current Billed
<b>Schematic Design</b>	10,487.25	10,487.25	100.00	0.00	0.00
<b>Design Development</b>	13,983.00	13,983.00	100.00	0.00	0.00
<b>Construction Documents</b>	24,470.25	24,470.25	100.00	0.00	0.00
<b>Bidding &amp; Negotiations</b>	3,495.75	3,495.75	100.00	0.00	0.00
<b>Construction Administration</b>	17,478.75	1,080.00	30.00	12,234.71	4,164.04
<b>Total</b>	<b>69,915.00</b>	<b>53,516.25</b>	<b>82.50</b>	<b>12,234.71</b>	<b>4,164.04</b>

Invoice total 4,164.04

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23007_1223	12/31/2023	4,164.04	4,164.04				
	<b>Total</b>	<b>4,164.04</b>	<b>4,164.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

*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 Jon Holt, Lori Thornton or Michelle Neu at 850.837.8152 or [accounting@dagarchitects.com](mailto:accounting@dagarchitects.com).*





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

Invoice number 21094\_1223  
 Date 12/31/2023  
 Project 21094 WEI MASTER PLAN UPDATE

Professional Architectural Services

PHASE 1 - Site 6 (WEI)  
 PO-014617

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Task 1 - Overview</b>	1,500.00	0.00	0.00	0.00	0.00
<b>Task 2 - Executive Summary</b>	69,400.00	16.17	11,225.00	11,225.00	0.00
<b>Task 3 - Existing Conditions</b>	54,500.00	35.96	19,600.00	19,600.00	0.00
<b>Task 4 - Planning Elements</b>	164,500.00	80.51	132,444.00	132,444.00	0.00
<b>Task 5 - Decision Themes</b>	31,600.00	20.89	6,600.00	6,600.00	0.00
<b>Task 6 - Master Plan &amp; Graphics</b>	39,900.00	97.16	38,363.75	38,767.50	403.75
<b>Task 7 - Conclusion</b>	1,933.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>363,333.00</b>	<b>57.42</b>	<b>208,232.75</b>	<b>208,636.50</b>	<b>403.75</b>

Invoice total **403.75**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_1223	12/31/2023	403.75	403.75				
	<b>Total</b>	<b>403.75</b>	<b>403.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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