

November 18, 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 October 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 - \$0.00  
BKJ, Inc. Architecture - \$56,315.00  
Clemons, Rutherford & Associates, Inc. - \$0.00  
DAG Architects, Inc. - \$0.00  
EMI Architects - \$0.00  
Fitzgerald Collaborative Group, LLC - \$13,454.03

**Past Actions by the Board**

The Board last authorized architect invoices at the October 21, 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. 2  
 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 020281 - 1

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

Project Name:  
 Library Improvements - Conceptual Schematic  
 Design  
 Date: 10/10/2024

**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>					
Phase 1- Advanced Schematic Design	\$28,075.00	100%	\$28,075.00	\$28,075.00	\$0.00
Phase 2- Design Development	\$56,315.00	100%	\$56,315.00	\$0.00	\$56,315.00
Phase 3- 100% Construction Documents	\$57,530.00	0%	\$0.00	\$0.00	\$0.00
Phase 4- Permitting/Bid	\$9,350.00	0%	\$0.00	\$0.00	\$0.00
Phase 5- Construction Administration	\$30,450.00	0%	\$0.00	\$0.00	\$0.00
<b>ADDITIONAL SERVICES</b>					
Phase 6- Existing Conditions Drawings	\$8,785.00	100%	\$8,785.00	\$8,785.00	\$0.00
Phase 7- Record Documents	\$2,775.00	0%	\$0.00	\$0.00	\$0.00
Phase 8- Telecom and A/V Design	\$20,065.00	0%	\$0.00	\$0.00	\$0.00
Phase 9- AHU Replacement	\$34,335.00	0%	\$0.00	\$0.00	\$0.00
Phase 10- Code Minimum Commissioning	\$8,000.00	0%	\$0.00	\$0.00	\$0.00
Phase 11- Renderings	\$9,975.00	0%	\$0.00	\$0.00	\$0.00
Phase 12- Energy Forms	\$750.00	0%	\$0.00	\$0.00	\$0.00
Add Serv 1- Structural Load Analysis	\$8,040.00	100%	\$8,040.00	\$8,040.00	\$0.00
<b>OTHER PROJECT COSTS</b>					
Reimbursable Expenses	\$700.00	0%	\$0.00	\$0.00	\$0.00
<b>GRAND TOTALS</b>	<b>\$275,145.00</b>		<b>\$101,215.00</b>	<b>\$44,900.00</b>	<b>\$56,315.00</b>
<b>Total due Architect/Engineer</b>					<b>\$56,315.00</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:

  
 (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



# Change Order

Purchase Order Number	PO-020281 - 1
Purchase Order Date	05/14/2024
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-0496 Library Improvements - Maker Spaces - A/E Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**  CHANGE ORDER NO. 1 - Increasing PO by \$8,040.00 for additional fees. NEW PO TOTAL: \$275,145.00

Bill To:
Tallahassee State 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	275,145.00	0.00	275,145.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the full architectural/engineering (A/E) services from advanced schematic design through construction administration services, for the proposed Makerspace Improvements to the 1st floor of the Library Building#30 at the TCC Main Campus - Site 1, located at 444 Appleyard Drive in Tallahassee, FL. Specifics per attached proposal dated May 7, 2024. **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**				275,145.00

**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: 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.  
  
 Purchase Order and Terms and Conditions-Supplier Information for Tallahassee Community College : <https://www.tcc.fl.edu/about/college/administrative-services/purchasing/supplier-information/>

Director of Procurement and Auxiliary Services  
 Dustin Frost

Tallahassee Community College  
444 Appleyard Drive  
Tallahassee, FL 32304  
United States of America  
Federal ID: 59-1141270  
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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.



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**Fitzgerald Collaborative Group, LLC**

Tallahassee Community College  
 Jenny Shuler  
 444 Appleyard Drive  
 Tallahassee, FL 32304-2895

Invoice number 230202\_1024  
 Date 10/31/2024

Project 230202 TCC - SOLAR PANEL CANOPIES  
 FOR MAIN CAMPUS

Purchase Order # PO-017463

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Basic Services</b>					
Schematic Design	12,200.00	100.00	12,200.00	12,200.00	0.00
Design Development	9,630.00	100.00	9,630.00	9,630.00	0.00
Design Development - Kever	2,000.00	100.00	2,000.00	2,000.00	0.00
Permit Documents	6,025.00	100.00	6,025.00	6,025.00	0.00
Permit Documents - Kever	4,500.00	100.00	4,500.00	4,500.00	0.00
Bidding and Negotiation/GMP Coordination	6,650.00	100.00	6,650.00	6,650.00	0.00
Construction Administration	12,900.00	0.00	0.00	0.00	0.00
Construction Administration - Kever	1,500.00	0.00	0.00	0.00	0.00
Subtotal	55,405.00	74.01	41,005.00	41,005.00	0.00
<b>Additional Required Services</b>					
Schematic Designn -Independent Green Technologies	7,802.00	100.00	7,802.00	7,802.00	0.00
Design Docuemnts - Independent Green Technologies	7,802.00	100.00	7,802.00	7,802.00	0.00
Permit Documtns - Independent Green Technologies	7,802.00	100.00	7,802.00	7,802.00	0.00
Programming Confirmation	7,500.00	100.00	7,500.00	7,500.00	0.00
Measured Drawings	4,500.00	100.00	4,500.00	4,500.00	0.00
Subtotal	35,406.00	100.00	35,406.00	35,406.00	0.00
<b>Basic Design-Build Service</b>					
Bidding and Negotiation/GMP	5,908.80	100.00	0.00	5,908.80	5,908.80
Construction Phase	23,635.20	10.00	0.00	2,363.52	2,363.52
Subtotal	29,544.00	28.00	0.00	8,272.32	8,272.32
Total	120,355.00	70.36	76,411.00	84,683.32	8,272.32

Invoice total 8,272.32

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
230202_1024	10/31/2024	8,272.32	8,272.32				
	Total	8,272.32	8,272.32	0.00	0.00	0.00	0.00



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Tallahassee Community College

Project 230202 TCC - SOLAR PANEL CANOPIES FOR MAIN CAMPUS

Invoice number 230202\_1024

Date 10/31/2024

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*We appreciate your business. Please remit payment at your earliest convenience to 850 S Gadsden St., Suite 140, Tallahassee, FL 32301. If you have any questions please contact Judith 832.331.9418, or [judith@fc-groupllc.com](mailto:judith@fc-groupllc.com).*



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**Fitzgerald Collaborative Group, LLC**

Tallahassee Community College  
Jenny Shuler  
444 Appleyard Drive  
Tallahassee, FL 32304-2895

Invoice number 240203\_1024  
Date 10/31/2024

Project 240203 MAIN CAMPUS SOLAR PANEL  
CANOPIES-DESIGN-BUILD GMP

For Professional Services

P.O. Number PO-019844

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Basic Services</b>					
<b>GMP &amp; Design-Build Contract</b>	1,587,254.19	0.33	0.00	5,181.71	5,181.71
<b>Total</b>	<b>1,587,254.19</b>	<b>0.33</b>	<b>0.00</b>	<b>5,181.71</b>	<b>5,181.71</b>

Invoice total 5,181.71

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
240203_1024	10/31/2024	5,181.71	5,181.71				
	<b>Total</b>	<b>5,181.71</b>	<b>5,181.71</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 850 S Gadsden St., Suite 140, Tallahassee, FL 32301. If you have any questions please contact Judith 832.331.9418, or judith@fc-groupllc.com.*