



August 19, 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

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**Item Description**

This item requests that the Board approve the architect invoices submitted for the month(s) of July and August 2019.

**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 - \$0.00  
Clemons, Rutherford & Associates, Inc. - \$0.00  
DAG Architects, Inc. - \$1,610.00

**Past Actions by the Board**

The Board last authorized architect invoices at the April 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.



Destin  
Tallahassee  
Pensacola  
Panama City

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

Invoice number 17064\_0819  
Date 07/22/2019

Project 17064 TCC ADMINISTRATION BUILDING  
STAIR WALLS REPLACEMENT

Professional Architectural Services including  
Construction Administration Services

PO-007643-2

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Basic Services</b>					
<b>Tasks 1 &amp; 2</b>	6,600.00	100.00	6,600.00	6,600.00	0.00
<b>CO #2</b>					
<b>CO #2 Tasks 1 &amp; 2</b>	6,645.00	100.00	6,645.00	6,645.00	0.00
<b>CO #2 Task 3</b>	10,550.00	100.00	10,550.00	10,550.00	0.00
<b>CO #2 Tasks 4 &amp; 5</b>	5,190.00	50.00	985.00	2,595.00	1,610.00
Subtotal	22,385.00	88.41	18,180.00	19,790.00	1,610.00
Total	28,985.00	91.05	24,780.00	26,390.00	1,610.00

Invoice total **1,610.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
17064_0819	07/22/2019	1,610.00	1,610.00				
	Total	1,610.00	1,610.00	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.