



January 21, 2020

**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 November and December 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. - \$519.00

**Past Actions by the Board**

The Board last authorized architect invoices at the November 18, 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\_1219  
Date 12/05/2019

Project 17064 TCC ADMINISTRATION BUILDING  
STAIR WALLS REPLACEMENT

Professional Architectural Services including final inspection and project close out

PO-007643-2 for first \$24,780.00  
PO-011098 for last \$4,205.00

| 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        | 100.00           | 4,671.00     | 5,190.00     | 519.00         |
| Subtotal                     | 22,385.00       | 100.00           | 21,866.00    | 22,385.00    | 519.00         |
| Total                        | 28,985.00       | 100.00           | 28,466.00    | 28,985.00    | 519.00         |

Invoice total **519.00**

**Aging Summary**

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|----------------|--------------|-------------|---------|---------|---------|---------|----------|
| 17064_1219     | 12/05/2019   | 519.00      | 519.00  |         |         |         |          |
|                | Total        | 519.00      | 519.00  | 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.