



May 16, 2022

**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 April 2022.

**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 - \$7,420.00  
BKJ, Inc. Architecture - \$0.00  
Clemons, Rutherford & Associates, Inc. - \$0.00  
DAG Architects, Inc. - \$13,616.25  
Fitzgerald Collaborative Group, LLC - \$15,333.68

**Past Actions by the Board**

The Board last authorized architect invoices at the April 18, 2022 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.



<b>TO: Tallahassee Community College</b> Attn: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: <b>59-3616761</b>
	Purchase Order No: <b>PO-014722</b> Project Name: <b>Lifetime Sports Facility Improvements</b> DATE: <b>4/27/2022</b>
<b>FROM: <u>Architects: Lewis + Whitlock, P.A.</u></b> 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
Field Measurements / Base File	\$7,420.00	100%	\$0.00	\$0.00	\$7,420.00
Designs Documents	\$39,612.00	0%	\$39,612.00	\$0.00	\$0.00
100% Construction Documents	\$59,418.00	0%	\$59,418.00	\$0.00	\$0.00
Bid / Permitting	\$6,602.00	0%	\$6,602.00	\$0.00	\$0.00
Construction Administration	\$26,408.00	0%	\$26,408.00	\$0.00	\$0.00
Additional Engineering Services	\$7,550.00	0%	\$7,550.00	\$0.00	\$0.00
Printing	\$934.00	0%	\$934.00	\$0.00	\$0.00
<b>GRAND TOTALS</b>	<b>\$147,944.00</b>		<b>\$140,524.00</b>	<b>\$0.00</b>	<b>\$7,420.00</b>
Invoice Total					<b>\$7,420.00</b>
* Amount payable directly to:			( )		
* Amount payable directly to:			( )		*

**CERTIFIED TRUE AND CORRECT BY:**

Rodney L. Lewis, Principal

(Signature of 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



# Purchase Order

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

<b>Supplier:</b>
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

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

<b>Comments:</b>
Main Campus Site Improvements Building #15 – Design & Documentation Contact: Don.Herr@tcc.fl.edu , 850-201-6168

<b>Bill To:</b>
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	147,944.00	0.00	147,944.00

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

Purchasing & General Services Director

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Phone Number	(850) 201-6200

### Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
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

### 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.



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Fitzgerald Collaborative Group, LLC

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

Invoice number 210208\_0422  
 Date 04/27/2022

Project 210208 TCC - GHAVINI NURSING  
 SIMULATION AUDITORIUM  
 RENOVATION

Professional Architectural Services

PO- 013757

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Basic Services</b>					
Measured Drawings - FCG	7,500.00	100.00	7,500.00	7,500.00	0.00
Programming - FCG	8,500.00	100.00	8,500.00	8,500.00	0.00
Schematic Design - FCG	17,356.60	100.00	17,356.60	17,356.60	0.00
Schematic Design - H2 Engineering	4,100.00	100.00	4,100.00	4,100.00	0.00
Schematic Design - Kever/McKee Eng	500.00	100.00	500.00	500.00	0.00
Design Development - FCG	18,150.40	100.00	18,150.40	18,150.40	0.00
Design Development - H2 Engineering	8,200.00	100.00	8,200.00	8,200.00	0.00
Design Development - Kever McKee	1,083.00	100.00	1,083.00	1,083.00	0.00
90% Construction Documents - FCG	20,638.00	100.00	20,638.00	20,638.00	0.00
90% Construction Documents - H2 Eng	12,300.00	100.00	12,300.00	12,300.00	0.00
90% Construction Documents-Kever McKee	1,084.00	100.00	1,084.00	1,084.00	0.00
Permit Docs - FCG	13,253.50	100.00	13,253.50	13,253.50	0.00
Permit Docs - H2 Engineering	8,200.00	100.00	8,200.00	8,200.00	0.00
Permit Docs - Kever McKee	1,083.00	100.00	1,083.00	1,083.00	0.00
Agency Permitting - FCG	8,234.50	0.00	0.00	0.00	0.00
Bidding - FCG	11,125.20	100.00	11,125.20	11,125.20	0.00
Bidding - H2 Engineering	2,050.00	100.00	0.00	2,050.00	2,050.00
Construction Administration - FCG	18,081.80	10.00	0.00	1,808.18	1,808.18
Construction Administration - H2 Eng	6,150.00	0.00	0.00	0.00	0.00
Hydrant Flow Test-H2 Eng	600.00	100.00	600.00	600.00	0.00
Record Documents - H2 Eng	1,000.00	0.00	0.00	0.00	0.00
Pre Test and Balance - H2 Eng	5,700.00	100.00	5,700.00	5,700.00	0.00
Post Test and Balance - H2 Eng	5,700.00	0.00	0.00	0.00	0.00
Construction Administration - Kever McKee	600.00	0.00	0.00	0.00	0.00
Subtotal	181,190.00	79.05	139,373.70	143,231.88	3,858.18
<b>Additional Services</b>					
Conversion of the Outdoor Storage Room 248-FCG	15,440.00	0.00	0.00	0.00	0.00
Conversion of the Outdoor Storage Room 248-H2 Eng	5,900.00	0.00	0.00	0.00	0.00



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Tallahassee Community College  
Project 210208 TCC - GHAZVINI NURSING SIMULATION AUDITORIUM RENOVATION

Invoice number 210208\_0422  
Date 04/27/2022

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Subtotal	21,340.00	0.00	0.00	0.00	0.00
Total	202,530.00	70.72	139,373.70	143,231.88	3,858.18

Invoice total 3,858.18

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210208_0422	04/27/2022	3,858.18	3,858.18				
	Total	3,858.18	3,858.18	0.00	0.00	0.00	0.00

*We appreciate your business. Please remit payment at your earliest convenience to 1401 Peachtree Street, Suite 200, Atlanta, GA 30309. If you have any questions please contact Judith 832.331.9418, or judith@fc-groupllc.com.*



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**Fitzgerald Collaborative Group, LLC**

1401 Peachtree Street NE  
Suite 200  
Atlanta, GA 30309  
850.350.3500

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

Invoice number 210224\_0422  
Date 04/27/2022

Project 210224 TCC - GHAZVINI SOLAR PANELS  
PATIO

Purchase Order # 014731

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Basic Services</b>					
Schematic Design	8,865.00	100.00	8,865.00	8,865.00	0.00
Schematic Design-Kever McKee	1,125.00	100.00	937.50	1,125.00	187.50
Schematic Design - H2 Engineers	2,200.00	100.00	2,200.00	2,200.00	0.00
Design Documents	3,722.00	100.00	3,722.00	3,722.00	0.00
Design Documents- Kever McKee	1,313.00	100.00	0.00	1,313.00	1,313.00
Design Documents-H2 Engineering	2,200.00	100.00	2,200.00	2,200.00	0.00
90% Construction Documents	10,350.00	75.00	0.00	7,762.50	7,762.50
90% Construction Documents-Kever McKee	750.00	75.00	0.00	562.50	562.50
90% Construction Documents-H2 Engineer	2,200.00	75.00	0.00	1,650.00	1,650.00
Permit Documents	3,363.00	0.00	0.00	0.00	0.00
Permit Documents-Kever McKee	562.00	0.00	0.00	0.00	0.00
Permit Documents-H2 Engineering	2,200.00	0.00	0.00	0.00	0.00
Bidding	4,440.00	0.00	0.00	0.00	0.00
Construction Administration	9,260.00	0.00	0.00	0.00	0.00
Construction Administration-Kever McKee	750.00	0.00	0.00	0.00	0.00
Construction Administration-H2 Engineering	2,200.00	0.00	0.00	0.00	0.00
Subtotal	55,500.00	52.97	17,924.50	29,400.00	11,475.50
<b>Additional Required Services</b>					
Measured Drawings	2,400.00	50.00	1,200.00	1,200.00	0.00
Programming	7,500.00	100.00	7,500.00	7,500.00	0.00
Independent Green Technologies (IGT Solar)	5,400.00	33.61	1,815.00	1,815.00	0.00
Structural Investigation, Analysis and Report-FCG	500.00	0.00	0.00	0.00	0.00
Structural Investigation, Analysis and Report-Kever McKee	2,850.00	100.00	2,850.00	2,850.00	0.00
Subtotal	18,650.00	71.66	13,365.00	13,365.00	0.00
Total	74,150.00	57.67	31,289.50	42,765.00	11,475.50



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Tallahassee Community College  
Project 210224 TCC - GHAZVINI SOLAR PANELS PATIO

Invoice number 210224\_0422  
Date 04/27/2022

Invoice total 11,475.50

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210224_0422	04/27/2022	11,475.50	11,475.50				
	Total	11,475.50	11,475.50	0.00	0.00	0.00	0.00

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444 Appleyard Drive  
Tallahassee, FL 32304

Invoice number 20086\_0422  
Date 04/28/2022  
Project 20086 TCC STAIRWELL DESIGN  
UPDATES

Professional Architectural Services

PO- 013582

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Task 1 - 75% Construction Documents</b>	4,790.00	100.00	4,790.00	4,790.00	0.00
<b>Task 2 - 100% Construction Documents</b>	3,530.00	100.00	3,530.00	3,530.00	0.00
<b>Tasks 3 &amp; 4 - Bidding &amp; Negotiations &amp; Construction Administration</b>	2,930.00	87.50	2,197.50	2,563.75	366.25
<b>Total</b>	<b>11,250.00</b>	<b>96.74</b>	<b>10,517.50</b>	<b>10,883.75</b>	<b>366.25</b>

Invoice total **366.25**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
20086_0422	04/28/2022	366.25	366.25				
	<b>Total</b>	<b>366.25</b>	<b>366.25</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 Gail at 850.337.6443 or gennis@dagarchitects.com.*



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Panama City  
Panama City Beach  
Atlanta

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

Invoice number 21094\_0422  
Date 04/28/2022  
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	0.00	0.00	0.00	0.00
<b>Task 3 - Existing Conditions</b>	54,500.00	0.00	0.00	0.00	0.00
<b>Task 4 - Planning Elements</b>	163,200.00	1.72	1,600.00	2,800.00	1,200.00
<b>Task 5 - Decision Themes</b>	31,600.00	0.00	0.00	0.00	0.00
<b>Task 6 - Master Plan &amp; Graphics</b>	39,900.00	9.02	3,075.00	3,600.00	525.00
<b>Task 7 - Conclusion</b>	1,933.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>362,033.00</b>	<b>1.77</b>	<b>4,675.00</b>	<b>6,400.00</b>	<b>1,725.00</b>

Invoice total **1,725.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_0422	04/28/2022	1,725.00	1,725.00				
	<b>Total</b>	<b>1,725.00</b>	<b>1,725.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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

Invoice number 21114\_0422  
Date 04/28/2022  
Project 21114 FPSI MASTERPLANNING

Professional Architectural Services

PO-014772

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Task 1 - Overview</b>	1,825.00	100.00	1,825.00	1,825.00	0.00
<b>Task 2 - Executive Summary</b>	59,130.00	0.00	0.00	0.00	0.00
<b>Task 3 - Existing Conditions</b>	41,890.00	0.00	0.00	0.00	0.00
<b>Task 4 - Planning Elements</b>	86,328.00	6.72	4,400.00	5,800.00	1,400.00
<b>Task 5 - Decision Themes</b>	16,985.00	0.00	0.00	0.00	0.00
<b>Task 6 - Master Plan &amp; Graphics</b>	30,825.00	6.93	1,362.50	2,137.50	775.00
<b>Task 7 - Conclusion</b>	1,815.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>238,798.00</b>	<b>4.09</b>	<b>7,587.50</b>	<b>9,762.50</b>	<b>2,175.00</b>

Invoice total **2,175.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21114_0422	04/28/2022	2,175.00	2,175.00				
	<b>Total</b>	<b>2,175.00</b>	<b>2,175.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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Don Herr  
444 Appleyard Drive  
Tallahassee, FL 32304

Invoice number 21108\_0422  
Date 04/28/2022

Project 21108 TCC WEI INFRASTRUCTURE  
EXTENSION

Professional Architectural Services

PHASE 1 - Site 6  
PO-014436

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>KH Construction Plans</b>	60,000.00	0.00	0.00	0.00	0.00
<b>KH Surveying Work</b>	9,200.00	100.00	0.00	9,200.00	9,200.00
<b>KH NFWMD Permitting</b>	10,000.00	0.00	0.00	0.00	0.00
<b>KH Construction Phase Services</b>	15,000.00	0.00	0.00	0.00	0.00
<b>KH / EGS Geotechnical &amp; Geophysical Services</b>	64,200.00	75.27	48,325.00	48,325.00	0.00
<b>KH Change Order 1-Additional Geotech &amp; Permitting</b>	47,600.00	0.00	0.00	0.00	0.00
<b>Architectural Fees</b>	47,680.00	16.36	7,650.00	7,800.00	150.00
<b>Total</b>	<b>253,680.00</b>	<b>25.75</b>	<b>55,975.00</b>	<b>65,325.00</b>	<b>9,350.00</b>

Invoice total **9,350.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21108_0422	04/28/2022	9,350.00	9,350.00				
	<b>Total</b>	<b>9,350.00</b>	<b>9,350.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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