



June 20, 2023

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

Item Description

This item requests that the Board approve the architect invoices submitted for the month of May 2023.

Overview and Background

The College is now 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 - \$7,037.50
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$42,008.70
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$35,000.78

Past Actions by the Board

The Board last authorized architect invoices at the May 15, 2023 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. 1



TO: Tallahassee Community College
ATTN: Accounts Payable
444 Appleyard Drive
Tallahassee, FL 32304
don.herr@tcc.fl.edu

TCC P.O. 17417
BKJ Proj. No.: 23.116

Project Name/Address:
MR Building Renovation - Preliminary Schematic Design Analysis

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

Date: 5/9/2023

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
ARCHITECTURAL SERVICES					
Hourly Services (Phase 1 & Phase 2)	\$ 7,975.00	88%	\$ 7,037.50	\$ -	\$ 7,037.50
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
SUB TOTAL	\$ 7,975.00		\$ 7,037.50	\$ -	\$ 7,037.50
Total due Architect/Engineer					\$7,037.50

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)

BKJ Timesheet

Jobs: TCC MR Building Renovation
Dates: 4/7/2023 thru 5/2/2023

TIMESHEET SUMMARY

EMPLOYEE	RATE	HOURS	TOTAL
Principal/Architect- B.Davenport	\$160.00	8.25	\$1,320.00
Principal- M. Lamantia	\$160.00	3.75	\$600.00
Graduate- J. Hornock	\$115.00	40.50	\$4,657.50
Graduate- M. Pollock	\$115.00	4.00	\$460.00
TOTAL FEE			\$7,037.50

fname	lname	local_date	local_day	hours	jobcode	tasks
Bonnie	Davenport	4/7/2023	Fri	0.25	23.116 TCC MR Renovation	04 Schematic Design
Bonnie	Davenport	4/11/2023	Tue	0.5	23.116 TCC MR Renovation	04 Schematic Design
Bonnie	Davenport	4/13/2023	Thu	0.5	23.116 TCC MR Renovation	04 Schematic Design
Bonnie	Davenport	4/27/2023	Thu	1.5	23.116 TCC MR Renovation	04 Schematic Design
Bonnie	Davenport	4/28/2023	Fri	4	23.116 TCC MR Renovation	04 Schematic Design
Bonnie	Davenport	5/1/2023	Mon	1.5	23.116 TCC MR Renovation	04 Schematic Design
TOTAL				8.25		

fname	lname	local_date	local_day	hours	jobcode	tasks
Michael	Lamantia	4/27/2023	Thu	0.5	23.116 TCC MR Renovation	04 Schematic Design
Michael	Lamantia	4/28/2023	Fri	0.25	23.116 TCC MR Renovation	04 Schematic Design
TOTAL				3.75		

fname	lname	local_date	local_day	hours	jobcode	tasks
Jonathon	Hornock	4/17/2023	Mon	7	23.116 TCC MR Renovation	03 As Builts
Jonathon	Hornock	4/18/2023	Tue	7	23.116 TCC MR Renovation	03 As Builts
Jonathon	Hornock	4/19/2023	Wed	8	23.116 TCC MR Renovation	03 As Builts
Jonathon	Hornock	4/20/2023	Thu	8	23.116 TCC MR Renovation	03 As Builts
Jonathon	Hornock	4/21/2023	Fri	7	23.116 TCC MR Renovation	03 As Builts
Jonathon	Hornock	4/28/2023	Fri	2	23.116 TCC MR Renovation	03 As Builts
Jonathon	Hornock	5/1/2023	Mon	1.5	23.116 TCC MR Renovation	03 As Builts
TOTAL				40.5		

fname	lname	local_date	local_day	hours	jobcode	tasks
Michael	Pollock	4/13/2023	Thu	4	23.116 TCC MR Renovation	03 As Builts
TOTAL				4		

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-017417
Purchase Order Date	04/06/2023
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-0434 Mailroom (MR) Bldg#57 Renovation - A/E Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu

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	7,975.00	0.00	7,975.00

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
 Tax Exemption ID: 85-80-125307-72C8

Purchase Order

Purchase Order Number	PO-017417
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Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		<p>Preliminary Schematic Design Services for the proposed renovation to a portion of the Mailroom (MR) Building#57 located on TCC Main Campus - Site 1.</p> <p>The scope of work for the subject project includes preparation of the existing conditions drawings, facility programming, preliminary schematic design drawings, and preliminary code review for the proposed renovation. The subject building is approx. 11,773 SF. The square footage of the renovated area is to be determined during this Preliminary Schematic Design Phase.</p> <p>The purpose of this renovation is to add 2 classrooms to the subject building. There will be 10 to 12 students in each classroom. If any of the existing spaces or rooms are displaced by the new classrooms those spaces will need to be relocated to other areas in the subject building. BKJ will complete a preliminary code review for the area of the renovation. The preliminary code review will need to consider the entire building for certain items in the code. The classrooms will need to be SREF compliant.</p> <p>Specifics per attached proposal April 3, 2023.</p>				7,975.00

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>



Destin
Atlanta
Pensacola
Melbourne
Tallahassee
Panama City

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

Invoice number 21094_0531
Date 05/26/2023

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
Task 1 - Overview	1,500.00	0.00	0.00	0.00	0.00
Task 2 - Executive Summary	69,400.00	11.85	8,225.00	8,225.00	0.00
Task 3 - Existing Conditions	54,500.00	26.61	14,500.00	14,500.00	0.00
Task 4 - Planning Elements	164,500.00	58.20	74,842.50	95,742.50	20,900.00
Task 5 - Decision Themes	31,600.00	0.00	0.00	0.00	0.00
Task 6 - Master Plan & Graphics	39,900.00	88.83	35,400.00	35,442.50	42.50
Task 7 - Conclusion	1,933.00	0.00	0.00	0.00	0.00
Total	363,333.00	42.36	132,967.50	153,910.00	20,942.50

Invoice total **20,942.50**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_0531	05/26/2023	20,942.50	20,942.50				
	Total	20,942.50	20,942.50	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 Jon Holt, Lori Thornton or Michelle Neu at 850.837.8152 or accounting@dagarchitects.com.



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

Invoice number 23007_0531
Date 05/26/2023

Project 23007 TCC MAIN CAMPUS AP BLDG
DENTAL LAB

Professional Architectural Services

PO-017136

Description	Contract Amount	Prior Billed	Percent Complete	Remaining	Current Billed
Schematic Design	10,487.25	10,487.25	100.00	0.00	0.00
Design Development	13,983.00	13,983.00	100.00	0.00	0.00
Construction Documents	24,470.25	12,235.13	95.00	1,223.50	11,011.62
Bidding & Negotiations	3,495.75	0.00	0.00	3,495.75	0.00
Construction Administration	17,478.75	0.00	0.00	17,478.75	0.00
Total	69,915.00	36,705.38	68.25	22,198.00	11,011.62

Reimbursables

Construction Documents

	Units	Rate	Billed Amount
Travel	236.00	0.655	154.58

Invoice total 11,166.20

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23007_0531	05/26/2023	11,166.20	11,166.20				
	Total	11,166.20	11,166.20	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 Jon Holt, Lori Thornton or Michelle Neu at 850.837.8152 or accounting@dagarchitects.com.



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

Invoice number 21114_0531
 Date 05/26/2023
 Project 21114 FPSI MASTERPLANNING

Professional Architectural Services

PO-014772

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Task 1 - Overview	1,825.00	100.00	1,825.00	1,825.00	0.00
Task 2 - Executive Summary	59,130.00	0.00	0.00	0.00	0.00
Task 3 - Existing Conditions	41,890.00	12.44	812.50	5,212.50	4,400.00
Task 4 - Planning Elements	86,328.00	16.91	11,850.00	14,600.00	2,750.00
Task 5 - Decision Themes	16,985.00	6.18	1,050.00	1,050.00	0.00
Task 6 - Master Plan & Graphics	30,825.00	48.32	12,145.00	14,895.00	2,750.00
Task 7 - Conclusion	1,815.00	0.00	0.00	0.00	0.00
Total	238,798.00	15.74	27,682.50	37,582.50	9,900.00

Invoice total **9,900.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21114_0531	05/26/2023	9,900.00	9,900.00				
	Total	9,900.00	9,900.00	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 Jon Holt, Lori Thornton or Michelle Neu at 850.837.8152 or accounting@dagarchitects.com.



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Fitzgerald Collaborative Group, LLC

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

Invoice number 210208_0523
 Date 05/31/2023

Project 210208 TCC - GHAZVINI NURSING
 SIMULATION AUDITORIUM
 RENOVATION

Professional Architectural Services

PO- 013757

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
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	100.00	8,234.50	8,234.50	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	2,050.00	2,050.00	0.00
Construction Administration - FCG	18,081.80	100.00	16,273.62	18,081.80	1,808.18
Construction Administration - H2 Eng	6,150.00	100.00	5,842.50	6,150.00	307.50
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	100.00	0.00	5,700.00	5,700.00
Construction Administration - Kever McKee	600.00	100.00	600.00	600.00	0.00
Subtotal	181,190.00	99.45	172,374.32	180,190.00	7,815.68
Additional Services					
Conversion of the Outdoor Storage Room 248-FCG	15,440.00	100.00	15,440.00	15,440.00	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_0523
Date 05/31/2023

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Subtotal	21,340.00	72.35	15,440.00	15,440.00	0.00
Total	202,530.00	96.59	187,814.32	195,630.00	7,815.68

Invoice total 7,815.68

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210208_0523	05/31/2023	7,815.68	7,815.68				
	Total	7,815.68	7,815.68	0.00	0.00	0.00	0.00

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.



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Fitzgerald Collaborative Group, LLC

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

Invoice number 230202_0523
 Date 05/31/2023

Project 230202 TCC - SOLAR PANEL CANOPIES
 FOR MAIN CAMPUS

Purchase Order # PO-017463

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Schematic Design	12,200.00	80.00	0.00	9,760.00	9,760.00
Design Development	9,630.00	0.00	0.00	0.00	0.00
Design Development - Kever	2,000.00	0.00	0.00	0.00	0.00
Permit Documents	6,025.00	0.00	0.00	0.00	0.00
Permit Documents - Kever	4,500.00	0.00	0.00	0.00	0.00
Bidding and Negotiation/GMP Coordination	6,650.00	0.00	0.00	0.00	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	17.62	0.00	9,760.00	9,760.00
Additional Required Services					
Schematic Designn -Independent Green Technologies	7,802.00	0.00	0.00	0.00	0.00
Design Docuemnts - Independent Green Technologies	7,802.00	0.00	0.00	0.00	0.00
Permit Documtns - Independent Green Technologies	7,802.00	0.00	0.00	0.00	0.00
Programming Confirmation	7,500.00	100.00	0.00	7,500.00	7,500.00
Measured Drawings	4,500.00	100.00	0.00	4,500.00	4,500.00
Subtotal	35,406.00	33.89	0.00	12,000.00	12,000.00
Total	90,811.00	23.96	0.00	21,760.00	21,760.00

Invoice total 21,760.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
230202_0523	05/31/2023	21,760.00	21,760.00				
	Total	21,760.00	21,760.00	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_0523

Date 05/31/2023

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.



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Fitzgerald Collaborative Group, LLC

850 S Gadsden, Suite 140
Tallahassee, FL 32301
850.350.3500

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

Invoice number 210224_053123
Date 05/31/2023

Project 210224 TCC - GHAZVINI SOLAR PANELS
PATIO

Purchase Order # 014731

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Schematic Design	8,865.00	100.00	8,865.00	8,865.00	0.00
Schematic Design-Kever McKee	1,125.00	100.00	1,125.00	1,125.00	0.00
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	1,313.00	1,313.00	0.00
Design Documents-H2 Engineering	2,200.00	100.00	2,200.00	2,200.00	0.00
90% Construction Documents	10,350.00	100.00	10,350.00	10,350.00	0.00
90% Construction Documents-Kever McKee	750.00	100.00	750.00	750.00	0.00
90% Construction Documents-H2 Engineer	2,200.00	100.00	2,200.00	2,200.00	0.00
Permit Documents	3,363.00	100.00	3,363.00	3,363.00	0.00
Permit Documents-Kever McKee	562.00	100.00	0.00	562.00	562.00
Permit Documents-H2 Engineering	2,200.00	100.00	2,200.00	2,200.00	0.00
Bidding	4,440.00	100.00	4,440.00	4,440.00	0.00
Construction Administration	9,260.00	90.00	5,694.50	8,333.60	2,639.10
Construction Administration-Kever McKee	750.00	100.00	0.00	750.00	750.00
Construction Administration-H2 Engineering	2,200.00	90.00	506.00	1,980.00	1,474.00
Subtotal	55,500.00	97.93	48,928.50	54,353.60	5,425.10
Additional Required Services					
Measured Drawings	2,400.00	100.00	2,400.00	2,400.00	0.00
Programming	7,500.00	100.00	7,500.00	7,500.00	0.00
Independent Green Technologies (IGT Solar)	5,400.00	60.00	3,240.00	3,240.00	0.00
Structural Investigation, Analysis and Report-FCG	500.00	100.00	500.00	500.00	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	88.42	16,490.00	16,490.00	0.00
Total	74,150.00	95.54	65,418.50	70,843.60	5,425.10



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Tallahassee Community College
Project 210224 TCC - GHAZVINI SOLAR PANELS PATIO

Invoice number 210224_053123
Date 05/31/2023

Invoice total 5,425.10

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210224_053123	05/31/2023	5,425.10	5,425.10				
	Total	5,425.10	5,425.10	0.00	0.00	0.00	0.00

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-grouppllc.com.