



March 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 February 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 - \$5,600.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$105,504.75
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the February 20, 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. 12



TO: Tallahassee Community College
 ATTN: Accounts Payable
 444 Appleyard Drive
 Tallahassee, Florida 32304-2895

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-014007

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

Project Name:
 Student Union (SU- bldg #35)
 Lobby/1st Floor Renovations
 2/27/2023

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
BASIC SERVICES					
Phase 3- Advanced Schematic Design	\$ 12,955.00	100%	\$ 12,955.00	\$ 12,955.00	\$ -
Phase 4- Design Development	\$ 47,520.00	100%	\$ 47,520.00	\$ 47,520.00	\$ -
Phase 5- 50% Construction Documents	\$ 38,020.00	100%	\$ 38,020.00	\$ 38,020.00	\$ -
Phase 6- 100% Construction Documents	\$ 44,260.00	100%	\$ 44,260.00	\$ 44,260.00	\$ -
Phase 7- Permitting/Bid	\$ 13,905.00	100%	\$ 13,905.00	\$ 13,905.00	\$ -
Phase 8- Construction Administration	\$ 32,460.00	100%	\$ 32,460.00	\$ 32,460.00	\$ -
Reimbursable Expenses	\$ 250.00	100%	\$ 250.00	\$ 250.00	\$ -
ADDITIONAL SERVICES					
Energy Forms (required)	\$ 800.00	100%	\$ 800.00	\$ 800.00	\$ -
Existing Conditions Drawings (required)	\$ 3,300.00	100%	\$ 3,300.00	\$ 3,300.00	\$ -
Commissioning- Lighting (required)	\$ 3,000.00	100%	\$ 3,000.00	\$ 900.00	\$ 2,100.00
Commissioning- Mechanical (TBD)	\$ 5,000.00	100%	\$ 5,000.00	\$ 1,500.00	\$ 3,500.00
Record Drawings (optional)	\$ 1,500.00	0%	\$ -	\$ -	\$ -
ADDITIONAL SERVICES No. 1					
Pre-Tab Services	\$ 10,505.00	100%	\$ 10,505.00	\$ 10,505.00	\$ -
ADDITIONAL SERVICES No. 2					
IT/ AV/ Security	\$ 20,330.00	100%	\$ 20,330.00	\$ 20,330.00	\$ -
ADDITIONAL SERVICES No. 3					
2nd Floor additional scope of work	\$ 8,930.00	100%	\$ 8,930.00	\$ 8,930.00	\$ -
ADDITIONAL SERVICES No. 4					
Graphics and Wayfinding	\$ 5,737.50	100%	\$ 5,737.50	\$ 5,737.50	\$ -
ADDITIONAL SERVICES No. 5					
Stair Design	\$ 6,965.00	100%	\$ 6,965.00	\$ 6,965.00	\$ -
ADDITIONAL SERVICES No. 6					
Renderings & Construction Boards	\$ 3,695.00	100%	\$ 3,695.00	\$ 3,695.00	\$ -
GRAND TOTALS	\$ 259,132.50		\$ 257,632.50	\$ 252,032.50	\$ 5,600.00
Total due Architect/Engineer					\$5,600.00

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-014007 - 5
Purchase Order Date	07/09/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
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:
Student Union (SU - bldg#35) Lobby/1ST Floor Renovations – Architect & Engineering Professional Service Fees Contact: Don.Herr@tcc.fl.edu , 850-201-6168
Change Order#1 - Increasing PO by \$30,835.00 for Additional Services #1 & #2. New PO total is \$233,805.00.
Change Order#2 - Increasing PO by \$8,930.00 for Additional Services #3. New PO total is \$242,735.00
Change Order#3 - Increasing PO by \$5,737.50 for Additional Services #4. New PO total is \$248,472.50
Change Order#4 - Increasing PO by \$6,965.50 for Additional Services #5. New PO total is \$255,437.50
Change Order#5 - Increasing PO by \$3,695.00 for Additional Services #6. New PO total is \$259,132.50

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	259,132.50	0.00	259,132.50

Purchasing & General Services Director

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-014007 - 5
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Payment Terms	Net 30
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Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		For the full architectural/ engineering (A/E) services from advanced schematic design through construction administration services for the proposed renovation to a portion of the 1st floor/ Lobby in the existing Student Union building#35. The scope of work for the subject project includes developing the previously approved preliminary schematic design through advanced schematic design, design development, construction documents, permit submittal and construction administration services. Specifics per attached proposal dated June 29, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				259,132.50

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.



Destin
 Atlanta
 Pensacola
 Melbourne
 Tallahassee
 Panama City

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

Invoice number 23007_0223
 Date 02/24/2023

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	0.00	100.00	0.00	10,487.25
Design Development	13,983.00	0.00	0.00	13,983.00	0.00
Construction Documents	24,470.25	0.00	0.00	24,470.25	0.00
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	0.00	15.00	59,427.75	10,487.25

Invoice total 10,487.25

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23007_0223	02/24/2023	10,487.25	10,487.25				
	Total	10,487.25	10,487.25	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.



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

Invoice number 22109_0223
 Date 02/24/2023
 Project 22109 TCC - GHAZVINI MED LAB
 ADDITION

Professional Architectural Services

PO-017137

Description	Contract Amount	Prior Billed	Percent Complete	Remaining	Current Billed
Stipulated Lump Sum for Professional Architectural Services	11,125.00	0.00	81.57	2,050.00	9,075.00
Total	11,125.00	0.00	81.57	2,050.00	9,075.00

Invoice total 9,075.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
22109_0223	02/24/2023	9,075.00	9,075.00				
	Total	9,075.00	9,075.00	0.00	0.00	0.00	0.00

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

Invoice number 21094_0223
 Date 02/24/2023
 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	5.04	3,500.00	3,500.00	0.00
Task 3 - Existing Conditions	54,500.00	15.00	4,575.00	8,175.00	3,600.00
Task 4 - Planning Elements	163,200.00	40.00	5,137.50	65,280.00	60,142.50
Task 5 - Decision Themes	31,600.00	0.00	0.00	0.00	0.00
Task 6 - Master Plan & Graphics	39,900.00	58.74	8,437.50	23,437.50	15,000.00
Task 7 - Conclusion	1,933.00	0.00	0.00	0.00	0.00
Total	362,033.00	27.73	21,650.00	100,392.50	78,742.50

Invoice total **78,742.50**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_1222	12/22/2022	405.00			405.00		
21094_0123	01/26/2023	3,210.00	3,210.00				
21094_0223	02/24/2023	78,742.50	78,742.50				
	Total	82,357.50	81,952.50	0.00	405.00	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.



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

Invoice number 23001_0223
 Date 02/24/2023
 Project 23001 TCC FPSI FIRING RANGE
 EROSION

Professional Architectural Services

PO-016803

Description	Contract Amount	Prior Billed	Percent Complete	Remaining	Current Billed
Stipulated Lump Sum for Professional Architectural and Civil Engineering Svcs	7,200.00	0.00	100.00	0.00	7,200.00
Total	7,200.00	0.00	100.00	0.00	7,200.00

Invoice total 7,200.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23001_0223	02/24/2023	7,200.00	7,200.00				
	Total	7,200.00	7,200.00	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.