

February 18, 2025

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 January 2025.

Overview and Background

The College is 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 - \$2,837.12
BKJ, Inc. Architecture - \$0.00
Clemons, Rutherford & Associates, Inc. - \$2,700.68
DAG Architects, Inc. - \$0.00
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the November 18, 2024 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.



TO: Tallahassee Community College Attn: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-016125 Project Name: CFI Stair Tower Improvements DATE: 1/27/2025
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TCC PO# Service Lines	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Line 1	Schematic Design	\$10,912.00	100%	\$0.00	\$10,912.00	\$0.00
	Design Documents	\$32,736.00	100%	\$0.00	\$32,736.00	\$0.00
	Construction Documents	\$38,192.00	100%	\$0.00	\$38,192.00	\$0.00
	Bid / Permitting	\$5,456.00	100%	\$0.00	\$5,456.00	\$0.00
	Construction Administration	\$21,824.00	13%	\$18,986.88	\$0.00	\$2,837.12
Line 2	Printing	\$535.00	100%	\$0.00	\$535.00	\$0.00
GRAND TOTALS		\$109,655.00		\$18,986.88	\$87,831.00	\$2,837.12
Invoice Total						\$2,837.12

CERTIFIED TRUE AND CORRECT BY:

(Signature of Principal)

Rodney L. Lewis, 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-016125
Purchase Order Date	08/18/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0401 CFI Exterior Envelope and Staircase - State DM; Stair Tower Architect Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**

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	109,655.00	0.00	109,655.00

Director of Procurement and Auxiliary Services

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-016125
Purchase Order Date	08/18/2022
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		Professional services for TCC Center for Innovation Stair Tower Improvements. Scope Includes: Design, documentation, permitting and construction administration of repair and exterior improvements to the stair towers of the building located at 300 W. Pensacola Street. The improvements will be based on preliminary design concepts previously developed by ALW and will include the following: 1. Selective demolition of exterior components. 2. Repair for structural components. 3. New door / gate systems 4. New exterior screen and finish systems 5. New signage Specifications per attached proposal dated July 5, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				109,120.00
2		Additional Services - Printing				535.00

Messages

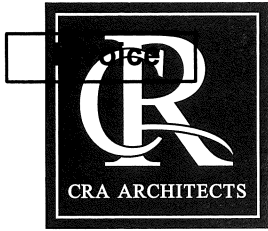
Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities

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.



CLEMONS, RUTHERFORD & ASSOCIATES, INC.

ARCHITECTS ■ PLANNERS ■ INTERIOR DESIGNERS ■ CONSTRUCTION MANAGERS

2027 Thomasville Road, Tallahassee, FL 32308 | 105 South Broad Street, Thomasville, GA 31792
 p: 850-385-6153 ■ f: 850-386-8420 | p: 229-228-5016 ■ f: 229-228-0509

www.craarchitects.com

January 27, 2025

Project No: 22021.00

Invoice No: 16627 - FINAL

TALLAHASSEE COMMUNITY COLLEGE
 ATTN: ACCOUNTS PAYABLE
 444 APPELYARD DRIVE
 TALLAHASSEE, FL 32304-2895

Project 22021.00 TCC CUP AUTOMATED CONTROLS ADDITION

PURCHASE ORDER# PO-015247-1

Professional Services from September 1, 2024 to December 31, 2024

Phase 100 CENTRAL UTILITY PLANT BASIC SERVICES

Fee

Billing Phase	Fee	Percent Complete	Earned
CENTRAL UTILITY PLANT	0.00	0.00	0.00
SCHEMATIC DESIGN	3,215.03	100.00	3,215.03
DESIGN DEVELOPMENT	4,286.70	100.00	4,286.70
CONSTRUCTION DOCUMENTS	8,573.40	100.00	8,573.40
BIDDING	1,071.68	100.00	1,071.68
CONSTRUCTION ADMINISTRATION	4,286.69	100.00	4,286.69
TOILET ROOM ADDITION	0.00	0.00	0.00
SCHEMATIC DESIGN	1,848.75	100.00	1,848.75
DESIGN DEVELOPMENT	2,465.00	100.00	2,465.00
CONSTRUCTION DOCUMENTS	4,930.00	100.00	4,930.00
BIDDING	616.25	100.00	616.25
CONSTRUCTION ADMINISTRATION	2,465.00	100.00	2,465.00
Total Fee	33,758.50		33,758.50
		Previous Fee Billing	31,057.82
		Current Fee Billing	2,700.68
	Total Fee		2,700.68
		Total this Phase	\$2,700.68

Phase 110 CENTRAL UTILITY PLANT

Total this Phase 0.00

Total this Invoice \$2,700.68

Billings to Date

	Current	Prior	Total
Fee	2,700.68	31,057.82	33,758.50
Consultant	0.00	2,970.00	2,970.00
Totals	2,700.68	34,027.82	36,728.50

Tallahassee State College
 444 Appleyard Drive
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Change Order

Purchase Order Number	PO-015247 - 4
Purchase Order Date	04/06/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:
Clemons, Rutherford & Associates, Inc. 2027 Thomasville Rd. Tallahassee, FL 32308 United States of America

Ship To:
Tallahassee State College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

Comments:
PJ-0428 Renovate Central Utility Plant & Infrastructure - Main Campus - A/E Fees Contact: Trey.Kimbrel@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu
CHANGE ORDER NO. 4 - LINE#3 - ADD SERVICE - Increasing line by \$2,970.00 for Topographical Survey and Geotechnical Investigation fees. NEW PO TOTAL: \$36,728.50
INTERNAL ONLY CHANGE ORDER NO. 3 Updating accounting worktag on lines to include new FUND. NO CHANGE TO PO TOTAL OR DESCRIPTION
INTERNAL ONLY CHANGE ORDER NO. 2 Updating budget/worktag information for lines. Adding New Line 3 to replace existing line 1 remaining balance in the amount of \$3,245.71. Updated line 2 to reflect correct budget/worktag. NO CHANGE TO PO TOTAL OR DESCRIPTION
CHANGE ORDER NO. 1 - LINE#2 - ADD SERVICE - Adding New Line 2 in the amount of \$12,325.00 for Toilet Rooms Addition to CUP Bldg#28. NEW PO TOTAL: \$33,758.50

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Tallahassee State 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	36,728.50	0.00	36,728.50

Director of Procurement and Auxiliary Services
 Dustin Frost

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Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Architectural/Engineering fees for a Building addition to the existing Central Utility Plant (Bldg #28) to house the Automation Controls for the Main Campus (Site 1). -Addition will be approximately 28' x 28', +/- 784sf -Space will also function as a hands-on learning space for the building automation controls certification program Specifics per attached proposal dated March 28, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				18,187.79
2		A/E fees for the Toilet Rooms addition to the existing Central Utility Plant building#28. Specifics per attached proposal dated July 28, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				12,325.00
3		Architectural/Engineering fees for a Building addition to the existing Central Utility Plant (Bldg #28) to house the Automation Controls for the Main Campus (Site 1). -Addition will be approximately 28' x 28', +/- 784sf -Space will also function as a hands-on learning space for the building automation controls certification program Specifics per attached proposal dated March 28, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				6,215.71

Messages

Tallahassee State 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: 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 State College.

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Purchase Order and Terms and Conditions-Supplier Information for Tallahassee State College:
<https://www.tsc.fl.edu/about/college/administrative-services/purchasing/supplier-information/>

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