




January 17, 2017

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Architect Invoices

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### Item Description

This item requests that the Board approve the architect invoices submitted for December 2016.

### Overview and Background

The College is under contract with three architectural firms. The firm of Barnett Fronczak Barlowe Architects was retained for the Wakulla Environmental Institute Building One project. The firm of Architects: Lewis+ Whitlock provides architectural and engineering services for the Main Campus and other Leon County sites. The firm of DAG Architects provides architectural and engineering services for the Florida Public Safety Institute and other Gadsden and Wakulla County projects.

This firm was secured to provide Construction Administration services during design and construction of the TCC Wakulla Center. Such services include oversight of all construction matters, construction meetings, site visits, field reports and supplemental instructions and revisions. Submission is for 100% completion (final invoice) for the Wakulla Center project.

### Past Actions by the Board

The Board last authorized architect invoices at the November 2016 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 16/17. Funds for the Master Plans were available in the Capital Improvement fees. Funds for the Wakulla Environmental Institute were appropriated by the Legislature during the 2012 session.

### Staff Resource

Barbara Wills

### Recommended Action

Authorize payment of architectural invoice as presented.



**DAG Architects, Inc.**  
 1223 Airport Road  
 Destin, FL 32541  
 850.837.8152

Tallahassee Community College  
 444 Appleyard Drive  
 Tallahassee, FL 32304  
 Trey Kimbrel

Invoice number 16032\_1216  
 Date 12/01/2016

Project 16032 TCC WAKULLA RESOURCE &  
 TESTING ROOMS

Professional Architectural Services including site visits, construction administration, substantial completion, close out of project.

PO-004119

| Description                        | Contract Amount | Percent Complete | Prior Billed | Total Billed | Current Billed |
|------------------------------------|-----------------|------------------|--------------|--------------|----------------|
| <b>Basic Services</b>              |                 |                  |              |              |                |
| <b>Schematic Design</b>            | 2,359.95        | 100.00           | 2,359.95     | 2,359.95     | 0.00           |
| <b>Design Development</b>          | 3,146.60        | 100.00           | 3,146.60     | 3,146.60     | 0.00           |
| <b>Construction Documents</b>      | 5,506.55        | 100.00           | 5,506.55     | 5,506.55     | 0.00           |
| <b>Bidding &amp; Negotiation</b>   | 786.65          | 100.00           | 786.65       | 786.65       | 0.00           |
| <b>Construction Administration</b> | 3,933.25        | 100.00           | 2,949.93     | 3,933.24     | 983.31         |
| Subtotal                           | 15,733.00       | 100.00           | 14,749.68    | 15,732.99    | 983.31         |
| Total                              | 15,733.00       | 100.00           | 14,749.68    | 15,732.99    | 983.31         |

Invoice total 983.31

**Aging Summary**

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|----------------|--------------|-------------|---------|---------|---------|---------|----------|
| 16032_1216     | 12/01/2016   | 983.31      | 983.31  |         |         |         |          |
|                | Total        | 983.31      | 983.31  | 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.*