



January 17, 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

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**Item Description**

This item requests that the Board approve the architect invoices submitted for the months of November and December 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 - \$39,612.00  
BKJ, Inc. Architecture - \$18,302.07  
Clemons, Rutherford & Associates, Inc. - \$15,217.79  
DAG Architects, Inc. - \$6,635.00  
Fitzgerald Collaborative Group, LLC - \$10,445.18

**Past Actions by the Board**

The Board last authorized architect invoices at the November 21, 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: <span style="float: right;">59-3616761</span>
	Purchase Order No: <span style="float: right;">PO-014722</span> Project Name: <span style="float: right;">Lifetime Sports Facility Improvements</span> DATE: <span style="float: right;">11/8/2022</span>
<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	\$7,420.00	\$0.00
Designs Documents	\$39,612.00	100%	\$0.00	\$0.00	\$39,612.00
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>\$100,912.00</b>	<b>\$7,420.00</b>	<b>\$39,612.00</b>
Invoice Total					<b>\$39,612.00</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

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

### 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.

INVOICE NO. 10



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**  
 12/13/2022

**THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:**


SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
<b>BASIC SERVICES</b>					
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	90%	\$ 29,214.00	\$ 17,853.00	\$ 11,361.00
Reimbursable Expenses	\$ 250.00	100%	\$ 250.00	\$ 250.00	\$ -
<b>ADDITIONAL SERVICES</b>					
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	0%	\$ -	\$ -	\$ -
Commissioning- Mechanical (TBD)	\$ 5,000.00	0%	\$ -	\$ -	\$ -
Record Drawings (optional)	\$ 1,500.00	0%	\$ -	\$ -	\$ -
<b>ADDITIONAL SERVICES No. 1</b>					
Pre-Tab Services	\$ 10,505.00	100%	\$ 10,505.00	\$ 10,505.00	\$ -
<b>ADDITIONAL SERVICES No. 2</b>					
IT/ AV/ Security	\$ 20,330.00	100%	\$ 20,330.00	\$ 20,330.00	\$ -
<b>ADDITIONAL SERVICES No. 3</b>					
2nd Floor additional scope of work	\$ 8,930.00	100%	\$ 8,930.00	\$ 8,930.00	\$ -
<b>ADDITIONAL SERVICES No. 4</b>					
Graphics and Wayfinding	\$ 5,737.50	100%	\$ 5,737.50	\$ 5,737.50	\$ -
<b>ADDITIONAL SERVICES No. 5</b>					
Stair Design	\$ 6,965.00	100%	\$ 6,965.00	\$ 6,965.00	\$ -
<b>ADDITIONAL SERVICES No. 6</b>					
Renderings & Construction Boards	\$ 3,695.00	100%	\$ 3,695.00	\$ 3,695.00	\$ -
<b>GRAND TOTALS</b>	\$ 259,132.50		\$ 246,386.50	\$ 235,025.50	\$ 11,361.00
<b>Total due Architect/Engineer</b>					<b>\$11,361.00</b>

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

<b>Supplier:</b>
BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

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

<b>Comments:</b>
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

<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	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
Purchase Order Date	07/09/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
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.



INVOICE NO. 1



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-016394

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

Project Name:  
Administration Building Lobby/Professional  
Services - 3D Renderings & Schematic Design  
Date: 12/8/22

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
<b>ADDITIONAL SERVICES</b>					
Existing Conditions	\$1,455.00	100%	\$1,455.00	\$0.00	\$1,455.00
<b>BASIC SERVICES</b>					
Preliminary Schematic Design	\$5,465.00	100%	\$5,465.00	\$0.00	\$5,465.00
<b>OTHER PROJECT COST</b>					
Reimbursable Expenses	\$21.07	100.00%	\$21.07	\$0.00	\$21.07
<b>GRAND TOTALS</b>	<b>\$6,941.07</b>		<b>\$6,941.07</b>	<b>\$0.00</b>	<b>\$6,941.07</b>
<b>Total due Architect/Engineer</b>					<b>\$6,941.07</b>

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:**

*Bonnie Davenport*  
(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



# Purchase Order

Purchase Order Number	PO-016394
Purchase Order Date	10/06/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

<b>Supplier:</b>
BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

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

<b>Comments:</b>
PJ-0297 Administration Bldg Lobby/Professional Services - 3D Renderings & Schematic Design Prep Contacts: jim.murdaugh@tcc.fl.edu & Candice.grause@tcc.fl.edu Invoices: Jenny.Shuler@tcc.fl.edu

<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	6,920.00	0.00	6,920.00

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-016394
Purchase Order Date	10/06/2022
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		Proposal for the preparation of the schematic design drawings and 3D renderings of the proposed improvements to the lobby in the Administration building#27 at the Tallahassee Community College Main Campus Site 1, located at 444 Appleyard Drive, Tallahassee, FL 32304. Scope and specifications per attached proposal dated September 29, 2022.				6,920.00

### Messages

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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.

# East Store Invoice

**Bill To**

BKJ, Inc  
1621 Physicians Drive  
Tallahassee, FL 32308

TCC Handouts

Date 11/11/2022

Invoice # 109993

Ordered By Bonnie

Terms Card on File

Invoiced By CAE

Account # B015

**Total \$21.07**



SIGN HERE:

There will be a \$35 for all returned checks.  
A Finance Charge of 1.5% per month may be assessed on all 90 day past due balances.  
In the event of non-payment, collection fees and/or reasonable attorney fees will be charged to the customer.



**East Store**  
850-671-2714  
eaststore@semblueinc.com  
2915-1 East Park Ave.  
Tallahassee, FL 32301  
www.semblueinc.com

Date 11/11/2022

Invoice # 109993

Ordered By: Bonnie

Terms Card on File

**Bill To**

BKJ, Inc  
1621 Physicians Drive  
Tallahassee, FL 32308

Account # B015

**Customer Billing Information:**

TCC Handouts

Thank you for your business.

## Invoice

Description	Qty	Rate	Amount
11 x 17 Color Copy	20	0.90	18.00T
Print on Cardstock, per page	20	0.08	1.60T

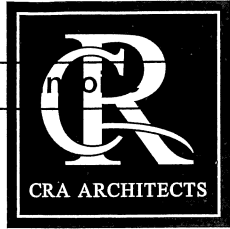
Please Remit Payment To:

Seminole Blueprint, Inc  
2915-1 East Park Avenue  
Tallahassee, FL 32301

Tax ID# 20-8045535

There will be a \$35 for all returned checks.  
A Finance Charge of 1.5% per month may be assessed on all 90 day past due balances.  
In the event of non-payment, collection fees and/or reasonable attorney fees will be charged to the customer.

Subtotal	\$19.60
Sales Tax (7.5%)	\$1.47
<b>Total</b>	<b>\$21.07</b>



# CLEMONS, RUTHERFORD & ASSOCIATES, INC.

ARCHITECTS ■ PLANNERS ■ INTERIOR DESIGNERS ■ CONSTRUCTION MANAGERS

2027 Thomasville Road, Tallahassee, FL 32308  
 p: 850-385-6153 ■ f: 850-386-8420

105 South Broad Street, Thomasville, GA 31792  
 p: 229-228-5016 ■ f: 229-228-0509

www.craarchitects.com

November 2, 2022

Project No: 22021.00

Invoice No: 15723

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 August 1, 2022 to October 31, 2022**

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	90.00	7,716.06
BIDDING	1,071.68	0.00	0.00
CONSTRUCTION ADMINISTRATION	4,286.69	0.00	0.00
TOILET ROOM ADDITION	0.00	0.00	0.00
SCHEMATIC DESIGN	1,848.75	0.00	0.00
DESIGN DEVELOPMENT	2,465.00	0.00	0.00
CONSTRUCTION DOCUMENTS	4,930.00	0.00	0.00
BIDDING	616.25	0.00	0.00
CONSTRUCTION ADMINISTRATION	2,465.00	0.00	0.00
<b>Total Fee</b>	<b>33,758.50</b>		<b>15,217.79</b>
	Previous Fee Billing		0.00
	Current Fee Billing		15,217.79
	<b>Total Fee</b>		<b>15,217.79</b>

**Total this Phase \$15,217.79**

Phase 110 CENTRAL UTILITY PLANT

**Total this Phase 0.00**

**Total this Invoice \$15,217.79**

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Fee	15,217.79	0.00	15,217.79
Consultant	0.00	2,970.00	2,970.00
<b>Totals</b>	<b>15,217.79</b>	<b>2,970.00</b>	<b>18,187.79</b>

20021.00

# Change Order

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 Number	PO-015247 - 1
Purchase Order Date	04/06/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

<b>Comments:</b>
PJ-0365 CUP Bldg#28 Automation Controls Addition - A/E Fees Contact: Trey.Kimbrel@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu  CHANGE ORDER #1 - 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

<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	33,758.50	0.00	33,758.50

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

## Change Order

Purchase Order Number	PO-015247 - 1
Purchase Order Date	04/06/2022
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		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**				21,433.50
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

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: 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.</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>





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

Invoice number 21094\_1122  
 Date 12/01/2022  
 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	5.04	3,500.00	3,500.00	0.00
<b>Task 3 - Existing Conditions</b>	54,500.00	8.39	1,412.50	4,575.00	3,162.50
<b>Task 4 - Planning Elements</b>	163,200.00	3.15	2,800.00	5,137.50	2,337.50
<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	12.09	3,687.50	4,822.50	1,135.00
<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>4.98</b>	<b>11,400.00</b>	<b>18,035.00</b>	<b>6,635.00</b>

Invoice total **6,635.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_1122	12/01/2022	6,635.00	6,635.00				
	<b>Total</b>	<b>6,635.00</b>	<b>6,635.00</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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**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\_1022  
Date 10/31/2022

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	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	0.00	0.00	0.00	0.00
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	7.50	0.00	694.50	694.50
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	78.24	42,728.00	43,422.50	694.50
<b>Additional Required Services</b>					
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	80.80	59,218.00	59,912.50	694.50



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Tallahassee Community College  
Project 210224 TCC - GHAZVINI SOLAR PANELS PATIO

Invoice number 210224\_1022  
Date 10/31/2022

Invoice total 694.50

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210224_0622	06/30/2022	6,163.00					6,163.00
210224_1022	10/31/2022	694.50	694.50				
	Total	6,857.50	694.50	0.00	0.00	0.00	6,163.00

*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](mailto: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\_1222  
Date 12/13/2022

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	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	0.00	0.00	0.00	0.00
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	23.70	694.50	2,194.50	1,500.00
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	80.94	43,422.50	44,922.50	1,500.00
<b>Additional Required Services</b>					
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	82.82	59,912.50	61,412.50	1,500.00



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Tallahassee Community College  
Project 210224 TCC - GHAZVINI SOLAR PANELS PATIO

Invoice number 210224\_1222  
Date 12/13/2022

Invoice total 1,500.00

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210224_1222	12/13/2022	1,500.00	1,500.00				
	Total	1,500.00	1,500.00	0.00	0.00	0.00	0.00

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Fitzgerald Collaborative Group, LLC

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

Invoice number 210208\_1222  
 Date 12/13/2022

Project 210208 TCC - GHAZVINI 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	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	90.00	14,465.44	16,273.62	1,808.18
Construction Administration - H2 Eng	6,150.00	95.00	0.00	5,842.50	5,842.50
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	0.00	0.00	0.00	0.00
Construction Administration - Kever McKee	600.00	100.00	0.00	600.00	600.00
Subtotal	181,190.00	95.13	164,123.64	172,374.32	8,250.68
<b>Additional Services</b>					
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\_1222  
Date 12/13/2022

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	92.73	179,563.64	187,814.32	8,250.68

Invoice total 8,250.68

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210208_1222	12/13/2022	8,250.68	8,250.68				
	Total	8,250.68	8,250.68	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.*