




June 19, 2017

## MEMORANDUM

**TO:** District Board of Trustees

**FROM:** Jim Murdaugh, President 

**SUBJECT:** Certificate of Final Inspection for the Starbucks Project

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### Item Description

This item requests Board approval of the Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, for the Starbucks project at the TCC Center for Innovation.

### Overview and Background

In support of Board Policy 11-12, Reduction of Retainage for Construction, Renovation and Remodeling Projects, TCC staff developed Administrative Procedure 11-12AP. By this procedure, the College will complete OEF Form 209 for projects with a construction value of more than \$250,000 and provide the form to the Board for approval.

The Construction Manager for the Starbucks project has completed all closeout documents and the building is in full operation. The Construction Manager achieved \$12,236.23 in savings for the project which is attached as Change Order No. One.

### Past Actions by the Board

The Board previously approved a Certificate of Final Inspection for the WEI project on May 16, 2016.

### Funding/Financial Implications

The construction project is complete. Final payment to the contractor is contingent upon Board approval.

### Staff Resource

Barbara Wills

### Recommended Action

Approve the Certificate of Final Inspection, OEF Form 209, for the Starbucks project.

**FLORIDA DEPARTMENT OF EDUCATION**  
Office of Educational Facilities

**CERTIFICATE OF FINAL INSPECTION**

<b>TO:</b> Office of Educational Facilities (OEF) 325 West Gaines Street, Room 1054 Tallahassee, Florida 32399-0400 (850) 245-0494 Fax (850) 245-9236 or (850) 245-9304	<b>OEF USE ONLY</b>
<b>INSTRUCTIONS:</b> Submit for OEF files one copy of the completed form for all projects with construction costs exceeding \$300,000. Mark the appropriate term within the parentheses. Reproduce this form in sufficient quantity for your use. Section 1013.37(2)(c), F.S.	

RE: 2860-1 \_\_\_\_\_ OEF Assigned Project Number  
Tallahassee Community College \_\_\_\_\_ (  School District  Florida College )  
TCC Center for Innovation \_\_\_\_\_ (  School Name  Campus )  
27 \_\_\_\_\_ (  School  College ) Code Number  
Renovation includes Starbucks tenant-build out at plaza level of multi-tenant building. \_\_\_\_\_ Description of Project


**SECTION A: BOARD'S ACCEPTANCE**

Upon the recommendation of our Project (  Architect  Engineer ) as certified in Section B below, in accordance with Chapter 1013, F.S., THE BOARD ACCEPTED the above-referenced project on September 19, 2016

Name (Type or Print) \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (  Superintendent  President )

**SECTION B: (  ARCHITECT  ENGINEER ) CERTIFICATION**

As PROJECT (  ARCHITECT  ENGINEER ), I have inspected this project and, in my considered professional opinion, the work required by the contract for this project has been completed in accordance with approved contract documents; Chapter 1013, Florida Statutes; Rule 6A-2.0010, FAC; Chapter 553, F.S.; and the Florida Building Code.


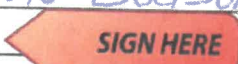
Signature: Rodney L. Lewis, AIA  Date: May, 11, 2017

Firm Name: Architects| Lewis + Whitlock, PA

Address: 206 West Virginia Street, Tallahassee FL 32301  
 Street/P.O. Box City State Zip

**SECTION C: (  Building Official  Other (Specify) Certification**

I have inspected the project, and in my considered opinion, it is complete and in accordance with applicable statutes, rules, and codes.

Name (Type or Print) J. Glenn Dodson  
 Signature:   Date: 5/10/17  
 Building Official  Certified Inspector

**SECTION D: FACILITY INFORMATION.**

1. TYPE OF PROJECT: <input type="checkbox"/> New Plant <input type="checkbox"/> Addition <input type="checkbox"/> Remodeling <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> _____	2. CORRECTED "SPACE INVENTORY REPORT" (land, building, room) HAS BEEN FILED WITH THE OEF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If "No," explain: _____
3. SOURCE OF FUNDS: <input checked="" type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> _____	4. ADJUSTED FINAL CONTRACT AMOUNT: <u>\$472,264.69</u> 5. PROJECT GROSS SQUARE FOOTAGE: <u>1,500</u> SQ. FT. 6. COST PER GROSS SQUARE FOOT: <u>\$314.84</u> 7. COST PER STUDENT STATION: <u>\$ N/A</u>



FORM 12657

## CHANGE ORDER REQUEST FORM

*This form is to be used for requesting a change to the scope of work of an existing project or the duration of time to an existing contract. Upon acceptance of the request a modification may be made to the purchase order, contract or both. This request does not constitute a change order until accepted and signed by the College.*

COR #: 1  
Date: 3/31/2017

**Project Name:** Starbucks @ TCC Center for Innovation  
**Contractor's Name:** Rippee Construction, Inc.  
**PO #** PO-005190  
**Date Needed:** 3/31/2017

**Reference Documents:** (attach copies of all backup documentation)

Architectural Supplemental Instruction # \_\_\_\_\_ Date: \_\_\_\_\_  
 Request for Information # \_\_\_\_\_ Date: \_\_\_\_\_  
 Construction Change Directive # \_\_\_\_\_ Date: \_\_\_\_\_

**Scope of Work Summary:** (attach additional sheets as needed)

Additional days required to coordinate with Starbucks  
 Project Close-out: Contingency return @ \$ 9,843.38  
 Project Close-out: Unearned OH&P return @ \$2,392.85

**Impact to Project:**





Additional Calendar Days Required: 24  
 Original Substantial Completion Date: 12/16/2016  
 New Substantial Completion Date: 01/09/2017

**Summary of Impact:** (attach additional sheets as needed)

**Cost Summary:**

Original Contract Sum: \$ 484,500.92  
 Net of Previous Change Orders: \$ -  
 Contract Sum to Date: \$ 484,500.92  
**Amount of Change Order:** \$ -12,236.23  
**New Contract Amount:** \$ 472,264.69

**Authorizations:**

Contractor:  Date: 4/14/17  
 Material Provider: N/A Date: \_\_\_\_\_  
 Architect:  Date: 4-24-17  
 Construction Coordinator:  Date: 5/5/17  
 Account Manager:  Date: 5/5/17

APPLICATION FOR PAYMENT

APPLICATION NO.: 00005  
 PERIOD TO: 3/31/2017  
 PROJECT NO.: 0072

A	B	C	D	E	F	G	H	I						
LINE ITEM ID	DESCRIPTION	SCHEDULED VALUE	CONTINGENCY MODIFICATION No. 1	CONTINGENCY MODIFICATION No. 2	CHANGE ORDER NO. 1	SCHEDULED VALUE	FROM PREVIOUS APPLICATION	WORK COMPLETED THIS PERIOD	STORED MATERIALS	WORK COMPLETED AND STORED MATERIALS TO DATE	% COMPLETE	BALANCE TO FINISH	RETAINAGE	
0000010	On-site Project Management & Coordination, Hr.	\$ 16,481.79		\$ (5.98)		\$ 16,475.81	\$ 16,475.81	\$ -	\$ -	\$ 16,475.81	100.00%	\$ -	\$ -	
0000020	Supervision, Hr.	\$ 36,243.20	\$ 12,000.00	\$ (26.76)		\$ 48,216.44	\$ 47,428.01	\$ 788.43	\$ -	\$ 48,216.44	100.00%	\$ -	\$ -	
0000030	Document Reproduction, %	\$ 682.98				\$ 682.98	\$ 682.98	\$ -	\$ -	\$ 682.98	100.00%	\$ -	\$ -	
0000040	Performance & Payment Bonds	\$ 6,440.85		\$ (15.12)		\$ 6,425.73	\$ 6,425.73	\$ -	\$ -	\$ 6,425.73	100.00%	\$ -	\$ -	
0000050	Insurance	\$ 5,058.69		\$ (49.31)		\$ 5,009.38	\$ 5,009.38	\$ -	\$ -	\$ 5,009.38	100.00%	\$ -	\$ -	
0000060	Permits	\$ 4,845.01		\$ (1,919.29)		\$ 2,925.72	\$ 2,925.72	\$ -	\$ -	\$ 2,925.72	100.00%	\$ -	\$ -	
0000070	Site Safety, Mo.	\$ 854.00		\$ (404.00)		\$ 450.00	\$ 450.00	\$ -	\$ -	\$ 450.00	100.00%	\$ -	\$ -	
0000080	Materials Testing	\$ 500.00		\$ (140.00)		\$ 360.00	\$ 360.00	\$ -	\$ -	\$ 360.00	100.00%	\$ -	\$ -	
0000090	Temporary Toilets, Wk.	\$ 516.00		\$ (516.00)		\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	
0000100	Site Data, Mo.	\$ 228.00		\$ (177.60)		\$ 50.40	\$ 40.32	\$ 10.08	\$ -	\$ 50.40	100.00%	\$ -	\$ -	
0000110	Temporary Fence, L.F.	\$ 1,574.00	\$ (1,574.00)			\$ -	\$ -	\$ -	\$ -	\$ -	100.00%	\$ -	\$ -	
0000120	Roll-off Container, Wk.	\$ 4,620.00	\$ (3,000.00)	\$ (570.00)		\$ 1,050.00	\$ 1,050.00	\$ -	\$ -	\$ 1,050.00	100.00%	\$ -	\$ -	
0000130	Project Maintenance, S.F.	\$ 600.00		\$ (121.91)		\$ 478.09	\$ 478.09	\$ -	\$ -	\$ 478.09	100.00%	\$ -	\$ -	
0000140	Final Cleanup, S.F.	\$ 540.00		\$ 155.50		\$ 695.50	\$ 324.00	\$ 371.50	\$ -	\$ 695.50	100.00%	\$ -	\$ -	
0000150	Maintenance of Concrete	\$ 18,000.00	\$ (5,386.10)			\$ 12,613.90	\$ 12,613.90	\$ -	\$ -	\$ 12,613.90	100.00%	\$ -	\$ -	
0000160	Brick Pavers at Entrance	\$ 2,385.00	\$ (2,385.00)			\$ -	\$ -	\$ -	\$ -	\$ -	100.00%	\$ -	\$ -	
0000170	Metal Railings and Trim	\$ 4,350.00		\$ (50.00)		\$ 4,300.00	\$ 4,300.00	\$ -	\$ -	\$ 4,300.00	100.00%	\$ -	\$ -	
0000180	Fire Treated Wood Blocking	\$ 4,478.00		\$ (13.00)		\$ 4,465.00	\$ 4,465.00	\$ -	\$ -	\$ 4,465.00	100.00%	\$ -	\$ -	
0000190	Wood Paneling and Trim	\$ 13,340.00		\$ (40.00)		\$ 13,300.00	\$ 13,300.00	\$ -	\$ -	\$ 13,300.00	100.00%	\$ -	\$ -	
0000200	Misc. Fireproofing & Sealants	\$ 2,700.00		\$ (200.00)		\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	100.00%	\$ -	\$ -	
0000210	08 10 Doors, Frames, Hardware & Specialties	\$ 5,290.00	\$ 275.00			\$ 5,565.00	\$ 5,565.00	\$ -	\$ -	\$ 5,565.00	100.00%	\$ -	\$ -	
0000220	Maintenance of Finishes	\$ 2,670.00		\$ (160.04)		\$ 2,509.96	\$ 2,509.96	\$ -	\$ -	\$ 2,509.96	100.00%	\$ -	\$ -	
0000230	09 21 Gypsum Board Assemblies	\$ 30,531.00				\$ 30,531.00	\$ 30,531.00	\$ -	\$ -	\$ 30,531.00	100.00%	\$ -	\$ -	
0000240	09 30 Tiling	\$ 16,500.00				\$ 16,500.00	\$ 16,500.00	\$ -	\$ -	\$ 16,500.00	100.00%	\$ -	\$ -	
0000250	09 51 Acoustical Ceilings	\$ 1,675.00				\$ 1,675.00	\$ 1,675.00	\$ -	\$ -	\$ 1,675.00	100.00%	\$ -	\$ -	
0000260	09 90 Painting & Coating	\$ 4,490.00				\$ 4,490.00	\$ 4,490.00	\$ -	\$ -	\$ 4,490.00	100.00%	\$ -	\$ -	
0000270	Signage, Est.	\$ 1,658.00		\$ (1,658.00)		\$ -	\$ -	\$ -	\$ -	\$ -	100.00%	\$ -	\$ -	
0000280	Equipment Provided by Others, Installed by GC	\$ 5,000.00		\$ (400.00)		\$ 4,600.00	\$ 4,600.00	\$ -	\$ -	\$ 4,600.00	100.00%	\$ -	\$ -	
0000290	Furnishings Provided by Others, Installed by GC	\$ 5,000.00		\$ (1.00)		\$ 4,999.00	\$ 4,999.00	\$ -	\$ -	\$ 4,999.00	100.00%	\$ -	\$ -	
0000300	21 00 Fire Suppression	\$ 9,725.00				\$ 9,725.00	\$ 9,725.00	\$ -	\$ -	\$ 9,725.00	100.00%	\$ -	\$ -	
0000310	22 00 Plumbing	\$ 34,200.00	\$ 4,992.49			\$ 39,192.49	\$ 39,192.49	\$ -	\$ -	\$ 39,192.49	100.00%	\$ -	\$ -	
0000320	23 00 HVAC	\$ 94,800.00	\$ 4,960.00			\$ 99,760.00	\$ 99,760.00	\$ -	\$ -	\$ 99,760.00	100.00%	\$ -	\$ -	
0000330	26 00 Electrical	\$ 73,085.00	\$ 12,079.82			\$ 85,164.82	\$ 85,164.82	\$ -	\$ -	\$ 85,164.82	100.00%	\$ -	\$ -	
0000340	Bollards at Grease Trap in Parking Garage	\$ 4,800.00	\$ (4,800.00)			\$ -	\$ -	\$ -	\$ -	\$ -	100.00%	\$ -	\$ -	
0000350	Contingency	\$ 20,693.08	\$ (17,162.21)	\$ 6,312.51	\$ (9,843.38)	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	
0000360	CM Fee	\$ 49,946.32			\$ (2,392.85)	\$ 47,553.47	\$ 47,418.99	\$ 134.48	\$ -	\$ 47,553.47	100.00%	\$ -	\$ -	
Totals		\$ 484,500.92	\$ -	\$ -	\$ (12,236.23)	\$ 472,264.69	\$ 470,960.20	\$ 1,304.49	\$ -	\$ 472,264.69	100.00%	\$ -	\$ -	