




September 18, 2017

MEMORANDUM

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

Item Description

This item requests that the Board approve the architect invoices submitted for the month of August.

Overview and Background

The College is now under contract with three architectural firms; DAG Architects Inc., Architects: Lewis+Whitlock PA, and Clemons, Rutherford & Associates Inc., to provide architectural and engineering services for projects at all sites and counties. To ensure quality, the three firms will be assigned projects on a rotational basis with standardized hourly fees.

Architects| Lewis + Whitlock, PA - \$16,860.00

DAG Architects - \$9,785.00

Past Actions by the Board

The Board last authorized architect invoices at the August 2017 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.

Staff Resource

Barbara Wills

Recommended Action

Authorize payment of architectural invoice(s) as presented.



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

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

Invoice number 17033_0917
Date 08/25/2017

Project 17033 TCC-15 LIFETIME SPORTS
BUILDING TRAINING REMODELING

Professional Architectural Services including:

Existing Dance Studio #126 renovated into a new Training Room. The training room will include two tubs, training tables, and a new training office.

Review of existing as-built plans.
Perform Site Investigations
Development of as-built condition drawings depicting surveyed conditions as necessary for demolition drawings
Owner meetings to review project requirements
Prepare and coordinate Architectural and MEP construction drawings and technical specifications.

PO-006937

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Schematic Design	3,930.00	0.00	0.00	0.00	0.00
Design Development	5,240.00	64.59	0.00	3,384.50	3,384.50
Construction Documents	9,170.00	69.80	0.00	6,400.50	6,400.50
Bidding & Negotiation	1,310.00	0.00	0.00	0.00	0.00
Construction Administration	6,550.00	0.00	0.00	0.00	0.00
Subtotal	26,200.00	37.35	0.00	9,785.00	9,785.00
Total	26,200.00	37.35	0.00	9,785.00	9,785.00

Invoice total **9,785.00**

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.



INVOICE NO. 17320.2.1

TO: Tallahassee Community College
Attn: Accounts Payable
444 Appleyard Drive
Tallahassee, Florida 32304

FROM: Architects: Lewis + Whitlock, P.A.
206 W. Virginia St.
Tallahassee, Florida 32301

Page 1 of 1 Pages
 Federal I.D. No. 59-3616761

Purchase Order No - 006521
 Project Name: **Student Union Exterior Envelope Improvements**
 DATE 8/24/17

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	LESS PREVIOUSLY BILLED	TOTAL BILLED	AMOUNT DUE THIS INVOICE
Basic Services					
Design Development	\$16,800.00	100%	\$0.00	\$16,800.00	\$16,800.00
Construction Documents - 100%	\$25,200.00	0%	\$0.00	\$0.00	\$0.00
Bidding / Permitting	\$2,800.00	0%	\$0.00	\$0.00	\$0.00
Construction Administration	\$11,200.00	0%	\$0.00	\$0.00	\$0.00
Printing	\$760.00	8%	\$0.00	\$60.00	\$60.00
GRAND TOTALS	\$56,760.00		\$0.00	\$16,860.00	\$16,860.00
Invoice Total					\$16,860.00
* Amount payable directly to: ()					
* Amount payable directly to: ()					*

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-006521
Purchase Order Date	05/31/2017
Payment Terms	Net 30
Requestor	Dalphine Clack

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Supplier:
Architects: Lewis + Whitlock, PA Robbyn Whitlock 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:
NOTE TO VENDOR: Any questions concerning this order, please contact Trey Kimbrel at (850)201-8750, by email kimbrelt@tcc.fl.edu PJ-0114 Student Union Envelope Study

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	56,760.00	0.00	56,760.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Additional Services - Printing (\$760.00)				760.00
2		**FACILITIES PURCHASE ORDER** Proposal for professional architect services for TCC Student Union Building Exterior Envelope Improvements. Basic services fee includes design development, 100% construction documents, bidding/permitting and construction administration. (\$56,000). Specifics per the attached proposal dated 5/22/2017. **Reference TCC RFQ 2017-03 - Architectural Services***				56,000.00

Messages
For inquiries regarding this Purchase Order please call 850.201.8520

Purchasing & General Services Director

Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
United States of America
Federal ID: 59-1141270
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Please send all invoices to Accounts Payable - "AcctPay@tcc.fl.edu"

Please include the TCC Purchase Order Number on all invoices.

To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment. Invoices received without the referenced purchase order number will require additional confirmation from the requesting department of the applicable purchase order number, which will delay TCC's remittance of the invoice.

We appreciate doing business with you!