



October 17, 2022

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 September 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 - \$0.00
BKJ, Inc. Architecture - \$40,263.68
Clemons, Rutherford & Associates, Inc. - \$145,010.00
DAG Architects, Inc. - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the September 19, 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.

INVOICE NO. 9



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
 Date: 9/26/22

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
BASIC SERVICES					
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	55%	\$ 17,853.00	\$ 12,334.80	\$ 5,518.20
Reimbursable Expenses	\$ 250.00	100%	\$ 250.00	\$ 250.00	\$ -
ADDITIONAL SERVICES					
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%	\$ -	\$ -	\$ -
ADDITIONAL SERVICES No. 1					
Pre-Tab Services	\$ 10,505.00	100%	\$ 10,505.00	\$ 10,505.00	\$ -
ADDITIONAL SERVICES No. 2					
IT/ AV/ Security	\$ 20,330.00	100%	\$ 20,330.00	\$ 20,330.00	\$ -
ADDITIONAL SERVICES No. 3					
2nd Floor additional scope of work	\$ 8,930.00	100%	\$ 8,930.00	\$ 8,930.00	\$ -
ADDITIONAL SERVICES No. 4					
Graphics and Wayfinding	\$ 5,737.50	100%	\$ 5,737.50	\$ 5,737.50	\$ -
ADDITIONAL SERVICES No. 5					
Stair Design	\$ 6,965.00	100%	\$ 6,965.00	\$ 6,965.00	\$ -
ADDITIONAL SERVICES No. 6					
Renderings & Construction Boards	\$ 3,695.00	100%	\$ 3,695.00	\$ 3,695.00	\$ -

GRAND TOTALS	\$ 259,132.50		\$ 235,025.50	\$ 229,507.30	\$ 5,518.20
Total due Architect/Engineer					\$5,518.20

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

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

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

Comments:
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

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	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. 2



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-015754

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

Project Name:
ADA Restroom Improvements
Bldgs 20, 38, 57, 31 & 17
 Date: 9/26/22

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS	
				PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
BASEBALL FIELD HOUSE - BLDG 140					
Phase 1- Existing Conditions Drawings	\$ 2,005.00	100%	\$ 2,005.00	\$ 2,005.00	\$ -
Phase 2- Construction Documents	\$ 5,755.00	100%	\$ 5,755.00	\$ -	\$ 5,755.00
Phase 3- Permitting/Bid	\$ 1,060.00	0%	\$ -	\$ -	\$ -
Phase 4- Limited Construction Administration	\$ 2,025.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 75.00	0%	\$ -	\$ -	\$ -
ECOMONIC WORKFORCE DEV. (EWD) - BLDG 38					
Phase 1- Existing Conditions Drawings	\$ 1,765.00	100%	\$ 1,765.00	\$ 1,765.00	\$ -
Phase 2- Construction Documents	\$ 4,275.00	100%	\$ 4,275.00	\$ -	\$ 4,275.00
Phase 3- Permitting/Bid	\$ 915.00	0%	\$ -	\$ -	\$ -
Phase 4- Limited Construction Administration	\$ 1,795.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 75.00	92%	\$ 68.80	\$ 68.80	\$ -
MAIL ROOM (MR) - BLDG 57					
Phase 1- Existing Conditions Drawings	\$ 1,065.00	100%	\$ 1,065.00	\$ 1,065.00	\$ -
Phase 2- Construction Documents	\$ 1,750.00	100%	\$ 1,750.00	\$ -	\$ 1,750.00
Phase 3- Permitting/Bid	\$ 625.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 50.00	0%	\$ -	\$ -	\$ -
RYDER TRUCK DRIVING SCHOOL - BLDG 31					
Phase 1- Existing Conditions Drawings	\$ 2,005.00	100%	\$ 2,005.00	\$ 2,005.00	\$ -
Phase 2- Schematic Design	\$ 2,585.00	100%	\$ 2,585.00	\$ 1,292.50	\$ 1,292.50
Phase 3- Construction Documents	\$ 5,400.00	100%	\$ 5,400.00	\$ -	\$ 5,400.00
Phase 4- Permitting/Bid	\$ 1,310.00	0%	\$ -	\$ -	\$ -
Phase 5- Limited Construction Administration	\$ 2,025.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 75.00	0%	\$ 15.48	\$ -	\$ 15.48
SUPPORT SERVICES (SS) - BLDG 17					
Phase 1- Existing Conditions Drawings	\$ 2,610.00	100%	\$ 2,610.00	\$ 2,610.00	\$ -
Phase 2- Schematic Design	\$ 3,915.00	100%	\$ 3,915.00	\$ 1,957.50	\$ 1,957.50
Phase 3- Construction Documents	\$ 7,820.00	100%	\$ 7,820.00	\$ -	\$ 7,820.00
Phase 4- Permitting/Bid	\$ 1,435.00	0%	\$ -	\$ -	\$ -
Phase 5- Limited Construction Administration	\$ 2,920.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 100.00	0%	\$ -	\$ -	\$ -
MEP Engineering	\$ 8,100.00	80%	\$ 6,480.00	\$ -	\$ 6,480.00
GRAND TOTALS	\$ 63,535.00		\$ 47,514.28	\$ 12,768.80	\$ 34,745.48
Total due Architect/Engineer					\$34,745.48

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.

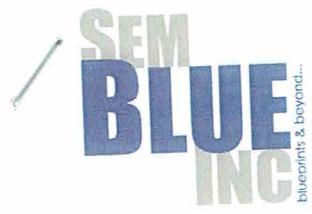
CERTIFIED TRUE AND CORRECT BY:



(Signature of Principal)

Bonnie Davenport AIA, President

(Typed Name and Title)



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

Date 8/29/2022
 Invoice # 109149
 Ordered By: Jonathon Hornack
 Terms Card on File

Bill To

BKJ, Inc
 1621 Physicians Drive
 Tallahassee, FL 32308

Customer Billing Information:

TCC - ADA Restroom

Account # B015

Thank you for your business.

Invoice

Description	Qty	Rate	Amount
24 x 36 B&W Copy	9	1.60	14.40T

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	\$14.40
Sales Tax (7.5%)	\$1.08
Total	\$15.48

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-015754
Purchase Order Date	07/08/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0399 CIF ADA Improvements - ADA Restroom Improvements - Bldgs 20, 38, 57, 31 & 17 Contact: Trey.Kimbrel@tcc.fl.edu

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	63,535.00	0.00	63,535.00

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

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Purchase Order Number	PO-015754
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Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Professional Architectural and Engineering services for the requested ADA Restroom Improvements in five (5) buildings located on Tallahassee Community College's Site 1 Main Campus at 444 Appleyard Drive in Tallahassee, Florida. Buildings include: Baseball Field house Bldg#20, Workforce Development Bldg#38, Mailroom Bldg#57, Transportation Terminal (Former Ryder) Bldg#31, and Support Services Bldg#17. Specifics per attached proposal dated June 9, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				63,535.00

Messages

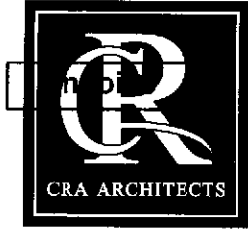
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CLEMONS, RUTHERFORD & ASSOCIATES, INC.

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

September 14, 2022
 Project No: 22041.00
 Invoice No: 15658

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

Project 22041.00 TCC 15KV ELECTRICAL INFRASTRUCTURE
 PURCHASE ORDER# PO-015653

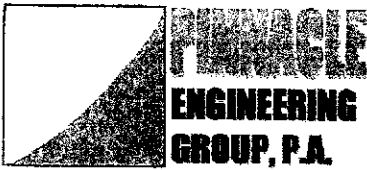
Professional Services from May 16, 2022 to August 31, 2022
Fee

Billing Phase	Fee	Percent Complete	Earned
DESIGN PHASE SERVICES	140,210.00	100.00	140,210.00
BIDDING PHASE SERVICES	7,095.00	0.00	0.00
CONSTRUCTION PHASE SERVICES	39,170.00	0.00	0.00
PRE-DESIGN SERVICES MEASURED DRAWINGS	4,800.00	100.00	4,800.00
POST DESIGN SERVICES RECORD DRAWINGS	4,130.00	0.00	0.00
Total Fee	195,405.00		145,010.00
		Previous Fee Billing	0.00
		Current Fee Billing	145,010.00
		Total Fee	145,010.00
		Total this Invoice	\$145,010.00

Billings to Date

	Current	Prior	Total
Fee	145,010.00	0.00	145,010.00
Totals	145,010.00	0.00	145,010.00

22041.00



Pinnacle Engineering Group, P.A.
2032 Thomasville Road
Suite C
Tallahassee, FL 32308
(FEID 51-0475052)

Invoice

DATE	INVOICE #
8/31/2022	222-4199

BILL TO
Clemons Rutherford Attn: Mr. James Lewis 2027 Thomasville Road Tallahassee, Florida 32312

PROJECT			PEG PROJECT NO.	P.O. NO.	TERMS		
TCC Electrical Infrastructure			222-123		Net 30		
ITEM	DESCRIPTION	Fee	Prior Amt	Prior %	% Compl...	Total %	AMOUNT ...
CDs	Construction Documents	140,210.00			0.00%	0.00%	0.00
Bid	Bid Phase Services	7,095.00			0.00%	0.00%	0.00
CPS	Construction Phase Services	39,170.00			0.00%	0.00%	0.00
Project	Measured Drawings	4,800.00			100.00%	100.00%	4,800.00
Project	Record Drawings	4,130.00			0.00%	0.00%	0.00
For questions concerning this invoice, please contact Craig Allen, President (850-422-1763). Thank you for your payment.					Total		\$4,800.00