



February 19, 2018

## 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 the month of January 2018.

### 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 - \$2,800.00  
Clemons, Rutherford & Associates, Inc. - \$0.00  
DAG Architects, Inc. - \$3,300.00

### Past Actions by the Board

The Board last authorized architect invoices at the November 2017 meeting.

### Funding/Financial Implications

The funds for several minor projects (approximately \$1.2 million) were provided in the General Renovations/Remodeling PECO allocations the College received for FY 17/18. Funds for the Master Plans were available in the Capital Improvement fees.

### Staff Resource

Barbara Wills

### Recommended Action

Authorize payment of architectural invoices as presented.



Architects Lewis + Whitlock

INVOICE NO. 17320.2.3

<b>TO: Tallahassee Community College</b> <b>Attn: Accounts Payable</b> <b>444 Appleyard Drive</b> <b>Tallahassee, Florida 32304</b>	Page <u>1</u> of <u>1</u> Pages Federal I.D. No. <u>59-3616761</u>
<b>FROM: Architects: Lewis + Whitlock, P.A.</b> <b>206 W. Virginia St.</b> <b>Tallahassee, Florida 32301</b>	<b>Purchase Order No - 006521</b> <b>Project Name: Student Union Exterior Envelope Improvements</b> <b>DATE 1/02/18</b>

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

DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	LESS PREVIOUSLY BILLED	TOTAL BILLED	AMOUNT DUE THIS INVOICE
<b>Basic Services</b>					
Design Development	\$16,800.00	100%	\$16,800.00	\$16,800.00	\$0.00
Construction Documents - 100%	\$25,200.00	100%	\$25,200.00	\$25,200.00	\$0.00
Bidding / Permitting	\$2,800.00	100%	\$0.00	\$2,800.00	\$2,800.00
Construction Administration	\$11,200.00	0%	\$0.00	\$0.00	\$0.00
Printing	\$760.00	8%	\$60.00	\$60.00	\$0.00
<b>GRAND TOTALS</b>	\$56,760.00		\$42,060.00	\$44,860.00	\$2,800.00

Invoice Total **\$2,800.00**

\* Amount payable directly to: ( )  
 \* Amount payable directly to: ( ) \*

**CERTIFIED TRUE AND CORRECT BY:**

Rodney L. Lewis, Principal  
 (Typed Name and Title)

(Signature of Principal)



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 17064\_0218  
Date 01/19/2018

Project 17064 TCC ADMINISTRATION BUILDING  
STAIR WALLS REPLACEMENT

Professional Architectural Services including:  
Site visit, Field verifications  
Design Progress  
Revit Model  
Coordination

PO-007643

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Basic Services</b>					
<b>Tasks 1 &amp; 2</b>	6,600.00	50.00	0.00	3,300.00	3,300.00
Total	6,600.00	50.00	0.00	3,300.00	3,300.00

Invoice total **3,300.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
17064_0218	01/19/2018	3,300.00	3,300.00				
	Total	3,300.00	3,300.00	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.