

August 18, 2025

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(s) of July and August 2025.

Overview and Background

The College is under contract with six architectural firms: Architects | Lewis + Whitlock PA, BKJ, Inc. Architecture, Clemons, Rutherford & Associates, Inc., DAG Architects Inc., EMI Architects and Fitzgerald Collaborative Group, LLC to provide architectural and engineering services for projects at all sites and counties. To ensure quality, the six firms will be assigned projects on a rotational basis with standardized hourly fees.

Architects | Lewis + Whitlock, PA - \$9,420.96
BKJ, Inc. Architecture - \$7,612.50
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$0.00
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the June 16, 2025 meeting.



Funding/ Financial Implications

Funds for minor projects and Master Plans are available from the Capital Improvement fees.

Recommended Action

Authorize payment of architectural invoice(s) as presented.

INVOICE NO. 23480.2.4

TO 	Don Herr Jenny Shuler 444 Appleyard Drive Tallahassee, FL 32304 (850) 201-6200	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-019793-1
FROM: 	Susan Goodwin, Office Manager 206 W Virginia Street Tallahassee, FL 32301 (850) 942-1718, ext 302	Project Name: CFI - 3rd Floor Improvements DATE: 6/23/2025

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

[illegible]

CERTIFIED TRUE AND CORRECT BY:

RLY

Rodney L. Lewis, Principal

(Signature of Principal)

(Typed Name and Title)

Tallahassee State 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-019793 - 1
Purchase Order Date	03/07/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:

Architects: Lewis + Whitlock, PA
206 W Virginia Street
Tallahassee, FL 32301
United States of America

Ship To:

Tallahassee State College
444 Appleyard Drive
Tallahassee, FL 32304
United States of America

Comments:

PJ-0497 CFI 3rd Floor Renovations - A/E Fees
Contact: Don.Herr@tsc.fl.edu
Invoice: Jenny.Shuler@tsc.fl.edu
REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting

CHANGE ORDER NO. 1 - Adding New Line#2 in the amount of \$4,500.00 for Additional Services - Furniture Consultation.
Quote 2/27/24-page3.
NEW PO TOTAL: \$41,780.00

Bill To:

Tallahassee State 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	41,780.00	0.00	41,780.00

Director of Procurement and Auxiliary Services
Dustin Frost

Tallahassee State College
444 Appleyard Drive
Tallahassee, FL 32304
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Change Order

Purchase Order Number	PO-019793 - 1
Purchase Order Date	03/07/2024
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 Professional Services for TCC Site 4 Campus – Center for Innovation (CFI) 3rd Floor Improvements. Scope: This project consists of design development, documentation, permitting and construction administration of new infrastructure, general spaces and tenant build-outs within the Center for Innovation; and are based on preliminary design concepts previously developed by ALW and will include the following: 1. Demolition of existing walls/spaces as required 2. Improvements and finishes to existing restrooms and other walls scheduled to remain. 3. New third floor tenant arrangements 4. New meeting and common spaces 5. Coordination with new exterior window(s) 6. New infrastructure for telecom and security 7. New furnishings Will include FSM Engineering for Mechanical, Plumbing, and Fire Protection Engineering and McGinnis-Fleming Engineering for Electrical Engineering. Specifics per attached proposal February 27, 2024.				37,280.00
2		Additional Services: Furniture Consultation Per attached Fee Schedule dated February 27, 2024 - page 3.				4,500.00

Messages

Tallahassee State 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: PER FLORIDA STATUTE 448.095, 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 State College.

Purchase Order and Terms and Conditions-Supplier Information for Tallahassee State College:
<https://www.tsc.fl.edu/about/college/administrative-services/purchasing/supplier-information/>

Please send all Invoices to Accounts Payable - "AcctPay@tsc.fl.edu"
To ensure timely payments, TSC 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 TSC Accounts Payable Office at (850) 201-8565.

INVOICE NO. 7
Project Invoice No. 8



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

Page: 1 of 1 Pages

TSC Purchase Order No.: PO 020281 - 1 & 2

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

Project Name:
Library Improvements - Makerspace

Date: 7/9/2025

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 1- Advanced Schematic Design	\$28,075.00	100%	\$28,075.00	\$28,075.00	\$0.00
Phase 2- Design Development	\$56,315.00	100%	\$56,315.00	\$56,315.00	\$0.00
Phase 3- 100% Construction Documents	\$57,530.00	100%	\$57,530.00	\$57,530.00	\$0.00
Phase 4- Permitting/Bid	\$9,350.00	100%	\$9,350.00	\$9,350.00	\$0.00
Phase 5- Construction Administration	\$30,450.00	25%	\$7,612.50	\$0.00	\$7,612.50
ADDITIONAL SERVICES					
Phase 6- Existing Conditions Drawings	\$8,785.00	100%	\$8,785.00	\$8,785.00	\$0.00
Phase 7- Record Documents	\$2,775.00	0%	\$0.00	\$0.00	\$0.00
Phase 8- Telecom and A/V Design	\$20,065.00	100%	\$20,065.00	\$20,065.00	\$0.00
Phase 9- AHU Replacement	\$34,335.00	100%	\$34,335.00	\$34,335.00	\$0.00
Phase 10- Code Minimum Commissioning	\$8,000.00	0%	\$0.00	\$0.00	\$0.00
Phase 11- Renderings	\$9,975.00	100%	\$9,975.00	\$9,975.00	\$0.00
Phase 12- Energy Forms	\$750.00	100%	\$750.00	\$750.00	\$0.00
Add Serv 1- Structural Load Analysis	\$8,040.00	100%	\$8,040.00	\$8,040.00	\$0.00
Add Serv 2- Owner requested revisions	\$19,680.00	100%	\$19,680.00	\$19,680.00	\$0.00
OTHER PROJECT COSTS					
Reimbursable Expenses	\$700.00	99%	\$692.00	\$692.00	\$0.00
GRAND TOTALS	\$294,825.00		\$261,204.50	\$253,592.00	\$7,612.50
Total due Architect/Engineer					\$7,612.50

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 State 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-020281 - 2
Purchase Order Date	05/14/2024
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 State College
444 Appleyard Drive
Tallahassee, FL 32304
United States of America

Comments:

PJ-0496 Library Improvements - Maker Spaces - A/E Fees
Contact: Don.Herr@tcc.fl.edu
Invoice: Jenny.Shuler@tcc.fl.edu
REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting

CHANGE ORDER NO. 2 - Increasing PO by \$19,680.00 for second additional services request.
NEW PO TOTAL: \$294,825.00

CHANGE ORDER NO. 1 - Increasing PO by \$8,040.00 for first additional services request.
NEW PO TOTAL: \$275,145.00

Bill To:

Tallahassee State 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	294,825.00	0.00	294,825.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the full architectural/engineering (A/E) services from advanced schematic design through construction administration services, for the proposed Makerspace Improvements to the 1st floor of the Library Building#30 at the TCC Main Campus - Site 1, located at 444 Appleyard Drive in Tallahassee, FL. Specifics per attached proposal dated May 7, 2024. **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**				294,825.00

Messages

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Director of Procurement and Auxiliary Services
Dustin Frost

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