TSC
TALLAHASSEE
STATE COLLEGE

444 Appleyard Dr.
Tallahassee, FL 32304
(850) 201-6200 | tsc.fl.edu

October 20, 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 of September 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 I Lewis + Whitlock, PA - $24,444.00
BKJ, Inc. Architecture - $0.00
Clemons, Rutherford & Associates, Inc. - $0.00
DAG Architects, Inc. - $0.00
EMI Architects - $0.00
Fitzgerald Collaborative Group, LLC - $1,181.45

Past Actions by the Board
The Board last authorized architect invoices at the September 15, 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.

ALW
Architects Lewis + Whitlock

ARCHITECT / ENGINEER / CONSULTANT REQUEST FOR PAYMENT

From:
Architects Lewis + Whitlock, PA
206 W Virginia St
Tallahassee, FL 32301-1145
(850) 942-1718 / sgoodwin@think3d.net

Date From:	7/15/2025
Date To:	9/24/2025
Pay Request No:	**#1**
Invoice No:	**23480.3.1**
Purchase Order No:	**PO-023663**
Project Name:	TSC Centre Building Ground Floor Renovation

To: Tallahassee State College
ATTN: Accounts Payable
444 Appleyard Drive
Tallahassee, FL 32304
jenny.shuler@TSC.fl.edu

The following amounts are due and payable for services rendered. The present status of the account is as follows:

DESCRIPTION OF SERVICES (Deliverables According to Contract)	CONTRACT FEE	PREVIOUSLY BILLED	AMOUNT DUE	TOTAL EARNED	% COMPLETE
Base File	$ 6,000.00	$ -	$ 6,000.00	$ 6,000.00	100%
Schematic Design	$ 36,888.00	$ -	$ 18,444.00	$ 18,444.00	50%
Design Development	$ 73,776.00	$ -	$ -		0%
100% Construction Documents	$ 73,776.00	$ -	$ -		0%
Bid / Permitting	$ 12,296.00	$ -	$ -		0%
Construction Administration	$ 49,184.00	$ -	$ -		0%
Test & Balance	$ 6,000.00	$ -	$ -		0%
Furniture Coordination	$ 7,500.00	$ -	$ -		0%
FL Model Energy Code	$ 750.00	$ -	$ -		0%
Audio Visual Technical Design	$ 15,000.00	$ -	$ -		0%
Printing	$ 760.00	$ -	$ -		0%
TOTALS	$ 281,930.00	$ -	$ 24,444.00	$ 24,444.00	9%
AMOUNT DUE THIS INVOICE			$ 24,444.00		

CERTIFIED TRUE AND CORRECT BY ARCHITECT/ENGINEER/CONSULTANT

Signature of Architect/Engineer/Consultant 9/24/2025

Rodney L.Lewis, AIA, Principal

Tallahassee State 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-023663
Purchase Order Date	07/15/2025
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-0592 Centre Building Ground Floor Renovation - Architect 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

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	281,930.00	0.00	281,930.00

Director of Procurement and Auxiliary Services
Dustin Frost

Tallahassee State College
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Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for Professional Services TSC – Centre Building | Ground Floor Renovation SCOPE: This project consists of design, documentation, permitting and construction administration of general renovations to the Ground Floor of the Center Building on the TSC Main Campus. The Ground floor encompasses +/- 9,000sf of gross square footage. Planned renovation scope is based on preliminary design programming provided by TSC Testing Center and will generally include the following: 1. Demolition of existing walls/spaces as required 2. New walls and interior openings as required 3. New code required restrooms and improvements and finishes to existing restrooms 4. New testing spaces and specific req’ments to testing protocols 5. New breakroom 6. New ceilings/lighting/MEP impacts 7. Coordination user equipment/technology 8. New infrastructure for telecom and security 9. New furnishings (selection and coordination w/ user) Specifics per attached proposal dated June 27, 2025.				245,920.00
2		Additional Services - PRINTING				760.00
3		ADDITIONAL SERVICES - ENGINNERING Base File / Measured Drawings / Engineering Investigation $6,000 Preliminary Test & Balance $6,000 Furniture Consultation $7,500 Florida Model Energy Code Compliance Form 600A $750 Audio / Visual - Access Control Design $15,000				35,250.00

Messages

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Tallahassee State College is committed to an environment that respects the rights of all individuals, provides equal opportunity, and does not discriminate against any person 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.

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.

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

Any questions related to payment of supplier invoices should be directed to the TSC Accounts Payable Office at (850) 201-8565.

TALLAHASSEE • ATLANTA

Fitzgerald Collaborative Group, LLC

Tallahassee Community College
Jenny Shuler
444 Appleyard Drive
Tallahassee, FL 32304-2895

Invoice number 230202_0825
Date 08/29/2025

Project 230202 TCC - SOLAR PANEL CANOPIES FOR MAIN CAMPUS

Purchase Order # PO-017463

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Schematic Design	12,200.00	100.00	12,200.00	12,200.00	0.00
Design Development	9,630.00	100.00	9,630.00	9,630.00	0.00
Design Development - Kever	2,000.00	100.00	2,000.00	2,000.00	0.00
Permit Documents	6,025.00	100.00	6,025.00	6,025.00	0.00
Permit Documents - Kever	4,500.00	100.00	4,500.00	4,500.00	0.00
Bidding and Negotiation/GMP Coordination	6,650.00	100.00	6,650.00	6,650.00	0.00
Subtotal	41,005.00	100.00	41,005.00	41,005.00	0.00
Additional Required Services					
Schematic Designn -Independent Green Technologies	7,802.00	100.00	7,802.00	7,802.00	0.00
Design Docuemnts - Independent Green Technologies	7,802.00	100.00	7,802.00	7,802.00	0.00
Permit Documtns - Independent Green Technologies	7,802.00	100.00	7,802.00	7,802.00	0.00
Programming Confirmation	7,500.00	100.00	7,500.00	7,500.00	0.00
Measured Drawings	4,500.00	100.00	4,500.00	4,500.00	0.00
Subtotal	35,406.00	100.00	35,406.00	35,406.00	0.00
Basic Design-Build Service					
Bidding and Negotiation/GMP	5,908.80	100.00	5,908.80	5,908.80	0.00
Construction Phase	23,635.46	100.00	22,454.01	23,635.46	1,181.45
Subtotal	29,544.26	100.00	28,362.81	29,544.26	1,181.45
Total	105,955.26	100.00	104,773.81	105,955.26	1,181.45

Invoice total 1,181.45

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
230202_0725	07/31/2025	8,599.45		8,599.45			
230202_0825	08/29/2025	1,181.45	1,181.45				
	Total	9,780.90	1,181.45	8,599.45	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to 850 S Gadsden St., Suite 140, Tallahassee, FL 32301. If you have any questions please contact Cody Smith or Denise- Johns Smith at cody@fc-groupllc.com or denise@fc-groupllc.com.