

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: Certificate of Final Inspection – Main Campus Solar Panel Canopy Walkways

Item Description

This item requests approval from the District Board of Trustees for the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, for the Main Campus Solar Panel Canopy Walkways project. The project is located between English (EN) Bldg#01 and Tallahassee Collegiate Academy (TCA) Bldg#08 on the TSC Site 1 – Main Campus, 444 Appleyard Drive, Tallahassee, FL. 32304.

Overview and Background

In accordance with TSC Board Policy 6340 - Reduction of Retainage and Final Payment to Contractor for Construction Projects and the State Requirements for Educational Facilities (SREF) Chapter 4 Section 3, final payment cannot be made to the contractor until; project has been inspected by architect or other designated personnel, Certificate of Occupancy and/or Certificate of Final Inspection has been issued, project has been completed and is Board approved. Fitzgerald Collaborative Group, LLC, CSI Contracting and Tallahassee State College have completed all the required close-out documents and have confirmed the space is in full operation.

Funding/ Financial Implications

This construction contract was funded by local college funds. The construction project is complete and final payment to the contractor is contingent upon Board Approval.

Past Actions by the Board

The Board previously approved the Design Build Contract and Guaranteed Maximum Price (GMP) for this project at the March 18, 2024 District Board of Trustees meeting.

Recommended Action

Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to Fitzgerald Collaborative Group, LLC, for the Main Campus Solar Panel Canopy Walkways Project.

FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

CERTIFICATE OF FINAL INSPECTION

TO: Office of Educational Facilities (OEF) 325 West Gaines Street, Room 1054 Tallahassee, Florida 32399-0400 (850) 245-0494 Fax (850) 245-9236 or (850) 245-9304	OEF USE ONLY
INSTRUCTIONS: Submit for OEF files one copy of the completed form for all projects with construction costs exceeding \$300,000. Mark the appropriate term within the parentheses. Reproduce this form in sufficient quantity for your use. Section 1013.37(2)(c), F.S.	

RE: 5320-1 OEF Assigned Project Number

TALLAHASSEE STATE COLLEGE (□ School District ☒ Florida College)

Site 1 - Main Campus (□ School Name ☒ Campus)

27 (□ School ☒ College) Code Number

Main Campus Solar Panel Canopy Walkways Description of Project

SECTION A: BOARD'S ACCEPTANCE

Upon the recommendation of our Project (☒ Architect □ Engineer) as certified in Section B below, in accordance with Chapter 1013, F.S., THE BOARD ACCEPTED the above-referenced project on October 20, 2025

Name (Type or Print) Barbara K. Wills

Signature: _____ Date: _____

(☒ Superintendent □ President)

SECTION B: (□ ARCHITECT □ ENGINEER) CERTIFICATION

As PROJECT (☒ ARCHITECT □ ENGINEER), I have inspected this project and, in my considered professional opinion, the work required by the contract for this project has been completed in accordance with approved contract documents; Chapter 1013, Florida Statutes; Rule 6A-2.0010, FAC; Chapter 553, F.S.; and the Florida Building Code.

Signature: Erika J Hagan, AIA Date: October 1, 2025

Firm Name: Fitzgerald Collaborative Group, LLC

Address: 850 S. Gadsden Street, Suite 140 Tallahassee, FL 32301

Street/P.O. Box City State Zip

SECTION C: ☒ Building Official □ Other (Specify) Certification

I have inspected the project, and in my considered opinion, it is complete and in accordance with applicable statutes, rules, and codes.

Name (Type or Print) G.F. Kimbrel III, BU2140

Signature: G.F. Kimbrel III Date: 10/06/2025

☒ Building Official □ Certified Inspector

SECTION D: FACILITY INFORMATION.

1. TYPE OF PROJECT: □ New Plant □ Addition □ Remodeling □ Renovation ☒ Other	2. CORRECTED "SPACE INVENTORY REPORT" (land, building, room) HAS BEEN FILED WITH THE OEF: ☒ Yes □ No □ N/A If "No," explain: _____
3. SOURCE OF FUNDS: □ Local □ State □ Federal ☒ Other	4. ADJUSTED FINAL CONTRACT AMOUNT: \$ <u>\$1,454,519.32</u> 5. PROJECT GROSS SQUARE FOOTAGE: <u>7,805</u> SQ. FT. 6. COST PER GROSS SQUARE FOOT: \$ <u>\$186.36</u> 7. COST PER STUDENT STATION: \$ <u>N/A</u>

CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: <u>03/23/2024</u>		COMPLETION DATE: <u>08/07/2025</u>	
9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts).			
C.O. No. <u>1</u>	\$ <u>-(132,734.87)</u>	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____
10. Date of Occupancy: <u>09/03/2025</u>			
11. Additional Information:			