

March 23, 2026

**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

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**Item Description**

This item requests that the Board approve the architect invoices submitted for the month of February 2026.

**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 - \$0.00  
BKJ, Inc. Architecture - \$24,000.00  
Clemons, Rutherford & Associates, Inc. - \$0.00  
DAG Architects, Inc. - \$6,420.00  
EMI Architects - \$0.00  
Fitzgerald Collaborative Group, LLC - \$0.00

**Past Actions by the Board**

The Board last authorized architect invoices at the November 17, 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. 9  
 Project Invoice No. 10



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: 2/19/26

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
<b>BASIC SERVICES</b>					
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	100%	\$30,450.00	\$15,225.00	\$15,225.00
<b>ADDITIONAL SERVICES</b>					
Phase 6- Existing Conditions Drawings	\$8,785.00	100%	\$8,785.00	\$8,785.00	\$0.00
Phase 7- Record Documents	\$2,775.00	100%	\$2,775.00	\$0.00	\$2,775.00
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	100%	\$8,000.00	\$2,000.00	\$6,000.00
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
<b>OTHER PROJECT COSTS</b>					
Reimbursable Expenses	\$700.00	99%	\$692.00	\$692.00	\$0.00
<b>GRAND TOTALS</b>	<b>\$294,825.00</b>		<b>\$294,817.00</b>	<b>\$270,817.00</b>	<b>\$24,000.00</b>
<b>Total due Architect/Engineer</b>					<b>\$24,000.00</b>

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**  
 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

Director of Procurement and Auxiliary Services  
 Dustin Frost

Tallahassee State 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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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.

# DAG Architects

Tallahassee State College  
Don Herr  
444 Appleyard Drive  
Tallahassee, FL 32304

Invoice number 23120  
Date 01/31/2026

Project 23120 KENT STREET - VACATE  
PO-019136

## Professional Architectural Services

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Stipulated Lump Sum for Professional Architectural Services</b>	12,000.00	91.19	5,580.00	10,943.00	5,363.00
Total	12,000.00	91.19	5,580.00	10,943.00	5,363.00

Invoice total **5,363.00**

## Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23120	01/31/2026	5,363.00	5,363.00				
	Total	5,363.00	5,363.00	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 Michelle Neu, Tammi Roberts or Kara Kaegebein at 850.837.8152 or [accounting@dagarchitects.com](mailto:accounting@dagarchitects.com).*

# DAG Architects

Tallahassee State College  
Don Herr  
444 Appleyard Drive  
Tallahassee, FL 32304

Invoice number 23120\_0226  
Date 02/28/2026

Project 23120 KENT STREET - VACATE  
*PO-019136*

## Professional Architectural Services

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Stipulated Lump Sum for Professional Architectural Services</b>	12,000.00	100.00	10,943.00	12,000.00	1,057.00
<b>Total</b>	12,000.00	100.00	10,943.00	12,000.00	1,057.00

Invoice total **1,057.00**

## Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23120	01/31/2026	5,363.00		5,363.00			
23120_0226	02/28/2026	1,057.00	1,057.00				
	<b>Total</b>	6,420.00	1,057.00	5,363.00	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 Michelle Neu, Tammi Roberts or Kara Kaegebein at 850.837.8152 or [accounting@dagarchitects.com](mailto:accounting@dagarchitects.com).*