



June 20, 2011

## 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 months of March 2011 thru May 2011.

### Overview:

The College is under contract with four architectural firms. The firm of Clemons, Rutherford & Associates provides architectural and engineering services for the Ghazvini Center for Healthcare Education and various other projects on the Main Campus through October 2010. The firm of Barnette Fronczak Barlowe provides architectural and engineering services for the Main Campus and other Leon County sites, beginning November 2010. The firm of DAG Architects provides architectural and engineering services for the Florida Public Safety Institute and other Gadsden and Wakulla County sites, beginning November 2010. The firm of EMO Architects provides services related to the campus master plans for both the TCC Main Campus and the Florida Public Safety Institute.

### Salient Facts:

Each month the architect firms listed above are required to submit their invoices for District Board of Trustee approval before they can be processed for payment.

### Past Actions:

The District Board of Trustees authorizes payment of the invoices as presented.

### Future Actions:

The District Board of Trustees will be presented with the most current invoices for approval.

### Funding/Financial Matters:

Funds for the Ghazvini Center for Healthcare Education were appropriated by the legislature in the 2006-07, 2007-08, 2008-09, 2009-10 and 2010-11 legislative sessions. Funds for the several minor projects (less than \$2,000,000) were provided in the General Renovations/Remodeling PECO funds the College receives each year. Funds for the Electrical Upgrades and HVAC Upgrades were provided as part of the State Board of Education Bond proceeds. Funds for the Master Plans were available in the Capital Improvement fees.

The individual projects are listed by architectural firm.

Clemons, Rutherford & Associates:

1.	Ghazvini Center for Healthcare Education fee	\$1,357,777.13
	Expenses to date	\$1,330,637.69
	Project Consultants to date	\$261,798.16
	Reimburse Expenses to date	\$8,640.12

2.	Advanced Manufacturing Training Center fee	\$113,023.08
	Expenses to date	\$80,157.59
	Project Consultants to date	\$30,365.64
	Reimburse Expenses to date	\$2,498.67

3.	Electrical Infrastructure fee	\$68,645.50
	Expenses to date	\$51,484.13

4.	Pat Thomas Blvd Lighting fee	\$22,700.00
	Expenses to date	\$17,025.00

5.	Richardson Building Remodel Plan fee	\$10,620.00
	Expenses to date	\$10,620.00

6.	Ghazvini Center Electronic Sign fee	\$5,225.00
	Expenses to date	\$5,225.00

DAG Architects:

1.	FPSI Dining Hall/Kitchen Renovation fee	\$32,422.00
	Expenses to date	\$30,622.00
	Project Consultants to date	\$3,930.00
	Reimburse Expenses to date	\$1,819.99

2.	FPSI Chiller Replacement fee	\$19,839.00
	Expenses to date	\$16,268.70
	Reimburse Expenses to date	\$306.83

Barnette Fronczak Barlowe:

1.	Main Campus HVAC Upgrades fee	\$104,147.00
	Expenses to date	\$31,076.00

Architect invoices in the amount of \$111,099.53 are recommended for approval as indicated below:

Clemons, Rutherford & Associates	\$85,970.75
DAG Architects	1,695.53
Barnette Fronczak Barlowe	23,433.25

**Staff Resource:**

Teresa Smith

**Recommended Action:**

Authorize payment of architectural invoices as presented.

**Invoice**



Clemons, Rutherford  
& Associates, Inc.

April 5, 2011

Project No: 05092.00

Invoice No: 0011981

TALLAHASSEE COMMUNITY COLLEGE  
TONY STALLWORTH  
444 APPELYARD DRIVE  
TALLAHASSEE, FL 32304-  
2895

Project 05092.00 TCC-GHAZVINI CENTER FOR HEALTHCARE ED  
P O NO. 20092522

**Professional Services from March 1, 2011 to March 31, 2011**

FEEES FOR CONSTRUCTION INSPECTION FOR THE MONTH OF MARCH AND APPROVAL OF CONSTRUCTION  
MANAGER'S MONTHLY PAY REQUEST; PREPARATION OF ARCHITECTURAL SUPPLEMENTAL INSTRUCTION FOR THE  
CONSTRUCTION MANAGER; RESPONSES TO REQUESTS FOR INFORMATION FROM THE CONTRACTORS; AND  
ATTENDANCE AT REGULAR CONSTRUCTION PROGRESS MEETINGS.

Current Fee Billing	27,155.54	
<b>Total Fee</b>		<b>27,155.54</b>

**Reimbursable Expenses**

**REPRODUCTIONS**

3/16/11	The Blueprint Shop, LLC	75837	16.13	
	<b>Total Reimbursables</b>		<b>1.0 times</b>	<b>16.13</b>

<b>Total this Invoice</b>	<b>\$27,171.67</b>
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**Invoice**



Clemons, Rutherford  
& Associates, Inc.

June 2, 2011

Project No: 05092.00  
Invoice No: 0012030

TALLAHASSEE COMMUNITY COLLEGE  
TONY STALLWORTH  
444 APPELYARD DRIVE  
TALLAHASSEE, FL. 32304-  
2895

Project 05092.00 TCC-GHAZVINI CENTER FOR HEALTHCARE ED  
P O NO. 20092522

Professional Services from April 1, 2011 to May 31, 2011

FEES FOR CONSTRUCTION INSPECTION FOR THE MONTH OF MARCH AND APPROVAL OF CONSTRUCTION  
MANAGER'S MONTHLY PAY REQUEST; PREPARATION OF ARCHITECTURAL SUPPLEMENTAL INSTRUCTION FOR THE  
CONSTRUCTION MANAGER; RESPONSES TO REQUESTS FOR INFORMATION FROM THE CONTRACTORS; AND  
ATTENDANCE AT REGULAR CONSTRUCTION PROGRESS MEETINGS.

Current Fee Billing	54,311.08	
<b>Total Fee</b>		<b>54,311.08</b>

**Consultants**

**CIVIL ENGINEERS CONSULTANT**

4/8/11 GEORGE & ASSOCIATES CONSULTING ENGINEERING	4,080.00	
<b>Total Consultants</b>	<b>1.1 times</b>	<b>4,080.00</b>

<b>Total this Invoice</b>	<b>\$58,799.08</b>
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**GEORGE & ASSOCIATES  
CONSULTING ENGINEERS**  
1967 COMMONWEALTH LANE, SUITE 200  
TALLAHASSEE, FLORIDA 32303  
P 850.521.0344 - F 850.521.0345

4/1/2011

INVOICE # 2011021

**BILL TO**  
Clemons Rutherford & Associates, Inc.  
Ms. Annelle Carman  
2027 Thomasville Road  
Tallahassee, FL 32312

PROJECT #: 07-5003

PROJECT DESCRIPTION: TCC HEALTH CENTBR PURCHASE ORDER#

PROJECT LOCATION: TCC COMMUNITY COLLEGE CAMPUS

DESCRIPTION	Est Amt	Prior %	Curr %	Total %	Total
Prepare and develop demolition plan for proposed site improvements.	3,900.00	100.00%	0.00%	100.00%	0.00
Prepare and develop Utility Relocation Plan.	5,000.00	100.00%	0.00%	100.00%	0.00
Prepare tree protection, removal and sedimentation & erosion control plans.	1,830.00	100.00%	0.00%	100.00%	0.00
Geometry & Dimensioning Plan.	2,065.00	100.00%	0.00%	100.00%	0.00
Prepare and develop Site/Utility Plan.	16,700.00	100.00%	0.00%	100.00%	0.00
Prepare and develop Sanitary Plan & Profile.	5,340.00	100.00%	0.00%	100.00%	0.00
Prepare and develop Grading & Drainage Plan.	21,900.00	100.00%	0.00%	100.00%	0.00
Prepare and Develop stormdrain collection system.	11,800.00	100.00%	0.00%	100.00%	0.00
Prepare and develop Roadway Plan & Profile for proposed access road that will connect onto Surgeon's Drive and provide access to the proposed Health Center site.	9,000.00	100.00%	0.00%	100.00%	0.00
Prepare and develop cross-section of proposed access road.	9,000.00	100.00%	0.00%	100.00%	0.00
Provide Construction Administration throughout duration of project.	10,200.00	35.00%	40.00%	75.00%	4,080.00
<b>Past Due After 5/2/2011</b>					<b>Total Due</b>

PLEASE MAKE CHECK PAYABLE TO:

GEORGE & ASSOCIATES, CONSULTING ENGINEERS, INC.

Balances Outstanding For More Than 30 Days Are Subject To A Service Charge Of 1 1/2% Per Month (Annual Rate of 18%)



4/1/2011

INVOICE # 2011021

**BILL TO**  
Clemmons Rutherford & Associates, Inc.  
Ms. Annelle Carman  
2027 Thomasville Road  
Tallahassee, FL 32312

PROJECT #: 07-5003

PROJECT DESCRIPTION: TCC HEALTH CENTER PURCHASE ORDER#

PROJECT LOCATION: TCC COMMUNITY COLLEGE CAMPUS

DESCRIPTION	Est Amt	Prior %	Curr %	Total %	Total
ADDITIONAL SERVICES - TMH REPLACEMENT PARKING - FACILITY CONSTRUCTION DOCUMENTS The construction plans set for th TMRMC Replacement Parking Facility included the following plan sheets; Index, Overall, Sedimentation & Erosion Control, Tree Demolition, Tree Debit/Credit, Site Plan, Drainage Plan, Landscape Plan, Landscape Notes, and Schematic Irrigation.	9,628.00	100.00%	0.00%	100.00%	0.00
ENVIRONMENTAL PERMITTING Prepare and assist in obtaining an environmental permit from the City of Tallahassee Environmental Growth Management Department.	5,658.00	100.00%	0.00%	100.00%	0.00
<b>Past Due After 5/2/2011</b>				<b>Total Due</b>	<b>\$4,080.00</b>

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Balances Outstanding For More Than 30 Days Are Subject To A Service Charge Of 1 1/2% Per Month (Annual Rate of 18%)



DAG architects  
 AA-C000745  
 1223 airport road  
 destin, florida  
 32541  
 p 850.837.8152  
 f 850.654.4276  
 www.dagarchitects.com

# Invoice

Date	Invoice #
5/3/2011	11011_0511

Bill To
Tallahassee Community College Attn: Tony Stallworth 444 Appleyard Drive Tallahassee, FL 32304

Project Description	PO Number
11011 FPSI Admin Bldg Chiller Replacemnt	2011 00002679

Description	Qty	Rate	Amount
Bidding and Negotiation of Contract for Administration Building Chiller Replacement		992.00	992.00

We appreciate your business. If you have any questions, please call Gall.	<b>Due This Invoice</b> \$992.00
<i>This invoice amount is due and payable within ten (10) days of this invoice. Interest on overdue accounts shall accrue after thirty (30) days at the legal rate prevailing in Destin, Florida.</i>	





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# Invoice

Date	Invoice #
5/26/2011	11011_0611

Bill To
Tallahassee Community College Attn: Tony Stallworth 444 Appleyard Drive Tallahassee, FL 32304

Project Description	PO Number
11011 FPSJ Admin Bldg Chiller Replacemnt	2011 00002679

Description	Qty	Rate	Amount
Initial Construction Administration Services for the Administration Building Chiller Replacement including Pre Bid Conference		396.70	396.70
Total for Month of May			396.70

We appreciate your business. If you have any questions, please call Gail.		<b>Due This Invoice</b> <b>\$396.70</b>
<i>This invoice amount is due and payable within ten (10) days of this invoice. Interest on overdue accounts shall accrue after thirty (30) days at the legal rate prevailing in Destin, Florida.</i>		



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# Invoice

Date	Invoice #
5/3/2011	11011_0511R

Bill To
Tallahassee Community College Attn: Tony Stallworth 444 Appleyard Drive Tallahassee, FL 32304

Project Description	PO Number
11011 FPSI Admin Bldg Chiller Replacemnt	2011 00002679

Description	Qty	Rate	Amount
Ricoh Print Charges	1.1	278.94	306.83

This invoice is for reimbursable expenses incurred by the architect and/or consultants	<b>Due This Invoice</b>	<b>\$306.83</b>
<i>This invoice amount is due and payable within ten (10) days of this invoice. Interest on overdue accounts shall accrue after thirty (30) days at the legal rate prevailing in Destin, Florida.</i>	<b>Project Total Balance Due</b>	<b>\$306.83</b>



225 SOUTH ADAMS STREET  
TALLAHASSEE, FLORIDA 32301  
TEL. 850 224-6303  
FAX 850 561-6978

■ INVOICE

2 June 2011  
Invoice #5768.02  
BFBA #11051

Tallahassee Community College  
Receiving Department  
444 Appleyard Drive  
Tallahassee, Florida 32304-2895

Re: Tallahassee Community College - HVAC Upgrades  
Purchase Order No.: 2011 00002056  
Architectural Services

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**FOR PROFESSIONAL SERVICES AND REIMBURSABLE EXPENSES**

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The current status of the account is as follows:

**FEES FOR SERVICES RENDERED THROUGH 31 MAY 2011**

Professional Design Services for the month of May 2011 @ 25% Complete	=	\$ 13,529.00
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Study portion of the TCC HVAC Upgrades project @ 100% Complete	=	\$ 8,276.25
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Services for Measured Drawings for the month of May 2011 @ 100% Complete	=	\$ 1,628.00
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<b>TOTAL AMOUNT DUE</b>	=	<b>\$ 23,433.25</b>

**BARNETT FRONCZAK BARLOWE ARCHITECTS**

**RICHARD R. BARNETT, AIA**

RRB:ag