



June 17, 2024

MEMORANDUM

- 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 – TCC Administration Lobby Renovations

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 TCC Administration Lobby Renovations Project, located in the Hinson Administration (AD) Building #27 at TCC Site 1 – Main Campus.

Overview and Background

In accordance with *TCC 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. The Construction Manager at Risk (CMAR) for this project, Cook Brothers, Inc., has completed all required close-out documents and has 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 Guaranteed Maximum Price (GMP) for this project at the September 18, 2023 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 contractor, Cook Brothers, Inc., for the TCC Administration Building Lobby Renovations Project.

FLORIDA DEPARTMENT OF EDUCATION Office of Educational Facilities

CERTIFICATE OF FINAL INSPECTION

TO: (Office of Educa	ational Facilitie	s (OEF)		OEF I	JSE ONLY
	325 West Gain					
	Tallahassee, F		0400			
	(850) 245-0494		045 0004			
INCTOL	Fax (850) 245-	9236 or (850)	245-9304			
with con parenthe	nstruction costs	exceeding \$3	00,000. Mark th	completed form for all projects e appropriate term within the antity for your use. Section		
RE:	4827-1		OE	F Assigned Project Number		
	TALLAHASS	E COMMUNIT	(□ School District 🗴 Florida College)			
	MAIN CAMP	US - SITE 1			and the second	
	27			(□ School x College) Code Number		
	TCC Adminis	tration Building		Description of Project		
SECTION	A: BOARD'S ACC	EDTANCE				
Upon the	recommendation	of our Project (n	Architect n Engin	neer) as certified in Section B below in	accordance with	Chapter 1012 E.C. TUE
BOARD A	CCEPTED the ab	ove-referenced pr	oject on	neer) as certified in Section B below, in June 17, 2024		Chapter 1013, F.S., THE
the second second						
oignature.	*	(Superintend	ent President)	Date:		
	B: (ARCHITECT		Contra the second second second			
As PROJE	ECT (XARCHITE	CT DENGINEE	R). Maye inspecte	d this project and, in my considered pr	ofessional opinion, 1013 Elorida Statu	the work required by the
Chapter 5	53, F.S.; and the F	Florid Building Co	de .	,,		tes; Rule 6A-2.0010, FAC;
Chapter 5 Signature:				approved contract documents; Chapter -		,,
Chapter 5 Signature:	e: BKJ, Inc. A	Architecture		Date:		res; Ruie 6A-2.0010, FAC;
Chapter 5 Signature:		Architecture ans Drive		Date: Tallahassee	FL	32308
Chapter 5 Signature: Firm Name Address:	BKJ, Inc. A 1621 Physici	Architecture ans Drive Street/P.O. Box	<	Date:		
Chapter 5 Signature: Firm Name Address:	BKJ, Inc. A 1621 Physici	Architecture ans Drive Street/P.O. Box		Tallahassee	FL	, 32308
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OEF 209 Rule 6A-2.0010, FAC

Page 1 of 2 Effective November 2012

BUILDING CONTRACT DATE	8/18/23	COMPLETION DATE:	3/27/24	
. CHANGE ORDERS - List of ea	ch Change Order and amount (excluding Direct Purchase amounts	3).	
C.O. No1	\$ (52,026.76)	C.O. No	\$	
C.O. No	\$\$	C.O. No	\$	
C.O. No	\$\$	C.O. No	\$\$	
C.O. No	_ \$	C.O. No	\$	
Date of Occupancy: 2/29/	24			
Additional Information:				

CERTIFICATE OF FINAL INSPECTION (CFI)