Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: **REG ARCHITECTS**

Control No.: 2019-04 **Invoice No.:** 19015.2

Invoice Date: **AUGUST 19, 2019** **Payment Amount:** **$2,340.00**

Project Supervisor/Responsible Official: **SCOTT EVANS**

	Reviewed/Approved by
☑ Project "scope of work and deliverables" reviewed?	
☑ Payment support documentation appropriate based on work scope?	
☑ Deliverables due with this invoice have been received?	
☐ If final payment, have all deliverables been received?	NA
☑ Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis?	
☑ Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
☑ The nature of work being performed is within the scope of the CRA plan.	
[x] Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	CJK

The invoice and supporting documentation have been reviewed and it is approved for payment.

_____ **Date:** 9/10/2019

Approving Authority

[x] Payment approved by the Board of Commissioners by: Motion No. **2019-04** or the Consent Agenda, at its meeting on **APRIL 24, 2019**. (If applicable)

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM

TODAYS DATE:	8/27/2019
VENDOR NAME:	REG ARCHITECTS
VENDOR #:	13219
INVOICE #:	1905.2
INVOICE DATE:	8/19/2019
PO #:	

	BCP
	C & S
	CDE
X	CRA
	MEC
	MV
	RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-562000	Architectual & Engineering services		$ 2,430.00
	INVOICE TOTAL		**$2,430.00**

COMMENTS:

APPROVED BY:

CRA POLICY ON PURCHASES LESS THAN $2,500 REQUIRES THAT THE PURCHASE PRICE IS "FAIR AND REASONABLE." IF COMPETITIVE QUOTES ARE REQUIRED, PLEASE COMPLETE SECTION C AND SUBMIT QUOTES WITH INVOICE. IF UNDER $2500 PLEASE COMPLETE SECTION A OR B BELOW.

SECTION A - CERTIFICATION

PLEASE ANNOTATE BELOW HOW YOU DETERMINED THAT THE PRICE IS FAIR AND RESONABLE; EXAMPLES INCLUDE: PROFESSIONAL MARKET EXPERIENCE, MARKET TREND, PREVIOUS PURCHASE, CATALOG PRICE, ADVERTISING PUBLICATIONS, ETC.

I HAVE DETERMINED THAT THE PRICE IS FAIR AND REASONABLE. MY REASONS INCLUDE:

SECTION B - OTHER conceptual phase I

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

#2142 9,12

RECEIVED BY FINANCE:

ENTERED IN FMS / ADG: SEP 12 2019

DATE MAILED:

REG ARCHITECTS INC
300 Clematis Street
3rd Floor
West Palm Beach, FL, 33401

Invoice

Date	Invoice #
8/19/2019	19015.2

Bill To
Riviera Beach CRA Scott Evans 2001 Broadway, Ste.300 Riviera Beach, FL, 33404

Total Contract
$ 246,250.00

Purchase Order ...	Project Name	Terms	Due Date
	2600 Broadway	Due on recpt	8/19/2019

Contract Amt	Prior Amt	Description/Task	Prior %	Curr %	Total %	Fee Earned
		REG PROJECT # 19015 2600 BROADWAY				
		Task I. Architectural & Engineering Services				
22,500.00	6,750.00	A. Conceptual Phase	30.00%	10.00%	40.00%	2,250.00
4,500.00		B. CRA Board/Community Workshops		0.00%	0.00%	0.00
29,250.00		C. Schematic Design		0.00%	0.00%	0.00
45,000.00		D. Design Development Phase		0.00%	0.00%	0.00
78,750.00		E. Construction Document Phase		0.00%	0.00%	0.00
11,250.00		F. Bidding & Permitting Assistance Phase		0.00%	0.00%	0.00
33,750.00		G Construction Administration		0.00%	0.00%	0.00
225,000.00		Subtotal		1.00%	1.00%	2,250.00
10,000.00		Ken Stapleton "Safe Designs" Consulting		0.00%	0.00%	0.00
11,250.00	337.50	Reimbursable: as agreed per the Contract. NTE	3.00%	0.80%	3.80%	90.00

Total	$2,340.00
Balance Due	$2,340.00

Prepared by:

Checked by:

Phone #	Fax #	E-mail	Web Site
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