







Riviera Beach CRA Payment Authorization Checklist

Vendor Name: REG Architecture Vendor#13219

Control No.: Resolution No. 2019-4 Invoice No.: 19015.3ACC#81150101-562000

Invoice Date: December 2, 2019 Payment Amount: \$14,107.50

Project Supervisor/Responsible Official: Andre' Lewis

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	
<input type="checkbox"/> If final payment, have all deliverables been received?	
<input checked="" type="checkbox"/> 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?	
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	

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



Date: Dec 3, 2019

Approving Authority

Payment approved by the Board of Commissioners by Motion No. 2019-4 or the Consent Agenda, at its meeting on 4-24-19. (If applicable)

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM**

TODAYS DATE: 12/2/2019
 VENDOR NAME: REG ARCHITECTS
 VENDOR #: 13219
 INVOICE #: 19015.3
 INVOICE DATE: 9/11/2019
 PO #:
 COMPLETED BY: Andre' Lewis

BCP
C & S
CDE
CRA
MEC
MV
RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-562000	Architectual & Engineering services		\$ 14,107.50
INVOICE TOTAL			\$14,107.50

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 REASONABLE; 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 2600 Build Rehab Project

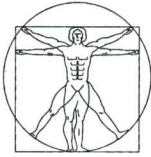
SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: _____
 ENTERED IN TYLER: _____
 DATE MAILED: _____

#2455 / 1206

DEC 03 2019



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

Invoice

Date	Invoice #
9/11/2019	19015.3

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	9/11/2019

Contract Amt	Prior Amt	Description/Task	Prior %	Curr %	Total %	Fee Earned
		REG PROJECT # 19015 2600 BROADWAY				
22,500.00	9,000.00	Task I. Architectural & Engineering Services				
4,500.00		A. Conceptual Phase	40.00%	60.00%	100.00%	13,500.00
29,250.00		B. CRA Board/Community Workshops		0.00%	0.00%	0.00
45,000.00		C. Schematic Design		0.00%	0.00%	0.00
78,750.00		D. Design Development Phase		0.00%	0.00%	0.00
11,250.00		E. Construction Document Phase		0.00%	0.00%	0.00
33,750.00		F. Bidding & Permitting Assistance Phase		0.00%	0.00%	0.00
225,000.00		G Construction Administration		0.00%	0.00%	0.00
10,000.00		Subtotal		6.00%	6.00%	13,500.00
		Ken Stapleton "Safe Designs" Consulting		0.00%	0.00%	0.00
11,250.00	427.50	Reimbursable: as agreed per the Contract. NTE	3.80%	5.40%	9.20%	607.50
Total						\$14,107.50

Prepared by:

Checked by:

Balance Due \$14,107.50

Phone #	Fax #	E-mail	Web Site
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