

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

TODAYS DATE: 11/5/2019  
 VENDOR NAME: REG ARCHITECTS  
 VENDOR #: 13219  
 INVOICE #: 17011.5.4  
 INVOICE DATE: 11/15/2019  
 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		\$ 19,800.00
<b>INVOICE TOTAL</b>			<b>\$19,800.00</b>

COMMENTS:  
*Capital Payor*

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 Dairy Belle Rehab Project

**SECTION C - QUOTES**

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: NOV 25 2019  
 ENTERED IN TYLER: 9  
 DATE MAILED:  

#2434 / 1126





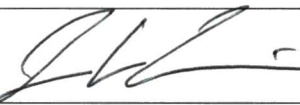
# Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **REG ARCHITECTS** \_\_\_\_\_

Control No.: 2019-04    Invoice No.: 17011.5.4

Invoice Date: **NOVEMBER 15 2019** \_ Payment Amount: **\$19,800.00**\_\_

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

	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.	<b>CJK</b>

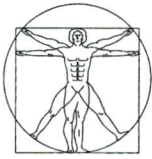
**The invoice and supporting documentation have been reviewed and it is approved for payment.**

  
\_\_\_\_\_

Date: Nov 22nd 2019

Approving Authority

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)



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

# Invoice

Date	Invoice #
11/15/2019	17011.5.4

<b>Bill To</b>
Riviera Beach CRA Scott Evans 2001 Broadway, Ste.300 Riviera Beach, FL, 33404

<b>Total Contract</b>
\$ 246,250.00

Purchase Order ...	Project Name	Terms	Due Date
	2600 Broadway	Due on recpt	11/15/2019

Contract Amt	Prior Amt	Description/Task	Prior %	Curr %	Total %	Fee Earned
		REG PROJECT # 19015 2600 BROADWAY				
		Task I. Architectural & Engineering Services				
22,500.00	22,500.00	A. Conceptual Phase	100.00%	0.00%	100.00%	0.00
4,500.00		B. CRA Board/Community Workshops		50.00%	50.00%	2,250.00
29,250.00		C. Schematic Design		60.00%	60.00%	17,550.00
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		8.80%	8.80%	19,800.00
10,000.00		Ken Stapleton "Safe Designs" Consulting		0.00%	0.00%	0.00
11,250.00	1,035.00	Reimbursable: as agreed per the Contract. NTE	9.20%	0.00%	9.20%	0.00
<b>Total</b>						\$19,800.00

Prepared by:

Checked by:

<b>Balance Due</b>	\$19,800.00
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Phone #	Fax #	E-mail	Web Site
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