







Riviera Beach CRA Payment Authorization Checklist

Vendor Name: REG Architecture Vendor#13219

Control No.: Resolution No. 2019-4 Invoice No.: 19015.5ACC#81150101-562000

Invoice Date: January 10, 2020 Payment Amount: \$2,587.50

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.



Approving Authority

Date: 1-13-2020

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: 1/9/2020
 VENDOR NAME: REG ARCHITECTS
 VENDOR #: 13219
 INVOICE #: 19015.5
 INVOICE DATE: 12/30/2019
 PO #:
 COMPLETED BY: Andre' Lewis

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BCP
C & S
CDE
CRA
MEC
MV
RBEC,LLC

| FUND ACCOUNT NUMBER | DESCRIPTION | JOB | AMOUNT |
|----------------------|-------------------------------------|-----|-------------------|
| 81150101-562000 | Architectual & Engineering services | | \$ 2,587.50 |
| | | | |
| | | | |
| INVOICE TOTAL | | | \$2,587.50 |

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 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:

| |
|--|
| |
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| |

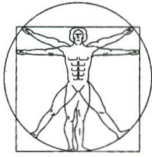
SECTION B - OTHER 2600 Build Rehab Project

SECTION C - QUOTES

| VENDOR | PRICE QUOTED | COMMENT / RANKING |
|--------|--------------|-------------------|
| 1 | | |
| 2 | | |
| 3 | | |

RECEIVED BY FINANCE:
 ENTERED IN TYLER: JAN 14 2020
 DATE MAILED:

#2557 1.17



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

Invoice

| | |
|------------|-----------|
| Date | Invoice # |
| 12/30/2019 | 19015.5 |

| |
|--|
| 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 | 12/30/2019 |

| 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 | 2,250.00 | B. CRA Board/Community Workshops | 50.00% | 25.00% | 75.00% | 1,125.00 |
| 29,250.00 | 17,550.00 | C. Schematic Design | 60.00% | 5.00% | 65.00% | 1,462.50 |
| 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 | | 1.15% | 1.15% | 2,587.50 |
| 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 |

Total \$2,587.50

Prepared by:

Balance Due \$2,587.50

Checked by:

| | | | |
|----------------|----------------|---------------------------|-----------------------|
| Phone # | Fax # | E-mail | Web Site |
| (561) 659-2383 | (561) 659-5546 | mgarzon@regarchitects.com | www.regarchitects.com |