

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: REG Architecture **Vendor#13219**

Control No.: Resolution No. 2019-4 Invoice No.: 19015.8ACC#81150101-562000

Invoice Date: **February 2, 2020** Payment Amount: **\$5958.63**

Project Supervisor/Responsible Official: Andre' Lewis

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

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

_____ Date: _____
Approving Authority

Payment approved by the Board of Commissioners by Motion No. _____ or the Consent Agenda, at its meeting on _____. (If applicable)

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

TODAYS DATE: 4/3/2020
 VENDOR NAME: REG ARCHITECTS
 VENDOR #: 13219
 INVOICE #: 19015.80
 INVOICE DATE: 2/7/2020
 PO #:
 COMPLETED BY: Andre' Lewis

	BCP
	C & S
	CDE
	CRA
	MEC
	MV
	RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-562000	Schematics 90% complete construction Admin 75%		\$ 5,958.63
INVOICE TOTAL			\$5,958.63

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

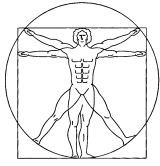
PLEASE ANNOTATE BELOW HOW YOU DETERMINED THAT THE PRICE IS FAIR AND REASONABLE; EXAMPLES INCLUDE: PROFESSIONAL MARKET EXPERIENCE, MARKET TREND, PREVIOUS PURCHASE, CATALOG PRICE, ADVERTISING PUBLICATIONS, ETC.
 I HAVE DETERMINED THAT THE PRICE IS FAIR AND REASONABLE. MY REASONS INCLUDE:

SECTION B - OTHER 2600 Build Rehab Project & Rendering

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: _____
 ENTERED IN TYLER: 4-8-2020 *OK* B2855 --- 4-10-2020
 DATE MAILED: _____



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

Invoice

Date	Invoice #
2/7/2020	19015.8

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	2/7/2020

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	3,375.00	B. CRA Board/Community Workshops	75.00%	0.00%	75.00%	0.00
29,250.00	21,937.50	C. Schematic Design	75.00%	5.00%	80.00%	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		0.65%	0.65%	1,462.50
10,000.00		Ken Stapleton "Safe Designs" Consulting		40.00%	40.00%	4,000.00
11,250.00	2,054.70	Reimbursable: as agreed per the Contract. NTE	18.26%	4.41%	22.67%	496.13

Total					\$5,958.63	
Prepared by:					Balance Due	\$5,958.63
Checked by:						

Phone #	Fax #	E-mail	Web Site
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