

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **REG ARCHITECTS** _____

Control No.: **2019-04** Invoice No.: **19015.10**

Invoice Date: **APRIL 1, 2020** _____ Payment Amount: **\$1,532.25** _____

Project Supervisor/Responsible Official: **ANDRE LEWIS**

	Reviewed/ Approved by
<input type="checkbox"/> Project "scope of work and deliverables" reviewed?	<i>ANDRE LEWIS</i>
<input type="checkbox"/> Payment support documentation appropriate based on work scope?	<i>ANDRE LEWIS</i>
<input type="checkbox"/> Deliverables due with this invoice have been received?	<i>ANDRE LEWIS</i>
<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?	<i>ANDRE LEWIS</i>
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	<i>ANDRE LEWIS</i>
<input type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	<i>ANDRE LEWIS</i>
<input checked="" type="checkbox"/> 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: _____
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)

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

TODAYS DATE: 4/3/2020
 VENDOR NAME: REG ARCHITECTS
 VENDOR #: 13219
 INVOICE #: 19015.10
 INVOICE DATE: 4/1/2020
 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%		\$ 1,532.25
INVOICE TOTAL			\$1,532.25

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:

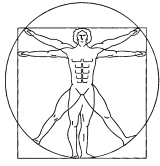
SECTION B - OTHER 2600 Build Rehab Project & Rendering

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: _____
 ENTERED IN TYLER: 4-8-2020 *QJK*
 DATE MAILED: _____

B2855 --- 4-10-2020



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

Invoice

Date	Invoice #
4/1/2020	19015.10

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	4/1/2020

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	24,862.50	C. Schematic Design	85.00%	5.00%	90.00%	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	4,000.00	Ken Stapleton "Safe Designs" Consulting	40.00%	0.00%	40.00%	0.00
11,250.00	2,620.58	Reimbursable: as agreed per the Contract. NTE	23.29%	0.62%	23.91%	69.75

Total		\$1,532.25
Prepared by:		
Checked by:		
Balance Due		\$1,532.25

Phone #	Fax #	E-mail	Web Site
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