

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

TODAYS DATE: 11/17/2021
 VENDOR NAME: TREASURE COAST REGIONAL PLANNING COUNCIL19057
 VENDOR #: 19057
 INVOICE #: G-22-E-1
 INVOICE DATE: 11/16/2021
 PO #:
 COMPLETED BY: M Nugent

X

BCP
C & S
CDE
CRA
MEC
MV
RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-531000	Task Fuve (6.1 & 5.2): Review of Land Development Regulations		\$ 18,000.00
	Due Diligence & Doucment Review -5.1- 10% - \$6,000		
	Staff Work Session No. 1 - 5.2 - 20% - \$12,000		
INVOICE TOTAL			\$18,000.00

COMMENTS: APPROVED BY: 
 X

CRA POLICY ON PURCHASES LESS THAN \$2,500 REQUIRES THAT THE PURCHASE PRICE IS "FAIR AND REASONABLE". IF PURCHASE PRICE IS \$2,500 OR MORE, FIVE QUOTES ARE REQUIRED, PLEASE COMPLETE SECTION C AND SUBMIT QUOTES WITH INVOICE. IF UNDER \$2,500, 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

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: M. Nugent
 ENTERED IN TYLER: M. Nugent
 DATE MAILED:

B4434

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **Treasure Coast Regional Planning Council**


Control No.: **RESOLUTION No. 2019-14/2021-06** Invoice No.: **G-22-E-1**

Invoice Date: **11/16/2021** Payment Amount: **\$18,000.00**

Project Supervisor/Responsible Official: **Scott Evans, Director of Planning & Development**

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

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

 _____ Date: 11/17/2021
Approving Authority

Payment approved by the Board of Commissioners by:

Motion No. 2021-06

or the Consent Agenda, at its meeting on 4/14/2021. (If applicable)

TREASURE COAST REGIONAL PLANNING COUNCIL

INDIAN RIVER - ST. LUCIE - MARTIN - PALM BEACH

Riviera Beach - Invoice G-22-E-1

November 16, 2021

Ms. Scott Evans
 CRA Executive Director
 2001 Broadway, Suite 300
 Riviera Beach, Florida 33404

Subject: Interlocal Agreement between the Riviera Beach Community Redevelopment Agency and Treasure Coast Regional Planning Council dated August 28, 2019 and First Amendment dated April 14, 2021.

Task Five: Review of Land Development Regulations

Key Action No.	Key Action	Task Amount	100% Completed	Amount Paid to Date	Amount Due This Invoice	Remaining Fee
5.1	Due Diligence & Document Review	\$6,000.00	10%	\$0.00	\$6,000.00	
5.2	Staff Work Session No. 1	\$12,000.00	20%	\$0.00	\$12,000.00	
5.3	Identify & Draft LDR Revisions	\$12,000.00	20%	\$0.00		\$12,000.00
5.4	Staff Work Session No. 2	\$12,000.00	20%	\$0.00		\$12,000.00
5.5	Submit Draft LDR Revisions	\$12,000.00	20%	\$0.00		\$12,000.00
5.6	Presentation of Final LDR Revisions to CRA Board, Planning & Zoning Board, and City Council	\$6,000.00	10%	\$0.00		\$6,000.00
Contract Total :		\$60,000.00	100%	\$0.00	\$ 18,000.00	\$42,000.00

THIS INVOICE	
Amount Due	\$18,000.00
Past Due	\$0.00
TOTAL DUE	\$ 18,000.00

Should you have any questions, please contact Phyllis Castro, Accounting Manager, at (772) 221-4060 ext.14.

"Bringing Communities Together" Est. 1976
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