

# Riviera Beach CRA Payment Authorization Checklist



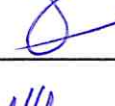

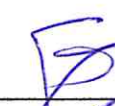

Vendor Name: Sony and Associates

Control No.: 2014-41 Invoice No.: 6

Invoice Date: 10/31/15 Payment Amount: \$ 6,072.00

Project Supervisor/Responsible Official: Scott Evans

Public Market Design: Alternate Site Concepts: Phase II Schematic Stage

<u>CRA General Funds (Budget \$200,000)</u>	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 ?	<u>N/A</u>
<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.	<u>N/A</u>
<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: \_\_\_\_\_

<input type="checkbox"/> Payment approved by the Board of Commissioners by Motion No. <u>2014-41</u> or the Consent Agenda, at its meeting on <u>Aug 13, 2014</u> . (If applicable)
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entered 11-24-15

Invoice Number: 6

Wednesday, October 28, 2015

# Invoice

To: Riviera Beach Community Redevelopment Agency  
Bank of America Financial Center  
2001 Broadway, Suite 300  
Riviera Beach, FL 33404  
Attention: Scott Evans

**Project: 14028 RBCRA - Public Market Design**

Professional Services Through: 10/31/2015

**Billing Group: B** **Alternate Site Concepts**  
**Per Approved Proposal Dated October 19, 2015**

Contract Amount:	\$18,400.00
Percent Complete:	33.00%
Fee Earned:	\$6,072.00
Prior Fee Billings:	0.00
<b>Current Fee Total:</b>	<b>\$6,072.00</b>

Billing Group Subtotal: 6,072.00

**Project Totals:**

**\*\*\* Total Project Invoice Amount: \$6,072.00**

Aged Receivables:

<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>91-120 Days</u>
\$6,072.00	\$0.00	\$0.00	\$0.00

All invoices are due upon receipt. A late charge of 1.5% will be added to any unpaid balance after 15 days.



RESOLUTION NO. 2014-41

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY ("AGENCY") APPROVING THE SECOND MODIFICATION TO THE CONTRACT BETWEEN THE AGENCY AND THE ARCHITECTURAL FIRM, SONG + ASSOCIATES, INC. ("CONSULTANTS") TO PROVIDE ADDITIONAL PROFESSIONAL SERVICES RELATING TO THE PUBLIC MARKET OF PHASE ONE MARINA DISTRICT SOUTH REDEVELOPMENT PROJECT FOR AN AMOUNT NOT TO EXCEED \$933,392 PLUS A 10% CONTINGENCY FOR A TOTAL AUTHORIZATION OF \$1,026,731.20; AUTHORIZING THE CHAIR AND EXECUTIVE DIRECTOR, RESPECTIVELY, TO EXECUTE AND ATTEST THE SECOND MODIFICATION OF THE AGREEMENT WITH SONG + ASSOCIATES, INC.; PROVIDING AN EFFECTIVE DATE.

\*\*\*\*\*

**WHEREAS**, The Agency is responsible for carrying out community redevelopment activities and projects in the community redevelopment area of the City of Riviera Beach; and

**WHEREAS**, on April 24, 2013, the Riviera Beach Community Agency Commission adopted Resolution 2013-17, approving a contract with the Consultant for complete design documents for phase one of the Marina Redevelopment Project for a fee of \$1,373,836 plus 10% contingency (the "Contract"); and

**WHEREAS**, the Contract provided for amendments to the contract to increase the scope of work and increase the amount of the contract; and

**WHEREAS**, on March 18, 2014, the Riviera Beach Community Redevelopment Agency approved Resolution 2014-14, approving the Second Modification to the Professional Service Agreement with the Consultant to provide additional service for the Phase One Project for an amount not to exceed \$273,538 ("Second Amendment")(the Contract and Second Amendment will be collectively referred to as the "Contract"); and

**WHEREAS**, the Agency and Consultant wish to amend the Contract to provide an for additional professional services for the Public Market Element listed in Attachment 1 ("Scope of Services") of the Second Modification to the Contract for an amount an amount of \$933,392 plus a 10% contingency for an authorization not to exceed \$1,026,731.20; and

**WHEREAS**, the Palm Beach County Board of Commissioners has agreed to make a Community Development Block Grant to the CRA to defer \$150,000 for the services three phases ("Initial Services") of the Design Services as reflected in the

Scope of Services.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY THAT:**

**SECTION 1.** The Community Redevelopment Agency authorizes additional professional listed in Attachment 1 to the Second Modification to the Contract, attached hereto as Exhibit "A" at an additional cost not to exceed \$933,392 plus a 10% contingency for a total authorization of \$1,026,731.20. The Executive Director is hereby authorized to issue payments from the appropriate fund as indicated in the CRA Budget to pay for the additional professional architectural and engineering consulting services for an amount not to exceed \$1,026,731.20. Provided, however, the Consultant is only authorized to proceed with the Initial Services of the Design Services for the amount of \$150,000 until further authorization of the Board of Commissioners of the Agency.

**SECTION 2:** The Chair and the Executive Director of the Agency, on behalf of the Agency, are each hereby authorized to execute and attest, respectively, the attached Second Modification to the Professional Service Agreement between the Agency on Song + Associates, Inc.

**SECTION 3.** This resolution shall be effective immediately upon its adoption.

**[Signatures of following page]**

PASSED AND ADOPTED this 13<sup>th</sup> day of August, 2014

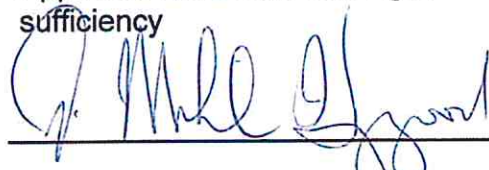
RIVIERA BEACH COMMUNITY  
REDEVELOPMENT AGENCY

By:   
Name: Judy L. Davis  
Title: Chairperson

ATTEST:

  
Executive Director

Approved as to form and legal  
sufficiency

  
\_\_\_\_\_

J. Michael Haygood  
Date 8/16/2014  
J. Michael Haygood, PA  
General Counsel

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

B. GUYTON \_\_\_\_\_  
D. PARDO \_\_\_\_\_  
C. THOMAS \_\_\_\_\_  
T. DAVIS \_\_\_\_\_  
J. DAVIS \_\_\_\_\_



# Riviera Beach CDC

## Public Market



### PUBLIC MARKET

Design Budget: Public Market

Friday, July 31, 2015

### SOURCES

Palm Beach County - Grant 2	\$	200,000
RBCRA General Fund Transfer	\$	200,000
Other		
<b>Total Sources</b>	<b>\$</b>	<b>400,000</b>

### USES

Public Market		
Property Acquisition		
Architect & Engineer	\$	400,000
Other Soft Costs		
Construction (Hard Costs)		
<b>Total Uses</b>	<b>\$</b>	<b>400,000</b>



### Total Design Budget: Multi-year

Year	Budget	Detail	Status
2014	150,000	Schematic Design	Funded: Completed
2015/16	400,000	Site Plan Approval Design & Development Plans	Funded: In-progress
2016	476,731	Construction Plans	Unfunded



October 19, 2015

Mr. Scott Evans  
Director of Planning and Development  
Riviera Beach Community Redevelopment Agency  
2001 Broadway, Suite 300  
Riviera Beach, FL 33404

RE: Marina District South – Public Market  
Professional Architectural Design Services for:  
Alternate Site Concepts

Dear Mr. Evans:

Song + Associates, Inc. is pleased to provide our proposal for professional services to provide alternative design concepts for the Public Market.

**I. PROJECT UNDERSTANDING**

Site control for the Public Market site as currently designed, depends on the terms of an agreement to exchange properties between Viking Development and the CRA. The CRA Board directed its staff to explore and develop alternate site configurations for the Public Market to be implemented if the agreement with Viking Development could not be met.

**II. SCOPE OF SERVICES**

Song + Associates will work with the owner to develop up to three (3) alternate conceptual designs, each to include the following:

- A. Conceptual Site Plan illustrating building placement, parking, vehicular circulation, pedestrian pathways, view corridors, and open space.
- B. Building Space Diagrams to depict size, location, and relationship of building elements
- C. Conceptual Building Massing – three dimensional rendering of building massing and relationship to existing and future site elements. The renderings will depict building materials in terms of transparency and solid elements however will not be intended to show architectural style or design.

We will meet with the owner to review the concepts prior to the final illustrations and presentation. (We anticipate a total of three meetings.) The designs are to be finalized and provided to the owner by November 9, 2015

**III. FEES**

Song + Associates will provide the services described herein for a total fee amount of Eighteen Thousand, Four Hundred (\$18,400.00).

**Song + Associates, Inc.**  
Architecture • Planning • Interior Design  
AA003165 / IB0001095

1545 Centrepark Drive North  
West Palm Beach, Florida 33401  
T : 561.655.2423 F : 561.655.1482

American Institute of Architects / NCARB

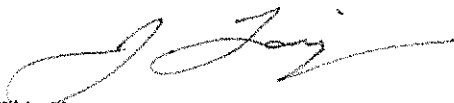
#### IV. OWNER RESPONSIBILITIES

The Client will provide to the Architect pertinent information documents and drawings in Microsoft Word and AutoCAD electronic form (where available). For purposes of this conceptual design exercise, the site plans will be based on the known information and working drawings available to the team. The documents should be considered conceptual only and will be subject to survey verification in subsequent phase of design.

Acceptance of this proposal may be indicated by the signature of a duly authorized official of the Riviera Beach CRA in the space provided below. Returning an executed copy of this proposal to our office will indicate agreement between the two parties. Song + Associates will await a work authorization as prepared by the Riviera Beach CRA.

We appreciate this opportunity and look forward to continuing to serve the community of Riviera Beach.

Best Regards,



Jill Lanigan

Director of Business Development

cc: Young Song, S+A; JoAnn Brent, S+A; Jay Quillen, S+A

Riviera Beach Community Redevelopment Agency

Accepted By: \_\_\_\_\_



Title: \_\_\_\_\_

*Phase II Schematic Design Stage*  
*(Alternate Concepts / Locations)*  
*Planning & Design Director*

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_