

# Riviera Beach CRA Payment Authorization Checklist







Vendor Name: Song + Associates, Inc.

Control No.: \_\_\_\_\_ Invoice No.: 2

Invoice Date: 3/29/2016 Payment Amount: \$ 2,875.00

Project Supervisor/Responsible Official: Scott Evans

Marina Parking BBT 2013 B 2,875.00

	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 type="checkbox"/> Deliverables due with this invoice have been received ?	
<input type="checkbox"/> If final payment, have all deliverables been received ?	N/A
<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.	N/A
<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.

Tony T R  
Approving Authority

Date: 4-11-16  
MAILED  
APR 12 2016

<input type="checkbox"/> Payment approved by the Board of Commissioners by Motion No. <u>2015-32</u> on the <u>9-23-15</u> Consent Agenda, at its meeting on <u>9-23-15</u> . (If applicable)	PROCESSED APR 1 2016
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Entered 4-11-16 by



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

AA0003165 / IB0001095

Invoice Number: 2  
Tuesday, March 29, 2016

# Invoice

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

**Project: 15026**      **MDS - Restaurant Row & Spanish Courts Related Surface Parking**

Professional Services Through: 3/31/2016

**Billing Group: A**      **Restaurant Row Waterfront Parcels**

Billing Fee: \$94,057.70

<u>Phase</u>	<u>Phase Fee</u>	<u>Percent Complete</u>	<u>Fee Earned</u>	<u>Prior Billing</u>	<u>Current Fee</u>
Architectural Design with OPCC (S + A)	19,600.00	75.00	14,700.00	0.00	14,700.00
Preliminary Site Engineering (CGA)	5,810.00	50.00	2,905.00	0.00	2,905.00
Site Plan Approval/Permitting (S + A)	3,900.00	50.00	1,950.00	0.00	1,950.00
Site Plan Approval/Permitting - Civil (CGA)	10,362.00	30.00	3,108.60	0.00	3,108.60
Traffic Analysis/PBC Concurrency Approval (CGA)	22,335.00	23.60	5,270.00	2,285.00	2,985.00
Surveying & Additional Technical Studies (CGA)	8,000.00	0.00	0.00	0.00	0.00
Site Plan Approval Application/Public Hearings (S+A)	11,500.00	0.00	0.00	0.00	0.00
Engineering Permitting (CGA)	4,000.00	0.00	0.00	0.00	0.00
10% Contingency	8,550.70	0.00	0.00	0.00	0.00
	<u>94,057.70</u>		<u>27,933.60</u>	<u>2,285.00</u>	<u>\$25,648.60</u>

Billing Group Subtotal: 25,648.60

**Billing Group Total: \$25,648.60**

**Billing Group: B**      **Spanish Courts & Related Parking**

Billing Fee: \$119,784.50

<u>Phase</u>	<u>Phase Fee</u>	<u>Percent Complete</u>	<u>Fee Earned</u>	<u>Prior Billing</u>	<u>Current Fee</u>
Preliminary Architectural Design (S + A)	15,800.00	20.00	3,160.00	3,160.00	0.00
Preliminary Documentation & Demo	11,500.00	65.00	7,475.00	4,600.00	2,875.00

Site Plan Approval Application/Public Hearings (S + A)	3,900.00	0.00	0.00	0.00	0.00
Preliminary Civil Engineering (CGA)	8,930.00	66.00	5,893.80	5,893.80	0.00
Final Civil Engineering (CGA)	5,880.00	0.00	0.00	0.00	0.00
Engineering Permitting (CGA)	1,200.00	0.00	0.00	0.00	0.00
Tree Survey/Post Demolition Topography	8,625.00	55.59	4,794.50	4,794.50	0.00
Landscape Architecture/Irrigation	12,500.00	36.00	4,500.00	4,500.00	0.00
MEP Engineering (TLC)	10,900.00	0.00	0.00	0.00	0.00
Building D Assessments	12,560.00	100.00	12,560.00	12,560.00	0.00
Fountain Assessment	5,500.00	0.00	0.00	0.00	0.00
Permitting, Bid/Construct. Administration	11,600.00	0.00	0.00	0.00	0.00
10% Contingency	10,889.50	0.00	0.00	0.00	0.00
	<u>119,784.50</u>		<u>38,383.30</u>	<u>35,508.30</u>	<u>\$2,875.00</u>

Billing Group Subtotal: 2,875.00

Billing Group Total: \$2,875.00

**Project Totals:****\*\*\* Total Project Invoice Amount:****\$28,523.60**Aged Receivables:

<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>91-120 Days</u>	<u>&gt; 120 Days</u>
\$28,523.60	\$0.00	\$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.*