

Friday, August 14, 2026

Ivan Cabrera

Delray Beach Community Redevelopment Agency
20 North Swinton Avenue
Delray Beach, FL 33444
Email: cabrerai@mydelraybeach.com
Phone: (561) 276-8640

**RE: Roosevelt Avenue Affordable/Workforce Housing
1300 Lake Ida Road, Delray Beach
Workforce Housing Development – Professional Services**

Dear Mr. Cabrera:

Peacock Architects is pleased to submit this Letter of Agreement for professional architectural services on the above referenced project as described under Basic Services below.

BASIC SERVICES:

Professional services included in this proposal consist of architectural planning, entitlement coordination, subdivision planning, prototype residential design, construction document preparation, permitting support, bidding assistance, construction administration, and consultant coordination associated with the redevelopment of the Delray Beach Community Redevelopment Agency (CRA) property located at 1300 Lake Ida Road, Delray Beach, Florida.

The proposed scope of services has been organized into three (3) phases to align with the CRA's requested project delivery approach and anticipated development process.

Phase I – Level I Site Plan Modification includes preparation and coordination of the Site Plan Modification application for the existing church campus to facilitate the proposed workforce housing development while maintaining continued operation of the existing church property. Services include planning, application preparation, consultant coordination, meetings with CRA and City staff, and support throughout the City's administrative review and approval process.

Phase II – Major Plat (Subdivision) includes preparation and coordination of the Major Plat application to subdivide the property into approximately seven (7) to eight (8) single-family workforce housing lots. Services include subdivision planning, consultant coordination, governmental agency coordination, preparation of application materials and supporting documentation, and assistance throughout the subdivision review and approval process.

Phase III – Architectural Design and Construction Documents includes the architectural design of two (2) prototype workforce housing residences, preparation of permit-ready construction documents, development of individual permit packages for each approved lot, coordination with the required engineering consultants, permitting support, bidding assistance, and construction administration services through project closeout. Peacock Architects shall serve as the Prime Consultant and shall coordinate with the CRA, the City of Delray Beach, regulatory agencies, utility providers, and the project consultant team as required to support the

successful completion of each phase of the project.

SUMMARY WORK

Peacock Architects will provide professional architectural, planning, entitlement, and construction administration services to assist the Delray Beach Community Redevelopment Agency (CRA) with the redevelopment of the CRA-owned property located at 1300 Lake Ida Road, Delray Beach, Florida, into approximately seven (7) to eight (8) single-family workforce housing lots.

The project will be completed in three (3) phases. **Phase I** consists of preparing and obtaining approval of a Level I Site Plan Modification for the existing church campus to facilitate the proposed redevelopment while maintaining continued operation of the church property. **Phase II** includes preparation and coordination of the Major Plat subdivision application, an administrative subdivision process to create the proposed residential lots and obtain the necessary subdivision approvals. **Phase III** consists of the architectural design of two (2) prototype workforce housing residences, preparation of permit-ready construction documents, development of individual permit packages for each approved lot, bidding assistance, construction administration services, and project closeout.

Throughout the project, Peacock Architects will serve as the Prime Consultant, coordinating with the CRA, City of Delray Beach, regulatory agencies, utility providers, and the consultant team to facilitate the entitlement, permitting, bidding, and construction processes.

The objective of this effort is to provide the CRA with a coordinated and comprehensive professional services package that supports the successful planning, approval, design, permitting, bidding, and construction of a high-quality workforce housing development while maintaining compliance with applicable zoning, subdivision, land development regulations, and permitting requirements.

PHASE I – LEVEL I SITE PLAN MODIFICATION

Peacock Architects shall provide professional architectural planning and entitlement services associated with the modification of the existing church campus site plan to facilitate the redevelopment of a portion of the property for a proposed workforce housing community while maintaining the continued operation and functionality of the existing church campus. Services shall include preparation and coordination of the Level I Site Plan Modification application, consultant coordination, agency coordination, and support throughout the City's administrative review and approval process.

Services shall include, but are not be limited to, the following:

- Coordination and attendance at meetings with CRA staff, City staff, and regulatory agencies in support of the Site Plan Modification and Major Plat approval process. A total of five (5) meetings are included under Phases I and II combined, as required. Additional meetings beyond the five (5) meetings included in this proposal shall be provided as Additional Services at a fee of \$500.00 per meeting.
- Presentation to the CRA Board, if required/requested, in support of the Site Plan Modification application.
- Presentation before applicable City review boards, committees, and/or the City Commission, if required/requested, to obtain approval of the Site Plan Modification application.
- Review of available surveys, plats, zoning information, land development regulations, easements, and existing site documentation.

- Evaluation of the existing church campus circulation, parking configuration, access, and site constraints.
- Development of conceptual site planning alternatives to modify the existing site layout while maintaining continued operation of the church campus and compliance with applicable City regulations.
- Preparation of a Site Plan Modification illustrating the proposed redevelopment, including circulation, parking, access, and other site planning elements required to support the application.
- Preparation and coordination of the Level I Site Plan Modification application, including preparation of the Site Plan Modification, required narratives, supporting documentation, exhibits, electronic submittals through the City's ePlans system, and responses to agency review comments.
- Coordination with the project consultant team, including the Civil Engineer, Traffic Engineer, Land Use Planner, Landscape Architect, Surveyor, Mapper, and other consultants as required to support the application.
- Coordination of supporting documentation required for the Site Plan Modification, including traffic studies or traffic statements (if requested by the City), surveys, utility information, and other consultant deliverables, as required by the reviewing agencies.
- Coordination with governmental agencies, utility providers, and other regulatory entities as necessary to facilitate the review and approval process.
- Preparation of responses necessary to obtain approval of the Level I Site Plan Modification application.
- Obtain a Traffic Statement or Traffic Study, specialty testing, or other technical studies as necessary for the application. These services shall be provided on a not-to-exceed allowance basis of up to \$15,000.00 under Phase I. Costs exceeding this allowance shall require separate written authorization from the CRA.
- Obtain surveys, including boundary, topographic, tree, and other required surveys, together with legal descriptions and easement documents necessary for the application. These services shall be provided on a not-to-exceed allowance basis of up to \$15,000.00 under Phase I. Costs exceeding this allowance shall require separate written authorization from the CRA.

Survey Coordination

Peacock Architects understands that an existing boundary survey has previously been prepared for the project site. This proposal assumes the existing survey will be made available for use by the consultant team. Should the CRA determine that updated or additional surveys, including boundary, topographic, tree, or other specialty surveys, are required to support the entitlement process, Peacock Architects shall coordinate these services under separate authorization.

Deliverable: Level I Site Plan Modification Package, including the approved Site Plan Modification application, architectural exhibits, application materials, coordinated consultant documents, and responses to agency review comments.

PHASE II – MAJOR PLAT (SUBDIVISION)

Peacock Architects shall provide professional architectural planning, subdivision coordination, and entitlement support services associated with the subdivision of the CRA-owned property into approximately seven (7) to eight (8) single-family workforce housing lots. Phase II services shall proceed concurrently with the Level I Site Plan Modification process and include coordination of the administrative Major Plat application, consultant coordination, governmental agency coordination, and support throughout the subdivision review and approval

process.

Services shall include, but are not limited to, the following:

- Coordination and attendance at meetings with the CRA, City staff, regulatory agencies, and the consultant team in support of the Major Plat approval process. Meetings shall be applied toward the total allowance of five (5) meetings included under Phases I and II combined. Additional meetings requested by the CRA beyond the five (5) meetings included in this proposal shall be billed as Additional Services at a rate of \$500.00 per meeting.
- Presentation to the CRA Board, if required/requested, in support of the Major Plat application.
- Presentation before applicable City review boards, committees, and/or the City Commission, if required/requested, to obtain approval of the Major Plat application.
- Preparation and coordination of the Major Plat application, including required narratives, supporting documentation, exhibits, electronic submittals through the City's ePlans system, responses to agency review comments, and coordination through final approval.
- Development and coordination of the preliminary subdivision layout illustrating the proposed lot configuration, access, circulation, and overall site organization.
- Review and coordination of proposed lot dimensions, setbacks, rights-of-way (ROW), general utility easements (GUE), drainage easements, access requirements, and applicable subdivision and land development regulations.
- Coordination with the project consultant team, including the Civil Engineer, Land Use Planner, Professional Surveyor and Mapper (PSM), Landscape Architect, Traffic Engineer, and other consultants as required to support the Major Plat application.
- Coordination of supporting consultant documentation, including traffic statements or studies (if requested by the City), surveys, utility information, drainage calculations, and other technical documents required for subdivision approval.
- Coordination with applicable governmental agencies and utility providers, including but not limited to South Florida Water Management District (SFWMD), Lake Worth Drainage District, utility companies, and other agencies having jurisdiction, as required to obtain approval.
- Coordination of signatures and supporting documentation required for recordation of the approved Major Plat and associated legal documents.
- Obtain a Traffic Statement or Traffic Study, specialty testing, or other technical studies as necessary for the application. These services shall be provided on a not-to-exceed allowance basis of up to \$15,000.00 under Phase II. Costs exceeding this allowance shall require separate written authorization from the CRA.
- Obtain surveys, including boundary, topographic, tree, and other required surveys, together with legal descriptions and easement documents necessary for the application and plat recordation. These services shall be provided on a not-to-exceed allowance basis of up to \$15,000.00 under Phase II. Costs exceeding this allowance shall require separate written authorization from the CRA.

Survey and Technical Study Allowances

Peacock Architects shall obtain and coordinate the surveys, legal descriptions, easement documents, traffic documentation, specialty testing, and technical studies necessary for the applicable application. The proposal includes separate not-to-exceed allowances for these services, as identified in the Fee Schedule. Any costs exceeding the applicable allowance shall require separate written authorization from the CRA.

Deliverable: Major Plat Package, including coordinated application materials, supporting consultant documentation, responses to agency review comments, and recordation support necessary to obtain subdivision approval.

Phase III – ARCHITECTURAL DESIGN & CONSTRUCTION DOCUMENTS

Upon completion of Phases I and II and receipt of written authorization from the CRA, Peacock Architects shall provide professional architectural design, consultant coordination, permitting, bidding assistance, and construction administration services for the development of approximately seven (7) to eight (8) single-family workforce housing residences. Services shall include the preparation of two (2) repeatable prototype home designs, development of individual permit packages for each approved lot, coordination with the consultant team, assistance during bidding, and construction administration through project closeout.

For budgeting purposes, the consultant fees included in this proposal are based on prototype residences of approximately 1,800 square feet of air-conditioned area. Should the final home sizes or project scope differ substantially from this assumption, consultant fees may require adjustment upon written authorization by the CRA.

Services shall include, but are not limited to, the following:

Design Development

- Coordination and attendance at up to five (5) meetings with CRA staff during the design process. Additional meetings requested by the CRA beyond those included in this Phase shall be billed as Additional Services in accordance with the Professional Fee Schedule.
- Presentation of the proposed architectural design to the CRA Board, if required.
- Confirmation of setbacks, lot dimensions, easements, and applicable zoning and Land Development Regulation requirements based on the approved Major Plat.
- Ongoing coordination with the CRA and the consultant team, including Civil, Structural, Mechanical, Electrical, Plumbing, Landscape Architecture, and other consultants as required.
- Development of two (2) repeatable workforce housing prototype residences consisting of:
 - One (1) three-bedroom, two-bathroom, two-story prototype residence.
 - One (1) two-bedroom, two-bathroom, single-story prototype residence with a flex room.
- Preparation of Schematic Design, Design Development, and permit-ready Construction Documents in compliance with applicable City of Delray Beach codes and architectural standards.
- Design emphasis on cost-efficiency, constructability, energy efficiency, resiliency, and long-term maintainability appropriate for South Florida workforce housing developments.

Permitting

- Preparation and coordination of individual building permit applications for approximately seven (7) to eight (8) single-family residences following approval and recordation of the Major Plat, including adaptation of the approved prototype plans for each individual lot.
- Adaptation of the approved prototype plans for each individual lot.
- Preparation of permit applications, required narratives, exhibits, and electronic submittals through the City's ePlans system.
- Coordination of consultant documents required for permitting.
- Responses to plan review comments and coordination with reviewing agencies through permit approval.
- Coordination with utility providers, including FPL, Comcast, and other utility agencies, as required.

- Coordination with the City of Delray Beach and the United States Postal Service (USPS) for assignment of addresses to the newly created residential lots.

Bidding Assistance

- Assistance with preparation and review of the Invitation to Bid (ITB) package.
- Preparation and coordination of bidding documents, including Construction Documents, Technical Specifications, and supporting bid information.
- Responses to Requests for Information (RFIs) from prospective bidders during the bidding phase.
- Preparation of addenda and clarifications, as required.
- Assistance to the CRA with the evaluation of bids received and review of contractor qualifications.
- Preparation and coordination of bidding documents, including Construction Documents, Technical Specifications, supporting bid information, and Schedule of Values.

Construction Administration

- Attendance at bi-weekly construction progress meetings and periodic site observations during the anticipated construction period. This proposal assumes a construction duration of approximately six (6) months and includes up to twelve (12) construction progress meetings. Should the construction duration be extended or additional meetings be required beyond those included herein, such services shall be considered Additional Services and billed in accordance with the Professional Fee Schedule.
- Coordination with the consultant team during construction.
- Review of contractor submittals and shop drawings.
- Responses to Requests for Information (RFIs) during construction.
- Review of Applications for Payment (Pay Applications).
- Preparation of punch lists and follow-up observations related to project closeout.
- Assistance with Substantial Completion, Final Completion, and project closeout activities.

Deliverables:

- Schematic Design (SD) Package
- Design Development (DD) Package
- Permit-Ready Construction Documents (CD)
- Individual Permit Packages (7–8 Applications)
- Permit Submittals and Agency Approvals
- Bidding Assistance
- Construction Administration Services through Project Closeout

CONSULTANT COORDINATION

Peacock Architects shall serve as the Prime Consultant for the project and shall coordinate the services of the project consultants throughout the applicable phases of the work.

Phase I & Phase II – Entitlement and Subdivision Consultant Coordination

The following consultants shall participate during the entitlement and subdivision phases of the project and shall commence services upon written authorization from the CRA to proceed with Phases I and II:

- Civil Engineering
- Land Use Planning
- Traffic Engineering (as needed)
- Professional Surveyor and Mapper (PSM) – Architect Coordinated under Applicable NTE Allowance



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- Landscape Architecture
- Other specialty consultants, as required to support the Level I Site Plan Modification and Major Plat approval process, to be retained and coordinated by Peacock Architects as required and directed by the CRA. Specialty consultant fees are excluded and shall be authorized separately.

These consultants shall provide technical documents, studies, reports, and supporting information necessary to obtain the required governmental approvals for the Level I Site Plan Modification and Major Plat applications.

Phase III – Design and Construction Consultant Coordination

Following completion of the entitlement process and upon written authorization by the CRA to proceed with Phase III, Peacock Architects shall coordinate the services of the design consultants required for preparation of the prototype residential designs, construction documents, permitting, bidding assistance, and construction administration.

Phase III consultants shall include:

- Structural Engineering
- Mechanical, Electrical, and Plumbing (MEP) Engineering
- Civil Engineering (as required for construction documents and permitting)
- Landscape Architecture
- Other specialty consultants, as required to support permitting and construction administration, to be retained and coordinated by Peacock Architects as required and directed by the CRA. Specialty consultant fees are excluded and shall be authorized separately.

Consultant services associated with Phase III shall not commence until written authorization is received from the CRA to proceed with Phase III.

EXCLUSIONS:

Unless specifically identified herein, the following services are excluded from this proposal and may be provided as Additional Services upon written authorization from the CRA:

- Traffic studies, specialty testing, technical studies, surveys, legal descriptions, and easement documents exceeding the applicable not-to-exceed allowances identified in the Fee Schedule.
- Environmental assessments, environmental permitting, contamination investigations, remediation, hazardous materials surveys, asbestos, lead-based paint, mold, wetlands evaluations, or mitigation services.
- Geotechnical investigations, soil borings, pavement testing, percolation testing, groundwater investigations, or geotechnical engineering services.
- Utility capacity studies, off-site utility improvements, utility design beyond the project limits, or utility relocation design.
- Representation at legal proceedings, mediation, arbitration, litigation, or expert witness services.
- Revisions resulting from changes in the project program, owner-directed scope modifications, regulatory changes occurring after approval, or revisions requested after approval of a project phase.
- Redesign resulting from changes to previously approved concepts, lot configurations, prototype home designs, or construction documents after authorization to proceed.
- Preparation of record drawings (as-built drawings) based on contractor markups.
- Permit fees, application fees, impact fees, utility fees, recording fees, review fees, or other governmental charges.
- Printing, reproduction, postage, overnight delivery, and extraordinary reimbursable expenses beyond those normally incurred in electronic project delivery.



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- Additional construction administration services resulting from contractor default, excessive Requests for Information (RFIs), excessive submittal resubmissions, project suspension, delays, extended construction duration, or multiple phases of construction beyond those reasonably contemplated by this proposal.
- Services not specifically identified in this proposal.

This proposal assumes a single construction contract and a continuous construction schedule. Additional services resulting from phased construction, multiple bid packages, multiple prime contractors, or extended construction durations beyond those reasonably anticipated at the time of this proposal shall be considered Additional Services.

FEES:

Our fee for services above shall be Stipulated Sums and broken down as follows:

PHASE I – LEVEL I SITE PLAN MODIFICATION		Fee
Peacock Architects		\$7,000.00
Civil Engineering		\$12,000.00
Land Use Planning & Entitlement		\$20,000.00
Landscape Architecture		\$8,500.00
Service:		
Traffic Statement/Study, Specialty Testing and Technical Studies Allowance (NTE)		\$15,000.00
Surveys, Legal Descriptions and Easement Documents Allowance (NTE)		\$15,000.00
PHASE I TOTAL		\$77,500.00
PHASE II – MAJOR PLAT (SUBDIVISION)		
Peacock Architects		\$7,000.00
Service:		
Traffic Statement/Study, Specialty Testing and Technical Stud Allowance (NTE)		\$15,000.00
Surveys, Legal Descriptions and Easement Documents Allowance (NTE)		\$15,000.00
PHASE II TOTAL		\$37,000.00
PHASE III – ARCHITECTURAL DESIGN, CONSTRUCTION DOCUMENTS, PERMITTING, BIDDING ASSISTANCE & CONSTRUCTION ADMINISTRATION		
Peacock Architects Construction Documents		\$52,000.00
Peacock Architects Bidding Assistance		\$7,000.00
Peacock Architects Construction Administration		\$12,600.00
Structural Engineering		\$6,000.00
Civil Engineering		\$17,000.00
MEP Engineering		\$7,200.00
Landscape Architecture		\$15,000.00
Structural Engineering – Construction Administration		\$2,500.00



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Civil Engineering – Construction Phase Services (NTE)		\$5,000.00
Landscape Architecture – Construction Observation		\$3,500.00
MEP Engineering - Record Drawings		\$1,200.00
PHASE III TOTAL		\$129,000.00
TOTAL PROFESSIONAL FEE		\$243,500.00

** Fees above are for professional services only and do not include application/permitting fees or printing costs for application submittals.

The Traffic/Technical Studies and Survey/Legal Documentation amounts listed above are not-to-exceed allowances. Peacock Architects shall invoice these services based on actual costs incurred, up to the stated allowance for each line item and phase. Costs exceeding an individual allowance shall require separate written authorization from the CRA.

STANDARD TERMS AND CONDITIONS

Additional Services

Changes to the working drawings requested by the owner, after the 100% submittal of the architectural drawings or major changes created during the working drawings phase are considered as additional services requested and will be invoiced at hourly rates.

Some of the services not included as Basic Services (some may be provided as Additional Services):

1. Any Services, Disciplines (such as Interior Designer) or phases not specifically listed.
2. Changes to approved drawings.
3. Model or 3D Renderings.
4. Acquisition of existing facility or site information, such as “as-built” drawings, surveys, geotechnical reports, environmental analyses, private development or improvement standards, deed restrictions, or lease restrictions, except for the survey services expressly included through the not-to-exceed allowances identified in this Agreement.
5. Improvement or modifications to the land, buildings or other physical components outside the specified project.
6. Engineering (including any MEP/fire alarm/sprinkler requiring an engineer), material testing and analysis, acoustic engineer consultant, water-proofing consultant, parking design consultant if needed.
7. Specialty contractor shop drawings preparation (i.e. tilt-wall panels, fire sprinklers, alarm systems, security monitoring systems, phone systems, cabinetry, special storage systems, glass/glazing systems, etc.)
8. Shop drawing type detailing.
9. Shopping for or specifying interior finishes, appliances, owner’s equipment, etc.
10. Value engineering.
11. Building Permit processing or expediting.
12. Acquisition of product approvals or similar information that governing agencies might require from material manufacturers.
13. Permitting or application fees at all local governmental agencies at the County and City levels.
14. Construction Administration services shall be provided in accordance with the Basic Services identified in this Agreement. Additional Construction Administration services beyond the scope identified herein, if authorized, shall be billed in accordance with the Professional Fee Schedule.



15. Attendance at meetings beyond those specifically identified in the Agreement, including owner meetings, consultant coordination meetings, public workshops, neighborhood meetings, stakeholder meetings, City staff meetings, Planning & Zoning Board meetings, CRA Board meetings, City Commission meetings, or other governmental hearings.
16. Preparation of presentation materials, presentation boards, exhibits, renderings, visual simulations, public meeting graphics, and digital presentations beyond those specifically identified in the Basic Services.
17. Responses to plan review comments resulting from owner-requested design revisions, agency changes in interpretation, changes in codes, ordinances, regulations, or utility requirements occurring after commencement of the project.
18. Redesign resulting from owner-directed changes in scope, budget, schedule, occupancy, program requirements, or project phasing.
19. Evaluation of alternate sites, additional design options, or multiple concept studies beyond those identified in the Basic Services.
20. Existing building investigations, destructive testing, exploratory demolition, concealed condition investigations, hazardous material assessments, ADA assessments, facility condition assessments, or verification of existing conditions.
21. Utility coordination with service providers including water, sewer, electric, gas, telecommunications, or other utility agencies beyond normal design coordination.
22. Sustainability consulting, resiliency planning, energy modeling, LEED, Florida Green Building Coalition certification, commissioning coordination, or other sustainability certification services.
23. Cost estimating services, detailed quantity take-offs, independent estimating, lifecycle cost analyses, or constructability reviews by third-party consultants.
24. Preparation of bid alternates, phased construction packages, early release packages, multiple bid packages, or revisions required due to bids exceeding the project budget.
25. Assistance with grant applications, funding agency documentation, incentive program applications, affordable/workforce housing compliance documentation, or other funding-related services.
26. Post-occupancy evaluations, warranty inspections, facility assessments, or record drawing revisions after project completion.
27. Digital modeling services including Building Information Modeling (BIM) coordination beyond standard architectural production, clash detection, or preparation of BIM models for owner use.
28. Preparation of record drawings ("as-built" drawings) based upon contractor markups.
29. Fast-track, phased permitting, accelerated review schedules, overtime services, or work performed outside normal business hours requested by the Client.

Outside Services

1. Life Safety and Fire Protection Analysis
2. Permit Processor/Expeditor
3. Façade and Envelope Consultant

ADDITIONAL SERVICE RATES

Additional Services shall be billed in accordance with the Professional Fee Schedule of the contract. Additional services shall be performed only with the request and authorization of the client for these services.



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REIMBURSABLE EXPENSES

Reimbursable expenses shall be paid in accordance with the attached Reimbursable Fee Schedule, January 1st of 2025. The consultant shall be reimbursed for all printing, plotting, duplicating, courier and travel expenses pertaining to the production of these documents.

OTHER PROVISIONS

The Client and the Architect bind themselves, their partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this Agreement. Neither the Client nor the Architect shall assign, sublet, or transfer his interest in the Agreement without the written consent of the other. Again, we appreciate this opportunity. If you have any comments or concerns, please do not hesitate to contact us.

Sincerely,

Tamara Peacock, President
Peacock Architects, Architect

ACCEPTANCE of PROPOSAL

By: Ivan Cabrera

Date:



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Reimbursable Fee Schedule Effective January 1, 2025

Description	Amount		
8 ½" x 11" Facsimiles	\$	2.50	ea.
8 ½" x 11" Copies	\$	0.20	ea.
8 ½" x 11" Color Copies	\$	2.50	ea.
8 ½" x 14" Copies	\$	0.30	ea.

Reproductions	Amount		
11" x 17" Blackline Print	\$	2.50	ea.
24"x 36" Sepia	\$	16.00	ea.
24"x 36" Mylar	\$	30.00	ea.
24"x 36" Blackline Print	\$	5.00	ea.

Color Prints Unmounted	Color			Glossy Color		
8 ½" x 11"	\$	3.00	ea.	\$	10.00	ea.
8 ½" x 14"	\$	5.50	ea.	\$	20.00	ea.
11" x 17"	\$	5.50	ea.	\$	20.00	ea.
18" x 24"	\$	8.00	ea.	\$	30.00	ea.
24" x 36"	\$	8.00	ea.	\$	30.00	ea.

Mounted Boards	Color			Black & White		
11" x 17" Color Boards	\$	40.00	ea.	\$	30.00	ea.
11" x 17" Glossy Color Boards	\$	50.00	ea.	\$	40.00	ea.
24" x 36" Color Boards	\$	80.00	ea.	\$	60.00	ea.
24" x 36" Glossy Color Boards	\$	100.00	ea.	\$	70.00	ea.
30" x 40" Color Boards	\$	80.00	ea.	\$	60.00	ea.
30" x 40" Glossy Color Boards	\$	100.00	ea.	\$	70.00	ea.
40" x 60" Color Boards	\$	100.00	ea.	\$	70.00	ea.
40" x 60" Glossy Color Boards	\$	120.00	ea.	\$	90.00	ea.

Scanning	Amount		
8 ½" x 11"	\$	0.25	ea.
11" x 17"	\$	2.00	ea.
24" x 36"	\$	5.00	ea.
Unbinding/ Rebinding	\$	15.00	ea.

* it is customary to add an administrative fee of 10% for all outside reimbursables



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Professional Fee Schedule

Effective January 1, 2022 (revised September 11, 2025)

SERVICE PROVIDED	HOURLY RATE
Principal Architect	\$250.00
Project Architect	\$200.00
Senior Project Manager	\$190.00
Project Manager	\$175.00
Certified Threshold Inspector	\$124.02
Construction Manager	\$165.00
Designer	\$150.00
Interior Designer	\$150.00
CADD Designer	\$135.00
Graphic Designer	\$85.00
Administrative Support	\$85.00