

**WORK ASSIGNMENT
BETWEEN**

**THE DELRAY BEACH
COMMUNITY REDEVELOPMENT AGENCY**

AND

**THE TAMARA PEACOCK COMPANY ARCHITECTS OF FLORIDA, INC. dba
PEACOCK ARCHITECTS**

This Work Assignment is entered into this ____ day of **April 2026**, by and between the **DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY**, hereinafter referred to as "CRA" and **THE TAMARA PEACOCK COMPANY ARCHITECTS OF FLORIDA, INC. dba PEACOCK ARCHITECTS** (hereinafter referred to as "ARCHITECT").

WITNESSETH:

WHEREAS, the CRA and the ARCHITECT previously entered into an Agreement for Professional Architectural Services dated May 30, 2024, (the "Original Agreement"); and

WHEREAS, the CRA and the ARCHITECT are authorized to enter into Work Assignments in order to provide for additional services to be provided by the ARCHITECT for the CRA, pursuant to the Original Agreement; and

WHEREAS, the CRA and the ARCHITECT desire to enter into this Work Assignment in order for the ARCHITECT to provide additional services pursuant to the Original Agreement, except as modified herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the CRA and the ARCHITECT agree as follows:

1. The "WHEREAS" clauses recited above are hereby incorporated herein by reference.

2. The CRA authorizes the ARCHITECT to perform additional services as provided in this Work Assignment for the following CRA Projects:

**362 NE 3rd Avenue, Delray Beach
Professional Services – Due Diligence Report**

3. The Scope of Services for the Project, as provided in the Original Agreement, is hereby amended in order to authorize the ARCHITECT to provide the

Scope of Services as described on **Composite Exhibit "A"**, to this Work Assignment, which is attached hereto and incorporated herein by reference.

4. The ARCHITECT agrees to perform the Scope of Services, and the CRA agrees to pay the ARCHITECT for the Scope of Services an amount not to exceed, without prior written authorization by the CRA Executive Director, Eight Thousand Seven Hundred Fifty Dollars and Zero Cent (\$8,750.00), as provided in **Composite Exhibit "A"**, attached hereto.

5. In the event that additional services related to the aforementioned **362 NE 3rd Avenue, Delray Beach Professional Services – Due Diligence Report** are required, the CRA may, with prior written authorization by the CRA Executive Director, engage the ARCHITECT on an hourly basis at the rates stated within the Original Agreement.

6. The Budget for the Project as stated in the Original Agreement is hereby amended to reflect the adjustments indicated on **Composite Exhibit "A"**, to this Work Assignment, which is attached hereto and incorporated herein by reference.

7. This Work Assignment is approved contingent upon the CRA's acceptance of and satisfaction with the completion of the services rendered in the previous phase or as encompassed in the Original Agreement, as may have been amended by any prior Work Assignments entered into between the CRA and the ARCHITECT. If the CRA, in its sole discretion, is unsatisfied with the services provided in the previous phase, or prior Work Assignment, the CRA may terminate the Original Agreement without incurring any further liability.

8. The ARCHITECT may not commence work on any Work Assignment, including this Work Assignment, as approved by the CRA, without a further notice to proceed issued in writing by the CRA Executive Director, or her authorized representative.

9. The Original Agreement, except as may have been modified by this Work Assignment, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Work Assignment as of the day and year indicated above.

DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY

ATTEST:

By: _____
Name: _____

BY: _____
Renée A. Jadusingh, Esq.
CRA Executive Director

I HEREBY CERTIFY THAT I HAVE APPROVED THIS AGREEMENT AS TO FORM:

CRA General Counsel

**ARCHITECT:
THE TAMARA PEACOCK COMPANY ARCHITECTS OF FLORIDA, INC. dba PEACOCK ARCHITECTS, A FLORIDA CORPORATION**

By: _____
(Signature)

(Print Name and Title)

Attest:

Secretary

STATE OF FLORIDA)
)ss:
COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization, this ___ day of _____, 2026, by _____, as _____ (name of officer or agent, title of officer or agent), of THE TAMARA PEACOCK COMPANY ARCHITECTS OF FLORIDA, INC. dba PEACOCK ARCHITECTS, a Florida corporation, on behalf of the corporation. He/She is personally known to me or has produced _____ (type of identification) as identification.

Signature

Name and Title

Commission Number

EXHIBIT A
SCOPE OF SERVICES



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Tuesday, April 14, 2026

Christine Tibbs

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

**RE: 362 NE 3rd Avenue, Delray Beach
Professional Services – Due Diligence Report
CRA No. 2023-05**

Dear Mrs. Christine Tibbs:

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:

Disciplines include Professional services in this proposal are for architectural only to provide the supporting code research and feasibility study on the above referenced properties to understand the capacity of the site for the development of a new parking structure.

Summary Work

Peacock Architects will provide a due diligence package which includes a summary of applicable code and zoning requirements, along with a high-level evaluation of the feasibility of developing the subject site as a public parking structure. This preliminary review will assess the practical parking yield, including an estimated number of spaces, and will include a conceptual layout illustrating key components such as vehicular circulation, stair towers, elevators, and required support spaces (e.g., mechanical and service areas). A conceptual massing model will also be prepared to study the overall scale, height, and form of the proposed structure in relation to the site and surrounding context.

The evaluation will also review zoning requirements related to potential ground-floor commercial or retail components, including whether such uses are required and if any relief or variance process may be applicable to omit them.

This effort is intended to provide a high-level planning assessment and is not intended to represent a final design or full site planning analysis. The information will be prepared for the City of Delray Beach Community Redevelopment Agency to assist in evaluating overall development feasibility of the proposed parking structure.

TASKS:

Due Diligence Package

Peacock Architects will prepare a due diligence package that provides a high-level evaluation of the feasibility of developing the subject site as a public parking structure. This preliminary assessment will include a review



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of the site’s location, size, and applicable regulatory and zoning constraints, including requirements related to parking structures and any associated use provisions.

The analysis will evaluate the practical parking yield of the site, including an estimated number of parking spaces based on typical layout efficiencies and code requirements. The review will also consider circulation strategies and operational components necessary for a functional parking facility.

As part of this effort, Peacock Architects will prepare a conceptual parking layout illustrating vehicular circulation, parking modules, and key building components such as stair towers, elevators, and required support spaces (e.g., mechanical and service areas). The layout will be used to study the efficiency and functionality of the proposed structure. A conceptual massing model will also be developed to study the overall scale, height, and form of the proposed parking structure and its relationship to the site and surrounding context.

Additionally, the evaluation will review zoning requirements related to potential ground-floor commercial or retail components, including whether such uses are required and if any relief or variance process may be applicable to omit them.

A summary of the findings, including the high-level code and zoning review, site considerations, and conceptual planning diagrams, will be compiled into a due diligence package outlining key observations, potential constraints, and overall considerations related to the feasibility of developing the proposed parking structure.

FEES:

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

Due Diligence Package	\$ 8,750.00
TOTAL FEE		\$ 8,750.00

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. Destruction/Non-Destructive Testing
3. Model, Photorealistic renderings, animations, marketing graphics, or presentation materials.
4. Acquisition of existing facility or site information such as ‘as built’ drawings, surveys and geotechnical reports, environmental analysis, private development or improvement standards, deed or lease restrictions, etc.
5. Improvement or modifications to the land, buildings or other physical components outside the specified project.
6. Engineering (including any fire alarm/sprinkler requiring an engineer), material testing and analysis, acoustic engineer consultant, water-proofing consultant, parking design consultant if needed.



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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 phase to be billed hourly as needed.
15. Zoning, entitlement, variance, rezoning, or land use approval applications and hearings.
16. Attendance at public meetings, neighborhood meetings, or stakeholder workshops beyond Basic Services.
17. Revisions required due to changes in codes, regulations, or agency interpretations after completion of a project phase.
18. Owner-requested revisions after approval of a project phase or changes to the approved program or scope.
19. Field verification or documentation of existing conditions or preparation of existing conditions drawings.
20. Sustainability consulting or certification services (LEED, Green Globes, FGBC, or similar programs).

ADDITIONAL SERVICE RATES

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

REIMBURSABLE EXPENSES

Reimbursable expenses shall be paid in accordance with the attached Reimbursable Fee Schedule, January 1st of 2007. The consultant shall be reimbursed for all printing, plotting, duplicating, courier and travel expenses pertaining to the production of these documents.

PAYMENTS

Invoices from the architect, based on the services rendered, will be prepared in accordance with the Architect's billing cycle. Payment from the client is due upon presentation of the invoice. Payments to be made in accordance with the master services agreement between Peacock Architect & the Delray Beach Community Redevelopment Agency.

OWNERSHIP OF DRAWINGS

Drawings are instruments of the Architect's services and shall bear the Architect's copyright notice. The client shall always be entitled to these documents without restriction in whatever format it requires as "service for hire" as it relates to use on this project. The Architect, whether the project is executed or not, may keep, store or retain these same documents without restriction as the Architect's intellectual property, forever. The Architect shall never unreasonably withhold these documents from the client. The Client may also retain hardcopies of all drawings for its information and records (in any format), as well and agrees not to release AutoCAD/Revit information to other parties outside of this project. The Architect agrees not to unreasonably



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withhold release right to the client. Any drawings provided by the Client to the architect remain the client's property and shall never be withheld from the client.

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
Tamara Peacock Company, Architect

ACCEPTANCE of PROPOSAL

By:

Date:



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Professional Fee Schedule
Effective January 1, 2022

SERVICE PROVIDED	HOURLY RATE
Principal	\$250.00
Principal Associate	\$220.00
Project Architect	\$200.00
Senior Project Manager	\$190.00
Project Manager	\$175.00
Architectural Designer	\$150.00
Bookkeeper	\$85.00
Administrative Assistant	\$85.00
Marketing Coordinator	\$85.00

Reimbursable Fee Schedule
Effective January 1, 2007

DESCRIPTION	AMOUNT
8 ½" x 11" Facsimiles	\$ 2.00 ea.
8 ½" x 11" Copies	\$.10 ea.
8 ½" x 11" Color Copies	\$ 2.00 ea.
8 ½" x 14" Copies	\$.15 ea.

Reproductions

11" x 17" Blackline Print	\$ 2.00 ea.
24" x 36" Sepia	\$ 8.00 ea.
24" x 36" Mylar	\$ 15.00 ea.
24" x 36" Blackline Print	\$ 3.00 ea.

Color Prints Unmounted

	Color	Glossy Color
8 ½" x 11"	\$ 2.00 ea.	\$ 5.00 ea.
8 ½" x 14"	\$ 4.00 ea.	\$ 10.00 ea.
11" x 17"	\$ 4.00 ea.	\$ 10.00 ea.
18" x 24"	\$ 5.00 ea.	\$ 15.00 ea.
24" X 36"	\$ 5.00 ea.	\$ 15.00 ea.

Mounted Boards

	Color	Black & White
11" x 17" Color Boards	\$ 20.00 ea.	\$ 15.00 ea.
11" x 17" Glossy Color Boards	\$ 25.00 ea.	\$ 20.00 ea.
24" x 36" Color Boards	\$ 40.00 ea.	\$ 30.00 ea.
24" x 36" Glossy Color Boards	\$ 50.00 ea.	\$ 35.00 ea.
30" x 40" Color Boards	\$ 40.00 ea.	\$ 30.00 ea.
30" x 40" Glossy Color Boards	\$ 50.00 ea.	\$ 35.00 ea.
40" x 60" Color Boards	\$ 50.00 ea.	\$ 35.00 ea.
40" x 60" Glossy Color Boards	\$ 60.00 ea.	\$ 45.00 ea.

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