



## Cover Memorandum/Staff Report

---

**File #:** 26-0035 CRA

**Agenda Date:** 2/26/2026

**Item #:** 7F.

---

**TO:** CRA Board of Commissioners  
**FROM:** Teshana King, Project Manager  
**THROUGH:** Renée A. Jadusingh, Executive CRA Director  
**DATE:** February 26, 2026

**APPROVAL OF A WORK ASSIGNMENT FOR ARCHITECTURAL SERVICES WITH JUSTIN ARCHITECTS, P.A., FOR EXTERIOR IMPROVEMENTS OF A PARKING LOT SERVING THE CRA-OWNED BUILDING AT 102 NW 5<sup>TH</sup> AVENUE IN AN AMOUNT NOT TO EXCEED \$86,149.40**

**Recommended Action:**

Approve the Work Assignment for Architectural Services with Justin Architects, P.A. for exterior improvements of a parking lot serving the CRA-owned building located at 102 NW 5<sup>th</sup> Avenue in an amount not to exceed \$86,149.40, and authorize the CRA Board Chair to execute any and all related documents for said purpose in a form that is acceptable to CRA Legal Counsel.

**Background:**

The Delray Beach Community Redevelopment Agency (CRA) purchased 102 NW 5<sup>th</sup> Avenue (Commercial Property) and the two (2) vacant lots (Vacant Properties) to the west of the commercial building in March 2024.

The Commercial Property has a one-story commercial building with five (5) tenant bays, and a small parking area to the south; it is zoned CBD - Central Business District and is within the West Settlers Historic District of The Set (CRA Sub-Area #3). The Vacant Properties are two (2) vacant lots to the west of the commercial building formerly served as the parking lot for the commercial building, but the parking lot has deteriorated and only remnants of the parking lot remain.

Since the CRA's purchase, the following exterior repairs and improvements have been completed for the Commercial Building:

Complete roof replacement, stucco repairs, new windows and doors, new tenant signage, electrical repairs, and new lighting.

Improving the exterior of the Commercial Building and Vacant Properties eliminates slum and blight and contributes to creating additional affordable commercial spaces and economic opportunities within the CRA District/West Settlers Historic District as indicated in the objectives of the CRA Redevelopment Plan and West Atlantic Masterplan/The Set Transformation Plan.

At this time, the next phase of exterior improvements is to rehabilitate the Vacant Properties into a functioning parking lot that would serve the tenants of the Commercial Building and visitors to Historic NW/SW 5<sup>th</sup> Avenue Commercial Corridor.

CRA Staff reached out to multiple architects in the CRA's professional continuing consulting services pool to provide proposals to assist the CRA in completing the architectural and construction plans necessary to complete the parking lot improvements.

After reviewing the proposals, Justin Architects, P.A. (Justin) was selected due to their comprehensive provision of the services required.

The scope of work includes providing the architectural services necessary to complete design and construction plans for the following:

- Parking lot layout and improvements
- Pedestrian circulation and access
- Accessible parking spaces
- Dumpster relocation

The full scope of work, which will include assistance with permitting, bidding, and construction administration, for the Work Assignment is attached as Exhibit C.

At this time, CRA staff is seeking approval of the Work Assignment between the CRA and Justin for exterior improvements of a parking lot serving the CRA-owned property located at 102 NW 5<sup>th</sup> Avenue in an amount not to exceed \$86,149.40, and authorize the CRA Board Chair to execute any and all related documents for said purpose in a form that is acceptable to CRA Legal Counsel.

Attachment(s): Exhibit A - Location Map; Exhibit B - Continuing Consulting Services Agreement with Justin Architects; Exhibit C - Justin Architects Proposal; Exhibit D - Work Assignment - Justin Architects - 102 NW 5<sup>th</sup> Avenue - Exterior

**CRA Attorney Review:**

The CRA Legal Counsel has prepared and reviewed the Work Assignment for legal sufficiency and form and determined it to be acceptable.

**Funding Source/Financial Impact:**

Funding has been allocated from GL#6222.

**Overall need within the Community Redevelopment Area from Delray Beach CRA**

**Redevelopment Plan:**

**Removal of Slum And Blight**

Land Use

**Economic Development**

Affordable Housing

Downtown Housing

Infrastructure

Recreation and Cultural Facilities