



1512 E Broward Blvd, Suite 102
Fort Lauderdale, FL 33301
954 728 7000
www.peacockarchitect.com

Tuesday, January 07, 2025

Mackenzie Weber

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

**RE: Historic Office Building
20 North Swinton Avenue, Delray Beach, FL 33444
Professional Services – Historic Renovation Evaluation – Phase 1
CRA No. 2023-05**

Dear Ms. Mackenzie Weber:

The Tamara Peacock Company Architect 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, mechanical, and structural engineering evaluation reports to assess the current conditions of the existing historic building and it's infrastructure to determine the work required to renovate the building.

Consultants: RGD Consulting Engineers (Mechanical) and ONM&J (Structural)

Summary Work

Peacock Architects and its consultants will perform field investigations to evaluate the existing exterior siding, roof, front balcony terrace, water intrusion at the windows, and mechanical system located in the crawl space of the building. After the field investigations are completed, a consolidated report will be created by the design team indicating their observations of the existing conditions, and providing professional opinion on the condition of the existing structure/infrastructure and a written narrative with recommendations for the corrective work required.

Phases included in this proposal are pre-design only. Another proposal for Phase 2 of the work will be provided after the building has been assessed and a determination has been made on the work required to properly address the building deficiencies.

TASKS:

Pre-Design: Analysis and Evaluation

Peacock Architects and their consultants will perform the necessary investigation, evaluation, and research to define the scope of work required for phase 2 of the project. This will include field investigations to evaluate the current conditions of the structure and infrastructure of the building. From the field investigation, we will create a report of conclusions and recommendations to be utilized for the scope validation to define the work required of the next phase of the project – construction documents.



PEACOCK ARCHITECTS

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FEES:

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

Architectural	\$ 3,150.00
Mechanical	\$ 2,960.00
Structural	\$ 1,700.00
TOTAL FEE	\$ 7,810.00

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. Changes to approved drawings.
4. Model or 3D Renderings.
5. 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.
6. Improvement or modifications to the land, buildings or other physical components outside the specified project.
7. Engineering (including any fire alarm/sprinkler requiring an engineer), material testing and analysis, acoustic engineer consultant, water-proofing consultant, parking design consultant if needed.
8. 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.)
9. Shop drawing type detailing.
10. Shopping for or specifying interior finishes, appliances, owner's equipment, etc.
11. Value engineering.
12. Building Permit processing or expediting.
13. Acquisition of product approvals or similar information that governing agencies might require from material manufacturers.
14. Permitting or application fees at all local governmental agencies at the County and City levels.
15. Construction Administration phase to be billed hourly as needed.

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.



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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 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