



16 June 2025

R1 25 June 2025

R2 14 July 2025

Casetra Thompson, Purchasing and Contract Administration Division
The City of Delray Beach
100 NW 1st Avenue
Delray Beach, FL 33444

Re: RFQ NO.: 2025-019, Professional Services – Architectural/Engineering Design & Construction
Administration – Crest Theatre Auditorium Renovations/ Project No. 25-001
Proposal for Concept Design Services

Dear Ms. Thompson:

It was a pleasure meeting with you and other City of Delray Beach staff and touring the theater on June 2, 2025. The tour and conversations were enlightening and informative. We are excited by the opportunities we observed in our brief review of the building and its potential as a significant cultural resource for the City of Delray Beach.

We are pleased to offer this *Proposal for Concept Design Services* to assist the City with determining the direction of building renovations.

Following for your consideration is our proposed scope of services including Background; Project Understanding; Scope of Services; Project Team; Professional Fees; Assumptions; Exclusions; and Schedule.

Background

Crest Theatre is part of the 1925 Delray High School Building, which was adapted for use as a performing arts center in the early 1990s. Within the Auditorium, which has been expanded, the original proscenium is a significant historic feature. The current project will build on and complement the work that was completed in early 2024 to renovate the lobby and several meeting rooms/classroom spaces.

The auditorium and backstage spaces have been unused for several years. Performance equipment removals concurrent to the departure of a prior tenant have reduced the City's ability to utilize the space. Removed equipment includes the stage/house lighting dimming system; audio system; rigging components; and draperies.

The building is fully sprinklered. Accessibility for people with disabilities appears to be limited to lobby and adjacent spaces. There is no accessible seating in the auditorium. The existing stage and dressing rooms are not accessible.

Mills + Schnoering Architects, LLC
200 Forrestal Road, Suite 3A
Princeton, NJ 08540

Mills + Schnoering Architects, PC
230 S. Broad Street, Suite 1050
Philadelphia, PA 19102

Telephone: 609.681.2480
<https://msarchitectsllc.com/>



Project Understanding

We understand that the City is interested in developing an understanding of the auditorium's ability to accommodate a variety of performance types and community use, and to obtain a set of options for renovations to facilitate the reopening of the performance space. Three options are to be developed by the Design Team. A **base option with two additive options** (each presumably with increased operational, performance, and patron comfort amenities) will be explored and documented for City review.

The Concept Design is limited to the interior of the Auditorium; Stage; Dressing Rooms and related restroom spaces; primary mechanical space (located to the left of the auditorium); and rooftop mechanical unit (located on the Dressing Room roof). Exterior façade and roof areas are excluded, except where new rooftop HVAC unit(s) might be needed/proposed.

Scope of Services

M+Sa's process is collaborative and interactive, and we would plan for significant interaction with the City's project leadership and designated representatives throughout the life of the project to identify and address opportunities and challenges that will inform the design process. The following Scope of Services was developed to provide a process that is comprehensive and practical, and that will identify options based on programmatic needs, budget targets (if identified in advance), and long and short-term schedule parameters. M+Sa and our consultant team will work with the City throughout the project to review the **three design options noted above**, the estimate of probable construction cost, and phasing options.

We propose to provide the following services:

Concept Design

- **Kick-off Meeting.** To establish a cohesive start to the project, M+Sa will direct a Kick-off Meeting with City representatives and the consultant team. In this meeting, the team will discuss overall project goals, schedule, site history, building access and issues, points of contact, etc., that inform ensuing activities. This meeting would be conducted on-site.
- **Programming Discussion.** We will conduct interviews to discuss with key stakeholders and City representatives programmatic and technical needs for the building and production systems. Interviews will occur on the same day as the Kick-off Meeting. Follow-up discussions can be conducted virtually, as needed. We will document the programming discussions and develop an area tabulation of existing spaces and, if known, new/requested space needs, based on specific requirements and our experience with similar facilities and functions.
- **Existing Building Documentation.** Existing building documentation is limited and will require that the Design Team develop existing condition drawings that will be used to document the building and develop design options. Upon receipt of a notice to proceed, we will engage our laser scan company to document the subject spaces and adjacent areas, including the roof. The laser scan would be utilized to generate a Revit model that would be used throughout the design process. Revit is a three-dimensional drawing and detailing program that is the current standard for architectural and engineering design. As part of the base files, a comprehensive cloud model including reference images generated from the scan would be available for future use. Ideally, the laser scan and Revit model production would be completed prior to the Kick-off meeting and building survey.



- **Building Survey.** The design team will carry out a visual survey of the building to review conditions of the materials and systems including interior architectural/historic features, finishes, and details; structural conditions; and mechanical, electrical, and fire/life safety systems and production equipment. We will also review conditions of the site immediately surrounding the building. Following the building survey, the Design Team may request probes so that hidden construction can be revealed for a more detailed review. An existing condition report will be developed for each trade (Architectural, MEP/FP, Structural, Theater, Acoustics, AV).
- **Code Analysis.** M+Sa will conduct an analysis of the applicable codes to establish basic requirements for the building and renovations. Our extensive knowledge of and experience with the International Building Code as well as our experience and dedication to integrated accessibility solutions will assist the team with identifying solutions and options regarding fire safety, accessibility code compliance, and areas where compliance thresholds may impact the project.
- **Concept Design.** With program, conditions assessment, and code/zoning information in hand, the Design Team will develop options for the Auditorium that could include phased construction opportunities. Drawings will be developed to show the size and relationship of program spaces, and system narratives will be produced. Solutions for renovations and possible additions (if needed) will be coordinated with recommendations for repairs noted in the narrative. Structural, electrical, and mechanical system enhancements will be described for review and a conceptual scope of work will be developed. Accessibility accommodations will be explored throughout. We will meet with City representatives during the process to review design proposals and progress.
- **Color Renderings.** We have included an option to produce two (2) semi-photorealistic color renderings in our proposal.
- **Cost Estimating.** With our cost estimator, M+Sa will work to produce a budget estimate to include each recommended item of work, arranged to reflect the selected Base Option and 2 additive design options. The costs can be broken out into phases of work to be completed over time if desired. All costs will be given in current dollars, and we will apply an escalation factor based on a reasonable assumption of a construction start date, determined in consultation with the City. M+Sa's engineering consultants will participate in the estimating process, providing data, descriptions, equipment budgets, and reviews that assist the estimator in understanding the intended scope of work.
- **Meetings.** We have included a set of in-person and virtual meetings, including a presentation to the City Commission, in our services. Specific meetings are noted in the Fee Proposal Worksheet and the Schedule.
- **Deliverables.** The Concept Design report will include the following sections:

Table of Contents

Executive Summary (including scope, purpose, and summary of findings)

Project Directory

A. Introduction

B. Existing Conditions Assessment

1. Architectural Evaluation

2. Structural Evaluation

3. Building Systems Evaluation

C. Code Analysis



- D. Programming Information
- E. Summary of Recommendations
- F. Concept Design Drawings **(for 3 Design Options)**: Floor plans, building elevations, and relevant sections. Plans will include a phasing diagram (if appropriate) that will inform the estimate.
- G. Estimate of Probable Costs
- H. Appendix

A draft report will be presented for review by the City of Delray Beach. Following receipt of comments, the report will be finalized and presented to relevant stakeholders. Deliverables will be electronic only.

Project Team

I will serve as Partner in Charge with overall responsibility for the project. To address ongoing M+Sa project responsibilities and delayed start of the Crest Theatre project, we are proposing that M+Sa Senior Associate Katherine Frey serve as Project Manager and act as the primary point of contact for the project. She will be responsible for coordinating the project schedule and the work of the consultant team; managing the design process, and overseeing administration through Concept Design. Her qualifications are attached, which include a number of our theatre planning projects. Robert Forwood, AIA, previously proposed as the Project Manager, will serve on the project in a consulting design role. The Subconsultant Team for the Project will be as noted in M+Sa's qualifications package dated February 12, 2025, with the exception of our consultant for acoustical design. We are proposing to use Eric Seifert of Salas O'Brien for acoustical design. We have a long working history with Eric and are currently working with him at the Ripley Auditorium for the Smithsonian Institution. Eric's qualifications were submitted previously.

Professional Fees

We have attempted to be as economical as possible in the development of **our proposed lump sum fee**, which is noted on the enclosed Fee Proposal Worksheet. We have also enclosed our consultant team proposals for your review. We look forward to the opportunity to review services and costs with you following your review of this proposal.

Assumptions

M+Sa has made the following assumptions in the preparation of this proposal:

- A budget for construction has not been established.
- **The City of Delray Beach will provide access to all areas of the building, including the roof. City of Delray Beach will provide (2) 8' step ladders for access to above-ceiling areas. Structural assessment of auditorium rigging and roof structure will require use of a thirty-foot vertical mast lift. M+Sa will have a local vendor provide the lift. An allowance for the lift rental is indicated on the Fee Worksheet.**

Exclusions

The following services are excluded from this proposal:

- Point-of-sale, electronic security system, and IT (phone/computer) systems design.



- Hazardous materials investigation and mitigation services.
- Civil engineering, geotechnical engineering, and land survey services.
- Exterior restoration, renovations, or repairs. If an addition is required to address specific programmatic or code/accessibility issues, the conceptual design of this element would be included in our scope of services.
- Roofing Replacement is excluded. It was noted during our site visit that the current roofing and associated flashings are aging. M+Sa can provide an additional service proposal for the review and replacement design of roofing if desired by the City.
- Destructive testing and/or probes, including additional site visits to review uncovered conditions. If probes are required to uncover hidden construction, we will work with the City to engage a contractor or coordinate with the City's forces to remove materials and review underlying construction.
- If necessary, the structural assessment may outline a testing program to be performed by an independent testing agency for assessment. The testing company will be retained by the client or will be billed as a project expense.
- **Schematic Design, Design Development, Construction Document, Bidding, and Construction Phase services are excluded. A separate proposal for these services will be developed and submitted by M+Sa for City of Delray review based on the selected concept design option resulting from this study.**

Schedule

A bar chart schedule follows this letter. We understand that the start date might need to be adjusted to accommodate the City's internal schedule for approval and contracting. If there are specific target dates to accommodate or if acceleration of the schedule is desired, we would work with you to identify opportunities for appropriate adjustments.

We thank you for your consideration and welcome any questions you may have.

Sincerely,

A handwritten signature in dark ink, appearing to read 'M. Schnoering', with a large loop at the end.

Michael R. Schnoering, FAIA
Partner

Crest Theatre - Fee Proposal Worksheet

Revised 14 July 2025

Fee Proposal Worksheet							M+Sa	CONSULTANTS													
							Partner in Charge	Project Manager	Project Architect	Drafting	M+Sa SUBTOTAL	Local Representative	Structural	MEP	Theatre/AV/Lighting	Acoustics	Laser Scan + Revit Model	Cost Consultant	SUBTOTAL	TOTAL	
												SRA	AES	P&H	SS	SALAS	PLP	DHARAM			
Hourly Rate							275	190	135	110											
ID #	Proposed Scope of Services																				
1	Notice to Proceed																				
2	Contracts and Project Set-up						2	6			8						100				
3	Document Building and Create Base Drawings (LIDAR Scan and Revit by PLP)							1	2	4	7										
4	Review Owner-furnished floor plans, prep drawings						1	3	14	12	30		2	16	4						
5	Concept Design																				
6	Kick-off Mtg and Programming Discussion w/ Delray Beach Reps (On-Site)						4	4	2	2	12	16	20	4	8	6					
7	On Site Team Survey (Same day as Kick-off) + Travel						17	20	22	22	81		25	20	9	13					
8	Update drawings per survey + Existing Conditions Narrative						2	28	40	16	86		12	42	10	5					
9	ADA Standards/Code Review							2	2		4	8	1	4	4						
10	Concept Diagrams (Base Scheme + 2 Options)						4	16	24	40	84		15	24	12						
11	Design Review Mtg 1 with Delray Beach Reps (On-Site)						12	14			26	16		12	15						
12	Draft Report (Narrative, Spreadsheets, Diagrams) & Virtual presentation						2	32	40	16	90		15	24	7	6					
13	Cost Estimate (Initial Estimate, Consultant Review, Final Estimate)							4			4		2	10	4	2		45			
14	Design Review Mtg 2 (Estimate Review) with Delray Beach Reps (Virtual)						2	2	2	2	8		1	4	4	2		2			
15	Concept Design and Estimate Revisions						2	12	16	10	40		2	12	6			5			
16	Final Report (Narrative, Spreadsheets, Diagrams)						2	24	16	4	46		8	24	8	6					
17	Submit Final Report & presentation to City (On-Site)						12	8	8		28	4		4	16						
Total Hours							62	176	188	128	554	44	103	200	107	40	100	52			
Total Proposed Fee							\$17,050	\$33,440	\$25,380	\$14,080	\$89,950	\$7,392	\$21,287	\$34,650	\$25,050	\$7,426	\$10,083	\$9,975	\$115,862	\$205,812	
Reimbursable Expense Allowance for lift rental											\$750									\$750	
Total Proposed Fee, with Expenses																				\$206,562	
Optional Services																					
In-Person Delray Beach City Commission Presentation											\$4,300									\$4,300	
(2) Semi-photorealistic color renderings											\$6,000									\$6,000	
Contingency																					
Fee Contingency (to be utilized if/when approved by the City)											\$20,000									\$20,000	
Grand Total																				\$236,862	

Notes:

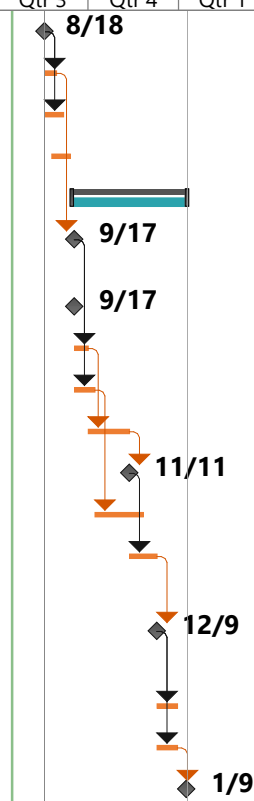
1. Refer to proposal letter for assumptions and excluded services.

Crest Theatre Renovation

Preliminary Project Schedule

Concept Design

ID	Task Name	Duration	Start	Finish	Qtr 2	Qtr 3	Qtr 4	2026 Qtr 1	Qtr 2
1	Notice to Proceed	0 days	Mon 8/18/25	Mon 8/18/25		8/18			
2	Contracts and Project Set-up	10 days	Mon 8/18/25	Fri 8/29/25					
3	Document Building and Create Base Drawings (LIDAR Scan and Revit by PLP)	15 days	Mon 8/18/25	Fri 9/5/25					
4	Review Owner-furnished floor plans, prep drawings	15 days	Mon 8/25/25	Fri 9/12/25					
5	Concept Design	85 days	Mon 9/15/25	Fri 1/9/26					
6	Kick-off Meeting, Programming, and Survey (On-site: All Team Members)	0 days	Wed 9/17/25	Wed 9/17/25		9/17			
7	On Site Team Survey (Same day as Kick-off)	0 days	Wed 9/17/25	Wed 9/17/25		9/17			
8	Update drawings per survey + existing conditions reports	10 days	Wed 9/17/25	Tue 9/30/25					
9	ADA Standards/Code Review	15 days	Wed 9/17/25	Tue 10/7/25					
10	Concept Diagrams (Base Scheme + 2 Options)	30 days	Wed 10/1/25	Tue 11/11/25					
11	Design Review Mtg 1 with Delray Beach Representatives (On-site)	0 days	Tue 11/11/25	Tue 11/11/25			11/11		
12	Draft Report (Narrative, Spreadsheets, Diagrams)	35 days	Wed 10/8/25	Tue 11/25/25					
13	Design Revisions and Cost Estimate (Initial Estimate, Consultant Review, Final Estimate)	20 days	Wed 11/12/25	Tue 12/9/25					
14	Design Review Mtg 2 (Estimate Review) with Delray Beach Representatives (Virtual)	0 days	Tue 12/9/25	Tue 12/9/25			12/9		
15	Concept Design and Estimate Revisions	15 days	Wed 12/10/25	Tue 12/30/25					
16	Final Report (Narrative, Spreadsheets, Diagrams)	15 days	Wed 12/10/25	Tue 12/30/25					
17	Submit Final Report & Presentation to City (in Delray Beach)	0 days	Fri 1/9/26	Fri 1/9/26				1/9	



Notes:

1. All durations are in WORKING DAYS.
2. Meeting dates are TBD.

Mills + Schnoering Architects

16 July 2025