



Cover Memorandum/Staff Report

File #: 25-122 CRA

Agenda Date: 7/16/2025

Item #: 7F.

TO: CRA Board of Commissioners
FROM: Christine Tibbs, Assistant Director
THROUGH: Renée A. Jadusingh, Esq., CRA Executive Director
DATE: July 16, 2025

REQUEST TO ISSUE INVITATION TO BID CRA NO. 2025-06 FOR THE CONSTRUCTION OF REPAIRS FOR THE CRA-OWNED BUILDING LOCATED AT 20 N SWINTON AVENUE - DELRAY BEACH CRA OFFICE

Recommended Action:

Authorize the issuance of an Invitation to Bid for the construction of repairs for the CRA-owned building located at 20 N Swinton Avenue - Delray Beach CRA Office (Subject Property), in substantially the attached form.

Background:

The Delray Beach CRA office located at 20 N Swinton Avenue (CRA Sub-Area #3), a locally registered historic building within the Old School Square Historic District, is in need of interior and exterior maintenance and repairs; the interior and exterior maintenance and repair work were made a part of the adopted FY 2024-2025 CRA Budget.

On January 28, 2025, the CRA Board approved a Work Assignment with The Tamara Peacock Company Architects of Florida, Inc. d/b/a Peacock Architects (Peacock Architects) for architectural, mechanical, and structural engineering evaluation reports to assess the current conditions of the existing historic building and its infrastructure, and to perform the necessary investigation, evaluation, and research to define the scope of necessary maintenance and repairs.

Peacock Architects has completed the assessments of the historic building and its infrastructure, and CRA staff has gone over the assessments with Peacock Architects, and it has been determined that the scope of necessary maintenance and repair work is as follows:

- Replacement of rotted or water-damaged siding and peeling paint.
- Exterior painting of entire building.
- Replacement of all exterior windowsills showing rot and mold (to be repaired per preservation guidelines), and weatherstripping replacement on the main entrance door.
- Balcony repairs include re-fastening loose planks and replacing one rotten plank.
- Damaged handrails are to be repainted or replaced, and the main entrance concrete pad is to be repaired due to cracking.
- All damaged or non-copper gutters and downspouts are to be replaced with copper versions to match the historic character.
- The mechanical scope will include the relocation of existing ductwork from the crawlspace to the interior of the first floor, enclosed within new soffits.
- Roof deficiencies will be identified and corrective actions will be recommended, which will also inform the need for structural wind load calculations.
- Interior work will include floor crack repairs and replacement of hallway and bathroom linoleum tiles with new ceramic tile. Interior drywall repairs (as needed), painting of all rooms, addition of recessed lighting throughout, and internalizing TV and data wiring.

Maintaining and repairing the Subject Property prevents slum and blight and preserves a historic structure within the CRA District as indicated in the objectives of the CRA Redevelopment Plan.

The purpose of issuing this Invitation to Bid (ITB) is to obtain bids from qualified contractors with experience in constructing and completing the needed maintenance and repair work for the Subject Property. The objective of the ITB is to enter into an agreement with one qualified, responsive, and responsible contractor that meets all the requirements set forth in the ITB and is in the best interest of the CRA.

The ITB will be issued, in substantially the same form as included in Exhibit B. The full ITB will be available to view online on the CRA's website, www.delraycra.com <<http://www.delraycra.com>>, and on Bidnet Direct, www.bidnetdirect.com <<http://www.bidnetdirect.com>>; a hard copy can also be requested via email or in person at the CRA office.

At this time, CRA staff is seeking approval to issue the ITB for the construction of necessary maintenance and repair work for the Delray Beach CRA Office located at 20 N Swinton Avenue in substantially the same form as attached in Exhibit B.

Attachments: Exhibit A - Location Map & Photos; Exhibit B - Draft Invitation to Bid CRA No. 2025-06

CRA Attorney Review:

The CRA Legal Counsel will review the ITB for legal sufficiency and form prior to issuance.

Funding Source/Financial Impact:

N/A

**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