



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

Friday, June 06, 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 2
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 design in line with owner's approved scope validation report.
Consultants: RGD Consulting Engineers (Mechanical) and ONM&J (Structural)

Summary Work

The scope of work for the Delray CRC Historic Office includes replacement of rotted or water-damaged siding and peeling paint, replacement of all exterior window sills 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. A sketch will be provided to the GC for this work, and it won't be included on the permit drawings. 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 includes the relocation of existing ductwork from the crawlspace to the interior of the first floor, enclosed within new soffits. A roofing company is to provide a report identifying existing roof deficiencies and recommended corrective actions, which will also inform the need for structural wind load calculations. Interior work includes 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.

TASKS:

As-builts:

TTPC will take the owner provided documents on the existing building to enter into our computer drafting software - Revit. From that data, an architectural site plan, floor plan, roof plan, reflected ceiling plan, and exterior elevations will be produced noting the new Scope of Work of the project. These

drawings will also take into account the governmental code and zoning restrictions on the property.

Schematic Design Documents

During this phase of the project, the fundamental design ideas and concepts for the building will be developed. The architect will conceptualize the clients needs, preferences, and programmatic requirements taking into consideration the site conditions, regulations, and zoning/building code. With this information the initial design concepts and ideas will be generated for the Owner to review. This task also includes space planning, laying out the space within the building and considering the flow and relationship between different rooms and areas. The architect will work directly with the Owner to illustrate the design goals and prepare the project to move into the next phase. The schematic design will be presented in the form of floor plans and elevations. Additionally, our team uses a 3D program that will allow the Owner to visualize the design.

Design Development Documents

Based on an approved written program the Owner submitted Schematic Design and zoning requirements from the City, the architect will prepare design development drawings to reach a level of completeness that demonstrates the project can be built. The drawings are overlaid with more detailed information from an array of multidisciplinary consultants to evaluate how the systems, material selection, and detailing reflect the schematic design concept. This includes revision to the conceptual site plan, floor plans, elevations, roof plan, and typical sections. The design team will work out detailed coordination issues, while enhancing the project, so that major revisions are not needed during the construction documents phase.

Construction Document Phase

Based on the owner Approved Design Development Documents and further adjustments in the scope of quality of the Project or in the construction budget authorized by the Owner, the Architect shall prepare Construction Documents package for permitting purposes. Said Construction Documents will consist of drawings setting forth in detail the architectural requirements for construction for the scope of work listed under basic services listed above. These documents will set the parameters for the building process, comprising of legal, procedural, and construction information. They will describe in detail (written and graphic form) the components of the project that need to be fabricated and assembled in order for the project to be built. At this phase of the project, all consultants will be working together in combination to coordinate all disciplines of the project including architectural, mechanical, electrical, plumbing, and structural. Additional consultants may be added on an as-needed basis, authorized by the Owner and reimbursed in as additional services as listed below.

Bidding/Permitting Phase

Through the bidding and permitting phase, the Architect will provide appropriate responses to building department (or other governing agency) comments delivered to our office during the permitting process or construction phase. Our office will also assist the client in obtaining and negotiating construction contract with qualified Construction Company(s).

Construction Administration Phase

(based upon 6 months' construction cycle)

The Architect will attend two (2) site meetings per month conducted and administered by during the



construction phase to provide interpretation of the construction documents drawings, generated by our office as stated part of the scope of work listed under basic services referenced above, where justifiable clarification is necessary. We will also provide a review of shop drawings for design intent provided by the Owner once and approved by the general contractor.

FEES:

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

Roof report	\$ 350.00
Construction Documents	\$ 12,500.00
Mechanical Package	\$ 3,485.00
Structural Package	\$ 3,000.00
Bidding and Permitting	\$ 5,500.00
Construction Administration	\$ 2,000.00

TOTAL FEE	\$26,835.00
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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.



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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 2025. 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: Mackenzie Weber

Date:



PEACOCK ARCHITECTS

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Professional Fee Schedule
Effective January 1, 2022



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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