



CITY OF DELRAY BEACH
100 NW 1st AVENUE, DELRAY BEACH, FL 33444

AMENDMENT NO. 1 TO
RFQ2025-019
PROFESSIONAL SERVICES - ARCHITECTURAL/ENGINEERING DESIGN
& CONSTRUCTION ADMINISTRATION -
CREST THEATRE AUDITORIUM RENOVATIONS
(PROJECT NO. 25-001)

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DESIGN & CONSTRUCTION ADMINISTRATION -
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(PROJECT NO. 25-001)

THIS AMENDMENT NO. 1 to the Agreement for Professional Services – Architectural/Engineering Design & Construction Administration for Crest Theatre Auditorium Renovations (Project No. 25-001), dated August 19, 2025, by and between City of Delray Beach, a municipal corporation of the State of Florida (hereinafter referred to as “City”), whose address is 100 NW 1st Avenue, Delray Beach, FL 33444, and Mills + Schnoering Architects, LLC (hereinafter referred to as “Contractor”), a Limited Liability Company authorized to do business in the State of Florida, whose address is 200 Forrestal Road, Suite 3A Princeton, NJ 08540, is entered into this _____ day of _____, 2026.

WITNESSETH:

WHEREAS, on August 19, 2025, the City entered into an agreement with the Contractor to provide professional services - architectural engineering design and construction administration services for the Crest Theatre Auditorium Renovations (hereinafter referred to as the “Agreement”); and

WHEREAS, the City and Contractor wish to amend the Agreement by replacing Exhibit A, Pricing Schedule, in its entirety with Composite Exhibit A incorporated herein; and

WHEREAS, Contractor agrees to continue to provide goods and services to City in accordance with the terms and conditions of the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and consideration set forth in this Amendment, the receipt and sufficiency of which are hereby acknowledged, the Parties do agree as follows:

1. The above recitals are true and correct and are incorporated herein.
2. The Agreement is hereby amended to include an updated Pricing Schedule and replace Exhibit A in its entirety with Composite Exhibit A herein incorporated.
3. Except as provided herein, all other terms and conditions of the Agreement remain in full force and effect and are hereby confirmed. The Agreement and Amendment No.1 represent the entire understanding between the parties on the issues contained herein, either written or oral, and may only be amended by written instrument signed by both parties.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the City and Contractor hereto have executed this Amendment as of the day and year first above written.

CITY OF DELRAY BEACH

ATTEST:

Alexis Givings, City Clerk

BY: _____
Terrence Moore, ICMA-CM

Approved as to form for legal sufficiency:

Lynn Gelin, City Attorney

MILLS + SCHNOERING ARCHITECTS, LLC

By: _____

Printed Name

Title

(SEAL)

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ___ day of _____, 20__, by _____ (name of person), as _____ (type of authority) for _____ (name of party on behalf of whom instrument was executed).

Personally known ___ OR Produced Identification
Type of Identification Produced _____

Notary Public – State of _____

[Remainder of page intentionally left blank]

Crest Theatre - Fee Proposal Worksheet

Revised 14 July 2025

Fee Proposal Worksheet	M+Sa					CONSULTANTS								SUBTOTAL	TOTAL
	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			
						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										
3 Document Building and Create Base Drawings (LIDAR Scan and Revit by PLP)	1	2	4		7						100				
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.



27 February 2026

01 April 2026

07 April 2026 REV

Kevin Matthews, Project Manager
The City of Delray Beach
100 NW 1st Avenue
Delray Beach, FL 33444

Re: Professional Services – Architectural/Engineering Design & Construction
Administration – Crest Theatre Auditorium Renovations/ Project No. 25-001
Proposal for Design Development through Construction Administration Services

Dear Kevin:

In follow-up to our concept design presentation to the City Commissioners on February 3rd, we are pleased to offer this *Proposal for Design Development through Construction Administration Services* for the renovation of the Crest Theatre at Old School Square.

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

I will serve as Partner in Charge with overall responsibility for the project. M+Sa Senior Associate Katherine Frey will continue to 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 overseeing administration of the project through completion, including historic reviews. M+Sa Associate Ermira Kaspi will serve as Senior Project Architect and will be responsible for the design and implementation of the project including drawing production and technical coordination of the consultant team. M+Sa Partner Amy Mladjen, IIDA, NCIDQ, will provide interior design services for the project.

The project consultant team that prepared the Concept Design study will continue with the design and construction phases. We have added additional specialty consultants for architectural lighting design, land survey, civil engineering, limited landscape design, geotechnical testing, hazardous materials testing, and daily construction administration services.

Professional Fees

We have attempted to be as economical as possible in the development of our proposed 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.

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/>



Phase	Amount	Lump Sum (LS) or Not-to-Exceed (NTE)
Design Development	\$ 306,759	LS
Construction Documents	\$ 273,731	LS
Bidding	\$ 49,860	NTE
Approvals and Permit Review	\$ 43,200	NTE
Construction Administration	\$ 475,497	NTE
Fee Total	\$1,149,047	
Expenses and Allowances		
Reimbursable expenses	\$ 12,500	NTE
Lift Rental	\$ 1,500	NTE
Landscape Restoration Allowance	\$10,000	NTE
Contingency Allowance*	\$100,000	NTE
Expense Total	\$124,000	
TOTAL	\$1,273,047	

Lump Sum (LS) fees are billed based on the percentage of services completed within each phase. For all Lump Sum (LS) items, if major components of the Project are removed from the Scope of Work, the LS amounts may be reduced as mutually agreed upon by the City and M+Sa. *Please see Fee Proposal Worksheet for unit costs for additional services such as optional color renderings or additional site visits during Construction that would be drawn from the Contingency, if requested by the City.

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,

Michael R. Schnoering, FAIA
Partner

Project Understanding and Description of Proposed Work

We understand that the City of Delray Beach is seeking a proposal to provide Design through Construction Administration Services for the scope of work that represented in the recently completed Concept Design report dated 17 February 2026 . We understand that the City has opted to proceed with Option 2, with the understanding that certain technical add-ons may have to be documented as Alternates to provide budget flexibility.

The Old School Square Crest Theater was built in 1925 and originally operated at the Delray High School campus until 1949. In March 1988, the property was acquired by the City of Delray Beach and the property was listed on the National Register of Historic Places. The theatre was renovated in 1993 and served as an important venue for other organizations, schools and community groups to present their own productions and presentations.

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.

The Area of Work is limited to the interior of the Auditorium; Stage; Dressing Rooms and related restroom spaces; primary mechanical/electrical space (located to the left of the auditorium); and rooftop mechanical unit (located on the Dressing Room roof). Exterior façade and roof areas were excluded from the study; however, exterior additions are proposed in conjunction with accessibility and egress improvements.

On February 3, 2026, representatives from M+Sa and Schuler Shook presented Concept Design options to the City of Delray Beach Commissioners. The Commission voiced a preference for Option 2 with the understanding that several of the technical add-ons may have to be included as alternates. Option 2 provides the greatest flexibility and potential for future use and income. This includes the preference for a tension wire grid over the catwalk. There was also a preference for the exterior side addition accommodating accessible staff and patron stage access over the construction of an interior ramp. Providing an elevator and improved loading access to the back of house was also voiced as a priority for attracting a greater range of presenting acts in the future.

Overall Design Approach

Our approach to this project is grounded in three commitments:

1. Historic Stewardship – Understanding and preserving the character-defining elements of the 1925 school and its role within Delray Beach, while clearly articulating where restoration, adaptation, and new work are appropriate

2. Performance and Patron Experience – Transforming the building into a fully functional performance venue with improved audience comfort, enhanced flexibility, and efficient back-of-house support
3. Effective Delivery and Approvals – Structuring our work to align with regulatory approvals and a realistic path from schematic design through construction administration

We begin every project with a careful reading of the building, its history, and its community, and by listening closely to our client’s mission and day-to-day operational realities.

We strive to create environments that are safe, accessible, maintainable, and sustainable, without compromising the historic fabric or the intimacy that makes this building special. New and renovated spaces, support areas, circulation, and the performance volume itself, should act as a welcoming threshold between the city and the performance, extending the experience of theater beyond the stage and into the entire visitor journey.

Project Team

The project team that prepared the Concept Design Study will continue with the design and construction phases. M+Sa will act as the Architect of Record and Design Architect for the project, and will perform services from its offices in Princeton, NJ and Philadelphia, PA. M+Sa will be assisted by Sarah Ryan Architect, LLC of St. Augustine, FL on construction administration services primarily related to on-site project meetings, field visits, and consulting on General Contractor Requests for Information and Applications for Payment throughout the construction process.

Other team members will provide services as follows:

- Atlantic Engineering Services: Structural Engineering, Jacksonville, FL
- Powell and Hinkle: MEP/FP Engineering, Orange Park, FL
- Schuler Shook: Theater/Lighting and AV Design, New York, NY
- Salas O’Brien: Acoustics, New York, NY
- Dharam Consulting: Cost Consulting, Lithia, FL

We have added the following consultants to our project team:

- Pennoni: Site Survey/ Civil Engineering / Haz Mat Testing/Landscape Design/Daily Construction Administration, Delray Beach, FL
- UES: Geotechnical Testing, Port St. Lucie, FL
- The Lighting Practice: Lighting Design, Philadelphia, PA

Consultant credentials are available upon request.

Work Plan and Phase Structure

Our description of proposed work integrates the specific needs of this project and our experience with similar historic theater commissions.

Project Schedule

The project is anticipated to begin in June of 2026. The following are projected durations for each of the design through construction administration phases:

- Design Development: 3 1/2 months
- Construction Documents: 4 months
- Bidding / Contract: 4 months
- Construction Contract Administration: 14 months

Please refer to the Preliminary Project Schedule for additional details.

1. Project Initiation & Design Development

Project Initiation

We will begin with a project kickoff meeting with City leadership and key stakeholders, as well as early coordination with the design team and other core team members. This session will:

- Confirm project goals, priorities, and expectations for performance flexibility, capacity, and support spaces
- Confirm lines of communication, meeting cadence, and decision-making protocols
- Review available background materials, including the Concept Design Plan, prior rehabilitation work.

Concurrently, we will assemble and verify existing conditions documentation, building upon prior work to ensure that all disciplines are working from a coordinated, accurate baseline. This includes targeted field verification and identification of critical constraints particularly structural conditions related to proposed new rigging/lighting loads described in the Concept Design.

Concurrent to our work, we understand that Webb Management is conducting a needs assessment and market study for the entire Old School Square site. The outcome of that study may focus the particular needs of the production systems for the theatre. For the purposes of this Proposal, we are assuming that the Concept Design presented will be part of the design of the project. If significant changes to the planned systems require revisions as a result of this study, we will review potential impacts of these revisions with the City prior to proceeding.

Base Drawings and Site Information. At the outset of the project, M+Sa will coordinate with its civil engineering consultant Pennoni to procure a land survey indicating all current building and site features, topography, and utilities. The land survey will serve as the base document for the creation of a site plan package for submission to the City of Delray Beach for approvals. In addition, UES will

conduct a geotechnical survey consisting of 2 soil borings and analysis to confirm soil conditions and inform excavation and foundation design. UES will also dig a test pit (if conditions around the building allow) to try to determine the depth of the existing footings at the north side of the Auditorium. The land survey, soil investigation, and footing information are key first steps in moving the project forward. We have included an allowance in the fee spreadsheet for landscape restoration by a local landscaping contractor at the completion of the geotechnical testing.

Hazardous Materials Testing Pennoni will provide hazardous materials survey of the work area as indicated in their attached proposal.

Structural Assessment. A structural assessment will be conducted of the trusses to support the tension wire grid over the Auditorium. A scissor lift will be rented to provide access for the engineers to the Auditorium trusses and the gallery catwalk over the stage.

Code Review. Zoning and Code analysis typically occurs in two stages. An initial zoning/code review establishing the documents in effect and basic parameters that will govern the project was conducted and documented in M+Sa's Concept Design, February 2026. A more detailed analysis will build on this information, with an initial and ongoing zoning/code review as designs are developed. This information will be used to check specific design proposals against zoning and code requirements. The goal is to establish a project that confirms municipal, state, and county requirements, and to identify any specific areas for additional study or discussion. Zoning and Building Code information will be documented on the design and construction document drawings.

Design Development (60%)

Building and Theater Design. We will work collaboratively with Schuler Shook and our team of engineers to:

- Refine seating capacity and configuration options in relation to sightlines, intimacy, and flexibility
- Assess technical requirements for lighting, sound, and support infrastructure
- Confirm front of house and back of house spaces based on established project goals

Throughout this phase, we will develop upon the previously designed options that balance historic preservation with necessary interventions and additions. The design will clearly distinguish between preserved, restored, and new elements, allowing the City, Historic Preservation Board (HPB), and other stakeholders to understand the intent and impact of proposed changes.

As the project design advances, we will develop it into a fully coordinated Design Development package. In this phase we will:

- Resolve interior and exterior architectural details that affect historic fabric.

- Coordinate with structural, MEP/FP, and other consultants to integrate building systems discreetly within the historic envelope.
- Work closely with Schuler Shook on seating, stage configuration, and technical systems.
- Identify and integrate the acoustics design scope so that room geometry, and finishes, and mechanical system design support the desired acoustic character of the space and that room separations are appropriately detailed.
- Develop and coordinate finish and lighting selections for all new and renovated spaces.

This phase will also include ongoing check-ins with the City to confirm that design decisions remain aligned with operational needs and funding realities.

A cost estimate will be carried out at the end of this phase to confirm estimated construction costs and perform any potential cost reduction exercise to comply with the outlined budget. If the project is shown to be over budget, we will work with the City to review options and reach consensus on overall numbers prior to proceeding to Construction Documents.

Deliverables. Site plan; basis of design narrative; floor plans; outline specification; updated program tabulation; building elevations; building sections and key details, proposed interior and exterior finish materials; MEP system layouts and major equipment specifications; and estimate of probable construction cost; Hazardous materials assessment; Geotechnical assessment.

Semi- Photorealistic color presentation renderings of exterior or interior can be provided as an additional service if requested. See Add alternates in fee spreadsheet.

2. Construction Documents (100%)

During the Construction Documents phase, the Design Team will prepare a coordinated, permit- and bid-ready drawing set and specifications that clearly define the scope, quality, and performance requirements of the project. Building on the approved design, we will develop detailed plans, elevations, sections, and key details, and we will coordinate closely with the City and the consultant team to integrate structural, mechanical, electrical, plumbing, fire protection, acoustic, theatrical and code requirements into a single, consistent package.

A cost estimate will be carried out at 100% completion of the Construction Documents to confirm the estimate construction cost.

The final Construction Documents will support agency review and approvals as applicable and will provide contractors with the clear information needed for accurate pricing, efficient construction, and successful project execution.

Deliverables. Floor plans; site plan; technical specifications; building elevations and exterior details; building sections and details; finish plans; MEP system layouts and equipment

schedules/specifications; landscape plans; site logistics plan and 100% CD estimate of probable construction cost. Documents will be suitable for competitive bidding with General Contractors, including bid item list, schedule of values, and Division 1 requirements.

3. Site Plan & Historic Approvals and Permitting

Site Plan and Historic Approvals and Coordination

Recognizing that the Old School Square is both a historic resource and subject to state-level review, we will integrate regulatory approvals into the design process rather than treating them as a final hurdle. Our team will:

- Develop Minor Site Development Plan and Historic Review Packages to be submitted to the City of Delray Beach Historic Preservation Board (HPB) and the Florida Division of Historical Resources (DHR).

Our objective is to present clear, visually rich materials that make the proposed design legible to reviewers, emphasizing both the preservation ethic and the community benefit of the project.

Permitting

Following completion of the Construction Documents phase, we will submit and signed and sealed set of construction documents for the building permit. Following review by the code official, we will make changes to the documents to respond to any concerns.

Deliverables. HPB application; DHR/SHPO Project Authorization application; Minor site plan (City/County submission package); Signed and sealed Construction documents for building permit.

4. Bidding and Negotiation

We will assist the City during bidding and negotiation by responding to bidder questions and issuing Addenda, if required. We will participate in a pre-bid walkthrough with general contractors. We will review bids received and review with City recommendations for award of the Contract for Construction.

5. Construction Contract Administration

During the Construction Contract Administration phase, M+Sa will remain actively engaged from the start of construction through closeout to support the City's goals and protect the intent of the Contract Documents as the Crest Theatre undergoes renovation. M+Sa will work collaboratively with Sarah Ryan, Architects, LLC during Construction Administration. This phase begins with a Preconstruction Meeting, where we will establish a shared framework with the City, the Contractor, and the consultant team—confirming lines of communication, meeting schedule, submittal and RFI procedures. Throughout construction, we will participate in progress discussions as needed, perform periodic site observations, and review submittals and RFIs to help keep the work aligned with the design intent, identify conflicts early, and reduce disruptions in the field. Sarah Ryan, Architects will perform

monthly site visits during the anticipated 14-month construction period. M+Sa will visit the site every three months. Additional visits will be made for punchlist and final closeout. We have engaged the local office of Pennoni to provide daily on-site documentation of the construction activities as requested by the City. We are proposing to have the engineer visit the site every morning for an hour and a half to make observations and determine what the contractor's plan of activities is for the day. The engineer will return in the afternoon for another hour and a half to review progress and complete a daily field report which will be circulated to the project team the following day.

As the project approaches completion, M+Sa will carry General Construction Punchlist walkthroughs, document incomplete or nonconforming work, and verify that corrective actions have been completed. We will also support Training and Closeout, coordinate turnover activities and confirm delivery of required closeout materials—warranties, operations and maintenance information, record documentation, and other items necessary for project record keeping. The phase concludes with Final Completion, when punchlist items are resolved, close-out requirements are satisfied, approvals are secured as applicable, and the project is formally transitioned to full use as a functioning performance venue.

Assumptions and Exclusions. We have made the following assumptions and established exclusions in the preparation of this Proposal as follows:

- We assume that a single bidding/negotiation phase with a traditional General Contracting delivery method will be utilized.
- We assume that submissions for design reviews will be provided electronically to limit printing and postage costs. Printing and delivery for regulatory submissions will be provided as needed and billed separately at cost.
- Existing utilities are suitable for the proposed addition and renovations.
- Work on adjacent properties and design of offsite utilities is excluded.
- Preparation of environmental site assessment, traffic assessments, and community impact statements are excluded.
- We assume attendance by M+Sa at up to two (2) public hearings/meetings for site and/or HPB approvals. All other public meetings will be attended on an hourly basis.
- Building department permit fees, planning board fees, utility connection fees, and similar third-party fees are excluded.
- Seismic analysis of the existing structure is excluded.
- LEED certification is excluded.
- Archaeology is excluded.
- The fee includes an allowance for the 2-day rental of a scissor lift for the structural survey of the Auditorium trusses and the Stage gallery catwalk. We request that the City provide the team with a ladder for use during the survey of the truss above the rear balcony.

