



## Cover Memorandum/Staff Report

File #: 25-010 CRA

Agenda Date: 1/28/2025

Item #: 7G.

**TO:** CRA Board of Commissioners  
**FROM:** Mackenzie Weber, Redevelopment Coordinator  
**THROUGH:** Renée A. Jadusingh, Executive Director  
**DATE:** January 28, 2025

**APPROVE WORK ASSIGNMENT FOR ARCHITECTURAL SERVICES WITH TAMARA PEACOCK COMPANY ARCHITECTS OF FLORIDA, INC. dba PEACOCK ARCHITECTS FOR MAINTENANCE AND REPAIRS TO 20 N. SWINTON AVENUE IN AN AMOUNT NOT TO EXCEED \$7,810**

### **Recommended Action:**

Approve the Work Assignment for Architect Services with The Tamara Peacock Company Architects of Florida, Inc. dba Peacock Architects for the CRA-owned property located at 20 N Swinton Avenue in an amount not to exceed \$7,810, and authorize the CRA Board Chair to execute any and all related documents.

### **Background:**

The CRA office located at 20 N Swinton Avenue, a locally registered historic building, is in need of interior and exterior maintenance and repairs which may include HVAC updates, roof repairs, exterior siding repairs, updates to the windows and/or window openings to prevent water intrusion, and repairs to the front balcony terrace.

These interior and exterior maintenance and repair items were made a part of the adopted FY 2024-2025 CRA Budget. CRA Staff Peacock Architects and three (3) additional architects in the CRA professional consulting services pool to provide proposals to assist the CRA in assessing the current state of the building and determining the necessary maintenance and repairs to be performed.

After reviewing the proposals, Peacock Architects was selected due to their comprehensive provision of the services required to assess the CRA office and the extent of the necessary maintenance and repairs. Additionally, Peacock Architects utilization of sub-consultants conforms to their current consulting services agreement.

The Scope of Services for the Work Assignment will include architectural, mechanical, and structural engineering evaluation reports to assess the current conditions of the existing historic building and its infrastructure, and perform the necessary investigation, evaluation, and research to define the scope of necessary maintenance and repairs. After the building has been assessed and a determination has been made on the scope of work required to properly address the building deficiencies, a secondary proposal will be provided for the development of the necessary design and construction documents. The second proposal will be brought before the CRA Board for approval.

At this time, CRA staff is seeking approval of the Work Assignment with Peacock Architects for the property located at 20 N Swinton Avenue in an amount not to exceed \$7,810, in order to assess the current state of the building and to determine the necessary maintenance and repair work.

Attachment(s): Exhibit A - Location Map; Exhibit B - Continuing Consulting Services Agreement with Peacock Architects; Exhibit C - Peacock Architects Proposal; Exhibit D - Work Assignment with Peacock Architects - 20 N. Swinton Avenue

**CRA Attorney Review:**

The CRA Legal Counsel has reviewed the Work Assignment for legal sufficiency and form and determined it to be acceptable.

**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**