



Cover Memorandum/Staff Report

File #: 25-164 CRA

Agenda Date: 9/30/2025

Item #: 7H.

TO: CRA Board of Commissioners
FROM: Christine Tibbs, Assistant Director
THROUGH: Renée A. Jadusingh, Executive Director
DATE: September 30, 2025

FIRST AMENDMENT TO THE CONSTRUCTION AGREEMENT BETWEEN THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND PERSONS SERVICES CORP.

Recommended Action:

Approve the First Amendment to the Agreement between the Delray Beach Community Redevelopment Agency (CRA) and Persons Services Corp. for the construction of exterior improvements for the CRA-owned commercial building located at 102 NW 5th Avenue in an amount not to exceed \$6,518.40 and authorize the CRA Board Chair to execute all related documents for said purpose.

Background:

At the May 29, 2025, CRA Regular Board Meeting, the Board awarded the bid for Invitation to Bid CRA No. 2025-02 - Construction of Exterior Improvements for the CRA-Owned Commercial Building Located At 102 NW 5th Avenue (ITB) to Persons Services Corp., the most responsive and responsible bidder, in the amount of \$327,099. Subsequently, the CRA entered into a Construction Agreement with Persons Services Corp., dated June 26, 2025, and commenced work shortly thereafter.

Change Orders:

Change Order #1:

On August 26, 2025, Persons Services Corp. submitted a change order request in the amount of \$5,208. The purpose of this change order request is for the additional cost to remove the existing damaged exterior louver, furnish, and install a new aluminum hurricane-impact extruded louver at the exterior wall. The scope of work in the ITB originally only called for the replacement of exterior windows and doors and not any additional openings.

Change Order #2:

On September 23, 2025, Persons Services Corp. submitted a change order request in the amount of \$1,310.40. The purpose of this change order request is for the additional cost for the tenant names of the three (3) current tenants of 102 NW 5th Avenue to be placed on the repaired exterior tenant signage. This work was not originally included in the ITB.

At this time, CRA staff is requesting the CRA Board accept the change order request in the total amount of \$6,518.40 and approve a First Amendment to the Construction Agreement between the Delray Beach Community Redevelopment Agency and Persons Services Corp., and thereby adjusting the total Contract Price to \$333,617.40 for the construction of exterior improvements for the CRA-owned commercial building located at 102 NW 5th Avenue and authorize the CRA Board Chair to execute all related documents for said purpose.

Attachments: Exhibit A - Location Map & Photos; Exhibit B - Construction Agreement with Persons Services Corp.; Exhibit C - Change Order Requests; Exhibit D - First Amendment to the Construction Agreement

CRA Attorney Review:

The CRA Legal Counsel has prepared and reviewed the First Amendment to the Construction Agreement for legal sufficiency and form and determined it to be acceptable.

Funding Source/Financial Impact:

Funding has been allocated from GL#6222.

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