



Cover Memorandum/Staff Report

File #: 25-207 CRA

Agenda Date: 11/20/2025

Item #: 7F.

TO: CRA Board of Commissioners
FROM: Christine Tibbs, Assistant Director
THROUGH: Renée A. Jadusingh, Executive Director
DATE: November 20, 2025

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

Recommended Action:

Approve the Second 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 \$2,872.56 and authorize the CRA Board Chair to execute all related documents for said purpose.

Background:

At the May 29, 2025 Community Redevelopment Agency (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 an amount not to exceed \$327,099. Subsequently, the CRA entered into a Construction Agreement with Persons Services Corp., dated June 26, 2025, and commenced work shortly thereafter.

At the September 30, 2025 CRA Board Meeting, two change orders related to removing an existing damaged louver and installing a new aluminum hurricane-impact louver, and tenant names on the exterior signage were approved, increasing the total contract amount to \$333,617.40.

At this time, CRA staff is requesting the CRA Board approve the following change orders:

Change Order #3:

On October 27, 2025, Persons Services Corp. submitted a change order request in the amount of \$1,263.36. The purpose of this change order request is for the additional cost for the unit number signage to be installed above the door of each unit. This scope of work was not originally included in the ITB.

Change Order #4:

On November 11, 2025, Persons Services Corp. submitted a change order request in the amount of \$1,609.20. The purpose of this change order request is for the additional cost to supply and install a timer for the exterior lights, providing the ability to switch between photocell control and the time clock. This scope of work was not originally included in the ITB.

At this time, CRA staff is requesting the CRA Board approve the change order requests in the total amount of \$2,872.56 and approve a Second Amendment to the Construction Agreement between the CRA and Persons Services Corp., and thereby adjusting the total Contract Price to \$336,489.96 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.

Attachment(s): Exhibit A - Location Map & Photos; Exhibit B - Construction Agreement with Persons Services Corp and First Amendment.; Exhibit C - Change Order Requests; Exhibit D - Second Amendment to the Construction Agreement

CRA Attorney Review:

The CRA Legal Counsel has prepared and reviewed the Second 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