



Cover Memorandum/Staff Report

File #: 25-115 CRA

Agenda Date: 7/16/2025

Item #: 7G.

TO: CRA Board of Commissioners
FROM: Christine Tibbs, Assistant Director
THROUGH: Renée A. Jadusingh, Executive Director
DATE: July 16, 2025

APPROVE WORK ASSIGNMENT FOR ARCHITECTURAL SERVICES WITH TAMARA PEACOCK COMPANY ARCHITECTS OF FLORIDA, INC. d/b/a PEACOCK ARCHITECTS FOR MAINTENANCE AND REPAIRS TO 20 N. SWINTON AVENUE IN AN AMOUNT NOT TO EXCEED \$26,835

Recommended Action:

Approve the Work Assignment for Architectural Services with The Tamara Peacock Company Architects of Florida, Inc. d/b/a Peacock Architects (Peacock Architects) for the CRA-owned property located at 20 N. Swinton Avenue in an amount not to exceed \$26,835, 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; the interior and exterior maintenance and repair work were made a part of the adopted FY 2024-2025 CRA Budget.

On January 28, 2025, the CRA Board approved a Work Assignment with The Tamara Peacock Company Architects of Florida, Inc. d/b/a Peacock Architects (Peacock Architects) for architectural, mechanical, and structural engineering evaluation reports to assess the current conditions of the existing historic building and its infrastructure, and to perform the necessary investigation, evaluation, and research to define the scope of necessary maintenance and repairs. Afterwards, a secondary proposal would be submitted by Peacock Architects for the development of the design and construction documents to complete the interior and exterior maintenance and repair work.

Peacock Architects has completed the assessments of the historic building and its infrastructure, and CRA staff has gone over the assessments with Peacock Architects, and it has been determined that the scope of necessary maintenance and repair work is as follows:

- Replacement of rotted or water-damaged siding and peeling paint.
- Replacement of all exterior windowsills 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.
- 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 will include the relocation of existing ductwork from the crawlspace to the interior of the first floor, enclosed within new soffits.
- Roof deficiencies will be identified and corrective actions will be recommended, which will also inform the need for structural wind load calculations.
- Interior work will include 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.

Peacock Architects will prepare the design and construction documents to accomplish the scope of necessary maintenance and repair work, assist CRA staff through the bidding and permitting phase, and provide construction administration assistance through the close-out of the project (at this time, construction is anticipated to be approximately six months).

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 \$26,835, in order to proceed with the development of the design and construction documents related to the maintenance and repair work and the next phases of the project - bidding, permitting, and construction administration.

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