



1512 E Broward Blvd, Suite 102  
Fort Lauderdale, FL 33301  
954 728 7000  
[www.peacockarchitect.com](http://www.peacockarchitect.com)

Thursday, April 03, 2025

**Ivan Cabrera**

Delray Beach Community Redevelopment Agency  
20 North Swinton Avenue  
Delray Beach, FL 33444  
Email: [cabrera@mydelraybeach.com](mailto:cabrera@mydelraybeach.com)  
Phone: (561) 276-8640

**RE: Paracel No: 12-43-46-16-01-089-0360, 12-43-46-16-01-089-0290, 12-43-46-16-01-089-0180  
Professional Services – Due Dilligence  
CRA No. 2023-05**

Dear Mr. Ivan Cabrera:

Peacock Architects is pleased to submit this Letter of Agreement for professional architectural services on the above referenced project as described under Basic Services below.

**BASIC SERVICES:**

Disciplines include Professional services in this proposal are for architectural only to provide the supporting code research and feasibility study on the above referenced properties to understand the best and highest use of the land for future development.

**Summary Work**

Peacock Architects will provide a due diligence package which includes a summary of the code research and feasibility of the developing the site for the above referenced sites. This research will specifically focus on housing for these lots, in conjunction with understanding the bonus units allowed per the Live Local Act. This information will be supplied to the City of Delray Beach Community Redevelopment Agency for use in determining if this lot will be. The due diligence will also include a general overall site plan of the lots, depicting the required property information, setbacks, and basic building footprint to understand the relationship between the site and the development.

**TASKS:**

**Due Diligence Package**

Peacock Architects will create a comprehensive document that assesses the practicality and viability of development of the project site. This assessment will include a detailed analysis of the project site, including its location, size, environmental considerations, any legal or zoning constraints. Additionally, it will examine the maximum build out of the site taking into consideration the Live Local Act. A preliminary site plan and floor plan concept will be created along with functional considerations. A summary of our findings and overall assessment of the codes and site conditions will be packaged together into a due diligence presentation offering our recommendations and considerations for the site.

**FEES:**

Our fee for services above shall be Stipulated Sums and broken down as follows:

Due Dilligence Package .....	\$ 7,550.00
<b>TOTAL FEE</b>	<b>\$ 7,550.00</b>

**STANDARD TERMS AND CONDITIONS**

**Additional Services**

*Changes to the working drawings requested by the owner, after the 100% submittal of the architectural drawings or major changes created during the working drawings phase are considered as additional services requested and will be invoiced at hourly rates.*

Some of the services not included as Basic Services (some may be provided as Additional Services):

1. Any Services, Disciplines (such as Interior Designer) or phases not specifically listed.
2. Destruction/Non-Destructive Testing
3. Changes to approved drawings.
4. Model or 3D Renderings.
5. Acquisition of existing facility or site information such as 'as built' drawings, surveys and geotechnical reports, environmental analysis, private development or improvement standards, deed or lease restrictions, etc.
6. Improvement or modifications to the land, buildings or other physical components outside the specified project.
7. Engineering (including any fire alarm/sprinkler requiring an engineer), material testing and analysis, acoustic engineer consultant, water-proofing consultant, parking design consultant if needed.
8. Specialty contractor shop drawings preparation (i.e. tilt-wall panels, fire sprinklers, alarm systems, security monitoring systems, phone systems, cabinetry, special storage systems, glass/glazing systems, etc.)
9. Shop drawing type detailing.
10. Shopping for or specifying interior finishes, appliances, owner's equipment, etc.
11. Value engineering.
12. Building Permit processing or expediting.
13. Acquisition of product approvals or similar information that governing agencies might require from material manufacturers.
14. Permitting or application fees at all local governmental agencies at the County and City levels.
15. Construction Administration phase to be billed hourly as needed.

**ADDITIONAL SERVICE RATES**

Additional Services shall be billed in accordance with the Professional Fee Schedule, Exhibit A, of the contract. Additional services shall be performed only with the request and authorization of the client for these services.

**REIMBURSABLE EXPENSES**

Reimbursable expenses shall be paid in accordance with the attached Reimbursable Fee Schedule, January 1<sup>st</sup> of 2007. The consultant shall be reimbursed for all printing, plotting, duplicating, courier and travel expenses pertaining to the production of these documents.



# PEACOCK ARCHITECTS

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## PAYMENTS

Invoices from the architect, based on the services rendered, will be prepared in accordance with the Architect's billing cycle. Payment from the client is due upon presentation of the invoice. Payments to be made in accordance with the master services agreement between Peacock Architect & the Delray Beach Community Redevelopment Agency.

## OWNERSHIP OF DRAWINGS

Drawings are instruments of the Architect's services and shall bear the Architect's copyright notice. The client shall always be entitled to these documents without restriction in whatever format it requires as "service for hire" as it relates to use on this project. The Architect, whether the project is executed or not, may keep, store or retain these same documents without restriction as the Architect's intellectual property, forever. The Architect shall never unreasonably withhold these documents from the client. The Client may also retain hardcopies of all drawings for its information and records (in any format), as well and agrees not to release AutoCAD/Revit information to other parties outside of this project. The Architect agrees not to unreasonably withhold release right to the client. Any drawings provided by the Client to the architect remain the client's property and shall never be withheld from the client.

## OTHER PROVISIONS

The Client and the Architect bind themselves, their partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this Agreement. Neither the Client nor the Architect shall assign, sublet, or transfer his interest in the Agreement without the written consent of the other.

Again, we appreciate this opportunity. If you have any comments or concerns, please do not hesitate to contact us.

Sincerely,

Tamara Peacock, President  
Tamara Peacock Company, Architect

---

## ACCEPTANCE of PROPOSAL

By: \_\_\_\_\_

Date: \_\_\_\_\_



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**Professional Fee Schedule**  
**Effective January 1, 2022**

SERVICE PROVIDED	HOURLY RATE
Principal	\$250.00
Principal Associate	\$220.00
Project Architect	\$200.00
Senior Project Manager	\$190.00
Project Manager	\$175.00
Architectural Designer	\$150.00
Bookkeeper	\$85.00
Administrative Assistant	\$85.00
Marketing Coordinator	\$85.00

**Reimbursable Fee Schedule**  
**Effective January 1, 2007**

DESCRIPTION	AMOUNT
8 ½" x 11" Facsimiles	\$ 2.00 ea.
8 ½" x 11" Copies	\$ .10 ea.
8 ½" x 11" Color Copies	\$ 2.00 ea.
8 ½" x 14" Copies	\$ .15 ea.

**Reproductions**

11" x 17" Blackline Print	\$ 2.00 ea.
24" x 36" Sepia	\$ 8.00 ea.
24" x 36" Mylar	\$ 15.00 ea.
24" x 36" Blackline Print	\$ 3.00 ea.

**Color Prints Unmounted**

	Color	Glossy Color
8 ½" x 11"	\$ 2.00 ea.	\$ 5.00 ea.
8 ½" x 14"	\$ 4.00 ea.	\$ 10.00 ea.
11" x 17"	\$ 4.00 ea.	\$ 10.00 ea.
18" x 24"	\$ 5.00 ea.	\$ 15.00 ea.
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**Mounted Boards**

	Color	Black & White
11" x 17" Color Boards	\$ 20.00 ea.	\$ 15.00 ea.
11" x 17" Glossy Color Boards	\$ 25.00 ea.	\$ 20.00 ea.
24" x 36" Color Boards	\$ 40.00 ea.	\$ 30.00 ea.
24" x 36" Glossy Color Boards	\$ 50.00 ea.	\$ 35.00 ea.
30" x 40" Color Boards	\$ 40.00 ea.	\$ 30.00 ea.
30" x 40" Glossy Color Boards	\$ 50.00 ea.	\$ 35.00 ea.
40" x 60" Color Boards	\$ 50.00 ea.	\$ 35.00 ea.
40" x 60" Glossy Color Boards	\$ 60.00 ea.	\$ 45.00 ea.

\* it is customary to add an administrative fee of 10% for all outside reimbursables

Fee Breakdown For Basic Design Professional Services							
Staff Classification	Hourly Rate (\$)	Site Plan Submission Documents					
		Hours	Fees Subtotal (\$)	Hours	Fees Subtotal (\$)	Hours	Fees Subtotal (\$)
Architect							
Principal	\$ 250.00	0.00	\$ -	0.00	\$ -	0.00	\$ -
Principal Associate	\$ 220.00	0.00	\$ -	0.00	\$ -	0.00	\$ -
Project Architect	\$ 200.00	0.00	\$ -	0.00	\$ -	0.00	\$ -
Senior Project Manager	\$ 190.00	0.00	\$ -	0.00	\$ -	0.00	\$ -
Project Manager	\$ 175.00	26.00	\$ 4,550.00	0.00	\$ -	0.00	\$ -
Architectural Designer	\$ 150.00	20.00	\$ 3,000.00	0.00	\$ -	0.00	\$ -
Administrative Assistant	\$ 85.00	0.00	\$ -	0.00	\$ -	0.00	\$ -
Total Hours & Fee (Per Phase)		46.00	\$ 7,550.00	0.00	\$ -	0.00	\$ -
Percentage of Basic Fee (Per Phase)			100.00%		0.00%		0.00%
Total Design Fee				\$ 7,550.00			

Total Fee For Basic Design Professional Services	\$ 7,550.00
Total Hours For Basic Design Professional Services	46.00
Allowances	
Reproduction Expenses	\$ -
Allowances Sub-Total:	\$ -
Additional Services	
Additional Services	\$ -
Additional Services Sub-Total:	\$ -
Grand Total Fee (Including Allowances + Additional)	\$ 7,550.00



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Thursday, May 08, 2025

**Ivan Cabrera**

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Delray Beach, FL 33444  
Email: cabrerai@mydelraybeach.com  
Phone: (561) 276-8640

**RE: Parcel No: 12-43-46-04-08-000-0090, 12-43-46-04-30-000-0020  
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Tamara Peacock Company, Architect

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**Date:**



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