



Cover Memorandum/Staff Report

File #: 25-053 CRA

Agenda Date: 3/25/2025

Item #: 7G.

TO: CRA Board of Commissioners
FROM: Christine Tibbs, Assistant Director
THROUGH: Renée A. Jadusingh, Esq., Executive Director
DATE: March 25, 2025

APPROVAL OF FIRST AMENDMENT TO THE PROFESSIONAL CONSULTING SERVICES AGREEMENT FOR PROFESSIONAL ARCHITECTURAL SERVICES WITH R. J. HEISENBOTTLE ARCHITECTS, P.A.

Recommended Action:

Approve the First Amendment to the Professional Consulting Services Agreement for Professional Architectural Services with R.J. Heisenbottle Architects, P.A. and authorize the CRA Board Chair to execute any and all related documents.

Background:

On May 30, 2024, the CRA Board approved a Continuing Consulting Services Agreement with R.J. Heisenbottle Architects, P.A. (Heisenbottle) to provide Architectural Services.

Following the approval of the Agreement, Heisenbottle requested to add a Sub-Consultant, Hammond & Associates, Inc., (Hammond) with the reasoning being that the Sub-Consultant would provide mechanical, electrical, and plumbing engineering services for smaller sized projects.

Heisenbottle has provided the qualifications, experience, licenses and/or certifications, and hourly rates for Hammond (See Exhibit C). CRA staff have reviewed the submitted documentation and finds it to be acceptable.

At this time, CRA staff is seeking approval of the First Amendment to the Professional Consulting Services Agreement for Professional Architectural Services with R.J. Heisenbottle Architects, P.A. to add Hammond & Associates, Inc. as a Sub-Consultant, and thereby revise "Exhibit A" of the Agreement to include Hammond's hourly rates, and authorize the CRA Board Chair to execute all documents related to the Work Assignment.

Attachment(s): Exhibit A - Continuing Consulting Services Agreement with R.J. Heisenbottle Architects, P.A.; Exhibit B - Amendment to the Continuing Consulting Services Agreement; Exhibit C - Resolution No. 2025-05; Exhibit C - Hammond & Associates, Inc. Documentation

CRA Attorney Review:

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

Finance Review:

N/A

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