



Cover Memorandum/Staff Report

File #: 26-0614

Agenda Date: 5/19/2026

Item #: 6.H.

TO: Mayor and Commissioners
FROM: Missie Barletto, Public Works Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: May 19, 2026

APPROVAL OF AMENDMENT NO. 1 TO THE AGREEMENT WITH MILLS+SCHONER ARCHITECTS, LLC FOR ARCHITECTURAL/ENGINEERING DESIGN SERVICES AND CONSTRUCTION ADMINISTRATION FOR THE CREST THEATRE AUDITORIUM PROJECT PURSUANT TO RFQ NO. 2025-019 IN THE AMOUNT OF \$1,273,047.00 FOR A REVISED AGREEMENT TOTAL OF \$1,509,909.00

Recommended Action:

Motion to Approve Amendment No. 1 to Agreement No. RFQ 2025-019 with Mills+Schnoering Architects, LLC for Architectural/Engineering Design Services and Construction Administration of the Crest Theatre Auditorium Project (Public Works Project No. 25-001) in the amount of \$1,273,047.00 for a revised Agreement total of \$1,509,909.00.

Background:

The Old School Square Crest Theater was built in 1925 and originally operated at the Delray High School campus until 1949 when it was repurposed as a second Elementary School campus facility on the same compound. As time passed, the buildings of Delray Elementary increasingly fell into disrepair, and the Palm Beach County School Board abandoned the campus in the mid-1980s. In 1988, Delray Elementary was closed and the property was acquired by the city of Delray Beach. In March of that year "Delray Beach Schools" was listed on the National Register of Historic Places. In 1993, the Crest Theatre opened for its first season in the former high school auditorium, which had been converted and modernized into a modern professional venue for the performing arts. In 1998, renovation of the Crest Theatre was completed as the work on the classrooms was finished, and they were opened to the public. The Crest Theatre serves as an important venue for other organizations, schools and community groups to present their own productions and presentations. Surrounding the theatre (and within the same building footprint) are nine (9) restored classrooms which now serve as meeting, workshop, reception, and classroom space.

On August 12, 2025, the City Commission (City) approved an agreement with Mills+Schnoering Architects, LLC (Consultant) for Architectural/Engineering Design Services and Construction Administration of the Crest Theatre Auditorium Project pursuant to RFQ 2025-019. The scope of the agreement includes preparation of construction documents to facilitate the renovations/modernization of the Crest Theatre Auditorium (including backstage areas and dressing rooms) and construction administration. The initial phase of the agreement included the development of three (3) restoration concepts for review and selection by the City for the fee of \$236,862.00.

On February 3, 2026, the City was presented with three (3) options and selected Option Two with the

understanding that several of the technical add-ons may have to be included as alternates to allow for budget flexibility. This option includes the preference for a tension wire grid over the catwalk and for the exterior side addition accommodating accessible staff and patron stage access over the construction of an interior ramp. Providing an elevator and improved loading access to the back of house was also voiced as a priority for attracting a greater range of presenting acts in the future.

The design phase is anticipated to begin in June 2026 and last for approximately 8-9 months. Once construction begins, the Consultant will remain actively engaged from the start of construction through closeout to support the City's goals.

The City, at its sole discretion, reserves the right to terminate any contract entered into pursuant to this RFQ with or without cause immediately upon providing written notice to the selected consultant. Upon receipt of such notice, the selected consultant shall not incur any additional costs under the contract. The City shall be liable only for reasonable costs incurred by the selected consultant prior to the date of the notice of termination. The City shall be the sole judge of "reasonable costs."

This motion is in accordance with Code of Ordinances Section 36.02, Commission Approval Required.

Attachments

1. Amendment No. 1
2. Legal Review Checklist
3. Exhibit A
4. Crest Theatre Design Report
5. Agreement
6. Solicitation
7. Submittal

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

The Delray Beach Community Redevelopment Agency (CRA) has provided funding in the amount of \$500,000 in 334-75-300-575.62-02 (Finance Project Code 41069). Additional funding by the City through the General Construction Fund was approved in the Fiscal Year 2026 through 2030 Capital Improvement Program Budget in 334-75-300-575-62.02 in the amount of \$3,290,000.00 (Finance Project Code 41023).

Timing of Request:

Timely approval is requested to begin the project.