



Cover Memorandum/Staff Report

File #: 25-1013

Agenda Date: 8/19/2025

Item #: 7.A.

TO: Mayor and Commissioners
FROM: Missie Barletto, Public Works Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: August 12, 2025

APPROVAL OF RESOLUTION NO. 167-25 TO AWARD AN AGREEMENT WITH MILLS+SCHONERING ARCHITECTS, LLC FOR ARCHITECTURAL/ENGINEERING DESIGN SERVICES AND CONSTRUCTION ADMINISTRATION OF THE CREST THEATRE AUDITORIUM PROJECT PURSUANT TO RFQ NO. 2025-019 IN THE AMOUNT OF \$236,862.00

Recommended Action:

Motion to Approve Resolution No. 167-25 to award an Agreement 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) pursuant to RFQ No. 2025-019, in the amount of \$236,862.00.

Background:

The Old School Square Crest Theatre was built in 1925 and originally operated at the Delray High School campus until 1949 when it was re-purposed 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.

The classrooms, lobby, concession, and kitchen have recently been updated. The purpose of this solicitation is to procure the services of an architectural/engineering firm to prepare construction documents to facilitate the renovations/modernization of the Crest Theatre Auditorium (including backstage areas and dressing rooms). Additionally, the selected firm will also provide Construction Administration and Inspection services through a future contract amendment in accordance with the original RFQ solicitation.

On January 7, 2025, the City issued Request for Qualifications (RFQ) No. 2025-019 to acquire a firm which will provide professional design services for this project.

On February 12, 2025, the City received seven (7) submittals, all of which were found to be responsive and responsible to the requirements of RFQ No. 2025-019. On April 22, 2025, the Selection Committee completed its review of the submittals and made the following ranking recommendations:

Rank	Firm	Final Score
1	Mills+Schnoering Architects, LLC	287
2	RJ Heisenbottle Architects, P.A.	279
3	Water Zackria Associates, PLLC	272
4	Netta Architects, LLC	271
4	R.E. Chisholm Architects, Inc.	271
5	H2M architects + engineers	270
6	West Architecture + Design, LLC.	269

In accordance with Florida Statutes, representatives from the Purchasing and Contracts Administration Division and Public Works Department conducted negotiation meetings with Mills+Schnoering Architects, LLC. On June 16, 2025, was the first negotiation session was held to review the fee proposal and finalize the terms of the Agreement.

This contract is structured in two phases with this first phase including the development of three restoration concepts for Commission choice. Once the choice has been made by Commission, the second phase of design of that concept will be negotiated and brought back to Commission for approval. Staff has reviewed the negotiated fee of \$236,862.00 and finds it to be fair and reasonable. This fee will be paid based upon the proposed hourly rates and actual hours worked.

The Agreement terms will be from the date of full execution through the completion of work and full acceptance by the City.

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. Resolution No. 167-25
2. Agreement RFQ No. 2025-019
3. Exhibit A - Pricing Sheet
4. RFQ 2015-019_Scope of Services
5. Legal Review Checklist
6. RFQ Submittal_Mills+Schnoering Architects, LLC
7. RFQ No. 2025-019_Final Solicitation

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source:

The Delray Beach Community Redevelopment Agency (CRA) has provided funding in the Fiscal Year 2025 through 2029 Capital Improvement Program Budget in the amount of \$500,000 in 334-75-300-575.62-02 (Finance Project Code 41069).

Timing of Request:

Timely approval is requested to begin the project.