



# Project Consultancy + Design Services Program

## **PURPOSE**

The Project Consultancy + Design Services Program was established in May 2019 as a tool to catalyze commercial property improvement projects in high-priority areas of the CRA District. After determining that many commercial buildings in the Northwest/Southwest Neighborhoods, along the West Atlantic Avenue corridor, and the Osceola Park commercial areas suffered from a lack of investment and/or aging facilities, the program provides applicants with project consultancy and professional design services determined by a project's respective stage of development.

The CRA seeks to foster new and retained business activity, and/or property activation by helping business and property owners determine the scope and feasibility of proposed improvement projects, and by facilitating site plan approval and/or construction plans.

Businesses in the pre-leasing and early planning phase of a project may receive one-on-one consultations with a CRA identified professional architect to explore a project's scope, space planning, general design elements, preliminary project costs, and anticipated City development services. The architect consultation is intended to assist the applicant in determining the feasibility of a proposed business use, improvement project, or design concept.

Property owners and businesses with current leases, in good standing, who are actively working toward site plan approval or building permits may receive professional design services underwritten by the CRA. The consultancy services will be provided through firms identified by the Delray Beach CRA. The design services are intended to facilitate site plan approval, and in assist in expediting the issuance of all required building permits.

## **ELIGIBILITY & GENERAL PROVISIONS**

The Project Consultancy + Design Services Program is generally available to tenants, prospective tenants, and property owners seeking to improve commercial properties located within high-priority areas of the CRA District (CRA Sub-Areas #3, #4, #7 and #8) including the Northwest/Southwest Neighborhood, West Atlantic Avenue corridor, and Osceola Park areas.

Properties and projects must meet the following criteria in order to be considered eligible:

- a. Must be a commercial use;
- b. Must involve an existing structure located within CRA Sub-Areas #3, #4, #7 or #8
- c. The project must be a use permitted by the City of Delray Beach's current Land Development Regulations (LDRs)

- d. The structure must be an existing mixed-use or commercial building (excluding multi-family residential). Mixed-use buildings must include a floor area of at least 51% commercial use to be eligible.
- e. New construction projects are not eligible for the program.
- f. The property must have no active code enforcement violations or liens.
- g. The proposed project must be one that requires the development of signed and sealed plans by a licensed professional and the issuance of building permits from the City of Delray Beach.

All program services are subject to the terms and conditions of a scope of services or project agreement to be entered into between the CRA and the applicant. If the cost of the anticipated scope of services or project is less than \$15,000 in value, approval of the agreement may be considered administratively by the CRA Executive Director. If the proposed scope of services or project is equal to or greater than \$15,000, the CRA Board of Commissioners must approve the agreement.

### **LEVELS OF ASSISTANCE**

The CRA offers the Project Consultancy and Design Services Program at two levels of assistance:

- **Level 1: Project Consultancy Services** – Up to five (5) direct hours of one-on-one consulting to evaluate a potential commercial space for lease or activation, along with the creation of a Feasibility Plan. The Feasibility Plan will consist of preliminary design concepts, sketches, a project scope, and a list of anticipated approvals required by the City, for prospective tenants, tenants, and property owners in the early planning stages of a project.
- **Level 2: Project Design Services** – Professional design services will be determined on a project by project basis, and will focus on delivering signed and sealed plans for City site plan approvals and/or building permits. Deliverables may include:
  - i. Schematic Design
  - ii. Design Development - basic services for architectural / structural / mechanical-electrical-plumbing including security and IT. Additional services for landscaping, civil, surveying will be determined by project scope of services.
  - iii. Working Drawings (for final revisions)
  - iv. Construction Documents (for Permits) – signed and sealed by a registered architect or other applicable professional

For both assistance levels, the CRA commits to funding 100% of eligible design costs, up to the maximum award level as provided for within these program guidelines, or as contained in an agreement between the applicant and CRA, as approved by the CRA Executive Director or CRA Board. The CRA may disburse funds directly to the design professional, according to the terms of the approved agreement, or to the Applicant after the CRA receives proper documentation regarding expenses. Applicants are responsible for paying any additional expenses incurred beyond the scope of the approved CRA agreement.

### **PROGRAM PROCEDURES**

1. **Application** – All requests for assistance pursuant to this Program require the submittal of an application form, completed by the applicant. The application will document the following information:

- a. Date of Inquiry – as received by CRA staff
  - b. Applicant Details – Point of Contact and Contact Information
  - c. Project Location – Property address and brief description of space
  - d. Tenant/Business Description – brief overview of the proposed business use and activity
  - e. Project Description – Brief overview of proposed project concept and design needs
2. **Application Approval** – Once the CRA verifies program eligibility and a completed application has been received, CRA staff will work with the applicant to determine the appropriate level of assistance, before preparing the application and/or agreement for either administrative approval by the CRA Executive Director or CRA board consideration.
  3. **Initiation of Project Consultancy** – If consultancy services are deemed appropriate, staff will designate an architect to provide one-on-one consulting and a feasibility plan, and then coordinate the initial consultation. The approved applicant will be able to receive up to five (5) hours of direct one-on-one consulting with the architect, with a Feasibility Plan as the final deliverable.
  4. **Management of Work Assignment** – A designated CRA staff member will manage the work assignment contract with the architect, to ensure that the designer completes the Feasibility Plan and provides deliverables as specified in the work assignment between the CRA and the architect.
  5. **Approval of Agreement for Design Services** – If design services are determined to be the appropriate level of assistance, the applicant will be required to provide a copy of a fully executed lease or proof of property ownership in order to proceed. CRA will then work with the applicant to determine the scope of design required for the project, and then may enter into an agreement providing for the terms and conditions of the scope of services and funding. As part of the Agreement, the CRA may provide the applicant with a list of pre-qualified professionals approved to offer design services under this Program. If an applicant already has a preferred design professional, the applicant will register the firm as their selected design professional with the CRA.
  6. **Payments** – Funds can be dispersed in two ways: 1) directly to contracted design professionals for eligible and pre-approved expenses only, pending the receipt of a detailed invoice and all anticipated deliverables as stated in the scope of services; or 2) as a reimbursement to the Applicant submitted to CRA staff with proof of payment of detailed invoice and copies of deliverables from the design professional on record with the CRA. The CRA may impose any additional or alternate terms and conditions it deems appropriate to protect the assets of the organization, with regards to funding and reimbursement.



**DELRAY BEACH** CRA  
COMMUNITY REDEVELOPMENT AGENCY

## Project Consultancy + Design Services Application

### Applicant Information

Date of Application: \_\_\_\_\_

1. Name/Title: \_\_\_\_\_
2. Business Name: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
4. Email: \_\_\_\_\_
5. Business Phone: (\_\_\_\_) \_\_\_\_\_ 6. Cell Phone: (\_\_\_\_) \_\_\_\_\_

### Commercial Property and Project Information

7. Assistance Requested: ☐ Project Feasibility Consult ☐ Project Design Services
8. Property/Project Address: \_\_\_\_\_  
\_\_\_\_\_
9. Type of Property:  
☐ Office ☐ Commercial ☐ Industrial/Flex ☐ Mixed-Use ☐ Other: \_\_\_\_\_
10. Type of Project:  
☐ Interior Build-out ☐ Exterior Improvement ☐ Both Interior & Exterior ☐ Building Expansion
11. Total Project Sq. Ft.: \_\_\_\_\_  
\_\_\_\_\_
12. Do you lease this property currently? ☐ Yes ☐ No 13. Do you own this property? ☐ Yes ☐ No
14. Total Estimated Project Costs: \$ \_\_\_\_\_
15. Describe the Proposed Business Use and Activity for the Project: \_\_\_\_\_  
\_\_\_\_\_
16. Provide a brief overview of the proposed project concept and design needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please read the section below carefully. After you have read the program guidelines for this program, sign the form below and submit your completed application to the CRA office.**

*I, the undersigned, being a principal of the business applying for Project Consultancy and/or Project Design Services assistance from the Delray Beach Community Redevelopment Agency, hereby certify that the business represented herein is a legally operating business and is or will be in the City of Delray Beach Community Redevelopment Area's high priority areas of the NW/SW Neighborhood (The Set) or Osceola Park.*

*I understand that this application is not a guarantee of assistance. Should my application be approved, I understand that I am committing to completing the project I have represented in this application, and to obtaining a Certificate of Occupancy or the necessary satisfactory inspection notices signifying that any improvements have been done in accordance with city ordinances and codes. I agree to maintain a valid Delray Beach business tax receipt at all times, and to obtain all necessary City approvals prior to beginning any work. I understand that a failure to do so may jeopardize my ability to receive CRA assistance under any assistance program.*

*I understand that any proposed improvement project as represented in this application must receive CRA administrative or board approval before any design services begin in order to be eligible for reimbursement and or direct vendor payment.*

*I understand that because Florida has a very broad public records law, some or all of the information contained within this application may be subject to public disclosure in accordance with state statutes.*

*I have read the program guidelines in their entirety and by signing below accept the terms of the program. I understand that if this application is incomplete, contains false information or is not accompanied by the necessary documents, it will not be processed.*

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**Applicant's Signature**

**Date**

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**Printed Name**

**Title**

**FOR OFFICE USE ONLY**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_