



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	File No.:	Item Type:	1 st Reading	2 nd Reading	
5/6/2026	26-106	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Other	Ordinance Reading	N/A	N/A
			Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
			Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
			Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):	Account Balance (\$):		Funding Source:	Project Number:	
147,689.59	\$147,689		R&R Fund Account	N/A	
Contract Required:	P.O. Required:		RFP/RFQ/Bid Number:	Sponsor Name:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	RFP # FY 2024-2025-14 CONSULTANT COMPETITIVE NEGOTIATION ACT (CCNA) CONTINUING PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES AND OTHER SERVICES		Marlon Lobban Director	
Strategic Plan Focus Areas:					
<input type="checkbox"/> Fiscal Stability	<input checked="" type="checkbox"/> Resident Services	<input type="checkbox"/> Public Safety	<input checked="" type="checkbox"/> Infrastructure & Mobility	<input type="checkbox"/> Economic Development & Affordable Housing	
Implementation Timeline:					
Estimated Start Date: 5/6/2026			Estimated End Date: 12/31/2026		

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING A WORK AUTHORIZATION TO CCNA DESIGN FIRM JUSTIN ARCHITECTS, P.A. TO DESIGN RE-ROOFING OF THE CULTURAL CENTER, AND CONSTRUCTION ADMINISTRATION FOR A NOT-TO-EXCEED AMOUNT OF ONE HUNDRED, FORTY-SEVEN THOUSAND, SIX HUNDRED, EIGHTY-NINE DOLLARS AND FIFTY-NINE CENTS (\$147,689.59); AND PROVIDING AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

This agenda item seeks City Commission's approval to retain the services of Justin Architects, P.A. to design and prepare construction documents for the reroofing and HVAC upgrades for the Cultural Center, including options for a roof extension or canopy to protect the front entrance, in accordance with RFP #2024-2025-14 – Continuing Professional Architectural and Engineering Services, for an amount not-to-exceed \$147,689.59. The above-mentioned consultant will be providing design and construction services based on the following discipline: Architectural Design Services.

Background:

On September 15, 2025, the City Commission approved Resolution No. 2025-113 authorizing continuing service agreements to be awarded in accordance with the Consultant Competitive Negotiation Act (CCNA) (Exhibit 2).

The Cultural Center Roof and HVAC Replacement Project was included in the City's Renewal and Replacement Program for FY2026.

The roof, HVAC units and the front canopy are in need of replacement. There are leaks in the roof and the HVAC units are beyond the scheduled useful life. The roof has been repaired several times to date. There is an arial photograph on the 7th page of the cost proposal that shows the surface of the roof, the HVAC equipment on the roof and the proposed "L" shaped canopy location.

The estimated cost for this replacement project construction work is approximately \$600,000 - \$700,000. Once the complete design is provided the City will be releasing a formal solicitation for the construction of the project.

Current Situation:

The City has requested Justin Architects, P.A., to provide architectural and engineering services for this project. The project consists of re-roofing the building, HVAC upgrade, and for providing options for a roof extension or the addition of a "L" shaped canopy at the entrance. The scope of work also includes the plans for electrical modifications required for the HVAC equipment, permitting and bidding assistance, and construction administration.

Justin Architects, P.A. has submitted the attached cost proposal to perform the work described above for an amount not-to-exceed \$147,689.59. This is inclusive of all subconsultants should they be utilized (Exhibit 3).

Why Action is Necessary:

Pursuant to Code of Ordinances, in accordance with Procurement Code Section 23-5 Competitive procurement required: Procurement Mechanisms, (5) Continuing Services Agreements. Individual purchase of services quoted on a per-project basis pursuant to the terms solicited via RFP. Furthermore, Section 23-9, Award, (e) The City Manager may award procurements within the delegated spending authority. All other procurements, except emergency procurements, require commission approval for award.

Cost Benefit:

Replacing an aging, leaking roof and HVAC equipment that has exceeded its useful life is a classic example of a high-value capital investment that delivers both immediate and long-term cost benefits.

From a roofing perspective, a leaking roof leads to ongoing repair expenses, interior damage (ceilings, insulation, electrical systems), and potential mold remediation costs. These issues compound over time and can result in significant unplanned expenditures. By replacing the roof proactively, recurring patchwork repairs and the risk of structural deterioration is eliminated, and costly emergency responses are avoided. Additionally, a new roof often improves energy efficiency through better insulation and reflective materials, which can lower cooling costs - especially important in warm climates like South Florida.

Similarly, HVAC systems that are beyond their useful life operate inefficiently, consume more energy, and are prone to frequent breakdowns. Maintenance costs have risen sharply in the final years of equipment life, and parts have become harder to source. Replacing outdated HVAC units with modern, energy-efficient systems reduces utility consumption, stabilizes operating costs, and improves reliability. This also enhances indoor air quality and occupant comfort, which can translate into increased productivity, rental revenue and occupant satisfaction (renters and City employees who operate out of the Cultural Center).

When considered together, these replacements shift spending from reactive maintenance to planned capital investment. The financial benefits include lower lifecycle costs, reduced energy usage, fewer service interruptions, and avoidance of secondary damage. While the upfront capital cost may be significant, the return on investment is realized through predictable budgeting, extended asset life, and reduced total cost of ownership over time.

PROPOSED ACTION:

The City Commission considers the attached Resolution.

ATTACHMENT(S):

- Exhibit 1 – Proposed Resolution
- Exhibit 2 – Resolution 2025-113
- Exhibit 3 – Justin Architects, P.A. Proposal
- Exhibit 4 – Justin Architects, P.A. Executed Agreement

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