

February 25, 2026

James Gallup
City Manager
City of Jefferson City
Post Office Box 530
Jefferson City, TN 37760

RE: Proposal for Professional Design Services
Comprehensive Parks and Recreation Master Plan
City of Jefferson City, Tennessee

Dear Mr. Gallup:

McGill Associates is pleased to provide you with this proposal to provide professional design services for the above-referenced project. It is our understanding that the primary goal of the project is the preparation of construction documents for sidewalk and pedestrian facility improvements along Jefferson Street from the intersection of Russell Avenue to the intersection of Sizer Avenue. The improvements will consist of concrete sidewalk, curb and gutter, striping, spot improvements and associated surface drainage improvements along Jefferson Street and intersection improvements at the following intersections:

- Jefferson Street and Sizer
- Jefferson Street and Maple
- Mountcastle and Existing Rail trail

Task 1 Design Phase Services

1. The project will kick off with a meeting including McGill and City Staff to review and refine the proposed scope of services. At this time, we will confirm project goals and deliverables, and reach a consensus on a project schedule, including milestones and the schedule.
2. Conduct a site analysis by the Design Team of the existing natural and man-made conditions within the project site. Specifically, this will include identification of possible engineering issues, such as visible utilities or overhead utilities, areas of potential flooding, existing structures, and general observation of site drainage.
3. Based on City's goals and objectives, develop design progress drawings utilizing survey information provided by the City to the 60% level for review and comment. Provide 60% preliminary opinion of probable cost. Attend review meeting with the City.
4. Based on 60% review comments finalize all necessary site development plans, details, and specifications as required to obtain permits.
5. Prepare McGill standard specifications for construction.
6. Submit documents to City Staff for all site improvements for review and approval.
7. Finalize bidding documents based on permitting and final review comments.
8. Prepare one (1) submission for City planning and zoning compliance review.

We anticipate providing the above services as part of our deliverables:

1. Demolition Plan
This will include location of existing structures, visible utilities, infrastructure, and delineating items to be removed or relocated.
2. Site Layout
This will include horizontal control, dimensions, location of proposed improvements, and site details.
3. Grading/Drainage & Erosion Control
This will include site grading, storm drainage, erosion control for temporary and permanent measures.
4. Construction Details and Specifications
Prepare construction details and specifications for all work indicated on the site layout, grading, and drainage plans

Task 3 Construction Phase Services

1. Provide assistance during construction on an as-needed basis as requested by the City. Assistance may include but is not limited to bidding, shop drawing review, requests for information, or on-site observation.

The above fees **do not** include traffic signalization modifications, designs associated with water and sewer modifications, geotechnical services before or during construction; structural, mechanical, or any utility relocation design; and application or approval fees, which should be paid (if needed) directly by the City. Changes to the site plan layout of facilities, which occur after McGill's approved preliminary design documents have been completed, will be considered additional services. McGill can coordinate these additional services should the services be needed.

Additional Services:

Please note that the following services are not included in this proposal and will be considered Additional Services that can be provided, if necessary, in accordance with the attached Basic Fee Schedule.

1. Making revisions to design plans or technical specifications when such revisions are inconsistent with approvals or instruction previously given by the Owner or are due to causes beyond the control of Mc Gill
2. Providing services to make measured drawings of existing conditions or to verify the accuracy of drawings or other information furnished by the Owner or others.
3. Construction surveying, which we assume to be the responsibility of the Contractor.
4. Geotechnical, Structural, or Electrical design services before or during construction.
5. Providing Re-Signalization Plans or transportation studies related to the subject improvements.
6. Providing stormwater permitting or post-development stormwater control measures
7. Preparation of Environmental Assessments or Environmental Information Documents.
8. Preparation of easement plats or assistance with easement acquisition.
9. Payment of regulatory permit application fees and payment of bid advertisement costs.

10. Providing services of other professional consultants for items of work other than those outlined under Basic Services.
11. Preparing design services for relocation of existing utilities and/or offsite road/storm drainage design.
12. Preparing to serve and/or serving as an expert witness in connection with any public hearing, arbitration proceeding or legal proceeding, other than as specified in the Basic Services above.
13. Providing professional services made necessary by default of the Contractor in the performance of the Construction Contract.
14. Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with the generally accepted Engineering practice.

Basis for Compensation

Based on our understanding of the project, we propose providing the Scope of Services detailed in this proposal for fee inclusive of all reimbursable expenditures:

TASK 1	Design Phase Services	Lump Sum	\$50,000.00
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Owner's Responsibilities

1. The Owner shall provide full information regarding site-related requirements for the Project.
2. The Owner shall designate a representative (authorized to act on their behalf) with respect to the Project. The Owner or his representative shall examine documents submitted by McGill and shall render decisions pertaining thereto promptly, avoiding unreasonable delay in the progress of McGill's work.

We appreciate the opportunity to provide this proposal to the City of Jefferson City and are prepared to begin work immediately to meet the City's schedule. If this proposal is acceptable, please sign and return one (1) copy of this proposal and the attached Consulting Services Agreement to our office. As always, if you have any questions regarding this proposal, please do not hesitate to contact me. We look forward to working with the City on this important project.

Sincerely:

McGILL ASSOCIATES, PA



MICHAEL J. NORRIS, PLA
Project Manager

ACCEPTANCE: Sign: _____ Date: _____
Print: _____ Title: _____