

December 13, 2024

Mr. Michael T. Borders
Assistant City Manager
City of Kingsport
415 Broad Street
Kingsport, TN 37660

Re: Additional Architectural Services for: City of Kingsport – Kingsport Public Library

Dear Mr. Borders,

Thank you for the opportunity to provide a fee proposal for Architectural Services for the City of Kingsport and the Kingsport Public Library. We acknowledge and appreciate the continued opportunities to serve the City. Our understanding of the additional project scope is based on our in-person meetings with you and library staff. The scope of work will be incorporated into our current scope of services currently in design for the Kingsport Public Library.

Our Additional Scopes of Work Include the Following:

- **Provide Civil and Architectural Design services for the reconstruction of the existing parking lot at the existing Kingsport Public Library site.**
 - The scope of work shall include a full demolition and reconstruction of the existing parking lot. This shall include ADA compliant parking within the area of work.
 - Scope anticipates existing site lighting to be reused/remain.
- **IT Design Scope.**
 - CRW Architects and Jim Blaser, P.E. to coordinate with City IT and Library Staff to determine IT needs.
 - Scope includes but is not limited to security cameras, ethernet drops, wireless access points, Paxton control units, switches, patch panels, racking, etc.
 - Documents will be suitable for permitting, bidding, and construction.
 - Project documents shall be “fast-tracked” to accommodate current schedule.
- **AV Design Scope**
 - CRW Architects and FiberConNext to coordinate with City IT and Library Staff to determine IT needs.
 - Scope includes but is not limited to projectors, screens, microphones, speakers, wall mounts, cabling, connectors, etc.
 - Documents will be suitable for permitting, bidding, and construction.
 - Project documents shall be “fast-tracked” to accommodate current schedule.

- **PA System Design Scope**
 - CRW Architects and FiberConNext to coordinate with City IT and Library Staff to determine IT needs.
 - Scope includes but is not limited to an IP based Paging system designed to include speaker placement, cable requirements, network requirements, etc.
 - Documents will be suitable for permitting, bidding, and construction.
 - Project documents shall be “fast-tracked” to accommodate current schedule.

CRW Fee:

Additional Parking Lot Scope	Lump Sum Amount	= \$3,500
IT Design Scope	Lump Sum Amount	= \$8,500
AV Design Scope	Lump Sum Amount	= \$3,500
PA System Design Scope	Lump Sum Amount	= \$2,500
Total Lump Sum Fee		= \$18,000.00

We would be able to begin the documentation phase of work immediately upon receipt of the executed agreement from City Purchasing. Billing will occur monthly at the end of each phase. Owner has the right to terminate agreement at any time but will pay for services rendered. Feel free to contact me with any questions at 423.349.7760.

Best regards,



Clinton D. Roberts, AIA, NCARB
Cain Rash West Architects