



**AGENDA ACTION FORM**

**Consideration of a Resolution to Approve Supplemental Design Services for the Kingsport Public Library Renovation Project**

To: Board of Mayor and Aldermen  
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-287-2024  
Work Session: December 16, 2024  
First Reading: N/A  
Final Adoption: December 17, 2024  
Staff Work By: Michael T. Borders  
Presentation By: Michael T. Borders

**Recommendation:**

Approve the Resolution.

**Executive Summary:**

If approved the city will approve supplemental design services from Cain Rash West Architects (CRW) in the amount of \$18,000 for the Kingsport Public Library (KPL) Renovation Project.

Working internally with various city department the decision was made to include Information Technology, Audio Visual, and Public Announcement systems as part of the base bid of the library renovation project. This decision was made with the goal of eliminating coordination issues from multiple contractors and streamlining the process through the general contractor.

In July of 2024 KPL applied for a Connected Community Facility Grant through the Tennessee Department of Economic and Community Development in the amount of \$2 million. The Library was successful in their application. After the grant award announcement, the library team made the decision to add the rebuild of the parking lot between Shelby and W. New St. as an add alternate to the project. With the layout renovated library we anticipate additional demand for KPL's New St. entrance. The rebuild of the parking lot is ideal to ensure we deliver an exceptional patron experience.

With the addition of scope, it has necessitated additional design work which is outside of CRW's original agreement which was approved on October 18, 2022 in the amount of \$246,400.

The total amount for the additional design services is \$18,000.

Funding is available in GP2300.

**Attachments:**

- 1. Resolution
- 2. Proposal

	Y	N	O
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—