

January 24, 2024

Mr. Tim Elsea  
Assistant Public Works  
Director, Streets and  
Sanitation Division  
City of Kingsport, Tennessee  
609 W Industry Drive  
Kingsport, TN 37660

Reference: **A New Site for: Kingsport Sanitation Division – Kingsport, TN**

Dear Mr. Elsea,

Thank you for the opportunity to provide a fee proposal for the City of Kingsport. Based on previously competed works and meetings with you and your staff, Cain Rash West Architects (CRW) propose to work on a lump-sum basis with the following scope of work:

*Proposal Understanding and Scope:*

After extensive master planning and consideration of the existing Public Works Department, it has been determined that the Sanitation Division would benefit from the development of property adjacent to the city landfill, located off Brookside Drive. We propose to prepare a bid package for the development of this site, to include multiple new structures to support the Sanitation Division's daily operations.

Project scope includes but is not limited to:

- Site/Civil work to develop the approximately 4.75-acre site.
- A&E Services to develop the seven (7) proposed structures on the site including:
  - Office Building – 3,500+ SQ. FT.
  - Repair Garage – 3,500+ SQ. FT.
  - 2x Covered Fleet Parking – 12,000+ SQ. FT.
  - Cart Storage Building – 4,250+ SQ. FT.
  - Fueling Area – 3,350+ SQ. FT.
  - Automated Wash Bay & Equipment Wash Area – 3,000+ SQ. FT.
- Bid Package for project scope include all Architectural, Civil, Landscaping, Structural, Mechanical, Electrical, Plumbing, and Fire Protection required for permitting and occupancy.
- Administrative services and support through the bidding and procurement phases.
- Full Construction Administration services, including shop drawing and submittal review, project site visits, attending regularly scheduled construction progress meetings, etc.

- CRW scope of services include procurement of Geotechnical and Topographic Surveying, which will be a reimbursable expense back to the Owner. CRW can provide multiple quotes for Owner review prior to execution.
- Design services include coordination with furniture, signage, and equipment vendors to aid in design, selection, and bidding of an FF&E package as a part of the project bid scope.

*Exclusions Include:*

- Additional Site Assessments such as EPA Phase 1 Surveying or Report Preparation.
- Modifications to existing roadways beyond immediate access to site.
- Any fees required for permitting, document review, or other approvals.

Fee Basis – *Lump Sum Fee of \$552,500.00 (6.5% of OPC Budget: \$8,502,758.00)*

No additional services are expected, however if additional hourly work is required, please see attached hourly rate schedule. Please do not hesitate to contact me with any questions at 423.349.7760.

Best regards,

A handwritten signature in black ink, appearing to read 'Clinton D. Roberts', with a stylized flourish at the end.

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



## CainRashWest Architects

### Typical Hourly Rates – January 2024

Principal Architect	\$165
Staff Architect/Senior Project Mgr.	\$130
Intern Architect	\$95
CAD Designer	\$85
Project Manager	\$120
Estimator	\$130
Secretarial	\$65
Principal Engineer	\$160
Engineer	\$155
Engineering Drafter	\$85

*Engineering rates vary depending on discipline and firm. The rates noted above are an average. Actual rates are billed as a direct reimbursable expense after Owner approval of the engineering rate scale.*

**Travel: Direct Reimbursable - (Mileage \$0.67 per mile)**

**Reprographics: Direct Reimbursable**

12x24 Blacklines	\$2.50 ea.
15x21 Blacklines	\$3.20 ea.
24x36 Blacklines	\$3.60 ea.
30x42 Blacklines	\$4.60 ea.
CD AutoCAD Files	\$32.00 ea.
8.5x11 Color Plots	\$4.60 ea.
11x17 Color Plots	\$7.60 ea.
18x24 Color Plots	\$10.60 ea.
18x24 Glossy Color Plots	\$11.60 ea.
24x36 Glossy Color Plots	\$14.50 ea.
24x36 Color Plots	\$14.00 ea.
24x36 Bond on Foam Board	\$33.00 ea.
24x36 Glossy on Foam Board	\$32.00 ea.
Laminated Color Plots	\$32.00 ea.
Text 8.5x11	\$0.35 ea.
Text 8.5x11color	\$0.45 ea.
Text 11x17	\$0.45 ea.