



EXHIBIT A

**Kingsport City Schools
Dobyns-Bennett High School Select Renovations
Phase 1**

**SCOPE OF SERVICES
January 13, 2026**

Thompson & Litton, Inc. will provide professional architectural and engineering design services, bidding assistance, and construction contract administration services relating to select renovations to Dobyns-Bennett High School located at 1 Tribe Way in Kingsport, Tennessee, for the Kingsport City Schools. Thompson & Litton will utilize the services of Spoden & Wilson to provide structural engineering services and Inspire Business Interiors to provide interior design services, as a subconsultant. The project will be advertised for competitive bids according to the City of Kingsport purchasing requirements. The construction documents include a base bid and one alternate. The estimated cost of construction is \$2,850,000.00, including Alternate #1.

Scope of Services

a. Fire Shutter Removal and Replacement (Base Bid):

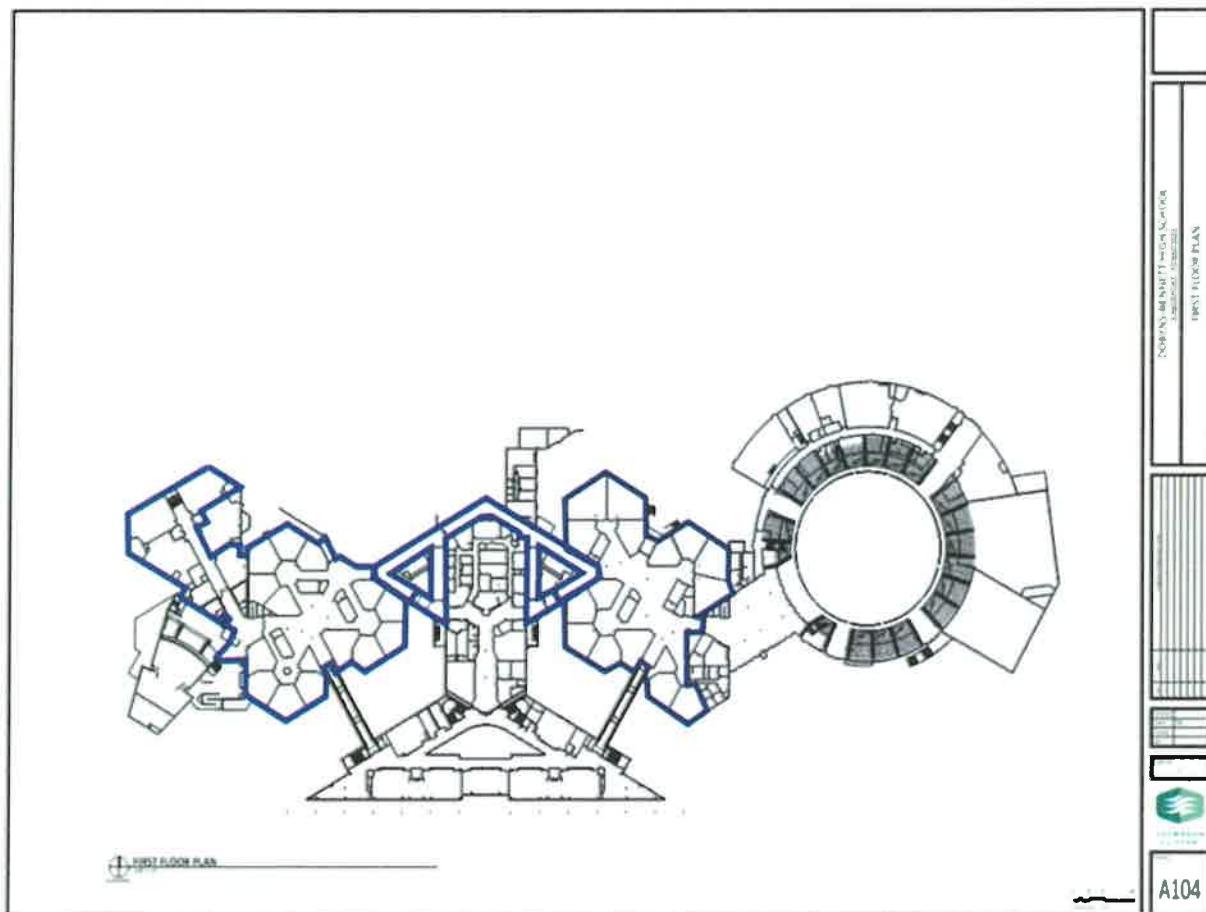
- i. Remove the existing fire shutters between the original building and the Science and Technology Addition – second and third floors. Install new glazed walls and doors (fire-rated hollow metal frames and doors) on electromagnetic hold-opens to meet code compliance. This will address two locations, each on the second and third floors. The work will include the removal of six existing fire shutters, sheetrock, and metal stud infill where the fire shutters are removed, sprinkler head installed, and connections to the existing fire alarm. The estimated cost of construction for this portion of the work is \$200,000.00. One example shown in photos below.





b. Second and Third Floor Finish Upgrades (Base Bid):

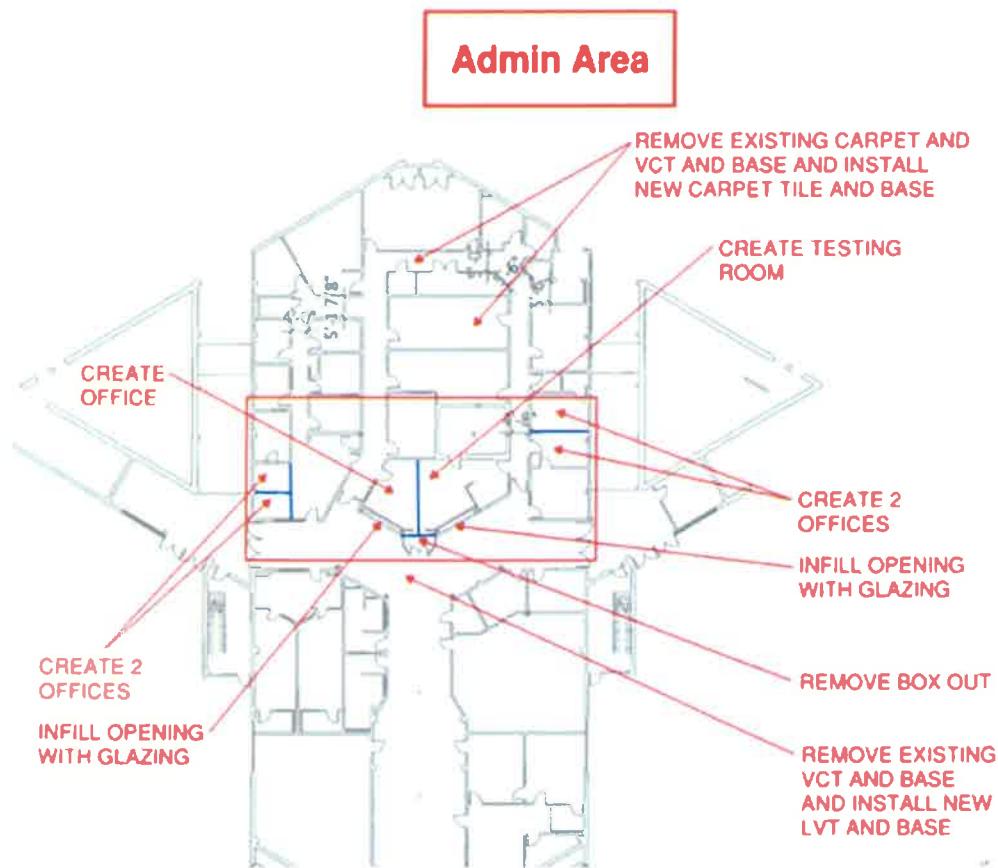
- i. Existing flooring removal and replacement, including ramps. (LVT in corridors, sheet vinyl on ramps, and LVT in the classrooms)
- ii. Removal of the existing lockers with the installation of select casework in the corridors.
- iii. Wall painting.
- iv. Repainting of metal doors and frames.
- v. Replace the original building corridor porcelain drinking fountains. Provide new high/low drinking fountains with a bottle filler.
- vi. Address three special education classrooms in the old science pod. Remove the existing science casework and provide a new changing area and toilet containing a shower, toilet, and sink in each classroom. The estimated cost of construction for this portion of the work is \$1,600,000.00 and is outlined (blue) in the drawing below.





c. Renovations to the Old Office Lobby and Adjoining Interior Reception Space (Base Bid):

- i. Renovations to the old office area to include demolition of a portion of the existing space with new construction based on the information identified in the diagram below - Admin Area. This work will include new walls, ceilings, finishes, and select mechanical, plumbing, fire protection, and electrical work.
- ii. Mechanical, Plumbing and Fire Protection in this area is outlined as follows: First floor (front middle area – estimated 1,500 sf) adjust HVAC diffusers/duct for added rooms/offices. One could be a conference room and may need new unit – if this change occurs, an amendment will be necessary. No plumbing this area. Update sprinkler head layout in revised rooms.
- iii. The estimated cost of construction for this portion of the work is \$400,000.00.



d. New Classrooms and Meeting Areas in each of the Existing Pods (Base Bid):

- i. Select renovations in each classroom pod to provide a new classroom or meeting room in eight of the existing pods to possibly replace the existing workroom in those pods. This work will include new walls, ceilings, finishes, select mechanical, plumbing, fire protection, and electrical work. Reference the drawing below (A104), where the eight work areas are identified inside of the red boxes. The new work and demolition walls are outlined in blue. The second floor work is outlined in the below drawings (A105.1 and A105.2)

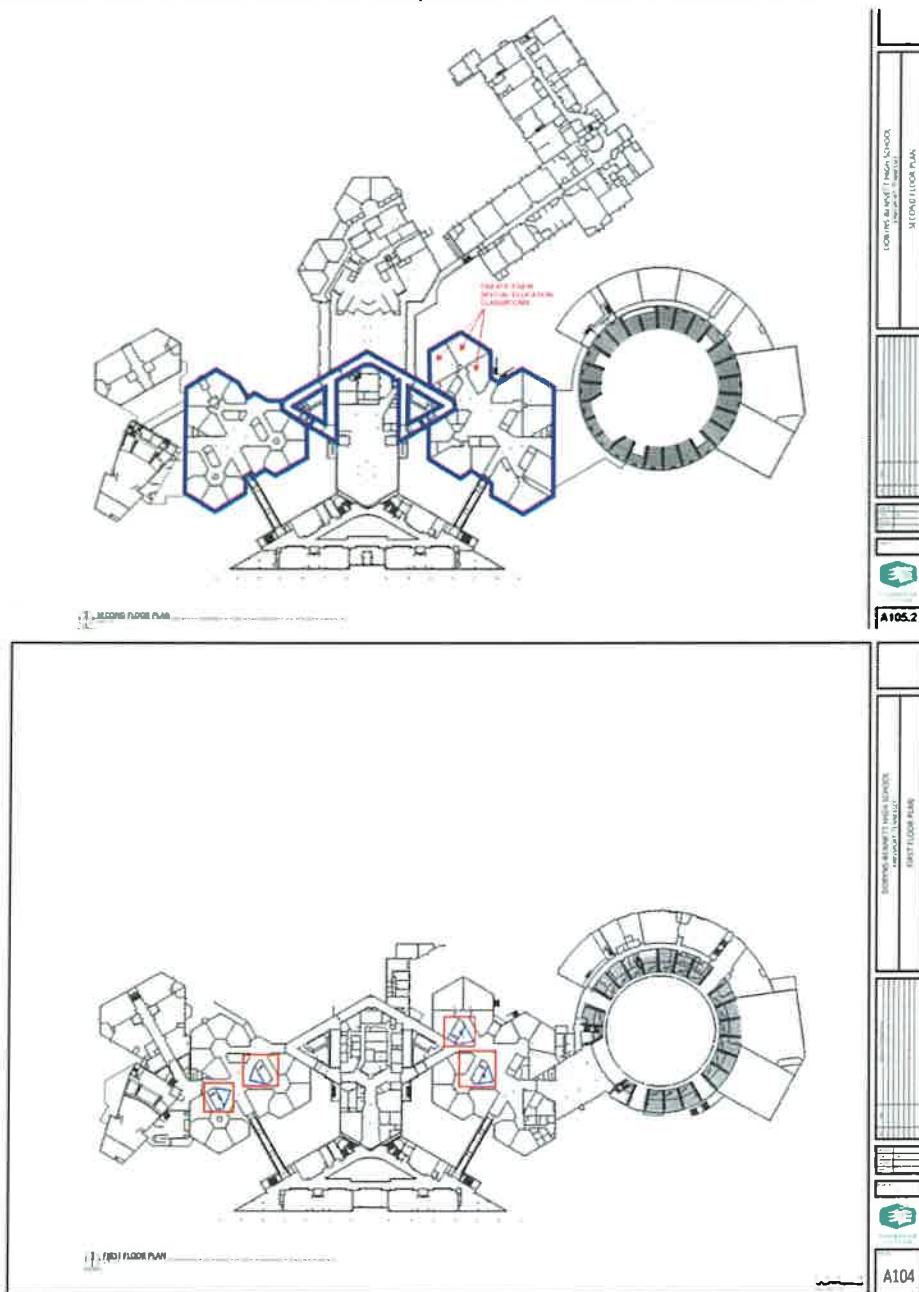


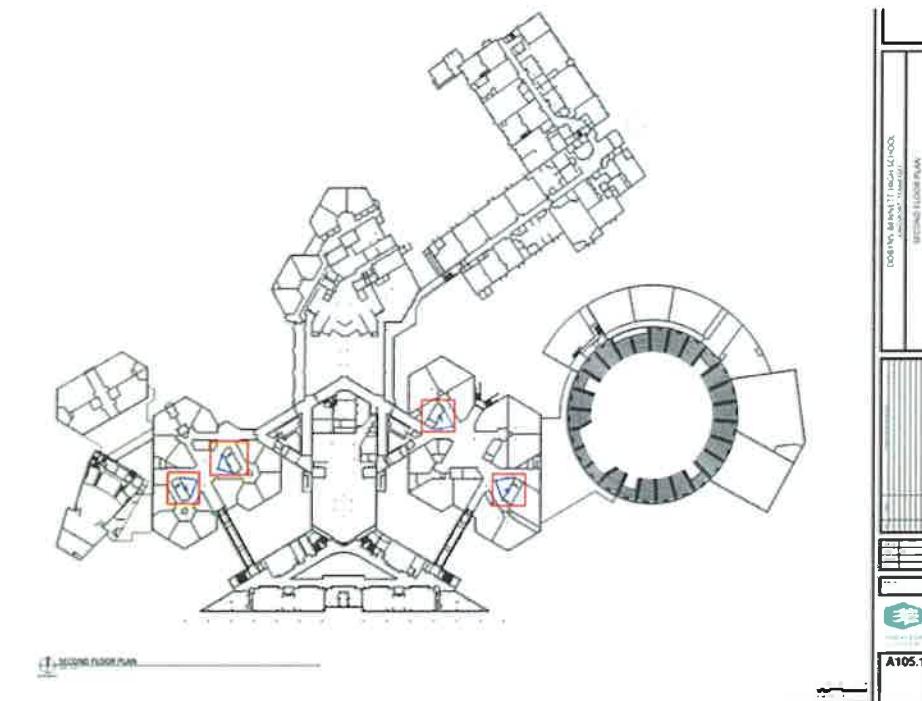
KCS – DBHS – Select Renovations

Exhibit A - Scope of Services

Page 4

- ii. Mechanical, plumbing, and fire protection in this area is outlined as follows: First and second floor areas (estimated 5,800 sf) will be renovated into eight classrooms (two on each side and level). Plumbing includes replacing four drinking fountains with new. Update sprinkler head layout. Inclusion Classrooms - Renovate three large classrooms (estimated 4,450 sf) into inclusion classrooms. New restrooms and showers will be added for each classroom. Classrooms are currently science labs with lab sinks and fume hoods that need to be removed.
- iii. The estimated cost of construction for this portion of the work is \$550,000.00.





e. Replace Rear Stair and Work to the Cafeteria Exterior Walkway (Alternate #1):

- i. Exterior Cafeteria Walkway – Address the spauling of the concrete walking surface. Work to the existing concrete T-structure is not included.
- ii. Rear Egress Stair Replacement – Replace the concrete stairs as the treads and risers are in a dilapidated condition. This work will also include the replacement of handrails, guardrails, and concrete guards. The existing concrete landing and the concrete support columns are not included in this replacement. Photos of the area are below.
- iii. The estimated cost of construction for this portion of work is \$100,000.00.





- f. For all work a. through e., Thompson & Litton will confirm with the Owner the following:
 - i. All the areas to receive the new work.
 - ii. Scope of work as base bid vs. alternate.
 - iii. The project schedule to determine the extent of work to occur during the summer of 2026 when the building is not in use.
- g. The Bid Phase scope of services will include the following:
 - i. Work with the City of Kingsport Purchasing Department to develop the project specifications and provide bid documents to the general contractors for their use.
 - ii. Attend the pre-bid meeting and address any questions.
 - iii. Attend the bid opening and review the bids with the Owner and low bidder.
 - iv. Assemble the Owner-Contractor agreement and provide the notice to proceed to the selected contractor upon full execution.
- h. Construction Contract Administration scope will include the following:
 - i. Attend the preconstruction meeting.
 - ii. Attend the monthly progress meetings.
 - iii. Review and certify payment applications.
 - iv. Address any RFI's or other questions during construction.
 - v. Review submittals.
 - vi. Process change order proposals.
 - vii. Provide a substantial completion inspection and punch list.

Schedule

Thompson & Litton expects to start its services promptly after receipt of Owner's acceptance of this Agreement. Assuming receipt of signed agreement and a notice to proceed is received by January 20, 2026, the estimated schedule is as follows:

Board of Education AE Contract Approval - January 13, 2025
Board of Mayor and Alderman AE Contract Approval - January 19, 2026
Complete Contract Documents – April 2026
Receive Bids – May 2026
Board of Education Bid Approval - May 12, 2026
Board of Mayor and Alderman Bid Approval - May 19, 2026
Begin Construction - June 1, 2026 (A portion of this work will occur during the summer of 2026)
Complete Construction - May 2027 (The remainder will occur during the school year, weekends, and holidays)



Assumptions and Exclusions

- a. A single bid phase and construction contract will be awarded for all proposed work.
- b. Project close-out documentation (record documents) is excluded.
- c. VE of design during bidding or construction is excluded.
- d. LEED or Green Design is excluded.
- e. No cost of newspaper advertising is included.
- f. No new building drawings are included in this work.
- g. No asbestos reports are included in the above fee proposal. A separate proposal will be provided for this work once the exact areas for renovations are identified.

Compensation

Owner agrees to pay Thompson & Litton as compensation for its services a lump sum fee of \$193,475.00 (One Hundred Ninety-Three Thousand, Four Hundred Seventy-Five and 00/100 Dollars), and \$14,000.00 (Fourteen Thousand and 00/100 Dollars) for reimbursable expenses such as printing costs, travel time, and mileage as outlined in the scope above. Permits, state/local/federal fees, special testing, and any other associated costs not included in the scope outline above are additional and will be billed as such.

EFFECTIVE: Through June 30, 2026

**THOMPSON & LITTON
SCHEDULE OF HOURLY RATES**

INDIVIDUAL CLASSIFICATIONS	TYPICAL HOURLY RATES (Current Rates)
Officer-in-Charge	\$300.00
Associate	\$236.00
Senior Project Manager	\$220.00
Project Manager	\$175.00
Senior Engineer	\$210.00
Project Engineer	\$167.00
Design Engineer	\$125.00
Senior Technician	\$120.00
Technician	\$ 84.00
Senior Architect	\$195.00
Project Architect	\$145.00
Architectural Associate	\$114.00
Senior Surveyor	\$175.00
Surveyor	\$112.00
Senior Survey Technician	\$ 92.00
Survey Technician	\$ 82.00
3-Person Survey Party	\$265.00
2-Person Survey Party	\$185.00
Senior Construction Contract Administrator	\$165.00
Construction Contract Administrator	\$110.00
Senior Construction Representative	\$114.00
Construction Representative	\$ 87.00
Specifications and Technical Composer	\$ 94.00
Administrative Assistant	\$ 99.00
Clerical	\$ 70.00

REIMBURSABLE EXPENSES

Consultants and subcontractors will be billed at Direct Cost times 1.20.

Transportation and out-of-town subsistence will be billed at Direct Cost times 1.15.

Mileage for use of personal or company vehicles – Effective IRS mileage rate.

Long distance telephone calls, facsimiles, printing or items not customarily provided by the Consultant shall be charged at Direct Cost times 1.15.

REPRODUCTION:	A) 8 1/2 x 11 page, per copy (black/white).....	\$0.20
	B) 8 1/2 x 11 page, per copy (color).....	\$0.60
	C) 11 x 17 page, per copy (black/white)	\$0.50
	D) 11 x 17 page, per copy (color).....	\$0.85
	E) 12 x 18 page, per copy (black/white)	\$0.60
	F) 12 x 18 page, per copy (color).....	\$1.00
	G) Large Drawings, per square foot.....	\$0.65
	H) Large Drawings, per square foot (color)	\$1.25

FINANCIAL: Invoices are payable within thirty days. Interest is, therefore, charged in the event of non-payment within sixty days. An interest rate 1% per month will be charged and applied to the unpaid balance monthly.