

August 26, 2025

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

Reference: **Bays Mountain Park & Planetarium – Nature Center Renovation: Phase 2**

Dear Mr. Borders,

Thank you for the opportunity to provide a fee proposal for the City of Kingsport. Based on the anticipated scope of design and construction administration services, CainRashWest Architects propose the following:

Project Understanding:

CainRashWest Architects (CRW), together with our trusted team of consultants and design collaborators, is pleased to submit this proposal for professional services for Phase 2 renovations at the Bays Mountain Nature Center.

This phase builds upon the legacy of Bays Mountain as an educational and cultural resource for the region. The improvements are intended to enhance accessibility, visitor experience, and outdoor gathering opportunities while respecting the natural setting and character of the Park.

Scope of Services:

Our professional services will include full Architectural and Engineering design, documentation, and construction administration for the following identified project elements:

1. **New Front Entrance**
 - Accessible (ADA-compliant) walkway.
 - New entrance canopy for weather protection and architectural identity.
2. **Ground Floor Renovations** (*excluding public restrooms*)
 - Reconfiguration and upgrades to enhance visitor flow and programming.
 - Interior finish and systems improvements.
3. **New Exterior “LULA” Chair Lift**
 - Providing accessibility to the balcony and upper floor.
 - Coordination with structure, electrical, and code compliance requirements.
4. **New Rear Terrace**
 - Outdoor terrace space to expand programming and visitor engagement.
 - Integration with existing landscape and topography.

Project Team:

The project will be designed and delivered by a collaborative team of professionals:

- CainRashWest Architects (CRW) – Prime Architect, Civil Engineering, Project Management, and Lead Designer (\$88,250.00)
- Coyle & Caron Landscape Architecture – Site design and integration with natural surroundings (\$73,400.00)
- Vreeland Engineers – Electrical Engineering (\$3,600.00)
- Kelso Regen Engineers – Mechanical, and Plumbing Engineering (\$4,750.00)
- Spoden & Wilson Consulting Engineers – Structural Engineering (\$6,500.00)

Services to be Provided:

CRW and our consultants will provide a full range of A/E professional services including:

- Programming & Design Development
- Schematic Design & Owner Presentations
- Construction Documents (Architectural, Structural, Civil, MEP, and Landscape)
- Permitting Support
- Bidding & Negotiation Assistance
- Construction Administration (submittals, RFIs, site visits, punch list, closeout)

Deliverables:

- Design drawings and specifications suitable for public bidding.
- Regular progress review meetings with the Owner and project team.
- Cost estimating coordination at each design phase.
- Final record documents at project completion.

Project Schedule:

We anticipate a design and documentation duration of approximately Eight Months, followed by bidding and award, with construction aligned to the Owner's schedule and funding. A detailed schedule will be developed in collaboration with the City and Bays Mountain Park leadership.

Compensation:

Total Architectural & Engineering Fee based on Lump Sum = \$176,500.00

Design Development Phase (35% of fee)	\$61,775.00
Construction Document Phase (45% of fee)	\$79,425.00
Bidding Phase (5% of fee)	\$ 8,825.00
Construction Administration Phase (15% of fee)	\$ 26,475.00
Total Architectural & Engineering Fee based on Lump Sum	= \$176,500.00

Exclusions include: Any Architectural or Engineering for work outside of Phase 2 scope, Hazardous Materials Surveying, or Abatement Services.

Reimbursable allowance: All travel included in fee, no additional charge. No reimbursable included, none anticipated. All deliverables will be in PDF format.

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.

This project represents a significant opportunity to enhance the accessibility, function, and beauty of the Bays Mountain Nature Center. CRW and our consultant team are committed to delivering thoughtful, durable, and inspiring design solutions that will serve the community for decades to come.

We appreciate the opportunity to continue our long-standing partnership with the City of Kingsport and Bays Mountain Park, and we look forward to working together on this exciting project.

Best regards,

A handwritten signature in black ink, appearing to read 'CDR' with a stylized flourish underneath.

Clinton D. Roberts, AIA, NCARB
Vice President
CainRashWest Architects, Inc.

Accepted by:



CainRashWest Architects

Typical Hourly Rates – January 2025

Principal Architect	\$175
Staff Architect/Senior Project Mgr.	\$135
Intern Architect	\$100
CAD Designer	\$90
Project Manager	\$130
Estimator	\$135
Secretarial	\$70
Principal Engineer	\$175
Engineer	\$160
Engineering Drafter	\$90

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.