



**Exhibit A, Scope of Work  
Reedy Creek Trunk Sewer Improvements  
Lovedale to Clinchfield  
Bidding and Construction Services  
City of Kingsport  
March 18, 2026**

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Barge Design Solutions, Inc. (Barge) will provide the following scope of services for City of Kingsport (Client) including design, bid, and construction phase services for the Reedy Creek Trunk Sewer Improvements, in accordance with the Professional Services Agreement (Agreement). The scope of work is presented in the following elements:

- I. Project Description
- II. Scope of Services
- III. Project Schedule
- IV. Compensation
- V. Additional Services

**I. Project Description**

The Reedy Creek Trunk Sewer Improvements project is located in the northern portion of the City of Kingsport's wastewater collection system. The purpose of the project is to increase capacity while reducing infiltration and inflow with new infrastructure. The project begins at the former lift station site at Lovedale Drive near its intersection with W. Sullivan Street. The upstream end of the proposed sewer is the west side of John B. Dennis Highway. The existing gravity trunk sewer system consists of parallel pipes that traverse along Reedy Creek through a mix of commercial, residential, and undeveloped areas, each increasing in size as additional flows are added. The proposed trunk sewer is 21,000 linear feet (LF) and requires rehabilitation of existing mains and side line connections.

Previous engineering on this project includes the "Preliminary Engineering Report (PER) – Reedy Creek Trunk Sewer Improvements Phase 2" by Barge Design Solutions, Inc. dated July 15, 2021, geotechnical investigation, 100% design of the Lovedale Drive to Clinchfield Street phase submitted to the City of Kingsport on June 24, 2025, easement drawings and descriptions for the entire alignment, Tennessee Department of Environment and Conservation (TDEC) Individual Aquatic Resource Alteration Permit (ARAP) acquisition, and United States Army Corps of Engineers (USACE) Nationwide Permit (NWP) #58 for Utility Line Activities for Water and Other Substances acquisition.

The scope of this agreement is for obtaining Tennessee Department of Environment and Conservation (TDEC) State Revolving Fund (SRF) approval, bidding services, construction administration services, and resident project representation (RPR) for the phase from the former Lovedale lift station site to the creek crossing upstream of Clinchfield Street (approximately 2,400 LF of new 36-inch trunk sewer and 2,100 LF of existing 18-inch rehabilitation).

## **II. Scope of Services**

The scope of services is summarized into the following major tasks:

- Task 1 – Funding Assistance
- Task 2 – Bid Phase Services
- Task 3 – Construction Phase Services
- Task 4 – Resident Project Representative

The following sections provide a description of the purpose, activities, deliverables, and assumptions anticipated for each of the tasks. Throughout the following tasks, Barge will manage the activities of our staff and subconsultants, coordinate monthly status meetings with Client staff, and submit monthly invoices with updated schedules and budgets as applicable.

### **Task 1 – Funding Assistance**

In this task, Barge will provide assistance to the Client in the SRF funding process, approval to bid the project by providing supporting documentation and filling out permit application forms. This task also includes Construction Phase services related to SRF. The following tasks are anticipated:

- Facilitate project initiation meeting with Client to identify key project stakeholders for distribution of project information, discuss pertinent data, project staffing and organization, and present project work plan and initial schedule.
- Respond to SRF requests and comments on the Facilities Plan submitted to TDEC SRF on May 9, 2025.
- Attend SRF Public Meeting.
- Submit plans for SRF approval to bid. Revise plans to obtain SRF and TDEC Division of Water Resources approval. Once permit applications and supporting documentation are submitted, Barge will contact the respective agency project managers and track the permit review process. Barge will respond to two additional information requests to obtain authorizations. If any additional technical studies are requested by the agencies to support the application or permit process, an amendment for additional services can be provided.
- Develop SRF milestone schedule.
- Update Opinion of Probable Construction Cost (OPCC) for phase from the former Lovedale lift station site to the creek crossing upstream of Clinchfield Street.
- Confirm SRF up-front documents required and incorporate into Contract Documents.

- Send bid tabulations to SRF for review.
- Request Authority to Award from SRF.
- Transmit change requests to SRF for approval.
- Review contractor's SRF certified payrolls if necessary.
- Conduct one-day final inspection with SRF.

**Deliverables:**

The following deliverables will be provided as part of this task:

- Revised SRF Facilities Plan.
- SRF milestone schedule.
- Lovedale to Clinchfield Street OPCC.
- Contract document submittal to SRF.
- SRF Authority to Award request.

**Assumptions:**

The following assumptions are applicable to the above scope of services:

- SRF Facilities Plan format has changed since it was submitted. Revisions may be required for their current format.
- The SRF public meeting is assumed in-person in Kingsport.
- 240 hours are budgeted for this task.

**Task 2 – Bid Phase Services**

The bid phase services anticipated include providing bid documents for advertisement, responses to bidder inquiries, preparation of addenda, and review of bids as summarized below:

- Prepare Advertisement for Bids.
- Attend pre-bid meeting, including site-walk, with the Client and prospective bidders.

- Assist the Client with responses to bidder questions and the preparation of addenda. If needed, issue addenda to prospective bidders after approval by SRF.
- Participate in Bid Opening and prepare Bid Tabulation.
- Assist the Client with review of contractor bid packages for responsiveness and qualification, contact references of apparent low bidder, and provide recommendation for award.
- Following award of construction contract, prepare an electronic (PDF) set of conformed documents for execution and use during construction. This consists of incorporating all addenda issued on the project into the drawings and specifications, as well as incorporating all information submitted with the bid by the successful bidder.

**Deliverables:**

- Responses to bidder questions, addenda, and bid review summary and recommendation as required.
- Recommendation to award letter.
- Bid tabulation.
- Notice to Proceed.
- Conformed contract documents – six full-size hard-copy plan sets; four half-size hard-copy plan sets; six hard-copy specifications; and one electronic copy of plans and specs in PDF format.

**Assumptions:**

- The bid phase is assumed to be four months.
- Pre-qualification of contractors is not required.
- One bid package and one bid opening are included.

**Task 3 – Construction Phase Services**

The following construction phase support services are anticipated, to assist the Client in implementing the construction contract.

- Attend pre-construction meeting with Client and the Contractor's representatives.

- Attend monthly progress meetings with Client and the Contractor's representatives to provide engineering support for field issues; prepare meeting agenda and summaries. The schedule assumes 10 progress meetings which will include site visits.
- Review Contractor's project status reports, monthly pay applications, and change order log.
- Review Contractor change requests. 5 change order requests are assumed.
- Perform up to 6 periodic site visits to review site conditions to review materials and workmanship used on the project for general conformance with the contract documents.
- Review Contractor submittals for compliance with the specifications and drawings. Barge's review shall be for general conformity to the construction contract documents and shall not relieve the Contractor of any of his contractual responsibilities. Such reviews shall not extend to means, methods, techniques, sequences, or procedures of construction, or to safety precautions and programs incident thereto. It has been assumed that review time will be limited to the initial submittal and one resubmittal for each separately submitted item. 20 submittal reviews are assumed in the scope of services.
- Respond to Contractor requests for information (RFI), issue clarifications and interpretations of the contract documents as necessary, and maintain an RFI log. 12 RFI requests are assumed.
- Perform one-day pre-final inspection and prepare construction punch list at Substantial Completion.
- Conduct one-day final inspection to verify completion of punch list and other items.
- Incorporate Contractor's red-line markups into the electronic drawing files to capture field changes or adjustments made during the execution of the work.
- Review Contractor closeout documents for completion, certificates of completion, warranties, etc.

**Deliverables:**

- Monthly construction progress meeting agenda, sign-in sheet, and meeting summary.

- Contract correspondence, including as applicable: comments on submittals, clarifications, responses to RFIs, and site visit reports.
- Punch list at Substantial Completion.
- Record drawings – 2 full-sized sets and an electronic version (in PDF format).

**Assumptions:**

- The construction phase will start in 2026 and is anticipated to take 12 months.
- Site visits will occur at monthly progress meetings. Additional periodic site visits are anticipated approximately every other month during heavy onsite construction activities.
- Client- or contractor-directed changes that require design support during construction are not anticipated; such services can be provided as additional services to this proposal.
- All concrete, earthwork, and structural steel testing will be furnished by others.
- Any field construction stake-out surveying or as-built surveying is by others.
- By performing the construction phase services, Barge shall not have authority or responsibility to supervise, direct, or control the Contractor's work or the Contractor's means, methods, techniques, sequences or procedures of construction. Barge shall not have authority or responsibility for safety precautions and programs incident to the Contractor's work or for any failure of the Contractor to comply with laws, regulations, rules, ordinances, codes, or orders applicable to the Contractor furnishing and performing the work.
- Barge shall not be responsible for the acts or omissions of the Contractor, or of any subcontractor or supplier, or any of the Contractor's or subcontractor's or supplier's agents or employees or any other persons (except Barge 's employees or agents) at the site or otherwise furnishing or performing any of the Contractor's work.

**Task 4 – Resident Project Representative**

The following Resident Project Representative (RPR) services are included to assist the Client in implementing the construction contract.

Provide full time RPR at periodic intervals to observe the Contractor's work and perform the services listed below. The RPR shall not have responsibility for the superintendence of construction site conditions, safety, safe practices or unsafe practices or conditions, operation, equipment, or personnel other than employees of Barge. This service will in no way relieve the Contractor of complete supervision and inspection of the work or the Contractor's obligation for complete compliance with the drawings and specifications. The Contractor shall have sole responsibility for safety and for maintaining safe practices and avoiding unsafe practices or condition.

Specific services performed by the RPR are as follows:

- Conduct onsite observations of the general progress of the work to determine if the work is proceeding in accordance with the construction contract documents.
- Visually inspect materials, equipment, and supplies delivered to the worksite. Reject materials, equipment, and supplies that do not conform to the construction contract documents.
- Coordinate onsite materials testing services during construction.
- Assist with coordination of construction activities that may affect normal facility operations and serve as liaison between the Contractor and the Client. Review Contractor work plans for any impact to facility operations.
- Monitor work-site integrity, such as subsurface and physical conditions, existing structures, and site-related utilities when such utilities are exposed.
- Maintain log of significant weather events that may cause the Contractor a work delay; include in construction progress reports.
- Submit weekly construction progress reports containing summary of the Contractor's progress, general condition of the work, problems, and resolutions or proposed resolutions to problems.
- Provide a trenchless RPR on site full time during the trenchless crossing excavation to observe excavation progress, excavation support installation, ground conditions encountered, and issues encountered during excavation.
- Verify that the ground conditions encountered are like those described in the Geotechnical Baseline Report (GBR) and facilitate resolution of issues that may arise during tunneling to minimize any construction delays.

- Document the actual ground conditions observed by the inspector on the Clinchfield Street geotechnical profile provided in the GBR.
- Review Contractor red-line markups of any field changes encountered.
- Attend substantial completion walkthrough of the construction work and prepare a punch list of those items to be completed or corrected before final completion of the project.
- Upon completion or correction of the items of work on the punch list, conduct a final inspection to determine if the work is completed.

**Deliverables:**

- Daily reports submitted on a weekly basis

**Assumptions:**

- The RPR services are based on a 52-week heavy construction period and 40 hours per week of representation (2,080 hours total).
- Special Inspections for the trenchless installation are included in the scope of services. The trenchless crossing is assumed to have an excavation rate of approximately 20 feet per day. 15 days for the trenchless excavation are assumed. Additional days for shaft inspections are excluded from the basic scope of services, but can be added as additional services.

**III. Project Schedule**

The preliminary project schedule is shown in the table below.

Total duration to completion for the funding assistance , bid phase, and construction services scope of services is anticipated to be 20 months. See estimated schedule breakdown below.

| Tasks                 | Duration  |
|-----------------------|-----------|
| 1. Funding assistance | 4 months  |
| 2. Bid phase          | 4 months  |
| 3. Construction       | 12 months |



Barge and Client are aware that many factors outside Barge’s control may affect Barge’s ability to complete the services to be provided under this Scope of Services. Barge will perform these services with reasonable diligence and expediency, consistent with sound professional practices.

#### **IV. Compensation**

The cost to complete the scope of work as defined in the tasks above is provided in the fee summary table below. Client agrees to pay Barge a Lump Sum Fee of \$196,300 to complete the scope of work as defined above for Bid and Construction Phase Services / Tasks 2 and 3 which will be billed monthly based on percent of work completed to date. For the Funding Assistance and Resident Project Representation / Tasks 1 and 4 defined above, Client agrees to pay Barge for time worked on the project by various personnel plus applicable outside services and other expenses properly charged to the project in accordance with the Schedule of Standard Charges included in Exhibit B of the Agreement. The Not to Exceed cost to complete for these tasks is estimated to be \$79,700 and \$329,300, respectively. The project status will be summarized monthly in our progress report and invoice submittal.

Task 4 will be authorized by the City of Kingsport upon beginning of construction.

**Fee Summary Table**

| <b>Items</b>   | <b>Fee Type</b> | <b>Fee Amount</b> |
|--|-----------------|-------------------|
| <b>A. Task 1 – Funding Assistance<sup>1</sup></b>              | Hourly          | \$79,700          |
| <b>B. Task 2 – Bid Phase Services<sup>2</sup></b>              | Lump Sum        | \$36,500          |
| <b>C. Task 3 – Construction Phase Services<sup>3</sup></b>     | Lump Sum        | \$159,800         |
| <b>D. Task 4 – Resident Project Representative<sup>4</sup></b> | Hourly          | \$329,300         |
| <b>TOTAL</b>   |                 | <b>\$605,300</b>  |

<sup>1</sup> Delve Underground is \$10,751 of this item

<sup>2</sup> Delve Underground is \$10,551 of this item

<sup>3</sup> Delve Underground is \$37,559 of this item

<sup>4</sup> Delve Underground is \$65,252 of this item

### Additional Services

Additional engineering support services, including but not limited to the items listed below, can be provided upon request and approval of detailed scope and fee by the Client.

- Additional meetings with local, state, or federal agencies to discuss the Project beyond those indicated in the basic services.
- Appearances at public hearings or before special boards, except as specifically indicated in the basic services.
- Supplemental engineering work required to meet the requirements of regulatory or funding agencies that become effective subsequent to the date of this agreement.
- Special consultants or independent professional associates, other than those indicated in the scope above, that are requested or authorized by the Client.
- Support services in connection with public information/relations activity as requested by the Client.
- Services for making revisions to Drawings and Specifications made necessary by the acceptance of substitute materials or equipment other than “or-equal” items proposed by the General and/or Construction Contractor(s); and services after the award of the Contract(s) for evaluation and determining the acceptability of substitutions proposed by the Contractor.
- Assistance in connection with bid protests, re-bidding, or renegotiating contracts for construction, materials, equipment, or services of the project.
- Preparation for litigation, arbitration, or other legal or administrative proceedings; and appearances in court or at arbitration sessions in connection with bid protests, change orders, or construction incidents.
- Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer or its design requirements including, but not limited to, changes in size, complexity, Client's schedule, character of construction, or method of financing; design changes initiated by the Client after Client's acceptance of Basis of Design Preliminary Engineering Report; and revising previously accepted studies, reports, drawings, specifications, or contract documents when such revisions are required by changes in laws and regulations enacted

subsequent to the Effective Date of this Agreement or are due to any other causes beyond Engineer 's control.

- Involvement with and responding to a formal Value Engineering review conducted by a third party. Revisions of design, drawings, and specifications arising from the formal third-party Value Engineering review which cause changes in the general scope, extent, or character of the Project, including but not limited to changes in size, complexity, Client's schedule, character of construction, or method of financing.
- Preparing additional bidding documents or contract documents for alternate bids or prices requested by the Client for the Work or a portion thereof.
- Determining the acceptability of substitute materials and equipment proposed during the bidding or negotiating phase when substitution prior to the award of contracts is allowed by the bidding documents.
- Redesign and rebidding the Project in the event the Client does not accept bids on the original advertisement of the construction contract.
- Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) a significant amount of defective or neglected work by the Contractor, (3) acceleration of the progress schedule involving service beyond normal working hours, (4) default by Contractor, and (5) failure of the Contractor to complete the work within the construction contract time.
- All review or permit fees charged by the State or other agencies are not included in the basic compensation and will be paid directly by the Client.
- Providing permitting assistance beyond the level of effort outlined in Basic Services.
- Providing Construction Phase Services and/or Resident Project Representative Services beyond the assumed construction contract times and beyond the assumed level of effort outlined in basic services.
- Other services performed or furnished by Engineer not otherwise provided for in this Agreement.

# BARGE DESIGN SOLUTIONS, INC.

## EXHIBIT B SCHEDULE OF STANDARD CHARGES

The following hourly rates apply for personnel of BARGE and its wholly owned subsidiaries for time properly chargeable to the work.

### Hourly Rate Schedule

| <b>Classification</b>                            | <b>Hourly Rate</b> |
|--|--------------------|
| Engineering Associate I                          | \$125              |
| Engineering Associate II                         | \$135              |
| Engineering Associate III                        | \$145              |
| Professional Engineer I                          | \$155              |
| Professional Engineer II                         | \$175              |
| Sr. Professional Engineer I/Construction Manager | \$195              |
| Sr. Professional Engineer II                     | \$205              |
| Sr. Scientist                                    | \$235              |
| Sr. Professional Engineer III                    | \$245              |
| Sr. Professional Engineer IV                     | \$275              |
| Sr. Technical Specialist                         | \$295              |
| Sr. Technical Leader/Quality Control             | \$305              |
| Project Administrator                            | \$105              |
| Senior Project Administrator                     | \$130              |
| Resident Project Representative                  | \$125              |
| CAD Technician                                   | \$155              |
| Survey Technician                                | \$75               |
| Registered Land Surveyor                         | \$150              |
| Sr. Registered Land Surveyor                     | \$215              |
| Sr. Specialist                                   | \$175              |
| Sr. Project Manager                              | \$325              |
| Senior Officer                                   | \$300              |

Outside services contracted for a specific project, such as professional and technical consultants, laboratory testing, reproduction, photography, etc., will be invoiced at the amount of the subcontractor's statement plus 10 percent.

Other expenses such as travel expenses, mileage (standard IRS rates), reproduction, photography or videography, or other direct expenses incurred by Barge and related to the work will be invoiced at the actual cost incurred.

The hourly rates listed above are valid until September 1, 2027, after which the rates may be adjusted annually based on the average salary adjustment to Barge employees.