

Addendum to:**Renovation to – Kingsport Public Library****Furniture Procurement + Environmental Graphic Design****Date:** April 15, 2026**To:** City of Kingsport / Kingsport Public Library**Project:** Repairs and Renovations for the Kingsport Public Library**Location:** 400 Broad Street, Kingsport, TN 37660**PROJECT UNDERSTANDING**

CainRashWest Architects (CRW) is serving as Architect of Record for the Kingsport Public Library renovation project. As the renovation progresses into final implementation, the Owner has identified two key specialty scopes that require coordinated delivery:

1. **Furniture Design, Procurement, and Installation**
2. **Environmental Graphic Design, Signage, and Wayfinding Package**

To ensure seamless execution, CRW will act as the **Prime Consultant** to oversee, coordinate, and administer these specialty consultant packages on behalf of the Owner.

This structure provides the City with a single point of responsibility, consistent project management, and full alignment with the architectural design intent.

CONSULTANT PACKAGES BEING ADMINISTERED**Furniture Procurement & Installation**

CRW will oversee the furniture procurement scope, which includes:

- Furniture planning and specifications
- Budget development
- Cooperative purchasing coordination
- Vendor order tracking
- Delivery and installation management
- Punchlist, training, and closeout support

Proposal confirms no direct fee is charged provided furniture is procured through their cooperative contracts, with a fallback design fee of \$52,500 if terminated prior to procurement.

Environmental Graphic Design & Signage

CRW will also oversee the Environmental Graphic Design Package proposed by **Iconograph, LLC**, which includes:

- ADA and code-required signage design
- Exterior building identification signage
- Interior wayfinding systems
- Architectural graphics and exhibit elements (up to 2,000 SF)
- Vendor pricing documentation
- Final artwork production files
- Construction administration support including shop drawing review and punch list

Iconograph's scope is structured as hourly services with a Not-To-Exceed total of **\$65,000**.

CAINRASHWEST PRIME CONSULTANT SCOPE OF SERVICES

CRW will provide overall project-level administration and integration of these two consultant packages into the Library renovation effort.

Prime Oversight Responsibilities Include:

Contract & Team Administration

- Serve as Prime Consultant and single point of coordination
- Manage consultant agreements and deliverables
- Confirm scope alignment with Owner objectives and project budget

Design Coordination

- Integrate furniture layouts with architectural, power, and data plans
- Coordinate signage and graphics placement with interior and exterior construction
- Maintain consistency with design intent and renovation documents

Procurement & Pricing Oversight

- Review cooperative purchasing compliance for furniture procurement
- Support Owner review of vendor pricing packages for signage fabrication
- Assist with bid-level scope clarifications and consultant responses

Implementation & Construction Phase Support

- Facilitate consultant participation in project meetings
- Coordinate shop drawing review workflows
- Track installation schedules and sequencing with Contractor
- Oversee punch list completion and closeout documentation

Owner Representation & Risk Management

- Ensure scopes are executed cleanly without gaps between trades
- Reduce administrative burden on City staff
- Provide accountability and continuity through a prime-led delivery model

DELIVERABLES

CRW will deliver the following as Prime Consultant:

- Consolidated furniture and signage coordination support
- Integrated review of consultant drawings, plans, and specifications
- Meeting facilitation and documentation
- CA-phase oversight through final installation and Owner acceptance
- Final closeout package including warranties, maintenance info, and record documentation

FEE STRUCTURE

CRW's Prime Consultant oversight fee will be provided as an additional professional services amendment and will include:

- Administration of Envision furniture procurement scope
- Administration of Iconograph EGD/signage scope
- Coordination and construction-phase oversight services

Total Hourly Not-To-Exceed Proposed Fee: \$127,500.00 (Total Includes Furniture Vendor and Iconograph Fees)

ACCEPTANCE

CainRashWest Architects appreciates the opportunity to continue serving the City of Kingsport and Kingsport Public Library with full-service project leadership. Acting as Prime Consultant for these specialty scopes will ensure coordinated execution, cost control, and high-quality delivery consistent with the renovation design intent.

Respectfully submitted,



CainRashWest Architects, Inc.

Clinton Roberts, AIA, NCARB

Vice President