



**THOMPSON  
& LITTON** EST.  
1956

ENGINEERS ARCHITECTS SURVEYORS

**SCOPE OF SERVICES**  
**Lincoln Elementary School HVAC Replacement**  
**T&L Project No. 717255**

Thompson & Litton, Inc. (Thompson & Litton) will provide professional services relating to the Lincoln Elementary School HVAC Replacement project for the City of Kingsport (Client). Deliverables for this work are outlined below.

- A. Provide interior renovation drawings to include:
- Installation of new mechanical units in the office area.
  - Installation of “mini split” cassette type units in the corridors.
  - Installation of new “Bard units” in all the classrooms - This work will include the removal of the existing mechanical units. The work will also include potential flooring, wall base, and painting replacement/installation.
  - Installation of gas new rooftop units in the auditorium/gymnasium/cafeteria - This work will include the removal of the existing mechanical units. The work will also include potential ceiling and roof work.
  - Installation of a new unit for the kitchen - Currently located in the boiler room. This work will include the removal of the existing mechanical unit.
  - Installation of new “Bard units” in the library - This work will include the removal of the existing mechanical units. The work will also include potential flooring, wall base, and painting replacement/installation.
  - Installation of a new boiler - This work will include the removal of one of the existing gas boilers.
- B. Client agrees to pay Thompson & Litton as compensation for its services a lump sum of \$120,000.00. Budget for construction cost is assumed to be around \$2,000,000.00. An additional lump sum fee of \$8,000.00 for reimbursable expenses is to be added. This reimbursable expense cost includes printing cost, plans review fees, travel costs, and travel time.

The Client will be providing as-built drawings of the building.

- C. Thompson & Litton will submit monthly progress billings for services, as they are rendered and reimbursable expenses incurred. Client agrees to make prompt monthly payments in response to Thompson & Litton's billing.
- D. Thompson & Litton expects to start its services promptly after receipt of Client's written notice to proceed and to substantially complete its services within 90 days.