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ENGINEERS ARCHITECTS SURVEYORS

November 27, 2024

Mr. Andy True, Assistant Superintendent - Administration, Mr. David Frye, Chief Finance Officer,
Ms. Sandra Sloan, Assistant Procurement Manager
Kingsport City Schools
499 Clinchfield Street, Suite 200
Kingsport, TN 37660

RE: Kingsport City Schools – A/E Fee Proposal for a New Elementary School and Associated Work
At the Lynn View Community Center Site – Phase I (Programming and Schematic Design)
257 Walker Street, Kingsport, TN 37665

Thompson & Litton, Inc. (T&L) is pleased to offer this proposal for professional architectural and engineering services to provide the initial programming and Schematic Design for a new elementary school in the Lynn Garden Community of Kingsport. The Kingsport City Schools have chosen Thompson & Litton to provide the Architectural and Engineering services associated with the work on this project.

T&L has teamed with Moseley Architects to provide the services required in order to complete this project. Additionally, other subconsultants which will be involved are listed below:

Environmental Testing:	Environmental Solutions & Associates, Inc.
Structural Engineering:	Spoden and Wilson Consulting Engineers
Geotechnical and Subsurface Investigation:	Foundation Systems Engineering, P.C.
Interior Design:	Inspire Business Interiors
Food Services:	Food Service Consultants Studio
Cost Estimating:	Hummer Construction Resources
Furniture, Fixtures, and Equipment:	Moseley Architects and Inspire Business Interiors
Traffic Impact Study:	Barge Design Solutions, Inc.

Following the completion of the Phase I work identified in this document, a separate contract for the remainder of the project will be provided (Phase II).

I. BACKGROUND INFORMATION AND SCOPE OF THE OVERALL PROJECT: (PHASE I AND PHASE II)

The Kingsport City Schools have requested an architectural/engineering proposal to provide a new 750 student (at 85% capacity) Pre-K through 5th grade elementary school on the site of the current Lynn View Community Center in the Lynn Garden Community of Kingsport. This new elementary school will replace the existing Roosevelt Elementary School and Kennedy Elementary School which are also located in the Lynn Garden Community.

T&L www.T-L.com

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The new elementary school will include the following interior educational spaces:

- Corridors
- Classrooms
- Educational Interventions/Support Areas
- Gymnasium with space for school-wide gatherings
- Cafeteria
- Classrooms for instrumental music program (Band/Orchestra)
- Administrative spaces including administrative offices, counseling support areas, and school resource officer areas

The new elementary school will include the following non-educational interior spaces:

- Kitchen
- Toilets
- Stairs
- Elevator and Elevator Equipment Room
- Storage Rooms
- Mechanical Rooms
- Electrical Rooms
- IT Rooms

The new elementary school will include the following exterior educational/non-educational spaces:

- Outdoor play areas including but not limited to athletic fields (not including a playground replacement)



- Parking lots
- Parent/Guardian drop-off/pick-up area
- Bus drop-off/pick-up area

Existing Site and Surrounding Area:

As noted above, the site for new Pre-K through 5th grade elementary school is the current Lynn View Community Center Property. This site currently contains the existing building and associated parking lots, a newly built outdoor play area, and a baseball field.

The property is surrounded by Walker Street to the South, Mullins Street to the North, Frank Street to the East, and a single-family home and apartment building on the West. Across Walker Street to the South are existing football and baseball fields which are not included in the scope of this project. The property is approximately 6 acres and rises about 40' from Walker Street to Mullins Street.

II. SCOPE OF SERVICES FOR THE PHASE I PROPOSAL:

The scope of services to be provided will be in accordance with the responsibilities described in the AIA B101-2017 Agreement Between Owner and Architect. The following further defines the scope of services to be provided:

- Programming
- Schematic Design
- Site Survey - Project Site and Walker Street
- Traffic Impact Study
- Site Geotechnical
- Existing Lynn View Middle School Environmental Building Review

Planning and Design Meetings:

- 6 preliminary planning meetings with the Kingsport City Schools, the City of Kingsport, and community leaders are included in this proposal.
- 3 schematic design meetings with the Kingsport City Schools
- 2 meetings with the City of Kingsport Building and Planning Department
- 1 joint BMA/BOE meeting at the end of January

III. DESIGN ASSUMPTIONS AND EXCLUSIONS:

- No Design Development Drawings
- No Construction Documents Drawings
- No Bidding and Negotiation



- No Construction Contract Administration
- No submittals to the Tennessee Fire Marshals Office or the Kingsport Building and Planning Office

IV. DOCUMENTS TO BE PROVIDED FOR THE JOINT BMA/BOE MEETING:

- Programming Documents

V. DOCUMENTS TO BE PROVIDED IN THE PHASE I SCOPE OF WORK:

- Programming Documents
- Schematic Design Plans
- Schematic Design Elevations including Renderings
- Schematic Design Site Plans
- Schematic Design Walker Street Plans
- Schematic Design Structural Narrative
- Schematic Design Mechanical/Plumbing Narrative
- Schematic Design Electrical Narrative
- Schematic Design Civil Narrative
- Site survey - Project Site and Walker Street
- Traffic Impact Study
- Site Geotechnical
- Environmental Building Review Documents

Following the joint BMA/BOE meeting, two conceptual options for the building and site will be provided. Through meetings with the Kingsport City Schools and the City of Kingsport, the two conceptual options will be narrowed to one which will be further developed in the schematic design.

VI. SCHEDULE OF WORK:

It is envisioned that the identified Phase I work will take approximately six months with an initial review occurring at the end of January 2025.

City of Kingsport Approval - December 2024

Execution of Owner/AE Agreement - December 2024

Programming and Preliminary Planning - 1 Month (January 2025)



Joint BOE/BMA Meeting - Late January 2025

Completion of the Phase I Work - June 2025

Begin Phase II work - September 2025 (estimated)

Design Development - September 2025 - January 2026

Construction Documents - February 2026 - July 2026

Bidding and Contract Administration - August 2026 - September 2026

Construction - October 2026 - June 2028

VII. PROPOSED COMPENSATION FOR ARCHITECTURAL AND ENGINEERING SERVICES:

As detailed in the above information, the proposed lump sum fee, including normal expenses, for Phase I architectural/engineering services is \$644,067.00

Thank you for the opportunity to provide this proposal. We are eager to get started with this project for the City of Kingsport.

Brian C. Alderson, AIA, NCARB, LEED AP
Senior Architect

cc. Jack Murphy, Senior Vice President - Thompson & Litton