



**THOMPSON
& LITTON** EST.
1956

ENGINEERS ARCHITECTS SURVEYORS

June 19, 2026

Mr. Andy True
Assistant Superintendent - Administration
Kingsport City Schools
499 Clinchfield Street, Suite 200
Kingsport, TN 37660

RE: A/E Fee Proposal for a New Elementary School and Associated
Work at the Lynn View Community Center Site - Phase 3
T&L Project No. 018291

Dear Mr. True:

Thompson & Litton, Inc. (T&L) is pleased to offer this proposal for professional architectural and engineering services to provide the Design Development, Construction Documents, Bidding Assistance, and Construction Contract Administration Phase services for the new 750 student elementary school. This proposal replaces the original proposal dated June 11, 2026. The Phase 1 work on the project is complete. The Phase 2 work is currently being addressed with the completion of the construction scheduled for August of 2027 (please see below).

T&L has continued our relationship with our teaming partner, 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 and Furniture,

Fixtures, and Equipment

Inspire Business Interiors

Food Service

Food Service Consultants Studio

Cost Estimating

Hummer Construction Resources

Landscape Design

Ross Fowler Landscape Architecture



BACKGROUND INFORMATION AND SCOPE OF THE OVERALL PROJECT

The Kingsport City Schools had requested an architectural/engineering proposal to provide a new approximately 750 student (at 85% capacity) pre-K through fifth 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. Per the most recent schematic design plans, the new multi-story facility will serve 872 students and be approximately 117,000 square feet.

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 spaces:

- Outdoor play areas including, but not limited to, athletic fields (not including 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 fifth 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 site also includes the property on the South side of Walker Street which is the current home to the football field, track, and baseball field.

The overall school site is bisected by Walker Street, with Mullins Street to the North, Frank Street and Goal Street on the East, Nelms Lane on the West, and Akers Avenue on the South. Once the project is complete, Walker Street will be closed to thru traffic and will be used as part of the project property.

WORK ALREADY COMPLETED – PHASE 1

The scope of services already provided in Phase 1 consisted of the following:

- Programming.
- Schematic Building and Site Design.
- Site Survey – Overall property bisected by Walker Street in the middle, with Mullins Street to the North, Frank Street and Goal Street on the East, Nelms Lane on the West, and Akers Avenue on the South.
- Traffic Impact Study.
- Site Geotechnical.
- Existing Lynn View Middle School Environmental Building Review.



WORK ALREADY CONTRACTUALLY OBLIGATED – PHASE 2

The scope of services currently being addressed in Phase 2, Site Demolition and Site Preparation Package:

- Lynn View Community Center Building Demolition, Asbestos Abatement Design Development and Construction Documents.
- Civil and site drawings to address the new Nelms Lane extension, work to Mullins Street, and work to Frank Street. This work includes new street paving, curbs, sidewalks, guardrail, street lighting, and the associated grading.
- Civil and Site Design Development and Construction Documents for the area bound by Walker Street to the South, the extension to Nelms Lane to Mullins Street to the West, and Frank Street to the East.
- Storm Water Pollution Prevention Plans.
- Additional existing Lynn View Middle School Environmental Building Review.
- Additional Site Geotechnical.
- Bidding Assistance.
- Construction Contract Administration.

Please see the attached Site Plan and Site Grading Plan, which addresses the work approved by the Owner during Phase 2.

BASIC SERVICES AND ADDITIONAL SERVICES TO BE PROVIDED IN THE PHASE 3 SCOPE OF WORK

Phase 3 will advance the project by building upon the work completed in Phases 1 and 2, further refining the schematic design, integrating all completed design components, and developing comprehensive construction documents suitable for permit acquisition, competitive bidding, and construction. Design services for the Design Development and Construction Documents phases of the project will be in accordance with the services described in AIA B101-2017 Standard Form of Agreement Between Owner and Architect and will include the following Building Design Development and Construction Documents:

- Life Safety Plans.
- Floor Plans.
- Enlarged Plans.
- Exterior Elevations.
- Interior Elevations.
- Door, Frame, and Hardware Schedules.
- Partition Types and Details.
- Design Structural Drawings.
- Mechanical/Plumbing Drawings.
- Electrical and Communications Drawings.
- Project Manual Consisting of Bidding, Front-end, Technical Specifications, and Appendices.



Site Design Documents:

Phase 3 sitework will consist of all remaining site-related improvements and construction activities that were not included in, or completed as part of, the Phase 2 contract and will include the following Site Design Development and Construction Documents:

- Site Demolition Plans.
- Site Grading Plans.
- Site Utility Plans.
- Site Grading and Utility Details.
- Storm Water Pollution Prevention Plans.
- Landscaping Plans.
- Technical Specifications to be included in Project Manual.

Additional Services included in the Phase 3 Scope of Work include Design Development and Construction Documents for the following:

- Cost Estimate.
- Site Landscaping.
- Kitchen Equipment.
- Furniture Design – The Furniture Design will be Issued as a Separate Bid Package when the Phase 3 Construction Documents are Advertised for Bid.
- Technical Specifications to be Included in Project Manual.

Bidding Assistance:

- Submit the Construction Documents to the Tennessee Fire Marshal and the City of Kingsport for Review.
- Attend the Prebid Conference.
- Address RFI's and issue Addenda as Necessary.
- Attend the Bid Open.
- Evaluate the Phase 3 Bids and Provide a Bid Evaluation Letter to the City of Kingsport.
- Evaluate the Furniture Design Package Bids and Provide a Bid Evaluation Letter to the City of Kingsport.

Construction Contract Administration:

- Attend the Preconstruction Meeting at the Project Site.
- Attend 21 Progress Meetings at the Project Site.
- Attend 12 Other Meetings during Construction at the Project Site or at the Owners' Office.
- Answer RFI's and Review Submittals and Shop Drawings.
- Review and Certify Pay Applications.
- Review and Approve Change Order Proposals.
- Compile a Project Punchlist.



SCHEDULE OF WORK

It is envisioned that the identified Phase 3 design work will take approximately 11 months while construction will take approximately 21 months to complete. The proposed schedule is below:

Begin Phase 3 Design Development and Construction Documents	August 3, 2026
Complete Phase 3 Design Development and Construction Documents	June 16, 2027
Advertise for Bid	June 16, 2027
Prebid	July 14, 2027
Open Bids	July 28, 2027
Board of Education Approval	August 10, 2027
Board of Mayor and Alderman Approval	August 17, 2027
Begin Phase 3 Construction	August 30, 2027
Substantial Completion Phase 3 Construction	May 29, 2029

ASSUMPTIONS AND EXCLUSIONS

1. Project close-out documentation (record documents) is excluded.
2. VE of design, which involves drawing changes to the construction documents, during bidding or construction is excluded.
3. LEED or green design is excluded.
4. No newspaper advertising costs are included.
5. Reimbursable expenses do not include the Fire Marshal's review fee. This will be paid by the Owner.
6. IT, communications, and security is excluded from the Architect's scope of work. Only the rough-in is included.
7. Interior and exterior signage is excluded from the Architect's scope of work.
8. Third party, code required testing and inspection is not included in this proposal.

PROPOSED COMPENSATION FOR ARCHITECTURAL AND ENGINEERING SERVICES

As detailed in the above information, the proposed lump sum fee (Basic Services and Additional Services), including normal expenses, for the Phase 3 architectural/engineering services is \$2,265,000.00. An AIA document B101-2017 Standard Form of Agreement Between Owner and Architect will be provided for this Phase 3 work per emails with the Owner on June 3, 2026.

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

Sincerely,

Brian C. Alderson, AIA, NCARB, LEED AP
Senior Architect/Project Manager

Attachments



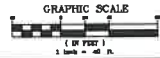
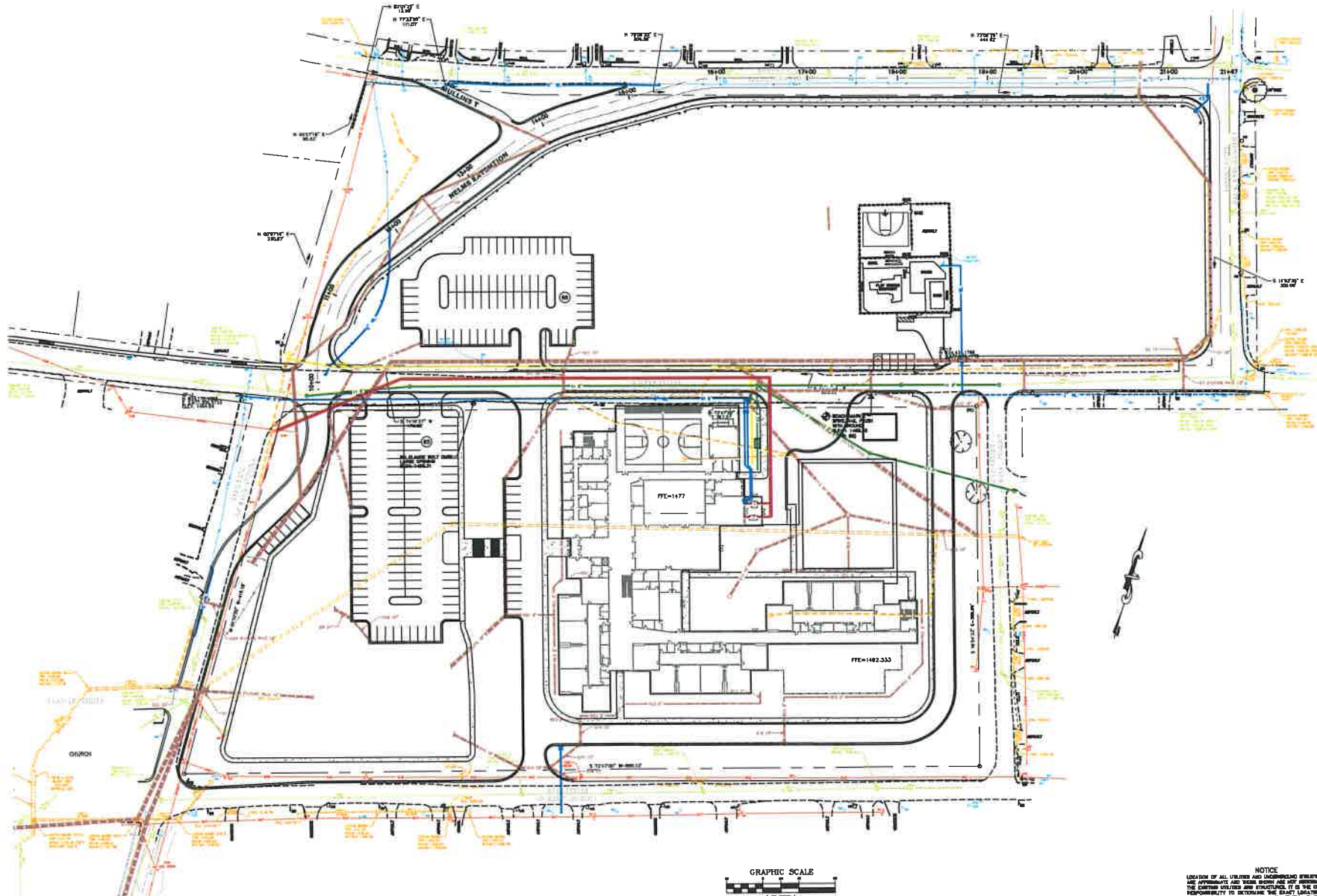


Approved Schematic Design
Upper Level Floor Plan

PRELIMINARY

A NEW LYNN GARDEN ELEMENTARY SCHOOL FOR THE CITY OF KINGSPORT, TN
PHASE 2 - SITE DEMOLITION, GRADING, AND DRAINAGE

UTILITY PLAN



NOTICE
LOCATION OF ALL UTILITIES AND UNDERGROUND STRUCTURES SHOWN ARE APPROXIMATE AND THEIR EXACT LOCATION AND DEPTH IS THE RESPONSIBILITY OF THE USER. THE USER SHALL BE RESPONSIBLE FOR VERIFYING THE EXACT LOCATION AND DEPTH OF ALL UTILITIES AND UNDERGROUND STRUCTURES.

Revision of Drawing	

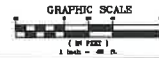
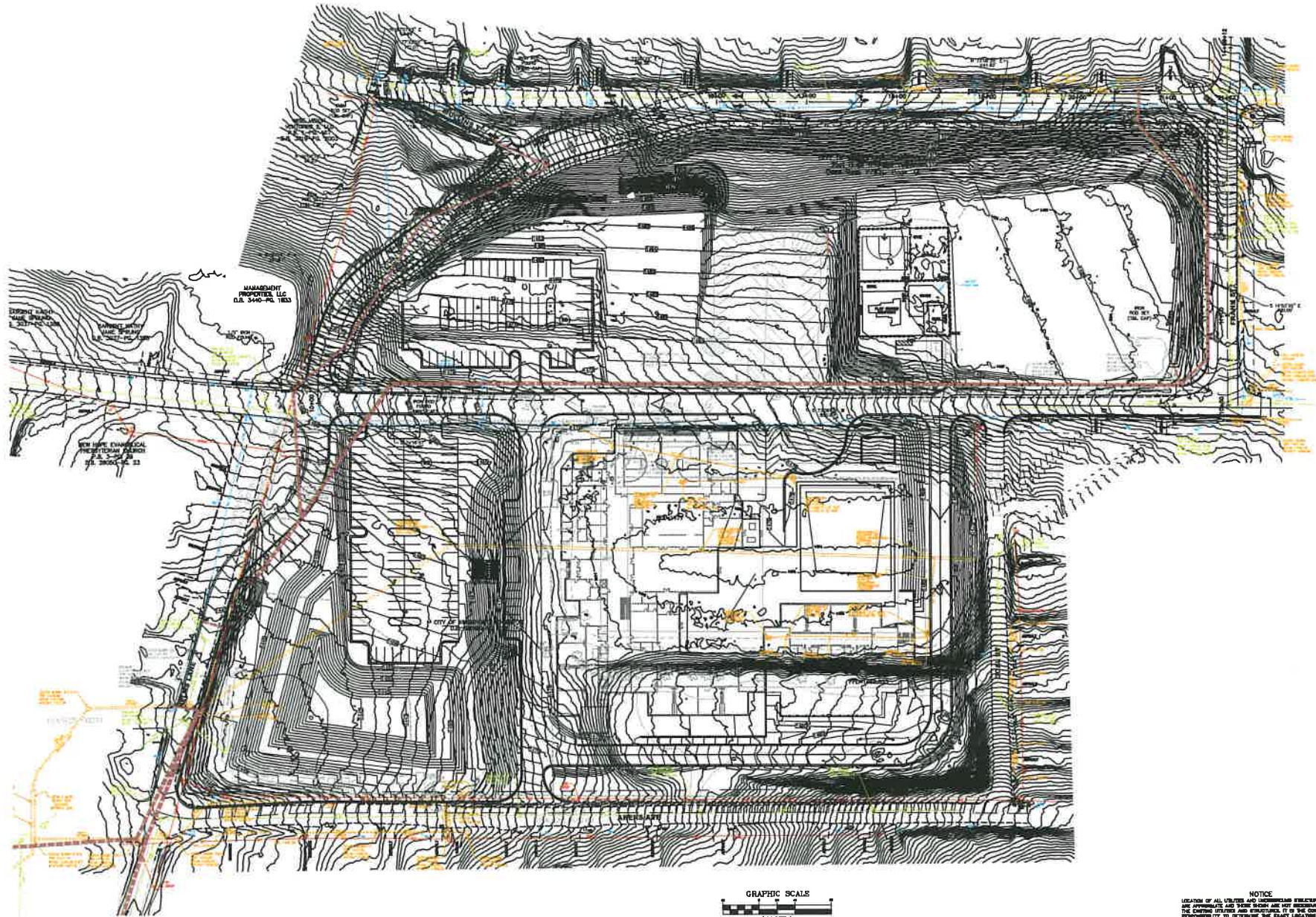
Designed	WHL, BSC, BAP
Drawn	WHL, BSC
Checked	WHL
Date	

Project No. 18219



Sheet No.

C9.1



NOTICE
 LOCATION OF ALL UTILITIES AND UNDERGROUND STRUCTURES SHOWN ARE APPROXIMATE AND THESE SHOULD NOT BE RELIED UPON. ALL OF THE CHANGING UTILITIES AND STRUCTURES, IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE EXACT LOCATION AND THE EXISTENCE OF ALL UTILITIES AND UNDERGROUND STRUCTURES.

PRELIMINARY

A NEW LYNN GARDEN ELEMENTARY SCHOOL FOR THE CITY OF KINGSFORD, TN
 PHASE 2 - SITE DEMOLITION, GRADING, AND DRAINAGE

ROUGH GRADING PLAN

REVISIONS	
NO.	DESCRIPTION
1	ISSUED FOR PERMIT

Drawn by	WES, SDC
Checked by	WES, SDC
Date	12/10/2020

Project No. 18219



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