

10 October 2023

City of Kingsport
P: 423-229-9486
Dear Michael,

We are pleased to submit a scope of work, schedule and fees for design for a new otter habitat and lakeside terrace at Bays Mountain Park.

Collective Architecture Company (CAC) will provide the personnel and expertise to complete the Work described below. CAC will be Prime and will provide architectural design services. The following consultants are included in this proposal: Coyle & Caron Inc. (habitat design, site development, and life support systems), DT Wood Engineering (detailed civil components for drainage and locating utilities), Holston Engineering (mechanical, electrical and plumbing), and Spoden & Wilson Consulting Engineers (structural).

Project Overview

The project includes full design and construction administration services for a new otter habitat north of the Nature Center at Bays Mountain Park. The project area is approximately 16,000 square feet and includes a terrace, 5,000 square foot habitat with a 14,000-gallon pond/stream for two otters, a nighthouse and life support (LSS) equipment building. The project budget is \$1.504 million.

Scope of Work

A. Schematic Design

1. Scope and fees for schematic design for site and habitat development are covered under the PIP.
2. Onboard LSS designer, start-up mtg. with Owner to review design and maintenance criteria. Develop pool design and integrate LSS system with habitat and structures. Water source for pool is assumed to be the Lake.
3. Develop plans for nighthouse and LSS building, coordinate with LSS engineer on requirements.
4. Develop site utility requirements and schematic plans for LSS and building requirements including MEP and lake water supply.
5. Meetings: internal design coordination and Owner review.
6. Deliverables: schematic design drawings including site utilities, site plans (grading, drainage), habitat plans and details, architectural plans and elevations, MEP and LSS plans.

B. 50% Complete Construction Documents

1. Develop design, drawings, and sheet specs for scope of work described above including regular design team coordination and file sharing.
2. Meetings: internal design coordination and Owner review.
3. Preliminary meeting with agencies having jurisdiction.
4. Deliverables: 50% construction documents including site utilities; site plans (grading, drainage, planting) and details; habitat plans and details; architectural plans, elevations and

details; caging plans and details; structural and MEP plans and details; LSS plans, equipment lists, and details.

C. 95% Construction Drawings

1. Develop design, drawings, and sheet specs for scope of work described above including regular design team coordination and file sharing.
2. Meetings: internal design coordination and Owner review.
3. Deliverables: 95% stamped/signed construction drawings for bidding including site utilities; site plans (grading, drainage, planting) and details; habitat plans and details; architectural plans, elevations and details; caging plans and details; structural and MEP plans and details; LSS plans, equipment lists, and details.

D. Bidding, 100% Construction Documents and Permit

1. Assist Owner in preparing requests for public bid. Provide a list of pre-qualified bidders for specialty trades.
2. Respond to bidder's questions. Prepare and issue addenda.
3. Assist the Owner in bid review and recommendations for cost savings if applicable.
4. Provide 100% complete CDs to Owner and selected Contractor for permit filing by Contractor.

E. Construction Administration

1. Respond to RFIs. Prepare and issue ASIs.
2. Review and respond to submittals.
3. Local Consultant visits to review progress of construction (6)
4. Coyle & Caron visits to review progress of construction (6)
5. Aiken Engineering (LSS) visits to review progress of construction (2)
6. Site visit field reports.
7. Project close-out and punch list.

Exclusions

- A. Printing costs for permit submission, permit fees and permit filing.
- B. Geotechnical investigation.
- C. Additional survey information that may be required including capacity and location of existing utilities.
- D. Permits for lake water withdrawal for otter pool supply.

Preliminary Schedule

10/13/2023	Contract Start
10/13-11/21	100% SD Phase
12/4-1/12/2024	50% CD Phase
1/25-2/29/2024	95% CD Phase
3/4 - 4/26/2024	Bidding & Permitting
5/6/2024	Break Ground

11/15/2024	Construction Complete
12/2024-4/2025	Animal Acclimation
4/22/2025	Project Opening (Earth Day)

Fees

- A. Lump sum fee: \$174,270.00
- B. Reimbursables Travel and Project Expenses: \$14,000.00
- C. Breakdown by Phase

Schematic Design	\$17,920.00
50% CDs	\$71,450.00
95% CDs	\$51,720.00
Bid and Permit	\$8,800.00
CA	\$24,380.00

If this proposal meets with your approval, please indicate your acceptance by signing below.

Collective Architecture Company

Kattie J Casebolt
Kattie J. Casebolt, President

10/10/23
Date

Client Signature (Print and sign)

Date