



AGENDA ACTION FORM

Consideration of a Resolution Authorizing an Agreement for Architectural and Engineering Services for the Washington Elementary School HVAC Replacement with Holston Engineering

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-119-2025

Work Session: May 19, 2025

First Reading: N/A

Final Adoption: May 20, 2025

Staff Work By: Committee

Presentation By: David Frye

Recommendation:

Approve the Resolution.

Executive Summary:

Expressions of Interest/Requests for Qualifications from Architectural and Engineering firms for the Washington Elementary School HVAC Replacement were requested March 1, 2025. Sealed requests were opened on April 3, 2025. At that time, four responses were received. An evaluation team consisting of Kingsport City Schools employees was formed.

At this time, the administration recommends entering into an agreement with Holston Engineering for architectural and engineering services for the Washington Elementary School HVAC Replacement. Holston Engineering will provide design services, bid administration, construction administration and close-out services. The proposed fee is 6% of the total construction cost not to exceed \$240,000.00.

The Board of Education approved this recommendation on May 13, 2025.

Funding is identified in the Washington HVAC Replacement Project GP2512.

Attachments:

Resolution
Bid Minutes

	Y	N	O
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—