



4/20/2026

Travis Brooks
Project Manager
Blount County Government
341 Court Street | Maryville, TN 37804
Phone: (865) 273-5772
Email: tbrooks@blounttn.gov

Subject: Blount County Animal Center Renovation & Addition

Dear Travis,

Thank you for considering our firm to provide full architectural services for the proposed addition and renovation to the existing animal center as we have discussed. We look forward to working with you and your staff on this project and we are pleased to present the following proposal for services.

PROJECT SCOPE

The proposed project, as we understand it, will include a full renovation and addition to the existing Blount County Animal Center located at 233 Currie Ave, Maryville, TN 37804. The full renovation will utilize the existing dog kennel area for new reception and administration functions. The existing surgery and veterinary spaces will remain but expand into adjacent relocated building program. Existing cat areas will remain but will expand into adjacent spaces previously used for lobby and reception. An approximate 11,000sf pre-engineered metal building addition will be designed to house the new dog kennels and support spaces. The provided proposal shall include architectural services as well as civil, mechanical, electrical, plumbing, and structural engineering.

ARCHITECT'S SERVICES AND RESPONSIBILITIES

DESIGN SCOPE

Schematic Design Phase: During this phase, the Design Team will generate a Schematic Design floor plan, exterior elevations, and a site plan for the new facility based on the program you have provided. The Schematic Plans will clearly delineate each room or space with a room label and basic dimensions. Exterior elevations will also be generated and will delineate exterior materials (i.e. siding materials, storefront window systems, etc.) and basic dimensions. In addition, the Schematic Design Phase will include the development of a master plan for the site.

DESIGN DEVELOPMENT THROUGH CONSTRUCTION ADMINISTRATION SCOPE

Design Development Phase: Upon approval of the Schematic Design Documents, JAI will prepare Design Development Documents consisting of drawings and other data to fix and describe the size and character of the project. In this phase, the materials, building systems and other such elements will be defined in conjunction with the services of the appropriate engineering consultants. JAI will assist the Owner in the selection of architectural finishes (interior and exterior) and will document the application of the finishes as necessary to convey the design intent. In addition, JAI will coordinate with the engineering consultants to produce preliminary information that will indicate typical mechanical, plumbing and electrical systems.

The Design Development plans will be presented by Johnson Architecture to Blount County for comments and approval before proceeding to completion of the Construction Document Phase. Slight revisions and adjustments to the plan as may be required are included in this proposal for this phase.

Construction Documents Phase: Upon the approval of the Design Development Documents by the Owner, Johnson Architecture will complete the documents necessary for construction of the project. Deliverables for the Construction Documents Phase include the following:

- a. Floor Plan: Fully dimensioned and noted building floor plan showing all applicable building functions. All local, state and national code issues will be addressed.
- b. Reflected Ceiling Plan: Typical ceiling with heights indicated and all lights and fixtures noted at all applicable areas.
- c. Details: Limited details as required conveying the design intent.
- d. Schedules: Finish, window and door schedules as required.
- e. Engineering consultants' drawings as required for structural, civil, mechanical, plumbing, and electrical systems.
- f. Specifications will be either placed on the drawings or in a project manual.

PLEASE NOTE: Upon completion of the Construction Documents Phase all architectural design and engineering drawings will be finalized. Any changes to the documents after this time that cannot be handled via the contractor in the field or that may require revisions per the local jurisdiction, will be considered additional services and will be invoiced as such. Owner approval of these additional fees will be required prior to any work being completed.

Bidding and Negotiations Phase: Upon completion of the Construction Documents, the package will be submitted to local jurisdiction for review. JAI will provide the appropriate

responses to the plans review comments associated with the local jurisdiction in order to obtain a building permit.

Simultaneously with the review process, JAI will assist the Owner with the bidding and negotiation of the project with the selected contractors, which includes the following:

- a. Determining with the Owner a list of General Contractors to be contacted.
- b. Issuing the Invitation to Bid letter to the selected Contractors.
- c. Collecting deposit checks and issuing the bid documents to bidders.
- d. Answering questions and issuing clarifications via addenda.
- e. Reviewing the submitted bids with the Owner and contacting the successful bidder.

Construction Administration Phase: Upon the commencement of construction, JAI will perform Construction Administration services for the project. These services will include review and processing of submittals and shop drawings; response to Contractor requests for information; minor revisions to construction documents not involving scope of work changes; and project observation at the site as required or requested during the construction sequence.

- a. The Construction Phase will commence with the award of the Contract for Construction and will terminate when final payment to the contractor is due, or in absence of a final Certificate for Payment or of such due date, sixty (60) days after the Date of Substantial Completion of the Work, whichever comes first.
- b. JAI shall be a representative of the Owner during the Construction Phase. JAI will provide the Owner with site observation in accordance with all local regulations.
- c. JAI shall visit the site at one visit per month intervals to become generally familiar with the progress and quality of the work and to determine, in general, if the work is proceeding in accordance with the Contract Documents. JAI shall review and certify contractors' periodic requisitions for payment.
- d. JAI shall review or take other appropriate action upon the Contractor's submittals such as shop drawings, product data, and samples.
- g. JAI shall conduct on site observations to determine the Dates of Substantial completion and Final Completion, shall receive and forward to the Owner for the Owner's review, written warranties and related documents required by the Contract Documents and assembled by the contractor.

PROPOSED A/E FEE FOR SD, DD, CD, BN and CA PHASES

The following fees are based on the new addition and renovations for the **Blount County Animal Center** as described previously. Any significant change to the scope of work, size of useable square footage, or site relocation will result in an appropriate adjustment in fee. Included within the Proposed A/E Fee is architectural design as well as the following engineering consultants: Civil, Structural, Mechanical, Plumbing, and Electrical Engineering.

Schematic Design: 20%	\$29,800
Design Development Phase: 20%	\$29,800
Construction Documents Phase: 40%	\$59,600
Bidding and Negotiations Phase: 5%	\$7,450
Construction Administration Phase: 15%	\$22,350
Total A/E Services Fee – SD through CA Phases	\$149,000
*Optional Design Fee for Septic Sewer Redesign:	\$4,500

Optional Interior Design services that could be provided by Johnson Architecture at the Owner's request as additional services on an hourly basis may include:

- a. Furniture inventory and planning with existing furniture and new furniture indicated
- b. Assistance with furniture selections, purchasing options and vendor evaluation
- c. Preparation of a materials maintenance manual
- d. A furniture redistribution plan with a redistribution schedule listing all furniture, item size, current location & new location
- e. Preparation of finishes booklet for furniture dealer and coordination of furniture finishes
- f. Signage design
- g. Assistance with selection of art and furnishings

THE OWNER'S RESPONSIBILITIES

- a. The Owner shall provide full information regarding requirements for the project that may have an effect on the scope of the Architect's services. This would include: digital (AutoCad) files of the existing site outlining all site utilities, building information, copies of the Owner's design objectives, constraints and criteria (including space requirements and relationships, flexibility and expandability, special equipment and systems requirements), and all necessary information for the coordination of the mechanical, plumbing, and electrical engineering design.
- b. If the Owner provides a budget for the project, it shall include contingencies for bidding, changes in the work during construction, and other costs that are the responsibility of the Owner.

- c. The Owner shall designate, when necessary, a representative authorized to act on the Owner's behalf with respect to the project. The Owner or such authorized representative shall render decisions pertaining thereto promptly to avoid unreasonable delay in the progress of the Architect's services.
- d. If required, the Owner shall provide, at the Owner's expense, a full boundary survey locating all site specifics including (but not limited to) topographic information, location of existing structures, fence locations, trees located with caliper width of 8" or more, any utility, transportation or other easements or setbacks and the location of existing site services.
- e. As a part of the project closeout, the Owner agrees to allow architect to professionally photograph the home to be used as a part of the architect's portfolio for marketing and promotional needs. The architect agrees to coordinate scheduling of the photography at the Owner's convenience and to not use the Owner's name, address or construction value in any marketing or promotional materials. All costs for photography are to be the responsibility of the architect. Architect will provide the client with an electronic copy of all pictures taken upon request.

ADDITIONAL SERVICES

Additional Services beyond Basic Services as described herein may be provided. Additional Services may include, but are not limited to, services such as design services related to significant changes to the project scope, assistance with the bidding and negotiation of furniture and furnishings, and computer modeling that are not included within the previously described basic services.

For Additional Services of the Architect and/or consultants for services not included in Basic Services and for major changes to completed and approved documents, compensation shall be determined prior to beginning work based on a fixed fee or will be invoiced on an hourly basis with a maximum not-to-exceed fee.

REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to the compensation for Basic and Additional Services and include actual expenditures made by the Architect and/or the Architect's employees and consultants in the interest of the Project. We exercise a professional approach to expenses at all times in order to limit the costs for the Owner. All significant reimbursable expenses that may be incurred are communicated to the Owner prior to execution for approval. Reimbursable expenses are subject to a 15% administrative fee. Standard reimbursable expenses include but may not be limited to:

1. Fees paid for securing approval of authorities having jurisdiction over the project. We don't anticipate any zoning variance or other fees at this time.
2. Expense of reproductions (including construction documents packages), postage and handling of drawings, specifications and other documents.

3. Expenses of mileage, overnight mail, courier delivery services, and fees paid for testing and/or securing approval of authorities having jurisdiction over the project.
4. Expense of specialty consultants when authorized by client.
5. Expense of specialty photographic production techniques.
6. If authorized by the Owner in advance, expense of overtime work requiring higher than regular rates.
7. Expense of renderings, brochures, finished models, artwork and mockups as requested by the Owner.

SCHEDULE

Johnson Architecture, Inc. can begin this project within the next 2-3 weeks. We estimate a 4 month process for design, construction documents phases.

INVOICES

Billing shall be monthly, based upon a percentage of work completed for each phase. Payment is due within 30 days. Invoices not paid within sixty days (60) will be subject to 1.5% per month late charge. The Architect reserves the right to terminate services after providing written notice if the invoice is outstanding after sixty days (60).

Please Note: If payment is not received within thirty days, our standard policy is to notify our clients with a "reminder" letter. If payment has not been received at the sixty-day point, you will again be notified and work on your project may be stopped. At ninety days, if payment has not been received, a certified "Notice of Non-Payment" shall be sent to those accounts still outstanding and further legal collection actions will be undertaken unless arrangements have been made otherwise.

We appreciate the opportunity to provide you with this proposal. If you wish to discuss any part of this proposal or if you have any questions, please do not hesitate to call me at your earliest convenience.

Sincerely,



Jody Staats, RA, NCARB

To accept this proposal, please sign and date below and return a copy of the accepted proposal.

A/E SERVICES FOR SD THROUGH CA PHASE

Accepted

Date

TERMS AND CONDITIONS

Access to the Site/ Jobsite Safety

Unless otherwise stated, Johnson Architecture, Inc. will have access to the site for activities necessary for the performance of the services. The client understands that Johnson Architecture, Inc. is not responsible, in any way, for the means, methods, sequence, procedures, techniques, scheduling of construction, or jobsite safety. Johnson Architecture, Inc. will not be responsible for any losses or injuries that occur at the Project site.

Client Responsibilities

1. Designate, in writing, a single person to act as the client's representative.
2. Provide Johnson Architecture, Inc. with all available information, which is pertinent to the project.
3. Guarantee access to the work and make all provisions for Johnson Architecture, Inc. to enter upon public lands as required to perform work essential to the development of the Project.
4. Give thorough consideration to all reports and other documents presented by Johnson Architecture, Inc. and inform Johnson Architecture, Inc. of all decisions within a reasonable time so as not to delay the work of Johnson Architecture, Inc. Furnish approvals from all government authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for the completion of the Project.
5. Provide all legal, accounting, independent cost estimating and insurance counseling services as may be required for the project.
6. Give prompt written notice to Johnson Architecture, Inc. whenever it is observed or otherwise becomes apparent that any defects exist in the project.
7. The Owner agrees to allow architect to professionally photograph the home to be used as a part of the architect's portfolio for marketing and promotional needs. The architect agrees to coordinate scheduling of the photography at the Owner's convenience and to not use the Owner's name, address or construction value in any marketing or promotional materials. All costs for photography are to be the responsibility of the architect. Architect will provide the client with an electronic copy of all pictures taken upon request.

Reimbursable Expenses

Reimbursable expenses are in addition to the compensation for Basic and Additional Services and include actual expenditures made by the Architect and/or the Architect's employees and consultants in the interest of the Project. We exercise a professional approach to expenses at all times in order to limit the costs for the Owner. All significant reimbursable expenses that may be incurred are communicated to the Owner prior to execution for approval. Reimbursable expenses are subject to a 15% administrative fee. Standard reimbursable expenses include but may not be limited to:

8. Fees paid for securing approval of authorities having jurisdiction over the project. We don't anticipate any zoning variance or other fees at this time.
9. Expense of reproductions (including construction documents packages), postage and handling of drawings, specifications and other documents.
10. Expenses of mileage, overnight mail, courier delivery services, and fees paid for testing and/or securing approval of authorities having jurisdiction over the project.
11. Expense of specialty consultants when authorized by client.
12. Expense of specialty photographic production techniques.
13. If authorized by the Owner in advance, expense of overtime work requiring higher than regular rates.
14. Expense of renderings, brochures, finished models, artwork and mockups as requested by the Owner.

Billings and Payments

Johnson Architecture, Inc. shall invoice for services either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. Should compensation be based on a percentage of the total construction cost, no deductions shall be made from Johnson Architecture, Inc. compensation on the account of penalty, liquidated damages or other sums withheld from payment to contractors.

Late Payments

Unpaid accounts may be subject to a monthly service charge of 1.5% of the then unpaid balance (18% true annual rate), at the sole discretion of Johnson Architecture, Inc. In the event the account or any portion thereof remains unpaid sixty (60) days after the billing, the Client shall pay all costs of collection, including reasonable attorney's fees. If the client fails to make monthly payments due the Architect, the architect may after giving seven days written

notice to the client, suspend services under this agreement and retain all work products deliverable to the client upon full payment. The project completion date is automatically extended by the number of days services are suspended. If the Project is delayed or if the Architect's services for the Project are delayed or suspended for more than three months for reasons beyond the Architect's control, the Architect may, after giving seven days written notice to the client, terminate this agreement, and the client shall compensate the Architect in accordance with the termination provision contained in this agreement.

Termination

Either party may terminate this agreement by seven days written notice in the event of substantial failure to perform in accordance with the terms of this agreement by the other party through no fault of the terminating party. If this agreement is terminated, the Architect shall be paid for services performed to the termination notice date, including reimbursable expenses due plus termination expenses. Termination expenses are defined as reimbursable expenses directly attributable to termination, plus 15% of the total compensation earned to the time of termination to account for the Architect's rescheduling adjustments, reassignment of personnel and related costs incurred due to termination.

Insurance

Johnson Architecture, Inc. shall secure and maintain such insurance as will protect it from claims of bodily injury, death or property damage to the extent losses and damages are caused by the negligence of Johnson Architecture in the performance of professional services under this agreement, including professional liability, commercial general liability, workmen's compensation and auto liability.

Indemnification

The Architect agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Owner, its officers, directors and employees (collectively, Owner) against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, to the extent caused by the Architect's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the Architect is legally liable.

The Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, directors, employees and subconsultants (collectively, Architect) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Owner's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Owner is legally liable. Neither the Owner nor the Architect shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

Limitation of Liability

In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$100,000 or the Consultant's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Standard of Care

In providing services under this Agreement, the Architect shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.

Cost Estimates

Johnson Architecture shall not be responsible for fluctuations in market or contractor costs. At all times the architect's best judgment shall be used regarding project budgets and cost parameters, however the architect cannot control changes in local or other economies and cost estimates provided in good faith by this office are to be considered conceptual only. The architect shall not be responsible for redesign without compensation for projects designed to Owner requirements.

These terms and conditions are provided this ____ day of _____ 20__.

Owner

Owner