

August 9, 2023

**** REVISED 8/9/23 ****

Mr. Manny Leite
Director
Blount County Public Library
508 North Cusick Street
Maryville, Tennessee 37804

**Subject: Book Return Renovation for:
BLOUNT COUNTY PUBLIC LIBRARY
508 North Cusick Street
Maryville, Tennessee 37804**

Dear Manny,

Thank you for considering our firm to provide full design services for the proposed new Book Return Renovations to the Blount County Public Library 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 modifications to the existing Book Return area at the existing Blount County Public Library facility located at 508 North Cusick Street in Maryville, Tennessee. The proposed renovations will include the removal of the existing Book Return extension, rework of the approach drive, enclosure of the existing extension opening with curtain wall glazing to match the existing system, installation of new book sorting equipment (to be provided by a separate vendor), and the addition of new interior walls to isolate the area with the book sorting equipment. Also, a new exterior canopy will be provided at the new Book Return area. Modifications to the existing fire protection layout (as required) and electrical design for power, communications, and lighting (as required) are included within the scope of this proposal. It is anticipated that the renovations will not require any modifications to the existing mechanical HVAC or plumbing systems.

DESIGN SCOPE

Schematic Design Phase: During this phase, the Design Team will generate a Schematic Design floor plan and exterior elevations for the proposed renovations based on the program items as described previously. 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, window systems, etc.) and basic dimensions.

Construction Documents Phase: Upon the approval of the Schematic Design Documents by the Library, Johnson Architecture and the engineering consultants thereof 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.
- 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. Coordination with engineering consultants' drawings as required for civil, structural, fire protection, 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 City of Maryville 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 the City of Maryville for review. JAI will provide the appropriate responses to the plans review comments associated with the review comments in order to obtain a building permit.

Simultaneously with the review process, JAI will assist the Library and purchasing office with the bidding and negotiation of the project. It is assumed that the Blount County Purchasing Department will be responsible for issuing the Invitation to Bid letter to the selected Contractors and distributing the bid documents to bidders. The design team will therefore assist with the following tasks during the Bidding and Negotiations Phase:

- a. *Answering questions and issuing clarifications via Addenda.*
- b. *Reviewing the submitted bids with the Owner for accuracy and responsiveness.*

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 visit the site at intervals appropriate to the stage of construction or as otherwise agreed by the Owner and Architect 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 DESIGN FEE

The following fees are based on the new Book Return renovations 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. No engineering consultants are included in the following fee.

Schematic Design Phase	\$4,900.00
Construction Documents Phase	13,475.00
Bidding and Negotiations Phase	1,450.00
Construction Administration Phase	3,675.00
Total Design Fee	\$23,500.00

Included in the proposed fee are the following engineering consultants:

- Civil Engineering C2RL, Inc.
- Structural Engineering Bender & Associates
- Fire Protection and Electrical Engineering Engineering Services Group

Not included in the proposed fee are the following services that may or may not be required, depending on site development or local jurisdiction requirements:

- Geotechnical studies or services
- Specialty fire protection design (high-piled storage)
- Interior equipment, furniture, and furnishings



- Structural design of site walls, ancillary structures, or MEP equipment supports such as platforms, pipe, or duct stands
- LEED certification
- Third-party commissioning

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.
- b. Assistance with furniture selections, purchasing options and vendor evaluation.
- c. Preparation of a materials maintenance manual.
- d. Interior signage design.

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 by the City of Maryville, 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.

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 immediately. Based on current workload, we estimate a 4- to 6-week process for the development of the design and Construction Documents.

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,

A handwritten signature in black ink, appearing to read "Eric Bowen". The signature is stylized with a large, looped "E" and a cursive "Bowen".

Eric Bowen, AIA

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

Accepted

Date

