

**Proposal#:** 2517.01\_REVISED

29 April 2025

City of Knoxville  
3131 Morris Avenue  
Knoxville, Tennessee 37909

**ATTN: Shawn Fitzpatrick, P.E. – City of Knoxville - Engineering Department**

**RE: Professional Fees for the LT Ross Building – Reroofing Project**

Shawn:

Thank you for allowing us to be considered as a teammate for the reroofing project for the LT Ross Building located at 2247 Western Avenue. **SANDERS PACE ARCHITECTURE** would be honored to be retained as the Architect for this project and we are excited to submit this Professional Services Fee Proposal for the program description listed below.

Architectural Design and Documentation Services as required for roofing upgrades to the existing building referenced above. The roof is approximately 64,835 square feet which is to receive a new direct adhered TPO or PVC roof system providing a 20 year no-limit warranty by the manufacturer/installer. Insulation upgrades as necessary to meet energy code based on roof core results.

**Description:**

This proposal to you encompasses the abbreviated services for the Design Phases as described below with the understanding of the following program considerations:

- Existing conditions documentation including coordination of roof core samples;
- Insulation evaluation and upgrades based on roof core samples to meet the current energy code;
- Design services including plan(s), details, and specifications;
- Bid support including meeting representation and addenda preparation;
- Construction Administration including shop drawing review and construction meeting representation during construction. (Estimated duration @ 3 months)
- The roof system selected shall be able to be retro-fitted for the installation of a future solar array without voiding the manufacturer's warranty. Future solar array installation to be coordinated with selected roofing manufacturer.

For your reference, we have also included a short description of each of the phases of work that will be required for the subject project based on the general description above.

**Schematic Design Phase (Included in this proposal):**

The Schematic Design Phase will include preliminary design work and preliminary design drawings including all roof plans indicating design intent and direction. Our scope of services for this phase includes but is not limited to:

1. Confirmation and evaluation of the finalized scope of work.
2. Existing Condition Documentation (using original design documents as a start point).
3. Schematic Design Phase services to further develop the overall design set forth by the project description.

This phase will also culminate in a Schematic Design package that can be used by a Consultant in a preliminary pricing effort (if required).

**Design Development Phases (NOT Included):**

**Construction Documentation Phase (Included in this proposal):**

The Construction Documentation phase will include Architectural and Engineering documentation required to obtain a building permit and commence construction. This package will be used by the General Contractor to obtain his final bids from subcontractors and complete the final pricing effort.

1. Provide Architectural Design Services based on code requirements of the local municipality.
2. Provide Architectural Construction Documents consisting of the following:
  - a) Floor/Roof Plans at 1/8" = 1'-0".
  - b) Enlarged Floor/Roof Plans as required.
  - c) Wall Sections and Details as required to illustrate design intent.

**Permitting, Bidding / Negotiation and Construction Administration Phases (Included in this proposal):**

- Permitting Services engaging the Authority Having Jurisdiction.
- Bidding and Negotiations with potential Contractors. Review pricing, clarify bids and facilitate negotiations to obtain the best possible price to ensure the Owner's design intent.
- Site visits during construction to review compliance with codes and drawings. [Estimated 5 site visits + (1) Punch List + (1) Back Punch]
- Revisions to the design and/or drafting due to owner and/or contractor field revisions.
- Review of Shop Drawings per compliance with design intent.

This phase is one of the most critical phases whose importance can only be realized when you compare projects that have retained the Architect's services throughout construction versus projects that have not. The quality of the construction as well as controlling contractors' oversights and installation techniques are the areas of concern. It also allows opportunities to be realized during construction that may have not been evident during the design and drawing phases. We firmly believe that projects will fall short of their potential if we are not involved fully with the construction process.

**Basic Fee:**

Architectural fees are based on an hourly not-to-exceed (NTE) fee for the itemized Services listed above and as noted below.

**Proposed Fees for Design Services (through the Closeout): **\$49,820.00****

Hourly NTE Fees for Existing Condition Documentation (est. @ 16 hours)	\$3,120.00
Roof Core Samples Report (Rackley Roofing)	\$960.00
Hourly NTE Fees for Schematic Design Phase Services (est. @ 40 hours)	\$7,800.00
Fees for Design Development Services	\$N/A
Fees for Construction Documentation Services (CD Phase only) (est. @ 116 hours)	\$22,620.00
Fees for Mechanical, Plumbing and Electrical Services (includes Comcheck)	\$N/A
Fees for Structural Engineering Services	\$N/A
Fees for Landscape Design Services	\$N/A
Fees for Civil Engineering Services	\$N/A
Fees for Permitting Phase Services (est. @ 16 hours)	\$3,120.00
Fees for Bidding & Negotiation (est. @ 12 hours)	\$2,340.00
Est. Fees for Construction Administration Phase Services (3 mo. duration, 48 hrs.)	\$9,360.00
<i>*Includes Shop Drawing Review and one site visit for Punch List creation.</i>	
Reimbursable Allowance	\$500.00

**Hourly Costs:**

All Owner and/or Contractor requested revisions, additional site visits, additional services and other modifications to the design and/or drafting, will be billed at the rates listed below. This proposal is valid for a period of 30 days from the date of the proposal.

**2025 SPA Hourly Rates Projects Rates:**

Principal Architect	\$275.00
Project Manager	\$195.00
Project Architect	\$175.00
Staff Architect	\$155.00
Associate Architect	\$115.00
Intern Architect	\$95.00
Administrative/Clerical	\$50.00

**Schedule:**

Scheduling along with price is an equally important aspect of every project. We typically schedule work at least a month in advance, which is critical to every project receiving the attention it deserves. Upon your review and acceptance of this proposal we will begin with the tasks that can be accomplished in the short term while we develop a long-term schedule for the entire phase and/or project.

**Exclusions from this Proposal (Available as required):**

1. Extensive site grading, site retaining walls and retention/detention ponds. Any environmental issues are also excluded including material testing and environmental reports.
2. Reimbursable expenses such as printing and drive time/mileage to the site.
3. Detailed Cost Consulting Services, available upon request.

4. Materials testing during construction and third-party testing as required by the Authority Having Jurisdiction (AHJ).
5. Preparation of materials for Variance Hearings.
6. Site and Topographic surveys.
7. Platting services.
8. Geotechnical reports to determine adequate soil bearing pressures based on a per job basis.
9. Mechanical, Plumbing, and Electrical Engineering
10. Fire Protection Design / Sprinkler Intent Drawings.
11. Civil Engineering Services.
12. Landscape Architecture Services.
13. Structural Engineering Services.
14. High Resolution Renderings.
15. Physical presentation model(s).
16. Furniture, Fixture and Equipment selection.
17. Additional permitting revisions requested by AHJ (*First resubmittal included in Permitting Fees.*)
18. Grant/Subsidy Application Deliverables.
19. As-built Survey & Documentation at the completion of the project. (Warranty Documents are included and required by General Contractor)

Our next step, upon your review and acceptance of this proposal, would be to issue a contract and proceed with work under your direction.

All subconsultant services deemed necessary for job completion will be contracted through the Architect and will be billed at the subconsultant's hourly rate or for a fixed fee. The Architect will notify the client if services are necessary prior to commencement of any work.

Should you have any questions or comments regarding this proposal, please feel free to contact our office.

Sincerely,

**SANDERS PACE ARCHITECTURE**



John Lynch Sanders, FAIA, LEED AP  
Principal



Brandon F. Pace, FAIA, LEED AP  
Principal



Josh Shelton, AIA  
Principal