Farragut Board of Mayor & Aldermen Meeting
Thursday, August 13, 2026 at **6:00 PM**

Farragut Town Hall
11408 Municipal Center Drive

AGENDA

I. Roll Call, Silent Prayer, Pledge of Allegiance

II. Approval of Agenda

III. Approval of Minutes

A. July 23, 2026, Minutes

IV. Mayor's Report

A. Proclamation Honoring the Farragut High School Baseball Team

V. Ordinances & Resolutions

A. Ordinances

1. Second Reading & Public Hearing

a. Ordinance 26-13, an ordinance on second reading to amend the Farragut Zoning Map for a portion of the property located at 817 Virtue Road from S-1 (Community Service) and Agricultural (A) to R-1 (Rural Single-Family Residential), 8.55 Acres (Benchmark Associates, Inc., Applicant)

b. Approval of Ordinance 26-16, an Ordinance of the Town of Farragut, Tennessee on Second Reading, Amending the Fiscal Year 2025-26 Capital Investment Program Fund Budget, Passed by Ordinance 25-10.

B. Resolutions

1. Resolution R-26-13, A Resolution Approving Guidelines for Records Maintenance and Retention Within the Town of Farragut and Superseding Resolution R-26-09

It is the policy of the Town of Farragut not to discriminate on the basis of race, color, natural origin, gender, gender identity, sexual orientation, age, religion, disability or veteran status pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs. To request accommodations due to disabilities, please call 865-966-7057 in advance of the meeting

2. Resolution R-26-14, A Resolution Affirming that the Zoning Ordinance of the Town of Farragut, **Farragut Code of Ordinances**, Appendix A - Zoning, Does Not Permit Data Processing Centers

VI. Business Items

A. Approval of contract with LDA Engineering Inc. for the design and engineering of Mayor Bob Leonard Park Pathway.

B. Approval of Contract with Roadway Management Technologies (RMT) for Roadway Condition Assessment and Pavement Management System

C. Approval of Professional Services Agreement with Ardurra Group, Inc. for Design of Grigsby Chapel Rd/St. John Court Intersection Improvements

D. Approval of Award of Contract 2026-30 for Biddle Farms Washroom Facilities Build to Skilled Services, LLC.

E. Approval of Memorandum of Understanding between the Town of Farragut and the Farragut Business Alliance (dba - Shop Farragut)

VII. Citizens Forum

VIII. Town Administrator's Report

IX. Town Attorney's Report

X. Adjournment

The Board of Mayor and Aldermen welcomes and invites Farragut residents to participate in public meetings.

Public Participation Guidelines for Farragut Board of Mayor and Aldermen meetings

At the end of each business meeting, there will be time reserved for public comment under the Citizen Forum agenda item. If you are interested in speaking, please fill out a blue comment card and turn it in to the Town Recorder or staff member. This time is set aside specifically for comments on items that are not on the Board of Mayor and Aldermen regular agenda for the meeting. Each speaker will be given three (3) minutes to speak on his/her topic.

The Board also seeks public comment on regular agenda items during the portion of the meeting devoted to discussion and consideration of the specific agenda item.

The Mayor may recognize individuals for public comment during both the regular agenda and Citizen Forum portions of the meeting based on the following guidelines.

1. The Mayor shall maintain and control the meeting to provide a professional and objective

environment conducive to presentation and discussion of the agenda items;

2. Any Farragut resident interested in speaking should fill out a blue comment card stating which agenda item they would like to comment on and turn it in to the Town Recorder or a staff member;
3. Speakers shall come to the podium and identify themselves by name and street address;
4. Public comment shall be limited to three (3) minutes per individual. Time for public comment may be amended at the discretion of the Mayor; provided that when additional time is allowed, speakers with differing points of view are allowed the same amount of time if requested. Time is not transferable to other speakers;
5. Speakers should strive to avoid redundancy; different considerations than expressed by previous speakers on a subject are encouraged;
6. Comments that threaten violence or imminent physical harm toward any individual will not be tolerated.
7. Comments may support or oppose issues or measures;
8. Personal attacks on the character of individuals who hold different points of view that have no relationship to the merits of the matter or issue raised for discussion will not be tolerated.
9. An applicant, and/or their representative(s), for an item on the regular agenda shall be afforded the time necessary to present their request and respond to questions. The three (3) minute limitation shall not apply. However, the Mayor may ask an applicant to stay on point in order to facilitate the efficiency of the meeting.

Each speaker will be asked if they can agree to abide by the Comment Protocol. If so, please be prepared to speak when your name is called.

Tennessee Code Annotated 39-17-306. Disrupting meetings or processions.

1. A person commits an offense if, with the intent to prevent or disrupt a lawful meeting, procession, or gathering, the person substantially obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance.

2. A violation of this section is a Class A misdemeanor.

Town of Farragut, Tennessee
Farragut Board of Mayor & Aldermen Meeting

Farragut Town Hall
11408 Municipal Center Drive
Thursday, July 23, 2026 at 6:00 PM

MINUTES

I. Roll Call, Silent Prayer, Pledge of Allegiance

Mayor Williams called the meeting to order at 6:00 PM. Roll Call for attendance: Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; in addition to staff and members of the press.

II. Approval of Agenda

Town Recorder Hailey Russell advised the board that Item 6B, originally posted as "Approval of Purchase for Microsoft 365 Licenses using NASPO Contract Number: CTR060028," should be amended to 'Approval to Purchase Microsoft 365 Licenses under Sourcewell - Technology Products & Solutions Contract No. 121923-SHI.' This reflects a new contract saving the Town $1,424.04.

The Mayor also asked the board to amend the agenda to postpone Business Item A until the next meeting.

Motion was made to approve the agenda with the amendment to business item B and postponement to the next meeting for business item A. Moved by Mayor Williams, seconded by Vice-Mayor Meyer; voting yes, Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

III. Approval of Minutes

A. July 9, 2026, Minutes

Motion was made to approve the July 9, 2026, minutes. Moved by Vice-Mayor Meyer, seconded by Alderman Burnette; voting yes, Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

IV. Mayor’s Report

Mayor Williams thanked everyone for a successful Fourth of July parade.

Alderman Cain noted that Party in the Park at the splash pad would be held Friday, July 24th, from 6:00 to 8:00 p.m., and advised that a glow-in-the-dark dance party for

children would be held at the Community Center on Friday, August14th, the week following the start of school.

Alderman LaCroix addressed the unauthorized use of the Town seal in his campaign advertisements. He stated that upon being notified by Town Administrator David Smoak on July 22nd, he immediately removed the seal from all campaign materials. He clarified that he obtained the seal via a Google search, that no Town employees, equipment, files, email accounts, or other public resources were used, and that the Town did not endorse his campaign. He directed any questions regarding campaign finance disclosures to the Tennessee Registry of Campaign Finance, and provided his phone number for constituents wishing to contact him directly.

V. Ordinances & Resolutions

A. Ordinances

1. First Reading

a. Approval of Ordinance 26-16, an Ordinance of the Town of Farragut, Tennessee on First Reading, Amending the Fiscal Year 2025-26 Capital Investment Program Fund Budget, Passed by Ordinance 25-10.

Motion was made to approve Ordinance 26-16 on first reading. Moved by Vice-Mayor Meyer, seconded by Alderman LaCroix; voting yes, Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

2. Second Reading & Public Hearing

a. Ordinance 26-14, an ordinance on second reading to amend the Farragut Code of Ordinances, Chapter 2-Administration, Article 6-Finance, Division 2-Purchasing Regulations.

Motion was made to approve Ordinance 26-14, an ordinance to amend the Farragut Code of Ordinances, Chapter 2-Administration, Article 6-Finance, Division 2-Purchasing Regulations on second and final reading. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

VI. Business Items

A. Appointment of Steering Committee for the Comprehensive Land Use Plan Update

Item was postponed.

B. Amended Agenda Item: Approval to Purchase Microsoft 365 Licenses under Sourcewell Technology Products & Solutions Contract No. 121923-SHI

Motion was made to approve the purchase for the Microsoft 365 licenses using Sourcewell - Technology Products & Solutions Contract #121923-SHI up to the amount of $31.889.08. Moved by Alderman Burnette, seconded by Alderman Cain;

voting yes, Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

VII. Citizens Forum

Adam Atherton - 801 Andover Blvd
Kim Parks - 10701 Farragut Hills Blvd
John Neal - 6657 Ridgerock LN

VIII. Town Administrator's Report

Town Administrator David Smoak reported the following upcoming items:

The application deadline for the Intro to Farragut program is July 31st. Those interested in participating are encouraged to visit townoffarragut.org and apply through the link found under the Community tab.

The August 13th Board meeting will be the final meeting for several outgoing Board members. A reception in their honor will be held from 5:00 to 6:00 p.m. at Town Hall prior to the meeting.

The final summer concert of the season, a Yacht Rock concert, will be held on August 15th from 6:00 to 9:00 p.m. at Mayor Ralph McGill Plaza, serving as one of the Town's final celebrations of America's 250th Anniversary.

IX. Town Attorney's Report

None.

X. Adjournment

The meeting adjourned at 6:25 p.m.

_____
Ron Williams, Mayor

_____
Hailey Russell, Town Recorder

Town of Farragut

P R O C L A M A T I O N

Honoring the Farragut High School Baseball Team

WHEREAS, the Farragut High School Baseball Team, coached by Head Coach Garrett Copeland, has achieved an unprecedented feat in Tennessee high school athletics by winning five consecutive TSSAA Class 4A State Baseball Championships in 2022, 2023, 2024, 2025, and 2026; and

WHEREAS, this remarkable achievement represents the 15th State Championship in the history of the Farragut High School baseball program, the most of any program in the State of Tennessee, further cementing the Admirals' legacy of excellence dating back to their first championship in 1982; and

WHEREAS, the 2026 Championship team completed the season with a 36-10 record and an undefeated run through the state tournament, overcoming a three-run deficit and lengthy weather delays to defeat the Houston Mustangs, 11-5, in the Class 4A State Championship game on May 22, 2026; and

WHEREAS, the discipline, sportsmanship, and dedication of these student athletes and their coaching staff bring tremendous pride to the Town of Farragut and serve as an inspiring example to the youth of our community;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, do hereby proclaim recognition of and extend the Town's sincere congratulations to the Farragut High School Baseball Team for its extraordinary accomplishment of five consecutive State Championships; and

BE IT FURTHER PROCLAIMED, that August 13, 2026, be declared as

Farragut Admirals Baseball Day

in honor of the team's achievements and the pride they have brought to our community.

Signed this 13th Day of August 2026

_____

Ron Williams, Mayor

Agenda Number: V.A.1.a. **Meeting Date:** August 13, 2026

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Mark Shipley, Community Development Director

Subject: Ordinance 26-13, an ordinance on second reading to amend the Farragut Zoning Map for a portion of the property located at 817 Virtue Road from S-1 (Community Service) and Agricultural (A) to R-1 (Rural Single-Family Residential), 8.55 Acres (Benchmark Associates, Inc., Applicant)

Introduction & Background: During discussion with the Planning Commission, the staff noted that Ordinance 26-13 involves a request to rezone portions of the property at 817 Virtue Road to support a re-subdivision of the property into three lots. The property is bisected by Virtue Road and is impacted by the Virtue Road improvement project. Staff has met jointly with the applicant and the Town's design engineers for the Virtue Road improvement project so that any future re-subdivision (if the property is rezoned) will be coordinated with the road improvement project.

For information purposes only, the envisioned re-subdivision plat is included in the packet.

Discussion & Recommendations: The property in question is currently in three different zoning districts. The northern portion is zoned S-1 (Community Service), the portion of the property on the east side of Virtue Road is zoned Agricultural (A), and the remainder of the property is zoned Rural Single-Family Residential (R-1).

The applicant is requesting to rezone the property so that it is all zoned R-1. The Future Land Use Map (FLUM) shows this property as Open Space Cluster Residential. The requested rezoning is consistent with the FLUM since the density in R-1 is the same as the Open Space Cluster Residential land use.

At their meeting on June 18, 2026, the Planning Commission unanimously recommended approval of Ordinance 26-13 to the Board of Mayor and Aldermen. At the July 9, 2026 Board of

Mayor and Aldermen meeting Ordinance 26-13 was unanimously approved on first reading. There have been no changes to Ordinance 26-13 since first reading. The staff recommends approval of Ordinance 26-13 on second and final reading.

Recommended By: Mark Shipley, Community Development Director

Proposed Motion: approve Ordinance 26-13 on second and final reading.

Final Plat of Subdivision of the James J., Jr. & Deborah Ann Mathis Property

BEING LOCATED ON CONTROL MAP 162 PARCEL 054
SITUATED WITHIN THE SECOND WARD OF THE CITY OF FARRAGUT
WITHIN THE FIFTH COUNTY COMMISSION DISTRICT OF KNOX COUNTY, TENNESSEE

Certificate of Ownership and General Dedication
I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon as evidenced in Instrument Number 202005050073167, County Register's Office, and that I (we) hereby adopt this plan of subdivision with my (our) free consent, establish the minimum building restriction lines, and dedicate all rights-of-way, streets, alleys, walks, easements, parks, and other open spaces to public or private use as noted.

James J. Mathis Jr. Date

Deborah Ann Mathis Date

Certification of Category and Accuracy of Survey
I hereby certify that this is an accurate on the ground survey, made under my supervision; that this survey has been made using the latest recorded deed and any other information furnished by the title attorney; that there are no encroachments or projections other than those shown; that the survey is correct to the best of my knowledge and belief; & that this is a category __1__ survey, with a ratio of precision exceeding 1:10,000, and that said survey was prepared in compliance with current edition of the rules of Tennessee State Board of Examiners for Land Surveyors-Standards of Practice.

Tennessee Registered Land Surveyor No. 1501 Date

Certificate of Electric, Gas, and Telephone Availability
This is to certify that every lot within this subdivision has available to it a source for the service identified by signature(s) below which service source is adequate to accommodate the reasonable needs of such lot as to such service within each subdivision.

Gas – KUB Date

Electric – LCUB Date

Telephone – **AT&T** Date

Certificate of Approval of Street Names
This is to certify that the subdivision shown hereon has been reviewed for compliance with the Knox County Uniform Street Naming & Addressing System Ordinance, and the road names are hereby approved for recording.

Knox County Addressing Division Date

Certificate of Water and Sewer Availability
I hereby certify that every lot within this resubdivision has available to it water and sewer service that is adequate to accommodate the reasonable needs of such lots.

Signature, FUD Date

Certificate of Approval for Recording
I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations for Farragut, Tennessee, with the exception of such variances, if any, as are noted in the minutes of the Planning Commission and that it has been approved for recording in the Office of the County Register of Deeds.

Secretary, Planning Commission Date

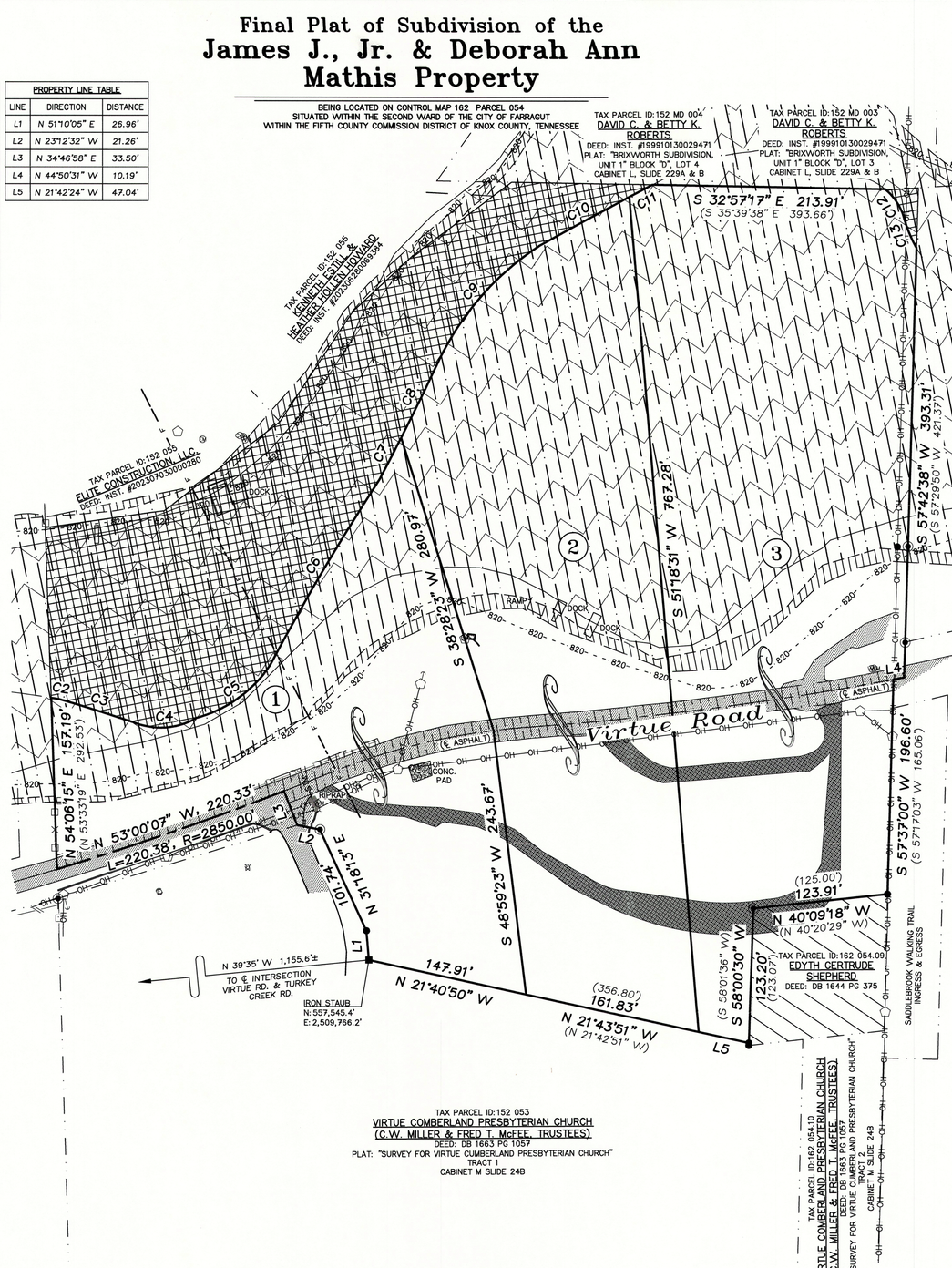
PROPERTY CURVE TABLE

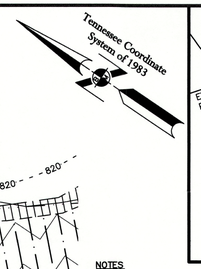
CURVE	RADIUS	ARC LENGTH	CHORD DIRECTION	CHORD DISTANCE
C2	970.33'	7.61'	S 24°30'19" E	7.61'
C3	1850.83'	70.33'	S 16°39'25" E	70.32'
C4	65.59'	60.76'	S 37°47'57" E	58.61'
C5	117.16'	84.74'	S 69°20'35" E	82.91'
C6	2290.32'	198.44'	N 86°33'30" E	198.38'
C7	2092.41'	42.77'	N 83°40'10" E	42.77'
C8	2092.41'	73.34'	N 82°04'47" E	73.34'
C9	256.91'	146.67'	S 83°15'38" E	144.69'
C10	3869.79'	94.50'	S 62°28'29" E	94.50'
C11	3869.79'	23.77'	S 61°35'57" E	23.77'
C12	55.21'	29.03'	S 21°13'17" W	28.70'
C13	131.41'	32.72'	S 34°01'29" W	32.64'

PROPERTY LINE TABLE

LINE	DIRECTION	DISTANCE
L1	N 51°10'05" E	26.96'
L2	N 23°12'32" W	21.26'
L3	N 34°46'58" E	33.50'
L4	N 44°50'31" W	10.19'
L5	N 21°42'24" W	47.04'

AREA BEFORE:		AREA AFTER:	
PARCEL 054	372,313 ± SQ. FT. 8.547 ± ACRES	LOT 1	92,547 ± SQ. FT. 2.125 ± ACRES
		LOT 2	125,992 ± SQ. FT. 2.892 ± ACRES
		LOT 3	153,774 ± SQ. FT. 3.530 ± ACRES
TOTAL	372,313 ± SQ. FT. 8.547 ± ACRES	TOTAL	372,313 ± SQ. FT. 8.547 ± ACRES





NOTES

1) RECORD INFORMATION AS FOLLOWS:
OWNER: **JAMES J., Jr. & DEBORAH ANN MATHIS**
MAP: **162** INSERT: **N/A** GROUP: **N/A** PARCEL: **054.00**
DEED: **INSTRUMENT NO. 202005050073167**

ALL OF THE REGISTER'S OFFICE FOR KNOX COUNTY, TENNESSEE.

2) THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE THE CURRENT PARCEL INTO 3 LOTS, CONSISTING OF 8.547 ± ACRES.

3) NORTH NOTE :
TENNESSEE COORDINATE SYSTEM OF 1983
HORIZONTAL DATUM: NAD 83(2011) EPOCH: 2010
VERTICAL DATUM: NAVD88 GEOID: 2003

GNSS INFORMATION:
TDOT REFERENCE STATION: TN1A (E: 2,511,086.97' N: 592,902.24')
RTK GNSS EQUIPMENT: **LEICA GS??**/CARLSON BRX7
DATE(S) OF OBSERVATION: 22 NOVEMBER 2021, 14 FEBRUARY 2022, 30 SEPTEMBER 2025, 7 OCTOBER 2025, 20 FEBRUARY 2026
COMBINED SCALE FACTOR AT SITE: **0.999850002**
GNSS POSITIONAL QUALITY: H(0.11') V(0.20')
DISTANCES SHOWN HEREON: GROUND

4) FEMA FIRM INFORMATION:
FLOOD MAP NO. 47093C0356F (EFFECTIVE DATE: 2 MAY 2007)
– SPECIAL FLOOD HAZARD AREAS: ZONE X (OTHER AREAS) – OUTSIDE THE 0.2% ANNUAL, ZONE AE (REGULATORY FLOODWAY)

5) THE SURVEYOR IS NOT RESPONSIBLE FOR ANY DETERMINATION OR LOCATION OF ANY UNDERGROUND CONDITION NOT VISIBLE AND INCLUDING BUT NOT LIMITED TO, SOILS, GEOLOGICAL CONDITIONS, PHYSICAL DEVICES AND PIPELINES OR BURIED CABLES AND SHALL NOT BE RESPONSIBLE FOR ANY LIABILITY THAT MAY ARISE OUT OF THE MAKING OF OR FAILURE TO MAKE SUCH DETERMINATION OR LOCATION OF ANY SUBSURFACE CONDITION. FOR UNDERGROUND UTILITY LOCATION CALL 811.

6) THE ACCOMPANYING SURVEY WAS MADE ON THE GROUND AND CORRECTLY SHOWS THE LOCATION OF ALL STRUCTURES AND OTHER IMPROVEMENTS SITUATED ON THE ABOVE PREMISES; THERE ARE NO VISIBLE ENCROACHMENTS ON THE SUBJECT PROPERTY OR UPON ADJACENT LAND ABUTTING SAID PROPERTY EXCEPT AS SHOWN HEREON. THIS SURVEY WAS MADE IN ACCORDANCE WITH LAWS AND/OR MINIMUM STANDARDS OF THE STATE OF TENNESSEE.

7) SURVEY WAS PREPARED UTILIZING THE MOST RECENT RECORD DOCUMENTS FOR THE SUBJECT AND SURROUNDING PROPERTIES. SURVEY IS SUBJECT TO ANY FINDING REVEALED BY AN ACCURATE TITLE SEARCH. NO TITLE SEARCH WAS PROVIDED TO THIS SURVEYOR FOR THE COMPILATION OF THIS SURVEY.

8) SUBJECT PROPERTY IS ZONED R-1 "RURAL SINGLE-FAMILY RESIDENTIAL DISTRICT" AND IS SUBJECT TO CURRENT ZONING REGULATIONS. SETBACKS AT TIME OF RECORDING BEING AS FOLLOWS:

FRONT: 35'
SIDE: 40' TOTAL, 15' ON 1 SIDE
REAR: 25'

9) A 5' UTILITY, DRAINAGE, AND CONSTRUCTION EASEMENT IS PROVIDED ON EACH SIDE OF INTERIOR LOT LINES. A 10' UTILITY, DRAINAGE AND CONSTRUCTION EASEMENT IS PROVIDED ON THE INSIDE OF ROAD RIGHTS OF WAYS AND LOT LINES ALONG THE PERIPHERY OF THE SUBDIVISION.

10) WHEN THE SURVEYOR COMPARES THE DESCRIPTIONS FOR THE SUBJECT PROPERTY AND SURROUNDING PROPERTIES TO THE FIELD LOCATED PROPERTY CORNER MONUMENTATION, THERE IS A SUBSTANTIAL GAP BETWEEN THE SUBJECT PROPERTY AND THE ELITE CONSTRUCTION, LLC., KENNETH ESTILL & HEATHER HOLLEN HOWARD, TERRI A. & TODD L. WILLIAMS AND DAVID C. & BETTY K. ROBERTS PROPERTIES RESPECTIVELY. THIS IS SHOWN HEREON. ELITE CONSTRUCTION, LLC., KENNETH ESTILL & HEATHER HOLLEN HOWARD, TERRI A. & TODD L. WILLIAMS AND DAVID C. & BETTY K. ROBERTS WERE SENT A LETTER BY THIS SURVEYOR EXPLAINING THIS ON _____ 2026.

LEGEND

- IRON PIN FOUND
- IRON STAUB
- IRON PIN W/CAP
- (1) LOT NUMBERS
- (N 0°0'0" E) RECORD CALLS
- N 0°0'0" E PROPERTY CALLS
- WATER METER
- SEWER VALVE
- ELECTRIC MANHOLE
- LIGHT POLE
- POWER POLE & GUY WIRE
- F LIMITS OF FIS CROSS SECTION "A"
- OH OVERHEAD POWER LINE
- BARB WIRE FENCE LINE
- WOOD FENCE LINE
- WELD WIRE FENCE LINE
- GUARDRAIL
- 0.2% ANNUAL CHANCE FLOOD HAZARD LINE
- 1% ANNUAL CHANCE FLOOD HAZARD LINE
- PRESCRIPTIVE EASEMENT CREATED BY ROAD MAINTENANCE
- PROPERTY GAP
- INGRESS/EGRESS ACCESS EASEMENT (DEED BOOK 1644 PAGE 375)
- ASPHALT SURFACE
- DIRT DRIVEWAY
- LAKE LIMITS PER GIS

BENCHMARK ASSOCIATES, INC.
10308 Hardin Valley Road
Knoxville, Tennessee 37932
benchmark@bma-ls.com
Phone (865) 692-4090
Facsimile (865) 692-4091
Land Surveyors
Land Planners
Member: Tennessee Association of Professional Surveyors

Final Plat of Subdivision of the James J., Jr. & Deborah Ann Mathis Property
Site Address: Virtue Road Knoxville, Tennessee 37934

DATE: 4/1/26
SCALE: 1"=60'
DRAWN BY: MER
FILE NAME: 21272-RESUB
BM PROJECT NO.: 21-272

RESUBDIVISION PLAT

SHEET 1 of 1

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RESOLUTION PC-26-07

FARRAGUT MUNICIPAL PLANNING COMMISSION

A RESOLUTION TO APPROVE AN AMENDMENT TO THE FARRAGUT ZONING MAP, ORDINANCE 86-16, TO RECOMMEND THE APPROVAL OF THE REZONING OF A PORTION OF THE PROPERTY LOCATED AT 817 VIRTUE ROAD FROM S-1 (COMMUNITY SERVICE) AND AGRICULTURAL (A) TO R-1 (RURAL SINGLE-FAMILY RESIDENTIAL)

WHEREAS, the Tennessee Code Annotated, Section 13-4-201et seq, provides that the Municipal Planning Commission shall make and adopt a general plan for the physical development of the municipality; and

WHEREAS, the Farragut Municipal Planning Commission has adopted various elements of a zoning plan as an element of the general plan for physical development; and

WHEREAS, a public hearing was held on this request on June 18, 2026;

NOW, THEREFORE, BE IT RESOLVED that the Farragut Municipal Planning Commission hereby recommends approval of Ordinance 26-13 to the Farragut Board of Mayor and Aldermen, an ordinance amending the Farragut Zoning Map, Ordinance 86-16, by rezoning a portion of the property located at 817 Virtue Road, from S-1 and A to R-1.

ADOPTED this 18th day of June 2026.

_____
Ron Pinchok, Chairman

_____
Shannon Preston, Secretary

ORDINANCE: **26-13**
PREPARED BY: **Shipley**
REQUESTED BY: **Benchmark Associates, Inc.**
CERTIFIED BY FMPC: **June 18, 2026**
PUBLIC HEARING: _____
PUBLISHED IN: _____
DATE: _____
1ST READING: _____
2ND READING: _____
PUBLISHED IN: _____
DATE: _____

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO SECTION 13-4-201, TENNESSEE CODE ANNOTATED.

BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Zoning Ordinance, Ordinance 86-16, as amended, is hereby amended as follows:

SECTION 1.

The Farragut Zoning Ordinance, Ordinance 86-16, as amended, is hereby amended by rezoning a portion of the property located at 817 Virtue Road from S-1 (Community Service) and Agricultural (A) to R-1 (Rural Single-Family Residential) (See Exhibit A).

SECTION 2.

This ordinance shall take effect from and after its final passage and publication, the public welfare requiring it.

_____
Ron Williams, Mayor

_____
Hailey Russell, Town Recorder

Certified to the Farragut Board of Mayor and Aldermen this _____ day of _____, 2026, with approval recommended by the Farragut Municipal Planning Commission (FMPC).

_____
Ron Pinchok, Chairman

_____
Shannon Preston, Secretary

farragut TENNESSEE

Exhibit A
Ordinance 26-13

Rezone of 817 Virtue Road
Parcel 054, Tax Map 162

Proposed for Rezone from
S-1 (Community Service) and A (Agricultural)
to R-1 (Rural Single-Family Residential)

Legend
- Floodway
- 100 year Flood Zone
- 500 year Flood Zone
- Parcels
- Subject Area
- A, Agricultural
- S-1, Community Service
- R-1, Rural Single-Family Residential
- R-2, General Single-Family Residential
- R-1/OSR, Open Space Residential Overlay
- R-1/OSMR, Open Space Mixed Residential Overlay



1:4,200

Document Path: C:\Users\csmith\OneDrive - Town of Farragut, TN\Town of Farragut - Documents\GIS\Farragut\Map Documents\2026\ZoningOrdinanceMaps.aprx

Agenda Number: V.A.1.b.
Meeting Date: August 13, 2026

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Christopher Sheffield, Director of Public Services
Tessa Cortes, Finance Director - Treasurer

Subject: Approval of Ordinance 26-16, an Ordinance of the Town of Farragut, Tennessee on Second Reading, Amending the Fiscal Year 2025-26 Capital Investment Program Fund Budget, Passed by Ordinance 25-10.

Introduction & Background: The purpose of this agenda item is to approve Ordinance 26-16 to amend the Capital Investment Program Fund for additional expenses related to the Anchor Green Restroom project.

Discussion & Recommendations: The original budget for the Anchor Green Restroom totaled $400,000 and was intended to cover the construction cost for a public restroom facility for the Biddle Farm Town Center square area. After responses to the Town's request for proposal for restroom construction were received, the lowest bid exceeded the authorized budget by $8,150. In order to proceed with construction, a budget amendment is required to move $8,150 from CIP Reserves to CIP Expenditures. Additionally, staff recommends allowing for a small contingency reserve of $11,850 to cover any unforeseen change orders during construction. There are already expenditures to date of $29,912.70. The total requested amended amount needed is $49,912.70. There have been no changes to this ordinance following first reading.

Account Number: 310-41800-59121

Total Budget	Requested Amount	Expenditures to Date	Remaining Amount
$400,000	$49,912.70	$29,912.70	$420,000

Account Number: CIP Available Fund Balance

FY26 Amended Budget	Requested Amount	FY26 Amended Budget
3,873,122.08	(49,912.70)	3,823,209.38

Account Number: CIP Expenditures

FY26 Amended Budget	Requested Amount	FY26 Amended Budget

	25,026,709.92	49,912.70	25,076,622.62

Approved By: Tessa Cortes

Recommended By: Christopher Sheffield, Director of Public Services, Tessa Cortes, Finance Director - Treasurer for approval.

Proposed Motion: To approve Ordinance 26-16 on second and final reading.

ORDINANCE	26-16
PREPARED BY	Cortes
1ST READING	July 23, 2026
2ND READING	August 13, 2026
PUBLISHED IN	Farragut Press
DATE	

AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE AMENDING THE FISCAL YEAR 2025-2026 CAPITAL INVESTMENT FUND BUDGET, PASSED BY ORDINANCE 25-10

WHEREAS, the Town of Farragut adopted the fiscal year 2025-26 budget by passage of Ordinance Number 25-10 on June 26, 2025; and

WHEREAS, pursuant to the Tennessee State Constitution, Section 24 of Article II, no public money shall be expended except pursuant to appropriations made by law; and

WHEREAS, expenses will be greater than budgeted in the Capital Investment Fund budget; and

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF FARRAGUT, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2025-2026 BUDGET AS FOLLOWS:

SECTION 1. Ordinance 25-10 is hereby amended by:

The **Capital Investment Program (CIP) Budget** will be amended to increase expenditures from $25,026,709.92 to $25,076,622.62 reflecting an increase of $49,912.70. This adjustment accounts for updated construction costs for the Anchor Green Restroom project. The amendment will be funded through the CIP fund balance.

SECTION 2. The Board of Mayor and Aldermen authorize the Finance Director to make said changes in the accounting system.

SECTION 3. This ordinance shall take effect after its final passage and publication, the public welfare requiring it.

_____

Ron Williams, Mayor

_____

Hailey Russell, Town Recorder

Agenda Number: V.B.1.
Meeting Date: August 13, 2026

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Hailey Russell, Town Recorder

Subject: Resolution R-26-13, A Resolution Approving Guidelines for Records Maintenance and Retention Within the Town of Farragut and Superseding Resolution R-26-09

Introduction & Background: The Board adopted Resolution R-26-09 to establish the Town's first formal records retention policy, modeled after the Tennessee Municipal Technical Advisory Service (MTAS) Records Retention Schedule and authorized under T.C.A. § 10-7-702. Following adoption, staff identified a drafting issue in Section 4 regarding the authorization to convert paper records to digital format under T.C.A. § 10-7-121. At the Town Attorney's recommendation, staff has prepared Resolution R-26-13 as a standalone resolution to correct this provision and formally supersede R-26-09 in its entirety, rather than adopting a separate amendment.

Discussion & Recommendations: Resolution R-26-13 retains the substantive policy framework approved under R-26-09 — including the MTAS Retention Schedule as the Town's official guide, the Records Retention Policy (Exhibit A), and the Engineering Department's approved local amendment to MTAS Series E-2 (Bridge and Street Project Files) — while correcting the digital conversion language to clarify that staff's authorization to convert paper records depends on the Town's ongoing ability to manage those records in accordance with T.C.A. § 10-7-121. Resolution R-26-13 includes an explicit repeal provision to ensure R-26-09 is fully superseded and no ambiguity remains as to which resolution governs. Staff recommends approval.

Recommended By: Hailey Russell, Town Recorder for approval.

Proposed Motion: Approve Resolution R-26-13, approving guidelines for records maintenance and retention withing the Town of Farragut and superseding Resolution R-26-09

TOWN OF FARRAGUT

RESOLUTION R-26-13

A RESOLUTION APPROVING GUIDELINES FOR RECORDS MAINTENANCE AND RETENTION WITHIN THE TOWN OF FARRAGUT AND SUPERSEDING RESOLUTION R-26-09

WHEREAS, the Board of Mayor and Aldermen previously adopted Resolution R-26-09, establishing guidelines for records maintenance and retention within the Town of Farragut, and now desires to supersede that resolution in its entirety with the guidelines set forth herein; and,

WHEREAS, Tennessee Code Annotated § 10-7-702 authorizes the Municipal Technical Advisory Service, a unit of the Institute for Public Service of the University of Tennessee to compile and print, in cooperation with the State Library and Archives, a records retention manual to be used as a guide by municipal officials in establishing retention schedules for all records created by municipal governments in the state for the purpose of disposal and/or preservation of municipal records; and,

WHEREAS, in an effort to effectively maintain public records, the Town of Farragut (Town) will use the MTAS Records Retention Manual, and any amendments thereto, along with other best practices from State agencies to identify which records are to be preserved and/or disposed, including the acceptable retention schedule and manner in which records are to be preserved and/or disposed; and,

WHEREAS, the Town is working to move records to an electronic format for efficiency purposes and Tennessee Code Annotated § 10-7-121 which allows the transfer of paper records to an electronic medium under certain circumstances; and,

WHEREAS, the Town Engineer has requested an amendment to MTAS Series E-2 (Bridge and Street Project Files, Federal, State and Local) based on the long-term value of project plans and drawings for future infrastructure improvements, and the Board of Mayor and Aldermen concurs that a local amendment to Series E-2 is in the best interest of the Town.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF FARRAGUT, TENNESSEE, AS FOLLOWS:

SECTION 1. That the MTAS Records Retention Schedule be used as a guide for the maintenance and retention of public records in the Town of Farragut.

SECTION 2. That the Town of Farragut hereby adopts the Records Retention Policy attached hereto as Exhibit A, which establishes roles and responsibilities, destruction procedures, litigation hold requirements, and guidelines for the management of all municipal records.

SECTION 3. That the following local amendment to MTAS Series E-2 (Bridge and Street Project Files, Federal, State and Local) is hereby approved:

Record Type	MTAS Default Retention	Approved Local Retention
Project plans, drawings, and as-built documents	See MTAS schedule	PERMANENT
Administrative records (correspondence, contracts, invoices)	Retain 7 years after completion of project	Retain 7 years after completion of project – No change

SECTION 4. That staff is authorized to convert paper records required to be maintained to a digital format, as long as the records can be managed in accordance with Tennessee Code Annotated § 10-7-121.

SECTION 5. That Resolution R-26-09 is hereby repealed and superseded in its entirety, and the guidelines set forth in this Resolution shall govern records maintenance and retention for the Town of Farragut.

SECTION 6. That this Resolution shall become effective upon its passage, the public welfare requiring it.

RESOLVED, this _____day of _____, 20____

_____

Ron Williams, Mayor

_____

Hailey Russell, Town Recorder

Records Retention Schedules

Dear Reader:

The following document was created from the Municipal Technical Advisory Services website (mtas.tennessee.edu). This website shares information relative to Tennessee municipal government. We hope this information will be useful to you and that it will assist you with questions that arise in your tenure in municipal government. However, the Tennessee Code Annotated and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document

The Municipal Technical Advisory Service (MTAS) was created in 1949 to provide technical assistance to elected and appointed municipal officials in Tennessee. We are a resource for Tennessee municipal officials in areas of municipal government, human resources, finance, fire, legal, police, public works, water, and wastewater. We provide personal and professional knowledge growth opportunities on current issues within municipal government.

The University of Tennessee
Municipal Technical Advisory Service
1610 University Avenue
Knoxville, TN 37921-6741
www.mtas.tennessee.edu

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Records Retention Schedules

Reference Number: MTAS-525
Review Date: 06/30/2026

Using these Retention Schedules
Records in this schedule are grouped by topic.

The records under each topic constitute a records series. Each record in the series is given a number consisting of the series designation plus a number designating the order in which the record is listed within the series. For example, Activity Reports under Animal Control are in Record Series A and have the record number A-1. The series designation and the record number should be useful in referring to records during both storage and disposition.

You may notice that there are topics that appear not to be covered. We have attempted to use general topics to the extent possible to keep the schedule from being too voluminous. If you have a record that appears not to be covered, you should look for the record in a related topic that is included in the schedule. For example, a contract involving the airport authority would have the same retention period as other contracts noted under the General Administration topic.

Under T.C.A. § 10-7-702, records manuals compiled by MTAS must "be used as guides by municipal officials in establishing retention schedules for all records created by municipal governments …" Since this is a guide rather than the final word, a municipality may add more records or records series to the retention schedule if needed.

The schedules in this section have been reviewed by MTAS staff, the State Library and Archives, and several city officials. We recommend their adoption. The retention periods marked with asterisks are required by state or federal law. All other retention periods are based on the record's administrative, legal and historical value.

As noted, municipalities have a great deal of flexibility in adopting the retention schedule. It can be adopted, with any needed modification, by ordinance, resolution, motion, citywide policy, or by a records commission if the municipality has one; or applicable portions can be adopted as a departmental policy.

Source URL: https://www.mtas.tennessee.edu/reference/records-retention-schedules

Animal Control

Reference Number: MTAS-681
Review Date: 06/30/2026

ANIMAL CONTROL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**

A-1. Activity Reports. Monthly reports showing the activity of the animal control operations.	Retain 2 years, unless there is no annual report. If no annual report, retain as permanent record.	Keep to aid in planning.
A-2. Adoption Contracts. May include agreement to have animal spayed/neutered when it is 6 months old.	Retain 4 years.	Keep to show proof of ownership/patterns of behavior of animals or owners.
A-3. Annual Reports. Annual reports showing the activity of the animal control operations.	Permanent record.	Keep to aid in planning.
A-4. Bite Reports. Document investigations of dog bites.	Retain 4 years.	Retention period based on likely time of complaint or legal action.
A-5. Complaints, Record of. May contain date; time of complaint; complaint's name, address, and telephone number; owner's name and address; animal's license number; and details of problems.	Retain 4 years or until resolution of any litigation, whichever is later.	Record may be used in litigation. Retention period based on statute of limitations for actions for injuries to personal property plus 1 year. T.C.A. § 28-3-105.
A-6. Controlled Substances, Log of	Retain 3 years.	Tenn. Admin. Rule 1730-4-.09.
A-7. Dispatching Logs.	Retain 4 years, unless legal action is pending.	Retention period based on likely time of complaint or legal action.
A-8. Euthanasia Report. Must be kept for each animal euthanized; includes date, estimated age, breed, weight, sex, amount of euthanasia solution administered, and description of verification of death	*Retain for 3 years. May want to retain for 4 years if 4-year retention period adopted for other animal control records.	Tenn. Admin. Rule 1730-4-.09.
A-9. Field Reports (Daily). Report of officer's daily activities.	Retain 1 year.	Used to compile activity reports.
A-10 Impound Log. Log of all animals brought into the animal shelter and whether animal was adopted or euthanized.	Retain 4 years.	Keep as part of history of animals and owners and to track activity at shelter. Can be useful in returning lost animals to owners.

A-11. Rabies Certificate. Rabies vaccination is required by T.C.A. 68-8-104. Certificates are forwarded to animal control by veterinarians.	Retain 4 years.	Keep to provide proof of vaccination and to facilitate return of lost animals to owners. Rabies vaccine lasts 3 years.
A-11. Rabies Certificate. Rabies vaccination is required by T.C.A. 68-8-104. Certificates are forwarded to animal control by veterinarians.	Retain 4 years.	Keep to provide proof of vaccination and to facilitate return of lost animals to owners. Rabies vaccine lasts 3 years.
A-12. Return to Owner, Record of.	Retain 4 years.	Keep to prove ownership and assign liability to owner if the animal is ever in violation of ordinances or statutes.
A-13. Spay/Neuter Deposit, Record of. Deposit is required by T.C.A. § 44-17-503 for every animal not already neutered that is adopted from an animal shelter.	Retain 4 years.	Keep as part of history of animals and owners.
A-14. Surrender of Animal, Record of.	Retain 4 years.	Keep to defend against liability for taking animal. Based on statute of limitations for offenses against property plus 1 year.

*Indicates a mandatory retention period based on state or federal law.

Source URL: https://www.mtas.tennessee.edu/reference/animal-control

Cemeteries (City-Owned)

Reference Number: MTAS-682
Review Date: 07/01/2026

CEMETERIES, CITY-OPERATED RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
B-1. Deed Books. May contain deed number, purchaser's name, deed date, lot number, etc. Permanent Record.	Establishes property rights.	
B-2. Interment Records. May contain name of the deceased, burial permit number, dates of death and interment, sex and age of deceased, place of death, location of grave, date and place of birth, owner of lot, deed number, and removal information.	Permanent Record.	Keep for historical purposes.
B-3. Perpetual Care Records. Records regarding funds for the continued upkeep of the cemetery.	Permanent Record.	Keep for historical purposes.

Source URL: https://www.mtas.tennessee.edu/reference/cemeteries-city-owned

Court Records

Reference Number: MTAS-683

Review Date: 06/30/2026

COURTS RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
C-1. Affidavit of Complaint. A written statement alleging that a person has committed an offense and alleging the essential facts instituting the offense charged made upon oath before a magistrate or court clerk.	*Permanent Record.	T.C.A. § 18-1-202(a).
C-2. Appeal Dockets. Record of cases going to appellate courts showing style of case, date, and ruling of the court; may show court costs	*Retain 10 years after last entry.	T.C.A. § 18-1-202(a).
C-3. Appearance and Rule Dockets. Record of first appearance of all causes in court, showing date filed, names of attorneys, style of case, security, and action taken.	*Permanent Record	T.C.A. § 18-1-202(a).

COURTS RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
C-4. Appearance and Bail Bond Records. Bonds and recordings of bonds executed by defendants and sureties showing defendant's name, name of person serving as surety, amount of bond, and signatures of the accused and sureties.	*Retain 10 years after final judgment.	T.C.A. § 18-1-202(a).
C-5. Attachment and Injunction Bonds. Bonds executed in attachment and injunction cases insuring defendant against damages likely to occur as a result of wrongful suing, showing date of bond, name of principal and sureties, amount of bond, condition of the obligation, and signatures of principal and sureties.	*Retain 10 years after final judgment.	T.C.A. § 18-1-202(a).
C-6. Attachments on Personal Property. Writs issued during court action to seize the personal property of the defendant to be held as security for the satisfaction of such judgment as the plaintiff may recover.	*Retain 10 years after final settlement of case.	T.C.A. § 18-1-202(a).
C-7. Attachments on Real Property. Writs issued during court action to seize the real property of the defendant to be held as security for the satisfaction of such judgment as the plaintiff may recover.	*Retain 10 tears after final settlement of the case.	T.C.A. § 18-1-202(a).
C-8. Bills of Costs-Courts with Concurrent Jurisdiction. Certified bills of cost in criminal cases in courts having concurrent general sessions court jurisdiction and submitted for payment by the city court clerk, showing names of the plaintiff and defendant, offense charged, date of initial action, items of cost, amount of each, date process issued, signature of office issuing warrant, date filed with city court clerk for trial (if applicable), clerk's certification, date judgment paid, and number of warrant issued in payment.	Retain 5 years after close of case.	Keep for audit and review purposes.

COURTS RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
C-9. Bills of Costs-Ordinance Violation Cases. Bills of costs submitted for payment showing names of plaintiff and defendant, date of initial action, items of cost, amount of each, date process issued, signature of official issuing warrant, date filed for court for trial, clerk's certification, date judgment paid, and number of warrant issued in payment.	Retain 5 years after close of case.	Keep for audit and review purposes.
C-10. Bond Books, Miscellaneous. Receivers, appearance, costs, etc., bonds, showing names of principal and sureties, style of case, amount and date of bond, condition of the obligation, and signatures of principal and sureties.	*Retain 10 years after release, replacement, or expiration of all bonds in book.	T.C.A. § 18-1-202(a).
C-11. Briefs, Civil Cases. Statements of the case, legal theory and arguments for a party in a case.	*Maintain for 3 years after final disposition of the case, then destroy after notice is given to parties.	Notice permits parties to retrieve records. T.C.A. § 18-1-202(b).
C-12. Capias. The general name for several types of writs that require an officer to take the body of the defendant into custody; they are writs of attachment or arrest.	*Permanent Record	Original process must be kept permanently. T.C.A. § 18-1-202(a).
C-13. Case Ledgers. Records of case funds received and distributed.	Permanent Record.	Recommended by the comptroller in the Internal Control and Compliance Manual for Tennessee Municipalities.
C-14. Citation. A demand that the defendant cited appear in court at a stated time to answer to a misdemeanor or civil offense charge. The citation states the name and address of the person cited, the name of the issuing officer, and the offense charged.	*Permanent Record	Original process must be kept permanently. T.C.A. § 18-1-202(a).

COURTS RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
C-15. Cost Bonds, Civil Cases. Bonds executed to insure payment of court costs, showing names of plaintiff and defendant, amount and date of bond, condition of the obligation, and signatures of principal and sureties.	*Maintain for 3 years after final disposition of the case, then destroy after notice is given to parties.	T.C.A. § 18-1-202(a).
C-16. Court Action Reports.	Retain 10 years	Keep for audit purposes.
C-17. Criminal Actions, Record of. All original process, case papers, and documents in criminal cases, including judge's orders, in both felony and misdemeanor cases.	*Permanent Record	T.C.A. § 18-1-202(a).
C-18. Delinquent Tax Collection Reports. Copies of the reports made by the clerk to the cities, county, and state of tax collections in litigation, showing docket number, case number, names of complainant and respondent, total amount collected, and date of report.	*Retain 10 years.	T.C.A. § 18-1-202(a).
C-19. Detainer Warrants. Instrument authorizing the keeper of a prison to keep a person in custody. Shows name of person in custody, length of time to be detained, and signature of issuing official.	*Retain 10 years.	T.C.A. § 18-1-202(a).
C-20. Discovery Records, Civil Cases. Interrogatories, depositions, and other legal devices to obtain information concerning a case prior to trial.	*Maintain for 3 years after final disposition of the case, then destroy after notice is given to the parties.	Notice permits parties to retrieve records. T.C.A.§18-1-202(b).
C-21. Distress Warrants and Warrant Stubs. Original warrants and warrant stubs issued against persons, showing name and address of person for whom warrant is issued, date of issue, amount of tax due, fees, and penalties.	If court action results, retain until final settlement of case; if no court action, retain 5 years.	Keep for audit purposes.

COURTS RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
C-22. Executions. Writs or orders providing that an act or course of conduct be carried out.	*Retain 10 years after issuance.	T.C.A. § 18-1-202(a).
C-23. General Account Ledgers (execution docket). Ledger accounts or funds received from payments of judgments and court costs; money distributed by the clerk showing style and number of case, date of collection, name of person from whom received, and amount; date of payment, name of payee, number of check issued, and amount; may show cash book and page number from which entry was posted.	*Permanent Record.	T.C.A. § 18-1-202(a).
C-24. General Index. Index to all original case papers, showing file number and names of complaint and respondent.	*Permanent Record.	Necessary for use of other permanent records.
C-25. Habeas Corpus, Writs of. Writs issued to change the place of trial, to move from custody of one court to another, directing that a detained person be produced, etc.	*Permanent Record.	Original process must be kept permanently. T.C.A. § 18-1-202(a).
C-26. Judge's Opinions. Statements by the judge of the decision reached in regard to a cause heard before him relating the laws as applied to the case and giving reasons on which the judgment is based.	*Permanent Record.	T.C.A. § 18-1-202(a).
C-27. Litigation Tax Reports. A record of all state and city litigation taxes collected by the clerk showing number of cases and amount received.	Retain 10 years after last entry.	Keep for audit purposes.
C-28. Minute Books and Indexes. Minutes show the course and proceedings in all cases from their origin to termination, giving name of defendant, offense charged, date of trial, verdict, and sentence of the court.	Permanent Record.	Necessary for use of other permanent records.

COURTS RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
C-29. Mittimuses. Commitments to jail, showing name of person committed, offense charged, name of prosecutor, amount of bail, date, and signature of clerk of the court.	*Retain 10 years.	T.C.A. § 18-1-202(a).
C-30. Municipal Court with Concurrent Jurisdiction Docket Book, Criminal (State). Dockets showing date of trial, case number, name of defendant, action of the court, name of returning officer, and list of witnesses claiming fees.	Permanent Record.	Keep permanently as a basic record of the actions of the court.
C-31. Processes Served, Record of. Record of warrants, capiases, summonses, and other papers served.	Retain 3 years after last entry. Note: Do not confuse this record with original process that must be kept as a permanent record to comply with T.C.A. § 18-1-202(a).	Keep for audit purposes.
C-32. Receipts for Papers. Record of all files and papers removed from the office, showing date and by whom taken, and date returned.	Retain until all files and papers are returned.	Working papers as defined in T.C.A. § 10-7-301(14).
C-33. Reports, Municipal Court with Concurrent Jurisdiction. Duplicates of monthly reports to the county and the state of all revenue collected by the clerk, showing dates of quarter, from whom received or source of collection, costs, fees and mileage of witnesses, and fees, commissions and emoluments of the sheriff, his deputies, constables, game wardens, state highway patrolmen, and other officers for services to the court, the fines and forfeitures adjudged by the court, and all other funds coming into the hands of the clerk and judge.	Retain 10 years after clerk's tenure is broken.	Keep for audit purposes.

COURTS RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
C-34. Rule Dockets and Indexes. A record of original processes issued and files incident to cases tried in court, showing number of case, date and hour filed, names of complainant, respondent, and solicitors; also date and nature of process, names of bondmen, date process served, note of officer's return, and rules and orders of the court.	*Permanent Record	T.C.A. § 18-1-202(a).
C-35. Search Warrants. A written order issued in the name of the state and directed to a law enforcement officer commanding him to search a specific house, business establishment, or other premises.	*Retain 10 years.	T.C.A. § 18-1-202(a).
C-36. Subpoenas. Copies of summonses to appear in court as witnesses in lawsuits, showing name of person summoned, day and hour to appear, in whose behalf, and signature of the clerk.	*In criminal cases, retain 10 years. *In civil cases, retain 3 years.	T.C.A. § 18-1-202.
C-37. Summonses. A writ notifying a person that a court action has commenced against him and that he is required to appear on date named and answer the complaint in such action.	*Permanent Record	T.C.A. § 18-1-202(a).
C-38. Trial Exhibits and Evidence. Any evidence and exhibits presented at trial that become part of the record of the case.	*Retain 10 years after final judgment, unless local rule of court provides for a different retention period.	T.C.A. § 18-1-202(a).
C-39. Unclaimed Funds, Record of. Record of funds in hands of clerk unclaimed for 7 years and turned over to the state, showing style of case, case number, respondent, and amount.	*Permanent Record	Keep record for audit purposes and a reasonable period to allow interested parties to make inquiries.

COURTS RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
C-40. Warrants. Writs issued in both civil and criminal cases requiring an officer of the law to arrest the person named therein and bring him before the court to answer charges of some offense that he is alleged to have committed.	*Permanent Record	T.C.A. § 18-1-202(a).
C-41. Witness Books. Record of witnesses appearing in court cases, showing date of court term, style of case, names of witnesses for complainant, names of witnesses for respondent, number of days attended, miles traveled, amount due, and date of payment.	*Retain 10 years after last entry.	T.C.A. § 18-1-202(a).

*Indicates a mandatory retention period based on state and federal law.

Source URL: https://www.mtas.tennessee.edu/reference/court-records

Election Records

Reference Number: MTAS-684

Review Date: 07/01/2026

ELECTIONS RECORDS RETENTION SCHEDULES		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
D-1. Candidate List. List of candidates participating in elections	Retain 4 years after election or for duration of term.	Based on standard election cycle.
D-2. Certificate of Election. Copies of original certificate provided to elected officials.	Retain 4 years after election or for duration of term.	Based on standard election cycle.
D-3. Election Result	Permanent Record.	Has historical significance.
D-4. Precinct Maps. Geographical descriptions of polling units.	Permanent Record.	Possible historical significance.

ELECTIONS RECORDS RETENTION SCHEDULES		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
D-5. Public Notices. Copies of all public notices published by the election commission.	Retain 4 years after election or for duration of term.	Based on standard election cycle. May be useful in future elections.
D-6. Reapportioned Records (if city has districts or wards).	Retain until next reapportionment.	May have legal significance until completion of next reapportionment. May assist in next reapportionment.

Source URL: https://www.mtas.tennessee.edu/reference/election-records

Engineering

Reference Number: MTAS-685
Review Date: 07/01/2026

ENGINEERING RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
E-1. Aerial Photographs. Aerial photographs of flyovers. Negatives may be available at the state Department of Transportation's photographic lab.	Permanent Record.	Keep for operational purposes through reappraisal appeals process and greenbelt recertification appeal period. This record series has high historical and archival value and should be preserved for those reasons.
E-2. Bridge and Street Project Files, Federal, State and Local. Project files, including contracts and invoices.	Retain 7 years after completion of project.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.

ENGINEERING RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
E-3. Building Plans. Blueprints and specifications for all municipal buildings including school buildings.	Retain for life of the building (plus additional time if litigation arises from building's early demise). Consider donating to archive.	Necessary for maintenance and operation of physical plant.
E-4. City Street List. Record of all streets under control of the city.	Permanent Record	Necessary for street regulation and maintenance and to protect street department from allegations of working on private property.
E-5. Complaints. Citizen service request for maintenance and repair issues.	Retain 5 years.	Could constitute notice of unsafe condition.
E-6. Deeds, Easements, Highway Rights-of-way, etc. Instruments of conveyance of interests in real property. Show signature of property owner, date, width of easement, and name of road.	Permanent record in city recorder's office.	Recorded copy is necessary to preserve city property rights, city should retain its own copy as record of its property rights.
E-7. Maps and Map Books. City and civil district maps as well as single parcel maps (not part of subdivision).	Permanent Record.	Keep for historical purposes.
E-8. Ownership maps and index, Rural and Urban. These maps reflect the status of real property as of January 1 of each year.	Retain only current and one previous generation of ownership maps and indexes. Older generations of photographs may be removed from the office but if removed, should be transferred to an archive or library.	Useful in office for tracking property changes and as evidence in challenges to tax sales. This record series has a high historical and archival value and should be preserved for those reasons.

ENGINEERING RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
E-9. Plats, Plat Books, Surveyors' Books and Indexes. Drawings of subdivisions, cemeteries, utilities, city lots and street improvements showing name of subject, date drawn, boundaries, scale used, location, name of engineer making survey, name of draftsman, and register's certificate of registration.	Permanent Record.	Necessary for maintenance and operation of city infrastructure. Eligible for recordation. T.C.A. § 13-3-402
E-10. Sign Inventory. List of all traffic signs and traffic signals in the city.	Retain a current copy at all times.	Necessary to track inventory and maintenance of signs.
E-11. Underground Utilities, Location of. Record of location of all underground utilities maintained by the city.	Permanent Record.	Necessary for maintenance and operation of city infrastructure. NOTE: Under T.C.A. § 65-31-105, the city must record location of utilities with county, listing where the facilities are located and the name, title, address and telephone number of the operator's representative. The county keeps this record permanently.
E-12. Work Orders. For repair and maintenance of streets, traffic signs, traffic signals, and utilities.	Retain 5 years.	Evidence in lawsuit.

Source URL: https://www.mtas.tennessee.edu/reference/engineering

Finance Records

Reference Number: MTAS-686
Review Date: 06/30/2026

FINANCE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
F-1. Accounts Paid Files and Ledgers. Paid invoices filed by vendor showing company, date, amount, date paid, and invoice number. Ledgers show name of vendor, amount of each invoice, amount paid on each account, and amount outstanding.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
F-2. Accounts Payable.	Retain 10 years.	Recommendation of the comptroller set forth in the *Internal Control and Compliance Manual for Tennessee Municipalities*.
F-3. Accounts Receivable.	Retain 10 years.	Recommendation of the comptroller set forth in the *Internal Control and Compliance Manual for Tennessee Municipalities*.
F-4. Annual Reports to City Officials. Submitted by city departments, boards, or agencies.	Permanent Record.	Keep for historical purposes.
F-5. Appropriation Ordinance or Resolution. Record of appropriations made by the municipal legislative body for maintenance of city offices and departments, and for the payment of claims against the city, showing date of meeting, date claim filed, to whom payable, nature of claim or purpose of appropriation, and amount.	Permanent Record.	Keep for audit and historical purposes.

FINANCE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
F-6. Audit Reports. All audit reports relative to city finances. Audit reports show name of office, name of fund or account, account of all receipts and disbursements, date of audit, and signature of auditor.	Permanent Record.	Recommendation of the comptroller set forth in the *Internal Control and Compliance Manual for Tennessee Municipalities*. Audit *working papers of an internal audit staff* are confidential. T.C.A. § 10-7-504 (22)(A).
F-7. Bank Deposit Books. Bank books showing name and location of bank, and amounts and dates of deposits.	Retain 6 years plus 1 year after last entry.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109
F-8. Bank Deposit Slips. Slips showing name and location of bank, and amounts and dates of deposits.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109
F-9. Bank Statements. Statements showing name and location of bank, and amounts and dates of deposits, amounts and dates of check withdrawals, and running balance.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109
F-10. Bids, On Equipment and Supplies. Records showing bidder's name, complete description of item(s), delivery date, amount of bid, and any correspondence with bidder. Include record of unsuccessful bids in this file.	Retain 7 years after contract expires.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109

FINANCE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
F-11. Bonded Indebtedness, Record of. Register book shows bond issue, date, and amount set up by year; as bonds and coupons are returned, these are shown in the book. Other records include trust indenture, loan agreements, bond counsel opinion, documentation on expenditure of bond proceeds, copies of management contracts and research agreements, documentation of all sources of payment or security for the bonds, and documentation of investment of bond proceeds. Other records may also include documentation specific to any single and multifamily housing bonds and small issue industrial development bonds.	Bonds and coupons may be destroyed 15 years after the maturity date of such bonds.	Based on procedures established in T.C.A. § 9-21-123. Based on the length of time a bond payee has to take action against the issuer T.C.A. § 28-3-113.
F-12. Budget Records and Reports. These pertain to the general fund and the street fund, debt service fund, the general purpose school fund and all other city funds. They show anticipated revenues, anticipated expenditures for the year, and fund balance at the end of the year.	The annual budget is preserved permanently in city legislative body minutes. Retain other budget records and reports 5 years.	Keep for audit purposes.
F-13. Canceled Checks. Canceled checks showing date check issued, name of bank on which drawn, check number, to whom payable, purpose of payment, amount of check, and date canceled.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.

FINANCE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
F-14. Cash Journals. Records of all receipts and disbursements as distributed to various city accounts, showing date of entry, amount, source of receipt or purpose of payment, amount of debit or credit, and name of account credited or charged.	Permanent record.	Recommendation of the comptroller set forth in the *Internal Control and Compliance Manual for Tennessee Municipalities*. Comptroller's office considers the record important for demonstrating patterns in investigations of misappropriation of funds. Prior to the advent of general budgetary practices, the Recorder's Cash Journal was the best record for tracking the total revenue stream of the city and has historical value. For this reason, older records should be kept permanently.
F-15. Cash Reconciliation Report. Shows balances at beginning of the month, outstanding checks, cash balances, checks issued during month, checks paid, cash and outstanding checks at end of the month.	Retain 1 year after audit.	Keep for audit and review purposes.
F-16. Check Books. Books containing stubs of checks issued by the recorder showing check number, date issued, name of payee, amount, and purpose of payment.	Retain 7 years after date of last check.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109
F-17. Check Stubs. From all city accounts and accounts of all departments.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109

FINANCE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
F-18. Development and Proposal Files. Reports, planning memos, correspondence, studies, and similar records created for and used in the development of grant proposals submitted to state or federal agencies and contracts relating to the grant.	Retain all unsuccessful applications for 5 years. Retain all records regarding grants that are received for life of grant plus 7 years.	Keep unsuccessful proposals in case of appeal or for administrative use in re-application. Keep records of grants received based on statute of limitations for contract actions. T.C.A. § 28-3-109.
F-19. Financial Report to City Legislative Body. (1) General; (2) Final – Report gives information on different accounts, balances on last report, receipts, disbursements, commissions, transfers, balances on this report, totals, bank balances of city accounts in different banks, and classification of receipts (sources received from, e.g., state, local, etc.). Reports of street department chief administrative officer and other officials when required by law.	Permanent Record.	These reports should be recorded in the minutes of the city legislative body. Permanent retention is recommended by the comptroller in the *Internal Control and Compliance Manual for Tennessee Municipalities*.
F-20. General Ledger Accounts. Record of all receipts and disbursements for the various city accounts, showing date of entry, amount, source of receipt or purpose of payment, amount of debit or credit, and name of account credited or charged.	Permanent Record.	Recommendation of the comptroller set forth in the *Internal Control and Compliance Manual for Tennessee Municipalities*.

FINANCE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
F-21. General (Miscellaneous) Receipt Ledgers. Record of funds received on general accounts, including such payments as state and city taxes, interest, fees, and penalties on delinquent taxes, showing date of payment, name of payer, amount, funded credited, and balance. This information is included in the journal package of most software in computerized cities. If stored electronically in compliance with electronic data processing standards, paper copy is not necessary.	Retain 7 years after last entry. If stored electronically, retain 7 years after date of creation of record.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
F-22. Grant Documentation and Files. Records and materials regarding grants applied for and/or money received through state and federal grants.	Retain for life of grant plus 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
F-23. Investment Ledgers. Surplus cash investments, rate of interest, date, and amount collected.	Retain 10 years.	Keep for audit purposes and to address arbitrage concerns.
F-24. Invoices. Original invoices, purchase orders, and requisitions used in purchasing goods.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
F-25. Miscellaneous Receipts from other Offices Receiving Money, Records of. Records of receipts collected by other city offices and departments. Examples: fees collected by the ambulance service, building permits, etc.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.

FINANCE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
F-26. Receipt Books. Receipts for revenue collected, showing from whom received, date receipt given, receipt number, amount and purpose of payment, and account credited. Receipts may be or may have been issued for funds received from other city offices for payments or transfer tax, delinquent taxes, state funds, utilities tax, etc. Receipts may be loose rather than in books.	Retain 7 years after last entry. If stored electronically, destroy file 7 years after date of creation. Additional copies of the receipts that are not needed for any purpose are working papers that may be destroyed as soon as it is determined they are superfluous.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
F-27. Sales Tax report. Report from the state showing total tax collection less cost of state collection. Report shows amounts distributed to incorporated municipalities.	Retain 10 years.	The record series is kept longer than the usual audit standard in case of dispute regarding city/county distribution of revenues.
F-28. Travel Authorizations.	Retain 5 years.	Keep for audit purposes.
F-29. Unclaimed Funds, Record of. Records of funds in hands of official unclaimed for 7 years and turned over to state, showing information about source of funds and amount.	Retain 10 years.	Keep record for audit purposes and a reasonable period to allow interested parties to make inquiries.

Source URL: https://www.mtas.tennessee.edu/reference/finance-records

Fire Records

Reference Number: MTAS-687

Review Date: 06/30/2026

FIRE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**

G-1. Arson Investigation Reports.	Retain 30 years or until the convicted perpetrator is released from prison, whichever is longer.	Keep for use if there is a new trial.
G-2. Bloodborne Pathogens/Infectious Material Standard. Protects employees who may be occupationally exposed to blood or other infectious materials. Written Exposure Plan Medical Records Training Records Employee Exposure Records	No retention period specified. *Retain for duration of employment plus 30 years. *Retain 3 years. *Retain 30 years.	Occupational Safety and Health Act (29 C.F.R. 1910.1030). Occupational Safety and Health Act (29 C.F.R. 1910.1020). Occupational Safety and Health Act (29 C.F.R. 1910.1030). Occupational Safety and Health Act (29 C.F.R. 1910.1020).
G-3. Burn Permits. Record of permission granted for open burning within the city limits.	Retain 2 years unless issued in conjunction with a building permit, in which case retain until certificate of occupancy granted.	General recommendation is based on statute of limitations for malicious burning plus one year. Recommendation for burn permits issued with building permits based on the increased likelihood of a lawsuit against the city before certificate of occupancy is granted.
G-4. Fire Incidents Reports.	Retain 5 years. Consider donating to archive.	Keep to track history of property, loss claims, repeats. Retention term based on statutes of limitations for foreseeable causes of action.

G-5. Fire Safety Inspection and Similar Reports. Reports made by Tennessee Department of Insurance, Division of Fire Prevention, or local fire department showing date, name of inspector, location inspected, etc.	Retain current inspection report until new inspection report is received, as a minimum. Retaining 3 years is recommended.	Keep for enforcement purposes. Keeping one generation back allows the department to show a history of inspection.
G-6. Firefighter Annual Certification of Fitness to Perform Job Functions.	*Retain until next certification completed to comply with OASH. Retaining 3 years is recommended.	Required by OSHA. (29 C.F.R. 1910.156(b)(2)) and (29 C.F.R. 1910.135 (m)). Department of Labor can request information going back 3 years. Retention allows the fire department to show a history of testing and compliance.
G-7. Firefighter Annual Facemask Fit Test Records.	Retain until next certification completed to comply with OSHA. Retaining 3 years is recommended.	Required by OSHA. (29 C.F.R. 1910.156 (f)) and (29 C.F.R. 1910.135 (m)). Department of Labor can request information going back 3 years. Retention allows the fire department to show a history of testing and compliance.
G-8. Material Safety Data Sheets (MSDSs). Employers must have an MSDS on file for each hazardous chemical they use and ensure that copies are readily accessible to employees in their work area. Employer must keep records of chemicals used, where they were used, when they were used and for how long.	No specific time-must be maintained in a current fashion. Retain for 30 years.	Occupational Safety and Health Act (29 C.F.R. 1910.1020(d)(1)(ii)(B)). Occupational Safety and Health Act (29 C.F.R. 1910.1020(d)(1)(ii)(B)).

G-9. Physical/ Medical Records. Complete and accurate records of all medical examinations require by OSHA law.	Retain for duration of employment plus 30 years unless specific OSHA standard provides a different time period.	Occupational Safety and Health Act (29 C.F.R. 1910.1020).
G-10. Medical Records of Patients in EMS Run Records. Patients medical histories, reports, summaries, diagnosis, prognosis, records of treatment, medication, X-ray and radiology interpretation, physical therapy charts and lab reports.	Retain 10 years following discharge of patient or patient's death during treatment. For patients under mental disability or minority, records should be retained for period of minority or disability plus 1 year or 10 years following discharge, whichever is longer. X-ray film may be disposed of after 4 years when radiologist's interpretation is made.	T.C.A. §§ 68-11-305 and 68-140-319.
G-11. Radio and Telephone Logs. Dispatching and telephone communications with outside agencies.	Retain 5 years.	Keep for use in defense of lawsuits. Retention term based on statutes of limitations for foreseeable causes of action.
G-12. Training Records.	Retain for duration of employment plus 3 years.	Proof of training for ISO and OSHA.
G-13. Vehicle and Equipment Maintenance Records.	Retain for life of vehicle or equipment plus 1 year.	Determination of replacement, proof of maintenance; possible tort action.

*Indicates a mandatory retention period based on state or federal law.

Source URL: https://www.mtas.tennessee.edu/reference/fire-records

Fleet Services

Reference Number: MTAS-688

Review Date: 06/30/2026

FLEET SERVICES RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
H-1. Vehicle and Equipment Purchase and Maintenance Records.	Retain for life of vehicle or equipment plus one year.	Determination for replacement, proof of maintenance; possible tor action.

Source URL: https://www.mtas.tennessee.edu/reference/fleet-services

General Administration

Reference Number: MTAS-689

Review Date: 06/30/2026

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
I-1. Affidavits of Exemption from Business Licenses under T.C.A § 67-4–712. Affidavits of blind persons or disabled former members of the armed services made for the purpose of obtaining free ad valorem or privilege license, showing duration of service, nature of disability, if any, amounts of affidavit, signature of affiant, and clerk's acknowledgment.	If license is granted, retain until expiration of license plus 10 years; if license not granted, retain 1 year.	Keep for audit purposes. T.C.A. § 67-4-712 (a).
I-2. Alcoholic Beverage Commission Applications.	If application granted, retain for life of permit. If application denied, retain for 1 year past final action.	Retain successful applications for audit purposes. Retain denied applications to have available in case of appeal(s) under T.C.A. § 27-9-101 *et seq.*

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
I-3. Bankruptcy, notice of.	Retain 11 years.	Based on statute of limitations for collection of property taxes, plus 1 year. T.C.A. § 67-5-1806.
I-4. Beer Applications and Permits. The application and permits issued to persons selling legalized beverages (beer), showing name of licensee, business address, date issued, permit number, and signature of beer board approving the issuance of the license.	Retain 5 years after the permit is terminated.	Keep for audit purposes.
I-5. Beer Tax Reports and Receipts. Reports from wholesale beer distributors showing brands of beer, number of units sold, unit prices, and tax remitted. Receipts from money submitted should also be in file.	Retain 3 year.	Source documents must be kept by wholesalers and retailers for 2 years T.C.A. § 57-5-206(b).
I-6. Business and Privilege Licenses. Original applications and licenses to engage in business or for exercising taxable privileges, showing name of applicant, kind of license, duration of license, date filed, and signature of applicant; fee/tax paid; and license number.	Retain 5 years after license has expired.	Keep for audit purposes.
I-6A. Business tax returns. Returns filed under the Business Tax Act under T.C.A. § 67-4-715.	Retain 7 years after January of the year in which the taxes accrue.	T.C.A. § 67-1-1501(a); Westinghouse Electric Corp. v. King 678 S.W. 2nd 19 (Tenn. 1984).
I-7. Contracts. Contracts between the city and other contractors.	Retain 7 years after termination of contract.	Based on statute of limitations for breach of contract plus 1 year. T.C.A. § 28-3-109.

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
I-8. Contracts, Construction. Contracts between the departments and contractors for construction work, showing name contractor, date, building specifications, and amount of consideration.	Retain 7 years or until expiration of guarantees. If no guarantees are involved, retain 7 years after completion of contract.	Based on statute of limitations for actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
I-9. Correspondence Files. Correspondence with citizens and government officials regarding policy and procedures or program administration.	Generally retain based on subject matter or 5 years, whichever is longer, but appraise for continuing administrative usefulness or historical value. (See "E-mail" below.)	Maintain for reasonable period of time in case of continued action related to the correspondence.
I-9A. E-mail. [1] Spam and other e-mails that will not be relevant to any litigation. [2] E-mails relative to contracts. [3] E-mails that might be relevant to tort litigation. [4] E-mails relative to personnel status of employees. [5] Other e-mails.	[1] May be discarded immediately. [2] Retain seven years or until expiration of guarantee. [3] Retain 2 years. [4] Retain 5 years. [5] Retain based upon subject matter (see other provisions in retention schedule) or 5 years, whichever is longer, but appraise for continuing usefulness or historical value.	[1] No requirement for retention. [2] Based on statute of limitations for breach of contract plus 1 year. T.C.A. § 28-3-109. [3] Based on statute of limitation for tort action plus 1 year. [4] Various statutes of limitations and requirements in differing statutes. [5] Maintain for reasonable time in case of continued action.

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
I-10. Deeds for City Properties, Copies of. Copies of warranty deeds.	Destroy when obsolete or when purpose of retention has been served.	Working papers as defined in T.C.A. § 10-7-301(14). Filed permanently with the county register of deeds.
I-11. Facility Inspection and Maintenance Records. Records documenting inspection of and repairs or improvements made to municipal buildings and structures.	Retain 5 years.	Possible significance in tort cases.
I-12. Fixed Assets. Comprehensive inventory of all fixed assets.	Retain 5 years after disposal of property.	Keep for audit purposes.
I-13. General (Nonfinancial) Monthly and Quarterly Reports to City Officials. Reports from all departments, boards, or agencies of the city. These reports should be recorded in the minutes of the legislative body.	These are working papers to keep until the information is incorporated into the minutes or an annual report. If not included in the minutes or no annual report is prepared, retain monthly and quarterly reports for 2 years.	Useful in preparing budgets in following years.
I-14. Insurance Policies. Insurance policies of all types insuring the city and all its departments for various risks of loss, showing name of company, name of agent issuing policy, date of policy, date of expiration, amount of premium, amount of coverage, and description of any property covered.	Retain 10 years after expiration or replacement of policy.	Based on statute of limitations for breach of contract actions plus 1 year. T.C.A. § 28-3-109.
I-15. Leases (Real Property). Copies of leases or rental contracts on real estate, showing names of lessor and lessee, description of property, terms of the contract, date of execution, and signatures of parties involved.	Permanent record.	Keep to track property rights. Note: If lease is more than 3 years, eligible for recordation under T.C.A. § 66-24-101(a) (15).

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
I-16. Leases and Agreements for Use of Equipment.	Retain 7 years after completion or expiration of lease or agreement.	Based on statute of limitations for breach of contract actions plus 1 year. T.C.A. § 28-3-109.
I-17. Legal Opinions and Court Decisions. Records, including correspondence, stating or referencing court decision or legal opinions dealing with or affecting the department.	Retain 20 years or until record no longer relevant, whichever is later.	Court opinions can have continuing impact on operations.
I-18. Liens, Tax. Record of tax lien notices filed against property owners, including violators of the internal revenue law, showing name and address of property owner, date of filing, amount of assessment and penalty, and discharge notice date.	Permanent record.	Impractical to ascertain expiration of lien to know when record could be destroyed.
I-19. Minutes of City Legislative Body. Recorded minutes of the meetings of the municipal legislative body, including special call meetings. All recorded actions of the legislative body, including records of members present and their votes on matters of business presented, nature and results of votes; various items such as fixing the tax levy, adopting a budget, receiving financial reports from city officials and departments, appropriating funds for the maintenance and operations of city offices and institutions, and other items of a similar nature.	Permanent record.	City charter requirement, T.C.A. §§ 8-44-101, et seq. (Open Meetings law). Keep also for historical purposes.
I-20. (Rough) Minutes and Roll Calls of City Legislative Body. Notes taken at meeting of city legislative body and used to compile minutes. Includes audio tapes.	Retain until minutes are approved by city legislative body.	Working papers as defined in T.C.A. § 10-7-301(14).

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
1-21. Minutes of Other Boards. Minutes of the meetings of other boards, such as a planning commission, utility board, beer board, etc., including members present, votes, and actions taken.	Permanent record. NOTE: Rough minutes are working papers and may be destroyed after final version of minutes is approved.	Actions recorded in minutes are effective until superseded/amended or rescinded/repealed. Also keep for historical purposes.
I-22. Motor Vehicle City Stickers. Copies of applications for city stickers for motor vehicles; evidence of compliance.	Retain 5 years.	Keep for audit purposes.
I-22A. Mutual Aid Documents. Declarations of a state of emergency, written requests for assistance, invoices for reimbursement.	Retain 2 years.	Keep for possible litigation purposes.
I-23. Official Bonds and Oaths of City Officials. Loose and bound original and recorded copies of the bonds and oaths of all officials required to file official bonds and/or oaths with the city recorder. Originals of many of the official bonds of city officials and constables have been deposited with the state comptroller of the treasury since 1957. Bonds generally show name of principal and sureties, amount of bond, date executed, condition of the obligation, date acknowledged and approved, signatures of principals, sureties and attorney-in-fact for bonding company, if any.	Retain 10 years after term covered by bond or oath.	Based on statute of limitations for actions on public officers' bonds. T.C.A. § 28-3-110.
I-24. Ordinances. Code of Ordinances and ordinance books, copies of amended and repealed ordinances; resolutions.	Permanent record.	Charter requirements. Ordinances must be retained to provide evidence of their existence and proof of their lawful enactment. Superseded ordinances have historical and legal value.

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
I-25. Pawnbroker's Licenses, Applications for and related Records. Record of application for pawnbroker's license, related affidavits and certificates, copies of bonds or insurance policies.	Retain 5 years after license is terminated.	Permits do not expire after a certain term. Keep record for audit purposes and to maintain accurate record of licensed pawnbrokers.
I-26. Powers of Attorney, Record of. Record of legal appointment of persons to act as agents for individuals or estates in such matters as signing documents, giving receipts, collecting and distributing funds, paying utility deposits and bills; shows name of appointee and person making appointment, date of appointment, and contains requirements of notarization.	Retain permanently or until power of attorney is formally revoked.	Keep for audit purposes.
I-27. Privilege Licenses – See Business and Privilege Licenses.		
I-28. Reports of City Officials, Departments, Commissions, and Committees. Reports submitted to the municipal legislative body containing data or information on finances, work performed, plans, personnel, etc. Some reports submitted annually at the end of the fiscal year. These reports should be recorded in the municipal legislative body's minutes.	If reports are not recorded in legislative body's minutes, preserve permanently one copy of annual reports, or if there is no annual report, preserve permanently one copy of all monthly, quarterly, or semiannual reports.	The city recorder's office serves as a repository of these reports, which constitute a historical record of the operation of the various offices, departments, and committees of the city.
I-29. Settlement Agreements. Instruments evidencing the settlement of claims against the city.	Retain 7 years after the terms of the agreement have been met.	Based on statute of limitations for breach of contract plus 1 year. T.C.A. § 28-3-109.

Source URL: https://www.mtas.tennessee.edu/reference/general-administration

Permits Records

Reference Number: MTAS-690

PERMITS RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
J-1. Approval Permit Applications for Solid Waste Disposal Facilities. Records of all data and supplemental information used to complete permit applications. Includes copy of permit and the approved Part I and Part II application. Maintain as the facility or another location with the approval of the department.	Retain throughout active life of the facility and through the post-closure care period.	Keep to show compliance with regulations in order to defend against Superfund liability. Tenn. Comp. R. and Regs. 0400-11-01-.02.
J-2. Building Permits, Inspections, Certificates of Occupancy, Copies of. Show name of owner, amount of money to be expended, type of structure, location, date, and name of contractor.	Retain 5 years after issuance of certificate of occupancy or final inspection.	These are used to find new construction. These records are also used in state audits, which must occur at least once every 3 years, of cities that choose to enforce their own codes. T.C.A. § 68-120-101(b)(4). In addition, T.C.A. § 28-3-202 provides for a four year statute of limitations on injuries from the date of substantial completion. Retention of one additional year will allow for any dispute of such date. NOTE: Notify property assessor of completion before record is destroyed.
J-3. Contractor License Books. Recorded copies of certificates of license issued to general contractors by the state Board for Licensing General Contractors showing certificate number, name of contractor, names of chairmen and secretary of the state board, date certificate issued, date recorded, and signature of the clerk.	Retain 5 years after all licenses in the book have expired.	Keep for audit purposes.

PERMITS RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
J-4. Demolition Orders. Documentation for municipal-ordered and privately initiated demolitions of substandard and/or hazardous buildings.	Retain 5 years.	Retain for research and litigation purposes.
J-5. Violation Notices. Notices of violations of building codes.	Retain 5 years.	Retain to document municipal actions concerning violations and for reference purposes.

Source URL: https://www.mtas.tennessee.edu/reference/permits-records

Personnel

Reference Number: MTAS-691

Review Date: 06/30/2026

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
K-1. Advertisements Regarding Job Openings, and records of Promotions, Training Programs, and Overtime Work.	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R. Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-2. Age Records.	*Retain 3 years.	Fair Labor Standards Act (29 C.F.R. 516); Age Discrimination in Employment Act (29 C.F.R. 1627.3).
K-3. Americans with Disabilities Act – Employer Records. Request for reasonable accommodations.	*Retain 2 years.	Same employer record retention requirements as the Civil Rights Act of 1964 as Amended; Title VII of the Civil Rights Act (29 C.F.R. 1602.31).

PERSONNEL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
K-4. Applications, Resumes, or Other Replies to Job Advertisements, including Temporary Positions, etc.	Retain 5 years from date record was made or human resources action was taken, whichever is later. NOTE: If the city has adopted a policy of not accepting unsolicited resumes, they do not have to be retained. Otherwise, they should be kept 5 years.	28 U.S.C § 1658; *Jones v. R.R. Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-5. Bloodborne Pathogens/Infectious Material Standard. Protect employees who may be occupationally exposed to blood or other infectious materials. [1] Written exposure plan. [2] Medical records. [3] Training records. [4] Employee exposure records.	[1] Retention period not specified. Must be available to workers and kept current. [2] *Retain for duration of employment plus 30 years. [3] *Retain 3 years. [4] *Retain 30 years.	[1] Occupational Safety and Health Act (29 C.F.R. 1910.1030) [2] Occupational Safety and Health Act (29 C.F.R. 1910.1020) [3] Occupational Safety and Health Act (29 C.F.R. 1910.1030) [4] Occupational Safety and Health Act (29 C.F.R. 1910.1020)

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
K-6. Citizenship or Authorization to Work. Immigration and Naturalization Services Form I-9 (employment eligibility verification form) for all employees hired after November 6, 1986.	Retain for all current employees and for one year after separation, and must keep the forms for a minimum of 3 years.	Immigration Reform and Control Act (8 C.F.R. 274a.2).
K-7. Contracts, Employee. Contracts between city and employee.	Retain until 7 years after termination of employment.	Based on statute of limitations for breach of contract plus 1 year. T.C.A. § 28-3-109.
K-8. Contracts, Personal Service of Independent Contractor. Contracts between the city and independent contractors.	Retain 7 years after termination of contract.	Based on statute of limitations for breach of contract plus 1 year. T.C.A. § 28-3-109.
K-9. Demotion Records (See also transfer, layoff, termination).	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R. Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-10. Discrimination or Enforcement Changes. Personnel records relevant to a charge of discrimination or enforcement against employer, including records relating to charging party and to all other employees holding positions similar or sought after, such as application forms or performance documentation.	*Retain until final disposition of charge of action.	Age Discrimination in Employment Act (29 C.F.R. 1627.3(b) (3)). Title VII of the Civil Rights Act (29 C.F.R. 1602.31). Executive Order 11246.

PERSONNEL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
K-11. Drug Testing Records (Required by Department of Transportation). • Breath alcohol test with results of .02 or higher. • Positive controlled substance test. • Documentation of refusal of test. • Calibration documentation. • Evaluation of referrals. • Copy of calendar year summary. • Substance abuse professional reports. • Records related to administration of drug and alcohol testing. • Follow-up tests and schedules for follow up. • Information on the alcohol and controlled substances testing process. • Records of inspection and maintenance. • Information on training. • Negative and canceled controlled test results. • Alcohol test results of less than .02 alcohol concentration.	*Retain 5 years. *Retain 3 years. *Retain 2 years. *Retain 1 year.	Omnibus Transportation Employee Testing Act of 1991 (49 C.F.R. 40.333(a)(1), 49 C.F.R. 655.71(b)(1)). 49 C.F.R. 40.333(a)(2) 49 C.F.R. 40.333(a)(3); 49 C.F.R. 655.71(b)(2) 49 C.F.R. 40.333(a)(4); 49 C.F.R. 655.71(b)(3)
K12. EEOC Information. Records kept by local governments. Any political subdivision with 15 or more employees must keep records and information that are necessary for completion of Report EEO-4 (Local Government Information Reports) regardless of whether or not the political jurisdiction is required to file a report.	*Retain 2 years from the date making the record or personnel action whichever occurs later.	29 C.F.R. 1602.31

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
K-13. Employee Earnings Records.	*Retain office record for 3 years. After this time, microfilm or archive record and keep for 70 years.	Age Discrimination in Employment Act (29 C.F.R 1627.3); Fair Labor Standards Act (29 C.F.R. 516.5). Retention period of 70 years is due to retirement concerns and is based on approximate lifespan of employee. May destroy earlier if employee and any potential claimants are deceased
K-14. Employer Information Report. For political jurisdictions with 100 or more employees and other political jurisdictions with 15 or more employees from whom the commission requests as EEO-4 report, a copy of EEO-4 form (Employer Information Report) must be kept.	*Retain a copy of the report at each central office for 3 years.	Title VII of the Civil Rights Act (29 C.F.R. 1602.32).

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
K-15. Employer Records of leave Under FMLA – Non-Exempt Employees. Employers shall keep records pertaining to their obligations under the act in accordance with the record keeping requirements of the Fair Labor Standards Act (FLSA). Records kept must disclose the following. • Basic payroll identifying employee data (name, address, and occupation), rate or basis of pay and terms of compensation, daily and weekly hours worked per pay period, additions to or deductions from wages, total compensation paid. • Dates FMLA leave is taken. • Hours of the leave if FMLA is taken in increments. • Copies of employee notices of leave furnished to the employer and copies of all general and specific notices given to employees. • Documents describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leave. • Premium payments of employee benefits. • Records of any dispute between employer and an employee regarding the designation of leave as FMLA leave.	*Retain 3 years. No particular order or form of records is required.	Family and Medical Leave Act (29 C.F.R. 825.500)
K-16. Employment Contracts – FLSA. Individual employment contracts (where contracts or agreements are not in writing, a written memorandum summarizing the terms), including collective bargaining agreements, plans and trusts.	Retain for 5 years.	Fair Labor Standards Act (29 C.F.R. 516.5) Equal Pay Act (29 C.F.R. 1620.32 (b)) 28 U.S.C. § 1658.

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
K-17. Employment Tax Record.	Retain 4 years.	Internal Revenue Code (26 C.F.R. 31.6001-1).
K-18. Family and Medical Leave Act (FMLA) Employer Records of Leave Under FMLA – Exempt Employees. If employees are not subject to FLSA's record-keeping regulations for purposes of minimum wage or overtime compliance, an employer need not keep a record of actual hours worked provided that: • Eligibility for FMLA leave is presumed for any employee who has been employed for at least 12 months; and • A written record is maintained as to the agreement between the employer and employee regarding reduced or intermittent leave and the employee's normal schedule or average hours.	*Retain 3 years. No particular order or form of record is required.	Family and Medical Leave Act (29 C.F.R. 825.500) Family and Medical Leave Act (29 C.F.R. 825.110) Family and Medical Leave Act (29 C.F.R. 825.206)
K-19. Garnishment Documents. Federal garnishment laws are enforced under the Fair Labor Standards Act. (Refer to "Payroll Records – Additions or Deductions from Wages Paid.")	*Retain 3 years.	Fair Labor Standards Act (29 C.F.R. 516.5) requires 3-year retention. Equal Pay Act (29 C.F.R. 1620.32 (c) requires 2-year retention. Keep to comply with longer period.

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
K-20. Group Health Insurance Coverage After Certain Qualifying Events. Employers need records showing covered employees and their spouses and dependents: • Have received written notice of continuing group health insurance and COBRA rights; and • Whether the employee and his or her spouse and dependents elected or rejected coverage.	Retain 7 years.	Internal Revenue Code (26 C.F.R. 54.4980B).
K-21. Hiring Records.	Retain 5 years from date records are made or personnel action is taken, whichever is later.	28 U.S.C. § 1658; *Jones v. R.R. Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-22. Insurance/Retirement Plans. • Benefit plan descriptions. • Records providing the basis for all required plan descriptions and reports necessary to clarify the information, including vouchers, worksheets, receipts, and applicable resolutions.	*Retain during the period that the plan or system is in effect, plus one year after the termination of the plan. *Retain not fewer than 6 years after filing date of documents. Retain longer if necessary to determine a participant's entitlement of benefits	Age Discrimination in Employment Act (29 C.F.R. 1627.3 (b) (2)). Employee Retirement Income Security Act (29 C.F.R. 2520.101-1 through 2520.104b-30). [While ERISA does not apply to "governmental plans," see 29. U.S.C. 1003(b)(1), the retention requirements under the Act provided guidance.]

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
K-23. Layoff Selection.	Retain 5 years from date record made or professional action taken.	28 U.S.C. § 1658; *Jones v. R.R. Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-24. Material data Safety Sheets (MSDSs). • Employers must have MSDSs on file for each hazardous chemical they use and ensure that copies are readily accessible to employees in their work area. • Employer must keep records of chemicals used, where they were used, when they were used and for how long.	No specific retention time set by statute. Must be maintained in a current fashion. *Retain 30 years.	Occupational Safety and Health Act (29 C.F.R. 1910.1020 (d) (1) (ii) (B). Occupational Safety and health Act (29 C.F.R. 1910.1020 (d) (1) (ii) (B).
K-25. Minimum Wage and Overtime Charges. See also the following in this section: • Citizenship or authorization to work. • Americans with Disabilities Act – Employer Record • Insurance/Retirement Plans • Occupational Injuries and Illness. • Payroll – Basis on which wages are paid. • Physical/Medical Exams. Veterans – Military Leave.	*Retain 3 years.	Fair Labor Standards Act (29 C.F.R. 516.6) requires retention for 2 years, but Department of Labor can request documents going back 3 years.

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
K-26. Occupational Injuries and Illness Records. OSHA Form 300 Log of Work Related Injuries and Illnesses. OSHA Form 300A Summary of Work Related Injuries and Illnesses. OSHA Form 301 Injury and Illness Incident Report (effective January 1, 2002).	*Retain 5 years following the end of the year to which records relate. *Retain 5 years following the end of the year to which records relate. *Retain 5 years.	Occupational Safety and Health Act (29 C.F.R. 1904.33) Occupational Safety and Health Act (29 C.F.R. 1904.33) Occupational Safety and Health Act (29 C.F.R. 1904.33)
K-27. Older Workers Benefit Protection Act – Employer Records. Same employer records retention requirements as the Age Discrimination in Employment Act (ADEA). Waiver of Age Discrimination in Employment Acts rights.	*Retain 3 years to comply with statute. Retaining as a personal record is recommended.	Age Discrimination in Employment Act (29 C.F.R. 1627.3, 29 C.F.R. 1602.30) Keeping waiver forever will assure that record is available to use in defense of an Older Workers Benefit Protection Act waiver of rights discrimination charge.
K-28. Payroll Records – Additions or Deductions from Wages Paid. All records used by the employer in determining additions to or deductions from wages paid.	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-29. Payroll Records – Age Discrimination in Employment Act. Payroll or other records containing each employee's name, address, date of birth, occupation, rate of pay, and compensation earned per week.	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
K-30. Payroll Records – Basis on Which Wages are Paid. • The basis on which wages are paid must be documented in sufficient detail to permit calculation for each pay period. The records may include payments of wages, wage rates, job evaluation, merit and incentive programs, and seniority systems. • The basic reason for these records is to give the Wage and Hour Division an indication of whether or not sex discrimination exists. • Although there is no specific form furnished by the Wage and Hour Division to calculate benefits costs, the data necessary to calculate these costs should be readily available to Wage and Hour audit personnel.	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
K-31. Payroll Records for FLSA-Exempt Employees. (Bona fide executive, administrative, and professional employees). • Name of employee (as used for Social Security purposes) and identifying number or symbol, if such is used on payroll records. • Home address, including ZIP code. • Date of birth if under 19 years of age. • Sex and occupation. • Time of day and day of week in which employee's workweek begins, if this varies between employees; otherwise, a single notation for the entire establishment will suffice. • Total wages paid each pay period. • Dates of payment and pay period covered.	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004). Records of hours worked are recommended for Department of Labor Wage and Hour Audits.

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
K-32. Payroll Records – FLSA Non-Exempt Employees. All required for exempt employees plus: • Regular hourly rate of pay for any week when overtime is worked and overtime compensation is due. (May be in the form of vouchers or other payment data.) • Daily hours worked and total hours worked each work week. (Workday may be any consecutive 24-hour period, and work week is any fixed and regularly recurring period of 7 consecutive days.) • Total daily or weekly straight-time earnings or wages due for hours worked during the workday or work week. • Total premium pay for overtime hours. This premium pay for overtime hours excludes the straight-time earnings for overtime hours recorded under the above item. • Total additions to or deductions from wages paid each pay period, including employee purchase orders or wage assignments. Also, in individual employee records, the dates, amount, and nature of the items that make up the total additions and deductions.	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-33. Payroll Records – Title VII Purposes. Rates of pay or other terms of compensation.	Retain 5 years from date record is made or personnel action taken, whichever is later.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
K-34. Permit – Required Confined Space. Canceled permit entry forms and training certification.	*Retain permit entry forms 1 year. No retention period specified for training certifications but must be open to inspection by employees.	Occupational Health and Safety Act (29 C.F.R. 1910.146(e) (6)), (29 C.F.R. 1910.146 (g) (4).
K-35. Personnel Files. File for each employee tracking pay, benefits, performance evaluations, personnel actions, and employee's hiring and termination.	Retain 7 years after termination. NOTE: *Retain medical records for 30 years after termination. *Retain exposure records for at least 30 years.	Based on 5-year statute of limitations for personnel actions plus 2 years. (29 C.F.R. 1910.1020 (d) (1)).
K-36. Personnel Polices. Policies of the office regarding hiring procedures, leave, benefits, personnel rules and regulations, fair and reasonable complaint conference and hearing procedures for employees dismissed, demoted, or suspended, etc. Certain policies are required under T.C.A. §§ 6-54-123, et seq. Additional policies would be optional. The policy may not grant a property right or contract rights to a job to any employee.	Retain 3 years after the policy is superseded.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-37. Physical/Medical Records. Results of physical examinations considered in connection with personnel action.	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
K-38. Physical/Medical Records Under FMLA. Records and documentation, including an FMLA leave request relating to medical certifications, re-certifications, or medical histories of employees or employee's family members, shall be maintained in separate files/records and be treated as confidential medical records, except that: • Supervisors and managers may be informed regarding necessary restrictions and accommodations, not the true nature of the condition. • First aid and safety personnel may be informed (when appropriate) if the employee might require emergency treatment. • Government officials investigating compliance with FMLA shall be provided relevant information.	*Retain 3 years. No particular order or form of records is required.	Family and Medical Leave Act (29 C.F.R. 825.500)
K-39. Physical/Medical Records Under OSHA. Complete and accurate records of all medical examinations required under OSHA law.	Retain for duration of employment plus 30 years unless specific OSHA standard provides a different time period.	Occupational Safety and Health Act (29 C.F.R. 1910.1020).
K-40. Promotion records or Notices.	Retain 5 years from date record is made or personnel action is taken, whichever is later.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
K-41. Seniority or Merit Rating Systems.	Retain for the period that the plan or system is in effect plus 5 years.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-42. Termination Records.	Retain 5 years from the date the record is made or personnel action taken, whichever is longer.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-43. Time Worked Records. All basic time and earnings cards or sheet and work production sheets of individuals where all or part of the employee's earnings are determined.	Retain 5 years.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-44. Transfer Records.	Retain 5 years from the date record is made or personnel action taken, whichever is later.	28 U.S.C. § 1658; *Jones v. R.R Donnelley & Sons Co.*, 541 U.S. 369 (2004).
K-45. Travel Authorizations.	Retain 5 years after creation of record.	Keep for audit purposes.
K-46. Veterans, Military Leave. Organizations must grant leaves of absence to perform military obligations. Service limits are set on the amount of time an employee may spend on active duty and still be eligible for reemployment. Employees are reemployed to their former positions or a position of like status and pay with seniority and vacation as if they had not taken military leave.	Retain 7 years.	Uniform Services Employment and reemployment Rights Act (5 C.F.R. 1208). NOTE: Retention period not specified by regulations. The service limit on the time an employee may spend in active duty and still be eligible for reemployment can be up to 5 years.

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
K-47. W-2s. Annual wage and tax statements.	Retain 7 years.	Keep for audit purposes.
K-48. W-4s. Withholding allowance certificates.	Retain 5 years after superseded or upon separation of employee.	Keep for audit purposes.
K-49. Wage Rate Tables. All tables or schedules (from their last effective date) of the employer that provide rates used to compute straight-time earnings, wages, or salary or overtime compensation.	*Retain 3 years.	Fair Labor Standards Act (29 C.F.R. 516.6) requires 2-year retention, but Department of Labor can request records going back 3 years.

*Indicates a mandatory retention period based on state and federal law.

Source URL: https://www.mtas.tennessee.edu/reference/personnel

Planning and Zoning Schedule

Reference Number: MTAS-692

Review Date: 06/30/2026

PLANNING and ZONING RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
L-1. Board of Zoning Appeals Action. Application or documentation for hearing and decision before Board of Zoning Appeals.	Application – 1 year after the application. Disapproval – 1 year after action. Approved Action – permanent record.	Statute of Limitations. Variance runs with land.

PLANNING and ZONING RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
L-2. Minutes of Commissions and Boards. Recorded minutes of the planning commission and board of zoning appeals. All recorded actions of planning commission and board of zoning appeals, including records of members present and their voted on matters presented, the nature and results of votes.	Permanent record.	Actions recorded in minutes are effective until superseded or rescinded. Keep for historical purposes.
L-3. Plan and Plat Records. Drawings and blueprints of farms, subdivisions, cemeteries, city lots, and street improvements, showing name of subject, date of drawing, boundaries, scale used, location, name of engineer making survey, name of draftsman, and certificate of registration.	Permanent record.	Could have bearing on land title.
L-4. Reports/Recommendations of the Planning Commission to the Governing Body. All transmittals to governing body with recommendations regarding zoning, annexations, etc.	Permanent record.	Keep for historical purposes.
L-5. Request for Zoning Change. Request for permanent change to zoning map.	Retain for 5 years.	Appeals.
L-6. Studies and Reports of the Planning Commission. All studies and reports, including comprehensive plans, future facilities plans, etc.	Permanent record.	Keep for historical purposes.
L-7. Subdivision Regulations.	Permanent record.	Documents must be retained to provide evidence of their existence and proof of their lawful enactment. Superseded documents have historical and legal value.
L-8. Zoning Map and Ordinance.	Permanent record.	Documents must be retained to provide evidence of their existence and proof of their lawful enactment. Superseded documents have historical and legal value.

Police Records Schedule

Reference Number: MTAS-693

Review Date: 06/30/2026

POLICE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
M-1. Accident Reports. Motor vehicle accident reports giving location of the accident, persons and vehicles involved, time of accident, injuries, witnesses, diagram of accident, and condition of persons involved.	Retain 4 years unless needed longer for local statistical analysis.	Record may be used in litigation. Retention period based on statute of limitations for actions for injury to personal property plus 1 year. T.C.A. § 28-3-105.
M-2. Armory Records. Records regarding acquisitions, requisitions, check-ins, etc.	Retain for 10 years.	Keep in case of potential liability.
M-3. Arrest Records. Includes offense and incident reports and indexes citation in lieu of arrest form. Information includes name, alias, address, date and time of offense, date of birth, age, place of birth, description, place of arrest, charge, disposition at time of arrest, warrant number, name of court, accomplices, vehicle information, arresting officer, remarks, signature of arresting officer.	Retain 100 years. If subject is found "not guilty", then original arrest records should be retained until the records are transferred to an acceptable storage medium such as microfilm. If subject is convicted, retain original until exhaustion of all appeals or termination of probation or sentence; further, the originals are not to be destroyed thereafter until transferred to an acceptable space-saving medium for storage or the retention period has elapsed. Arrest index card should remain active until the death of the subject, which can be presumed 100 years after the event. Consider donating to the archive.	Retaining originals is necessary for continuing investigation purposes. Retaining record in space-saving storage medium is based on life of individual.

POLICE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
M-4. Case Files. Copies of all pertinent records for whatever nature relevant to a particular case under or pending investigation, accumulated in a single file by the investigator or the agency to facilitate the investigation or prosecution of offenders. May include copies of incident reports; supplementary report; missing persons/runaway report; arrest report if part of criminal case file; copies of citation-in-lieu of arrest; property receipt; vehicle tow slip; statement form; blood alcohol test and accident report; other relevant reports; and relevant photos or drawings.	Retain originals until 1 year after statute of limitations has run. After statute of limitations has run, retain in an acceptable space-saving medium 100 years except for Missing Persons/Runaway records; which are not to be destroyed if needed by juvenile authorities, and destruction should not violate National Crime Information Center (NCIC) requirements. (NCIC requirements may vary based on specific contract provisions.) Consider donating to archive.	Retaining originals is necessary for continuing investigation purposes. Retaining record in space-saving storage medium is based on life of individual.
M-5. Drone footage. Use of drones by law enforcement agencies for public safety and criminal investigative purposes.	Must be destroyed after 15 days unless the evidence gathered is directly relevant to the lawful reason the drone was being used or to an investigation or criminal prosecution. If retained as relevant, must be deleted in accordance with same criteria and time period the law enforcement agency uses for evidence collected by other means. T.C.A. § 39-13-609.	Privacy concerns served by short retention period set by state law.
M-6. Fingerprint Records.	Death of subject or reasonable presumption of death, i.e., 100 years. NOTE: See T.C.A. § 37-1-155 for detailed information regarding treatment of fingerprint records of juveniles.	Retention period based on life of subject.

POLICE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
M-7. Identification Files. Records kept for identification purposes, including fingerprints, photographs, measurements, descriptions, outline pictures, and other available information.	Death of subject or reasonable presumption of death, i.e., 100 years.	Retention period based on life of subject.

POLICE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
M-8. In Patrol Dash Camera Video.	Retain as long as needed for administrative purposes when the video captures no criminal activity, arrest, conduct related to criminal activity, acts that could create civil liability for the law enforcement agency or conduct that could result in an internal affairs investigation. When a video captures criminal activity or acts that create potential civil liability for the law enforcement agency, the video should be maintained until the statute of limitations runs on the criminal activity or the civil liability (one year for civil rights claims or three years for property damage claims). See Tennessee Code Annotated Title 39 for classifications of criminal offenses and T.C.A. §§ 40-2-101 and 40-2-102 for applicable statute of limitations for the offenses. When the video captures conduct that could result in an internal affairs investigation, the video should be maintained until the investigation is concluded. When the video captures an arrest, the video should be maintained until the final adjudication of the case, through the appeals process.	

POLICE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
M-9. Incident Reports (Offense or Complaint Reports). Show name and address of person reporting offense, file and case number, place of occurrence, investigating officer, time, date, how report was made, and officer assigned to the case. May include dispatcher cards regarding calls. This includes Tennessee Basic Law Enforcement Records System (TBLERS) Complaint, Offense, Supplementary, Missing Person, Runaway Reports (individual and collective).	Retain felonies for 16 years. Retain capital offenses permanently. If record is unrelated to a felony or other case under investigation, retain original 5 years if stored in an acceptable space-saving storage medium. If record is related to a felony or other case under investigation, retain 100 years except for Missing Person/Runaway Records, which are not to be destroyed if needed by juvenile authorities, and destruction should not violate National Crime Information Center (NCIC) requirements. (NCIC requirements may vary based on specific contract provisions.)	Retention period based on statute of limitations of incident.
M-10. Internal Investigation Records. Records of investigations resulting from a complaint against an employee of the police department. Includes notification of complaint, investigation files, any associated medical files, and any written decisions, orders, or disciplinary actions. Maintain security and confidentiality of files.	Retain for term of employment of officer or 10 years, whichever is longer.	Record retains significance in personnel decisions, promotion, dismissal, etc., and for defense of litigation.
M-11. License Plate Reader captured data. Data including GPS (global positioning device coordinates), date and time, images, license plate numbers and any other data collected by LPR system. [Note: such data is confidential under T.C.A. § 10-7-504.]	Data must be deleted after 90 days unless needed in a criminal investigation. If used in an investigation, data must be destroyed at the conclusion of the investigation if no charges brought, or following prosecution. T.C.A. § 55-10-302.	State law designates the data as confidential, and destruction is ordered to protect data from misuse.

POLICE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
M-12. Missing Persons/Runaway Records.	Retain 100 years but not to be destroyed if needed by juvenile authorities or to comply with National Crime Information Center (NCIC) requirements. Moving information to an acceptable space-saving storage medium is recommended.	Retention is necessary for continuing investigation purposes and is based on life of individual.
M-13. Mittimuses (Committal Records). Commitments to jail, showing name of person committed, offense charged, name of prosecutor, amount of bail, date, and signature of judicial officer.	Retain 10 years.	Record may be used as back-up documentation for board bill and cost summaries.
M-14. Parking Tickets.	Retain 3 years.	Statistical data.
M-15. Processes Served, Record of. Record of warrants, capiases, summonses, and other papers served.	Retain 3 years after last entry.	Keep for nonfinancial audit purposes.
M-16. Radio Logs. A record of radio calls giving time called, car or station calling, car or station called, car location, nature of call, and acknowledgement.	Retain 3 years, unless legal action is pending.	Retention period based on likely time of complaint or legal action.

POLICE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
M-17. Security/surveillance video for public buildings. [Note: confidential under T.C.A. § 10-7-504(m).]	Retain as long as needed for administrative purposes when the video captures no criminal activity, arrest, conduct related to criminal activity, acts that could create civil liability for the law enforcement agency or conduct that could result in an internal affairs investigation. When a video captures criminal activity or acts that create potential civil liability for the law enforcement agency, the video should be maintained until the statute of limitations runs on the criminal activity or the civil liability (one year for civil rights claims or three years for property damage claims). See Tennessee Code Annotated Title 39 for classifications of criminal offenses and T.C.A. §§ 40-2-101 and 40-2-102 for applicable statute of limitations for the offenses. When the video captures conduct that could result in an internal affairs investigation, the video should be maintained until the investigation is concluded. When the video captures an arrest, the video should be maintained until the final adjudication of the case, through the appeals process.	
M-18. Traffic Citations, E Citations, Copies. (Originals are kept by court. See page 36 on court records.)	Retain 3 years.	Statistical data.

POLICE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
M-19. Training Records. Records of participation in training programs, sign-in sheets, lesson plans, videotapes, certifications, etc.	Retain for career of officer plus 10 years where information is kept in personnel file.	Records useful to make employment and promotion decisions and for continuing education program. Also, vital record in defending lawsuits against department alleging improper actions of employees.

Source URL: https://www.mtas.tennessee.edu/reference/police-records-schedule

Property Tax Records

Reference Number: MTAS-695

Review Date: 06/30/2026

PROPERTY TAX RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
N-1. Aerial Photographs. Aerial photographs of flyovers. Negatives may be available at the State Department of Transportation's photographic lab.	Permanent record.	Keep for operational purposes through correction period and greenbelt recertification to cover appeal period. This record series has high historical and archival value and should be preserved for those reasons.

PROPERTY TAX RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
N-2. Appeals and Reports to the State Board of Equalization and Court Appeals. These records consist of notice of hearing, name of property owner, appeal from county board of equalization, assessment, address, and time and place of hearing. Also included in this group of documents are those involving appeal to the courts. Consider getting copies from the assessor's office.	Retain until final determination of issue.	Keep to make certain the ruling is properly applied and that all parties understand the final determination of the issue.
N-3. Assessment Exemptions, Applications for. Copies of applications showing property owner's name, address, ward or district, date acquired, lot size or acreage, value, how property used, other purposes to be used for, signature of applicant, and notarization. Consider getting copies from the assessor's office.	Retain 2 years.	Keep to identify exempt property owners.
N-4. Board of Equalization, Certification of Assessment, Copies of. Certificate required by T.C.A. § 67-5-1410 wherein members of board of equalization certify that all appeals of assessments and classifications of property have been examined and changes made that are proper, just, and equitable and are prescribed by law. Consider getting copies from the assessor's office.	Retain 2 years.	Keep for audit purposes.

PROPERTY TAX RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
N-5. Certificates of Public Utilities Tax Valuations by Office of State Assessments, Copies of. Tax roll listing total assessment of public utilities in the city by the Office of State Assessed Properties.	Retain annual assessment 1 year then destroy. State office maintains the record.	This record is like a tax roll for public utilities that are assessed by the state.
N-6. Delinquent Real Estate Tax Reports. Annual reports to the county trustee by the collector of city taxes of all delinquent taxpayers.	Retain 15 years after date of creation.	Keep for audit purposes. Report is required by T.C.A. § 67-5-1903 (a). Collection is barred after 10 years past due date. T.C.A. § 67-5-1806.
N-7 Delinquent Tax Receipt Books. Receipts issued for payment of delinquent realty and personal taxes, showing receipt number, date issued, name of taxpayer, amount, year of assessment, etc. Does not have to be kept in book. The book or receipt is obsolete if computerized and in compliance with electronic data processing (EDP) standards.	Retain 15 years after issuance of last receipt in book or 15 years after creation of receipt if not in book or information is stored electronically.	Keep for audit purposes. Collection is barred after 10 years past due date. T.C.A. § 67-5-1806.
N-8. General (Miscellaneous) Receipt Ledgers. Record of funds received on general accounts, including such payments as state and city taxes, interests, fees, and penalties on delinquent taxes, showing date of payment, name of payor, amount, fund credited, and balance. The information is included in the journal package of most software in computerized cities. If stored electronically in compliance with electronic data processing (EDP) standards, paper copy is not necessary.	Retain 15 years after last entry. If stored electronically, retain 15 years after date of creation of record.	Keep for audit purposes. Collection is barred 10 years past due date. T.C.A. § 67-5-1806.

PROPERTY TAX RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
N-9. Land Sold for Taxes, Record of. Record of court land sales, showing name of the court, style of case, location and description of property, by what process land was sold, and date of sale.	Permanent record.	Record affects land title.
N-10. Liens, Tax. Record of tax lien notices filed against property owners, including violators of the internal revenue law, showing name and address of property owner, date of filing, amount of assessment and penalty, and discharge notice date.	Permanent record.	Impractical to ascertain expiration of lien to know when record could be destroyed.
N-11. Personal Property, Audit Records. Supporting information and documentation for audit. Consider getting copies from the assessor's office.	Retain 2 years.	Retain in case of forced assessments. Destroy after use.
N-12. Property Tax Relief Application and Reports. Record of property tax deferrals for elderly low-income homeowners, disabled homeowners, and disabled veterans.	Retain until audited and updated version received.	Working paper as defined in T.C.A. § 10-7-301 (14).
N-13. Tax/Assessment Rolls. Record of all assessments on real and personal property showing name of taxpayer, civil district or ward, location and description of property, assessed valuation, date of assessments, acreage of farmland, and number of town lots.	Retain 15 years.	Retention based on time period for corrections, rollback issues, and delinquent property tax lawsuits. General statute of limitations on property tax actions is 10 years from April 1 of the year following the year the taxes became delinquent. T.C.A. § 67-5-1806. Additional time is given for cases that may be delayed due to bankruptcy or appeals. CTAS recommends this record be stored as a permanent record with the county trustee.

PROPERTY TAX RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
N-14. Tax Bills.	Retain 1 year.	Working papers.
N-15. Tax Cases Sent to Clerk and Master, Record of. Record of delinquent land tax cases filed in chancery court (sometimes circuit court) showing property owner's name, district or ward, property boundaries, acres, valuation, total tax due, and remarks.	Retain 15 years.	General statute of limitations on property tax actions is 10 years from April 1 of year taxes following year became delinquent. T.C.A. § 67-5-1806. Additional time is given for cases that may be delayed due to bankruptcy.
N-16. Tax maps (Ownership Maps and Index, Rural and Urban). These maps reflect the status of real property as of January 1 of each year.	Consider keeping as working papers. Retain only current and one previous generation of ownership maps and indexes. Older generations of photographs may be removed from office but if removed should be transferred to archive or library.	As working papers, no mandatory retention required. Useful in office for tracking property changes and as evidence in challenges to tax sales. This record series has a high historical and archival value and should be preserved for those reasons, although it is not necessary to maintain the older records that are in assessor's office.

Source URL: https://www.mtas.tennessee.edu/reference/property-tax-records

Purchasing Records

Reference Number: MTAS-696

Review Date: 06/30/2026

PURCHASING RECORDS RETENTION SCHEDULE		
Description of record	**Retention Period**	**Legal Authority/Rationale**

O-1. Bids. Records showing bidder's name, complete description of item(s), delivery date, amount of bid, and any correspondence with the bidder. Includes any advertisements. Includes unsuccessful bids.	Retain 7 years after contract expires.	Based on statute of limitations for legal action based on breach of contract plus 1 year. T.C.A. § 28-3-109.
O-2. Contracts. Contracts between the city and other contractors.	Retain 7 years after termination of contract.	Based on statute of limitations for actions for breach of contract. T.C.A § 28-3-109.
O-3. Minutes of Bid Openings. Record of bid openings showing item, vendor, bid price, and whether bid was successful.	Retain 1 year after award.	Necessary in case of challenge to bid award.
O-4. Purchase Orders.	Retain 5 years after creation of the record.	Keep for audit purposes.
O-5. Requisitions and Requisitions for Purchase. Records for requests for supplies and equipment in cities with centralized purchasing departments or offices.	Retain 5 years after creation of the record.	Keep for audit purposes.
O-6. Street Contracts and Bonds. Contracts entered into between city and street contractors for the construction and upkeep of roads. May include bonds of contractors guaranteeing compliance with terms of contracts, showing names of principals and sureties, description, specifications, amount of consideration, dates of bonds, and signatures of principals and sureties, showing name of contractor, date, building specifications, and amount of consideration.	Retain contracts until expiration of guarantees. If no guarantees are involved, destroy 7 years after completion of the contract. Retain bonds 7 years after release, replacement, or expiration.	Based on statute of limitations for breach of contract actions plus 1 year. T.C.A. § 28-3-109.

Source URL: https://www.mtas.tennessee.edu/reference/purchasing-records

Recreation and Parks

Reference Number: MTAS-699

Review Date: 06/30/2026

RECREATION and PARKS RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
P-1. Liability Releases. Forms signed by participants in recreation activities absolving municipality of liability.	Retain 2 years. (If subject of lawsuit, keep until final determination.)	Based upon statute of limitations for tort actions plus 1 year.
P-2. Rosters of Activity Participants. Lists of persons participating in recreation activities.	Retain 2 years. (If subject of lawsuit, keep until final determination.)	Based upon statute of limitations for tort actions plus 1 year.
P-3. Safety Inspections of Playgrounds and Equipment. Records of inspections and maintenance or repairs to grounds and equipment.	Retain 5 years. (If subject of lawsuit, keep until final determination.)	Possible significance in tort actions based upon defective structure.
P-4. Swimming Pool Records. Records relative to swimming pool use, including users, safety measures, and chemicals.	Retain 2 years. (If subject of lawsuit, keep until final determination.)	Based upon statute of limitations for tort actions plus 1 year.

Source URL: https://www.mtas.tennessee.edu/reference/recreation-and-parks

School Records

Reference Number: MTAS-700

Review Date: 06/03/2025

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
Q-1. Accountability for 200 Days. Record details use of 200 days and in-service training.	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-02-.13. T.C.A. § 49-6-3004.

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
Q-2. Annual Report of Professional Personnel. Report made to the Tennessee Department of Education listing alphabetically all teachers and other professional personnel in the school system. This report shows for each professional the name of the school assigned, grades taught, whether full time or part time, and the number of months paid. The report also shows the number of principals, the number of teachers or other professionals in the school, kinds of certificates or permits, expiration date, and data on training, experience, salary, and such other information as required by the Tennessee Department of Education.	Retain 10 years before eligible for destruction. NOTE: This record may be useful as a back-up to payroll records for determining retirement status. Consider keeping this record 40 years if there is any question of availability or accuracy of payroll records.	Audit standard authorization by Tennessee Department of Education Administration Rule 0520-1-02-.13. (No retention schedule in rule.)
Q-3. Attendance Agreements of Out-of-District and Out-of-State Students. Agreements from the superintendent of education regarding students attending schools out of the district or state in which student resides.	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration rule 0520-1-02-.13.
Q-4. Audits of Internal School Activity Funds. Audit report of activity funds handled by individual schools.	Permanent record.	T.C.A. § 6-56-105.
Q-5. Audits of Local School Systems. Audits of funds administered by superintendent of education showing date of audit, balances under previous audits, receipts and disbursements, balances carried forward, and total figures.	Permanent record.	T.C.A. § 6-56-104.

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
Q-6. Budget, Annual Operating. Annual approved budget document conforming to standards of the Tennessee Department of Education. Document shows anticipated revenues from all sources and estimated expenditures for the fiscal year.	Retain 5 years.	Audit standard authorization by Tennessee Department of Education Administration Rule 0520-1-02-.13.
Q-7. Building Plans. Blueprints and specifications for buildings in the city school system.	Retain for life of building (plus additional time if litigation could arise from a building's early demise). Consider donating to archive.	Necessary for maintenance and operation of physical plant.
Q-8. Bus Operator's Bonds (Blanket Bonds). Yearly bonds, executed by school bus drivers acting as independent contractors, to insure faithful performance of the driver as specified in contract with the city school system.	Retain 3 years after release, replacement, or expiration of the bond, or 3 years after termination of the contract.	Keep for reasonable period of time for claims to be made against bond.
Q-9. Career Ladder – Certification Recommendation Form. Record advances of licensed personnel through credentialing system.	Permanent record. Must be photographically recorded in procedure approved pursuant to T.C.A. § 10-7-501. Keep originals for 1 year, then either return originals to educator if requested, or destroy them.	T.C.A. § 49-1-302

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
Q-10. Career Ladder – Local Evaluation Report Form for Probationary, Apprentice and Career Level I Teachers. Report results of local evaluation of teachers.	*Permanent record. Must be photographically recorded in a procedure approved pursuant to T.C.A. § 10-7-501. Keep originals for 1 year after certification decision including appeals, then return originals to educator, if requested, or destroy them.	
Q-11. Census Records. Census of all school-age children in the city, showing name, age, and address of child; district number, names of parents, grade in school, and name of school attended. This record is no longer required.	Permanent record.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-02-.13.
Q-12. Certificates and Certificated Personnel. Permanent certificates issued to employed teachers and other certificated personnel by the Tennessee Department of Education.	Retain until employment of the person is terminated; then return to the person or to the next of kin if the person is deceased.	Necessary record for length of employment.
Q-13. Contracts, Construction. Contracts between the school system and contractors for construction work, showing name of contractor, date, building specifications and amount of consideration.	Retain 7 years or until expiration of guarantees. If no guarantees are involved, retain 7 years after completion of contract.	Based on statute of limitations for actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
Q-14. Contracts, Employee. Contracts between board of education and all employees.	Retain until 7 years after termination of employment.	Based on statute of limitations for actions for breach of contract plus 1 year. T.C.A. § 28-3-109.

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
Q-15. Contracts, Personal Service of Independent Contractor. Contracts between the board of education and operators of school buses and other independent contractors.	Retain 7 years after termination of contract.	Based on statute of limitations for actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
Q-16. Cumulative Pupil Record. Record of each pupil in the school system, showing the pupil's name , address, parents' names and occupations, complete school record, achievement test results, health record, school activities and counselors' notes, and other information deemed appropriate by the Tennessee Department of Education.	Permanent record.	Historical document. Proof of education. Keep permanently to comply with procedures established by the Tenn. Dept. of Education Office of Accountability.
Q-17. Deeds. Original deeds to school property, showing date, description, and location of property, consideration, and signature of grantor.	Permanent record.	Establishes property rights.
Q-18. Eighth Grade Graduates Report. Duplicates of reports to the Tennessee Department of Education of those eligible to receive diplomas, showing year of graduation, name of school, name of student, and date of report. This record is no longer required.	Permanent record.	Historical document. Proof of education.

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
Q-19. Federal Title Projects Records. Record of federal "title" projects of all types, including funds received and disbursed.	Current year records plus the previous 3 years of records must be maintained. Other records to facilitate an effective audit, whether in process or not, must be maintained. (An example of this is International Association of Sound and Audiovisual Archives (IASA), Title I projects, which are written for 5 years. Toward the end of the 5 – year cycle, records should not be destroyed so that an effective audit can be conducted.)	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-02-.13.
Q-20. Final BEP Accountability Summary. Report showing how the local school district has spent improvement funds received from the state through the Basic Education Program (BEP).	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-02-.13.
Q-21. Financial Report, Annual Public School. An annual report of the school system's financial condition made to the Tennessee Commissioner of Education.	Retain 10 years. NOTE: These reports can be important for research purposes and performing statistical analysis of the school system. May want to keep for 25 years for those purposes.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-02-.13.

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
Q-22. Fire Safety Inspection and Similar Reports. Duplicates of reports made by the Tennessee Department of Insurance, Division of Fire Protection, showing date, name of inspector, name and location of school, condition, etc.	Retain until new inspection report is received.	Important for liability purposes to keep a record of the most recent inspection.
Q-23. Fixed Assets. Comprehensive inventory of all school assets.	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration Role 0520-1-02-.13.
Q-24. General Ledger Accounts. Record of all receipts and disbursements for the department, showing date of entry, amount, source of receipt or purpose of payment, amount of debit or credit, and name of account credited or charged. (Also see F-15 and F-21.)	Permanent record.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-02-.13. Permanent retention is recommended by comptroller in the Internal Control and Compliance Manual for Tennessee Municipalities.
Q-25. High School Diploma Certification and Roster of Graduates. List of graduating seniors and preparation of diplomas.	Permanent record.	Important historical value and useful proof of graduation.
Q-26. Home School Registration Form. Application for conducting a home school as described in T.C.A. § 49-6-3050(b). Approved home schools must also provide test results for students at grades 2, 5, 7, and 9. Request for waivers should be included in records as appropriate.	Retain 5 years after student graduates or drops.	Keep for audit purposes.

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
Q-27. Immunization Records. Described in T.C.A. § 49-6-5002. Original record of immunizations must remain with each pupil's active cumulative folder. Original accompanies pupil's cumulative folder when transferring to another school. A copy of the immunization record should be kept with the pupil's inactive cumulative record.	Retain 100 years after student graduates or drops.	Important health record for establishing proof of immunization.
Q-28. Insurance Policies. Policies of all types insuring the school system against various risks of loss.	Retain 7 years after expiration or replacement by a new policy; then destroy if all claims on the policy have been settled.	Based on statute of limitations for breach of contract actions plus 1 year. T.C.A. § 28-3-109.
Q-29. Invoices (Also Purchase Orders, Requisitions, etc.). Original invoices, purchase orders, and requisitions used in purchasing goods for the school system.	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-02-.13.
Q-30. Legal Opinions and Court Decisions. Records, including correspondence, stating or referring court decisions or legal opinions dealing with or affecting the school system.	Retain 20 years or until record no longer relevant, whichever is later.	Court opinions can have continuing impact on operations.

SCHOOL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
Q-31 Membership/Attendance Reports. Described in T.C.A. § 49-6-3007. [1] Superintendent's Membership /Attendance Report (SMAR) – District-wide report of membership and attendance in academic, vocational, special education, and adult education for each 20-day reporting period of the school year. [2] Superintendent's Annual Membership/Attendance report (SAMAR) – District-wide year-end cumulative report of membership and attendance in academic, vocational, special education, and adult education. [3] School-level Monthly Attendance Report – Report of membership and attendance in academic, vocational, special education, and adult education at the school-level. [4] Transportation Report Generated by the Membership/Attendance Information System--School-level report generated by the automated membership/attendance information system that provides statistical data on students transported. [5] Attendance records (teachers' attendance records, sign-in/out rosters, absentee lists) –records of original entry that document student attendance on a daily basis. [6] Average Daily Membership Special Education Options by Primary and Secondary Report—Report generated by the D&A Census Program showing average daily membership of students receiving special education services for each 20-day reporting period of the school year. [7] File dump from the Membership/Attendance	[1] *Retain 5 years. [2] *Retain 5 years. [3] *Retain 5 years. [4] *Retain 5 years. [5] *Retain 5 years. [6] *Retain 5 years. [7] *Permanent record.	Procedures established by Tennessee Department of Education Administration, Office of Accountability.

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
Q-32. Minutes, Board of Education. Record of regular and called meetings of the board of education, showing place of meeting, date, members present, record of proceedings and action taken, date of final approval and signature of chairman and secretary.	Permanent record.	Actions recorded in minutes are effective until superseded or rescinded. Keep for historical purposes.
Q-33. Monthly Trustee's Report. Monthly record of funds collected, showing amounts distributed to the city school system and to any special school district in the county.	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-02-.13.
Q-34. Petitions. Petitions submitted to the superintendent or the board of education requesting the superintendent or the board to take certain actions.	If attached to minutes, retain until acted upon by the board of education. Otherwise, retain 3 years from the submittal date.	Keep for reasonable time in case there are inquiries regarding the petition.
Q-35. Preliminary Report-Grades PK-12 School Report. Report made to Tennessee Department of Education showing school's name, the number of full-time and part-time teachers, the number of boys and girls in each grade for each school, and such other information as the state requires for school approval decisions.	Retain 3 years.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-02-.13.
Q-36. Preliminary Staff Report. Report prepared by each teacher in the local school district and sent to the Tenn. Dept. of Education. The report shows the teacher's classroom assignments period by period.	Retain 3 years.	Keep for reasonable review period.

SCHOOL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
Q-37. Report of School System/School Compliance. Local school district report to the Tennessee Department of Education certifying that the district/school is in compliance with the laws, rules, regulations and minimum standards governing K-12 education.	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-02-.13.
Q-38. Requisitions for Equivalency High School Diplomas. Record of students passing GED examination and earning equivalent diplomas.	Permanent record.	Historical document. Proof of education.
Q-39. School Food Service Reports. Described in T.C.A. § 49-6-2303. Record of all pertinent information required by the Tennessee Department of Education dealing with school food service.	Retain all items except payroll records for the current year plus 3 previous years unless there is an active audit or investigation, in which case, the records must be retained until the audit or investigation is completed.	Audit standard is authorized by the Tennessee Department of Education Administration Rule 0520-1-02-.13.
Q-40. School Registers. Obsolete record. A daily record showing name, grade, age, and address of each pupil, name of parent(s) or guardian(s), school attended, and record of attendance. School records may be computerized or on paper.	Permanent record. This record is no longer created, but old copies should be kept permanently.	Keep for historical purposes.
Q-41. Special Education Census. Detailed account of all students with disabilities with option(s) of service. Required by T.C.A. § 49-10-302 (c) (2) and Tennessee Department of Education Administration Rule 0520-1-9-.03 (4). This record is the basis for state and federal funding.	Permanent record.	Keep in case of litigation regarding services rendered to or withheld from student.

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
Q-42. Special Education – Certification of Services and Listing of Inappropriately Served and of Suspended Students with Disabilities. Court requires report of number of students with disabilities in special category.	Permanent record.	Keep in compliance with court order.
Q-43. Special Education Record. A cumulative record that contains all specific information relating to the referral process, assessment, placement, and option of service for each special education child. Required by T.C.A. § 49-10-302 (c) (2) and Tennessee Department of Education Administration Rule 0520-1-9.	Permanent record.	Keep in case of litigation regarding services rendered to or withheld from student.
Q-44. Statistical Report, Annual. Report submitted to the Tennessee Department of Education by the superintendent showing for each school system the grades in the schools, total enrollment, number of students previously enrolled elsewhere, net enrollment (boys and girls), total number of days present, number of days in the school session, average daily attendance, and other statistical information.	Retain 3 years.	Keep as supporting documentation for the annual report by the commissioner of education, which is required by T.C.A. § 49-1-211.
Q-45. Superintendent's Report of Suspensions and Expulsions. End-of-year report containing statistical data on suspensions and expulsion as required by the Tennessee Department of Education.	Retain 3 years.	Keep as supporting documentation for annual report by the commissioner of education, which is required by T.C.A. § 49-1-211(a)(8)(a).
Q-46. System-Wide Personnel Compliance Sheet. Report shows the system-wide personnel by name and teacher number for positions for which there is a state employment standard.	Retain 3 years.	Keep as supporting documentation for annual report required by T.C.A. § 49-1-302 (a) (5) (A) (i).

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
Q-47. Textbook Reports. [1] Certification of Adoption by Local Board of Education – Official list of adopted textbooks required by T.C.A. § 49-6-2207. [2] Certification of Compliance-Assurance that local system has furnished required textbooks to students, signed by the superintendent. [3] Plan for Estimating School System Expenditures for Library and Instructional Material and Supplies and School Health Services – Report details estimated expenditures for funds allocated for the items noted above.	Retain 7 years after termination date of contract.	T.C.A. § 28-3-109 (a) (3).
Q-48. Transportation Report, Annual Pupil. Report to the Tennessee Department of Education giving information on the age, size, condition, etc. of school buses; average daily transported; and miles traveled.	*Retain 5 years.	Procedure set by Tennessee Department of Education Administration, Office of Accountability, requires that the report be kept for 5 years.
Q-49. Vocational Education Final Expenditure Report. Reports final expenditures for federal reporting and any carryover funds to be allocated.	Retain 3 years.	Audit standard authorized by the Tennessee Department of Education Administration Rule 0520-1-02-.13.
Q-50. Vocational Education – Mgt. Info. Svs. (MIS) Enrollment Form. Record provides statistical data on students and class enrollment necessary for funding purposes.	Retain 3 years.	Audit standard authorized by the Tennessee Department of Education Administration Rule 0520-1-02-.13.

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
Q-51. Vocational-Technical Education (Adult) Statistical Report. Report class titles, student demographic information, total hours, and funding sources for adult vocational education classes provided by local school districts.	Retain 3 years.	Audit standard authorized by the Tennessee Department of Education Administration Rule 0520-1-02-.13.

*Indicates a mandatory retention period based on state and federal law.

Source URL: https://www.mtas.tennessee.edu/reference/school-records

Solid Waste Records

Reference Number: MTAS-701

Review Date: 06/30/2026

SOLID WASTE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
R-1. Amount of Solid Waste (in Tons) Received at Municipal Solid Waste Facilities, Record of. Required by T.C.A. § 68-211-871 (e). Records for the current month shall be maintained at the facility and open for inspection by the Tennessee Department of Environment and Conservation. All other records shall be maintained at suitable office space to protect them from damage or loss.	Retain 3 years.	Tenn. Comp. R. & Regs. 0400-11-01-.08 (3) Mandatory only if city operates a landfill.
R-2. Annual Report of Materials Collected at Recycling Center by Operator. Copy of annual report of recovered materials processed at the facility, listed by type of material, sent to the Department of Environment and Conservation. Report is required by T.C.A. § 68-211-871.	Retain 10 years.	Retention period based on planning cycle of 10-year regional plan. Mandatory only if city operates a landfill.

SOLID WASTE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
R-3. Approved Permit Applications for Solid Waste Disposal Facilities. Records of all data and supplemental information used to complete permit applications. Includes copy of the permit and the approved Part I and Part II application. Maintain at the facility or another location with the approval of the department.	*Retain throughout the active life of the facility and through the post-closure care period.	Tenn. Comp. R. & Regs. 0400-11-01-.02 (3) (iv) and 0400-11-01-.02. Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
R-4. Closure/Post-Closure Landfill Plan. Plan identifying the steps necessary to completely or partially close the facility at any point during its intended operating life and to completely close the facility at the end of its intended operating life, identifying the activities that will be carried on after closure and the frequency of these activities.	*Retain up-to-date plan throughout the active life of the facility and through the post-closure care period.	Tenn. Comp. R. & Regs. 0400-11-01-.08 (3) Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
R-5. Gas Migration Control Standard. Records of monitoring to ensure compliance with gas migration control standards. Monitoring must occur at least quarterly and must conform to standards for Monitoring Records listed in R-7.	*Retain throughout the active life of the facility and through the post-closure care period.	Tenn. Comp. R. & Regs. 0400-11-01-.04(5)(a)(4). Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.

SOLID WASTE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
R-6. Groundwater Sampling Records. Records of all groundwater sampling activities conducted, sample analysis results, and associated groundwater surface elevation. Keep at the facility or another approved location.	*Retain throughout the active life of the facility and through the post-closure care period.	Tenn. Comp. R. & Regs. 0400-11-01-.04 (7) (a) (4) Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
R-7 Monitoring Records. Records of facility monitoring, including date, place, and time of sampling or measurements; individual performing the measurement; date of analysis; individual performing the analysis; analytical techniques used; and the results of the analysis.	*Retain throughout the active life of the facility and through the post-closure care period.	Tenn. Comp. R. & Regs. 0400-11-01-.13 Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
R-8. Permit-By-Rule Authorizations and Records. Copy of authorization from Dept. of Environment and Conservation to operate as a permit-by-rule facility and additional related records required by the department.	Retain throughout active life of the facility and through the post-closure care period.	Tenn. Comp. R. & Regs. 0400-11-01-.02 Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.

SOLID WASTE RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
R-9. Special Waste Approvals and Records. Copies of approvals from the Dept. of Environment and Conservation authorizing a facility to accept special wastes and records of receipt and management of certain special wastes.	Retain throughout active life of the facility and through the post-closure care period.	Tenn. Comp. R. & Regs. 0400-11-01-.02 Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.

*Indicates a mandatory retention period based on state and federal law.

Source URL: https://www.mtas.tennessee.edu/reference/solid-waste-records

Utilities (Billing and Collection)

Reference Number: MTAS-702

Review Date: 06/30/2026

UTILITIES (Billing and Collection) RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authorization/Rationale**
S-1. Application for Service. Customer request for service, including name, address, phone, services, and signatures.	Retain 3 years after service is discontinued but may want to keep in electronic format longer in case customer returns to service.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
S-2. Audit Reports. Independent audit of financial records.	Permanent record.	Recommended by comptroller in Internal Control and Compliance Manual for Tennessee Municipalities.
S-3. Billing Adjustment Reports. Customer names and adjustment information.	Retain 3 years.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.

UTILITIES (Billing and Collection) RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authorization/Rationale**
S-4. Billing Stubs. Collection stubs of accounts paid.	Retain 3 years.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
S-5. Billing Register. Listing of monthly customer billings (account number, amount, etc.).	Retain 7 years. If record kept in electronic format, the paper copy may be destroyed after audit.	Keep to help resolve billing disputes with customers.
S-6. Collection Agency Reports. Listing of accounts turned over for collection and how resolved.	Retain 7 years.	Keep to help resolve billing disputes with customers.
S-7. Complaints by Customers. Records of meter rechecks, billing inquiries, service problems, etc.	Retain 5 years.	Keep in case of litigation.
S-8. Deposits from Customers. Customer name, date, services, amount of deposit.	Retain 3 years after service is discontinued and deposit applied or refunded.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
S-9. Disconnection Notices. Notice to discontinue service after non-payment of bill.	Retain 3 years.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
S-10. General Ledger. Financial information of utility. (Also see F-14 and F-21.)	Permanent record. If maintained in electronic format may destroy paper record after 7 years. NOTE: The Tennessee State Library and Archives does not favor keeping permanent records in electronic format.	Recommended by comptroller in Internal Control and Compliance Manual for Tennessee Municipalities.
S-11. Meter Reading Records. Meter sheets or printouts from hand-held devices.	Retain 3 years.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.

UTILITIES (Billing and Collection) RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authorization/Rationale**
S-12. Meter Records. Size, type, meter number, dates service began and ended, serial number.	Retain 1 year after meter is retired and disposed of.	Keep to aid in settling billing disputes involving the accuracy of the meter.
S-13. Meter Tests/Repairs. Record of any meter testing and any repairs.	Retain 1 year after meter is retired and disposed of.	Keep to aid in settling billing disputes involving the accuracy of the meter.
S-14. Rate Schedules. Listing of rates for utility services.	Permanent record.	Keep for historical purposes.
S-15. Tap Records. Including when tap installed, size, location.	Permanent record.	Keep for historical purposes.
S-16. Work Orders for Customer Service. Detail of meter number, installation date, readings, etc.	Retain 3 years.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.

Source URL: https://www.mtas.tennessee.edu/reference/utilities-billing-and-collection

Utilities (Operation and Maintenance)

Reference Number: MTAS-703

Review Date: 06/30/2026

UTILITIES (Operation and Maintenance) RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
T-1. Bacteriological Records. Records indicating disinfection of mains, tanks, filters, wells.	*Retain 5 years.	Tennessee Rules and Regulations 0400-45-01.20 (a)
T-2. Complaint Logs.	*Retain 5 years.	Tennessee Rules and Regulations 0400-45-01.20 (h)

UTILITIES (Operation and Maintenance) RECORDS RETENTION SCHEDULE		
Description of Record	**Retention Period**	**Legal Authority/Rationale**
T-3. Daily Worksheets and Shift Logs.	*Retain until next sanitary survey.	Tennessee Rules and Regulations 0400-45-01.20 (g).
T-4. Facility maintenance Records.	*Retain 5 years.	Tennessee Rules and Regulations 0400-45-01.20 (h).
T-5. Flush and Free Chlorine Residual for New Taps Where Main Is Uncovered. Measurement of.	*Retain until next sanitary survey or 3 years.	Tennessee Rules and Regulations 0400-45-01-.17 (32)
T-6. Lead and Copper. Original records of all sampling data and analyses, reports, surveys, letter, evaluations, schedules, state determinations, and any other information required by Tenn. Admin. Rules 1200-5-1-.33(2) through (9).	*Retain for 12 years.	Tennessee Rules and Regulations 0400-45-01.20 (j)
T-7. Underground Utilities, Location of. Record of location of all underground utilities maintained by the city. NOTE: Under T.C.A. § 65-31-105, the city must record location of utilities with county, listing where facilities are located and the name, title, address, and telephone number of operator's representative. The county keeps this record permanently.	Permanent record.	These records allow the city to know the location and history of its underground facilities.

*Indicates a mandatory retention period based on state and federal law

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Source URL: https://www.mtas.tennessee.edu/reference/utilities-operation-and-maintenance

Utilities (Wastewater and Water)

Reference Number: MTAS-704

Review Date: 06/30/2026

UTILITIES (Wastewater and Water) RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
	WASTEWATER RECORDS	
U-1. Discharge Monitoring Reports (DMRs).	Retain 3 years or longer if so requested by Water Pollution Control as a minimum to comply with permit. Retention for life of the facility is recommended.	NPDES Permit Requirements Part I Subpart B.5. Provides record of operations and loading to assist in planning.
U-2. Industrial Pretreatment. All information resulting from monitoring activities.	*Retain 3 years, longer in cases of unresolved litigation.	40 C.F.R. 403.12 (o) (1-3).
U-3. Laboratory Bench Sheets, Calibration and Maintenance of Instruments. QA/QC Data, Flow Charts.	Retain 3 years or longer if requested by Water Pollution Control.	NPDES Permit Requirements Part I Subpart B.5.
U-4. Land Application of Cumulative Pollutant Loading Rate Sludge under 40 C.F.R. 503.13.(a) (2) (I).	Permanent record.	40 C.F.R. 503.17 (a) (5) (ii).
U-5. Monthly Operating Reports (MORs).	Retain 3 years or longer if requested by Water Pollution Control as a minimum to comply with permit. Retention for the life of the facility is recommended.	NPDES Permit Requirements Part I Subpart B.5. Provides record of operations and loading to assist in planning.
U-6. Wastewater Sludge Disposal via Land Application, Surface Disposal, Incineration.	*Retain 5 years.	(40 C.F.R. 503.17) Land Application; (503.27) Surface Disposal; (503.47) Incineration.

UTILITIES (Water and Wastewater Records)		
Description of Record	**Retention Period**	**Legal Authority/Rationale**

	DRINKING WATER RECORDS	
U-7. Bacteriological Analysis.	*Retain 5 years.	Tenn. Comp. R. & Regs. 0400-45-01-.20 (a)
U-8. Chemical Analysis.	*Retain 10 years.	Tenn. Comp. R. & Regs. 0400-45-01-.20 (a)
U-9. Consumer Confidence Reports.	*Retain 3 years.	Tenn. Comp. R. & Regs. 0400-45-01.35 (5) (h)
U-10. Cross Connection Records.	*Retain 5 years.	Tenn. Comp. R. & Regs. 0400-45-01-.20 (a)
U-11. Monthly Operating Reports (MORs).	Retain until next survey at a minimum. Retention for life of the facility is recommended.	Provides record of operations and loading to assist in planning.
U-12. Storage Tank Inspections.	Retain 5 years to comply with rule. Retention for life of the tank is recommended.	Tenn. Comp. R. & Regs. 0400-45-01-.20 (h) Retention for life of the tank is recommended to track deprecation and repairs.
U-13. Turbidity. Records include daily worksheets, calibration data, and strip charts.	Retain for 5 years. *Retain until the next sanitary survey.	Tenn. Comp. R. & Regs. 0400-45-01-.20 (f).
U-14. Variance or Exceptions Granted.	*Retain 5 years following the expiration of such variance or exemption.	Tenn. Comp. R. & Regs. 0400-45-01-.20 (d).
U-15. Violation, Corrective Action. Records of actions taken to correct violations of primary drinking water regulations.	*Retain 3 years after action.	Tenn. Comp. R. & Regs. 0400-45-01-.20(b).
U-16. Written Reports, etc., Related to Sanitary Survey.	*Retain 10 years after sanitary survey.	Tenn. Comp. R. & Regs. 0400-45-01-.20 (c).

*Indicates a mandatory retention period based on state or federal law.

Source URL: https://www.mtas.tennessee.edu/reference/utilities-wastewater-and-water

Agenda Number: V.B.2.
Meeting Date: August 13, 2026

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Bart Hose, Assistant Town Planner

Subject: Resolution R-26-14, A Resolution Affirming that the Zoning Ordinance of the Town of Farragut, **Farragut Code of Ordinances**, Appendix A - Zoning, Does Not Permit Data Processing Centers

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Introduction & Background:

There have been growing concerns regarding the development of data processing centers ("data centers") and their impact on local communities and utility infrastructure. Communities are responding by adopting development moratoriums and amending their land use controls to better address the impacts of these centers. This includes both Knoxville and Knox County, which have recently adopted moratoriums while they research and make changes to their existing zoning and other applicable regulations. Given this, the Town decided to review its current regulations with respect to data centers and to determine if a development moratorium and regulatory changes were needed.

Discussion & Recommendations:

The planning staff and Town Attorney reviewed the Town's existing zoning ordinance and structure, including the various uses permitted in each zoning district with respect to data centers. Several data center development moratoriums from other communities, including Knoxville and Knox County were also reviewed.

Unlike many of the communities that have adopted data center moratoriums, the Town of Farragut does not currently have any industrial or similar zones that permit data centers or the type of large-scale industrial or heavy commercial uses with impacts or infrastructure needs similar to those imposed by data centers. The Town has instead been intentionally planned around a residential and suburban retail commercial/service/office land use pattern. Given this intent and the structure of the existing zoning ordinance, the Town Staff and Attorney are of the opinion that data centers are not currently a permitted use anywhere within the Town and a development moratorium is not necessary. However, in light of the evolving nature of the data center issue, and out of an abundance of caution, the Town Attorney suggested that the Board of Mayor and Aldermen consider the passage of a resolution to affirm the legislative intent of the current zoning ordinance with respect to data centers, and that such data centers and similar types of businesses are not permitted uses within any of the Town's current zoning districts.

Included in the packet for consideration is RESOLUTION R-26-14, A RESOLUTION AFFIRMING THAT THE ZONING ORDINANCE OF THE TOWN OF FARRAGUT, FARRAGUT CODE OF ORDINANCES, APPENDIX A – ZONING, DOES NOT PERMIT DATA PROCESSING CENTERS.

Recommended By:	Bart Hose, Assistant Town Planner for approval.
Proposed Motion:	Approve Resolution R-26-14, affirming that the Zoning Ordinance of the Town of Farragut does not permit data processing centers.

TOWN OF FARRAGUT

RESOLUTION R-26-14

A RESOLUTION AFFIRMING THAT THE ZONING ORDINANCE OF THE TOWN OF FARRAGUT, FARRAGUT CODE OF ORDINANCES, APPENDIX A – ZONING, DOES NOT PERMIT DATA PROCESSING CENTERS.

WHEREAS, the Zoning Ordinance of the Town of Farragut ("Town") has never permitted in any of the Zoning Districts delineated therein uses described as industrial or manufacturing in nature; and

WHEREAS, in recent years there have emerged developing forms of land uses for business enterprises with characteristics similar to industrial or manufacturing uses that are commonly referred to as "data processing," "data mining," "cryptocurrency mining," or "battery energy storage" centers (herein collectively "Data Centers"); and

WHEREAS, Data Center, as used herein, means and includes any building, facility, or campus used to house computer systems, cloud computing infrastructure, servers, networking equipment, telecommunications equipment, digital storage systems, artificial intelligence computing infrastructure, cryptocurrency mining operations, or similar electronic data processing equipment, together with related components, including but not limited to, cooling equipment, backup power systems, on-site substations and utility infrastructure, and associated accessory structures; and

WHEREAS, Data Centers, even more than traditional industrial and manufacturing uses, in order to carry out the functions of such enterprises, place extraordinary demands on utility services such as water, electricity, and sewer; and

WHEREAS, Data Centers are incompatible with any of the existing uses allowed in any zoning district in the Town by reason of their extraordinary consumption of utilities, but also because of their physical characteristics, and because they generate significant continuous noise from industrial cooling systems, fans and compressors, which can impact in a negative way the health, safety, and well-being of property owners situated around them; and

WHEREAS, the Farragut Board of Mayor and Aldermen (the "Board") wishes to affirm that the intent of the Town's Zoning Ordinance is that Data Centers, or similar types of businesses, are not permitted uses as described in any zoning district within the municipal limits of the Town.

NOW, THEREFORE, **BE IT RESOLVED** by the Board that Data Centers or similar types of businesses engaged in the undertaking of operating large-scale electronic equipment used to process, store, and/or transmit digital information housed in facilities similar to industrial and manufacturing plants are not included as a permitted use within any zoning district contained in the current edition of the Zoning Ordinance of the Town of Farragut as of the date of this Resolution.

ADOPTED this 13th day of August 2026.

_____
Ron Williams, Mayor

_____
Hailey Russell, Town Recorder

Agenda Number: VI.A.
Meeting Date: August 13, 2026

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Ronald Oestreich, Parks & Recreation Director

Subject: Approval of contract with LDA Engineering Inc. for the design and engineering of Mayor Bob Leonard Park Pathway.

Introduction & Background:

The Pathway at Mayor Bob Leonard Park has lasted for 20+ years. It is in need of full removal and replacement, with some areas more critical than others. If approved, the design and engineering of this project will begin quickly.

Discussion & Recommendations:

The Pathway at Mayor Bob Leonard Park has lasted for 20+ years. It is in need of full removal and replacement, with some areas more critical than others. LDA Engineering Inc. has submitted a proposal to design a new path, which is estimated at just over 66,000 square feet (8,250 linear feet). This project will be designed to estimate a full removal and replacement with asphalt, with a bid alternate for full removal and replacement with concrete. LDA has designed other critical greenways in our system and are very familiar with Mayor Bob Leonard Park and its continual sports related scheduling. Staff Recommends approving contract number 2027-04 for $30,000 with LDA Engineering Inc.

Account Number: 310-44700-59153

Total Budget	**Requested Amount**	Expenditures to Date	**Remaining Amount**
$930,000	$30,000	$0	$900,000

Approved By: Tessa Cortes

Recommended By: Ronald Oestreich, Parks & Recreation Director for approval.

Proposed Motion: Approval of Contract number 2027-04 with LDA Engineering Inc. for the design and engineering of Mayor Bob Leonard Park Pathway.

TOWN OF FARRAGUT

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made by and between **Town of Farragut** ("Client") and **LDA Engineering, Inc.** ("Contractor") for professional services for the assignment described as follows:

Project: Mayor Bob Leonard Park – Trail System Reconstruction

Location: Mayor Bob Leonard Park

Description of Project: Rehabilitation and reconstruction of existing asphalt trails

1. **Professional Services**. Contractor agrees to perform the following Basic Services under this Agreement:

See **Attachment A** to this Agreement for a description of Basic Services.

2. **Compensation**. Client shall compensate Contractor for the Basic Services as follows: A lump sum fee of $30,000.00, including reimbursable expenses.

3. **Schedule**. Contractor shall begin work upon notification of approval of this Agreement by the Board of Mayor and Aldermen and shall complete the work by submitting the final deliverables on or before October 31, 2026. The schedule for the various meetings and presentations as outlined in the Basic Services shall be agreed upon by the Client and Contractor before beginning work.

4. **Invoicing and Payments**. Invoices or payment requests shall be submitted to the Client no more than monthly and shall include such information, documentation or data as the Town Administrator may require including, but not limited to, the amount and breakdown of the payment requested, the period covered by the request, and the work performed during the period covered by the payment request. After review, the Town Administrator will indicate his approval of the payment request, or shall explain to Contractor, in writing, his reasons for not approving any portion or all of the request, and authorize payment of the amount approved. In the event the Town Administrator does not approve any portion of a payment request, and has communicated the reasons to Contractor, Contractor will then take the necessary action to satisfy the reasons for non-approval and resubmit the payment request. Client shall endeavor to remit payment of payment requests or portions thereof which are approved by the Town Administrator within thirty (30) days of receipt by Client. From time to time approval of a payment request may require action by the Board of Mayor and Aldermen which meets on the second and fourth Thursday of most months.

5. **Time**. Contractor will perform its services in a timely manner commensurate with the exercise of due professional care which it acknowledges can be done consistent with the schedule provided for in Paragraph 3. Time for performance shall be extended as necessary for delays or suspensions due to circumstances beyond Contractor's control. If such delay or suspension extends more than six (6) months (cumulatively), Contractor's compensation shall be equitably adjusted; provided, however, such adjustment and amendment to this Agreement must be approved by the Board of Mayor and Aldermen before Client is bound.

6. **Suspension of Services**. If Client fails to pay any invoice when due or otherwise is in material breach of this Agreement, Contractor may, at its sole discretion, suspend performance of services upon five (5) days' written notice to Client. Contractor shall have no liability to Client and Client agrees to make no claim for any delay or damage as a result of such suspension, unless (i) the Town Administrator has refused to approve payment, (ii) his reasons are justified pursuant to this Agreement, and (iii) Contractor has failed to satisfy the reasons as required by Paragraph 4 hereof. Upon cure of the cause of a justified suspension, Contractor shall resume services within a reasonable time, and there shall be equitable adjustments of the project schedule and fees to reflect the effects of such suspension, if such adjustments are deemed reasonable and appropriate by the parties.

7. **Standard of Care**. Notwithstanding any other provision of this Agreement or any other document describing the services produced by Client, Contractor shall perform its services in accordance with the standard of professional care ordinarily exercised under similar circumstances by reputable members of its profession in the same locality at the time the services are provided. Beyond the foregoing and unless otherwise provided herein or in other documents produced, generated or provided by Contractor, no warranty, expressed or implied, is made or intended by Contractor. The parties further agree that Contractor is not a fiduciary of Client.

8. **Termination**. The obligation to provide further services under this Agreement may be terminated with or without cause by either party upon ten (10) days' written notice to the other party. On termination by either Client or Contractor, Client shall pay Contractor all amounts due for any services performed to the date of termination (plus all reimbursable expenses incurred) as Contractor's sole and exclusive remedy, subject to any setoffs to which the Client is entitled as a result of Contractor's failure to perform as required by this Agreement.

9. **Reuse of Documents**. All documents, including drawings, specifications, and reports, prepared by Contractor pursuant to this Agreement are instruments of professional service and shall become the property of the Client. They are not intended or represented to be suitable for reuse by Client or others for additions or modifications of the Project or on any other project. Any reuse without written consent, verification or adaption by Contractor for the specific purposes intended shall be at Client's sole risk and without liability or legal exposure to Contractor. Any such verification and adaption will entitle Contractor to further compensation at rates to be agreed upon by Client and Contractor.

10. **Access to the Site/Jobsite Safety**. Unless otherwise stated, Contractor will have access to the site for activities necessary for the performance of its services. Client agrees that Contractor shall have no responsibility for the means, methods, sequences, procedures, techniques, and scheduling of construction, as these decisions are solely the responsibility of the contractors. Contractor further shall have no authority or duty to supervise the construction workforce and shall not be responsible for jobsite safety or for any losses or injuries that occur at the Project site.

11. **Insurance**. Prior to any access to the Project site, Contractor shall deliver to Client a certificate of insurance evidencing general liability coverage with a limit of not less than $1,000,000 each occurrence for bodily injury, personal injury and property damage. If such insurance contains a general aggregate limit, it shall apply separately to the work/location of the Project in this Agreement or be no less than $2,000,000. In addition, Contractor shall endeavor to secure and maintain insurance in such amounts as it deems necessary to protect itself from claims of professional negligence arising from the performance of services under this Agreement. Such insurance shall:

a. Contain or be endorsed to contain a provision that includes Client, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work performed by or on behalf of the Contractor. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

b. For any claims related to this Project, the Contractor's insurance coverage shall be primary insurance as respects the Client, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering the Client, its officials, officers, employees, and volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

12. **Risk Allocation**. In recognition of the relative risks, rewards, and benefits of the Project to both Client and Contractor, to the fullest extent permitted by law, the parties agree to allocate the risks such that Contractor's total liability to Client for any and all injuries, claims, losses, expenses, damages, and/or claim expenses arising out of Contractor's services under this Agreement from any cause or causes shall not exceed the amount of Contractor's fee, or One Hundred Thousand Dollars ($100,000), or the amount of insurance coverage Contractor has, or is required to have, covering the risk or claim that is the basis for the injury, claim, loss, expense or damages, recovery for which is sought, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

13. **Dispute Resolution**. It is agreed that all claims, disputes, or other matters in question arising out of or related to this Agreement shall be submitted to nonbinding mediation before any legal proceedings is commenced. The parties shall equally bear the fees and expenses charged by the mediator.

14. **Opinions of Construction Cost**. Any opinion of probable construction cost prepared by Contractor represents the judgment of one or more Contractor design professionals and is supplied for general guidance of Client. Since Contractor has no control over the construction marketplace and does not use the same pricing methods used by contractors, Contractor does not guarantee the accuracy of such opinions.

15. **Indemnification**.

a. The Contractor shall defend, indemnify and hold harmless the Client, its officers, employees and agents from any and all liabilities which may arise or be claimed against the Client, its officers, employees and agents or any third party for any and all lawsuits, claims, demands, losses or damages alleged to have arisen from an act or omission of the Contractors, its employers, agents or contractors in performance of this Agreement or from the Contractor's failure to perform this Agreement using ordinary care and skill, except where such injury, damage, or loss was caused by the sole negligence of the Client, its agents or employees.

b. The Contractor shall save, indemnify and hold the Client harmless from the cost of the defense of any claim, demand, suit or cause of action made or brought against the Client alleging liability referenced above, including, but not limited to, costs, fees, attorney fees, and other expenses of any kind whatsoever arising in connection with the defense of the Client; and the Contractor shall assume and take over the defense of the Client in any such claim, demand, suit, or cause of action upon written notice and demand for same by the Client. The Contractor will have the right to defend the Client with notice and demand for same by the Client. The Contractor will have the right to defend the Client with counsel of its choice that is satisfactory to the Client and the Client will provide reasonable cooperation in the defense as the Contractor may request. The Contractor will not consent to the entry of any judgment or enter into any settlement with respect to an indemnified claim without the prior written consent of the Client, such consent not to be unreasonably withheld or delayed. The Client shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

c. The Contractor shall save, indemnify and hold Client harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against Client alleging liability referenced above.

d. The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement.

16. **Miscellaneous**.

a. The Contractor will not assign or transfer any interest in this Agreement without obtaining the prior written approval of the Client.

b. The Contractor will not enter into a subcontract for any of the services performed under this Agreement without obtaining the prior written approval of the Client.

c. The contract between the parties consists of this Agreement, its attachments, any written request for services issued by Client and any response thereto made by Contractor, including any addenda thereto. To the extent there is a conflict between the terms of any of the documents that constitute the contract between the parties, the terms that are most specific to the matter in dispute shall govern over the more general. In the event the conflicting terms cannot be characterized as specific vs. general, then the terms that provide the greater benefit to the Client and/or impose the greater obligation on the Contractor shall control.

d. This Agreement may be modified only by a written amendment or addendum that has been executed and approved by the appropriate officials shown on the signature page of this Agreement.

e. If any provision of this Agreement is determined to be unenforceable or invalid, such determination will not affect the validity of the other provisions contained in this Agreement. Failure to enforce any provision of this Agreement does not affect the rights of the parties to enforce such provision in another circumstance, nor does it affect the rights of the parties to enforce any other provision of this Agreement at any time.

f. In the event legal action is necessary to enforce the terms of the contract between the parties, the prevailing party shall be entitled to recovery of its attorney's fees, court costs, and other expenses of the legal action.

g. In the performance of this contract, Contractor will comply with all applicable laws, ordinances, rules, regulations and orders of local, state and federal governments, including, but not limited to, the President's Executive Order No. 11246 and 11375, which prohibit discrimination in employment regarding race, color, religion, sex or national origin, Title VI of the Civil Rights Act of 1964, Copeland Anti-Kick Back Act, the Contact Work Hours and Safety Standards Act, Section 402 of the Vietnam Veterans Adjustment Act of 1974, Section 503 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, all of which are herein incorporated by reference.

h. This Agreement will be governed and construed in accordance with the laws of the state of Tennessee.

CLIENT:	**CONTRACTOR:**
Town of Farragut 11408 Municipal Center Drive Farragut, TN 37934	
By:_____	By: Jason C. Elliott
Printed Name:_____	Printed Name: Jason Elliott
Title:_____	Title: Principal
Date:_____	Date: 07-23-2026

LDA ENGINEERING

ATTACHMENT A

July 23, 2026

Mr. Ron Oestreich, Director
Farragut Parks & Recreation Department
239 Jamestowne Boulevard, Suite 201
Farragut, Tennessee 37934

Reference: Proposal for Professional Services
Mayor Bob Leonard Park – Trail System Reconstruction

Dear Mr. Oestreich,

We appreciate the opportunity to work with the Town of Farragut on this project. Below is our proposal to provide engineering and surveying services related to the design of the project.

PROJECT DESCRIPTION

The Mayor Bob Leonard Park Trail System Reconstruction project consists of the bulleted list below.

- Rehabilitation of approximately 7,800 linear feet of paved trails, most of which will be 8' wide.
- Removal of the existing trails that are being replaced with either new asphalt or concrete.
- Reconstruction of the trail in two locations where drainage is an issue: (1) south of the upper parking lot and main restrooms, and (2) in the southeast corner of the park near Watt Road.

This is a locally funded project. TDOT Standard Drawings and Specifications will be the governing guidelines for engineering and design. Other standards may include ADA, MUTCD, AASHTO, and FHWA publications.

SCOPE OF SERVICES

Task 1 – Topographic Survey

A. Conduct an aerial topographic survey of the entire park. Perform on-the-ground survey for the two areas being reconstructed, as described above.
B. Integrate GIS mapping and create comprehensive base maps for the design process.
C. Legal descriptions and exhibits for property acquisition will not be required. It is assumed that all improvements will be located on property owned by the Town of Farragut.

Task 2 – Engineering and Design

A. Prepare construction plans, specifications, and construction cost estimates (PS&E).

B. Submit PS&E for Town review and comment at Preliminary (30%) and Construction (100%). Incorporate the Town's comments into final construction documents.
C. Attend one Board of Mayor and Aldermen meeting, one Planning Commission meeting, and progress meetings with Staff, as needed.
D. Prepare and submit application(s) for environmental permit(s) – since the land disturbance area will be greater than one acre, an NPDES General Stormwater Permit with Stormwater Pollution Prevention Plan (SWPPP) will be required.

Task 3 – Bidding Phase

Provide services to assist in obtaining construction bids, to include the following:
A. Draft the advertisement for bids.
B. Attend a pre-bid meeting and respond to the bidders' questions.

EXCLUDED SERVICES

The following services are excluded, but can be added to the scope if they become necessary.

- NEPA documentation
- Geotechnical investigation
- ADA compliance, except for the two areas being reconstructed (this will be addressed by the Town's inspector and engineer during construction)
- Profiles and cross sections (except for the two areas being reconstructed)
- Drainage analysis and design of storm water conveyance systems (except for the two areas being reconstructed)
- Utilities coordination (except for the two areas being reconstructed)
- Lighting design
- Landscape design
- Legal descriptions and exhibits
- Construction phase services

PROJECT FEES

The lump sum fees associated with each task are listed below. The actual compensation will not exceed the total for all tasks unless approved in advance by the client.

Task 1 – Topographic and Boundary Survey	**$ 4,000.**
Task 2 – Engineering and Design	**$ 25,000.**
Task 3 – Bidding Phase	**$ 1,000.**
Total Contract	**$ 30,000.**

If all conditions of this proposal are acceptable, please sign below for authorization to proceed. Thank you again for this opportunity.

Respectfully,

Jason C. Elliott, P.E.
Principal / Engineer

ACCEPTANCE OF PROPOSAL AND AUTHORIZATION TO PROCEED

By: _____ Date: _____

Agenda Number: VI.B.
Meeting Date: August 13, 2026

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Eric Schindler, Assistant Town Engineer

Subject: Approval of Contract with Roadway Management Technologies (RMT) for Roadway Condition Assessment and Pavement Management System

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Introduction & Background:

The purpose of this memo is to request Board approval to implement a roadway condition assessment and pavement management system that will provide the Town with comprehensive roadway condition data to support maintenance planning, resurfacing prioritization, capital improvement programming, and long-range asset management.

Discussion & Recommendations:

The Town currently evaluates roadway conditions through visual inspections and periodic field observations. While these methods provide valuable information, they are inherently subjective and do not provide a comprehensive, data-driven assessment of the Town's roadway network.

The proposed system introduces a modern pavement management platform that combines roadway imagery, radar technology, gyroscopic sensors, and proprietary analytics to collect, validate, and analyze pavement condition data. The system is delivered as a turnkey Software-as-a-Service (SaaS) solution that includes all required hardware, software, processing, reporting, and ongoing system enhancements.

The technology will establish a complete baseline assessment of Town-maintained roadways and provide decision-support tools for maintenance planning, resurfacing schedules, life cycle forecasting, and capital improvement planning.

Implementation of this program will provide the Town with an objective and repeatable method for evaluating roadway conditions. Rather than relying solely on periodic manual inspections, roadway data will be collected passively through vendor-provided equipment installed in designated Town vehicles.
The resulting information will allow staff to:

- Develop a complete GIS-based inventory of roadway conditions.
- Prioritize maintenance and resurfacing projects using objective condition data.
- Improve long-range pavement lifecycle planning.
- Better forecast future capital funding needs.
- Reduce reactive maintenance through earlier identification of deteriorating pavement.
- Improve coordination between roadway condition assessments and maintenance activities.

The system also provides reporting and estimation tools that support transparent and data-driven infrastructure investment decisions.

The proposed service is purchased using sole-source justification with an annual subscription consisting of a two-year term at an initial cost of **$34,650** per year, and a 3% increase per year for each subsequent year after the expiration of the initial two-year term.

The annual fee includes:

- Roadway condition assessment software
- Proprietary data collection hardware
- Data processing and analytics
- Reporting and planning tools
- Software updates and system enhancements

The proprietary hardware remains the property of the vendor. As a result, the Town will not incur equipment replacement or life cycle costs associated with the system.
No additional personnel or facility modifications are required for implementation. Town vehicles equipped with the collection devices will require Wi-Fi connectivity for routine data uploads, and staff will evaluate whether minor expansion of Wi-Fi coverage at Town facilities is necessary.

Account Number: 121-43100-54108

Total Budget	Requested Amount	Committed Expenditures to Date	Remaining Amount
$1,900,000	$34,650	$1,843,377.06	$21,972.94

Approved By: Tessa Cortes

Recommended By: Eric Schindler, Assistant Town Engineer for approval.

Proposed Motion: Approval of Contract with Roadway Management Technologies for Roadway Condition Assessment and Pavement Management System.

ROADWAY MANAGEMENT TECHNOLOGIES
PO BOX 678325
Orlando, FL 32867
(501) 551-0780 | ROADMANTECH.COM

CONTRACT AGREEMENT

This Contract Agreement ("Agreement") is made and entered into on this _____ day of _____ **2026** (the 'Effective Date'), by and between Roadway Management Technologies, LLC, an Arkansas limited liability company ("RMT"), and the **Town of Farragut**, a duly constituted political subdivision of the state of **Tennessee** ("Agency").

1. Subscription Period and Fee. This Agreement shall have an initial minimum term of two (2) years, commencing on **September 1, 2026,** and concluding on **August 31, 2028** (the "Scheduled Start Date" and "Scheduled End Date"), with an annual Subscription Fee ("Subscription Fee") of **$34,650**, billed annually in advance. Notwithstanding the foregoing, the actual commencement of the Subscription Period shall be the later of (i) the Scheduled Start Date or (ii) the date on which the hardware is installed and operational on Agency's vehicles ("Installation Date"). In the event the Installation Date occurs after the Scheduled Start Date, the Subscription Period and all associated billing and term obligations shall be adjusted accordingly to run for two (2) years from the Installation Date (the "Initial Term"). Notwithstanding the foregoing, delays in installation caused by Agency's failure to complete onboarding requirements, provide required information, or otherwise meet prerequisites set forth in this Agreement shall not delay the commencement of the Subscription Period beyond ninety (90) days from the Scheduled Start Date.

Upon expiration of the Initial Term, this Agreement shall automatically convert to an evergreen agreement and shall renew for successive one-year renewal terms ("Renewal Term(s)") unless either party provides written notice of non-renewal at least thirty (30) days prior to the end of the then-current term. The Initial Term together with any Renewal Terms shall collectively be referred to as the "Term".

The annual Subscription Fee shall be billed annually in advance in accordance with the Pricing Sheet (attached hereto as Attachment B). Any prorated period identified in this Agreement will be in addition to the Term identified above and detailed by date and year in Attachment B.

2. Usage

a. Use Rights. During the Term and subject to the terms of this Agreement, RMT hereby grants to Agency a non-exclusive, non-transferable, non-sublicensable license to permit Agency's Users (as defined below) to use hardware, support, and documentation provided by RMT (together referred to

as “Licensed Materials”) as well as RMT’s online software and services (together referred to as “Software”) for operating purposes. Said use rights are non-transferable, except in the event of a voluntary transfer of substantially all assets by Agency to a transferee which executes RMT’s form of agreement agreeing to be bound by all of the terms and conditions of this Agreement. All rights in and to Software, intellectual property, and Licensed Materials owned by RMT not expressly granted herein are reserved to RMT.

b. License and Use Restrictions. Agency shall not, directly, indirectly, alone, or with another party, (i) copy, disassemble, reverse engineer, decompile or otherwise attempt to discover the source code, object code or underlying structure, ideas, know-how or algorithms relevant to the Licensed Material or Software; (ii) modify, create derivative works based upon, or translate the Licensed Material or Software; (iii) license, sell, rent, lease, transfer, grant any rights in or otherwise commercially exploit Licensed Material or Software in any form to any third party or otherwise use the Licensed Material or Software for the benefit of any third party; or (iv) remove any proprietary notices or labels from the Licensed Materials or Software, nor shall Agency attempt to do any of the foregoing or cause or permit any third party to do or attempt to do any of the foregoing, except as expressly permitted hereunder.

RMT shall own all right, title and interest in and to all intellectual property rights (including all derivatives or improvements thereof) in Licensed Material and Software and any suggestions, enhancement requests, feedback, recommendations, or other information provided by Agency or any of Agency's Users relating to the Licensed Material and Software.

c. Agency Responsibility. Agency is solely responsible for the content of communications transmitted by Agency using the Software. Agency is not permitted to resell the Licensed Materials or Software. Agency shall use the Licensed Materials and Software only for lawful purposes. To the extent deemed necessary by Agency, Agency shall implement security procedures necessary to limit access to the Licensed Materials and Software to Agency’s authorized users and shall maintain a procedure external to the Software for reconstruction of lost or altered files, data, or programs.

d. Data. All data collected by the Licensed Material and Software is owned by RMT from the perspective of use, analysis, and distribution, subject to the Agency’s rights of access and retention. RMT agrees that the Agency has unlimited access to the raw data collected from its systems and may use or disclose it as required by law, including compliance with public disclosure duties and federal grant requirements.

RMT will not delete or destroy the data without first offering the Agency a copy. Upon termination of this Agreement, RMT agrees to retain the data for a period of 12 months to ensure the Agency has ample opportunity to request a backup. During this period, the Agency may access its data upon request. RMT will not unreasonably withhold or limit the Agency's access to the data during the term of this Agreement or the retention period.

Both parties agree to cooperate in compliance with public disclosure laws and federal recordkeeping requirements. RMT retains the right to use the data for its own purposes, including but not limited to research, analysis, and reporting, provided such use does not infringe upon the Agency's confidentiality obligations or legal rights.

All rights, title, and interest in and to the Licensed Material—including all copyrights, patents, trademarks, service marks, trade secrets, and other intellectual property or proprietary rights—are and shall remain the exclusive property of RMT. Any modifications, enhancements, or derivative works created by the Agency, directly or indirectly, that extend or build upon the Licensed Material's current capabilities shall also become the exclusive property of RMT. The Agency hereby assigns all such rights, including any copyrights or other IP rights, to RMT. This provision does not limit the Agency's rights to access and utilize data collected by the Licensed Material, as set forth above.

For the avoidance of doubt, Agency retains ownership of raw data collected from its operations, while RMT retains ownership of all derived data, analytics, models, algorithms, and aggregated datasets.

e. System Administrator; User Access. Agency shall designate one or more system administrators ("System Administrators"). System Administrators shall be responsible for managing access to the Licensed Materials and Software by designated Agency personnel ("Users"), including adding and subtracting Users, resetting passwords, as well as being a regular point of contact for RMT.

The System Administrator shall ensure that multiple Users do not share a password or username. Agency acknowledges and agrees that it is prohibited from sharing passwords and/or usernames with unauthorized users.

The System Administrator is the first point of contact for any administrative issues Users may experience within the system. If the System Administrator is unsuccessful in correcting the issue the System Administrator needs to contact RMT for assistance.

f. Security. Agency is solely responsible for maintaining the security of all usernames and passwords granted to it, for the security of its information systems used to access the System, and for its Users' compliance with the terms of this Agreement. RMT will act as though any electronic communications it receives under Agency's usernames have been sent by Agency. Agency will immediately notify RMT if it becomes aware of any loss or theft or unauthorized use of any of Agency's passwords or usernames. RMT has the right at any time to terminate or suspend access to any User or to Agency if RMT believes in good faith that such termination or suspension is necessary to preserve the security, integrity, or accessibility of Software or RMT's network.

3. Termination

a. General - If a party fails to perform or observe any material term or condition of this Agreement and the failure continues unremedied for fourteen (14) days after receipt of written notice (email or otherwise), (i) the other party may suspend or terminate this Agreement, or (ii) where the failure is a nonpayment by Agency of any charge when due, RMT may suspend access to or usage of the Licensed Materials and Software upon fourteen (14) days' written notice. If payment in full is not received within such fourteen (14) day period, RMT may terminate this Agreement upon an additional seven (7) days' written notice. Notwithstanding the foregoing, where Agency is subject to statutory or governmental payment processing timelines, RMT shall work in good faith to accommodate such timelines before exercising suspension or termination rights. This Agreement may be terminated immediately upon written notice by either party if the other party becomes insolvent or involved in a liquidation or termination of business, files a bankruptcy petition, has an involuntary bankruptcy petition filed against it (if not dismissed within thirty days of filing), becomes adjudicated bankrupt, or becomes involved in an assignment for the benefit of its creditors. Agency shall be responsible for payment of all charges under a terminated Agreement incurred as of the effective date of termination.

b. Non-Appropriation - Agency reserves the right to terminate this Agreement without penalty if funds are not appropriated for this Agreement in the fiscal year budget. Agency agrees to use best efforts to obtain appropriation in the full amount required under this Agreement.

c. Survival – All provisions of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warrant disclaimers and limitations of liability.

4. Billing and Payment

a. Agency shall pay to RMT a Subscription Fee ("Subscription Fee") for the Initial Term in the amount entered and agreed to pursuant to the Pricing Sheet.

b. The Subscription Fee for each Renewal Term shall be due to RMT on the first business day of each such Renewal Term annotated on the Pricing Sheet.

c. Beginning on the second anniversary of the Effective Date and on each anniversary thereafter, the Subscription Fee shall automatically increase annually by three percent (3%) over the prior year's Subscription Fee. The annual adjustment shall apply to all Renewal Terms and shall not require amendment to this Agreement. Agency acknowledges and agrees that such annual adjustment reflects standard increases in operating costs, technology enhancements, ongoing service improvements provided by RMT, and inflation.

All other pricing changes resulting from increases in units, expanded scope of services, or additional products requested by Agency shall be reflected through an updated pricing sheet or written amendment agreed to by both parties.

d. The amount of the Subscription Fee does not include any applicable taxes. Agency is responsible for any and all applicable taxes.

e. Unpaid amounts and late payments are subject to a finance charge of 1.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, plus all expenses of collection. At RMT's discretion, this Agreement and access to and usage of the Licensed Materials and Software may be terminated if payments are not received within the terms, after serving a fourteen (14) day notice via email or fax; provided, however, that where Agency is subject to statutory or governmental payment processing timelines, RMT shall work in good faith to accommodate such timelines before exercising suspension or termination rights. See also Section 3a regarding notice requirements applicable to suspension and termination for non-payment.

f. If Agency believes that RMT has billed Agency incorrectly, Agency must contact RMT no later than 60 days after the closing date on the first invoice or billing statement in which the error or problem appeared, in order to receive an adjustment or credit.

g. If RMT dispatches service personnel for repairs after the initial installation and determines the issue was caused by the Agency changing programmed information (SSID and password), intentional misalignment of cameras, or

gross negligence, the Agency shall be responsible for all associated travel expenses, parts, and labor required to correct the issue(s).

5. Services

a. Pavement Lifecycle Management

i. RMT will provide proprietary sensors that will be mounted underneath agency-owned vehicles.
   1. Vehicles will be pre-determined collectively by RMT and Agency.
   2. RMT will perform initial installation and train Agency Mechanic on installation of sensors - each sensor can be easily installed in approximately one hour once the installer is sufficiently trained.
      A. If Agency has no Mechanic on staff, RMT will send their field installer or work with a local shop for replacement installation in the event any sensors are damaged. This service will be quoted and priced separately, if needed.

ii. RMT hardware requires access to Agency's existing wireless internet connection solely for the purpose of transmitting data collected by RMT sensors to RMT's servers. RMT hardware and software do not monitor, intercept, access, or store any other network traffic, communications, or information transmitted over Agency's network.
   1. Agency shall make its own arrangements to ensure Wi-Fi connectivity in parking locations at its own expense.
   2. At Agency's request, RMT will install routers, signal extenders, or access points to ensure WiFi connectivity in parking lots where vehicles will be parked each night. This service will be quoted and priced separately, if needed. If RMT performs the installation Agency is financially responsible for routers, signal extenders, or access points once installed.
      A. Installation of internet hardware will be done under supervision of Agency Administration.

iii. While vehicles are used in day-to-day operation, sensors will read vibrations in the road to determine road quality.

iv. When vehicles are parked in a WiFi-connected parking spot, data from sensors will be sent to RMT servers, where data will be automatically evaluated by RMT's proprietary algorithm.

v. Information regarding road quality (as compared to other roads in Agency) will be overlayed on a map interface available through RMT's website login portal.
    1. Information may be filtered to show the worst/best roads in Agency.
    2. Street view images of network roads can be viewed via map.
        A. Camera images are updated each time a vehicle travels a road (in increments of 30 days).

6. Agency Responsibilities

a. Onboarding

i. A successful onboarding experience requires effective communication. As such, Agency shall identify a primary and alternate point of contact to RMT. That point of contact will be RMT's touchpoint for communicating all onboarding requirements and milestones. Attachment C contains a list of items by priority which are required for onboarding new Agencies. Installation dates will be agreed upon once Agency has provided all information contained in Attachment C.

ii. Agency will be responsible for attending an Initial Onboarding Kickoff meeting where Attachment C will be reviewed in detail. Weekly sync meetings will be required to assist with training, ensure milestones are met, and schedule equipment installation. Once installation is complete, RMT and the Agency will agree on a cadence of meetings to ensure successful implementation of RMT's platform across the Agency's staff. Milestones for each meeting are described below.
    1. Initial Onboarding Kickoff Meeting:
        A. Introduction and exchange of contact information.
        B. RMT will outline the onboarding process.
        C. Agency will be provided templates to populate their Agency specific data with a suspense date (Users list, vehicle information, WiFi info, etc.).
        D. Vehicle installation dates will be discussed (primary and alternate).
    2. Weekly Meetings Throughout Onboarding (topics not all inclusive and dependent on onboard status):
        A. Confirm vehicle installation dates.
        B. Confirm WiFi information (see paragraph 6.b.).
        C. Confirm successful User access through log in data.

D. Review RMT platform and discuss any issues Agency may have.
E. Confirm all hardware has been installed and working properly.
F. Introduce RMT's Customer Service/Maintenance Account Executive who will handle all future interactions for the life of the contract.

b. WiFi

i. Agency shall provide RMT with wireless internet service details, including SSID and pre-shared password, for the purpose of enabling data transmission from RMT hardware installed on Agency vehicles.

ii. RMT hardware supports standard WPA2-PSK (pre-shared key) Wi-Fi networks only. The system connects exclusively by identifying a known SSID and applying a stored pre-shared password.

iii. RMT hardware **does not** support:
   1. Wi-Fi networks requiring username and password–based authentication
   2. 802.1X / enterprise authentication
   3. Captive portals, splash pages, or web-based login prompts
   4. WPA3

iv. Agency acknowledges that inability to provide a compatible Wi-Fi network may prevent data transmission and shall not be considered a failure of RMT's hardware, software, or services.

v. Agency is responsible for ensuring that any wireless network provided for use with RMT hardware complies with the above requirements. RMT shall have no obligation to modify hardware or software to support unsupported network configurations. RMT will provide guidance to assist Agency in achieving a compatible configuration.

vi. Agency shall ensure Wi-Fi signal is strong enough to reach area where hardware enabled vehicles are parked to ensure successful upload of data each evening.
   1. If hardware enabled vehicles are parked in multiple areas each area must have the same internet service details. Different internet service details (username and password)

will adversely affect the hardware system from uploading properly.

vii. Agency shall notify RMT **prior** to any changes made to wireless internet service (new service provider, password changes, router upgrades, etc.) to ensure appropriate updates can be made via over the air updates. Failure to notify RMT of wireless internet service changes will result in hardware devices inability to connect.

Note: *Installation will not occur until WiFi information and fleet lists are received.*

c. Sell, Auction, Junked Vehicle with RMT Hardware/Devices

i. Agency shall remove all RMT hardware/devices (RoadRunner, Fleet Management Devices, etc.) from Agency vehicles prior to selling, auctioning, wrecked/junked, etc., and return those items to RMT.
   1. In the event RMT hardware/devices are not returned Agency will be charged the following per device:
      A. RoadRunner system: $1,500 per device
      B. Fleet Management system: $1,000 per device

7. Representations, Warranties and Disclaimer

a. General. Each party represents and warrants that it has the right and authority to enter into this Agreement, and that by entering into this Agreement, it will not violate, conflict with or cause a material default under any other contract, agreement, indenture, decree, judgment, undertaking, conveyance, lien or encumbrance to which it is a party or by which it or any of its property is or may become subject or bound.

b. Compliance with the Laws. Each party represents and warrants that no additional consent, approval, or authorization of or designation, declaration or filing with any governmental authority is required in connection with the valid execution, delivery, and performance of this Agreement. Each party shall, at its own expense, comply with all laws, regulations and other legal requirements that apply to it and this Agreement, including copyright, privacy, and communications decency laws.

c. Acceptable Use. Agency is solely responsible for the content of any postings, data, or transmissions using the Software, or any other use of the Software by Agency or by any person or entity Agency permits to access the Software. Agency represents, covenants and warrants that it will not, directly or indirectly:

(i) use the Licensed Materials or Software in a manner that: (a) is prohibited by any law or regulation, or to facilitate the violation of any law or regulation; or (b) will disrupt a third parties' similar use of Licensed Materials or Software;

(ii) violate or tamper with the security of any RMT computer equipment or program.

Although RMT has no obligation to monitor Agency's use of the Licensed Materials or Software, if RMT has reasonable grounds to believe that Agency is utilizing the Licensed Materials or Software for any such illegal or disruptive purpose, RMT may suspend access to or usage of the Licensed Materials or Software immediately with or without notice to Agency. RMT may terminate the Agreement as contemplated in Section 3 if Agency in fact fails to adhere to the foregoing acceptable use standards.

DISCLAIMER. *THE WARRANTIES SET FORTH IN SECTION 7 ARE THE ONLY WARRANTIES MADE BY RMT. RMT DOES NOT WARRANT THAT USE OF THE LICENSED MATERIALS AND SOFTWARE WILL BE UNINTERRUPTED OR ERROR-FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE LICENSED MATERIALS OR SOFTWARE. EXCEPT AS EXPRESSLY SET FORTH HEREIN, THE LICENSED MATERIALS AND SOFTWARE ARE PROVIDED "AS IS," AND TO THE MAXIMUM EXTENT PERMITTED BY LAW, RMT MAKES NO OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE LICENSED MATERIALS, SOFTWARE AND ANY RELATED SERVICE OR SOFTWARE. RMT HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT OR IMPLIED WARRANTIES ARISING FROM A COURSE OF DEALING OR COURSE OF PERFORMANCE. NO ORAL OR WRITTEN INFORMATION GIVEN BY RMT, ITS EMPLOYEES, LICENSORS, VENDORS OR THE LIKE WILL CREATE A WARRANTY.*

8. Limitation of Liability. Excluding the liability under the section entitled "NO INFRINGEMENT" below, *UNDER NO CIRCUMSTANCES WILL RMT OR ANYONE ELSE INVOLVED IN ADMINISTERING, DISTRIBUTING OR*

PROVIDING THE LICENSED MATERIALS OR SOFTWARE BE LIABLE FOR ANY INDIRECT, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES THAT RESULT FROM THE USE OF OR INABILITY TO USE THE LICENSED MATERIALS OR SOFTWARE, INCLUDING BUT NOT LIMITED TO LOSS OF REVENUE OR LOST PROFITS, OR DAMAGES THAT RESULT FROM MISTAKES, OMISSIONS, INTERRUPTIONS, DELETION OF FILES OR EMAIL, ERRORS, DEFECTS, VIRUSES, INACCURACY OR CORRUPTION OF DATA, DELAYS IN OPERATION OR TRANSMISSION, FAILURE OF PERFORMANCE, THEFT, DESTRUCTION, COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES OR TECHNOLOGY, UNAUTHORIZED ACCESS TO RMT'S RECORDS, PROGRAMS OR SERVICES, OR ANY MATTER BEYOND RMT'S REASONABLE CONTROL, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN THE EVENT OF ANY BREACH BY RMT OF THIS AGREEMENT, RMT'S LIABILITY TO AGENCY WILL NOT EXCEED THE AMOUNT PAID TO RMT BY AGENCY DURING THE TWELVE (12) MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY. THE FOREGOING LIMITATION SHALL NOT APPLY TO BREACHES OF CONFIDENTIALITY OBLIGATION OR INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS.

9. Confidential Information

a. Definition. For purposes of this Agreement, "Confidential Information" shall mean information including, without limitation, all RMT data, computer programs, code, algorithms, names and expertise of employees and consultants, know-how, formulas, processes, ideas, inventions (whether patentable or not), schematics and other technical, business, financial and product development plans, forecasts, strategies and information marked "Confidential", or if disclosed verbally, is identified as confidential at the time of disclosure. In addition to the foregoing, Confidential Information shall include third party software, if any, that may be provided to Agency under this Agreement, including any related source or object codes, technical data, data output of such software, documentation, or correspondence owned by the applicable licensor. Confidential Information excludes information that: (i) was or becomes publicly known through no fault of the receiving party; (ii) was rightfully known or becomes rightfully known to the receiving party without confidential or proprietary restriction from a source other than the disclosing party; (iii) is independently developed by the receiving party without the participation of individuals who have had access to the Confidential Information; (iv) is approved by the disclosing party for disclosure without restriction in a written document which is signed by a duly authorized officer of such disclosing party; and (v) the

receiving party is legally compelled to disclose; provided, however, that prior to any such compelled disclosure, the receiving party will (a) assert the privileged and confidential nature of the Confidential Information against the third party seeking disclosure and (b) cooperate fully with the disclosing party in protecting against any such disclosure and/or obtaining a protective order narrowing the scope of such disclosure and/or use of the Confidential Information. In the event that such protection against disclosure is not obtained, the receiving party will be entitled to disclose the Confidential Information, but only as, and to the extent, necessary to legally comply with such compelled disclosure. Notwithstanding anything to the contrary contained herein, the parties acknowledge that the **Town** of **Farragut** must comply with the provisions of the Tennessee Public Records Act.

b. Nondisclosure. During the term of this Agreement and for a period of five (5) years thereafter, each party agrees to maintain all Confidential Information in confidence to the same extent that it protects its own similar Confidential Information, but in no event using less than reasonable care, and to use such Confidential Information only as permitted under this Agreement. Each party agrees to only disclose the other party's Confidential Information to its employees: (a) with a need to know to further permitted uses of such information; and (b) who are informed of the nondisclosure/non-use obligations imposed by Section 9. Both parties shall take steps that each determines appropriate to implement and enforce such non-disclosure/non-use obligations. Notwithstanding anything to the contrary contained herein, the parties acknowledge that the **Town** of **Farragut** must comply with the provisions of the Tennessee Public Records Act.

c. Terms of Agreement Confidential. Each of the Parties agrees not to disclose to any third party the terms of this Agreement, including pricing, without the prior written consent of the other party hereto, except to advisors, investors, and others on a need-to-know basis under circumstances that reasonably ensure the confidentiality thereof, or to the extent required by law. Notwithstanding anything to the contrary contained herein, the parties acknowledge that the **Town** of **Farragut** must comply with the provisions of the Tennessee Public Records Act.

d. Injunctive Relief. In the event of an actual or threatened breach of the above confidentiality provisions, the non-breaching party will have no adequate remedy at law and will be entitled to immediate injunctive and

other equitable relief, without bond and without the necessity of showing actual money damages.

10. Accessibility/Performance. RMT targets system availability of 99% uptime measured monthly, excluding scheduled maintenance and Force Majeure events. RMT shall use commercially reasonable efforts consistent with prevailing industry standards to maintain the Licensed Materials and Software in a manner which minimizes errors and interruptions with respect to the Licensed Materials and Software. The Licensed Materials and Software shall be available on a continuous basis (twenty-four hours per day, seven days per week) during the Term, except for: (i) scheduled maintenance, system back-up or other on-going maintenance as required and scheduled in advance by RMT, (ii) unscheduled emergency maintenance, either by RMT or by third-party providers, or (iii) for any unforeseen cause beyond RMT's reasonable control, including but not limited to internet service provider or communication network failures, outages of third-party connections or utilities, denial of service attacks or similar attacks, or any Force Majeure Events as stated in Section 11. RMT shall use reasonable efforts to provide advance notice in writing or by email of any scheduled service disruptions. RMT will monitor performance indicators on the systems network infrastructure in order to gauge the overall performance of its hosting services and will take reasonable steps to address systems and network infrastructure as required to maintain satisfactory performance of the Software. RMT further reserves the right to monitor and reasonably restrict Agency's ability to access or use the Licensed Materials and Software if Agency is using excessive computing resources which are impacting the performance of the Licensed Materials or Software for other subscribers. RMT agrees to notify Agency in cases where it restricts such use and use good faith efforts to determine an appropriate alternative or work-around solution.

11. General Provisions & Force Majeure/Beyond Control

a. This Agreement, including any amendments and attachments hereto that are incorporated herein, constitutes the entire agreement between the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings related to the subject matter of this Agreement and shall be binding on the parties when accepted by Agency. No amendment, modification, termination, or waiver of any provisions of this Agreement shall be binding upon any party hereto unless in writing and signed in person or electronically by a person authorized by the relevant party(ies). No provision of any purchase order or

other document issued by Agency, which purports to alter, vary, modify, or add to the provisions of this Agreement, shall be binding upon RMT or effective for any purpose, unless accepted by RMT in writing. It is further expressly understood and agreed that there being no expectations to the contrary between the parties, no usage of trade or other regular practice or method of dealing either within the computer software industry, RMT's industry or between the parties shall be used to modify, interpret, supplement, or alter in any manner the express terms of this Agreement or any part thereof.

b. Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or employment relationship between the parties, nor shall either party have the right, power, or authority to bind the other or otherwise create any obligation or duty, express or implied, on behalf of the other.

c. The Licensed Materials shall not be exported or re-exported in violation of any export provisions of the United States or any other applicable jurisdiction.

d. This Agreement may not be assigned, sublicensed, or transferred, in whole or in part, by Agency without the prior written consent of RMT. Any attempted assignment, subletting or transfer not in compliance with the foregoing shall be void. RMT may transfer and assign any of its rights and obligations under this Agreement without consent.

e. If any provision or provisions of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

f. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees.

g. All notices provided under this Agreement shall be in writing and will be deemed to have been duly given (i) when received, if personally delivered, (ii) when receipt is electronically confirmed, if transmitted by facsimile or email, (iii) the day after it is sent, if sent for next day delivery by recognized overnight delivery service, and (iv) upon receipt, if sent by certified or registered mail, return receipt requested.

h. This Agreement shall be governed by the laws of the State of Tennessee without regard to its conflict of laws provisions.

i. No delay or failure of RMT or Agency in exercising any right herein and no partial or single exercise thereof shall be deemed of itself to constitute a waiver of such right or any other rights herein. Any waiver by RMT or Agency of any breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach.

j. In the event that either party hereto is unable to perform any of its obligations under this Agreement or to enjoy any of its benefits because of natural disaster, terrorism, fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military authority, war, acts of god, acts or omissions of carriers or suppliers, acts of regulatory or governmental agencies, actions or decrees of governmental bodies or communication line failure not the fault of the affected party or other causes beyond such party's reasonable control (a "Force Majeure Event") the party who has been so affected shall immediately give notice to the other party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of nonperformance exceeds fourteen (14) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice immediately terminate this Agreement as provided in Section 3.

k. On RMT's request, no more frequently than annually, Agency shall furnish RMT with a signed certification (i) verifying that the Licensed Material is being used pursuant to the terms of this Agreement, and (ii) identifying the Agency vehicles on which RMT hardware is installed and the facility location(s) where such vehicles are regularly parked or garaged.

l. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and each of which together shall constitute a single instrument.

RMT		**Agency**
Jamie Weathers	SIGN:	
Jamie Weathers	NAME:	
Chief Operating Officer	TITLE:	
7.23.2026	DATE:	

ATTACHMENT A

COST ELEMENT FOR ROADWAY DATA AND EQUIPMENT DEVICE PACKAGE

1. **Annual Software Licenses Total……$34,650.00**
    1. Pavement Lifecycle Management Software License……$34,650.00
    2. Annual Maintenance Fee……Included with Software Licenses
    3. Hardware Installation Cost……Included with Software Licenses
    4. End User Remote Training- total of 24 hours…… Included with Software Licenses
    5. Tech Support: 7am-6pm CST……Included with Software Licenses

2. **Cost of Equipment**
    1. RoadRunner Road Survey Hardware…….. Included with Software Licenses
    2. Road Imaging Hardware…… Included with Software Licenses

Total Annual Base Cost (Licenses, Maintenance, Fleet and Survey Hardware, Installation, Remote Training): **$34,650.00**

ATTACHMENT B

Roadway Management Technologies, LLC
PO Box 678325, Orlando, FL 32867

Pricing Sheet

Town of Farragut, Tennessee
11408 Municipal Center Drive
Farragut, TN 37934

Service	Price	Qty	Extended Price
Pavement Lifecycle Management Software License and all services and hardware to be provided by RMT under this Agreement entered into under date of _____, 2026.	$34,650.00	1	$34,650.00
TOTAL			$34,650.00

Refer to the previous pages for service details. Billing occurs at the beginning of each period.

Hardware Installation Period: Dates will be determined once Agency has provided all information contained in Attachment C.

Subscription Periods: 09/01/26 - 08/31/27 (midnight)

09/01/27 - 08/31/28 (midnight)

Subscription periods and payment dates are subject to change in accordance with § 1 of this Agreement.

ATTACHMENT C





Platform and Technology Overview

Strictly Confidential

EXECUTIVE SUMMARY

America's infrastructure is deteriorating

Agencies face major headwinds:

- Thin budgets
- Understaffing
- Legacy processes handicap agencies
- Lack of visibility into health of road network (one of agencies' largest assets)



RoadManTech addresses each headwind

- Intelligence necessary for budget efficiency
- Hands-on support
- Built-to suite, end-to-end, proprietary technology
- Complete network visibility, in real time

Agency Value

- **Resilience**
- **Safety**
- **Budget efficiency**
- **Equity**
- **Transparency**
- **Critical event defense**

Problem

OUR INFRASTRUCTURE IS DETERIORATING, AND BUDGETS ARE THIN

Our roads are in disrepair. Prioritization of dollars is top of mind for agencies into the next few decades. This pressure will only increase

America's Roads

- American society of Civil Engineers:
  - 43% of roads are in poor or mediocre condition
  - Infrastructure at D+ Rating
- Necessity for pavement preservation
- Since 2020, material prices have gone up 60-100%

Helpless Awareness

- Available budget has not changed
- Everyone understands the problem, nobody has a solution
- Nobody has any data on pavement quality – funds are being deployed "by feel"
- $786B of infrastructure backlog

Maintenance Practices

- Goal: Amortize road life over longer periods of time
- Reactive maintenance costs 14x that of preventative maintenance
- Preservation method drives 100%+ efficiency in budget spend

CURRENT PAVEMENT MANAGEMENT PROCESSES FALL SHORT

Agencies processes for pavement management are characterized by (i) antiquated data collection practices, (ii) expensive processing processes, and (iii) disconnected processes and systems that are not "built to purpose"

1. Data Collection

Windshield Review



Lidar Method



Image-Based



- Significant manual effort
- Costly
- Static data
- Incomplete and error-prone
- Not actionable
- Slow

2. Data Processing



- Expensive
- Subjective
- Driven by static conditions
- Time consuming

3. Housing and Tracking

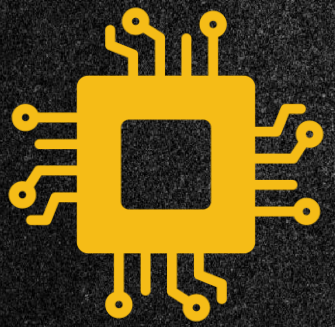


- Systems are not built to suite for managing pavement networks, one of agency's largest assets
- Cumbersome

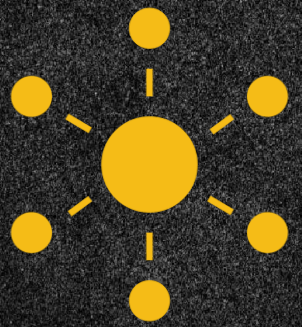
Solution

ROADMANTECH: PAVEMENT MANAGEMENT IN THE 21ST CENTURY

End-to-end proprietary hardware and software



Crowd-sourced, continuous, passive data collection



Immediate time to value through rapid network coverage



Executive dashboards provide network transparency



Actionable insights for every road in the network



RMT

RMT REPLACES DISCONNECTED TRADITIONAL PROCESSES AND SYSTEMS WITH A SINGLE, END-TO-END, AI-DRIVEN SAAS PLATFORM

1

- Legacy surveys
- Windshield reviews
- LMS
- Image-based

2

- Subjective manual analysis
- Labor-intensive people-hours
- Subject to human error

3

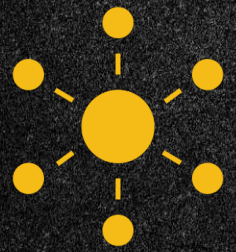
- Legacy pavement “5-year plans”
- Based on “assumed” deterioration curves
- Does not optimize based on actual health

4

- Outdated pavement management systems
- Legacy systems rely on outdated assumptions
- Not built to purpose

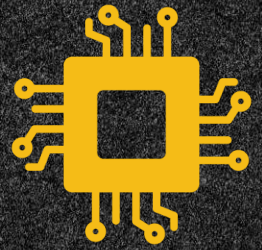
RoadmanTech

Pavement Surveys and Collection



Continuous, passive data collection

Post-Survey Processing



Artificial intelligence-driven analysis

Network Planning



Living plans updated daily

Pavement Management System



State of the art, built to purpose SaaS system

RMT

BRINGING REAL-TIME INTELLIGENCE TO PAVEMENT LIFECYCLE MANAGEMENT

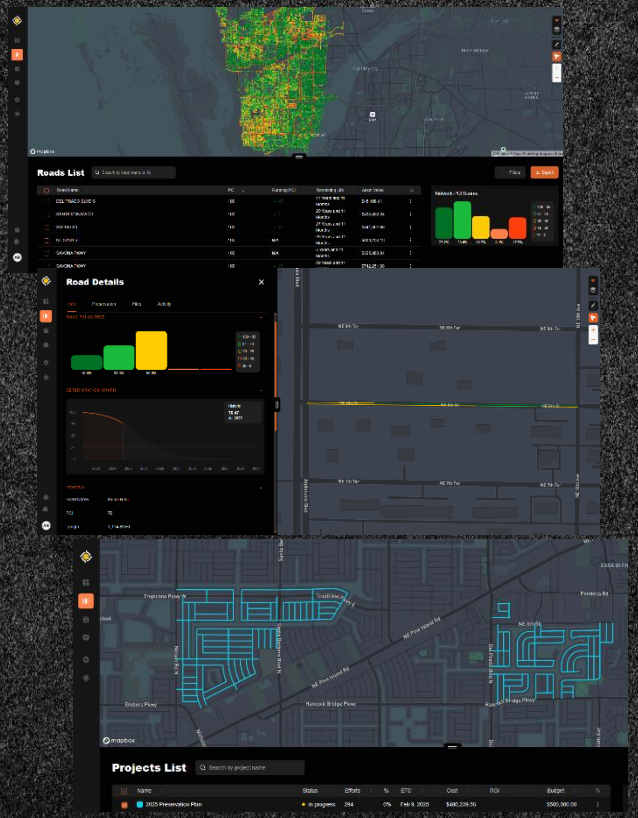
In-House Hardware





- Sensor fusion (multiple sensor inputs)
  - Photos every 75 feet
  - Vibration & Gyroscopic data at 52,000 points per second
  - V3 radar live + patent pending
- “Trust but verify” machine learning AI
- MADE IN AMERICA

RoadManTech User Platform



- Automated principal component collection, analysis, and interpretation
- Refreshed every night
- Real-time executive dashboards
- Automated budget optimization recommendations
- Return on investment analytics
- Pavement Lifecycle Management workflow software

RMT

Futureproofing + Innovation

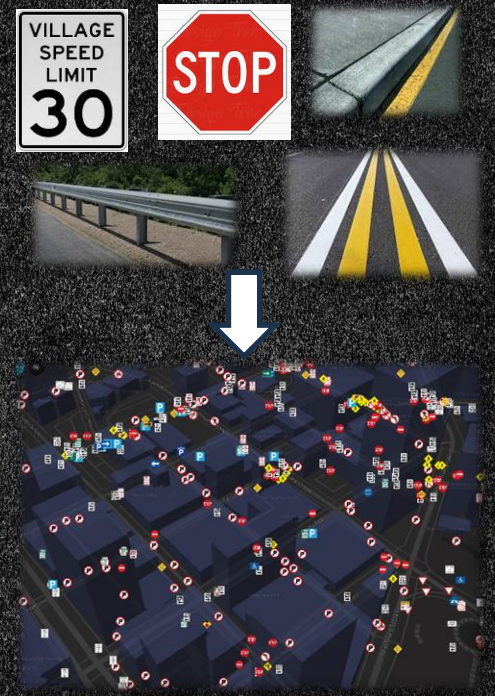
RMT won the APWA's Top Tech award four years running. We are honored to receive this designation and are committed to innovation as we work with agency partners towards resilient infrastructure. Our system advancements come directly from real-world challenges at the agencies we serve. This partnership-driven approach keeps our platform practical, focused, and impactful.

Compatibility and Ease of Use

- Full GIS and Asset Management compatibility
- Automated real-time data sync with ESRI integration
- Streamlined workflows across departments
- Scalable for future project expansions
- Supports decision tree matrix planning
- Long-term value through adaptability and integration

Near-Term Product Innovations

- Automated asset recognition for all ROW assets
- Built with agency input for customizable prioritization
- Replaces manual tracking with accurate, automated reporting
- Seamlessly integrates into existing workflows



Value

RMT DELIVERS VALUE TO AGENCIES IN MULTIPLE WAYS

Passive data collection eliminates all manual work



Instant transition from "worst-first" to preservation

Increases roadway preservation budget efficiency by 100%+

Objective data for FEMA related critical event defense

Data-driven rationale for network spend and grant funding

Reduced environmental impact through resource efficiency

RMT PROVIDES CRITICAL SUPPORT TO NUMEROUS AGENCY GROUPS

Executive Operations

- Department leadership oversight tools
- Data-backed decision making & defense

Engineering and Field Operations

- Road foremen
- Third party surveys
- Staff engineers

Infrastructure Spend

- Roadway maintenance
- Streamline

Risk Management

- Employee and constituent safety
- Claims prevention
- Claims defense

RMT Platform

Complete Transparency	**Automated, Living Data**	**Informed Allocation**	**Data-backed defense**
Efficiency Dashboards	**Actionable Insights**	**Massive Efficiency Gains**	**Risk area alerts**
Constituent Support	**Project Management**	**Project-Level Data**	**Risk solutioning**

RMT

CLEAR, TANGIBLE ROI ACROSS MULTIPLE VALUE STREAMS

Roadway Preservation	Critical Event Insurance	Constituent Tax Support	Grant Funding	Operations and Liability
80-100% budget extension through optimized preservation	**5%** of network value per year in critical event defense	Data-backed support for ongoing tax requirements	**100% - 400%** return on securing grant dollars for current clients	**$50K - $500K** in workflow efficiency, depending on agency size

7-11x

typical ROI on annual platform cost

RMT



RMT

ROADWAY MANAGEMENT TECHNOLOGIES



RMT Roadway Lifecycle Management Deliverables

PARTNERING WITH ROADWAY MANAGEMENT TECHNOLOGIES (RMT)

Transforming Roadway Lifecycle Management with Passive Roadway Surveying

RMT's Roadway Lifecycle Management package delivers cutting-edge, reliable, and data-driven solutions to revolutionize road management and maintenance. By partnering with RMT, agencies gain access to a comprehensive suite of services designed to optimize resources and improve road quality.

Provision of Proprietary Sensors

- **Specialized Sensors**: RMT supplies advanced sensors tailored for seamless integration with agency-owned vehicles.
    - Imagery Sensor, Accelerometer Sensors, Gyroscopic Sensors, and Radar Sensors

Sensor Installation and Training

- **Expert Installation**: RMT handles the initial setup and installation of sensors on pre-selected vehicles in collaboration with the agency.
- **Hands-On Training**: Agency personnel receive comprehensive training to ensure proper use and maximum benefit from the sensors.

Road Quality Data Collection

- **Automated Data Collection**: Sensors continuously gather road quality data during routine vehicle operations.
    - Based on ASTM-D6433 with additional IRI scoring metrics
- **Effortless Data Transmission**: Data is automatically uploaded to RMT servers when vehicles are parked in Wi-Fi-enabled areas, ensuring minimal manual intervention.

Data Analysis and Access

- **Advanced Analytics**: RMT's proprietary algorithms analyze collected road data to provide actionable insights.
    - Principal Component Analysis
    - Dynamic Deterioration Modeling
- **Interactive Map Interface**: Access detailed road quality assessments on RMT's web-based platform.
    - Filter roads by best and worst conditions.
    - View regularly updated street images (refreshed every 30 days).
- **Comprehensive Reporting**: Utilize multiple reports and project management tools to monitor maintenance efforts and evaluate their impact in real time.
    - Customized reports
    - Budget forecasting & analysis
    - Multi-year paving planning (5-year, 10-year, etc.)

Pavement Management System (PMS)

- **Real-Time Data Integration**: Leverages live road quality data to continuously refine predictive analysis, ensuring pavement management strategies reflect actual conditions.
- **Enhanced Decision-Making**: Delivers data-driven recommendations for prioritizing maintenance, optimizing budgets, and allocating resources effectively.
- **Comprehensive Benefits**:
  - Proactively identifies potential road issues before they escalate.
  - Streamlines planning for maintenance and rehabilitation projects.
  - Improves lifecycle management of roadway assets.
  - Provides a clear, data-backed approach to justifying funding requests and strategic planning.

Dedicated Account Management

- **Single Point of Contact**: A dedicated Account Manager ensures streamlined communication and personalized service for all project needs.

Indefinite Hardware Warranty

- **Long-Term Reliability**: All hardware provided by RMT is backed by an indefinite warranty, guaranteeing continuous support and peace of mind.

Inclusive System Updates and Upgrades

- **Future-Proof Technology**: System updates and upgrades developed by RMT are included in the annual cost, allowing agencies to benefit from the latest advancements at no extra charge.

Software as a Service (SaaS) Pricing Model

- **Integrated Pricing Structure:** RMT's SaaS model features an annual subscription based on the total lane miles in an agency's road network, offering unlimited user access to the RoadRunner system.
- **Native Esri GIS Integration:** The RoadRunner system includes a fully native integration with Esri GIS platforms. This allows agencies to automatically push and pull data between systems, eliminating manual transfers and duplication of effort. All data syncs directly to the agency's existing GIS environment and fully aligns with the current attribute tables already in place.
- **Predictable Costs:** Fixed pricing for the contract term, ensuring consistency and reliability in budgeting

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Empowering Agencies with Data-Driven Insights and Long-Term Support

With RMT's Roadway Lifecycle Management package, agencies can transform road maintenance efforts, maximize efficiency, and achieve significant improvements in network quality. Partner with RMT today for an innovative, future-ready solution to roadway management.

SOLE SOURCE JUSTIFICATION

VENDOR:
Roadway Management Technologies, LLC

ITEM DESCRIPTION:
SEE DESCRIPTION IN ATTACHMENT A

INITIAL ALL ENTRIES BELOW THAT APPLY TO THE PROPSED PURCHASE: Attach a memorandum containing complete justification and support documentation as directed in initialed entry. (More than one entry will apply to most sole source products/services requested).

1. ES The parts/equipment are not interchangeable with similar parts of another manufacturer. (Explain in a separate memorandum.)
2. ES This is the only known item or service that will meet the specialized needs of this department or perform the intended function. (Attach memorandum with details f specialized function or application.)
3. ES The parts/equipment are required from this source to permit standardization. (Attach memorandum describing basis for standardization request.)
4. _____ None of the above apply. A detailed explanation and justification for this sole source request is contained in the attached memorandum.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this sole source justification be authorized as a sole source for the service or material.

Department Head | Engineering Department | 7/29/26 Date

(Administration use only) **Sole Source Authorization**

Approved by Town Administrator: Dail Smoak

Date: 7-29-26

Disapproved by: _____

Date: _____

Reason for Disapproval:

ATTACHMENT A

The Town of Farragut completes one annual resurfacing project through the Resurfacing contract and continuous smaller maintenance projects per year through the annual Street Maintenance contract. Roadway Management Technologies, LLC (RMT) offers the RoadRunner platform, a software as a service option to assist with the road assessment and prioritization of Town Maintained roadway infrastructure. A summary of what RMT's RoadRunner platform includes is as follows:

- Software as a turnkey service, that INCLUDES the proprietary hardware needed for data collection in the annual cost (RMT retains ownership of the hardware, so any issues with hardware arise, we would notify RMT and RMT would supply replacement hardware at no extra cost).

- Three-pronged analysis of roadway systems (Vibratory sensor, Radar Sensor, and Camera). All hardware is proprietary to RMT. The three-pronged approach allows for confirmation of conditions.

- Continuous upgrades occurring and rolled out to customers at no extra cost (typically locked into a 4 year price lock arrangement).

- Planned Software integration with whatever workorder system we are using townwide to allow workorder generation directly from the RMT UI (as long as our workorder system allows it).

- A well thought out method of displaying road health/life for planning purposes, as well as a robust estimator tool to assist with planning road repairs and projecting out future budgetary costs.

Agenda Number: VI.C.
Meeting Date: August 13, 2026

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Eric Schindler, Assistant Town Engineer
Darryl Smith, Town Engineer

Subject: Approval of Professional Services Agreement with Ardurra Group, Inc. for Design of Grigsby Chapel Rd/St. John Court Intersection Improvements

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Introduction & Background:

The purpose of this item is approval of a professional services agreement with Ardurra Group, Inc. for design of improvements at the intersection of Grigsby Chapel Road and St. John Court to include a traffic signal.

Discussion & Recommendations:

Over the years, the Town has received several requests to install a traffic signal at the intersection of Grigsby Chapel Road with St. John Court. Staff has consistently insisted the location must meet warrants for a traffic signal before a signal can be recommended. As traffic generated by St. John Neumann Church and School has grown over the years, the intersection now meets warrants for a signal, as indicated in our latest signal warrant analysis last fall. Installation of the signal will allow much easier access to Grigsby Chapel Road from St. John Court, and gaps created by the signal will assist motorists on nearby side roads as well. Attached is a proposal from Ardurra Group, Inc. for design of the signal, with a total fee of $55,990.

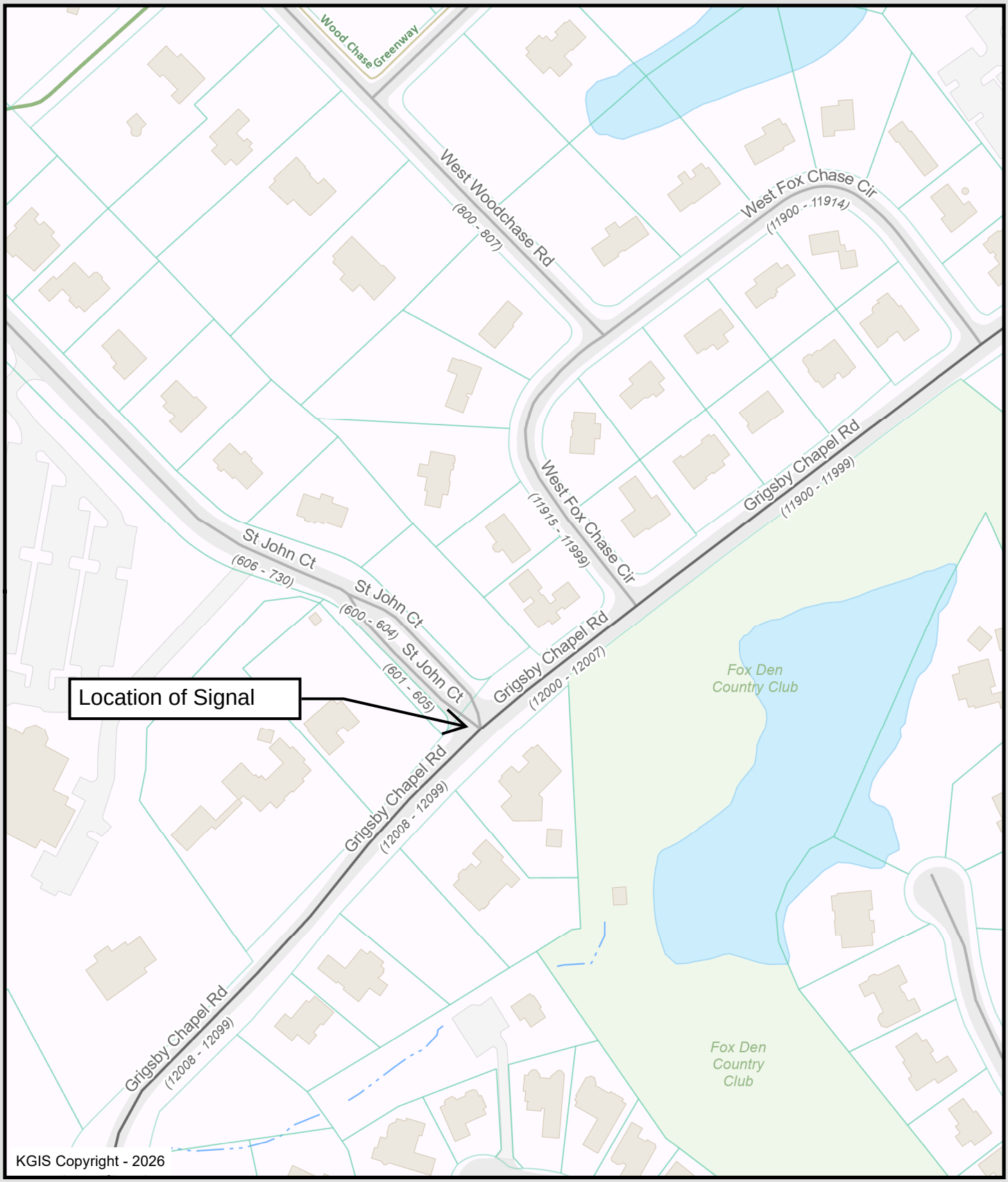
Financial Section
Account Number: 310-41670-59156

Total Budget	Requested Amount	Expenditures to Date	Remaining Amount
$700,000	$55,990	$0	$644,010

Approved By: Tessa Cortes

Recommended By: Eric Schindler, Assistant Town Engineer, Darryl Smith, Town Engineer for approval.

Proposed Motion: To approve the professional services agreement with Ardurra Group, Inc. for design of intersection improvements at Grigsby Chapel Road and St. John Court.



Grigsby Chapel Road/St. John Court Intersection

Knoxville - Knox County - KUB Geographic Information System

Printed: 7/30/2026 at 12:28:36 PM

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ft

KGIS makes no representation or warranty as to the accuracy of his map and its information nor to its fitness for use. Any user of this map product accepts the same AS IS ,WITH ALL FAULTS, and assumes all responsibility for the use thereof, and futher covenants and agrees to hold KGIS harmless from any and all damage, loss, or liability arising from any use of this map product.

TOWN OF FARRAGUT

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made by and between **Town of Farragut** ("Client") and **Ardurra Group, Inc.** ("Contractor") for professional services for the assignment described as follows:

Project: Grigsby Chapel Road at St. John Court Traffic Signal Design

Location: Grigsby Chapel Road at St. John Court

Description of Project: Design a new traffic signal at the intersection of Grigsby Chapel Road at St. John Court.

1. **Professional Services**. Contractor agrees to perform the following Basic Services under this Agreement:

See **Attachment A** to this Agreement for a description of Basic Services.

2. **Compensation**. Client shall compensate Contractor for the Basic Services as follows: A lump sum fee of $55,990.00, including reimbursable expenses. In addition, Client shall pay Contractor for additional services that may be requested by the Client beyond the Basic Services in accordance with the hourly rate schedule attached as **Attachment B** to this Agreement.

3. **Schedule**. Contractor shall begin work upon notification of approval of this Agreement by the Town Administrator and shall submit final construction plans to the Town by February 28, 2027. Upon submittal of final construction plans, contractor will have outstanding Construction Phase services that will go through the duration of construction.

4. **Invoicing and Payments**. Invoices or payment requests shall be submitted to the Client no more than monthly and shall include such information, documentation or data as the Town Administrator may require including, but not limited to, the amount and breakdown of the payment requested, the period covered by the request, and the work performed during the period covered by the payment request. After review, the Town Administrator will indicate his approval of the payment request, or shall explain to Contractor, in writing, his reasons for not approving any portion or all of the request, and authorize payment of the amount approved. In the event the Town Administrator does not approve any portion of a payment request, and has communicated the reasons to Contractor, Contractor will then take the necessary action to satisfy the reasons for non-approval and resubmit the payment request. Client shall endeavor to remit payment of payment requests or portions thereof which are approved by the Town Administrator within thirty (30) days of receipt by Client. From time to time approval of a payment request may require action by the Board of Mayor and Aldermen which meets on the second and fourth Thursday of most months.

5. **Time**. Contractor will perform its services in a timely manner commensurate with the exercise of due professional care which it acknowledges can be done consistent with the schedule provided for in Paragraph 3. Time for performance shall be extended as necessary for delays or suspensions due to circumstances beyond Contractor's control. If such delay or suspension extends more than six (6) months (cumulatively), Contractor's compensation shall be equitably adjusted; provided, however, such adjustment and amendment to this Agreement must be approved by the Town Administrator before Client is bound.

6. **Suspension of Services**. If Client fails to pay any invoice when due or otherwise is in material breach of this Agreement, Contractor may, at its sole discretion, suspend performance of services upon five (5) days' written notice to Client. Contractor shall have no liability to Client and Client agrees to make no claim for any delay or damage as a result of such suspension, unless (i) the Town Administrator has refused to approve payment, (ii) his reasons are justified pursuant to this Agreement, and (iii) Contractor has failed to satisfy the reasons as required by Paragraph 4 hereof. Upon cure of the cause of a justified suspension, Contractor shall resume services within a reasonable time, and there shall be equitable adjustments of the project schedule and fees to reflect the effects of such suspension, if such adjustments are deemed reasonable and appropriate by the parties.

7. **Standard of Care**. Notwithstanding any other provision of this Agreement or any other document describing the services produced by Client, Contractor shall perform its services in accordance with the standard of professional care ordinarily exercised under similar circumstances by reputable members of its profession in the same locality at the time the services are provided. Beyond the foregoing and unless otherwise provided herein or in other documents produced, generated or provided by Contractor, no warranty, expressed or implied, is made or intended by Contractor. The parties further agree that Contractor is not a fiduciary of Client.

8. **Termination**. The obligation to provide further services under this Agreement may be terminated with or without cause by either party upon ten (10) days' written notice to the other party. On termination by either Client or Contractor, Client shall pay Contractor all amounts due for any services performed to the date of termination (plus all reimbursable expenses incurred) as Contractor's sole and exclusive remedy, subject to any setoffs to which the Client is entitled as a result of Contractor's failure to perform as required by this Agreement.

9. **Reuse of Documents**. All documents, including drawings, specifications, and reports, prepared by Contractor pursuant to this Agreement are instruments of professional service and shall become the property of the Client. They are not intended or represented to be suitable for reuse by Client or others for additions or modifications of the Project or on any other project. Any reuse without written consent, verification or adaption by Contractor for the specific purposes intended shall be at Client's sole risk and without liability or legal exposure to Contractor. Any such verification and adaption will entitle Contractor to further compensation at rates to be agreed upon by Client and Contractor.

10. **Access to the Site/Jobsite Safety**. Unless otherwise stated, Contractor will have access to the site for activities necessary for the performance of its services. Client agrees that Contractor shall have no responsibility for the means, methods, sequences, procedures, techniques, and scheduling of construction, as these decisions are solely the responsibility of the

contractors. Contractor further shall have no authority or duty to supervise the construction workforce and shall not be responsible for jobsite safety or for any losses or injuries that occur at the Project site.

11. **Insurance**. Prior to any access to the Project site, Contractor shall deliver to Client a certificate of insurance evidencing general liability coverage with a limit of not less than $1,000,000 each occurrence for bodily injury, personal injury and property damage. If such insurance contains a general aggregate limit, it shall apply separately to the work/location of the Project in this Agreement or be no less than $2,000,000. In addition, Contractor shall endeavor to secure and maintain insurance in such amounts as it deems necessary to protect itself from claims of professional negligence arising from the performance of services under this Agreement. Such insurance shall:

a. Contain or be endorsed to contain a provision that includes Client, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work performed by or on behalf of the Contractor. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

b. For any claims related to this Project, the Contractor's insurance coverage shall be primary insurance as respects the Client, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering the Client, its officials, officers, employees, and volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

12. **Risk Allocation**. In recognition of the relative risks, rewards, and benefits of the Project to both Client and Contractor, to the fullest extent permitted by law, the parties agree to allocate the risks such that Contractor's total liability to Client for any and all injuries, claims, losses, expenses, damages, and/or claim expenses arising out of Contractor's services under this Agreement from any cause or causes shall not exceed the amount of Contractor's fee, or One Hundred Thousand Dollars ($100,000), or the amount of insurance coverage Contractor has, or is required to have, covering the risk or claim that is the basis for the injury, claim, loss, expense or damages, recovery for which is sought, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

13. **Dispute Resolution**. It is agreed that all claims, disputes, or other matters in question arising out of or related to this Agreement shall be submitted to nonbinding mediation before any legal proceedings is commenced. The parties shall equally bear the fees and expenses charged by the mediator.

14. **Opinions of Construction Cost**. Any opinion of probable construction cost prepared by Contractor represents the judgment of one or more Contractor design professionals and is supplied for general guidance of Client. Since Contractor has no control over the construction marketplace and does not use the same pricing methods used by contractors, Contractor does not guarantee the accuracy of such opinions.

15. **Indemnification**.

a. The Contractor shall defend, indemnify and hold harmless the Client, its officers, employees and agents from any and all liabilities which may arise or be claimed against the Client, its officers, employees and agents or any third party for any and all lawsuits, claims, demands, losses or damages alleged to have arisen from an act or omission of the Contractors, its employers, agents or contractors in performance of this Agreement or from the Contractor's failure to perform this Agreement using ordinary care and skill, except where such injury, damage, or loss was caused by the sole negligence of the Client, its agents or employees.

b. The Contractor shall save, indemnify and hold the Client harmless from the cost of the defense of any claim, demand, suit or cause of action made or brought against the Client alleging liability referenced above, including, but not limited to, costs, fees, attorney fees, and other expenses of any kind whatsoever arising in connection with the defense of the Client; and the Contractor shall assume and take over the defense of the Client in any such claim, demand, suit, or cause of action upon written notice and demand for same by the Client. The Contractor will have the right to defend the Client with notice and demand for same by the Client. The Contractor will have the right to defend the Client with counsel of its choice that is satisfactory to the Client and the Client will provide reasonable cooperation in the defense as the Contractor may request. The Contractor will not consent to the entry of any judgment or enter into any settlement with respect to an indemnified claim without the prior written consent of the Client, such consent not to be unreasonably withheld or delayed. The Client shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

c. The Contractor shall save, indemnify and hold Client harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against Client alleging liability referenced above.

d. The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement.

16. **Miscellaneous**.

a. The Contractor will not assign or transfer any interest in this Agreement without obtaining the prior written approval of the Client.

b. The Contractor will not enter into a subcontract for any of the services performed under this Agreement without obtaining the prior written approval of the Client.

c. The contract between the parties consists of this Agreement, its attachments, any written request for services issued by Client and any response thereto made by Contractor, including any addenda thereto. To the extent there is a conflict between the terms of any of the documents that constitute the contract between the parties, the terms that are most specific to the matter in dispute shall govern over the more general. In the event the conflicting terms cannot be characterized as specific vs. general, then the terms that provide the greater benefit to the Client and/or impose the greater obligation on the Contractor shall control.

d. This Agreement may be modified only by a written amendment or addendum that has been executed and approved by the appropriate officials shown on the signature page of this Agreement.

e. If any provision of this Agreement is determined to be unenforceable or invalid, such determination will not affect the validity of the other provisions contained in this Agreement. Failure to enforce any provision of this Agreement does not affect the rights of the parties to enforce such provision in another circumstance, nor does it affect the rights of the parties to enforce any other provision of this Agreement at any time.

f. In the event legal action is necessary to enforce the terms of the contract between the parties, the prevailing party shall be entitled to recovery of its attorney's fees, court costs, and other expenses of the legal action.

g. In the performance of this contract, Contractor will comply with all applicable laws, ordinances, rules, regulations and orders of local, state and federal governments, including, but not limited to, the President's Executive Order No. 11246 and 11375, which prohibit discrimination in employment regarding race, color, religion, sex or national origin, Title VI of the Civil Rights Act of 1964, Copeland Anti-Kick Back Act, the Contact Work Hours and Safety Standards Act, Section 402 of the Vietnam Veterans Adjustment Act of 1974, Section 503 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, all of which are herein incorporated by reference.

h. This Agreement will be governed and construed in accordance with the laws of the state of Tennessee.

CLIENT:	**CONTRACTOR:**
Town of Farragut	Ardurra
By:_____	By: Brian J. Haas
Printed Name:_____	Printed Name: Brian J. Haas, P.E. PTOE
Title:_____	Title: Transportation Group Leader
Date:_____	Date: July 28, 2026

ARDURRA
COLLABORATE. INNOVATE. CREATE.

July 28, 2026

Mr. Eric Schindler
Town of Farragut
Assistant Town Engineer
11408 Municipal Center Drive
Farragut, TN 37934

RE: Proposal for Traffic Engineering Design Services
Grigsby Chapel Road at St. John Court Traffic Signal

Dear Mr. Schindler:

Ardurra appreciates the opportunity to prepare this proposal to provide engineering services for the design of a traffic signal at the intersection of Grigsby Chapel Road at St. John Court in Farragut, Tennessee. In accordance with your request, the following is a summary of our proposed scope of work, fee structure, and project schedule.

SCOPE OF WORK

Our understanding is that the Town of Farragut (the Town) desires to construct a new traffic signal at the intersection of Grigsby Chapel Road at St. John Court. The Town has asked Ardurra to provide a proposal to prepare engineering design plans for the construction of said traffic signal. The scope of work will generally consist of traffic analyses to determine appropriate signal phasing and timing, survey and traffic signal design, and bid/construction phase assistance. The following is a detailed description of our proposed scope of services for this effort.

Task 1 – Project Management

This task will be performed throughout the life of the project and includes general project coordination with staff from the Town, invoicing, etc.

Task 2 – Traffic Analyses

Ardurra will collect an intersection turning movement count (TMC) for twelve (12) hours on a typical weekday to capture peak hour demand. Utilizing this data, Ardurra will perform an operational evaluation of the intersection for various forms of traffic signal phasing. With these evaluations, Ardurra will recommend the most appropriate signal phasing for the subject intersection. Additionally, Ardurra will develop basic signal timing (minimum green,

passage, yellow change, red clearance, maximum green 2, maximum green 2, walk, flashing don't walk, day plans, and schedules) to be programmed in the controller upon signal activation. Based on the distance between this project location and adjacent signalized intersections, it is anticipated that this signal will not be coordinated with other signals.

Task 3 – Traffic Signal Design

3.1 Field Survey

Ardurra will perform a formal field survey of the project intersection in order to obtain detailed topographic data, presence of utilities (along with utility owner information), and right-of-way / parcel lines (along with property owner information). Survey data will be obtained for a distance of approximately 200 feet along each leg of the intersection. If needed, this effort may also involve spot shots of potholes to obtain subsurface utility locations. Please note that the scope of work does not include expenses for potholing efforts.

3.2 Construction Review Design Plans

Ardurra will prepare construction review design plans for the proposed traffic signal. Anticipated plan sheets for this effort include:

- Title Sheet (with list of applicable standard drawings)
- Proposed Layout (showing curb ramps, crosswalks, stop bars, etc.)
- Proposed Signal Layout (including fiber interconnect to the existing signal system)
- Signal Operational Settings
- Miscellaneous Details
- Estimated Quantities
- Notes
- Utility Notes and Utility Contacts

Ardurra will submit a PDF of the Construction Review plans to the Town and to potentially affected utility providers for comment.

3.3 Final Construction Plans

Ardurra will incorporate comments from the Town and utility providers, as applicable, and will submit a PDF of the Final Construction plans, which will be sealed by a Professional Engineer. Ardurra will also prepare a final construction cost estimate that will be determined based on anticipated unit costs of calculated quantities.

Task 4 – Construction Services

4.1 Bid Phase Services

Ardurra will assist the Town during the construction bidding phase by preparing any required technical specifications to be included in the bid book, responding to prospective contractors' questions, and preparing plans revisions and bid addenda as needed. It is assumed that attendance at a pre-bid meeting and/or bid opening is not required.

4.2 Construction Administration

Ardurra will provide limited construction administration services to assist the Town and contractor when building the proposed improvements. These services will include the following as needed:

- Attendance at the preconstruction meeting
- Attendance at construction status meetings, as appropriate
- Review and respond to contractor requests for information
- Equipment submittal review
- Plans revisions due to unforeseen field conditions
- Field visits as requested by the Town

This scope of work does not include formal construction engineering and inspection (CEI), change order requests, quantity tracking, contractor payment request review or approval, etc.

FEE STRUCTURE

Based on our understanding of this project, the proposed budget for the scope of work described is **$55,990.00**. Ardurra will invoice this amount on a lump sum basis, with monthly invoices to be issued in accordance with monthly estimates of percent completion of the project. Additional services that may become necessary beyond the project scope of work will be invoiced on an hourly basis at the then-current Ardurra standard hourly rates. In the unforeseen event the scope of work significantly changes requiring an amended budget, a revised proposal will be submitted for your approval prior to proceeding.

ADDITIONAL SERVICES

The following services are not included in this proposal and may require an amended budget:

- Attendance at public meetings or Board of Mayor and Aldermen meetings
- Roadway design, such as widening or additional turn lanes
- Utility relocation design
- Utility potholing expenses

- Right-of-way acquisition services
- Environmental testing or permitting services
- Attendance at a pre-bid meeting or bid opening
- Tabulation of bids or preparation of a recommendation of contract award
- Construction staking services
- Construction engineering and inspection (CEI)

PROJECT SCHEDULE

Ardurra will start work immediately upon authorization to proceed and will submit final construction plans to the Town by February 28, 2027, assuming the authorization to proceed is provided by August 31, 2026. This assumes the following schedule breakdown of project tasks:

- Project Management: September 2026 – April 2028
- Traffic Analyses: September 2026
- Field Survey: September 2026 – October 2026
- Construction Review Design Plans: November 2026 – December 2026
    - Town/Utility Review: January 2027
- Final Construction Plans: February 2027
- Technical Specifications: February 2027
- Bid Phase Services: March 2027 – April 2027
- Construction Administration: May 2027 – April 2028

This proposal is valid for 90 days from the date this letter was sent for your review. The budget and timeframe for this proposal shall be renegotiated if it hasn't been signed within this period of time.

We look forward to working with you on this project. Please do not hesitate to contact us with any questions or if you require additional information.

Sincerely,

Brian J. Haas, P.E., PTOE
Transportation Group Leader

ARDURRA
2026 RATE SCHEDULE

LABOR	2026
Principal	$305.00 /hr.
Practice Director	$305.00 /hr.
Senior Consultant	$275.00 /hr.
Group Leader	$280.00 /hr.
Senior Project Manager	$270.00 /hr.
Senior Electrical Engineer	$275.00 /hr.
Project Manager	$245.00 /hr.
Engineering Manager	$245.00 /hr.
Associate Project Manager	$225.00 /hr.
Senior Project Engineer 2	$245.00 /hr.
Senior Project Engineer 1	$215.00 /hr.
Project Engineer	$195.00 /hr.
Electrical Engineer	$210.00 /hr.
Engineering Associate 2	$155.00 /hr.
Engineering Associate I	$140.00 /hr.
Senior Project Controller	$175.00 /hr.
Project Controller	$160.00 /hr.
Senior Scientist	$180.00 /hr.
Scientist	$160.00 /hr.
Senior Planner	$220.00 /hr.
Planner	$165.00 /hr.
Senior Engineering Designer	$175.00 /hr.
Engineering Designer 2	$160.00 /hr.
Engineering Designer 1	$125.00 /hr.
Senior GIS Analyst	$185.00 /hr.
GIS Analyst	$160.00 /hr.
GIS Technician	$140.00 /hr.
Field Crew	$195.00 /hr.
Project RLS	$180.00 /hr.
Senior Survey Technician	$170.00 /hr.
Drone Services (Including Pilot)	$420.00/hr.
Senior Construction Observer	$165.00 /hr.
Construction Observer 1	$120.00 /hr.
Construction Observer 2	$140.00 /hr.
Senior Funding Support Specialist	$155.00 /hr.
Funding Support Specialist	$145.00 /hr.
Senior Project Administrator	$140.00 /hr.
Project Administrator	$105.00 /hr.

EXPENSES	
Reproductions	Cost
Mileage	IRS Rate
Telephone, Postage	Cost
Travel (Meals/Lodging)	Cost
Subconsultants	Cost + 10%
Special Owner Requested Computer Software (1)	Cost + 10%

Note: The above rates are effective September 1, 2025. Ardurra reserves the right to revise to reflect inflationary increases. Revised 11-19-24

Agenda Number: VI.D.
Meeting Date: August 13, 2026

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Christopher Sheffield, Director of Public Services

Subject: Approval of Award of Contract 2026-30 for Biddle Farms Washroom Facilities Build to Skilled Services, LLC.

Introduction & Background:

The purpose of this agenda item is to award contract 2026-30 for the Biddle Farms Washroom Facilities construction at Anchor Green in the Biddle Farm Town Center area. The contract also includes an add/alternate option to provide electrical connections to enable future events within the green. The Town previously contracted site geotechnical advisory services, building design, and electrical connection design for this project for $29,912.70. The project completion date will be 6-months after notice to proceed.

Discussion & Recommendations:

Requests for proposal were solicited with bid-opening completed on June 16, 2026. Five proposals were received, with all bids exceeding the original budget for this project. Consequently, the staff recommended a budget amendment to allow the project to proceed, and the board approved ordinance number 26-16 on first and second readings to amend the budget accordingly. Bid tabulation information is attached and Skilled Services, LLC presented the low bid for restroom construction at $408,150. Skilled Services, LLC. is the current contractor on the McFee Dog Park restroom facility and staff recommends they be awarded this contract.

Account Number: 310-41800-59121

Total Budget	**Requested Amount**	Expenditures to Date	**Remaining Amount**
$449,912.70	$408,150	$29,912.70	$11,850

Approved By: Tessa Cortes

Recommended By: Christopher Sheffield, Director of Public Services for approval.

Proposed Motion: The proposed motion is to approve award of Contract 2026-30 for Biddle Farms Washroom Facilities Build to Skilled Services, LLC. in the amount of $408,150.

Bid Title: Biddle Farms Washroom Build
Bid No. 2026-30
Opening Date & Time: June 16, 2026 @ 2:00pm

ITEM NO.	GCE Construction	Skilled Services	Holston Construction Services LLC	Pinnacle Construction Partners LLC	Joseph Construction Company Inc.
Base Bid	$ 634,900.00	$ 396,200.00	$ 477,000.00	$ 600,000.00	$ 690,301.00
Add Alt	$ 17,900.00	$ 11,950.00	$ 19,000.00	$ 15,000.00	$ 31,077.00
Total Bid	**$ 652,800.00**	**$ 408,150.00**	**$ 496,500.00**	**$ 615,000.00**	**$ 721,378.00**

Candace Whitt, CPPB
Town of Farragut
Grant and Procurement Accountant

CONSTRUCTION AGREEMENT

Contract No. 2026-30

Biddle Farms Washroom Facilities Build

This agreement made as of the _____ day of _____ in the year 2026 by and between the;

TOWN OF FARRAGUT (Hereinafter called Owner) and
11408 Municipal Center Drive
Farragut, TN 37934

SKILLED SERVICES LLC (Hereinafter called Contractor)
2800 Hoitt Ave
Knoxville, TN 37917

WITNESSETH THAT OWNER and CONTRACTOR in consideration of the mutual covenants hereinafter set forth agree as follows:

ARTICLE 1. WORK

The Contractor shall perform all Work as specified or indicated in the Contract Documents for the completion of the project generally described as follows:

This project requires furnishing all labor, equipment, materials, and incidentals necessary for the construction of a new restroom facility. Work includes site preparation, grading, and utility connections; installation of the concrete building pad and restroom structure; plumbing, electrical, and ventilation systems; interior and exterior finishes; installation of all fixtures and accessories; and final site restoration including sidewalks, landscaping, and cleanup.

ARTICLE 2. ADMINISTRATOR

The Director of Public Services or a designee will act as Administrator in connection with completion of the work in accordance with the Contract Documents.

ARTICLE 3. CONTRACT TIME

1. Substantial Completion

The Contractor shall achieve Substantial Completion of the project within six (6) months from the date of the Notice to Proceed. Substantial Completion is defined as the stage at which the new park restroom facility has been fully constructed, all plumbing and electrical systems are operational, all finishes and fixtures are installed, and the building is ready for public use and inspection.

2. Final Completion and Payment

The Contractor shall achieve Final Completion of all work, including correction of punch list items, final site cleanup, and submission of all required closeout documentation, within two (2) weeks after Substantial Completion. Final payment will be made upon the Owner's and Engineer's acceptance of the completed park restroom facility and verification that all work has been performed in accordance with the contract documents.

3. Liquidated Damages

If the Contractor fails to complete the work, or any specified portion thereof, within the time prescribed in the contract, including any authorized extensions of time, the Contractor shall pay to the Owner, as liquidated damages and not as a penalty, the amount of $500.00 per calendar day for each day of delay beyond the agreed completion date.

This amount is agreed upon by both parties as a reasonable estimate of the damages the Owner will incur due to such delay, including but not limited to administrative costs, loss of use, disruption to other scheduled work, and inspection costs. The parties acknowledge that actual damages would be difficult to ascertain at the time of contract execution.

The total amount of liquidated damages shall be deducted from any payments due or to become due to the Contractor under this contract. Assessment of liquidated damages shall not relieve the Contractor from any other contractual obligations.

Nothing in this clause shall limit the Owner's right to terminate the contract or seek other remedies as provided in this Agreement.

Grace periods for work to begin may be permitted before liquidated damages begin to accrue, at the sole discretion of the Owner.

ARTICLE 4. CONTRACT PRICE

The Owner will pay the Contractor for the performance of the contract in current funds for the total quantities of work performed at the prices stipulated in the bid for the several respective items of work completed, the total amount to be due upon completion and final acceptance of the Work, and the receipt of lien releases from the Contractor and all Subcontractors.

ARTICLE 5. CONTRACT DOCUMENTS

The Contract Documents which comprise the contract between Owner and Contractor are attached hereto and made a part hereof and consist of the following:

A. Agreement
B. Instructions to Bidders
C. Special Conditions
D. General Conditions
E. Exhibits and Plans
F. Specifications and Drawings
G. On-Call Work Order(s)
H. Contractor's Bid

I. Addenda Numbers 1-3
J. Change Orders, duly delivered and executed by each party execution of this Agreement.
K. Affidavits and Certifications

ARTICLE 6. MISCELLANEOUS

A. Neither Owner nor Contractor shall, without the prior written consent of the other, assign or sublet in whole or in part his interest under any of the Contract Documents; and, specifically, Contractor shall not assign any monies due or to become due without the prior written consent of the Owner.

B. Owner and Contractor each binds himself, his partners, successors, assigns and legal representatives to the other party hereto in respect to all covenants, agreements and obligations contained in the Contract Documents.

C. The Contract Documents constitute the entire agreement between Owner and Contractor and may be altered, amended or repealed only by a written instrument signed by the party to be charged.

D. Guarantee and Correction of Work After Final Payment: Neither the final certificate nor payment nor any provisions in the Contract Documents shall relieve the Contractor of responsibility for faulty materials or workmanship and, unless otherwise specified, he shall remedy any defects due thereto and pay for any damage to other work resulting there from, which shall appear within a period of one year from the date of final acceptance of the work by the Owner.

The Owner shall give notice of observed defects with reasonable promptness. The Engineer subject to arbitration shall decide all questions arising under this article.

The Contractor and through it each Subcontractor, in accepting the contract for this construction or respective portions of the construction covered by this contract and specifications, does hereby agree to replace and make good, without expense to the Owner, any work or material which may be found to be defective within one year from the date of the final certificate of payment to said Contractor. The deterioration due to ordinary use and normal wear is accepted from this guarantee.

The Contractor shall reimburse the Owner for cost of damage, if any, as well as cost of replacing defective materials or workmanship. If replacements are not made within fourteen days after notice is given of such defect in workmanship, or thirty days in case of materials, then the Owner shall have the right to make replacements and charge cost of same to Contractor or his bondsman.

E. The Contractor shall comply with the Department of Labor Safety and Health Regulations for construction promulgated under the Occupational and Health Act of 1970 (PL 91-596) and under Section 107 of the Contract Work Hours and Safety Standards Act (PL 92-54).

F. Subcontracting. The Contractor shall not assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the prior written approval of the Town. If such subcontracts are approved by the

Town, each shall contain, at a minimum, sections of this contract pertaining to "Lobbying" and "Nondiscrimination," (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work performed.

G. Lobbying. The Contractor certifies, to the best of its knowledge and belief, that:

(a) No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The Contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, *U.S. Code.*

H. Nondiscrimination. The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subject to discrimination in the performance of this Contract or in the employment practices of the Contractor on the grounds of handicap or disability, age, race, color, religion, sex, nation origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Contractor shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

The undersigned, having become familiar with the existing and proposed conditions of the project affecting the cost of the work, hereby proposes to furnish all supervision, technical personnel, labor, machinery, tools, appurtenances, equipment and services, including utility and transportation services required of Contract 2026-30 Biddle Farms Washroom Facilities Build all in accordance with the bid specifications and Contract Documents listed above at and for the unit prices for work in place for the following items and quantities:

Per Bid Form signed and submitted on June 16, 2026 in the amount of $408,150.00.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

OWNER:	**CONTRACTOR:**
Town of Farragut	Skilled Services LLC
11408 Municipal Center Drive	2800 Hoitt Ave
Farragut, TN 37934	Knoxville, TN 37917
BY:	BY:
_____	_____
_____	Rob Smith
(Printed or Typed)	(Printed or Typed)
Title _____	Title President 06/23/2026
ATTEST:	ATTEST:
_____	Brittany Reagan

BID PROPOSAL ENVELOPE COVER FORM

(Complete and attach to the OUTSIDE of sealed bid envelope)

6/16/26
1:48pm
dw

TO: **Town of Farragut**
11408 Municipal Center Dr, 2nd Floor
Farragut, TN 37934

Confidential
Invitation to Bid

SEALED BID – DO NOT OPEN

ITB No. 2026-30 Biddle Farms Washroom Facilities Build
Bid Opening Date & Time: Tuesday, June 16, 2026 @ 2:00pm

COMPANY NAME:	Skilled Services		
ADDRESS:	2800 Hoitt Ave.		
CITY/ST/ZIP:	Knoxville, TN 37917		
TN CONTRACTOR LICENSE NO:	34266	**LICENSE CLASSIFICATION(S):**	BC;CE;CMC;LMC
EXPIRATION DATE:	10/31/2026	**LICENSE LIMITATION(S):**	$ unlimited

List below the Subcontractors to be used on this project, or check "N/A" if no subcontractors are to be used.

ELECTRICAL ☐ N/A	Subcontractor: Skilled Services	License No: 34266
	Classification/Limitation: BC;CE;CMC;LMC	Expiration Date: 10/31/2026
HVAC ☐ N/A	Subcontractor: Skilled Services	License No: 34266
	Classification/Limitation: BC;CE;CMC;LMC	Expiration Date: 10/31/2026
GEOTHERMAL ☑ N/A	Subcontractor:	License No:
	Classification/Limitation:	Expiration Date:
MASONRY ☐ N/A	Subcontractor: Skilled Services	License No: 34266
	Classification/Limitation: BC;CE;CMC;LMC;	Expiration Date: 10/31/2026
PLUMBING ☐ N/A	Subcontractor: Skilled Services	License No: 34266
	Classification/Limitation: BC;CE;CMC;LMC	Expiration Date: 10/31/2026

Received by: _____ Date: _____ Time: _____

Original

Town of Farragut

Invitation to Bid No. 2026-30
For
Biddle Farms Washroom Facilities Build

All Bids Must be Submitted To:
Farragut Town Hall
11408 Municipal Center Dr
2nd Floor
Farragut, TN 37934

Deadline for Proposal Submissions:
Date: Tuesday, June 16, 2026 Time: 2:00 PM EST

PLEASE COMPLETE AND SUBMIT THIS FORM WITH YOUR BID

Company Name Skilled Services	DBA, If Applicable
Street Address 2800 Hoitt Ave	Phone Number 865-637-7687
City, State, Zip Code Knoxville, TN 37917	Email Address Robsmith@skservicesllc.com
FEIN: 20-8431528	

Are quotes firm for 60 days? **Yes**✓ **No**__ **Other**_____

If submitting a "No Proposal" state reason _____

By signing and submitting this bid, the Bidder acknowledges and certifies the bidder has examined, understands, and agrees to the solicitation documents, specifications, addenda, and related requirements and that the person signing this bid has full authority to bind the firm to the terms stated herein.

Authorized Signature

President
Title (Printed)

Rob Smith
Name (Printed)

6/16/26
Date

Bid Form

ITB# 2026-30 Biddle Farms Washroom Facilities Build

Bidder/Company Name: Skilled Services

The bidder shall furnish all labor, materials, tools, and equipment necessary to install a public restroom at Biddle Farms in the Town of Farragut. The proposer agrees to conform to all requirements of this ITB and the project specifications as set forth in the contract documents.

Base Bid Price: $ 396,200 .00

Add Alternate: $ 11,950 .00

TOTAL BID $ 408,150 .00 **(Base + Add Alt)**

TOTAL BID IN WORDS
Four hundred eight thousand one hundred fifty

In submitting this bid, the bidder recognizes that the right is reserved by the Town of Farragut to accept the total bid or any part, to negotiate with any bidder, waive any formalities in the bidding, or to reject any or all bids. For evaluation purposes, bids will be ranked using the Base Bid plus Additive Alternate.

NOTE: All Work items not specifically mentioned above, but required by the Contract Documents, shall be considered incidental to the other Work and not be paid for directly.

References for this contract must be submitted with bid form.

References listed below should be for completed projects of similar size and scope:
(Please list Company, Contact Name, Phone Number, Email address)

1. Please see attached references page.
2.
3.

Name and Address of Bidder: Skilled Services
2800 Holt Ave. Knoxville, TN 37917

Telephone: (865) 637-7687
Email Address: robsmith@skservicesllc.com

Signature:
Title: President Date: 06/15/2026

SKILLED SERVICES

References

Project Name: Ripken Restroom Bldg
Company Name: Ripken Pigeon Forge, LLC
Contact Name: Mike Smelcer
Phone Number: (865) 428-3057
Email Address: msmelcer@sraarchitects.biz

Project Name: KCS- Carter Park Concession Stand
Company Name: Knox County Schools
Contact Name: Donnie Fawver
Phone Number: (865) 594-1800
Email Address: donnie.fawver@knoxcounty.org

Project Name: KCS - Karns HS Softball (Multiple Projects)
Company Name: Knox County Schools
Contact Name: Chris Towe
Phone Number: (865) 594-1667
Email Address: chris.towe@knoxschools.org

TOWN OF FARRAGUT, TENNESSEE

BID GUARANTEE

CONTRACT NO. 2026-30

Bidder: Skilled Services
Print Name of Bidder

KNOW ALL MEN BY THESE PRESENTS, that the above-named Bidder has tendered the attached cashier's or certified check in an amount equal to five percent (5%) of the total amount it bid for the project stated above, payable to the TOWN OF FARRAGUT, to be held pending the fulfillment of the following obligation conditions.

NOW, THEREFORE, the condition of this obligation is: the Bidder shall not withdraw its bid within sixty (60) days after the opening of the bids, or within such other time period as may be provided in the Proposal, and if the TOWN OF FARRAGUT shall award a Contract to the Bidder, the Bidder shall, within ten (10) days after it receives written notice of the award, fully execute a Contract on the basis of the terms, conditions and unit prices set forth in its Proposal or bid and provide bonds with good and sufficient surety, as required for the faithful performance of the Contract and for the protection of all persons supplying labor, material, and equipment for the prosecution of the work. In the event the Bidder withdraws its bid after bids are opened, or after award of the Contract has been made fails to execute such the Contract and/or such additional documents as may be required and to provide the required bonds within the time period specified above, then the TOWN OF FARRAGUT shall cash the attached check and retain the funds, not as a penalty, but as agreed upon liquidated damages.

IN WITNESS WHEREOF, the Bidder has caused these presents to be signed by a duly authorized official.

Skilled Services
Bidder (1)

By:

Rob Smith / President
Print Name and Title

06/15/2026
Date

Bidder (2)*

By:

Print Name and Title

Date

***NOTE: The signature and information for Bidder (2) is to be provided when there is a joint venture.**

Town of Farragut

ADDENDA ACKNOWLEDGEMENT & BID CERTIFICATION

ADDENDA ACKNOWLEDGEMENT:

By submitting this Bid, the Bidder represents that the Bidder has examined copies of all the Contract Documents and hereby acknowledges they have verified that the Bidder is in receipt of the Addenda listed below and that the proposed price reflects the inclusion of these Addenda. *(Check the box next to each addendum received and applicable)*

[x] Addendum No. 1	[ ] Addendum No. 6
[x] Addendum No. 2	[ ] Addendum No. 7
[x] Addendum No. 3	[ ] Addendum No. 8
[ ] Addendum No. 4	[ ] Addendum No. 9
[ ] Addendum No. 5	[ ] Addendum No. 10

The Bidder further acknowledges that should it be determined at the time of the bid opening that the Bidder has failed to acknowledge receipt of **ALL** issued addenda; the Bid submission shall be rejected. The Bidder understands that any verbal representation made or assumed to be made during any oral discussion held between Bidder's representatives and any Town personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

BID CERTIFICATION:

By signing below, I certify that I have reviewed this Bid Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or Bid constitutes an offer to the Town of Farragut that cannot be unilaterally withdrawn; that the products and services proposed meet the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Bidder accepts the terms and conditions contained in the Bid Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or Bid for review and consideration; that I am authorized by the Bidder to execute and submit this bid, offer, or proposal, or any documents related thereto on Bidder's behalf; that I am authorized to bind the Bidder in a contractual relationship; and the Bidder has properly registered with any State, County and Town agency that may require registration.

I further certify that my company is in compliance with all State of Tennessee laws.

Project Name: **2026-30 Biddle Farms Washroom Facilities Build**

Date: 06/15/2026

Name of Bidder's Company: Skilled Services

Signature of Responsible Bidder: [signature]

Notary's Signature: Brittany Reagan

My Commission Expires Dec. 23, 2028

Notary Seal

BRITTANY REAGAN
STATE OF TENNESSEE NOTARY PUBLIC
ANDERSON COUNTY

DRUG-FREE WORKPLACE AFFIDAVIT

SECTION A – FOR EMPLOYERS WITH FIVE (5) OR MORE EMPLOYEES

The undersigned, principal officer of Skilled Services, an employer of five (5) or more employees contracting with Town of Farragut government to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of Skilled Services (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state of any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with title 50, Chapter 9, of the Tennessee Code Annotated.
3. The undersigned also attests that the requirements of the drug-free workplace program or drug and alcohol testing program operated by the bidder are at least as stringent as the program operated by the Town of Farragut.
4. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

/President

Name of Officer Title of Officer

SECTION B – FOR EMPLOYERS WITH FEWER THAN FIVE (5) EMPLOYEES

The undersigned hereby certifies that the Company listed below employs fewer than five (5) employees and is therefore exempt from the Drug-Free Workplace Program requirements of T.C.A. § 50-9-113.

Company Name: _____

Number of Employees: _____

_____

Name of Officer Title of Officer

_____

State of TN **, County of** Knox

Before me personally appeared Rob Smith, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 15th day of June, 2026

_____ _____

Notary Public Brittany Reagan

My commission expires: My Commission Expires Dec. 23, 2028

BRITTANY REAGAN
STATE OF TENNESSEE NOTARY PUBLIC
ANDERSON COUNTY

NON-COLLUSION AFFIDAVIT

Rob Smith, being first duly sworn, deposes and says that:

(1) He/She is the President of Skilled Services the firm that has submitted the attached Bid;

(2) He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said firm nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other vendor, firm or person to submit collusive or sham Bid in connection with the contract or agreement for which the attached Bid has been submitted or to refrain from making a Bid in connection with such contract or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the Bid price or the Bid price of any other firm, or to secure through any collusion,conspiracy, connivance, or unlawful agreement any advantage against the Town of Farragut or any person interested in the proposed contract or agreement; and

(5) The Bid of service outlined in the Bidis fair and proper and is not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties including this affiant.

(Signed): _____

Title: President

Before me personally appeared Rob Smith, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 15th day of June, 20 26.

Brittany Reagan
Notary Public

My commission expires: My Commission Expires Dec. 23, 2028

BRITTANY REAGAN
STATE OF TENNESSEE NOTARY PUBLIC
ANDERSON COUNTY

STATEMENT OF COMPLIANCE CERTIFICATE
ILLEGAL IMMIGRANTS

EACH CONTRACTOR BIDDING SHALL FILL IN AND SIGN THE FOLLOWING

This is to certify that Skilled Services have fully complied with all the requirements of Tennessee Code Annotated § 12-4-124.

- All Bidders for services on this project shall be required to submit an affidavit (by executing this compliance document) as part of their bid that attests that such Bidder shall comply with requirements T.C.A. § 12-4-124.

Signed: _____

Before me personally appeared Rob Smith, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 15th day of June, 20 26.

Brittany Reagan
Notary Public

My commission expires: My Commission Expires Dec. 23, 2028

BRITTANY REAGAN
STATE OF TENNESSEE NOTARY PUBLIC
ANDERSON COUNTY

STATE OF TENNESSEE

NON-BOYCOTT OF ISRAEL CERTIFICATION

The Bidder certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars ($250,000) or to contractors with less than ten (10) employees.

According to the law, a boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken:

1) In compliance with, or adherence to, calls for a boycott of Israel, or

2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

	06/15/2026
Signature of Authorized Representative	**Date**
Rob Smith	(865) 637-7687 robsmith@skservicesllc.com
Printed Name	**Phone Number / Email Address**

STATE OF TENNESSEE

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSBILITY MATTERS

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

☑ Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

☑ Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

☑ Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

☑ Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to $10,000 or imprisonment for up to 5 years, or both.

	06/15/2026
Signature of Authorized Representative	**Date**
Rob Smith	(865)637-7687 robsmith@skservicesllc.com
Printed Name	**Phone Number / Email Address**

☐ I am unable to certify to the above statements. Explanation is attached.

STATE OF TENNESSEE

BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION

Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352.

Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING – REQUIRED FOR CONTRACTS OVER $100,000 *Certification for Contracts, Grants, Loans, and Cooperative Agreements*

The undersigned certifies, to the best of his or her knowledge and belief, that:

☑ No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

☑ If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

☑ The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

	06/15/2026
Signature of Authorized Representative	**Date**
Rob Smith President	(865) 637-7687 robsmith@skservicesllc.com
Printed Name and Title	**Phone Number / Email Address**

Owner's Ethnicity and Gender of Contracts and Sub-Contractors

Ethnicity	Male	Female
Black/African American		
American Indian and Alaskan Native		
Asian		
Caucasian	✓	
Hispanic		
Native Hawaiian/Other Pacific Islander		
Other (Please Specify)		

Name of Company Skilled services

Owner's Name Rob Smith

Type of Business General Contractor

STATE OF TENNESSEE

IRAN DIVESTMENT ACT CERTIFICATION

SUBJECT CONTRACT NUMBER(S):	2026-30
CONTRACTOR LEGAL ENTITY NAME:	Skilled Services
EDISON SUPPLIER IDENTIFICATION NUMBER:	0000249735

The Iran Divestment Act, Tenn. Code Ann. § 12-12-101 et. seq. requires a person that attempts to contract with the state, including a contract renewal or assumption, to certify at the time the bid is submitted or the contract is entered into, renewed, or assigned, that the person or the assignee is not identified on a list created pursuant to § 12-12-106.

Currently, the list is available online at the following website:
https://www.tn.gov/generalservices/procurement/centralprocurement-office--cpo-/library-/public-information-library.html

The Contractor, identified above, certifies by signature below that it is not included on the list of persons created pursuant to Tenn. Code Ann. § 12-12-106 of the Iran Divestment Act.

CONTRACTOR SIGNATURE

NOTICE: This certification MUST be signed by an individual with legal capacity to contractually bind the Contractor.

Rob Smith / President

PRINTED NAME AND TITLE OF SIGNATORY

06/15/2026

DATE

TITLE VI ASSURANCE

As required by the contractual agreement, Skilled Services will comply with the applicable laws and regulations relative to nondiscrimination in federally or state assisted programs.

Skilled Services assures that no person shall on the grounds of race, color, or national origin, as provided by **Title VI of the Civil Rights Act of 1964** and as amended, and the Civil Rights Restoration Act of 1987 (P.I. 100.259) be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Skilled Services further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not.

Skilled Services will also encourage interested certified Disadvantaged Business Enterprise (DBE) firms, as well as other minority-owned and women-owned, to work as subcontractors.

Declaration of Administrative Head

I declare that I have reviewed and approved the information provided in this assessment and to the best of my knowledge and believe it is true, correct, and complete.

Administrative Head

06/15/2026
Date

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of (Company Name Skilled Services) not to discriminate against any applicant for employment, or present employee, because of race, color, religion, national origin, age, sex, disability, or veteran status.

(Company Name Skilled Services) will take affirmative action to ensure that the Equal Employment Opportunity/Affirmative Action Policy (EEO /AA) is implemented with particular regard to: advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, layoff, leave, promotion, recruitment, rehire, social activities, termination, transfer, upgrade, working conditions and selection for training to include apprenticeship, pre- apprenticeship and on-the-job training.

(Company Name Skilled Services) will continue to make it understood to the employment sources/agencies with which it deals, and in employment opportunity announcements/ads, the above mentioned EEO/AA Policy and that all of the company's employment decisions are based on individual merit only.

All current employees of (Company Name Skilled Services) are requested to encourage qualified disabled persons, minorities, females, special disabled veterans, and Vietnam Era veterans to apply for employment, on-the-job training or for union apprenticeship.

It is the policy of (Company Name Skilled Services) to satisfy reasonable special accommodations for qualified disabled individuals. It is the policy of (Company Name) that all company activities, facilities, and job sites are non-segregated. Separate or single-user toilet and changing facilities are provided for privacy between genders. Disabled parking spaces may be assigned to accommodate accessibility needs.

It is the policy of (Company Name Skilled Services) to ensure and maintain a working environment free of coercion, harassment, and intimidation at all job sites, and in all facilities at which employees are assigned to work. Any violation of the policy should be immediately reported to your supervisor or the Company EEO Officer identified below:

EEO Officer Name: Rob Smith Address/Office Location: 2800 Hoitt Ave. Knoxville, TN 37917 Telephone # (865)637-7687

(Signature of Company Head) 06/15/2026 (Date)

TOWN OF FARRAGUT, TENNESSEE

BID BOND

CONTRACT NO. 2026-30

Principal:
Skilled Services Quality Construction, LLC
Print Name of Principal

Surety:
Westfield Insurance Company
Print Name of Surety

KNOW ALL MEN BY THESE PRESENTS, that we, the Principal and Surety above named, are held and firmly bound unto the TOWN OF FARRAGUT in the full and just sum of five percent (5%) of the total amount bid by the Principal for the project stated above, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

NOW, THEREFORE, the condition of this obligation is: the Principal shall not withdraw its bid within sixty (60) days after the opening of the bids, or within such other time period as may be provided in the Proposal, and if the TOWN OF FARRAGUT shall award a Contract to the Principal, the Principal shall, within ten (10) days after written notice of the award is received by him, fully execute a Contract on the basis of the terms, conditions and unit prices set forth in his Proposal or bid and provide bonds with good and sufficient surety, as required for the faithful performance of the Contract and for the protection of all persons supplying labor, material, and equipment for the prosecution of the work. In the event the Principal withdraws its bid after bids are opened, or after award of the Contract has been made fails to execute such the Contract and/or such additional documents as may be required and to provide the required bonds within the time period specified above, then the amount of the Proposal Bond shall be immediately paid to the TOWN OF FARRAGUT, not as a penalty, but as agreed upon liquidated damages.

IN WITNESS WHEREOF, the Principal has caused these presents to be signed by a duly authorized official and the Surety has caused these presents to be duly signed and sealed by an authorized agent or attorney-in-fact.

Skilled Services Quality Construction, LLC	Westfield Insurance Company
Principal (1)	Surety (1)
By:	By:
	~~General Agent or~~ Attorney-in-Fact Kendra Adams
Robert Smith, President	June 16, 2026
Print Name and Title	Date
June 16, 2026	
Date	(Seal)
Principal (2)	Surety (2)
By:	By:
	General Agent or Attorney-in-Fact
Print Name and Title	Date
Date	(Seal)

***NOTE: The signature and information for Principal(2) and Surety(2) is to be provided when there is a joint venture.**

General
Power
of Attorney

CERTIFIED COPY

POWER NO. **4111931 05**

Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.

Westfield Center, Ohio

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint

ALEXANDER C. SHAFER, JASON E. TALLENT, AARON JENSEN, CHRISTINA ADDINGTON, CHRISTIE SWINNEY, SUE HILL, KENDRA ADAMS, JOINTLY OR SEVERALLY

of **KNOXVILLE** and State of **TN** its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver **any and all bonds, undertakings, and recognizances; provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed FIFTEEN MILLION DOLLARS AND NO CENTS ($15,000,000)----**

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact. may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their **National Surety Leader** and **Senior Executive** and their corporate seals to be hereto affixed this **14th** day of **JULY** A.D., **2023** .

Corporate Seals Affixed

WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY

By: **Gary W. Stumper,** *National Surety Leader* and *Senior Executive*

State of Ohio
County of Medina ss.:

On this **14th** day of **JULY** A.D., **2023** , before me personally came **Gary W. Stumper** to me known, who, being by me duly sworn, did depose and say, that he resides in **Medina, OH;** that he is **National Surety Leader** and **Senior Executive** of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial Seal Affixed

David A. Kotnik, Attorney at Law, *Notary Public*
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio
County of Medina ss.:

I, **Frank A. Carrino,** Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 16th day of June A.D., 2026 .

Frank A. Carrino, *Secretary*

BPOAC1 (combined) (06-02)

SKILSER-CO KADAMS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/15/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Shafer Insurance Agency, Inc.
1100 Marion Street
Suite 200
Knoxville, TN 37921

CONTACT NAME: Kendra Adams
PHONE (A/C, No, Ext): (865) 801-9039 FAX (A/C, No):
E-MAIL ADDRESS: kadams@shaferinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Old Guard Insurance Company	17558
INSURER B : Accident Fund Ins. Company of America	10166
INSURER C : Lloyds London Underwriters	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Skilled Services Quality Construction, LLC
2533 Hoitt Ave
Knoxville, TN 37917

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			CMM377206C	1/1/2026	1/1/2027	EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
	X Blanket AI/WOS						MED EXP (Any one person)	$ 5,000
	X Cont. Liab						PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	[ ] POLICY [X] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	X OTHER: XCU							$
A	AUTOMOBILE LIABILITY			CMM377206C	1/1/2026	1/1/2027	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
							Deductible	$ 5,000
A	X UMBRELLA LIAB [X] OCCUR			CMM377206C	1/1/2026	1/1/2027	EACH OCCURRENCE	$ 10,000,000
	[ ] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$ 10,000,000
	[ ] DED X RETENTION $ 0							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			AF WCP 100087633	1/1/2026	1/1/2027	X PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y (Mandatory in NH)		N/A				E.L. EACH ACCIDENT	$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Leased/Rented Equip			CMM377206C	1/1/2026	1/1/2027	Ded $5K Item/$200K	400,000
C	Poll/Prof Liab.			B0621PSKIL002525	2/1/2026	2/1/2027	$5K Ded-$2M Agg/Occ-	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Town of Farragut, its agents, representatives, officers, directors, officials and employees are named as Additional Insureds with respect to the General Liability (including completed operations), Automobile, Umbrella policies on a primary and non-contributory basis as required by written contract or agreement. A Waiver of Subrogation applies to the General, Automobile, Umbrella and Workers Compensation policies as evidenced on this certificate of insurance where permitted by law. 30 day notice of cancellation applies in favor of the additional insureds except 10 days for non-payment of premium. Umbrella follows form.

CERTIFICATE HOLDER
Town of Farragut
11408 Municipal Center Drive
Farragut, TN 37934

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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STATE OF TENNESSEE
DEPARTMENT OF
COMMERCE AND INSURANCE

SKILLED SERVICES QUALITY CONSTRUCTION, LLC

419855

ID NUMBER: 34266
LIC STATUS: ACTIVE
EXPIRATION DATE: October 31, 2026

BOARD FOR LICENSING CONTRACTORS
CONTRACTOR

THIS IS TO CERTIFY THAT ALL REQUIREMENTS
OF THE STATE OF TENNESSEE HAVE BEEN MET

SKILLED SERVICES QUALITY CONSTRUCTION, LLC
2800 HOITT AVE
KNOXVILLE, TN 37917

State of Tennessee

419855

BOARD FOR LICENSING CONTRACTORS
CONTRACTOR
SKILLED SERVICES QUALITY CONSTRUCTION, LLC

This is to certify that all requirements of the State of Tennessee have been met.

ID NUMBER: 34266
LIC STATUS: ACTIVE
EXPIRATION DATE: October 31, 2026
UNLIMTED; BC; CE; CMC; LMC

IN-1313
DEPARTMENT OF
COMMERCE AND INSURANCE

Town of Farragut

Invitation to Bid No. 2026-30
For
Biddle Farms Washroom Facilities Build

All Bids Must be Submitted To:
Farragut Town Hall
11408 Municipal Center Dr
2nd Floor
Farragut, TN 37934

Deadline for Proposal Submissions:
Date: Tuesday, June 16, 2026 Time: 2:00 PM EST

PLEASE COMPLETE AND SUBMIT THIS FORM WITH YOUR BID

Company Name	DBA, If Applicable
Street Address	Phone Number
City, State, Zip Code	Email Address
FEIN:	

Are quotes firm for 60 days? **Yes__ No__ Other_____**

If submitting a "No Proposal" state reason _____

By signing and submitting this bid, the Bidder acknowledges and certifies the bidder has examined, understands, and agrees to the solicitation documents, specifications, addenda, and related requirements and that the person signing this bid has full authority to bind the firm to the terms stated herein.

_____ _____
Authorized Signature Title (Printed)

_____ _____
Name (Printed) Date

ITB No. 2026-30 Biddle Farms Washroom Facilities Build

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1. ITB Instructions

Advertisement

Sealed bids for the project entitled **2026-30 Biddle Farms Washroom Facilities Build** will be received by the Town of Farragut on **June 16, 2026, at 2:00 pm EST**. in the Town of Farragut **Town Hall** located at 11408 Municipal Center Dr., 2nd Floor, Farragut, Tennessee, 37934**.** At said place and time, all bids that have been duly received will be publicly opened and read aloud.

The Biddle Farm area is a new area for the Town of Farragut which includes living space, grocery shopping, bank, shops, restaurants, and a fuel station. The restroom is meant to help support the general area, which includes a greenway/trail. The Town also plans to use open green space for future events, and this restroom will help support those functions.

1.1 Procurement Schedule

ITB Issue	05/15/2026
Non-Mandatory Pre-Bid Meeting**	05/27/2026 @ 2:00pm
Deadline for Bidder Questions	06/03/2026 @ 5:00pm
Bids Due - Opening	**06/16/2026 @ 2:00pm**
Intent to Award	06/19/2026
Board of Mayor and Alderman Approves/Contract Signed	07/09/2026

**The Non-Mandatory Pre-Bid meeting will be held at Farragut Town Hall, 11408 Municipal Center Drive, Admiral Room - 1st Floor, Farragut, TN 37934. A site visit may follow at the construction site on the corner of Anchor Green Drive and Biddle Farms Blvd on the date and time referenced above. Parking is located near the vacant building across from Tupelo Honey Restaurant located at 126 Biddle Farms Blvd, Farragut, TN 37934. See map in Exhibit B for site details. - Addendum 1, 5.26.26

Attendance is not mandatory for this pre-bid meeting. However, all prospective bidders are strongly encouraged to attend, as the meeting will provide an opportunity to gain a comprehensive understanding of the project requirements, obtain clarification of the specifications, and address any questions regarding the scope of services. Any verbal information provided during the meeting shall not be considered binding. Any material changes, clarifications, or additional information resulting from the meeting will be issued exclusively through a written addendum to the solicitation.

All bidder questions must be directed to the Finance Department as the sole point of contact for this solicitation. **Questions shall be submitted in writing to procurement@townoffarragut.org by the stated deadline.** Proposers are prohibited from contacting any other officials, employees, or representatives regarding this solicitation. Unauthorized contact may result in disqualification. Responses to questions will be issued only through formal addendum and will be posted to the designated procurement portal.

The information contained in this document represents the minimum requirements for defining the work to be performed. It is the sole responsibility of all Proposers to evaluate existing conditions as needed to prepare their proposals.

1.2 Bid Documents

The Bidding Documents for the project may be obtained on the following sites:

1. **Town Website** (Free):
   - https://www.townoffarragut.org/bids.aspx
   - Registration is required but at no cost to vendors.
2. **Beacon Bid**:
   - https://www.beaconbid.com/register/supplier
   - Also requires vendor registration, offering national visibility.

All Bids submitted must be prepared with documents obtained from the Town of Farragut or its designee.

1.3 Communications

All communication regarding this ITB must be submitted via email to the Finance Department representative identified below:

Candace Whitt, CPPB
Grant & Procurement Account
cwhitt@townoffarragut.org

The Grant & Procurement Account will be the sole point of contact for this ITB.

Bidders' contact with anyone else in the Town is forbidden and may result in disqualification of the Vendor's bid. Further, any oral communication will be considered unofficial and non-binding on the Town. Bidders should rely only on written statements issued by the Finance Department representative.

1.4 ITB Addenda and Cancellation

The Town reserves the right to amend this Invitation to Bid (ITB) in writing at any time. The Town also reserves the right to cancel or reissue the ITB at its sole discretion. If an addendum is issued, it will be posted on these websites:

1. **Town Website** (Free):
   - https://www.townoffarragut.org/bids.aspx
   - Registration is required but at no cost to vendors.
2. **Beacon Bid**:
   - https://www.beaconbid.com/register/supplier
   - Also requires vendor registration, offering national visibility.
   -

It is the Bidder's responsibility to ensure that the Town's website and/or Beacon are reviewed for ITB changes prior to submission of proposal.

The Owner reserves the right to reject any and all bids and to waive any formalities in the bidding process, and to evaluate bids, and to accept any bid which, in its opinion, may be in the best

interest of the Town. The Town of Farragut reserves the right to terminate said contract for convenience upon written notice as provided for herein.

The Town of Farragut will not be liable in any way for costs incurred by any bidder in the preparation and submission of its bid in response to this ITB, nor for the presentation of its bid and/or participation in any required meetings, discussions or negotiations.

1.5 Bid Bond/Guaranty

Each bid shall be accompanied by a Bid Guaranty in the form of cash deposit or certified check drawn on a bank or a Bid Bond completed by a trust company insured by the FDIC made payable to the Town of Farragut or a surety company's standard form and properly executed by a corporate surety licensed under the laws of Tennessee to execute such bonds. The amount of the bid bond shall be equal to **five percent (5%)** of the total of the bid. The bid deposit shall be retained by the Owner if the successful bidder fails to execute the contract or fails to provide the required bonds, as stated above, within fifteen (15) calendar days after the proper notice of award of the contract.

1.6 Performance Bond and Payment Bond

The Contractor shall within ten (10) days after the receipt of the Notice of Award and before the commencement of any operations hereunder executed, furnish the Owner with a performance and payment bond in a sum equal to 100% of the amount of the contract price, conditioned upon the performance by the Contractor of all undertakings, covenants, terms, conditions, and agreements of this contract, and upon the prompt payment by the Contractor to all persons supplying labor and materials in the prosecution of the work provided by this contract. Such bond shall be executed by the Contractor and a corporate bonding company licensed to transact such business in the State of Tennessee and acceptable to the Owner. The expense of this bond shall be borne by the Contractor. If at any time a surety on such a bond becomes irresponsible or loses its right to do business in the State of Tennessee, the Owner may require another surety which the Contractor shall furnish within ten (10) calendar days after receipt of written notice to do so. Evidence of authority of any attorney in fact acting for the corporate surety must be provided in the form of a certificate terminated and remains in full force and effect on the date of the bond. The form of the bond shall be subject to approval by the Owner.

1.7 Post Bid Information

Should a bidder wish to protest a bid, the bidder shall submit a Protest Bond to the Town of Farragut in the amount of 5% of the protestor's bid amount within seven calendar days of the Bid opening.

Each Bidder shall be prepared, if requested by the Town of Farragut, to present evidence, qualifications, and financial ability to carry out the terms of the contract.

1.8 Retainage

For contracts requiring retainage and **exceeding five hundred thousand dollars ($500,000)**, retained funds shall be deposited into a separate interest-bearing escrow account in compliance with T.C.A. § 66-34-104.

Retainage withheld under this Contract shall be released within ninety (90) days after completion of the Work or substantial completion of the Project for the applicable portion of the Work, whichever occurs first, provided all contract requirements have been satisfied.

1.9 Contract Term

1.9.1 Substantial Completion

The Contractor shall achieve **Substantial Completion of the project within six (6) months** from the date of the Notice to Proceed. Substantial Completion is defined as the stage at which the new restroom facility has been fully constructed, all plumbing and electrical systems are operational, all finishes and fixtures are installed, and the building is ready for public use and inspection.

1.9.2 Final Completion and Payment

The Contractor shall achieve Final Completion of all work, including correction of punch list items, final site cleanup, and submission of all required closeout documentation, within two (2) weeks after Substantial Completion. Final payment will be made upon the Owner’s and Engineer’s acceptance of the completed restroom facility and verification that all work has been performed in accordance with the contract documents.

1.9.3 Liquidated Damages

If the Contractor fails to complete the work, or any specified portion thereof, within the time prescribed in the contract, including any authorized extensions of time, the Contractor shall pay to the Owner, as liquidated damages and not as a penalty, the amount of **$500.00** per calendar day for each day of delay beyond the agreed completion date.

This amount is agreed upon by both parties as a reasonable estimate of the damages the Owner will incur due to such delay, including but not limited to administrative costs, loss of use, disruption to other scheduled work, and inspection costs. The parties acknowledge that actual damages would be difficult to ascertain at the time of contract execution.

The total amount of liquidated damages shall be **deducted from any payments due or to become due** to the Contractor under this contract. Assessment of liquidated damages shall not relieve the Contractor from any other contractual obligations.

Nothing in this clause shall limit the Owner's right to terminate the contract or seek other remedies as provided in this Agreement.

Grace periods for work to begin may be permitted before liquidated damages begin to accrue, at the sole discretion of the Owner

1.10 Proposal Submittal

Bids are to be received by the Town no later than the date and time indicated in Section 1.1. Bidders assume the risk of the method of delivery. The Town assumes no responsibility for delays caused by any delivery service. Postmarks will not be accepted as proof of receipt.

Emailed proposals will not be accepted. A bidder's failure to submit a proposal as required before the deadline may cause the proposal to be disqualified.

Bidders must submit in a sealed package:

- One (1) paper copy clearly marked "Original" with all applicable forms.
- One (1) electronic copy (a single .pdf file containing all submitted material including the pricing sheet), on a USB drive. In the event of a discrepancy between the electronic version and hard copy, the response in the hard copy (Original) will prevail.
- The bid package shall be mailed, couriered, or hand delivered to the Town at:

  Town of Farragut
  Town Hall
  Attn: Finance Department, Candace Whitt
  11408 Municipal Center Drive
  2nd Floor
  Farragut, TN 37934

  The sealed package should be clearly labeled with the following: (Bid Envelope Cover Sheet Provided on next page and must be attached to the OUTSIDE of your sealed package)

- Confidential
- Proposal for **ITB# 2026-30 Biddle Farms Washroom Facilities Build**
- Proposal Due Date and Time
- Bidder Name
- Bidder Address
- Bidder Phone Number
- Contractor License Information

Bid Submittal Checklist

- Cover page with signature
- Signed Bid Form
- Bid Guaranty
- Addenda Acknowledgment form and Bid Certification signed
- Drug-Free Workplace form signed
- Non-Collusion Affidavit form signed
- Statement of Compliance Certificate Illegal Immigrants
- Non-Boycott of Israel Certification
- Certification Regarding Debarment, Suspension and other Responsibility Matters
- Byrd Anti-Lobbying Amendment Certification
- Owner's Ethnicity and Gender of Contracts and Sub-Contractors
- Iran Divestment Act Certification
- Title VI Assurance
- Equal Employment Opportunity/Affirmative Action Policy Statement

END OF THIS SECTION

BID PROPOSAL ENVELOPE COVER FORM

(Complete and attach to the OUTSIDE of sealed bid envelope)

TO: **Town of Farragut**
11408 Municipal Center Dr, 2nd Floor
Farragut, TN 37934

Confidential
Invitation to Bid

SEALED BID – DO NOT OPEN

ITB No. 2026-30 Biddle Farms Washroom Facilities Build
Bid Opening Date & Time: Tuesday, June 16, 2026 @ 2:00pm

COMPANY NAME:		
ADDRESS:		
CITY/ST/ZIP:		
TN CONTRACTOR LICENSE NO:		**LICENSE CLASSIFICATION(S):**
EXPIRATION DATE:		**LICENSE LIMITATION(S):** **$**
List below the Subcontractors to be used on this project, or check "N/A" if no subcontractors are to be used.		
ELECTRICAL ❑ **N/A**	Subcontractor:	License No:
	Classification/Limitation:	Expiration Date:
HVAC ❑ **N/A**	Subcontractor:	License No:
	Classification/Limitation:	Expiration Date:
GEOTHERMAL ❑ **N/A**	Subcontractor:	License No:
	Classification/Limitation:	Expiration Date:
MASONRY ❑ **N/A**	Subcontractor:	License No:
	Classification/Limitation:	Expiration Date:
PLUMBING ❑ **N/A**	Subcontractor:	License No:
	Classification/Limitation:	Expiration Date:

Received by: _____ Date: _____ Time: _____

2. Scope of Work

This project requires furnishing all labor, equipment, materials, and incidentals necessary for the construction of a new restroom facility. Work includes site preparation, grading, and utility connections; installation of the concrete building pad and restroom structure; plumbing, electrical, and ventilation systems; interior and exterior finishes; installation of all fixtures and accessories; and final site restoration including sidewalks, landscaping, and cleanup. **Ensure and understanding of all items listed below as referenced in Exhibits A and B.**

1. Public Safety

The Contractor shall always exercise proper precautions for the protection of persons and property and shall be responsible for all damage to persons or property, either on or off the site, which occur because of its prosecution of the Work.

The safety provisions of applicable laws and building and construction codes shall be observed. Machinery, equipment, and all hazards shall be guarded in accordance with the safety provisions of the "Manual of Accident Prevention in Construction" published by the Associated General Contractors of America, Inc., to the extent that such provisions are not in conflict with applicable local laws.

2. Inspections

Construction inspections will be conducted periodically by the Town of Farragut or its designee to review compliance with the solicitation requirements and the final working drawings.

The Town of Farragut reserves the right to inspect the site at any time without notification.

3. Surveys – Exhibit B

3.1 Geotechnical

Review the Geotechnical Report as part of the contract documents.

3.2 Surveying & Site Analysis

- Boundary and topographic survey
- Utility location and mapping
- Zoning and code compliance review
- Town Permits
- Include all Storm Water Pollution Prevention Program (SWPPP) Best Management Practices (BMPs)
- Contractor shall provide and maintain security/privacy fencing for the work area and lay down yard identified by Owner for the duration of the project. Contractor shall secure all project sites at the end of each workday and provide the Town of Farragut with all keys, access codes, or other required access credentials.
- Porta-potty supplied and maintained by Contractor.

4. Design & Construction Documents – Exhibit A

4.1 Architectural Drawings

- Site plan
- Floor plans
- Elevations and building sections
- Door/window schedules
- Finish schedules
- Code analysis and life safety plans

4.2 Structural Drawings

- Foundation plans (based on geotechnical recommendations)
- Framing plans (i.e. wood/steel/concrete)
- Structural details and schedules
- Load calculations and specifications

4.3 Civil Engineering Drawings

- Grading and drainage plans
- Stormwater management
- Erosion and sediment control
- Utility connections (i.e. water, sewer, electrical)
- Roadways, paving, and sidewalks (if applicable)

4.4 MEP Drawings (Mechanical, Electrical, Plumbing)

- **Mechanical (HVAC)**
  - Equipment
  - Ventilation and exhaust systems
  - Controls and thermostats
- **Electrical**
  - Power distribution and panel schedules
  - Lighting layout and controls
  - Low voltage systems (i.e. controls, data, fire alarm, security)
  - Grounding and bonding
  - Future 2 inch conduit installed in the electrical room on the north wall. It can be in the Northwest corner. Stub 10 feet outside building envelope 24 inch depth and vertically 2 feet along interior wall.
- **Plumbing**
  - Water supply and distribution
  - Sanitary waste and vent systems
  - Storm drainage systems
  - Fixtures and equipment schedules

5. Construction Scope – Exhibit A

5.1 Site Work & Earthwork

- Clearing and grubbing
- Excavation and grading
- Soil compaction per geotechnical report
- Utility trenching and backfill

5.2 Concrete

- Footings and foundations
- Slabs-on-grade
- Reinforced concrete structures
- Flatwork (sidewalks, curbs, driveways)

5.3 Masonry

- CMU walls
- Brick or stone veneer
- Mortar and reinforcement systems

5.4 Framing

- Structural framing (wood, steel, or engineered systems)
- Floor, wall, and roof framing
- Sheathing and bracing

5.5 Roofing

- Roof structure and decking
- Waterproofing and underlayment
- Roofing materials (i.e. shingles, membrane, metal, etc.)
- Flashing and drainage systems

5.6 Exterior Envelope

- Weather barriers and insulation
- Siding and cladding systems
- Exterior finishes

5.7 Doors, Windows & Glazing

- Installation of exterior and interior doors
- Door hardware (i.e. locks, closers, panic devices)
- Window systems and storefront glazing
- Glass and glazing systems

5.8 Mechanical Systems

- HVAC equipment installation
- Ductwork and piping
- Testing and balancing

- Testing and commissioning

5.9 Electrical Systems

- Wiring and conduit installation
- Lighting fixtures and controls
- Panel installation and labeling
- System testing

5.10 Plumbing Systems

- Piping installation
- Fixture installation (i.e. faucets, sinks, water closets, urinals, mop sink)
- Water heaters Insta hots, and pumps
- Floor Drains
- Testing and commissioning

5.11 Interior Construction & Finishes

- Drywall and ceilings
- Flooring
- Casework and millwork
- Painting and coatings (i.e. floor coating)
- Fire Extinguisher
- Toilet Partitions

5.12 Insulation & Waterproofing

- Thermal insulation systems
- Moisture barriers
- Waterproofing (i.e. below and above grade)

6. Quality Control & Testing

- Material testing (i.e. soil, concrete, compaction)
- Inspections per local authority requirements (Town Permit required)
- Special inspections (as required)
- Punch list and corrections

7. Project Closeout

- Final inspections and approvals
- As-built drawings
- Operation & maintenance manuals
- Warranties and certifications
- Certificate of occupancy

8. Add Alternate – Exhibit B

- Provide and install one new 225-amp electrical panel inside the restroom building.
- Provide and install two 2-inch Schedule 80 conduits from the electrical panel to the location shown in the attached photographs, approximately 10 feet behind the back of curb within the lawn area. One conduit shall serve the electrical installation. One conduit shall remain spare for future use.

- Contractor shall evaluate and coordinate conduit sizing and enclosure capacity to accommodate future expansion for additional electrical service requirements, including temporary event power, food trucks, concerts, holiday lighting displays, movies, and similar community activities at Anchor Green.

- Provide and install one concrete pad extending 2 inches above finished grade and 2 inches beyond all sides of the electrical enclosure.

- Provide and install one green, weatherproof, lockable outdoor electrical cabinet suitable for public park applications. Contractor shall submit manufacturer and model information for Owner approval prior to order and installation. Cabinet shall provide sufficient interior space and electrical capacity for future expansion and installation of additional receptacles and related equipment.

- Provide and install the following receptacles within the exterior cabinet:

    - Six 20-amp receptacles
    - One 50-amp receptacle
    - One 30-amp receptacle.

Special Conditions

1. The work shall begin upon receipt of a written Notice to Proceed from the Public Works Director. After work has begun, work is to be performed in a continuous manner until it is completed.

2. The awarded bidder shall submit for approval a project schedule.

3. The Contractor shall be responsible for coordinating and paying for all utility service connections required for the project, including, but not limited to, water, sewer, and electric taps. The Contractor's bid prices shall be deemed to include all such utility tap fees.

4. The Contractor shall provide the Owner with copies of all invoices, receipts, and supporting documentation related to utility tap fees upon request. The Owner reserves the right to review these documents at any time to verify that charges are accurate and consistent with the Work performed.

5. Under no circumstances shall the Contractor apply any markup, overhead, or profit to the utility tap fees charged by the utility providers.

6. Building inspections are to be scheduled through the Town of Farragut MGO system.

Electrical inspections are to be scheduled through the State of Tennessee.

7. All materials on this project, including but not limited to concrete and soil, shall be subject to testing in accordance with the Contract Documents and applicable standards. The Contractor shall be solely responsible for scheduling all required tests in a timely manner and for payment of all associated testing costs.

8. Information in this document is the minimum necessary to define the work required. It shall be the responsibility of all bidders to inspect the site to fully evaluate existing conditions. See Exhibits A and B.

9. Any damage to asphalt, slurry seal, pavement markings, or striping caused by the Contractor shall be repaired by the Contractor at no additional cost to the Owner. All repairs shall be subject to Owner inspection and included in the project punch list.

10. The Town does not imply nor assume any security of any portion of this project or lay down yard

END OF THIS SECTION

Town of Farragut

General Terms and Conditions

The following terms, conditions and instructions apply (unless otherwise noted) to all of the Town of Farragut solicitations whether they are quotations, bids, proposals, requests for qualifications or other types of solicitations. The term "vendor" is used collectively for bidder, vendor, proposer, quoter, contractor and all other terms implying or meaning one who is responding to an opportunity with the Town of Farragut. The submission of a response means that the vendor understands and agrees with the Town of Farragut's instructions to vendors.

1. **ACCEPTANCE-AGREEMENT.** Vendors shall hold their price firm and subject to acceptance by the Town of Farragut for ninety (90) calendar days from the date of the solicitation opening unless otherwise directed by the Town of Farragut.

2. **AWARD/REJECTION OF RESPONSES.** Awards are made to the responsible vendor complying with the conditions of the solicitation based on the response that receives the highest rating and is in the Town of Farragut's best interest. The Town of Farragut reserves the right to reject any and all responses and to waive any informality in the responses received whenever the Town of Farragut determines that such rejection or waiver is in the Town of Farragut's best interest.

3. **INTERPRETATIONS.** The Town of Farragut is not responsible for oral interpretations of specifications. Submit written requests for interpretation as indicated in a solicitation document. Addenda (official changes to or interpretations of specifications) are posted to the Town of Farragut's web page. It is the vendor's responsibility to examine the web page for addenda. All addenda become part of the contract, and all vendors/vendors are bound by such addenda.

4. **USE OF SOLICITATION FORMS.** Vendors are to complete the forms contained in the solicitation package. Failure to complete these forms may result in the rejection of your response.

   Vendors are not to change the pricing method that is on the solicitation document unless the Procurement/Finance office approves the change.

5. **BID WITHDRAWAL.** A Vendor may withdraw or amend a solicitation response before the date and time set for the receipt of bids without stating a reason. Bids may not be withdrawn without the Town of Farragut's approval after the bid opening. If granted, withdrawal after the due date is non-reversible. Bid withdrawal may affect your bid bond (if any).

6. **GOVERNING LAW.** This Agreement shall be governed by the laws of the State of Tennessee and the Codes of the Town of Farragut ("Town").

7. **ALTERATIONS OR ADMENDMENTS.** Alterations, amendments, changes, modifications or additions to the Purchase Order shall not be binding without the Town of Farragut's prior written approval.

8. **APPROPRIATION.** In the event funds are not appropriated by the Town of Farragut for the goods and/or services or insufficient funds exist to purchase the goods and/or services, awards and/or contracts shall terminate upon the expenditure or previously appropriated funds with no further obligations owed to or by either party.

9. **COMPENSATION AND PAYMENT TERMS.** For the completion of the Work, the Town of Farragut shall pay Vendor the contract sum set forth in the purchase order and/or contract. Payments may be made in amounts which are consistent with the percentage of goods/non-professional services completed and invoiced by the Vendor as set forth in the purchase order.

   The Town's delivered payment terms are payment within thirty (30) days except where the law provides otherwise. Payment may be sooner where cash discounts are offered for early payment, however, cash discounts offered will not be considered in determining lowest bidder. In no event will payment be made prior to receipt of an original invoice containing invoice and purchase order numbers and receipt of purchased item(s). The Town is not liable for delays in payment caused by the failure of the Vendor to send an invoice to the address referenced herein.

10. **INSPECTION/TESTING.** Payment for the goods delivered does not constitute acceptance of the goods. The Town of Farragut has the right to inspect the goods and to reject any or all of the goods which are in the Town's judgment defective or nonconforming. Goods rejected and goods supplied in excess of quantities called for may be returned to the Vendor at its expense and in addition to the Town's other rights. The Town may charge the Vendor all expenses of unpacking, examining, repacking and reshipping those goods. In the event the Town receives goods whose defects or nonconformity are not apparent on examination, the Town reserves the right to require replacement, as well as payment of damages. Nothing contained in this purchase order will relieve in any way the Vendor from the obligation of testing, inspection and quality control.

    In the award of a construction contract/purchase order the Vendor is responsible for thoroughly inspecting the site of the proposed work and for becoming familiar with the work circumstances. The vendor's failure to do so will not result in additional payments to the Vendor.

11. **PROPERTY RIGHTS AND COPYRIGHT PROHIBITION**. The Vendor agrees that all information, data, findings, recommendations, bids, et cetera by whatever name described and in whatever form secured, developed, written or produced by the Vendor in furtherance of this contract shall be the Town of Farragut's property. The Vendor specifically waives and/or releases to the Town of Farragut any cognizable property right of the Vendor to copyright, license, patent, or otherwise uses such information, data, findings, recommendations, responses, et cetera.

12. **PRICE WARRANTY.** Vendor warrants that the prices for the goods or non-professional services sold the Town are not less favorable than those currently extended to any other customer for the same or similar goods or non-professional services in similar quantities. In the event Vendor reduces its price for the goods or non-professional services during the term of this purchase order, Vendor agrees to reduce the prices charged to Town correspondingly. The Vendor warrants that prices shown on this purchase order/agreement are complete, and no additional charges of any type will be added without the Town's express written consent. Any additional charges include, but are not limited to, shipping, packaging, labeling, custom duties, taxes, storage, insurance, boxing, crating.

13. **NON-ESCALATION**. Unless otherwise specified within the solicitation documents, the unit prices reflected in the agreement and/or contract shall remain form with no provisions for price increases during the term of the contract.

14. **DELIVERY.** All deliveries shall be to the designated Town of Farragut property, and they must be Freight On Board (FOB) Town of Farragut, Tennessee with all delivery, handling, surcharges and other charges included in the bid price. Failure to do so may cause rejection of the bid.

15. **EXPENSES INCURRED.** All expenses incurred in the preparation and submission in response to a solicitation shall be borne by the Vendor.

16. **INDEMNIFICATION/HOLD HARMLESS.** The Vendor shall indemnify, defend, save and hold harmless the Town of Farragut, its Mayor of Board, Alderman and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by vendor, its sub-vendors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of vendor, its sub-vendors, suppliers, agents or employees.

17. **INSURANCE.** A Vendor working on the Town of Farragut property shall purchase and maintain during the life of this Agreement, insurance coverage which will satisfactorily insure Vendor against claims and liabilities which arise because of the execution of this Agreement, with the minimum insurance coverage as follows:

a. **Commercial General Liability Insurance**, with a limit of $1,000,000 for each occurrence and $2,000,000 in the general aggregate.

b. **Automobile Liability Insurance**, with a limit of $1,000,000 for each accident, combined single limit for bodily injury and property damage.

c. **Worker's Compensation Insurance and Employer's Liability Insurance**, in accordance with statutory requirements, with a limit of $500,000 for each accident.

d. **Professional Liability Insurance**, with a limit of $1,000,000 for each claim and aggregate.

The vendor shall not commence work on the goods/non-professional services until a Certificate of Insurance has been submitted to the Town showing proof that the Vendor has obtained the necessary insurance coverage. If any of the above cited policies expire during the life of this Agreement, it is the Vendor's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions. Certificates must specifically cite the following provisions:

i. The Town of Farragut, its agents, representatives, officers, directors, officials and employees must be named an Additional Insured under the following policies:

a) Commercial General Liability
b) Auto Liability

ii. A vendor's insurance must be primary insurance as respects performance of subject contract.

iii. All policies, expect Professional Liability Insurance, if applicable, waives rights of recovery (subrogation) against Town of Farragut, its agents, representatives, officers, directors, officials and employees for any claims arising out of work or services performed by Vendor under this Agreement.

18. **LIMITATIONS OF RESPONSIBILITY.** In no event is Town liable for anticipated profits or for incidental or consequential damages. Town's liability on any claim of any kind for any loss or damage arising out of or in connection with or resulting from this Agreement or from the performance or breach of this Agreement will in no case exceed the unit price allocable to the goods or non-professional services which gives rise to the claim. The Town of Farragut is not liable for penalties of any description. Any action resulting from any breach of this Agreement by the Town as to the goods or non-professional services delivered must be commenced within one (1) year after the cause of action has accrued.

19. **PROPRIETARY INFORMATION.** The Town of Farragut operates under Tennessee's Open Records Act and all information in the Town of Farragut's possession is subject to disclosure upon request. The applies whether or not such information is stamped "confidential," "proprietary" or other similar phrases.

20. **RECORDS RETENTION AND AUDIT.** The Vendor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under an agreement and/or contract and make such materials available at its offices at all responsible times during the contract period and for three years (and as required by federal law and/or regulations) from the date of the final payment under an agreement or contract. This shall be for inspection by the Town of Farragut or any other governmental entity or agency participating in the funding of an agreement or contract, or any authorized agents thereof. Upon request, the vendor shall furnish copies of said records.

21. **TERMINATION FOR CONVENIENCE.** The Town of Farragut reserves the right to terminate this order or any part of this order at its sole convenience with thirty (30) days written notice. In the event of termination, Vendor must immediately stop all work and immediately cause any of its suppliers or subcontractors to cease any further work. The Vendor will be paid a reasonable termination charge consisting of a percentage of the order price reflecting the percentage of the work performed before the notice of termination, plus actual direct costs resulting from termination. The Vendor will not be paid for any work done after receipt of the notice of termination, nor for any costs incurred by the Vendor's suppliers or s which Vendor could reasonably have avoided. The Vendor must not unreasonably anticipate the requirements of this order.

22. **TERMINATION FOR CAUSE**. The Town of Farragut may also cancel this order, or any part of this order, with seven (7) days written notice for cause in the event of any default by the Vendor, or if the Vendor fails to comply with any of the terms and conditions of this offer. Late deliveries, deliveries of products which are defective, or which do not conform to this order, and failure to provide the Town, upon request, with adequate assurances of future performance are all causes allowing the Town to cancel this order for cause. In the event of cancellation for cause, the Town is not liable to the Vendor for any amount, and the Vendor is liable to the Town for any and all damages sustained by reason of the default which gave rise to the cancellation. If it should be determined that the Town has improperly cancelled this contract for a default, the cancellation is considered a termination for convenience.

23. **DISPUTE RESOLUTION.** Claims, disputes, or other matters in question between the parties to this Agreement arising out of or relating to this Agreement, or breach thereof, shall be subject to mediation in Farragut. Tennessee, in accordance with the following provisions:

a. The mediation shall be conducted by a mediator mutually acceptable to both parties.

b. The parties agree to share equally in the expense of the mediation.

c. Such mediation may include the Vendor or any other person or entity who may be affected by the subject matter of the dispute.

d. Unless the parties agree otherwise, mediation shall be a condition precedent to the exercise of any legal remedy other than a proceeding seeking an immediate injunction or restraining order to protect the rights of a party pending litigation. Notwithstanding the issuance of an injunction or restraining order, or the refusal of a court to issue such an order, the dispute shall continue to be subject to mediation.

24. **DELAY IN PERFORMANCE.** Neither the Town nor Vendor shall be considered in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonconforming party. For purposes of this Agreement, such circumstances include abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, or other civil disturbances; sabotage; judicial restraint; discovery of unanticipated hazardous wastes; and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either Town or Vendor under this Agreement. Should such circumstances occur, the nonconforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of the Agreement price. If the Vendor is delayed in the performance of the services for more than three hundred sixty-five (365) calendar days, either by the Town or circumstances beyond his control, an equitable adjustment to the contract amount can be made to compensate for additional costs incurred.

For delays in performance by Vendor caused by circumstances which are within its control, such delays shall be documented and presented to the Purchasing Department at the conclusion of Project and acknowledged by both Town and Vendor. The completed form shall be retained by the Town for a period of seven years and reviewed prior to Vendor selection for future Town projects. In the event the Vendor is delayed in the performance of Services because of delays caused by the Town, Vendor shall have no claim against the Town for damages or contract adjustment other than an extension of time.

25. **HAZARDOUS MATERIALS.** Hazardous materials may exist at a site where there is no reason to believe they could or should be present. The Town and Vendor agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. Town and Vendor also agree that the discovery of unanticipated hazardous materials may make it necessary for the Vendor to take immediate measures to protect health and safety. Town agrees to compensate Vendor for any equipment decontamination or other costs incident to the discovery of unanticipated hazardous materials.

Vendor agrees to notify Town when unanticipated hazardous materials or suspected hazardous materials are encountered. Town agrees to make any disclosures required by law to the appropriate governing agencies and agrees to hold Vendor harmless for any and all consequences of disclosures made by Vendor which are required by governing law. In the event the project site is not owned by the Town, the Town agrees to inform the Town of the discovery of unanticipated hazardous materials or suspected hazardous materials.

26. **COMMUNICATIONS.** Any notice to the Town shall be made in writing to the address specified below:

Town of Farragut
Attn: Finance/Purchasing
11408 Municipal Center Drive
Farragut, TN 37934
(865) 966-7057

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of the Vendor and the Town of Farragut.

27. **SEVERABILITY.** The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

28. **INTEGRATION.** This Agreement represents the entire and integrated agreement between Town and Vendor. All prior and contemporaneous communications, representations, and agreements by Vendor, whether oral or written, relating to the subject matter of this Agreement, as set forth in the Purchase Order, are hereby incorporated into and shall become a part of this Agreement.

29. **SUCCESSORS AND ASSIGNS.** This Agreement is binding on and inures to the benefit of the Town and Vendor and their respective permitted successors and permitted assigns.

30. **ASSIGNMENT.** Neither the Town nor Vendor shall assign any rights or duties under this Agreement without the prior written consent of the other party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Nothing contained in this Article shall prevent Vendor from employing independent Vendors, associates, and s to assist in the performance of the Services; however, other agreements to the contrary notwithstanding, in the event Vendor employs independent Vendors, associates, and subcontractors to assist in performance of the Services, Vendor shall be solely responsible for the negligent performance of the independent Vendors, associates, and subcontractors so employed.

31. **THIRD PARTY RIGHTS.** Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than Town and Vendor.

32. **RELATIONSHIP OF PARTIES.** Nothing contained herein shall be construed to hold or to make the Town a partner, joint venturer, or associate of Vendor, nor shall either party be deemed the agent of the other, it being expressly understood and agreed that the relationship between the parties is and shall at all times remain contractual as provided by the terms and conditions of this Agreement.

33. **INTEREST OF CURRENT & PAST MEMBERS, OFFICIERS OR EMPLOYEES.** No member, officer or employee of the Town of Farragut, no member of the Town of Farragut's governing body, and no other public official who exercises any function or responsibilities with respect to the project shall during his tenure or for one year thereafter have any interest, direct or indirect, in a contract, agreement or purchase order or the proceeds thereof.

34. **NON-DISCRIMINATION.** Vendors agree to comply with all federal, state, and local nondiscrimination laws and regulations. Vendor agrees not to discriminate against any participant in this Agreement on the basis of race, color, religion, sex, age or national origin. Vendor further agrees to comply with all federal, state and local laws regarding treatment and accommodation for individuals with disabilities.

35. **DRUG FREE WORKFORCE.** Vendor certifies that it will provide a drug-free workplace and agrees to comply with the applicable requirements of the Drug-Free Workplace Act of 1988.

36. **FEDERAL OR STATE FUNDING.** In the event that the Project is funded in whole or in part by Federal or State grants, Vendor agrees to abide by all applicable Federal and State laws, regulations, grant conditions and procedures.

37. **COMPLIANCE WITH LAWS.** The Town has entered into this agreement with the Vendor relying on its knowledge and expertise to provide the services contracted for. As part of that reliance, Vendor represents that he knows and understands the relevant and applicable federal and state laws that apply to the services provided through this contract and agrees to comply with these relevant and applicable federal and state laws.

The Vendor understands and acknowledges the applicability to it of:

a. the American with Disabilities Act,
b. the Immigration Reform and Control Act of 1986,
c. the Drug Free Workplace Act of 1988.
d. Executive Order 11246; "Equal Employment Opportunity."'
e. Copeland "Anti-Kickback" Act
f. Title VI of the Civil Rights Act of 1964

END OF THIS SECTION

Bid Form

ITB# 2026-30 Biddle Farms Washroom Facilities Build

Bidder/Company Name: _____

The bidder shall furnish all labor, materials, tools, and equipment necessary to install a public restroom at Biddle Farms in the Town of Farragut. The proposer agrees to conform to all requirements of this ITB and the project specifications as set forth in the contract documents.

Base Bid Price: $_____.____

Add Alternate: $_____.____

TOTAL BID $_____.____ (Base + Add Alt)

TOTAL BID IN WORDS

_____

_____

In submitting this bid, the bidder recognizes that the right is reserved by the Town of Farragut to accept the total bid or any part, to negotiate with any bidder, waive any formalities in the bidding, or to reject any or all bids. For evaluation purposes, bids will be ranked using the Base Bid plus Additive Alternate.

NOTE: All Work items not specifically mentioned above, but required by the Contract Documents, shall be considered incidental to the other Work and not be paid for directly.

References for this contract must be submitted with bid form.

References listed below should be for completed projects of similar size and scope:
(Please list Company, Contact Name, Phone Number, Email address)

1. _____

2. _____

3. _____

Name and Address of Bidder: _____
_____
_____

Telephone: _____

Email Address:_____

Signature: _____

Title: _____ Date: _____

TOWN OF FARRAGUT, TENNESSEE

BID BOND

CONTRACT NO. 2026-30

Principal:

_____

Print Name of Principal

Surety:

_____

Print Name of Surety

KNOW ALL MEN BY THESE PRESENTS, that we, the Principal and Surety above named, are held and firmly bound unto the TOWN OF FARRAGUT in the full and just sum of five percent (5%) of the total amount bid by the Principal for the project stated above, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

NOW, THEREFORE, the condition of this obligation is: the Principal shall not withdraw its bid within sixty (60) days after the opening of the bids, or within such other time period as may be provided in the Proposal, and if the TOWN OF FARRAGUT shall award a Contract to the Principal, the Principal shall, within ten (10) days after written notice of the award is received by him, fully execute a Contract on the basis of the terms, conditions and unit prices set forth in his Proposal or bid and provide bonds with good and sufficient surety, as required for the faithful performance of the Contract and for the protection of all persons supplying labor, material, and equipment for the prosecution of the work. In the event the Principal withdraws its bid after bids are opened, or after award of the Contract has been made fails to execute such the Contract and/or such additional documents as may be required and to provide the required bonds within the time period specified above, then the amount of the Proposal Bond shall be immediately paid to the TOWN OF FARRAGUT, not as a penalty, but as agreed upon liquidated damages.

IN WITNESS WHEREOF, the Principal has caused these presents to be signed by a duly authorized official and the Surety has caused these presents to be duly signed and sealed by an authorized agent or attorney-in-fact.

Principal (1)	Surety (1)
By:	By:
	General Agent or Attorney-in-Fact
Print Name and Title	Date
Date	(Seal)

Principal (2)	Surety (2)
By:	By:
	General Agent or Attorney-in-Fact
Print Name and Title	Date
Date	(Seal)

***NOTE: The signature and information for Principal(2) and Surety(2) is to be provided when there is a joint venture.**

TOWN OF FARRAGUT, TENNESSEE

BID GUARANTEE

CONTRACT NO. 2026-30

Bidder:

_____
Print Name of Bidder

KNOW ALL MEN BY THESE PRESENTS, that the above-named Bidder has tendered the attached cashier's or certified check in an amount equal to five percent (5%) of the total amount it bid for the project stated above, payable to the TOWN OF FARRAGUT, to be held pending the fulfillment of the following obligation conditions.

NOW, THEREFORE, the condition of this obligation is: the Bidder shall not withdraw its bid within sixty (60) days after the opening of the bids, or within such other time period as may be provided in the Proposal, and if the TOWN OF FARRAGUT shall award a Contract to the Bidder, the Bidder shall, within ten (10) days after it receives written notice of the award, fully execute a Contract on the basis of the terms, conditions and unit prices set forth in its Proposal or bid and provide bonds with good and sufficient surety, as required for the faithful performance of the Contract and for the protection of all persons supplying labor, material, and equipment for the prosecution of the work. In the event the Bidder withdraws its bid after bids are opened, or after award of the Contract has been made fails to execute such the Contract and/or such additional documents as may be required and to provide the required bonds within the time period specified above, then the TOWN OF FARRAGUT shall cash the attached check and retain the funds, not as a penalty, but as agreed upon liquidated damages.

IN WITNESS WHEREOF, the Bidder has caused these presents to be signed by a duly authorized official.

Bidder (1)	Bidder (2)*
By:	By:
Print Name and Title	Print Name and Title
Date	Date

***NOTE: The signature and information for Bidder (2) is to be provided when there is a joint venture.**

CONTRACT PAYMENT AND PERFORMANCE BOND

Note: to be filled out post-award

CONTRACT NO. 2026-30

Be it known that _____, as Principal, and_____, as Surety(ies), all authorized to do business in the State of Tennessee, hereby bind themselves to the TOWN OF FARRAGUT, and other potential claimants, for all obligations incurred by the Principal under its contract with TOWN OF FARRAGUT, for the construction of the above identified contract; in the full contract amount of _____
_____
($_____).

The obligations of the Principal and Surety(ies) under these payment and performance bonds shall continue in full force and effect until all materials, equipment and labor have been provided AND all requirements contained in the contract, plans and specifications have been completed in a timely, thorough and workmanlike manner. The parties agree that these bonds are statutory in nature and are governed by the provisions contained in Title 12, chapter 4 and Title 54, chapter 5 of the Tennessee Code Annotated relating to bonds required of contractors and that those provisions constitute a part of this bond.

By this instrument, the Principal and Surety(ies) specifically bind themselves, their heirs, successors, and assigns, *in solido*, under the following bonds:

Payment Bond. To the TOWN OF FARRAGUT and all "Claimants," as contemplated by T.C.A. Title 54, chapter 5, in the full contract amount of _____
_____
_____
($_____), in order to secure the payment in full of all timely claims under the project.

Performance Bond. To the TOWN OF FARRAGUT in the full contract amount of _____
_____
($_____), in order to secure the full and faithful performance and timely completion of the project according to its plans and specifications, inclusive of overpayments to the contractor and liquidated damages as assessed.

Upon receipt of notice that the Principal is in default under the contract, the Surety(ies) shall undertake to complete performance, without regard to cost. If the Surety(ies) fail or refuse to complete performance of the contract, the TOWN OF FARRAGUT may then proceed with the work in any lawful manner that it may elect until it is finally completed. When the work is finally completed, the total cost of the same will be computed. All costs and charges incurred by the TOWN OF FARRAGUT in completing the Work will be deducted from any monies due or which may become

due to the Principal. If the total costs of completion exceeds the sum which would have been payable under the Contract, then the Principal and the Surety(ies), *in solido*, shall be liable for and shall pay to the TOWN OF FARRAGUT the amount of such excess.

In witness whereof we have signed this instrument as dated.

Principal/Contractor 1:

_____

By:_____

Date: _____

Printed Name
and Title: _____

(For Joint Venture)
Principal/Contractor 2: _____

By:_____

Date: _____

Printed Name
and Title: _____

Surety 1:	Surety 2:
Attorney – in – Fact	Attorney – in – Fact
Printed Name	Printed Name
Street Address	Street Address
City/State/Zip	City/State/Zip
(Seal)	(Seal)

Subsequent correspondence/communication from TOWN OF FARRAGUT with respect to monthly progress reports and/or the contract bonds should be directed to:

For Surety 1:

_____
Name

_____
Address

_____
City

_____
State/Zip

_____
Phone Number

_____
Fax Number

For Surety 2:

_____
Name

_____
Address

_____
City

_____
State/Zip

_____
Phone Number

_____
Fax Number

SAMPLE CONSTRUCTION AGREEMENT

Contract No. 2026-30

Biddle Farms Washroom Facilities Build

This agreement made as of the _____ day of _____ in the year 2026 by and between the;

TOWN OF FARRAGUT (Hereinafter called Owner) and
11408 Municipal Center Drive
Farragut, TN 37934

(Hereinafter called Contractor)

WITNESSETH THAT OWNER and CONTRACTOR in consideration of the mutual covenants hereinafter set forth agree as follows:

ARTICLE 1. WORK

The Contractor shall perform all Work as specified or indicated in the Contract Documents for the completion of the project generally described as follows:

ARTICLE 2. ADMINISTRATOR

The Public Works Director will act as Administrator in connection with completion of the work in accordance with the Contract Documents.

ARTICLE 3. CONTRACT TIME

1. Substantial Completion

The Contractor shall achieve Substantial Completion of the project within six (6) months from the date of the Notice to Proceed. Substantial Completion is defined as the stage at which the new park restroom facility has been fully constructed, all plumbing and electrical systems are operational, all finishes and fixtures are installed, and the building is ready for public use and inspection.

2. Final Completion and Payment

The Contractor shall achieve Final Completion of all work, including correction of punch list items, final site cleanup, and submission of all required closeout documentation, within two (2) weeks after Substantial Completion. Final payment will be made upon the Owner’s and Engineer’s acceptance of the completed park restroom facility and verification that all work has been performed in accordance with the contract documents.

SAMPLE

3. **Liquidated Damages**

If the Contractor fails to complete the work, or any specified portion thereof, within the time prescribed in the contract, including any authorized extensions of time, the Contractor shall pay to the Owner, as liquidated damages and not as a penalty, the amount of $500.00 per calendar day for each day of delay beyond the agreed completion date.

This amount is agreed upon by both parties as a reasonable estimate of the damages the Owner will incur due to such delay, including but not limited to administrative costs, loss of use, disruption to other scheduled work, and inspection costs. The parties acknowledge that actual damages would be difficult to ascertain at the time of contract execution.

The total amount of liquidated damages shall be deducted from any payments due or to become due to the Contractor under this contract. Assessment of liquidated damages shall not relieve the Contractor from any other contractual obligations.

Nothing in this clause shall limit the Owner's right to terminate the contract or seek other remedies as provided in this Agreement.

Grace periods for work to begin may be permitted before liquidated damages begin to accrue, at the sole discretion of the Owner.

ARTICLE 4. CONTRACT PRICE

The Owner will pay the Contractor for the performance of the contract in current funds for the total quantities of work performed at the prices stipulated in the bid for the several respective items of work completed, the total amount to be due upon completion and final acceptance of the Work, and the receipt of lien releases from the Contractor and all Subcontractors.

ARTICLE 5. CONTRACT DOCUMENTS

The Contract Documents which comprise the contract between Owner and Contractor are attached hereto and made a part hereof and consist of the following:

A. Agreement

B. Instructions to Bidders

C. Special Conditions

D. General Conditions

E. Exhibits and Plans

F. Specifications

G. On-Call Work Order(s)

H. Contractor's Bid

SAMPLE

I. Addenda Numbers _____

J. Change Orders, duly delivered and executed by each party execution of this Agreement.

K. Affidavits and Certifications

ARTICLE 6. MISCELLANEOUS

A. Neither Owner nor Contractor shall, without the prior written consent of the other, assign or sublet in whole or in part his interest under any of the Contract Documents; and, specifically, Contractor shall not assign any monies due or to become due without the prior written consent of the Owner.

B. Owner and Contractor each binds himself, his partners, successors, assigns and legal representatives to the other party hereto in respect to all covenants, agreements and obligations contained in the Contract Documents.

C. The Contract Documents constitute the entire agreement between Owner and Contractor and may be altered, amended or repealed only by a written instrument signed by the party to be charged.

D. Guarantee and Correction of Work After Final Payment: Neither the final certificate nor payment nor any provisions in the Contract Documents shall relieve the Contractor of responsibility for faulty materials or workmanship and, unless otherwise specified, he shall remedy any defects due thereto and pay for any damage to other work resulting there from, which shall appear within a period of one year from the date of final acceptance of the work by the Owner.

The Owner shall give notice of observed defects with reasonable promptness. The Engineer subject to arbitration shall decide all questions arising under this article.

The Contractor and through it each Subcontractor, in accepting the contract for this construction or respective portions of the construction covered by this contract and specifications, does hereby agree to replace and make good, without expense to the Owner, any work or material which may be found to be defective within one year from the date of the final certificate of payment to said Contractor. The deterioration due to ordinary use and normal wear is accepted from this guarantee.

The Contractor shall reimburse the Owner for cost of damage, if any, as well as cost of replacing defective materials or workmanship. If replacements are not made within fourteen days after notice is given of such defect in workmanship, or thirty days in case of materials, then the Owner shall have the right to make replacements and charge cost of same to Contractor or his bondsman.

E. The Contractor shall comply with the Department of Labor Safety and Health Regulations for construction promulgated under the Occupational and Health Act of 1970 (PL 91-596) and under Section 107 of the Contract Work Hours and Safety Standards Act (PL 92-54).

SAMPLE

F. Subcontracting. The Contractor shall not assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the prior written approval of the Town. If such subcontracts are approved by the Town, each shall contain, at a minimum, sections of this contract pertaining to "Lobbying" and "Nondiscrimination," (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work performed.

G. Lobbying. The Contractor certifies, to the best of its knowledge and belief, that:

(a) No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The Contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, *U.S. Code*.

H. Nondiscrimination. The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subject to discrimination in the performance of this Contract or in the employment practices of the Contractor on the grounds of handicap or disability, age, race, color, religion, sex, nation origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Contractor shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

SAMPLE

The undersigned, having become familiar with the existing and proposed conditions of the project affecting the cost of the work, hereby proposes to furnish all supervision, technical personnel, labor, machinery, tools, appurtenances, equipment and services, including utility and transportation services required of Contract 2026-26 McFee Park Restroom Build all in accordance with the bid specifications and Contract Documents listed above at and for the unit prices for work in place for the following items and quantities:

Per Bid Form signed and submitted on _____.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

OWNER:

Town of Farragut

11408 Municipal Center Drive

Farragut, TN 37934

BY:

_____

_____
(Printed or Typed)

Title _____

ATTEST:

_____

CONTRACTOR:

BY:

_____

_____
(Printed or Typed)

Title _____

ATTEST:

_____

SAMPLE

Town of Farragut

ADDENDA ACKNOWLEDGEMENT & BID CERTIFICATION

ADDENDA ACKNOWLEDGEMENT:

By submitting this Bid, the Bidder represents that the Bidder has examined copies of all the Contract Documents and hereby acknowledges they have verified that the Bidder is in receipt of the Addenda listed below and that the proposed price reflects the inclusion of these Addenda. *(Check the box next to each addendum received and applicable)*

[ ] Addendum No. 1	[ ] Addendum No. 6
[ ] Addendum No. 2	[ ] Addendum No. 7
[ ] Addendum No. 3	[ ] Addendum No. 8
[ ] Addendum No. 4	[ ] Addendum No. 9
[ ] Addendum No. 5	[ ] Addendum No. 10

The Bidder further acknowledges that should it be determined at the time of the bid opening that the Bidder has failed to acknowledge receipt of **ALL** issued addenda; the Bid submission shall be rejected. The Bidder understands that any verbal representation made or assumed to be made during any oral discussion held between Bidder's representatives and any Town personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

BID CERTIFICATION:

By signing below, I certify that I have reviewed this Bid Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or Bid constitutes an offer to the Town of Farragut that cannot be unilaterally withdrawn; that the products and services proposed meet the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Bidder accepts the terms and conditions contained in the Bid Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or Bid for review and consideration; that I am authorized by the Bidder to execute and submit this bid, offer, or proposal, or any documents related thereto on Bidder's behalf; that I am authorized to bind the Bidder in a contractual relationship; and the Bidder has properly registered with any State, County and Town agency that may require registration.

I further certify that my company is in compliance with all State of Tennessee laws.

Project Name: **2026-30 Biddle Farms Washroom Facilities Build**

Date: _____

Name of Bidder's Company: _____

Signature of Responsible Bidder: _____

Notary's Signature: _____

Notary Seal

DRUG-FREE WORKPLACE AFFIDAVIT

SECTION A – FOR EMPLOYERS WITH FIVE (5) OR MORE EMPLOYEES

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Town of Farragut government to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state of any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with title 50, Chapter 9, of the Tennessee Code Annotated.
3. The undersigned also attests that the requirements of the drug-free workplace program or drug and alcohol testing program operated by the bidder are at least as stringent as the program operated by the Town of Farragut.
4. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

Name of Officer Title of Officer

SECTION B – FOR EMPLOYERS WITH FEWER THAN FIVE (5) EMPLOYEES

The undersigned hereby certifies that the Company listed below employs fewer than five (5) employees and is therefore exempt from the Drug-Free Workplace Program requirements of T.C.A. § 50-9-113.

Company Name: _____

Number of Employees: _____

Name of Officer Title of Officer

State of _____, County of _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____***, 20***.

Notary Public

My commission expires: _____

NON-COLLUSION AFFIDAVIT

_____, being first duly sworn, deposes and says that:

(1) He/She is the _____ of _____, the firm that has submitted the attached Bid;

(2) He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said firm nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other vendor, firm or person to submit collusive or sham Bid in connection with the contract or agreement for which the attached Bid has been submitted or to refrain from making a Bid in connection with such contract or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the Bid price or the Bid price of any other firm, or to secure through any collusion,conspiracy, connivance, or unlawful agreement any advantage against the Town of Farragut or any person interested in the proposed contract or agreement; and

(5) The Bid of service outlined in the Bidis fair and proper and is not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties including this affiant.

(Signed): _____

Title: _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____ , 20 _____.

_____
Notary Public

My commission expires: _____

STATEMENT OF COMPLIANCE CERTIFICATE
ILLEGAL IMMIGRANTS

EACH CONTRACTOR BIDDING SHALL FILL IN AND SIGN THE FOLLOWING

This is to certify that _____ have fully complied with all the requirements of Tennessee Code Annotated § 12-4-124.

- All Bidders for services on this project shall be required to submit an affidavit (by executing this compliance document) as part of their bid that attests that such Bidder shall comply with requirements T.C.A. § 12-4-124.

Signed: _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____ , 20 _____.

_____
Notary Public

My commission expires: _____

STATE OF TENNESSEE

NON-BOYCOTT OF ISRAEL CERTIFICATION

The Bidder certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars ($250,000) or to contractors with less than ten (10) employees.

According to the law, a boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken:

1) In compliance with, or adherence to, calls for a boycott of Israel, or

2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

Signature of Authorized Representative	**Date**
Printed Name	**Phone Number / Email Address**

STATE OF TENNESSEE

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSBILITY MATTERS

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

☐ Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

☐ Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

☐ Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal,
State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

☐ Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to $10,000 or imprisonment for up to 5 years, or both.

Signature of Authorized Representative	**Date**
Printed Name	**Phone Number / Email Address**

☐ I am unable to certify to the above statements. Explanation is attached.

STATE OF TENNESSEE

BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION

Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352.

Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING – REQUIRED FOR CONTRACTS OVER $100,000 *Certification for Contracts, Grants, Loans, and Cooperative Agreements*

The undersigned certifies, to the best of his or her knowledge and belief, that:

☐ No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

☐ If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

☐ The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Authorized Representative	**Date**
Printed Name and Title	**Phone Number / Email Address**

Owner's Ethnicity and Gender of Contracts and Sub-Contractors

Ethnicity	Male	Female
Black/African American		
American Indian and Alaskan Native		
Asian		
Caucasian		
Hispanic		
Native Hawaiian/Other Pacific Islander		
Other (Please Specify)		

Name of Company_____

Owner's Name_____

Type of Business_____

STATE OF TENNESSEE

IRAN DIVESTMENT ACT CERTIFICATION

SUBJECT CONTRACT NUMBER(S):	
CONTRACTOR LEGAL ENTITY NAME:	
EDISON SUPPLIER IDENTIFICATION NUMBER:	

The Iran Divestment Act, Tenn. Code Ann. § 12-12-101 et. seq. requires a person that attempts to contract with the state, including a contract renewal or assumption, to certify at the time the bid is submitted or the contract is entered into, renewed, or assigned, that the person or the assignee is not identified on a list created pursuant to § 12-12-106.

Currently, the list is available online at the following website:
https://www.tn.gov/generalservices/procurement/centralprocurement-office--cpo-/library-/public-information-library.html

The Contractor, identified above, certifies by signature below that it is not included on the list of persons created pursuant to Tenn. Code Ann. § 12-12-106 of the Iran Divestment Act.

CONTRACTOR SIGNATURE

NOTICE: This certification MUST be signed by an individual with legal capacity to contractually bind the Contractor.

PRINTED NAME AND TITLE OF SIGNATORY

DATE

TITLE VI ASSURANCE

As required by the contractual agreement,_____will comply with the applicable laws and regulations relative to nondiscrimination in federally or state assisted programs.

_____ assures that no person shall on the grounds of race, color, or national origin, as provided by **Title VI of the Civil Rights Act of 1964** and as amended, and the Civil Rights Restoration Act of 1987 (P.I. 100.259) be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.
_____further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not.

_____ will also encourage interested certified Disadvantaged Business Enterprise (DBE) firms, as well as other minority-owned and women-owned, to work as subcontractors.

Declaration of Administrative Head

I declare that I have reviewed and approved the information provided in this assessment and to the best of my knowledge and believe it is true, correct, and complete.

_____ _____

Administrative Head Date

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of (Company Name_____) not to discriminate against any applicant for employment, or present employee, because of race, color, religion, national origin, age, sex, disability, or veteran status.

(Company Name_____) will take affirmative action to ensure that the Equal Employment Opportunity/Affirmative Action Policy (EEO /AA) is implemented with particular regard to: advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, layoff, leave, promotion, recruitment, rehire, social activities, termination, transfer, upgrade, working conditions and selection for training to include apprenticeship, pre- apprenticeship and on-the-job training.

(Company Name_____) will continue to make it understood to the employment sources/agencies with which it deals, and in employment opportunity announcements/ads, the above mentioned EEO/AA Policy and that all of the company's employment decisions are based on individual merit only.

All current employees of (Company Name_____) are requested to encourage qualified disabled persons, minorities, females, special disabled veterans, and Vietnam Era veterans to apply for employment, on-the-job training or for union apprenticeship.

It is the policy of (Company Name_____) to satisfy reasonable special accommodations for qualified disabled individuals. It is the policy of (Company Name) that all company activities, facilities, and job sites are non-segregated. Separate or single-user toilet and changing facilities are provided for privacy between genders. Disabled parking spaces may be assigned to accommodate accessibility needs.

It is the policy of (Company Name_____) to ensure and maintain a working environment free of coercion, harassment, and intimidation at all job sites, and in all facilities at which employees are assigned to work. Any violation of the policy should be immediately reported to your supervisor or the Company EEO Officer identified below:

EEO Officer Name: _____ Address/Office

Location: _____ Telephone #

_____ _____

(Signature of Company Head) (Date)

Town of Farragut

Addendum 1

ITB No. 2026-30

Biddle Farms Washroom Facilities Build
05/26/2026

The proposer acknowledges this addendum shall modify and become a part of the original solicitation document. The Proposer further acknowledges that should it be determined at the time of the bid opening that the Proposer has failed to acknowledge receipt of **ALL** issued addenda; the Proposer's Bid submission shall be rejected. The Proposer understands that any verbal representation made or assumed to be made during any oral discussion held between Proposer's representatives and any Town personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Change of Location Notice: Pre-Bid Meeting 05/27/2026 at 2:00PM EST

Due to the pending weather, the pre-bid meeting will be **located at Farragut Town Hall, 11408 Municipal Center Drive, Admiral Room – 1st floor, Farragut, TN 37934.**

If weather permits, a site visit may follow at the construction site on the corner of Anchor Green Drive and Biddle Farms Blvd. Parking is located near the vacant building across from Tupelo Honey Restaurant located at 126 Biddle Farms Blvd, Farragut, TN 37934.

Updated location in Documents - *Addendum 1 - ITB 2026-30 TOF Biddle Farms Washroom Facilities 5.26.26*

All communication regarding this ITB must be submitted via email to the Finance Department representative identified below:

Candace Whitt, Grant and Procurement Accountant, cwhitt@townoffarragut.org

The Grant and Procurement Accountant will be the sole point of contact for this ITB.

Proposers' contact with anyone else in the Town is forbidden and may result in disqualification of the Proposer's bid. Further, any oral communication will be considered unofficial and non-

binding on the Town. Proposers should rely only on written statements issued by the Finance Department representative.

Town of Farragut

Addendum 2

ITB No. 2026-30

Biddle Farms Washroom Facilities Build
05/28/2026

The bidder acknowledges this addendum shall modify and become a part of the original solicitation document. The bidder further acknowledges that should it be determined at the time of the bid opening that the bidder has failed to acknowledge receipt of **ALL** issued addenda; the Bidders's Bid submission shall be rejected. The Bidder understands that any verbal representation made or assumed to be made during any oral discussion held between Proposer's representatives and any Town personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Pre Bid Meeting and Site Visit Attendance 5.27.26

See attendance log below.

All communication regarding this ITB must be submitted via email to the Finance Department representative identified below:

Candace Whitt, Grant and Procurement Accountant, cwhitt@townoffarragut.org

The Grant and Procurement Accountant will be the sole point of contact for this ITB.

Bidders' contact with anyone else in the Town is forbidden and may result in disqualification of the Bidder's bid. Further, any oral communication will be considered unofficial and non-binding on the Town. Proposers should rely only on written statements issued by the Finance Department representative.

TOWN OF FARRAGUT
Meeting Attendance Sheet

Town of Farragut, TN ITB No.: **2026-30** Pre-bid Meeting Date and Time: **May 27, 2026 at 2:00 PM EST**

Bid Title: **Biddle Farms Washroom Facilities Build**

Personnel: [signature] Will Wiley [signature]

Please Sign In: *Everyone attending this public meeting is required to sign this sheet. Thank you for completing the following information about yourself and the business you represent.*

	NAME	COMPANY	PHONE NO.	EMAIL ADDRESS
1	Shawn Weaver	Halston Construction	865-250-1732	Sweaver@halstonllc.com
2	Avery Fisher	Pinnacle Construction	252-214-2803	avery.fisher@pconstruction
3	CLAUDE SCHALLER	MJM ARCHITECTS	601-434-7007	C.schaller.mjmarch.com
4	Will Sherrill	Skilled Services	865-320-7890	Willsherrill@skilledservicesllc.com
5	Jamie Zapp	Joseph Const.	865-584-3445	jamie.zapp@jcc1972.com
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Town of Farragut

Addendum No. 3

ITB No. 2026-30

Town of Farragut Biddle Farms Washroom Facilities Build
06/08/26

The respondent acknowledges this addendum shall modify and become a part of the original solicitation document. The respondent further acknowledges that should it be determined at the time of the bid opening that the respondent has failed to acknowledge receipt of **ALL** issued addenda; the respondent's submission shall be rejected. The respondent understands that any verbal representation made or assumed to be made during any oral discussion held between respondent's representatives and any Town personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Q1. How are proposals accepted?

A1. Responses are to be delivered, faxed, or mailed to the **Town of Farragut, 11408 Municipal Center Drive, 2nd Floor, Farragut, TN 37934** by the submission deadline. No responses will be accepted after the deadline. No email responses are accepted.

All documents must be submitted as outlined in the solicitation documents. Failure to follow the outline may result in rejection of response.

Q2. How do I obtain the latest documents?

A2. The project plans are available online and can be downloaded from any of these 4 sites:

1. **Town Website** (Free):
   - https://link.edgepilot.com/s/e21d4051/d914nl_zIkSbJ5nskjuXHg?u=https://www.townoffarragut.org/Bids.aspx?CatID=17
   - Registration is required but at no cost to vendors.
2. **Beacon** (Paid):
   - https://link.edgepilot.com/s/1f6497fb/IRQ_I4wvpEaSC2N_EUh0dw?u=https://www.beaconbid.com/login
   - Also requires vendor registration, offering national visibility.

Once registered, you can download all documentation and receive updates to the solicitation as we post them. There is a form in the solicitations that is required to be filled out, acknowledging that you have received and read all addenda posted to the two sites above.

Q3. The drawings state the following: “Special Inspection shall be paid by the Owner and shall satisfy all inspection requirements of the Building Code.” If you could please let me know whether you would like us to prepare a proposal for the Special Inspections portion, or if we should contact someone else, I would appreciate it.

A3. Special inspections should be performed as listed in the structural general notes in accordance with the International Building Code. GC should coordinate with Town of Farragut to determine a list of approved special inspection companies and provide a proposal for services and fees directly to Town of Farragut.

Q4. Please review substitution request for epoxy flooring. See Substitution A attached.

A4. This substitution is acceptable. Closest Sherwin-Williams color to match the color specified in the drawings appears to be “Brindle”.

All communication regarding this solicitation must be submitted via email to the Finance Department representative identified below:

Candace Whitt, CPPB
Grant and Procurement Accountant
procurement@townoffarragut.org

The Grant and Procurement Accountant will be the sole point of contact for this solicitation.

Respondents’ contact with anyone else in the Town is forbidden and may result in disqualification of the Respondent’s bid. Further, any oral communication will be considered unofficial and non-binding on the Town. Respondents should rely only on written statements issued by the Finance Department representative.

ACCELERA® Q

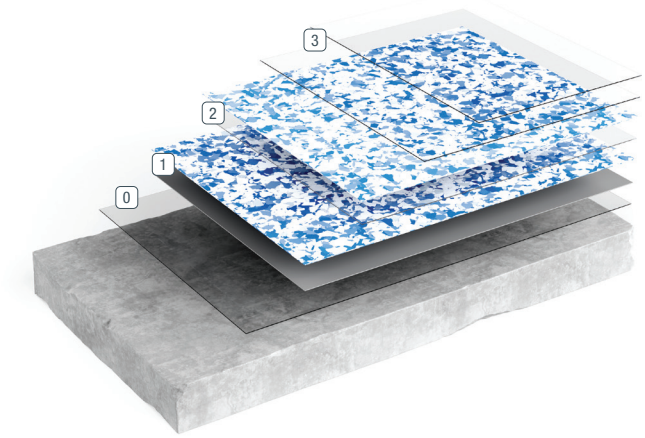
Accelera Q is a seamless high solids, decorative colored quartz broadcast flooring system featuring an extremely quick curing time. Combining durability, UV stability and excellent chemical resistance, it's the ideal choice for 24/7 operations or anywhere minimal interruption to operations is required.

BENEFITS

- Quick cure — Accelerated curing time as fast as 2 hours per coat
- Long lasting — Seamless flooring systems for years of service with minimal maintenance
- Wear/chemical resistant — High-quality topcoat for superior wear and chemical resistance
- Decorative — Multiple blends of pigmented quartz aggregate for a unique look
- Non-slip — Textured finishes aid in a safer floor, even when wet

USES

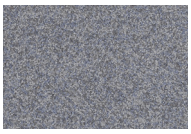
- Hospitals
- Cleanrooms
- Laboratories
- Pharmaceutical
- Lobbies
- Showrooms
- Restrooms
- Veterinary operating rooms
- Locker rooms
- Retail
- Schools
- Supermarkets
- Cafeterias
- Dining areas

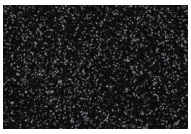


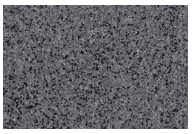
0 **Primer**
1 **Base Coat/Broadcast**
2 **Second Broadcast**
3 **Grout/Seal Coat**

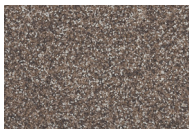


FEATURED COLORS


Blue Slate

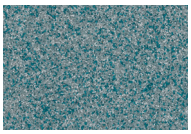

Night Sky

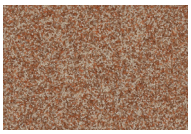

New Granite

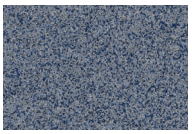

Brisket

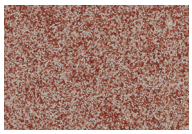

Brindle

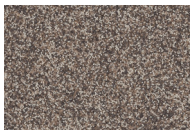

Americano

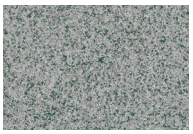

Lagoon


Autumn Spice


Seascape


Redwood


Mud Pie


Grassland

Unlimited standard and custom blends available. Please see Deco Quartz Color Cards for the extensive collection of standard blends or use our Flooring Visualizer Tool to create your own custom blend at floorvisualizer.sherwin-williams.com. This reproduction approximates the actual color. Factors such as the type of product, degree of gloss, texture, size and shape of the area, lighting, heat or method of application may cause color variance. Contact your Sherwin-Williams representative for details.

ABOUT CHEMICAL RESISTANCE

Sherwin-Williams High Performance Flooring offers a broad range of systems to accommodate nearly every industrial, commercial and institutional setting. Each flooring system includes a standard chemical-resistant topcoat or surface proven to perform under typical conditions.

Important considerations:

- The combination of cleaning solutions, sanitizing chemicals, processing substances and products found in any operational setting is unique.
- Knowing exactly which materials are present — as well as their concentrations and typical exposure times before cleanup — is critical for proper flooring system selection.
- During the specification process, a flooring system's standard chemical-resistant topcoat may get replaced with one better suited to unique facility conditions.

The ability of a flooring system to perform as designed relies heavily on proper selection. Matching each use case with the right chemical-resistant flooring is key to having a facility looking great and functioning at peak level over the long term.

See our Chemical Resistance Guide and other technical resources on our website. Connect with a Sherwin-Williams High Performance Flooring expert for help with specifying an optimal flooring system for your facility.

TYPICAL PHYSICAL PROPERTIES

Weight Solids, % (Resin/Hardener)	96%
Volatile Organic Compounds Content (VOC)	33 g/L
Compressive Strength, ASTM C-579	12,500 psi
Tensile Strength, ASTM D-638	4,000 psi
Service Temperature	Up to 200°F
Taber Abrasion Resistance (ASTM D-4060) ASTM D-4060, 1000g load, 1000 cycles, CS-17 wheel	25 mg
Static Coefficient of Friction*, ANSI B101.1	> 0.6
Dynamic Coefficient of Friction - Wet*, ANSI A326.3	> 0.42
Film Hardness (ASTM D4366), seconds, ultimate	90
Gloss 60°, ASTM D-523	91
Pot Life at 70°F, 50% RH **Working Time at 70°F, 50% RH** **Re-coat Window at 70°F, 50% RH**	10-15 min 15 min 16 hours
Foot Traffic (per coat): **80°F, 50% RH (20% RH w/LH resin)** **70°F, 50% RH (20% RH w/LH resin)** **60°F, 50% RH (20% RH w/LH resin)**	 2.5-3 hours 3-4 hours 4-5 hours
Full Service	24 hours
Full Chemical Resistance	7 days
Flame Spread Index, ASTM E-84	Class B

*Sherwin-Williams High Performance Flooring systems can be built to meet or exceed the requirements of Static or Dynamic Coefficient of Friction testing per installation. Contact your Sherwin-Williams territory sales manager or tech representative for more information on alternative textures, grit/grip additives, or smooth coatings for your specific environment. A sample should always be obtained and tested prior to purchase for any non-slip flooring system.

THE SHERWIN-WILLIAMS DIFFERENCE

Sherwin-Williams High Performance Flooring delivers world-class industry subject matter expertise, unparalleled technical and specification service, and unmatched regional commercial team support to our customers around the globe.

United States & Canada
sherwin-williams.com/resin-flooring
swflooring@sherwin.com

©2026 The Sherwin-Williams Company
High Performance Flooring
PM-1530952-08 03/26



BIDDLE FARMS WASHROOM FACILITIES

TOWN OF FARRAGUT

BIDDLE FARMS BLVD
FARRAGUT, TN

PROJECT DIRECTORY

TOWN OF FARRAGUT, TN
THIS SET OF DRAWINGS IS REVIEWED FOR COMPLIANCE AS NOTED FOR THE ISSUANCE OF BUILDING, PLUMBING, MECHANICAL, GAS OR FIRE PREVENTION PERMIT IN ACCORDENCE WITH THE ADOPTED CODES, REVIEW OF THESE DRAWINGS DOES NOT RELIEVE THE BUILDER OR OWNER FROM COMPLIANCE WITH THE ADOPTED CODES. IN CASES OF CONFLICT BETWEEN THESE DRAWINGS AND THE ADOPTED CODES, THE REQUIREMENTS OF THESE CODES SHALL PREVAIL.
04/27/2026 11:43:00 AM
FIRE MARSHAL APPROVAL

PROJECT LEAD

TOWN OF FARRAGUT

PUBLIC WORKS

CONTACT: WILL WILEY, DIRECTOR
PHONE: 865.218.7750
EMAIL: wwiley@townoffarragut.org

ARCHITECTURAL

MJM ARCHITECTS

2948 SIDCO DRIVE
NASHVILLE, TN 37204

CONTACT: JASON LOWE
PHONE: 615.244.8170
EMAIL: jlowe@mjmarch.com

STRUCTURAL

ENTECH ENGINEERING

2948 SIDCO DRIVE
NASHVILLE, TN 37204

CONTACT: ZACH O'NEAL
PHONE: 615.244.8170
EMAIL: z.oneal@mjmarch.com

MECHANICAL / ELECTRICAL

ENTECH ENGINEERING

2948 SIDCO DRIVE
NASHVILLE, TN 37204

CONTACT: BEN HUNTER
PHONE: 615.244.8170
EMAIL: bhunter@entechtn.com

Town Reviewed Plans Must Be On Site.

CONTRACTOR/SUBCONTRACTORS SHALL HAVE THEIR REPRESENTATIVE ON SITE AT ALL INSPECTIONS

State Electrical Permit & Inspections Required

"REVIEWED FOR CODE COMPLIANCE" AS NOTED FOR THE ISSUANCE OF BUILDING, PLUMBING, GAS, AND/OR MECHANICAL PERMIT IN ACCORDANCE WITH THE CURRENT ADOPTED CODES. REVIEW OF THESE DRAWINGS DOES NOT RELIEVE THE BUILDER AND/OR OWNER FROM COMPLIANCE WITH THE CURRENT ADOPTED CODES AND ORDINANCES. IN CASE OF CONFLICT BETWEEN THE BUILDING PLANS AND THE CODES, THE CODES SHALL PREVAIL. SEE PLAN REVIEW APPROVAL LETTER FOR ANY LISTED SPECIFIC CONDITIONS OR ADDITIONAL REQUIREMENTS.
04/27/2026 10:53:00 AM

SHEET INDEX

NO.	SHEET TITLE	REVISIONS A1	A2
	ARCHITECTURE		
CS	COVER SHEET	X	X
LS1.0	SITE & LIFE SAFETY PLAN / ACCESSIBILITY ANALYSIS	X	
A1.0	FLOOR PLAN / CEILING PLAN	X	
A2.0	ROOF PLAN / FINISHES PLAN		
A3.0	EXTERIOR ELEVATIONS		X
A4.0	WALL SECTIONS	X	
A5.0	INTERIOR ELEVATIONS		
A6.0	DETAILS / DOOR SCHEDULES		
	STRUCTURAL		
S0.0	STRUCTURAL GENERAL NOTES	X	
S0.1	STRUCTURAL GENERAL NOTES	X	
S1.0	FOUNDATION PLAN / ROOF FRAMING PLAN	X	
S3.0	FOUNDATION SECTIONS & DETAILS	X	
S4.0	FRAMING SECTIONS & DETAILS	X	
	MECHANICAL		
M1.1	HVAC FLOOR PLAN		
P0.1	PLUMBING SCHEDULES & DETAILS		
P1.1	PLUMBING FLOOR PLAN		
	ELECTRICAL		
E0.1	ELECTRICAL SITE PLAN		
E1.0	ELECTRICAL FLOOR PLAN	X	
E2.0	ELECTRICAL DETAILS		

SCOPE OF WORK

THE SCOPE OF WORK FOR THIS PROJECT IS THE DESIGN AND DOCUMENTATION OF A NEW, GROUND-UP WASHROOM FACILITY FOR THE BIDDLE FARMS DEVELOPMENT AT THE TOWN CENTER OF FARRAGUT, TENNESSEE. DELIVERABLES CONSIST OF CONSTRUCTION DOCUMENTS TO BE USED AS GUIDES FOR BIDDING AND CONSTRUCTION, AND FOR APPLICABLE PERMITTING.

Have truss drawings on site at framing inspection.

ABBREVIATIONS

ACT	ACOUSTICAL TILE	INSUL	INSULATION
ADA	AMERICANS WITH DISABILITIES ACT	INT	INTERIOR
		JAN	JANITOR
ADJ	ADJACENT	LL	LANDLORD
AFF	ABOVE FINISH FLOOR	MAX	MAXIMUM
ALUM	ALUMINUM	MECH	MECHANICAL
ALT	ALTERNATE	MFTR	MANUFACTURER
ARCH	ARCHITECT(URAL)	MIN	MINIMUM
ASTI	AMERICAN SOCIETY FOR TESTING & MATERIALS	MISC	MISCELLANEOUS
		M.O.	MASONRY OPENING
BLDG	BUILDING	MTL	METAL
B.O.	BOTTOM OF	NIC	NOT IN CONTRACT
BRG	BEARING	NTS	NOT TO SCALE
CIR	CIRCUIT	O.C.	ON CENTER
CJ	CONTROL JOINT	OPP	OPPOSITE
CLG	CEILING	OSB	ORIENTED STRAND BOARD
CO	CLEAN OUT		
CLM	COLUMN	PLUMB	PLUMBING
CONC	CONCRETE	PLYWD	PLYWOOD
CONST	CONSTRUCTION	PTD	PAINT(ED)
CONT	CONTINUOUS	P.T.	PRESSURE TREATED
COORD	COORDINATE	RCP	REFLECTED CEILING PLAN
CORR	CORRIDOR		
CT	CERAMIC TILE	RD	ROOF DRAIN
DEPT	DEPARTMENT	REF	REFERENCE
DF	DRINKING FOUNTAIN	REQ'D	REQUIRED
DIA	DIAMETER	R.O.	ROUGH OPENING
DIAG	DIAGONAL	RTU	ROOF TOP UNIT
DIM	DIMENSION	SF	SQUARE FEET
DN	DOWN	SIM	SIMILAR
DS	DOWNSPOUT	SQ	SQUARE
DWG	DRAWING(S)	SS	STAINLESS STEEL
ELEV	ELEVATION	STL	STEEL
ELECTR	ELECTRIC(AL)	STRUC	STRUCTURAL
EQ	EQUAL	T	TEMPERED GLAZING
EXT	EXTERIOR	TBD	TO BE DETERMINED
FD	FLOOR DRAIN	T.O.	TOP OF
FE	FIRE EXTINGUISHER	TYP	TYPICAL
FEC	FIRE EXTINGUISHER CABINET	IBC	INTERNATIONAL BUILDING CODE
FT	FEET/FOOT	UL	UNDERWRITERS LABORATORY
FURR	FURRED/FURRING		
GALV	GALVANIZED	UNO	UNLESS NOTED OTHERWISE
GC	GENERAL CONTRACTOR	VCT	VINYL COMPOSITE TILE
GYP BD	GYPSUM BOARD	VIF	VERIFY IN FIELD
HT	HEIGHT	W	WIDE
HM	HOLLOW METAL	W/	WITH
HORIZ.	HORIZONTAL	W/O	WITHOUT
HVAC	HEATING, VENTILATING, & AIR CONDITIONING	WD	WOOD
		WH	WATER HEATER

GRAPHIC SYMBOLS

ELEVATION — X / X0.0

SECTION — X / X

SECTION DETAIL — X / X

PLAN DETAIL — X / X

REVISION SYMBOL — 1 DATE

DOOR TAG — X

WINDOW TAGS — C

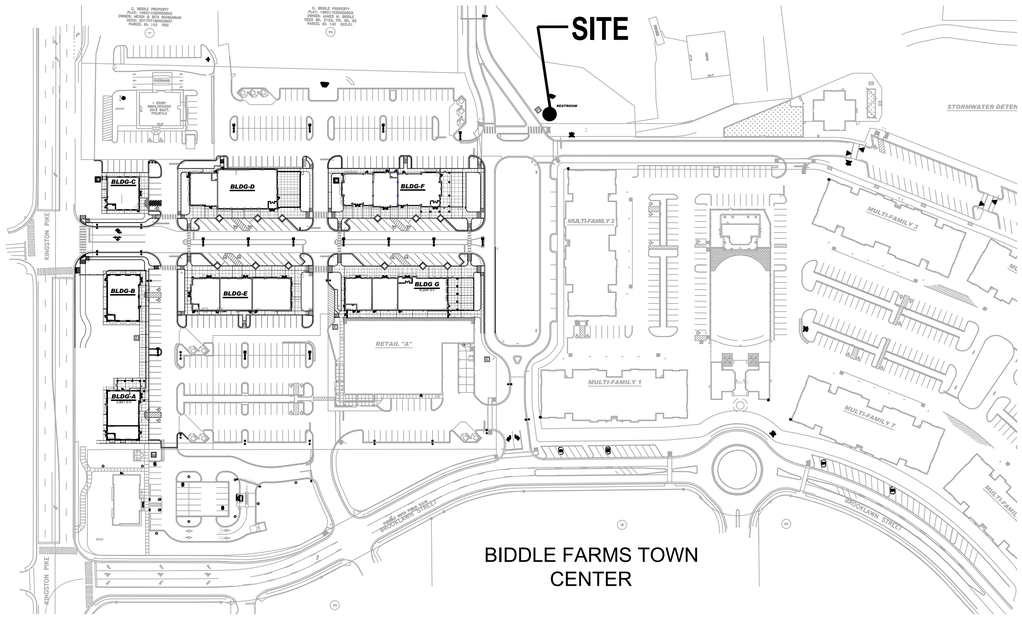
WORK POINT — X'-X" A.F.F. / T.O. X

GRID TAG — 3

FINISH SYMBOL — P-X

ROOM NUMBER — 101 ROOM

PROJECT LOCATION



BIDDLE FARMS TOWN CENTER

DEFERRED SUBMITTALS

THE FOLLOWING ITEMS WILL BE SUBMITTED AS DEFERRED SUBMITTALS BY THE APPROPRIATE INSTALLING SUBCONTRACTOR OR VENDOR. FOR EACH DEFERRED SUBMITTAL ITEM, THE SUBCONTRACTOR OR VENDOR SHALL FIRST SUBMIT SIGNED AND SEALED ENGINEERED DRAWINGS AND CALCULATIONS TO THE ARCHITECT FOR REVIEW AND APPROVAL PRIOR TO SUBMITTAL TO THE BUILDING OFFICIAL OR FIRE MARSHAL. ARCHITECT'S REVIEW WILL BE FOR GENERAL CONFORMANCE WITH THE BUILDING DESIGN ONLY. SUBCONTRACTOR OR VENDOR SHALL BE RESPONSIBLE FOR DETERMINING SUBMITTAL REQUIREMENTS AND PAYMENT OF ALL FEES FOR SUBMITTALS. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR COORDINATING THE TIMING OF SUBMITTALS SO AS TO NOT INTERFERE WITH OVERALL CONSTRUCTION SCHEDULE, ALLOWING TIME FOR APPROPRIATE REVIEWS FOR ARCHITECT AND BUILDING OFFICIAL OR FIRE MARSHAL. NO DELAYS OR TIME EXTENSIONS WILL BE ALLOWED FOR FAILURE TO ALLOW APPROPRIATE TIME FOR REVIEW.

1. TRUSS DRAWINGS

GENERAL NOTES

G.C. IS TO ERECT CONSTRUCTION BARRICADES AND DEBRIS / DUST SCREENS AS REQUIRED TO MAINTAIN SITE SECURITY.

G.C. TO VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS AND NOTIFY ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES OR IRREGULARITIES DISCOVERED WHICH MIGHT AFFECT THE CURRENT DESIGN.

G.C. IS RESPONSIBLE FOR REMOVING OR RECYCLING ALL DEMOLISHED ITEMS, DEBRIS, ETC. FROM SITE, AND PROPERLY DISPOSING OF ALL ITEMS ACCORDING TO ANY APPLICABLE LOCAL OR STATE ORDINANCES.

G.C. TO EXAMINE THE EXISTING OVERHEAD UTILITIES AND STRUCTURE, ASSESS THE PLANNED NEW UTILITY LINES, DUCT WORK AND/OR OTHER CONSTRUCTION, AND NOTIFY THE ARCHITECT OF ANY POTENTIAL CONFLICTS WITH THE REQUIRED CLEARANCE FOR THE CEILING / LIGHTING DESIGN.

ITEMS UNDER SLAB, CONCEALED IN WALLS OR OTHERWISE INACCESSIBLE ARE NOT IDENTIFIED.

CONSULTANT

SEAL

ARCHITECT
MJM ARCHITECTS
2948 SIDCO DR.
NASHVILLE, TN 37204
P. 615.244.8170
www.mjmarch.com

OWNER

TOWN OF FARRAGUT
FARRAGUT, TN

LOCATION

202 BIDDLE FARMS BLVD
FARRAGUT, TN

DATE

CONSTRUCTION DOCUMENTS
02.05.26

REVISIONS

REV	DATE
A1	ADDENDUM 1
	03.20.26
A2	ADDENDUM 2
	04.20.26

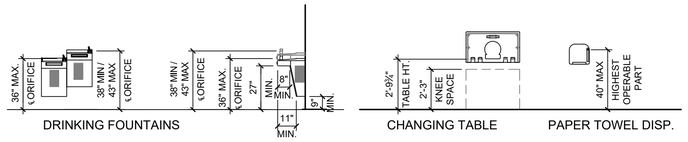
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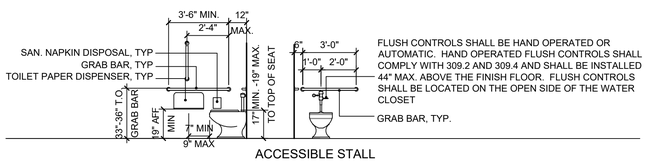
SHEET

COVER SHEET

CS

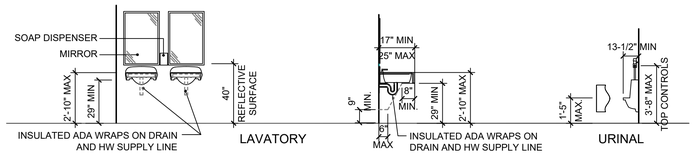
MJM JOB# 25437

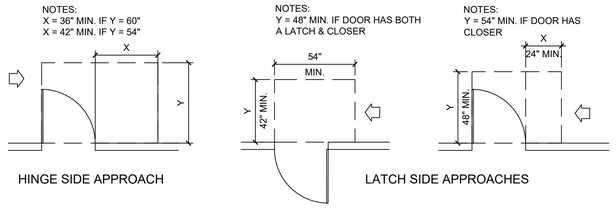


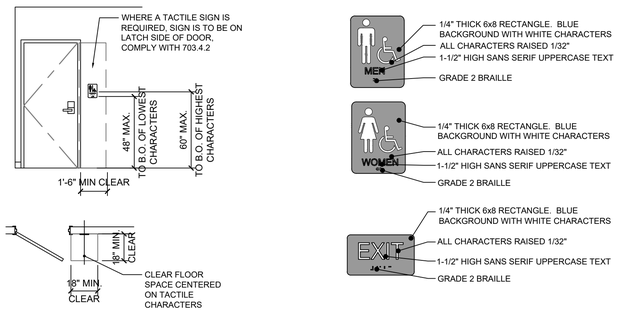


FLUSH CONTROLS SHALL BE HAND OPERATED OR AUTOMATIC. HAND OPERATED FLUSH CONTROLS SHALL COMPLY WITH 309.2 AND 309.4 AND SHALL BE INSTALLED 44" MAX. ABOVE THE FINISH FLOOR. FLUSH CONTROLS SHALL BE LOCATED ON THE OPEN SIDE OF THE WATER CLOSET

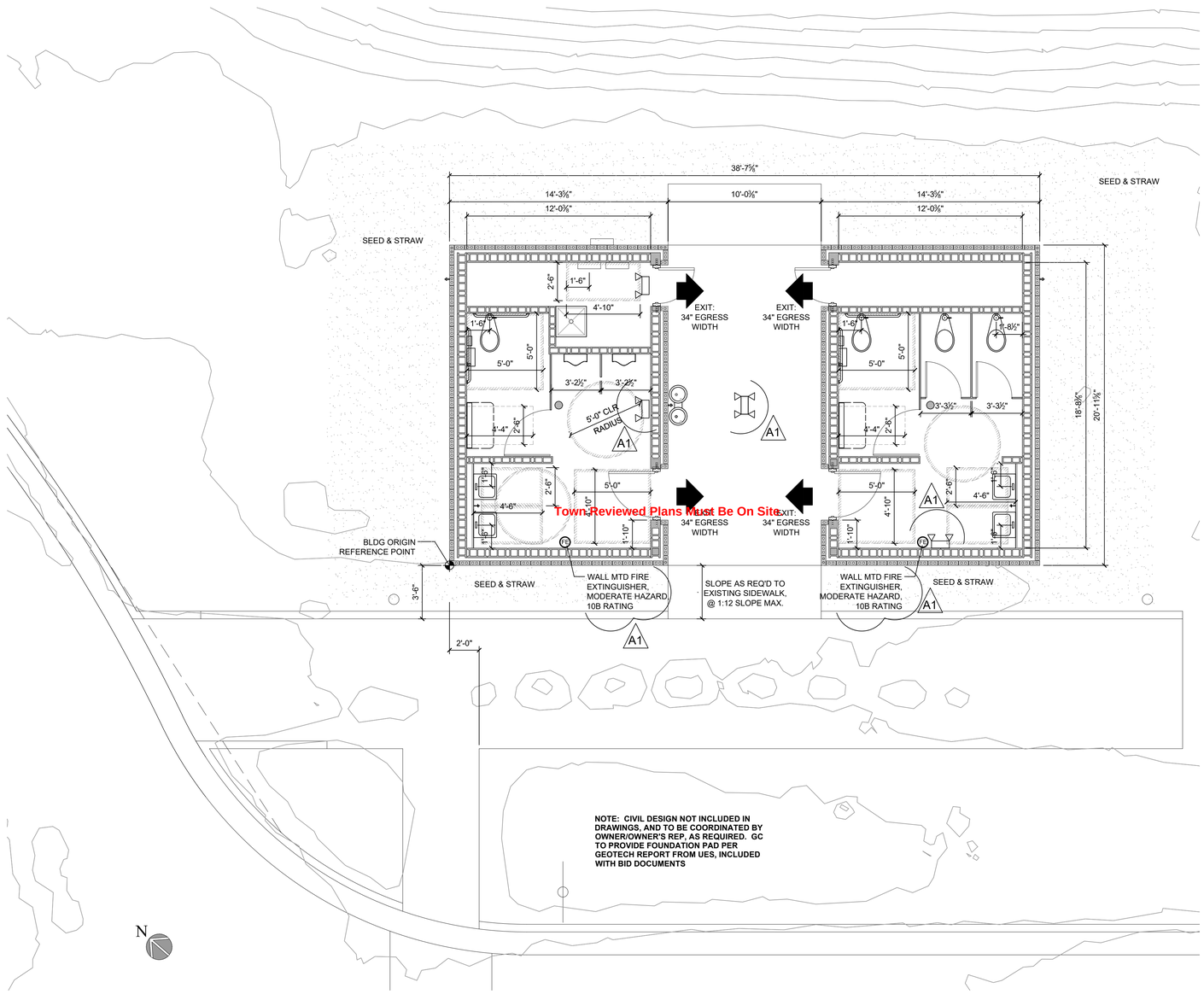
ACCESSIBLE STALL







3 ADA ACCESSIBILITY CONSIDERATIONS
SCALE: 1/4" = 1'-0"



Town Reviewed Plans Must Be On Site

NOTE: CIVIL DESIGN NOT INCLUDED IN DRAWINGS, AND TO BE COORDINATED BY OWNER/OWNER'S REP, AS REQUIRED. GC TO PROVIDE FOUNDATION PAD PER GEOTECH REPORT FROM UES, INCLUDED WITH BID DOCUMENTS

2 SITE & LIFE SAFETY PLAN
SCALE: 1/4"=1'-0"

MUNICIPALITY:
TOWN OF FARRAGUT, TENNESSEE
KNOX COUNTY

BUILDING ADDRESS:
BIDDLE FARMS
11238 KINGSTON PIKE
FARRAGUT, TN 39734

APPLICABLE CODES (W/ LOCAL AMENDMENTS):
A. 2018 INTERNATIONAL BUILDING CODE
B. 2018 INTERNATIONAL MECHANICAL CODE
C. 2018 INTERNATIONAL PLUMBING CODE
D. 2017 NATIONAL ELECTRICAL CODE
E. 2018 INTERNATIONAL ENERGY CONSERVATION CODE
F. 2018 INTERNATIONAL FUEL GAS CODE
G. 2018 INTERNATIONAL FIRE CODE
H. 2018 LIFE SAFETY CODE, NFPA 101

OCCUPANCY GROUP:
GROUP U - (IBC-312)

CONSTRUCTION TYPE: (IBC TABLE 601)
TYPE VB

FIRE SUPPRESSION SYSTEM:
A. NO AUTOMATIC SPRINKLER SYSTEM (903.2.1.11)
B. PROVIDE PORTABLE FIRE EXTINGUISHERS PER IFC IN LOCATIONS APPROVED BY THE FIRE MARSHALL.

EXIT CAPACITY:
A. MINIMUM NUMBER OF EXITS: (IBC 1006.3.3) 2 EXITS, MINIMUM
B. DISTRIBUTION OF EGRESS CAPACITY (IBC 1005.5)
C. MINIMUM EXIT WIDTH REQUIRED (IBC) 1005.3.2)

EXIT AND EXIT ACCESS DOORWAYS:
MAXIMUM TRAVEL DISTANCE: 300 FEET (IBC TABLE 1017.2).

OTHER LIFE SAFETY CONSIDERATIONS:
A. MINIMUM CORRIDOR WIDTH: 44" (IBC TABLE 1020.2).
B. INTERIOR FINISHES (IBC TABLE 803.13): NO RESTRICTIONS

MINIMUM REQUIRED PLUMBING FIXTURES:
N/A FOR TYPE "U" OCCUPANCY



ROOF TRUSS FIRE SAFETY SIGN
GC TO PROVIDE ROOF TRUSS FIRE SAFETY SIGN ON BUILDING AT FRONT OF BUILDING. EXACT LOCATION TO BE DETERMINED IN FIELD

1 LIFE SAFETY ANALYSIS
SCALE: NTS

MJM ARCHITECTS
2948 SIDCO DR.
NASHVILLE, TN 37204
P. 615.244.8170
www.mjmarch.com

STACY L. ANDERSON — REGISTERED ARCHITECT — STATE OF TENNESSEE — 102485 — 03.20.26

TOWN OF FARRAGUT
FARRAGUT, TN

202 BIDDLE FARMS BLVD
FARRAGUT, TN

CONSTRUCTION DOCUMENTS
02.05.26

REV	DATE
A1	ADDENDUM 1
	03.20.26

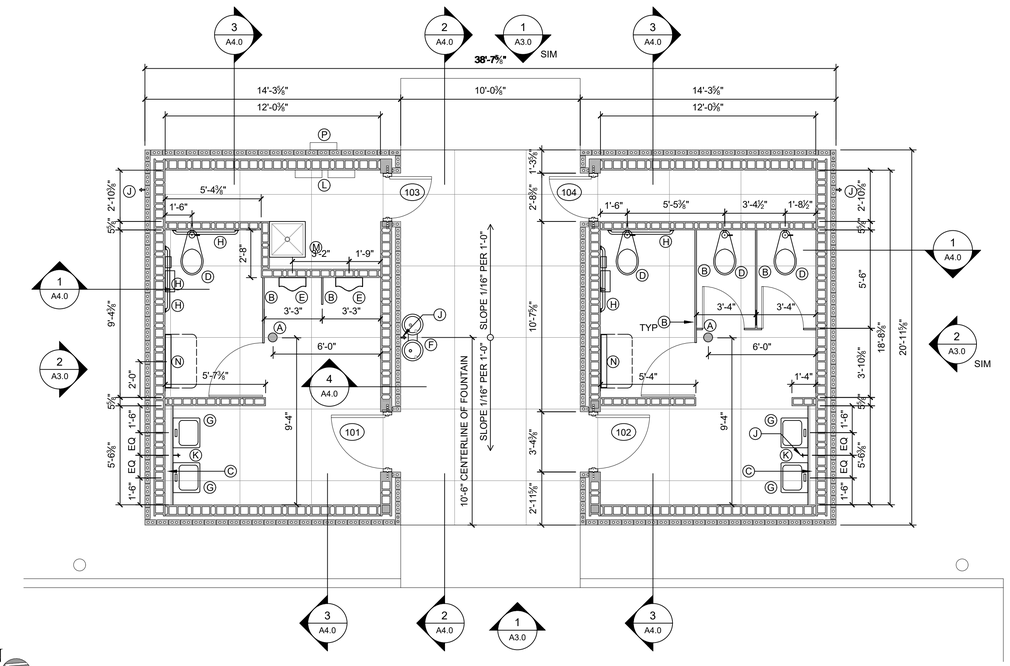
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SITE & LIFE SAFETY ANALYSIS

LS1.0

MJM JOB# 25437

OWNER | SEAL | CONSULTANT | LOCATION | DATE | REVISIONS | SHEET



N

2 FLOOR PLAN
SCALE: 1/4"=1'-0"

KEY NOTES

A	FLOOR DRAIN
B	PRIVACY PARTITION
C	MTL STUD CHASE W/ PORCELAIN TILE
D	WALL-HUNG TOILET
E	URINAL
F	HI-LO DRINKING FOUNTAIN - DOG WATER STATION
G	INDIVIDUAL LAVATORY W/ MIRROR
H	ADA GRAB BARS
J	HOSE BIB
K	INSTA-HOT WATER HEATER
L	ELECTRICAL PANEL(S)
M	24"x24" JANITOR SINK
N	BABY CHANGING STATION
P	ELECTRIC METER

FLOOR PLAN NOTES

EXTERIOR WALL CONSTRUCTION

8" PRECISION REINFORCED CMU W/ CORE-FILL 500 INSULATION AND BITUMINOUS DAMPROOFING (EXTERIOR SIDE), WITH 2" AIR SPACE AND BRICK VENEER

FLOORING

4" REINFORCED SLAB ON 15 MIL VAPOR BARRIER AND 4" COMPACTED DENSE-GRADED AGGREGATE, PER GEOTECH REPORT. PROVIDE 1/4" CONTROL JOINTS AT 4'x4' SQUARE, AS SHOWN.

CEILING

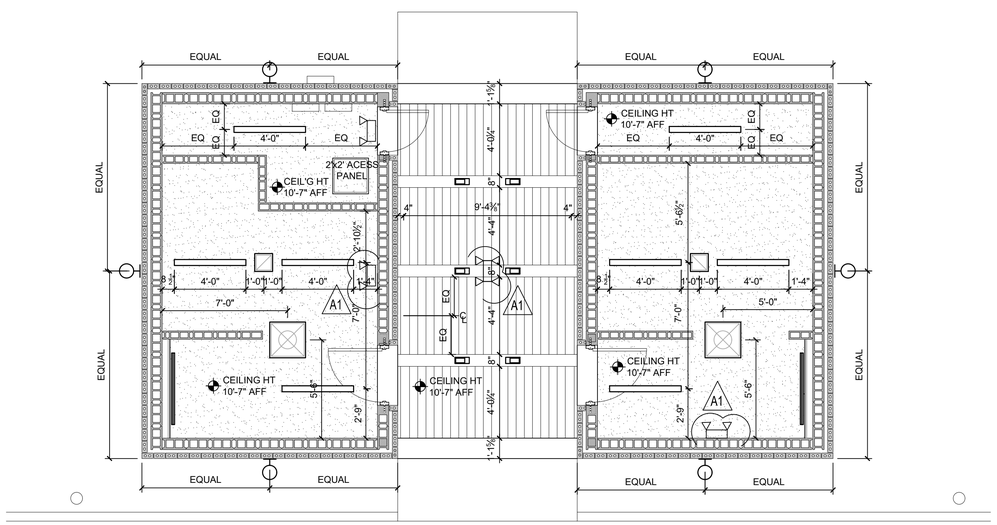
5/8" GYP BOARD CEILING, PAINTED, ON PRESSURE TREATED 2x4 FRAMING. PROVIDE R-38 BATT INSULATION ABOVE CEILING IN ROOMS OTHER THAN BREEZEWAY

ROOF

ARCHITECTURAL STANDING T-SEAM METAL ROOFING ON UNDERLAYMENT BY MFTR, ON 19/32 EXTERIOR GRADE PLYWOOD SHEATHING (SEE STRUCT). PROVIDE RIDGE VENT PER MFTR

1. ALL ROOM DIMENSIONS ARE INSIDE WALL CLEAR DIMENSIONS
2. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND COORDINATE ALL TRADES
3. CONTRACTOR SHALL VERIFY ALL EQUIPMENT LOCATIONS AND DIMENSIONS OF EQUIPMENT PRIOR TO ENCLOSING AREA WHERE EQUIPMENT IS TO BE PLACED, INCLUDING CASEWORK SIZES.
4. GYPSUM BOARD SURFACES SHALL BE ISOLATED WITH CONTROL JOINTS AS PER MANUFACTURERS REQUIREMENTS AND INDUSTRY STANDARDS.
5. ALL GYPSUM BOARD SURFACES ARE TO BE FINISHED SMOOTH. ANY READILY VISIBLE IMPERFECTIONS IN GYPSUM BOARD SURFACES SHALL BE COATED WITH JOINT COMPOUND AND/OR SKIM-COATED AS REQUIRED. SEE SPEC SECTION 09 2900 REGARDING GYP. BD. FINISHING STANDARDS.
6. PROVIDE P.T. WOOD BLOCKING AS REQUIRED IN STUD PARTITIONS FOR MOUNTING SUPPORT.

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N

1 REFLECTED CEILING PLAN
SCALE: 1/4"=1'-0"

CEILING NOTES

1. REFER TO ELECTRICAL PLANS FOR DETAILS AND ADDITIONAL INFORMATION.
2. WHERE REQUIRED BY LOCAL AHJ, USE PLENUM RATED CABLE, CONDUIT, BOXES, ETC. IN PLENUM RATED WALLS AND CEILINGS. ALL PENETRATIONS ARE TO BE COMPLETELY SEALED.
3. ANY ADDITIONAL EMERGENCY BATTERY LIGHTING HEADS, EMERGENCY BATTERY EXITS, OR ADJUSTMENTS THAT ARE REQUIRED BY THE AHJ FOR THIS BUILDING WILL BE PROVIDED BY THE ELECTRICAL CONTRACTOR.
4. ELECTRICAL BOXES ON OPPOSITE SIDES OF FIRE RATED WALL SHALL BE SEPARATED BY A MINIMUM OF 24" HORIZ.
5. ALL HOME RUNS SHALL BE 3/4" CONDUIT MINIMUM UNLESS OTHERWISE NOTED.
6. RUN ALL NEW MECHANICAL AND ELECTRICAL EQUIPMENT (NOT INCLUDING LIGHT FIXTURES), CONDUIT, AND DUCT WORK TIGHT TO STRUCTURE. COORDINATE THIS WORK WITH OTHER TRADES BEFORE PROCEEDING.
7. ALL CONDUITS, RACEWAYS, ELECTRICAL DUCTS AND BOXES AND EXPOSED LOW VOLTAGE WIRE SHALL BE RUN TRUE, PLUMB, SQUARE TO THE BUILDING TIGHTLY WRAPPED OR FASTENED TO STRUCTURE. LOW VOLTAGE RUNS OR EXPOSED WIRE MUST BE HIDDEN FROM VIEW AND TIE WRAPPED TO THE STRUCTURE WITH WHITE WRAPS. TIE WRAPS MUST BE UNIFORMLY SPACED WITH ENOUGH WRAPS TO PREVENT WIRE FROM SAGGING. UNDER NO CIRCUMSTANCES CAN EXPOSED WIRE BE RUN IN FREE AIR OR AT DIAGONALS.
8. ALL EXPOSED CONDUIT & JUNCTION BOXES TO BE PAINTED & OTHER EXPOSED UTILITIES TO BE PAINTED AT OWNERS DISCRETION.

CEILING LEGEND	SEE ELECTRICAL PLANS FOR ADDITIONAL LIGHTING SPECIFICATIONS AND INFORMATION
	EXTERIOR WALL SCONCE
	4' CEILING-MOUNTED STRIP LIGHT FIXTURE
	4' WALL-MOUNTED STRIP LIGHT FIXTURE
	WALL WASH FIXTURES - TO HIGHLIGHT BOTH BRICK WALL AND CEDAR CEILING
	HVAC SUPPLY DIFFUSER
	HVAC EXHAUST FAN
	EMERGENCY LIGHTING / STROBE
	GYP BD CEILING W/ R-19 BATT INSULATION
	1x6 UNFINISHED CEDAR WOOD SLATS MECHANICALLY FASTENED TO CEILING ASSEMBLY

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TOWN OF FARRAGUT
FARRAGUT, TN

LOCATION

202 BIDDLE FARMS BLVD
FARRAGUT, TN

DATE

CONSTRUCTION DOCUMENTS
02.05.26

REVISIONS

REV	DATE
A1	ADDENDUM 1
	03.20.26

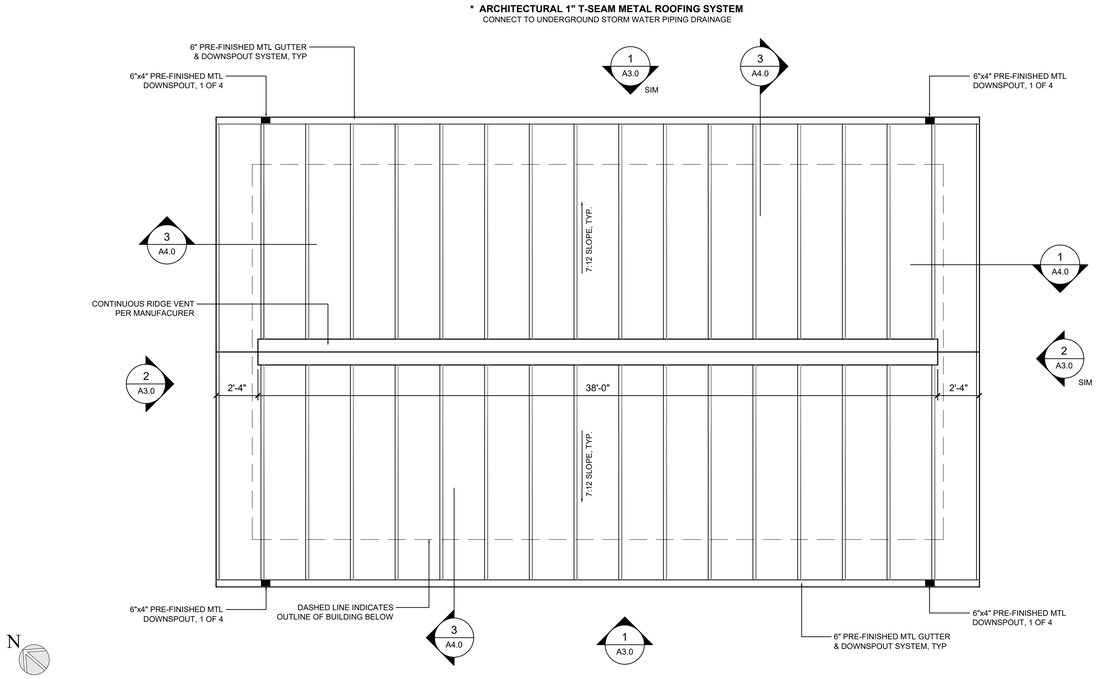
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SHEET

FLOOR PLAN & CEILING PLAN

A1.0

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2 ROOF PLAN
SCALE: 1/4"=1'-0"

ROOF PLAN NOTES

BASIS OF DESIGN SYSTEM: PANEL SHALL BE THE 1" T-SEAM METAL ROOFING SYSTEM, R-MER SPAN SYSTEM AS MANUFACTURED BY THE GARLAND COMPANY WHICH IS LOCATED AT: 3800 E. 91ST ST.; CLEVELAND, OH 44105

VERIFY EXACT LOCATION OF ROOF VENT PENETRATIONS, AND ANY OTHER MECHANICAL EQUIPMENT, WITH MECHANICAL CONTRACTOR AND GC PRIOR TO COMMENCING WORK.

REPORT ANY DISCREPANCIES BETWEEN STRUCTURAL, MECHANICAL, ELECTRICAL, PLUMBING, AND ARCHITECTURAL DRAWINGS, OR DEFECTIVE SUBSTRATE CONDITIONS ENCOUNTERED, IN WRITING TO ARCHITECT IMMEDIATELY, PRIOR TO CONSTRUCTION.

VERIFY DAMAGED SHOP COATINGS ARE REPAIRED WITH TOUCH UP PAINT.

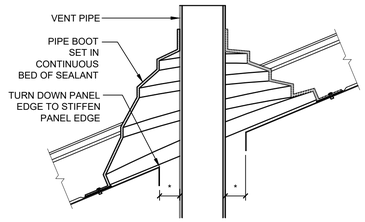
VERIFY ROOF OPENINGS, CURBS, PIPES, SLEEVES, DUCTS, OR VENTS THROUGH ROOF ARE SOLIDLY SET, REGLETS ARE IN PLACE, AND NAILING STRIPS LOCATED.

CORRECT DEFECTIVE CONDITIONS BEFORE BEGINNING WORK.

INSTALL ALL PANELS CONTINUOUS FROM RIDGE TO EAVE. TRANSVERSE SEAMS ARE NOT PERMITTED.

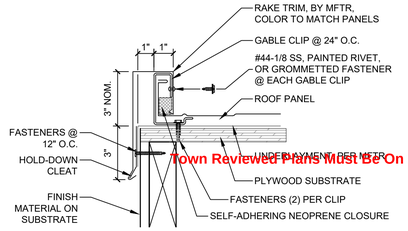
EXPOSED FASTENERS, SCREWS AND/OR ROOF MASTIC ARE UNACCEPTABLE AND WILL BE REJECTED. SYSTEM CONFIGURATION ONLY ALLOWS FOR EXPOSED FASTENERS AT PANEL OVERLAP, IF REQUIRED, AND AT TRIM DETAILS IN ACCORDANCE WITH THE MANUFACTURER'S REQUIREMENTS.

WHERE NOT OTHERWISE INDICATED CONFORM TO SMACNA DETAILS INCLUDING FLASHINGS AND TRIM..



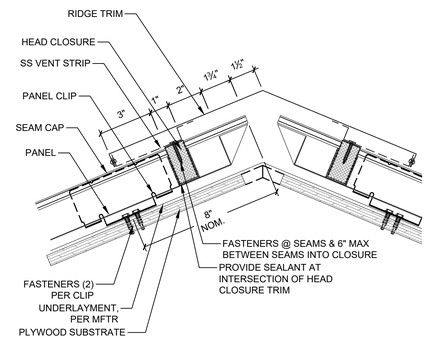
* CUT ROOF PANEL TO ALLOW FOR EXPANSION AROUND PIPE - REFER TO MFTR FOR REQUIRED CLEARANCE

PIPE PENETRATION DETAIL

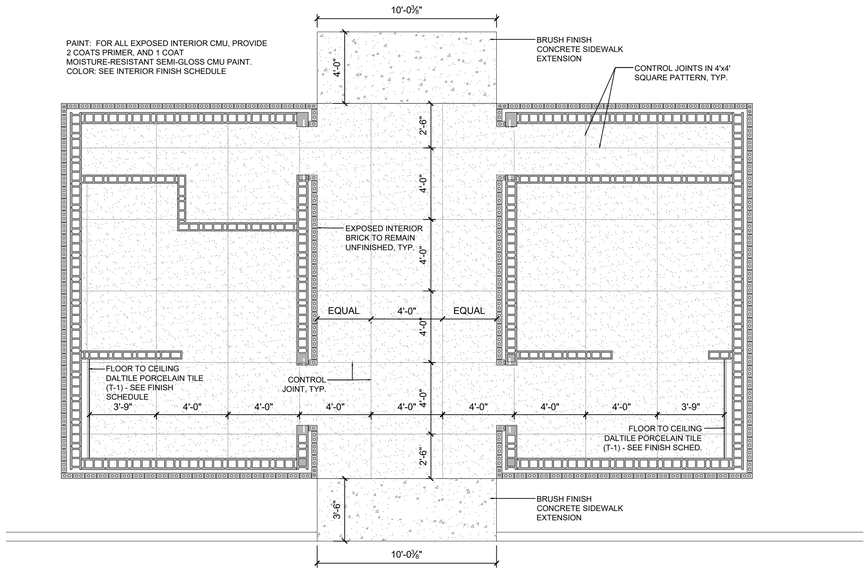


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RAKE DETAIL



RIDGE VENT DETAIL



1 FINISHES PLAN
SCALE: 1/4"=1'-0"

GENERAL FINISH NOTES

1. ALL GYP. BD. WALLS SCHEDULED TO BE PAINTED TO RECEIVE A LEVEL 4 OR HIGHER FINISH. PORTIONS OF WALLS ABOVE FINISHED CEILINGS MAY BE LEVEL 2 FINISH. RE: ASTM C840 GYP. BD. FINISHING STANDARDS. TYP.
2. G.C. TO PROVIDE COLOR-MATCHED SEALANT FOR ALL COUNTERS, FIXTURES & CABINETRY DURING FINAL PAINTING.
3. ALL FLOORING TO EXTEND UNDER CASEWORK/FIXTURES UNLESS NOTED OTHERWISE.
4. PROVIDE CEMENT BOARD BEHIND ALL CERAMIC TILE WALLS.
5. ALL NEW GYPSUM BOARD IN BATHROOM AREAS SHALL BE MOISTURE RESISTANT.

ROOM FINISH SCHEDULE (SEE FINISHES LEGEND FOR MANUFACTURER, MATERIALS & PAINT TYPES)

ROOM	FLOOR	BASE	WALLS PLAN NORTH	WALLS PLAN EAST	WALLS PLAN SOUTH	WALLS PLAN WEST	CEILING	CEIL'G HT
BREEZEWAY	F-1	VINYL	PT-1	PT-1	PT-1	PT-1	*	10'-7"
RESTROOM	F-1	VINYL	PT-1 / T-1	PT-1	PT-1 / T-1	PT-1	GYP BD: PT-2	10'-7"
UTILITY	F-1	VINYL	PT-1	PT-1	PT-1	PT-1	GYP BD: PT-2	10'-7"

* UNFINISHED 2x8 CEDAR BOARDS W/ 1x4 UNFINISHED CEDAR SLATS

INTERIOR FINISHES LEGEND

	APPLICATION	ITEM / DESCRIPTION	MFTR	PRODUCT SERIES / #	COLOR / FINISH	NOTES
F-1	FLOOR	CONCRETE EPOXY	EVERLAST	PRO-FLOOR	"QUICKSAND"	
VB	FLOOR BASE	VINYL WALL BASE	ROPPE	6" H, STAND. 5/8" TOE BASE	"SLATE"	
P-1	PAINT	INTERIOR CMU PAINT	SHERWIN WILLIAMS	PRO-FLOOR	SW 9542"NATURAL WHITE"	
P-2	PAINT	GYP BD CEILING PAINT	SHERWIN WILLIAMS	PRO-FLOOR	SW 6252 "ICE CUBE"	
T-1	PORCELAIN TILE	WALL TILE	DALTILE	REMEDY RD29 RECTANGLE GLOSSY	"VITALITY"	VERTICAL; 1/8" GROUT JOINTS; 1/4" THIN - SET MORTAR BED

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ARCHITECTS

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FARRAGUT, TN

OWNER

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FARRAGUT, TN

LOCATION

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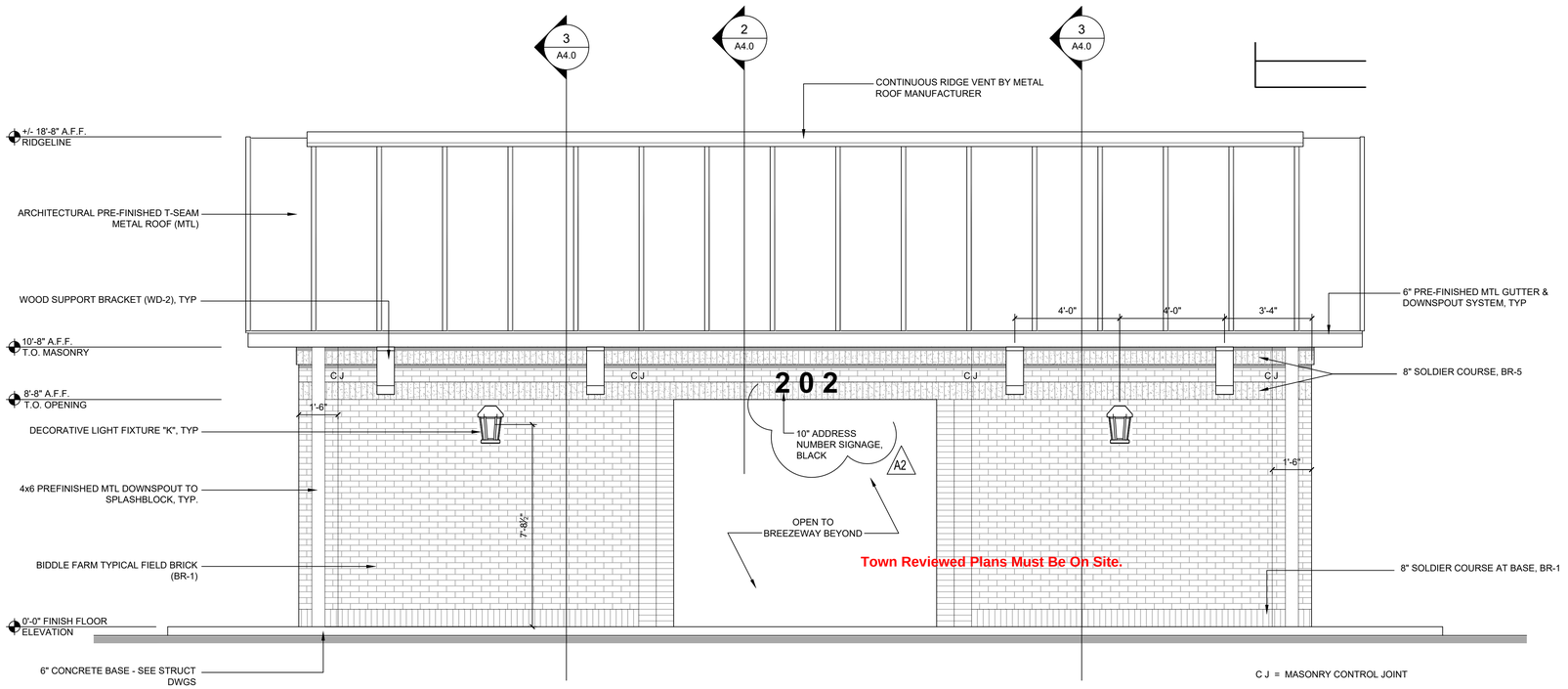
ROOF PLAN & FINISHES PLAN

A2.0

MJM JOB# 25437

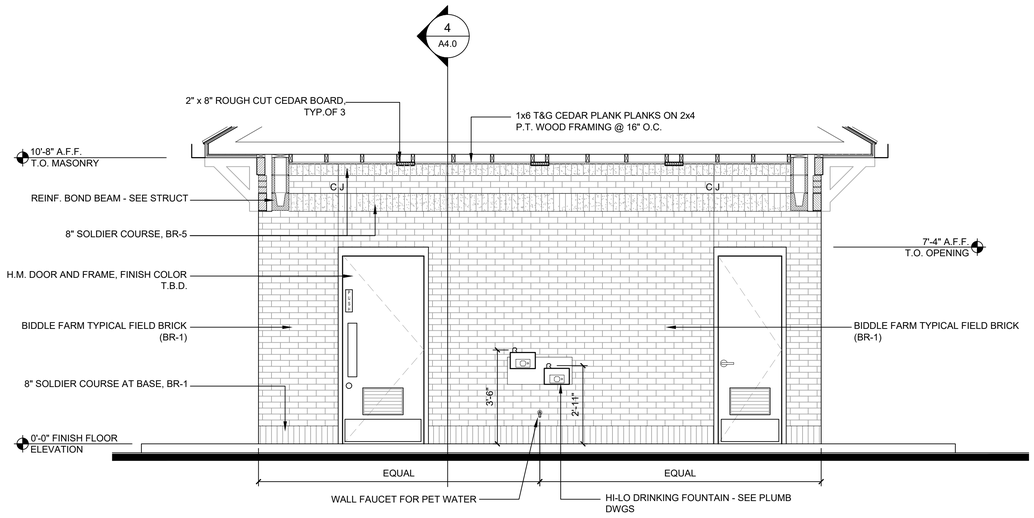
EXTERIOR MATERIAL SCHEDULE

BR-1	GENERAL SHALE UTILITY BRICK; COLOR: RED RANGE WIRECUT OR SIM.
BR-5	GENERAL SHALE UTILITY BRICK; COLOR: DUTCH CHOCOLATE OR SIM.
MTL	PREFINISHED R-MER T-SEAM METAL ROOF; GARLAND COMPANY; COLOR TO MATCH PAC-CLAD "MANSARD BROWN"
PT-4	EXTERIOR PAINT: SHERWIN-WILLIAMS EXTERIOR LATEX; COLOR: SW #2173 "SHAKER RED" TO MATCH [BRK-1], SATIN FINISH
WD-1	JAMES HARDIE PLANK; SMOOTH FINISH, COLOR: PEARL GRAY
WD-2	6" x 18" x 24" WESTERN RED CEDAR SUPPORT BRACKET; UNFINISHED, SMOOTH

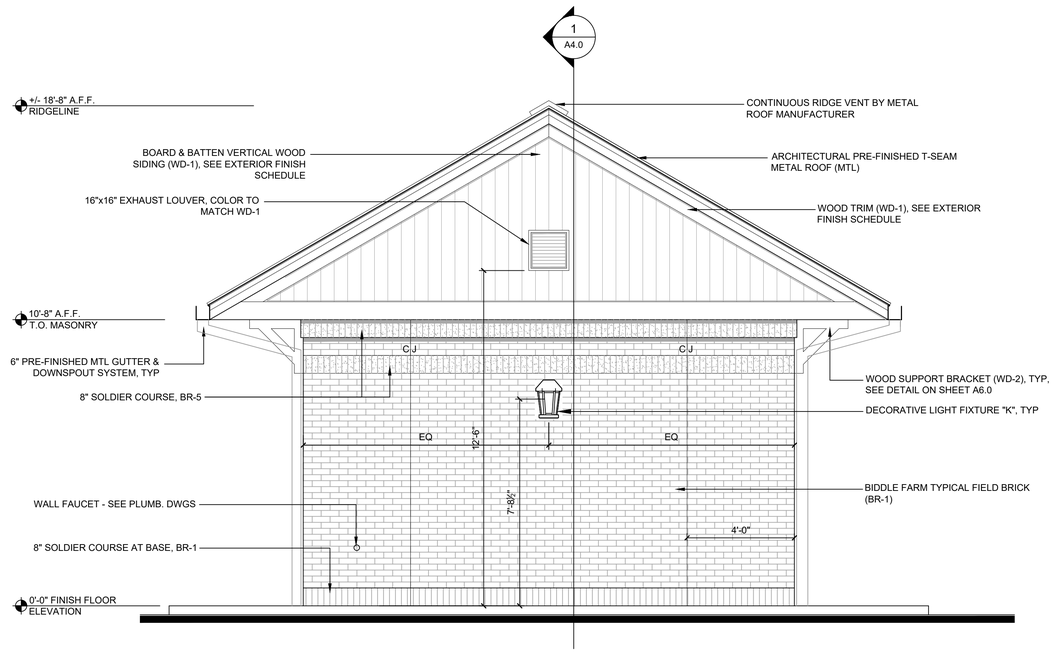


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1 EAST - WEST ELEVATIONS
SCALE: 3/8"=1'-0"



3 NORTH - SOUTH ELEVATIONS
SCALE: 3/8"=1'-0"



2 NORTH - SOUTH ELEVATIONS
SCALE: 3/8"=1'-0"

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A1	ADDENDUM 1
	03.20.26
A2	ADDENDUM 2
	04.20.26

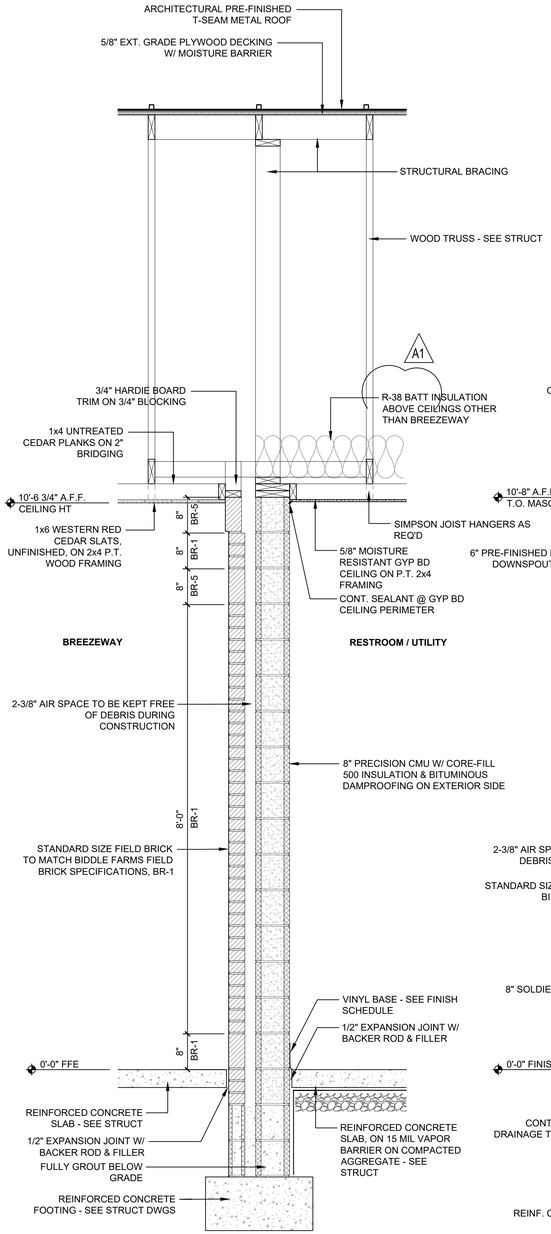
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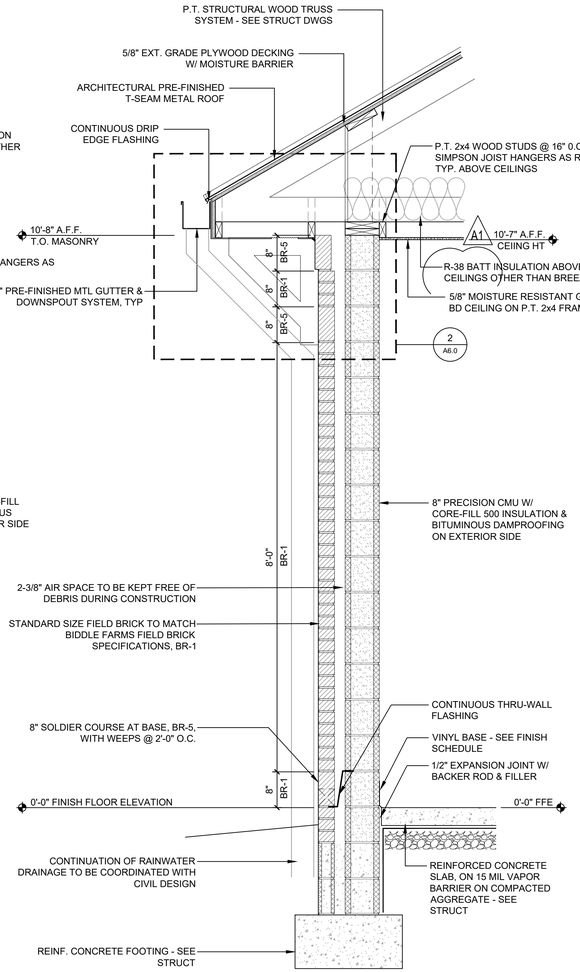
EXTERIOR ELEVATIONS

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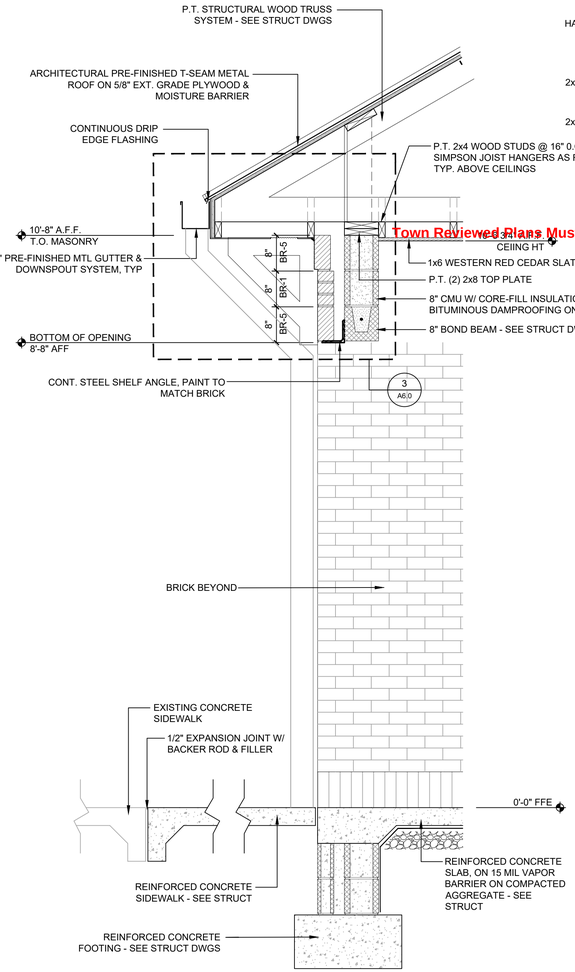
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4 WALL SECTION
SCALE: 3/4"=1'-0"

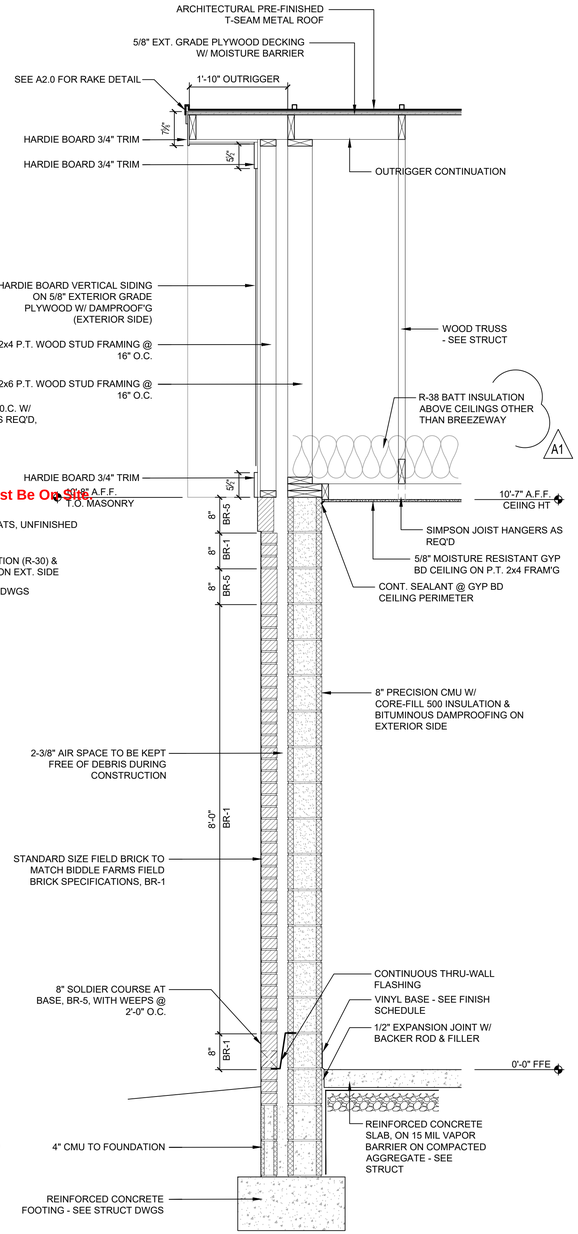


3 WALL SECTION
SCALE: 3/4"=1'-0"



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2 WALL SECTION
SCALE: 3/4"=1'-0"



1 WALL SECTION
SCALE: 3/4"=1'-0"

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	03.20.26

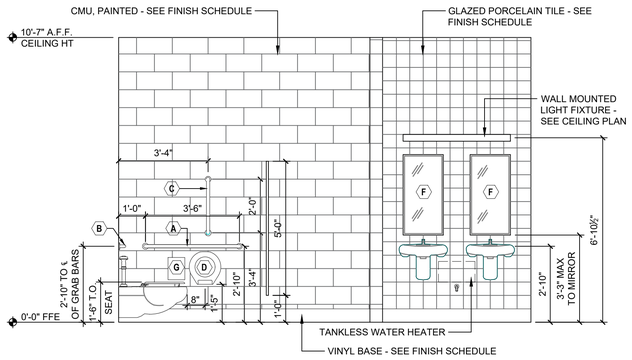
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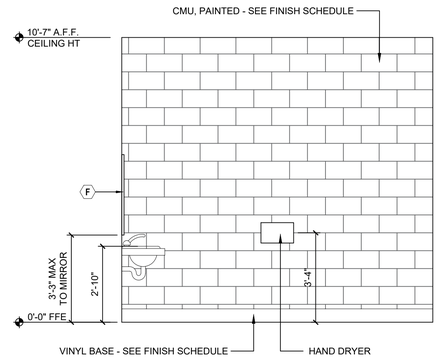
WALL SECTIONS

A4.0

MJM JOB# 25437



D



C

TOILET ROOM ACCESSORIES

TAG	DESCRIPTION		MANUFACTURER #	REMARKS
A	ACCESSIBLE GRAB BARS (WATER CLOSETS)	SIDE 42"	American Specialties, Inc. Model No. 3800	SATIN FINISH, COLOR T.B.D.
B	ACCESSIBLE GRAB BARS (WATER CLOSETS)	BACK 36"	American Specialties, Inc. Model No. 3800	SATIN FINISH, COLOR T.B.D.
C	ACCESSIBLE GRAB BARS (WATER CLOSETS)	VERT. 18"	American Specialties, Inc. Model No. 3800	SATIN FINISH, COLOR T.B.D. MOUNT 40" A.F.F. TO BOTTOM OF BAR
D	TOILET PAPER DISPENSER		American Specialties, Inc. Model No. 0040	SURFACE MOUNTED, JUMBO ROLL. FINISH COLOR T.B.D.
E	BABY CHANGING STATION		Koala Kare Products KB003-01 GREY	INSTALL BOTTOM SCREW MOUNTS AT 33" AFF; REFER TO MANUFACTURERS INSTALLATION INSTRUCTIONS
F	STAINLESS STEEL MIRROR		American Specialties, Inc. Model No. 0620-1836	SATIN FRAME, 1/4" PLEXIGLASS GLAZING; MOUNT 40" A.F.F. TO BOTTOM OF MIRROR
G	SANITARY NAPKIN DISPOSAL		Bobrick B-254	SATIN FINISH, COLOR T.B.D.
H	COAT HOOK		Bobrick B-2116	MOUNT 64" A.F.F. TO CENTERLINE IN STALLS; MOUNT 46" A.F.F. MAX. (TO THE TOP) IN ACCESSIBLE STALLS
J	HAND DRYER		Dyson Airblade V	SPRAYED NICKEL. MOUNT BOTTOM OF UNIT 40" AFF
K	DOOR PULL		ASI40851170 ASI (2) SS DOOR PULLS	CHROME PLATED ZEMAC. ACCESSIBLE STALL TO HAVE ONE ON EACH SIDE OF PARTITION DOOR
L	TOILET PARTITION - HPL		Bobrick - Privada	HIGH PRESSURE LAMINATE PARTITION, STANDARD 72" COLOR: CITADEL WARP

GENERAL NOTES

COORDINATE ALL MOUNTING HEIGHTS WITH ADA REQUIREMENTS AS SHOWN ON SHEET LS1.0

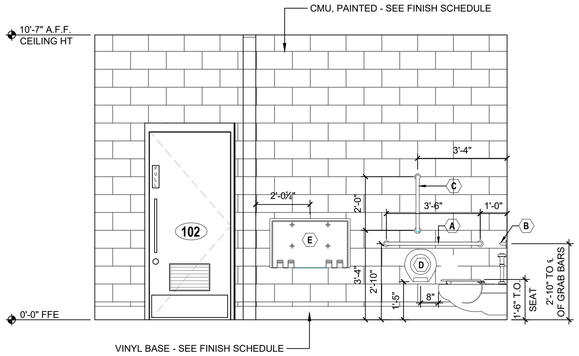
WORK SHALL BE DONE IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS AND SPECIFICATIONS.

PROVIDE CLEAR SEALANT AROUND PERIMETER OF MIRRORS, BETWEEN TILE AND FRAME.

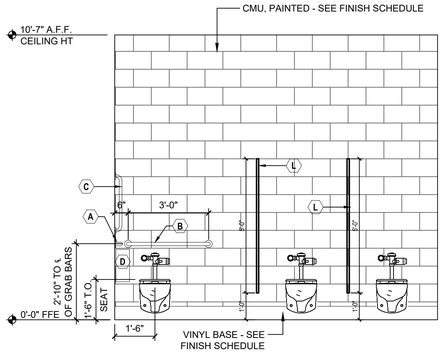
PROVIDE FRT BLOCKING FOR FIXTURES WHERE APPLICABLE. ADJUST ACCESSIBLE STALL DOORS TO BE SELF-CLOSING.

BABY CHANGING STATION SHALL BE CAPABLE OF WITHSTANDING A STATIC LOAD OF 300 POUNDS.

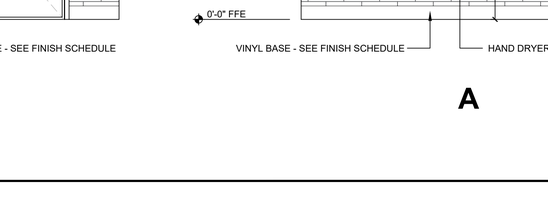
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B



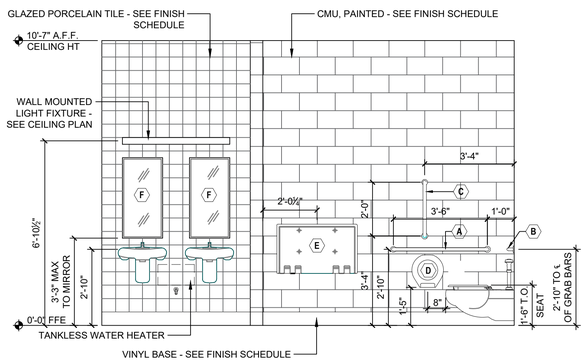
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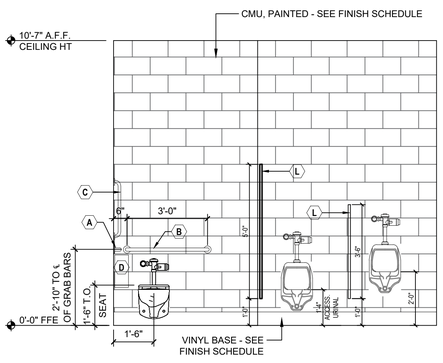
REFERENCE PLAN

2 INTERIOR ELEVATIONS - WOMEN

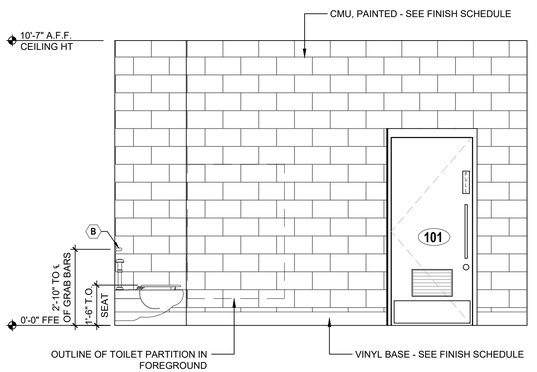
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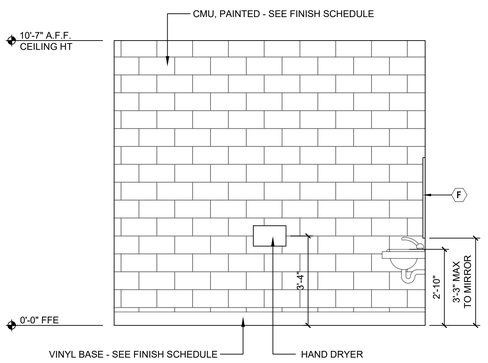
D



C



B



A

1 INTERIOR ELEVATIONS - MEN

SCALE: 3/8" = 1'-0"

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INTERIOR ELEVATIONS

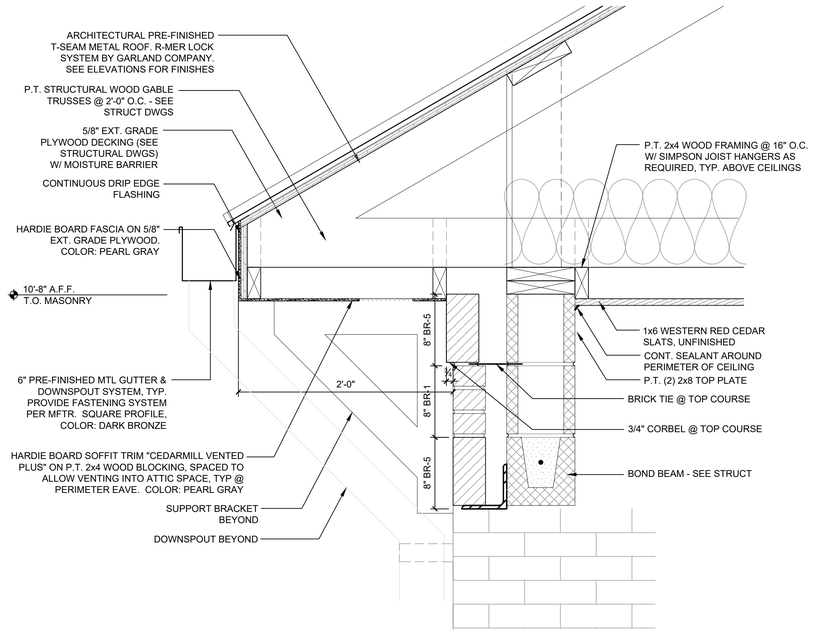
A5.0

MJM JOB# 25437

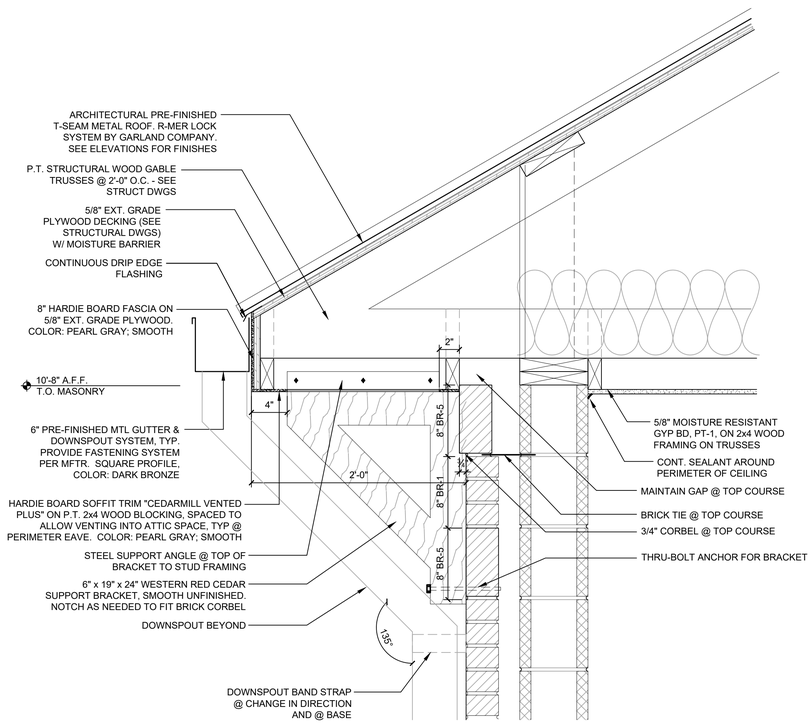
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SEAL

CONSULTANT



3 EAVE DETAIL
SCALE: 1-1/2" = 1'-0"



2 EAVE DETAIL
SCALE: 1-1/2" = 1'-0"

DOOR SCHEDULE

* ALL INTERIOR DOORS TO BE PROVIDED WITH 1/4" MINIMUM UNDERCUT, TYP. UNO

	DOOR					FRAME			REMARKS
NO.	LOCATION	TYPE	MATERIAL	SIZE	FINISH	MATERIAL	FINISH	HARDWARE SET	
FIRST FLOOR									
101	MEN RR	A	HOLLOW MTL	3'-0" X 7'-0"	PAINTED PT-3	HOLLOW MTL	PAINTED PT-2	SET 1	12x18 TRANSFER GRILLE
102	WOMEN RR	A	HOLLOW MTL	3'-0" X 7'-0"	PAINTED PT-3	HOLLOW MTL	PAINTED PT-2	SET 1	12x18 TRANSFER GRILLE
103	JANITOR	B	HOLLOW MTL	2'-4" X 7'-0"	PAINTED PT-3	HOLLOW MTL	PAINTED PT-2	SET 2	12x18 TRANSFER GRILLE
104	UTILITY	B	HOLLOW MTL	2'-4" X 7'-0"	PAINTED PT-3	HOLLOW MTL	PAINTED PT-2	SET 2	12x18 TRANSFER GRILLE

DOOR NOTES

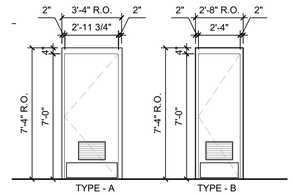
VERIFY EXISTING ROUGH OPENINGS FOR EXISTING DOORS TO BE REUSED PRIOR TO ORDERING NEW DOORS AND FRAMES

Town Reviewed Plans Must Be On Site.

ADA DOOR NOTES

ALL DOORS, DOOR HARDWARE & DOOR FUNCTION IN UNIT 1 (HANDICAP ACCESSIBLE UNIT) MUST BE ADA COMPLIANT PER THE ADA STANDARDS FOR ACCESSIBLE DESIGN. G.C. TO VERIFY ALL ARE FULLY OPERATIONAL & COMPLIANT

A. THE BOTTOM 10" OF ALL DOORS SHALL HAVE A SMOOTH, UNINTERRUPTED SURFACE.
B. OPERABLE PARTS OF DOOR HARDWARE TO BE LOCATED 34" MIN. TO 48" MAX. A.F.F.
C. FOR DOORS WITH CLOSERS, THE CLOSING SPEED FOR A LEAF OPEN TO 90° MAY NOT EXCEED 5 SECONDS TO REACH TO 12 DEGREES OF THE LATCH.
D. THE FORCE REQUIRED TO PUSH OR PULL OPEN ANY INTERIOR SWINGING DOOR MAY NOT EXCEED 5 LBS.



DOOR TYPES

DOOR HARDWARE

SET	LOCATION	DESCRIPTION		
SET 1	RESTROOMS	(3 PER DOOR) HINGES	ECB1100 4.5 x 4.5 26D	HAGER
		(3 PER DOOR) SILENCERS	307D	HAGER
		PUSH PLATE	30S 4 x 16 US32D	HAGER
		DOOR PULL	H 31E 4 x 16 US32D	HAGER
		(2) KICK PLATE - 1 ON EACH SIDE OF DOOR	34" x 10" US32D	HAGER
		DOOR CLOSER	5300 ALUM. CLOSER	HAGER
		DOOR SIGNAGE	SEE ADA DETAILS, SHEET LS1.0	
SET 2	JAN / UTILITY	(3) HINGES	ECB1100 4.5X4.5 26D	HAGER
		(1) HANDLE/ LOCK SET	3550 SERIES LEVER HANDLE AUGUST STYLE SATIN STAINLESS FINISH (US26D). FUNCTION #80 ANSI #F86.	HAGER
		(3) SILENCERS	307D	HAGER

1 DOOR INFORMATION
SCALE: N.T.S

MJM ARCHITECTS
2948 SIDCO DR.
NASHVILLE, TN 37204
P. 615.244.8170
www.mjmarch.com

ARCHITECTS

TOWN OF FARRAGUT
FARRAGUT, TN

OWNER

202 BIDDLE FARMS BLVD
FARRAGUT, TN

LOCATION

CONSTRUCTION DOCUMENTS
02.05.26

DATE

REV	DATE

REVISIONS

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DETAILS / DOOR SCHEDULES

A6.0

MJM JOB# 25437

SHEET

SEAL

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STRUCTURAL GENERAL NOTES

1.0 DESIGN AND CODE INFORMATION

1.1 The Structure is designed based on the **2018 International Building Code with Local Amendments**. All Design, Materials and Workmanship shall conform to the Referenced Code(s). Components designed by Suppliers shall be designed in accordance with the Referenced Code(s).

1.2 CMU Shear walls along the building perimeter and completed attachment of the Roof Diaphragms are Required for the Lateral Stability of the Completed Structure.

1.3 Superimposed Loading for Mechanical Units are based on the Weight of the Equipment as indicated on the Structural Drawings. Any change in Type, Location, Size or Number of Pieces of Equipment shall be reported to the Architect for verification of the adequacy of supporting members prior to the placement of equipment.

1.4 Roof Dead Loads:

- Roofing	2.0 psf
- Insulation	2.0 psf
- Deck	2.0 psf
- Ceiling	3.0 psf
- Framing	5.0 psf
- M / E / P / FP	6.0 psf

1.5 Structural Roof Members are designed for Minimum Roof Live Loads (Lr) based on the following Tributary loaded areas:

- Lr = 20 R_1 R_2 psf

Where: R_1 = 1 For At ≤ 200 psf
R_1 = 1.2 - 0.001At For 200 < At < 600 psf
R_1 = 0.6 For At ≥ 600 psf

And Where: R_2 = 1

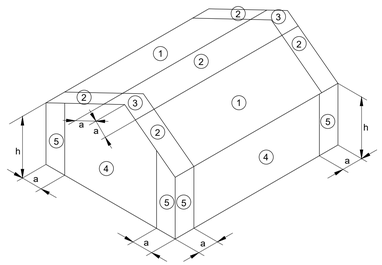
Service Design Live Loads are as follows:
- Floors: 100 psf
- Roof: 20 psf

1.6 The Roof Framing System has been designed with the Assumption that a Drainage System adequate to prevent ponding will be provided.

1.7 Snow Loads: Distribution Coefficients shall be applied to the Base Load as Required by the Building Code, where:
- Pg = 10 psf

1.8 The Structure and its Components are designed for Wind Loads as defined by the Building Code, where:

- Basic Wind Speed (3 Second Gust):	104 mph (ULTIMATE) 81 mph (NOMINAL)
- Wind Importance Factor:	I = 1.00
- Risk Category:	II
- Wind Exposure:	C
- Internal Pressure Coefficient:	+0.18/-0.18
- Velocity Pressure:	q_h = 20.0 psf (ULTIMATE)
- Design Wind Pressure Components and Cladding: (ULTIMATE)	



LOCATION	ZONE	EFFECTIVE WIND AREA (SF)	DESIGN WIND PRESSURE (PSF)	
ROOF	1	10	+22.0	-40.0
		20	+20.0	-34.0
		50	+17.5	-26.0
		100	+16.0	-20.0
	2	10	+22.0	-44.0
		20	+20.0	-39.5
		50	+17.5	-33.0
		100	+16.0	-28.5
	3	10	+22.0	-54.0
		20	+20.0	-47.0
		50	+17.5	-38.0
		100	+16.0	-31.0
WALLS	4	10	+24.0	-26.0
		20	+23.0	-25.0
		50	+21.5	-23.5
		100	+20.5	-22.5
		500	+18.0	-20.0
	5	10	+24.0	-32.0
		20	+23.0	-30.0
		50	+21.5	-27.0
		100	+20.5	-25.0
		500	+18.0	-20.0

h = 14.7 ft.

- Design Wind Pressures - Plus and Minus signs signify pressure acting Toward and Away from Exterior Surface.
- Linear Interpolation between values of Tributary Area is permissible.

1.9 The Structure is designed using the following Earthquake Load Data :

- Seismic Importance factor	1.0
- Risk Category	II
- Site Class:	D
- Seismic Design Category:	D
- Mapped Spectral Response Accelerations:	
S_s = 0.650g	
S_1 = 0.137g	
- Design Spectral Response Coefficients:	
S_{DS} = 0.555g	
S_{D1} = 0.213g	
- Basic Seismic-Force-Resisting System:	Special Reinforced Masonry Shear Walls (R=5.0)
- Seismic Response Coefficient, Cs:	0.111
- Analysis Procedure:	Equivalent Lateral Force Procedure

1.10 The Structural Engineer will Observe the Construction only as requested by the Architect as Specified in the Architect-Engineer Agreement for the Project. Field Observation required by the Project Specifications or the Building Code must be performed by a Qualified Field Observer Approved by the Architect.

1.13 The Contractor is Responsible to Coordinate the Construction and Erection of Masonry Walls, Steel Joists and Steel Decking to ensure Compatibility of Roof Systems and Wall Systems when considering Pitch and Camber of Steel Joists.

1.14 The Owner and Architect shall examine the Structure and inform the Structural Engineer in writing, of any Loads not listed above. No Reserve Live Load Capacity exists for Conversion to other uses, if not noted above.

2.0 ADDITIONAL CONTRACTOR RESPONSIBILITIES AND DEFINITIONS

2.1 Shop Drawings and Submittals shall not be reviewed for approval unless first checked by the fabricator and approved by the Contractor. Approved Shop Drawings must include the Contractor's Review Stamp. Submit ONE high quality PDF for review. Only the marked up Shop Drawing or Submittal will be returned. **The Copy or Reproduction of contract documents for Shop Drawings WILL NOT be permitted or accepted.** See Specifications and General Notes for additional requirements.

2.2 The contractor shall provide **10 WORKING DAYS** in his schedule for the Structural Engineer's review of each submittal.

2.3 It is the Contractor's responsibility to certify that he has not made changes to specified materials on submittals.

2.4 The contractor shall insure that all construction loads do not exceed the design live loads indicated on the structural drawings and that these loads are not put on the structural members prior to the time that all framing members and their connections are in place.

2.5 Contractor shall verify and bear the expense of verifying all existing conditions, horizontal and vertical dimensions and coordination of Architectural and Structural drawings. Immediately notify the Architect of any discrepancies. For dimensions not shown on Structural Drawings, see the Architectural Drawings.

2.6 Dimensions shown indicate spans for which members are Structurally Adequate. The contractor shall COORDINATE AND CONFIRM ALL DIMENSIONS. Contractor shall include in his bid the Costs of Dimensional Coordination and Confirmation. These Documents constitute a performance specification. Coordinate all openings, support systems, duct work locations, mechanical elements, sprinklers, etc., with Structural elements. Consult the Engineer/Architect and obtain Approval PRIOR TO making changes to Structural Systems.

2.7 These Drawings and Specifications are performance specifications. Provide all labor, materials, equipment and services required to execute and complete all items of work as shown or indicated on the drawings and as specified in this section, including incidental items to effect a finished and complete job, even though such items are not shown or particularly mentioned on the Contract Documents.

2.8 The Contractor shall compare the Structural Sections with the Architectural Sections and report any discrepancies to the Architect PRIOR TO fabricating or installing Structural Members.

2.9 See Architectural Drawings or Specifications for any fireproofing requirements of structural members.

2.10 The design, adequacy and safety of erection bracing, shoring, temporary supports, etc., is the Sole Responsibility of the Contractor.

2.11 Erection and bracing of steel structures shall comply with the limits and recommendations of the "Code of Standard Practice", Latest edition of the American Institute of Steel Construction. Provide bracing wherever necessary to take care of all loads to which the structure may be subjected, including equipment and the operation of the same.

2.12 The details shown on the Structural Drawings designated as "Typical Details" apply generally to the drawings in all areas where conditions are similar to those described in the details.

2.13 Notes on the Structural General Notes sheet are applicable unless specifically noted otherwise on the drawings.

2.14 Principal openings are shown on the drawings. See Architectural, Mechanical and Electrical drawings for sleeves, curbs, inserts and other openings not shown. The contractor shall provide for all openings, whether shown on the Structural Drawings or not. Size and location of all openings shall be verified with the mechanical and electrical contractors. Any deviation from openings shown on the Structural Drawings shall be brought to the Engineer's attention for Approval PRIOR TO fabrication or installation of Structural Members.

2.15 Investigate Actual locations of underground lines and utilities BEFORE excavating and advise the Architect of all interferences.

3.0 FOUNDATION

3.1 The foundation design is based on the recommendations contained in the Geotechnical Engineering report by:

Company:	UES Professional Solutions 19, LLC
Project Number:	A25109.01205
Dated:	December 2, 2025
Contact:	Stephen R. Martin, P.E.
Phone Number:	(865) 539-8242

3.2 Assumed safe bearing capacities for foundations listed below shall be confirmed in the field by a Registered Geotechnical Engineer, approved by The Architect.

Continuous Footings	2000 P.S.F
Isolated Spread Footings	2000 P.S.F.

3.3 All Exterior Foundations shall bear at a depth of at least 18" below exterior grade (reference: Geotech Report).

3.4 Foundations are designed to bear on firm Remolded & Recompacted earth or approved controlled fill. Where unacceptable material occurs, Excavate and Replace with Engineered Fill. Fill material shall extend 10'-0" (Coordinate with Geotech Recommendations) beyond exterior boundary of building or a distance equal to the footing bearing depth, whichever is greater.

3.5 Proof-Roll the areas under the structure with a minimum of 4 passes of a Sheepfoot Roller. Repair soft areas per specifications.

3.6 Where compacted earth fill is shown on the Contract Documents, it shall be placed in strict accordance with the Contract Specifications. Fill materials shall be placed in 8" lifts and compacted with 30,000 lb vibratory compactor to 95% of ASTM D698.

3.7 No footing shall bear directly on rock. Where rock is closer than (2) feet from the bottom of the footing, it shall be undercut to a minimum of (2) feet below the footings and replaced by Engineered Fill. Conform to Project Specifications. When Foundation Bearing Stratum transitions from soil to rock, notify the Architect for special transition instructions.

3.8 Foundation or Retaining Walls shall be backfilled with stone conforming to ASTM D448, Size 6.

3.9 Foundation Walls not designed as Cantilevered from the footing, shall not be backfilled until shored or permanently supported at top of wall.

3.10 Lateral Design soil pressure for Basement Walls is 50 pcf, with an additional surcharge as required.

3.11 Lateral Design soil pressure for Cantilevered Retaining Walls is 35 pcf, with an additional surcharge as required.

3.12 Provide a drain system for Foundation and Retaining Walls that are a part of the Structure.

3.13 Provide 2" diameter Weep Holes at 6'-0" o.c. Maximum in Exterior Retaining Walls. Provide Filter Fabric over the Weep Hole to retain the backfill material.

3.14 Where foundation excavations must remain open and are subject to rain, undercut the excavation and install a (3) inch thick Mud Mat of 2500 psi Concrete to protect the bearing soils.

4.0 REINFORCEMENT

4.1 Reinforcing Bars shall conform to ASTM A615, Grade 60. Welded Wire Fabric shall conform to ASTM A185.

4.2 Detailing of Concrete Reinforcement and Accessories shall be in accordance with ACI "Detailing Manual", SP-66, the CRSI "Manual of Standard Practice" and ACI 318.

4.3 Reinforcing shall Not be Heated or Welded.

4.4 Reinforcing Placement shall be Approved by the Architect or His/Her Authorized Representative before Concrete is Placed.

4.5 Provide the following Concrete Cover for Reinforcement (Exposed Members are Members Exposed to Weather or Earth in Service):

MARK	NOT EXPOSED	EXPOSED	CAST AGAINST EARTH
BEAMS	1-1/2"	1-1/2"	---
FOOTINGS	---	2"	3"
WALLS - #5 OR SMALLER	3/4"	1 1/2"	---
WALLS - #6 OR LARGER	3/4"	2"	---

4.6 Reinforcement for Slabs-On-Grade shall be as follows:
- 4 inch Slab-On-Grade (SEE PLAN)

4.7 Masonry Reinforcement shall be placed in the Center of the Wall, Unless Specifically Detailed Otherwise in these Drawings.

4.8 Bars designated Continuous or Bars required to be Spliced for Placement, shall be Lapped as follows:
- Concrete Reinforcement: Class "B" Tension Lap
- Masonry Reinforcement:

	MASONRY LAP SPLICE LENGTH				
BAR SIZE	#4	#5	#6	#7	#8
8" CMU	22"	34"	64"	87"	131"
12" CMU	22"	34"	64"	87"	131"

- Lap Splices in Bottom Bars shall occur at a Support.
- Lap Splices in Top Steel shall occur at Mid Span.

4.9 Openings in Concrete Slabs and Walls shall be Reinforced on each side of the Opening with Two (2) #6 Bars in each face. Bars shall extend 2 feet Beyond opening. Provide Two (2) #4 Diagonal Bars 4'-0" long in each face All Re-Entrant Corners of Slabs and Walls.

4.10 Welded Wire Fabric (WWF) shall lap Two (2) Full Meshes and be Securely Wired at Each Side and End.

4.11 Welded Wire Fabric shall be Fabricated from Sheets. Rolls are Not Allowed.

4.12 Provide Corner Bars at All Wall and Bond Beam Corners. Bars shall be the same size and spacing as Horizontal Reinforcing in each direction.

4.13 Intersecting Walls, if Poured separately, shall be Keyed and Doweled together with Bars of same size and spacing as Horizontal Reinforcement.

5.0 CONCRETE

5.1 All Concrete Workmanship and Materials shall conform to ACI 318 and All Local Codes, Laws and Ordinances.

5.2 The following Table shall apply to All Concrete Mix Designs to be used for this Project:

TYPE OF CONSTRUCTION	MIN. COMP. STRENGTH AT 28 DAYS (psi)	TOTAL AIR	MAXIMUM W/C RATIO	SLUMP (in.)
FOOTINGS	4000	NOT REQ'D.	0.55	4 - 6
INTERIOR SLAB-ON-GRADE	4000	NOT ENTRAINED	0.45	3 - 5
CONCRETE EXPOSED TO WEATHER	4000	5 - 7%	0.50	4 - 6
ALL OTHER CONCRETE	3000	AS REQ'D.	0.55	4 - 6

5.3 Grout used in under column base plates shall be cement based, non-shrink, non-metallic grout. the grout shall exhibit no shrinkage in accordance with ASTM C827, "Test Method for Early Volume Change of Cementitious Mixtures" and shall have a minimum 28-day compressive strength of 5000 psi when tested in accordance with ASTM C109, "Test Method for Compressive Strength of Hydraulic Cement Mortars".

5.4 Provide entrained air as per ACI 318.

5.5 Where excess water is added to the concrete so that its serviceability is degraded, the attainment of required strength shall not release the contractor from providing such modifications as may be required by the architect to provide a serviceable member.

5.6 All concrete shall be vibrated.

5.7 No repair or rubbing of concrete surfaces shall be made prior to inspection by and with approval of the architect (owner or his authorized representative).

5.8 **Sawn control joint in slab-on-grade shall be cut in accordance with ACI 302.1R. Joints shall be cut within 12 hours of slab placement. The length-to-width ratios of slab areas shall not exceed 1.25. The maximum area of slab within joints shall be 225 s.f.** Coord. w/ Arch.

5.9 Provide concrete walls with dovetail anchors and anchor slots where masonry walls abut concrete surface.

5.10 Control joints in all foundation and retaining walls shall be placed not more than 20 feet apart and shall have 3/4 inch v-chamfers on each side. Construction joints shall be placed not more than 100 feet apart and shall fall at control joint locations. Construction joints shall be keyed. Discontinue wall reinforcing at control joints. use 1/2" diameter x 3'-0" smooth bars at 12" c/c centered in the wall. Expansion joints shall be spaced at 150 feet. See details on the drawings.

5.11 All pipe penetrations through slabs shall be sleeved in conformance with ACI 318, Section 6.3.

5.12 Refer to Civil Drawings for site concrete.

5.13 Refer to Drawings of other Disciplines and Vendor Drawings for embedded items and recesses not shown on Structural Drawings.

Town Reviewed Plans Must Be On Site.

7.0 MASONRY

7.1 All Masonry Construction shall comply with ACI 530, "Building Code Requirements for Concrete Masonry Structures".

7.2 Masonry for this Structure has designed in Accordance with the Referenced Code as Inspected Masonry. The Owner shall employ an Agent in Compliance with Code Criteria to insure that the Code requirements are carried out. Inspection and Testing shall conform to ACI 530 Section 1.5.

7.3 Minimum Compressive Strength of Concrete Masonry at 28 days shall be Fm = 2,000 psi. All Load Bearing block masonry shall have a minimum Net Area unit strength of 2,000 psi at 28 days.

7.4 Concrete Masonry Units shall conform to ASTM C90 or ASTM C55 and be sampled and tested in Accordance with ASTM C140.

7.5 Bed Joint thickness shall not exceed 5/8".

7.6 Grout used for filling Cells and Bond Beams shall comply with ASTM C476 and shall have a Minimum Compressive Strength of 2,000 psi at 28 days determined in Accordance with ASTM C140. The Slump shall be between 9 inches and 11 inches. Test Gout strength in Accordance with ASTM C1019 for each 5000 square feet of wall.

7.7 Where the minimum dimension of any continuous vertical cell is 3 inches or less, use Fine Grout, otherwise use Course (Pea Gravel) Grout.

7.8 Mortar shall conform to the following Types as defined in the Building Code:

- Masonry in contact with earth:	Type M
- Exterior Block Walls and Bearing Walls:	Type M or S
- Non-Bearing Interior Partitions:	Type N
- Brick Walls or Brick Veneer:	Type N

7.9 Provide Control Joints at locations Approved by the Architect in all Masonry Walls at a maximum spacing of 20 feet or 3 times the wall height, whichever is less. Also provide Control Joints adjacent to corners, at changes in wall height and at changes in foundation conditions. Provide a Control Joint at Masonry Walls where support changes from Continuous Strip Footings to thickened slab-on-grade.

7.10 Joint Reinforcement shall be discontinued at control joints and where masonry veneer is supported from the Structuture.

7.11 Do Not locate Control Joints within 16 inches of openings or Masonry Piers, unless masonry above opening is supported from a Steel Lintel, which is supported from the Structure.

7.12 Horizontal Bond Beam reinforcement shall run continuous through Control Joints.

7.13 Joint Reinforcement shall meet ASTM A82. Provide the following Minimum Continuous Horizontal Masonry Reinforcing at 16 inches o.c. (Manufactured by Dur-O-Wal or an approved substitute.)
- Single Wythe:
  Unreinforced - Std. Weight. Truss type
  Reinforced - 8" width Std. Weight Ladder type
  10"/12" width - Std. Weight Ladder Type
- Cavity Walls:
  Unreinforced - Std. Weight Rectangular Tab Tie
  Reinforced - 8" width - Std. Weight Rectangular Tab Tie
  10"/12" width - Std. Weight Rectangular Tab Tie

7.14 All Reinforced Hollow Unit Masonry shall be built to preserve the Unobstructed Vertical Continuity of the cells to be filled. Walls and cross webs forming such cells to be filled shall be full-bedded in Mortar to prevent leakage of the grout. All Head (or end) joints shall be solidly filled with mortar for a distance in from the face of the wall or unit not less than the thickness of the longitudinal face shells. Bond shall be provided by lapping units in successive vertical courses or by equivalent Mechanical anchorage.

7.15 Vertical Cells to be filled shall have Vertical Alignment sufficient to maintain a clear, unobstructed, continuous vertical cell measuring not less than 3 inches and having a clear area of 10 square inches.

7.16 Cleanout openings shall be provided at the bottom of all cells to be filled in each pour of grout where such grout pour in excess of (4) four feet in height. Any overhanging mortar or other obstruction or debris shall be removed from the insides of such cell walls. The cleanouts shall be sealed after Inspection add before grouting.

7.17 Vertical Reinforcement shall be held in position at Top and Bottom and at intervals not exceeding (192) diameters of the reinforcement or (10) feet.

7.18 All Cells containing Reinforcement shall be filled solidly with grout. Grout shall be poured in lifts of (8) feet maximum height. All Grout shall be consolidated at time of pouring by puddling or vibrating and then reconsolidated again by puddling later, before plasticity is lost.

7.19 When Total Grout Pour exceeds (8) feet in height, the grout shall be placed in (4) foot lifts and Special Inspection during Groutingshall be Required.

7.20 When the Grouting is stopped for (1) one hour or longer, Horizontal Construction joints shall be formed by stopping the pour of grout not less than (1) inch or more than (2) inches Below the top of the uppermost unit grouted.

7.21 The Architect shall be given a Minimum of (24) hours notice prior to each reinforced block grouting operation.

7.22 Provide adequate bracing for all masonry walls during construction and until lateral supports and diaphragms have been attached and grout has attained the specified Design Strength.

7.23 Where Lintels bear on Masonry Walls, they shall bear on either a bond beam course or on cores filled with concrete. All Lintels shall have at least (8") of bearing at each end, unless noted otherwise.

7.24 Steel Beams which bear on Masonry Walls shall be Mechaically Anchored and shall bear either on Bond Beams or filled block cores Reinforced with 2-#7 Vertical bars and shall bear a minimum of (8"), unless shown otherwise.

8.0 STRUCTURAL COMPONENT DESIGN DELEGATED TO COMPONENT SUPPLIER'S ENGINEER

8.1 The Delegated Engineer shall be a Professional Engineer registered in the Project State, NOT the Structural Engineer of Record, who undertakes the design of Structural Components or Structural Systems for the Project. This is a Reminder to Delegated Engineers that in Affixing His/Her Seal to Structural Drawings of the Structural Components or Structural Systems, the Delegated Engineer has Accepted Responsibility for the Design of the Structural Components or Structural Systems.

8.2 A Structural Component is an individual Structural Member designed to be part of a Structural System.

8.3 A Structural System is a portion of a Structure comprising an Assembly of Structural Components.

8.4 Drawings introducing Engineering input such as defining the Configuration or Structural Capacity of Prefabricated Structural Components or their Assembly into Structural Systems, shall require the Seal and Signature of the Delegated Engineer who prepared them.

8.5 Manual Calculations and Computer Printouts shall require the Seal and Signature of the Delegated Engineer who prepared them.

8.6 The design of Pre-Engineered Systems specified in the Contract Documents which are designed/engineered by the System Supplier is the sole responsibility of the Supplier and its Design Engineer licensed in the Project State. Submittals of such Systems to the Structural Engineer of Record (EOR) shall be Reviewed for Conformance with the Contract Documents with regard to the arrangement and/or sizes of members shown on the Structural Contract Documents and the suppliers interpretation of the Design Information included in the Contract Documents. Such review by the Structural Engineer of Record shall not imply any responsibility for the actual design of such Systems. The Contractor shall be responsible for Dimensional Accuracy and Conformance with the information contained in Contract Documents.

8.7 See applicable sections of general notes and specifications for the appropriate design responsibilities of the supplier and its licensed engineer.

8.8 The contract documents (drawings, general notes and specifications) shall govern in the event of a conflict with the specifications and/or code of practice for aisc, pci, sji, mbma or other standards.

8.9 Design of components delegated to delegated engineers include but is not limited to: wood trusses, steel connections, steel stairs and hand/guard rails, open web steel joists, cold-formed steel work not detailed in the drawings.

8.10 Steel Joists
1. Steel joists [and joist girders] shall be designed, fabricated, and erected in accordance with SJI specification specified in referenced code(s).
2. Weld ends of each k- or vs- series joist [and outriggers] to its support with two 1/8-inch fillet welds 2 inches long.
3. Weld ends of each LH- or DLH-series joist to its support with two 3/16-inch fillet welds 2 inches long.
4. The contractor is responsible to coordinate the construction and erection of masonry walls, steel joists, shelf angles and steel decking to ensure compatibility of roof systems, support systems and wall systems when considering pitch and camber of steel joists.
5. No attachment shall be made to a steel joist that produces torsion in the joist member. attachments which impart a horizontal force on the joists shall not be made at any location other than at the joist top chord/deck interface unless a strut is provided which transfers the horizontal force from the point of application to the top chord of the next adjacent joist.
6. Contractor shall verify locations, plan dimensions, weights, weight distribution, and roof opening size and location for all mechanical units and concentrated loads supported by steel joists. Steel joists shall be modified and strengthened as required to safely support these loads. Provide top chord bracing where deck is omitted.
7. Extend bottom chords of joists at columns to engage stabilizer plate. Do not weld bottom chord to stabilizer plate
8. Steel joists and joist girders are considered to be simple span members which conform to sji definitions. All joists and joist girders shall have sufficient strength to support the gravity loads specified as simple span members.
9. All elements which attach to them shall be designed and erected in conformance with AISC requirements.
10. Design all joists, joist girders and bridging for a net wind uplift as shown on the "net uplift plan" on roof framing plan sheet.
11. No loads shall be supported from joist bridging.
12. Provide joist reinforcement as shown on typical steel joist reinforcing detail if concentrated loads are applied between panel points of any joist.
13. The joist manufacturer shall furnish all bridging and bracing required to ensure proper joist and joist girder performance during gravity and uplift loading conditions.
14. Hanger supports attached to joists shall be located within 3 inches of bottom chord panel points and shall be connected without welding or drilling holes in the joists and without producing local bending of the joist chord perpendicular to the plane of the joist or producing torsion in the joists.

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OWNER: TOWN OF FARRAGUT, FARRAGUT, TN

LOCATION: 202 BIDDLE FARMS BLVD, FARRAGUT, TN

DATE: CONSTRUCTION DOCUMENTS 02.05.26

REV	DATE
1	ADDENDUM #1 03/20/26

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SHEET: STRUCTURAL GENERAL NOTES

S0.0

MJM JOB# 25437

STRUCTURAL GENERAL NOTES (CONT.)

10.0 WOOD FRAMING

10.1 All lumber shall be Southern Pine no. 2 (mc=19 percent) or equivalent.

10.2 Nailing shall conform to the minimum nailing requirements as set forth in the Building Code, unless noted otherwise.

10.3 Provide one row of bridging every 8 feet along span of joists.

10.4 Connection hardware for structural members shall be galvanized Strong-Tie connectors by the Simpson Company or equivalent. Use all specified nails to achieve maximum allowable load value unless noted otherwise. Hardware in contact with or anchored to pressure treated wood shall comply with Simpson ZMax coating or equivalent.

10.5 Provide bolt holes in wood that are a minimum of 1/32 to a maximum of 1/16 inch larger in diameter than the bolt diameter. Provide malleable iron washers or equivalent plate washers under all bolt heads or nuts bearing on wood.

10.6 Provide plywood sheathing equal to or better than C-D Int-APA with exterior glue and conforming to US Product standard PS-1-95 for roof sheathing. Provide 19/32" thick plywood with a minimum span rating of 40/20. Plywood sheathing for shearwalls shall be 19/32" thick APA grade Structural I 4 ply or better. Plywood sheathing shall be continuous over 2 or more supports with the strength axis perpendicular to the supports unless noted otherwise.

10.7 Lap splice all Structural top plates as follows:
1. 6'-0" lap splice with 2 rows of 16d at 8" or
2. 4'-0" lap splice with 2 rows of 16d at 5"

10.8 Refer the drawings for Standard Details illustrating acceptable parameters for notching or drilling holes in studs and joists. Any notching or drilling that falls outside the boundaries prescribed in these details must be Reviewed and Approved by the Engineer of Record before proceeding.

10.9 Load-bearing stud walls and all exterior stud walls shall have solid 2x blocking at Third Points.

10.10 Wood in contact with concrete shall be Foundation Grade Pressure-Treated Southern Pine or equivalent. All connection hardware and fasteners in contact with Pressure-Treated wood shall be hot-dipped galvanized, stainless steel or with an approved equivalent finish.

10.11 Sill and Foundation plates shall be anchored to the foundation with 3/4 inch diameter hot-dip galvanized ASTM F1554 Grade 36 Anchor Rods or Headed Bolts, embedded at least 12 inches and spaced not more than 4 feet apart. Connect each piece with One Bolt located within 9 inches of each end and minimum of Two bolts per piece. Provide hot-dip galvanized washers and nuts. Also see detail 5/S4.2.

10.12 Wood I-Joists and PSL beams, columns and headers noted on the drawings shall be manufactured by Trusjoist. Complete Shop Drawings shall be prepared by the manufacturer showing layout and details necessary for determining fit and placement in the building. A complete set of Design Calculations shall be prepared by the manufacturer under the supervision of a Professional Engineer licensed in the Project State for all I-Joists and PSL beams, headers and columns and their connections to the supporting elements.

10.0 POST-INSTALLED ANCHORS, REBAR, & FASTENERS

10.1 The products listed in this section are the design basis for this project. Additional requirements are as follows:
- a. Post-install anchors, rebar, and/or fasteners only as directed by the construction documents.
- b. Product diameter and embedment shall be as shown in the details.
- c. Install products in accordance with Manufacturer's Printed Installation Instructions.
- d. Prior to installation, contractor shall contact manufacturer's representative for product-specific installation training and a letter shall be submitted to the Engineer-Of-Record (EOR) indicating training has taken place.
- e. Unless noted otherwise on the contract documents, refer to the project Building Code and/or evaluation report for required special inspections and proof load requirements.
- f. Substitution requests for products other than those listed below may be Submitted by the Contractor to the EOR for review. Substitutions will ONLY be considered for products having a Research Report recognizing the product for the appropriate application under the project Building Code. Substitution requests shall include calculations that demonstrate the substituted product is capable of achieving the equivalent performance values of the design basis product.

1. For anchoring into **CONCRETE**:
   - 1.1. **Mechanical Anchors** shall have been tested in accordance with ACI 355.2 and ICC-ES AC193 for cracked concrete and seismic applications. Pre-approved products include:
     SIMPSON STRONG-TIE "TITEN-HD" (ICC-ES ESR-2713)
   - 1.2. **Adhesive for Rebar and Anchors** shall have been tested in accordance with ACI 355.4 and ICC-ES AC308 for cracked concrete and seismic applications. Design bond strength has been based on cracked concrete, ACI 355.4 temperature category b, and installations into dry holes drilled using a hammer drill into concrete that has cured for at least 21 days. Adhesive anchors shall be installed by a certified adhesive anchor installer when required per ACI 318-11 d.9.2.2. Installations requiring certified installers shall be inspected per ACI 318-11 d.9.2.4. Pre-approved products include:
     SIMPSON STRONG-TIE "SET-3G"

2. For anchoring into **MASONRY:**
   - 2.1. **Solid-grouted Concrete Masonry**
     - 2.1.1. **Mechanical Anchors** shall have been tested in accordance with ICC-ES AC01 or ICC-ES AC106. Pre-approved products include:
       SIMPSON STRONG-TIE "TITEN-HD" (ICC-ES ESR-1056)
     - 2.1.2. **Adhesive for Rebar and Anchors** shall have been tested in accordance with ICC-ES AC58. Pre-approved products include:
       SIMPSON STRONG-TIE "SET-3G"
   - 2.2. **Hollow Concrete Masonry**
     - 2.2.1. **Mechanical Anchors** shall have been tested in accordance with ICC-ES AC106. Pre-approved products include:
       SIMPSON STRONG-TIE "TITEN-HD"
     - 2.2.2. **Adhesive for Rebar and Anchors** with screen tubes shall have been tested for use in accordance with ICC-ES AC58. The appropriate screen tube shall be used as recommended by the adhesive manufacturer. Pre-approved products include:
       SIMPSON STRONG-TIE "SET-3G"

STRUCTURAL SPECIAL INSPECTIONS

11.0 SPECIAL INSPECTIONS

Special Inspection is to be provided in addition to the inspections conducted by the Department of Building Safety and shall not be construed to relieve the Owner or his Authorized Agent from requesting the periodic and called inspections required by the Building Code. Special Inspection shall be paid by the Owner, and shall satisfy all inspection requirements of the Building Code.

REQUIRED SPECIAL INSPECTIONS

1. In addition to the regular inspections, the following items will also require special inspection in accordance with Chapter 17 of the governing Building Code.

A. Structural Concrete (Section 1705.3)
B. Anchors Cast in Concrete
C. Post Installed Anchors in Concrete
D. Soils (Section 1705.6)
E. Structural Masonry (Section 1705.4)

2. Special inspector shall meet the qualifications as stated in the building code and shall perform the duties and responsibilities as outlined in the building code.

3. Special inspection shall meet the requirements of IBC section 1704. Special inspector(s) shall be hired by the owner to perform the required special inspections. The names of persons or firms who are to perform the special inspections shall be forwarded to the building official for approval. The special inspector(s) shall complete and submit all forms required by the building department having jurisdiction.

4. The special Inspector(s) shall:

F. Observe the work assigned for conformance to the approved drawing and specifications.
G. Furnish inspection reports to the engineer of record and building department. Discrepancies shall be brought to the immediate attention of the contractor for correction, then, if not corrected to the engineer and the building department.
H. Submit to the engineer of record and the building department a signed final report stating that the work was in conformance with the approved drawings and specifications and the applicable workmanship provisions of the IBC.

5. Special Inspection Notes:

A. Continuous special inspection is always required during the performance of the work unless specifically noted below.
B. Where fabrication of structural load-bearing members and assemblies is being performed on the premises of a fabricator's shop, continuous special inspection is required during the performance of the work except as allowed in IBC section 1704 and unless specifically noted below.
C. It is the responsibility of the contractor to provide the special inspector(s) with advance notice, no less than one working day, of the initiation of any work required to have special inspections. All work performed without required special inspection will be subject to removal.

6. All Special Inspection requirements shown in Chapter 17 of the Building Code must be satisfied in addition to any requirements shown on this sheet.

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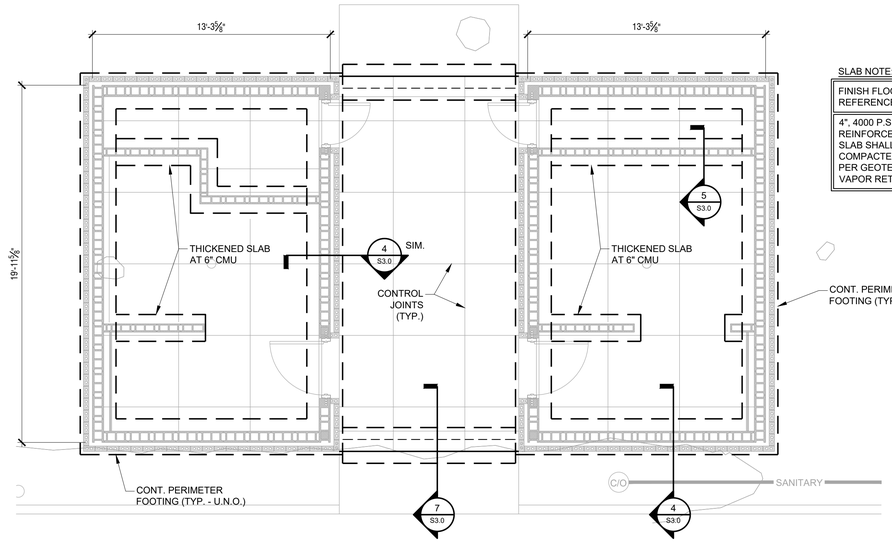
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SHEET: STRUCTURAL GENERAL NOTES

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SLAB NOTE:

FINISH FLOOR ELEVATION = (SEE CIVIL)
REFERENCE F.F.E. = (0'-0")

4", 4000 P.S.I. CONCRETE SLAB ON GRADE REINFORCED WITH #3 @ 15" O.C. EACH WAY. SLAB SHALL BE SUPPORTED ON 4" COMPACTED DENSE GRADED AGGREGATE PER GEOTECH REPORT WITH POLYETHYLENE VAPOR RETARDER BENEATH SLAB.

SLAB NOTE:
REFER TO ARCH. FOR ANY SPECIAL SLAB FINISH OR SLOPE REQUIREMENTS.

NOTE:
THE FOUNDATION DESIGN ASSUMES THAT THE PROPOSED FINISHED GRADE AT THE SITE IS ESSENTIALLY FLAT, EXTENDING FOR A MINIMUM OF 10'-0" AROUND THE PERIMETER OF THE BUILDING. NOTIFY E.O.R. OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION.

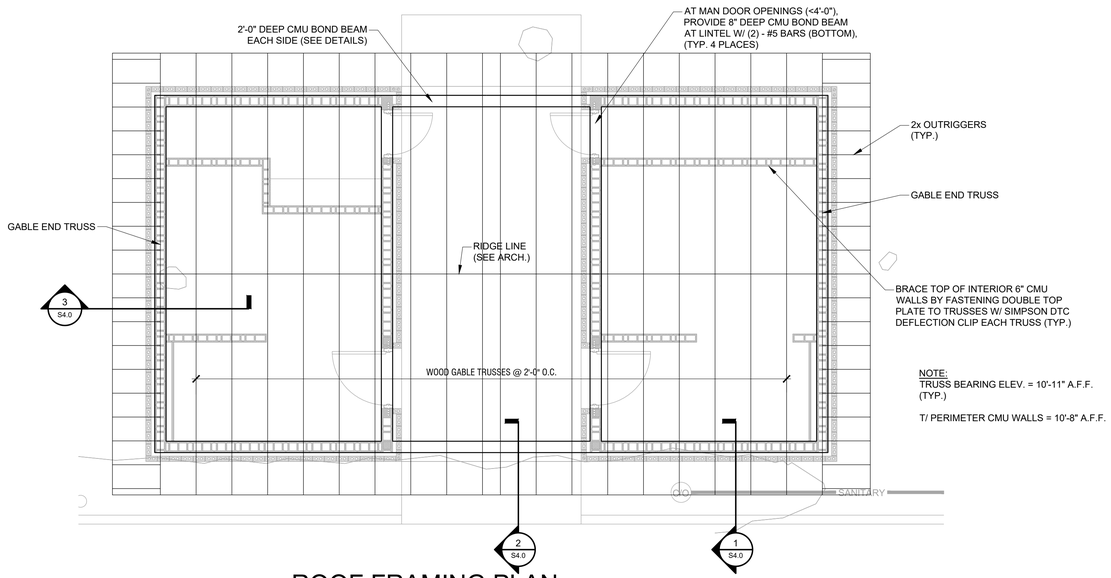
FOUNDATION PLAN

SCALE: 1/4" = 1'-0"

FOUNDATION NOTES:

1. TYPICAL **T/ EXTERIOR FOOTINGS = (-1'-4"), UNLESS NOTED OTHERWISE.** BOTTOM OF ALL EXTERIOR FOOTINGS SHALL BEAR AT A **MINIMUM OF 1'-6" BELOW FINISHED GRADE.** BEARING ELEVATION MUST BE ADJUSTED FOR BLOCK COURSING AND VERIFIED IN THE FIELD BASED ON SITE GRADING PLAN. (COORDINATE WITH CIVIL).
2. REFER TO DRAWING S0.0 & S0.1 FOR GENERAL NOTES.
3. SEE 1/S3.0 FOR TYPICAL SLAB-ON-GRADE CONTROL JOINT DETAIL.
4. SEE 2/S3.0 FOR TYPICAL SLAB-ON-GRADE CONSTRUCTION JOINT DETAIL.
5. **VERIFY DIMENSIONS WITH ARCHITECTURAL DRAWINGS.** DIMENSIONS SHOWN ON ARCHITECTURAL DRAWINGS TAKE PRECEDENCE OVER DIMENSIONS SHOWN ON THIS PLAN.
6. REFERENCE ARCHITECTURAL DRAWINGS FOR FOR EXACT LOCATIONS AND EXTENTS OF SLAB DEPRESSIONS. MAINTAIN CONSISTANT SLAB DEPTH THROUGHOUT.
7. LOWER FOOTINGS WHERE REQUIRED TO ACCOMMODATE PLUMBING, SLAB RECESSES, FINISH GRADE, ETC. REFERENCE ARCHITECTURAL AND PLUMBING DRAWINGS. REFER TO DETAILS 8 & 9 on S3.0.
8. PROVIDE CONTROL JOINTS IN SLAB-ON-GRADE IN ACCORDANCE WITH GENERAL NOTE 5.8 ON DRAWING S0.0.
9. PROVIDE (2) #4 x 3'-0" DIAGONAL BAR AT ALL SLAB INSIDE CORNERS.
10. G.C. MUST COORDINATE WITH FINAL SITE GRADING PLANS AND NOTIFY E.O.R. IF FOOTING STEPS ARE REQUIRED PRIOR TO CONSTRUCTION.
11. SEE 6/S3.0 FOR CMU WALL REINFORCING (TYPICAL - U.N.O.)
12. **REFER TO GEOTECH REPORT FOR ADDITIONAL INFORMATION REGARDING SOIL UNDER SLAB AND FOUNDATIONS.**
13. G.C. TO COORDINATE FLOOR CONSTRUCTION WITH REQUIREMENTS ON ARCHITECTURAL DRAWINGS.

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NOTE:
TRUSS BEARING ELEV. = 10'-11" A.F.F. (TYP.)

T/ PERIMETER CMU WALLS = 10'-8" A.F.F.

ROOF FRAMING PLAN

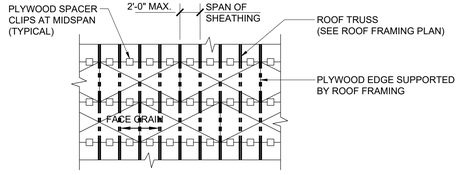
SCALE: 1/4" = 1'-0"

TRUSS NOTES:

1. DESIGN OF TRUSSES AND THEIR CONNECTION TO EACH OTHER AND TO THE STRUCTURE IS A PERFORMANCE SPECIFICATION.
2. CONTRACTOR IS ADVISED TO CONSULT WITH TRUSS MANUFACTURER PRIOR TO SUBMITTING BID PRICE.
3. TRUSS MANUFACTURER'S ENGINEER IS RESPONSIBLE FOR CALCULATION OF ALL LOADS ON TRUSSES AND THE DESIGN OF ALL TRUSSES.
4. TRUSS MANUFACTURER SHALL ALSO DESIGN AND PROVIDE ALL HARDWARE NECESSARY FOR ALL CONNECTIONS.
5. CONNECTIONS MAY REQUIRE SPECIALLY FABRICATED AND DESIGNED HARDWARE TO COMPLY WITH THE DESIGN INTENT.
6. CONTRACTOR TO COORDINATE REQUIREMENTS FOR ALL CONNECTION OF TRUSSES WITH TRUSS MANUFACTURER.
7. REFERENCE GENERAL NOTES AND SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
8. VERIFY ALL SLOPES WITH ARCHITECTURAL DRAWINGS.

ROOF FRAMING NOTES:

1. REFER TO DRAWING S0.0 & S0.1 FOR GENERAL NOTES AND DRAWING S4.0 THRU S4.2 FOR TYPICAL DETAILS.
2. FINISHED FLOOR ELEV. = REFERENCE ARCH. & CIVIL DRAWINGS.
3. **VERIFY DIMENSIONS WITH ARCH. DRAWINGS. DIMENSIONS SHOWN ON ARCH. DRAWINGS TAKE PRECEDENCE OVER DIMENSIONS SHOWN ON THIS PLAN.**
4. **ROOF DECKING SHALL BE APA EXTERIOR RATED 19/32" PLYWOOD SHEATHING, WITH A MINIMUM SPAN RATING OF 40/20 (U.N.O.).**
5. **TRUSS BEARING ELEVATION = 10'-11" ABOVE FINISH FLOOR, U.N.O. (COORDINATE W/ ARCHITECTURAL)**
6. **ALL TRUSSES SHALL BE SPACED AT 2'-0" O.C. MAX. (U.N.O.)**
8. ALL BLOCKING & BRACING SHALL BE JOB CUT AND FRAMED.
9. PROVIDE DOUBLE TOP PLATES AT WALLS. (U.N.O.)



NOTES:

1. RUN LONG DIMENSION OF PLYWOOD SHEETS PERPENDICULAR TO TRUSSES OR STICK FRAMING. PROVIDE BLOCKING AS REQUIRED FOR EDGE SUPPORT.
2. STAGGER PLYWOOD END JOINTS 4'-0" AS SHOWN.
3. NAILING SHALL BE AS FOLLOWS WITH **10d NAILS**, U.N.O. :
   - BOUNDARY - (B.N.) 6" O.C. AT ROOF PERIMETER, PLATE LINES. CHORDS, STRUTS, MASONRY WALLS, RIDGE LINES, AND AS CALLED FOR ON THE DRAWINGS.
   - EDGE - (E.N.) 6" O.C. AT BEARING ENDS OF EACH PLYWOOD SHEET.
   - FIELD - (F.N.) 12" O.C. AT ALL INTERMEDIATE BEARINGS.
4. ALL NAILS SHALL HAVE A MINIMUM EDGE DISTANCE OF 3/8".
5. B.N. ALL BLOCKING AT BEAMS, TRUSSES, OR STICK FRAMING THAT ALIGN WITH BRACED WALL PANELS, FULL LENGTH OF BUILDING. E.N. AT PERIMETER OF ALL OPENINGS THRU SHEATHING.

1 TYPICAL ROOF DECK ATTACHMENT

SCALE: N.T.S.

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ARCHITECTS

TOWN OF FARRAGUT
FARRAGUT, TN

OWNER

202 BIDDLE FARMS BLVD
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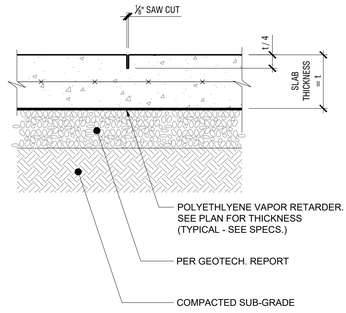
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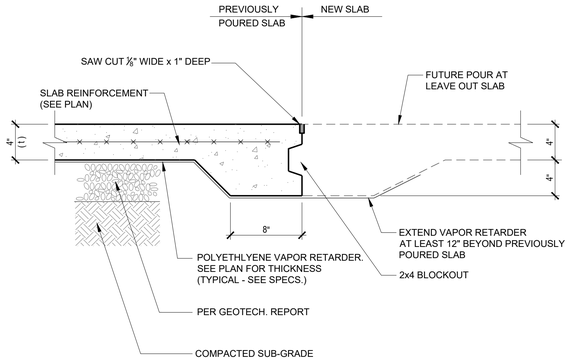
FOUNDATION & ROOF FRAMING PLANS

S1.0
MJM JOB# 25437

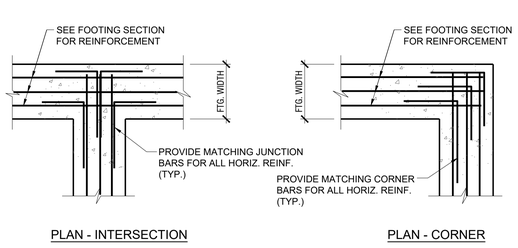


1 TYPICAL CONTROL JOINT DETAIL
SCALE: N.T.S.

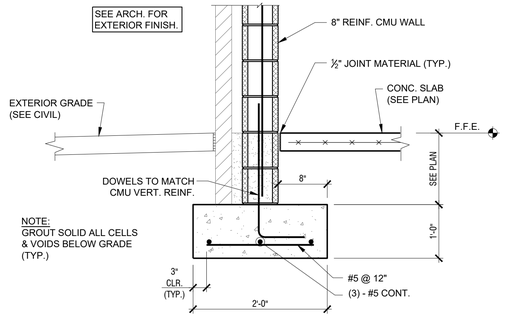
NOTE:
IN LIEU OF A KEYWAY CONSTRUCTION JOINT, THE "DIAMOND DOWEL" SYSTEM BY PNA CONSTRUCTION TECHNOLOGIES MAY BE USED. FOR SLAB THICKNESS OF SIX INCHES OR LESS, USE ¼" x 4½" x 4½" DIAMOND DOWELS SPACED AT 18" CENTERS (MAX.). INSTALL IN ACCORDANCE WITH MANUFACTURERS REQUIREMENTS.



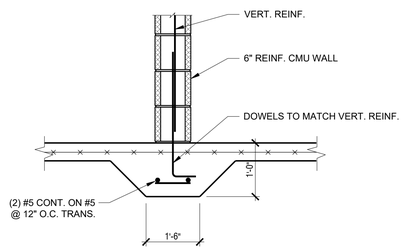
2 TYPICAL CONSTRUCTION JOINT
SCALE: N.T.S.



3 TYPICAL FOOTING INTERSECTION DETAILS
SCALE: N.T.S.

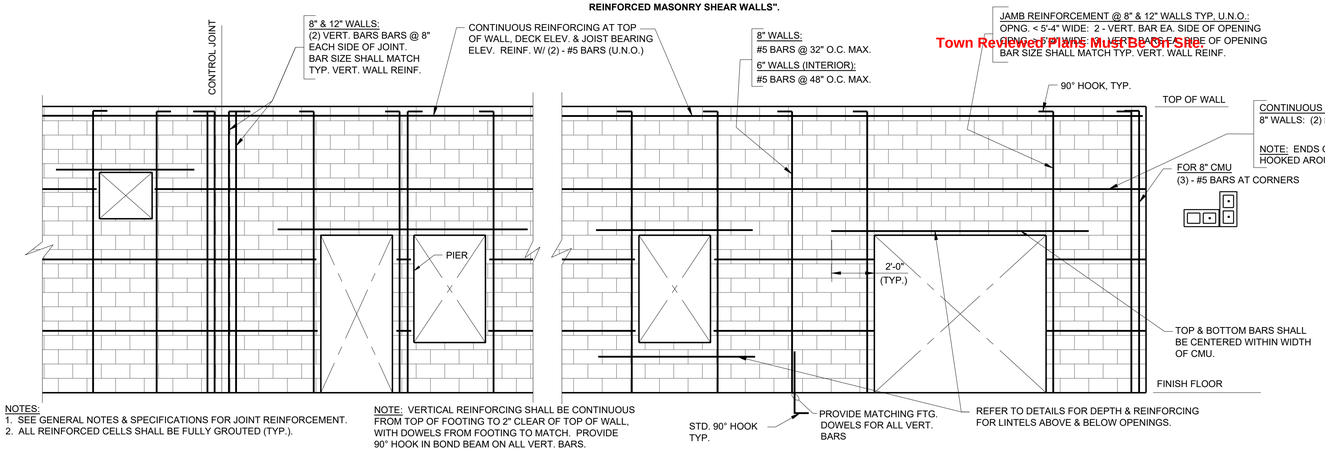


4 SECTION AT WALL FOOTING
SCALE: 3/4" = 1'-0"



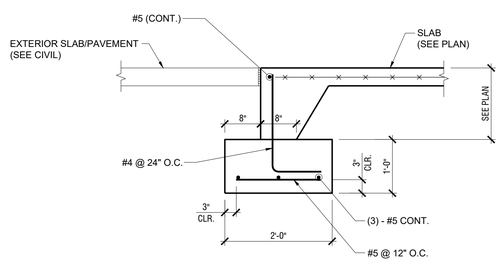
5 THICKENED SLAB DETAIL
SCALE: N.T.S.

NOTE:
DETAILING OF MASONRY REBAR SHALL CONFORM TO THE TMS-402 REQUIREMENTS FOR "SPECIAL REINFORCED MASONRY SHEAR WALLS".

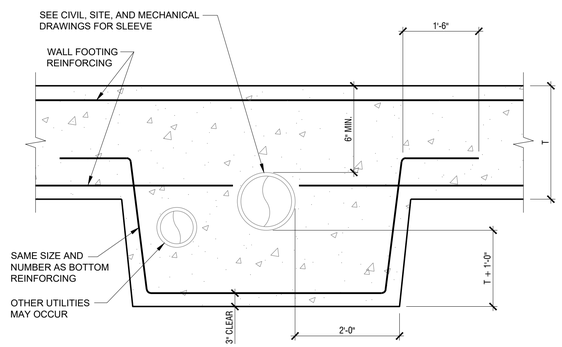


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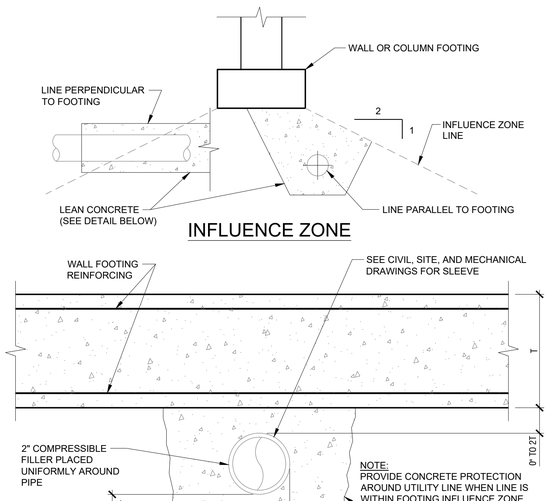
6 TYPICAL MASONRY WALL ELEVATION
SCALE: N.T.S.



7 TYPICAL FOOTING AT ENTRY
SCALE: 3/4" = 1'-0"



8 TYPICAL PENETRATIONS OR SLEEVES IN FOOTING
SCALE: N.T.S.



9 TYPICAL UTILITY LINE UNDER FOOTING DETAIL
SCALE: N.T.S.

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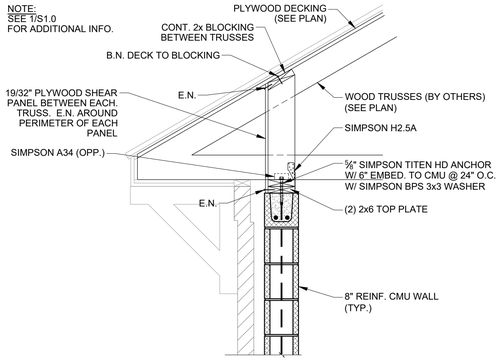
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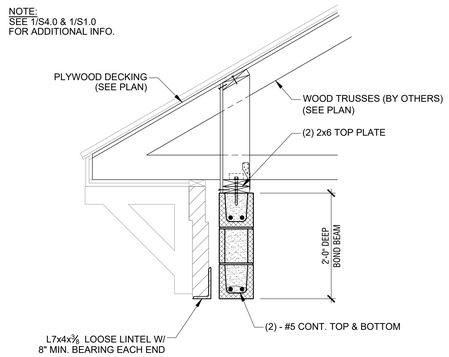
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FOUNDATION SECTIONS & DETAILS
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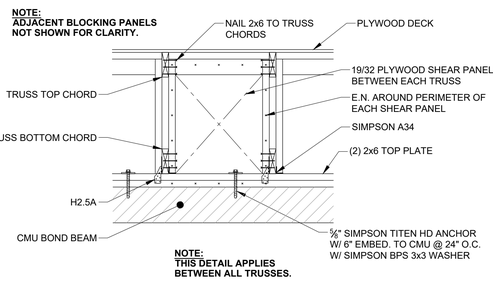
1 TYPICAL TRUSS BEARING DETAIL

SCALE: 3/4" = 1'-0"



2 TYPICAL TRUSS BEARING DETAIL AT BOND BEAM

SCALE: 3/4" = 1'-0"



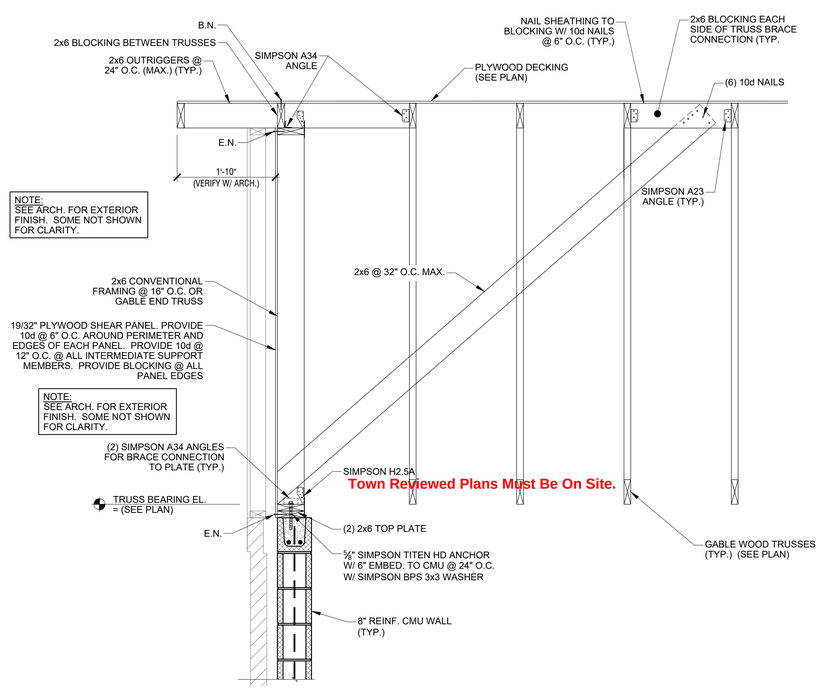
4 TYPICAL BLOCKING PANEL DETAIL

SCALE: 3/4" = 1'-0"

NOTE:
COORDINATE ALL STUD FRAMING
LOCATIONS W/ ARCH. (TYP.)

VERIFY ALL DIMENSIONS AND ELEVATIONS WITH ARCH. DRAWINGS. DIMENSIONS SHOWN ON ARCH. DRAWINGS TAKE PRECEDENCE OVER DIMENSIONS SHOWN ON THIS SHEET.

TRUSS NOTE:
ACTUAL TRUSS WEB CONFIGURATION IS BY TRUSS MANUFACTURER AND MAY DIFFER FROM WHAT IS SHOWN IN THESE DRAWINGS.



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3 FRAMING SECTION

SCALE: 3/4" = 1'-0"

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STATE OF TENNESSEE
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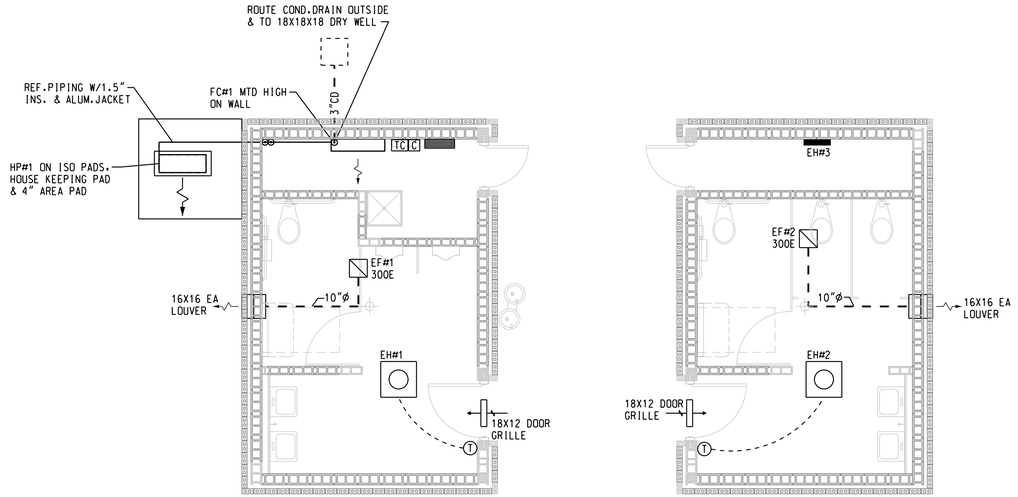
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1	ADDENDUM #1
	03/20/26

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SHEET
FRAMING SECTIONS & DETAILS
S4.0
MJM JOB# 25437

$FILE$
$DATE$
$TIME$



1 H.V.A.C. FLOOR PLAN

SCALE: ¼" = 1'-0"

SECTION 15050 - BASIC MATERIALS AND METHODS

PART 1 GENERAL

1.1 REGULATORY REQUIREMENTS

A. Conform to International Building, Mechancial, Plumbing, Fuel Gas & Energy Conservation Codes, Editions as adopted by local authority having jurisdiction.

B. Obtain permits and request inspections from authority having jurisdiction.

1.2 TRANSPORTATION AND HANDLING

A. Transport and handle Products in accordance with manufacturer's instructions.

B. Promptly inspect shipments to ensure that Products comply with requirements, quantities are correct, and Products are undamaged.

C. Provide equipment and personnel to handle Products by methods to prevent soiling, disfigurement, or damage.

1.3 STORAGE AND PROTECTION

A. Store and protect Products in accordance with manufacturers' instructions, with seals and labels intact and legible.

B. Store sensitive Products in weather tight, climate controlled enclosures.

C. For exterior storage of fabricated Products, place on sloped supports, above ground.

D. Provide bonded off-site storage and protection when site does not permit on-site storage or protection.

1.4 PROJECT/SITE CONDITIONS.

A. Install work in locations shown on drawings unless prevented by Project conditions. Coordinate work with site conditions prior to ordering or fabricating materials. Prepare drawings showing proposed rearrangement of work to meet project conditions, including changes to work specified in other sections. Obtain approval of architect/engineer before proceeding.

PART 2 PRODUCTS

2.1 MECHANICAL IDENTIFICATION

A. Plastic Nameplates and Tags: Laminated three-layer plastic.

PART 3 EXECUTION

3.1 INSTALLATION

A. Install plastic nameplates with adhesive.

B. Install plastic tags with corrosion resistant metal chain.

MINI-SPLIT SPLIT SYSTEM

UNIT DESIGNATION	FC/HP#1
TYPE	WALL MOUNT HEAT PUMP
SERVICE	---
ACCESSORIES	(1)
FILTERS	1" T.A.
OTHER	LOW AMBIENT CONTROL
FAN	FC#1
TOTAL C.F.M.	700
O.A. MINIMUM	0
EXTERNAL S.P.	---
H.P.	0.19 AMPS
VOLTAGE	208/1/60
COOLING COIL	---
COOLING CAPACITY (MBH)	18.0/13.1(SENS)
E.A.D.B./E.A.W.B.	80/67
MIN. S.E.E.R.	20.2
HEATING CAPACITY (MBH)	22.0
E.A.T.	68
MIN. C.O.P./H.S.P.F.	3.4
MODEL #	PKA-A18LA
CONDENSING UNIT	HP#
TYPE	INVERTER- SCROLL
O.A.D.B.	95
VOLTAGE	208/1/60
UNIT M.C.A./M.F.S.A.	11.0/15
MODEL NO.	PUZ-A18NKA
MANUFACTURER	MITSUBISHI
(1) CONDENSATE PUMP ACCEPTABLE MFGRS: L.G. & DAIKIN	

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GENERAL MECHANICAL LEGEND

SYMBOL	DESCRIPTION
- - - - - -	EXHAUST DUCTWORK
	DOOR GRILLE - SEE PLANS FOR SIZE
T	SPACE THERMOSTAT MOUNTING HEIGHT PER ADA (48" AFF)
E.W.H.	ELECTRIC WALL HEATER
	ELECTRIC UNIT HEATER - CEILING MOUNTED

ELEC. UNIT HEATER SCHEDULE

UNIT DESIGNATION	EH#1 & 2	EH#3
TYPE	CEILING-RECESSED	WALL-SURFACE
SERVICE	RESTROOMS	UTILITY
CAPACITY M.B.H.	10.2	10.2
K.W.	3.0	3.0
VOLTAGE	208/1/60	208/1/60
BLOWER	---	---
TYPE	PROP.	PROP.
C.F.M.	425	245
H.P.	FRACTIONAL	FRACTIONAL
VOLTAGE	208/1/60	208/1/60
CONTROL VOLTAGE	---	---
ACCESSORIES	---	---
SPACE THERMOSTAT	YES	UNIT MTD
GUARD	YES	---
MANUFACTURER	MARKEL	MARKEL
MODEL #	F3483	F3423

EXHAUST FAN SCHEDULE

UNIT DESIGNATION	EF#1 & 2
TYPE	CENTRIFUGAL
SERVICE	RESTROOM
C.F.M.	300
STATIC PRESSURE	0.375
SONES	2.5
H.P.	1/3
VOLTAGE	120-1-60
ACCESSORIES	---
DAMPER TYPE	BACKDRAFT
SCREEN TYPE	---
MOTOR WITH INTERNAL OVERLOAD	ECM
S.S.S. CONTROLLER	---
WALL/ROOF CAP.	WALL LOUVER
MANUFACTURER	COOK
MODEL #	GCVF-700

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H.V.A.C. FLOOR PLAN
M1.1
MJM JOB# 25437

$FILE$
$DATE$
$TIME$

SECTION 15050 - BASIC MATERIALS AND METHODS

PART 1 GENERAL

1.1 REGULATORY REQUIREMENTS

A. Conform to 2024 International Building Code and 2024 International Plumbing Codes.

B. Obtain permits and request inspections from authority having jurisdiction.

1.2 TRANSPORTATION AND HANDLING

A. Transport and handle Products in accordance with manufacturer's instructions.

B. Promptly inspect shipments to ensure that Products comply with requirements, quantities are correct, and Products are undamaged.

C. Provide equipment and personnel to handle Products by methods to prevent soiling, disfigurement, or damage.

1.3 STORAGE AND PROTECTION

A. Store and protect Products in accordance with manufacturers' instructions, with seals and labels intact and legible.

B. Store sensitive Products in weather tight, climate controlled enclosures.

C. For exterior storage of fabricated Products, place on sloped supports, above ground.

D. Provide bonded off-site storage and protection when site does not permit on-site storage or protection.

1.4 PROJECT/SITE CONDITIONS.

A. Install work in locations shown on drawings unless prevented by Project conditions. Coordinate work with site conditions prior to ordering or fabricating materials. Prepare drawings showing proposed rearrangement of work to meet project conditions, including changes to work specified in other sections. Obtain approval of architect/engineer before proceeding.

PART 2 PRODUCTS

2.1 MECHANICAL IDENTIFICATION

A. Plastic Nameplates and Tags: Laminated three-layer plastic.

PART 3 EXECUTION

3.1 INSTALLATION

A. Install plastic nameplates with adhesive.

B. Install plastic tags with corrosion resistant metal chain.

SECTION 15250 - MECHANICAL INSULATION

PART 1 GENERAL

NOT USED

PART 2 PRODUCTS

2.1 PIPE INSULATION

A. Glass Fiber: Rigid molded, noncombustible with vapor barrier jacket.

B. Cellular Foam: Flexible, cellular elastomeric, molded or sheet.

C. Jackets
1. PVC Plastic: One piece molded type fitting covers.

PART 3 EXECUTION

3.1 INSTALLATION

A. Piping Insulation
1. Provide cold pipes with vapor barrier jackets. Insulate complete system.
2. Provide hot pipes with standard jackets. Bevel and seal ends of insulation at equipment, flanges, and unions.
3. Interior exposed piping - canvas jacket and fitting covers.
4. Exterior piping - aluminum jacket and fitting covers.
5. Route insulation through pipe hangers as calcium silicate or galvanized steel shield for proper support.

3.2 SCHEDULES (sizes listed are minimum and shall also comply with locally adopted energy code)

A. Piping Insulation	Pipe Size Inch	Thickness Inch
1. Glass Fiber or Cellular Foam Insulation		
Domestic Cold Water	all sizes	1/2"
Domestic Hot Water & recirc	all sizes	1"
Floor Drains above grade	all sizes	1/2"
2. Cellular Foam Insulation		
Water Buried in concrete	all sizes	1/2"

SECTION 15400 - PLUMBING

PART 1 GENERAL

NOT USED

PART 2 PRODUCTS

2.1 PIPING

A. Sanitary Sewer Buried and Above Grade: Cast Iron Pipe, service weight or P.V.C. schedule 40

B. Water Buried Under Building: Copper tube, Type K, annealed.

C. Water Above Grade:
1. Copper tube, Type L, hard drawn.
2. PEX: Uponor PEX-A (not allowed in exposed areas).

2.2 VALVES

A. BALL VALVES:	NIBCO	MILWAUKEE	HAMMOND
(screwed) 2" & smaller	T585-70	BA-300	8300
(solder) 1" & smaller	S-585-70	A-150	8311

B. PLUG VALVES
1. Manufactures:
A. DeZurik Permaseal.
B. Other manufactures offering equivalent products will be considered.

C. WATER PRESSURE REDUCING VALVES
1. Manufactures:
A. Watts
B. Other acceptable manufactures offering equivalent products.
1. Mueller
2. Wilkins.
2. Up to 2 inches: Bronze body, stainless steel and thermoplastic internal parts, fabric reinforced diaphragm, strainer, threaded and single union ends.

D. RELIEF VALVES
1. Manufactures:
A. Watts
B. Other acceptable manufactures offerings equivalent products.
1. Mueller.
2. Wilkins
2. Bronze body, teflon seat, steel stem and springs, automatic, direct pressure actuated, capacities ASME certified and labelled.

E. STRAINERS
1. Manufactures:
A. Watts
B. Other acceptable manufactures offering equivalent products.
1. Muller
2. Wilkins
2. Size 2 inch and Under: Screwed brass or iron body for 175 psig working pressure, Y pattern with 1/32 inch stainless steel perforated screen.

PART 3 EXECUTION

3.1 INSTALLATION

A. Provide dielectric connections wherever jointing dissimilar metals.

B. Install water hammer arrestors complete with accessible isolation valve.

C. Install each fixture with chrome plated rigid or flexible supplies with C. screwdriver stops, reducers, and escutcheons.

D. Use dielectric connections only in accessible locations.

E. Install unions downstream of valves and at equipment or apparatus connections.

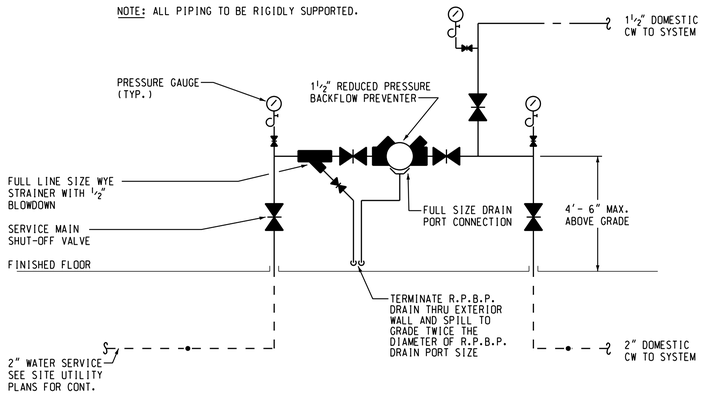
F. Install ball valves for shut-off and to isolate equipment, part of systems, or vertical risers.

F. Install plug valves for shut-off and to isolate equipment, part of systems, or vertical risers in fuel gas systems.

G. Disinfect piping system by cleaning and flushing:
1. Ensure Ph of water to be treated is between 7.4 and 7.6 by adding alkali (caustic soda or soda ash) or acid (hydrochoilic).
2. Inject disinfectant, free chlorine in liquid, powder, tablet, or gas form, throughout system to obtain 50 to 80 mg/L residual.
3. Maintain disinfectant in system for 24 hours.
4. If final disinfectant residual is less than 25 mg/L, repeat treatment.
5. Flush disenfectant from system until residual equal to that of incoming water or 1.0mg/L.
6. Take samples no sooner than 24 hours after flushing, from 10% of outlets and from water entry, and analyze in accordance with AWWA C651.

REDUCED PRESSURE BACKFLOW PREVENTER SCHEDULE

DESIGNATION	QUANTITY	SERVING	G.P.M.	P.D. (psig)	MANUFACTURER	MODEL NUMBER	REMARKS
RPBP-1	1	DOMESTIC	60	14	ZURN	975XL2-S-AG5	1 1/2" SIZE



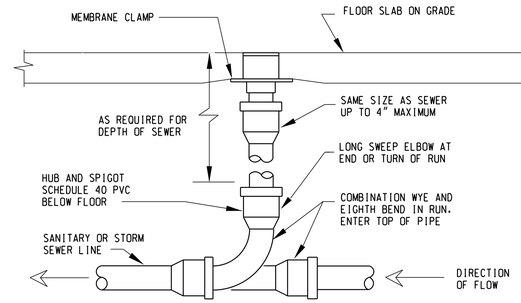
REDUCED PRESSURE BACKFLOW PREVENTER DETAIL

SCALE: NONE

NOTE: R.P.B.P. MANUFACTURER AND INSTALLATION SHALL BE AS APPROVED BY LOCAL & STATE AUTHORITIES.

01

PROVIDE ROUND SECURED NICKEL BRONZE ADJUSTABLE TOP WITH "CO" CAST IN COVER. PROVIDE CLEANOUT TOP WITH VARIATIONS SUITABLE FOR FLOOR COVERING (CARPET MARKER, RECESSED FOR TILE, SCORIATED FOR UNFINISHED FLOORS). PROVIDE BRONZE PLUG IN CAST IRON BODY.

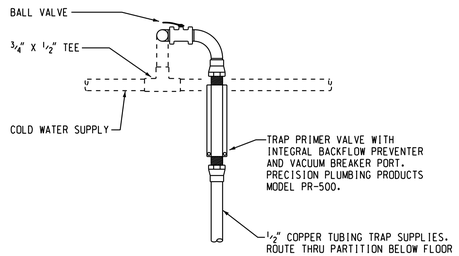


LOCATE AT BUILDING EXIT, AT ENDS OF RUNS, AT TURNS OF PIPE GREATER THAN 45 DEGREES, AT 75' INTERVALS ON STRAIGHT RUNS, AND WHERE SHOWN ON PLANS. PROVIDE BACKFILL PER ARCHITECTURAL SPECIFICATIONS. LOCATE CLEANOUTS WHERE THERE IS 18" CLEAR AROUND. CONSULT LOCAL CODES FOR OTHER FCO REQUIREMENTS.

FLOOR CLEANOUT

SCALE: NONE

02



TRAP PRIMER

SCALE: NONE

03

PLUMBING LEGEND

SYMBOL	DESCRIPTION	ABBREVIATIONS
— — — — — ● — — — — —	COLD WATER (UNDERGROUND)	
——————— — ———————	COLD WATER	
— — — — — SS — — — — —	SANITARY SEWER (UNDERGROUND)	
---------- V ----------	VENT	V
CO ——○—— CO	CLEAN-OUT	FCO, ECO

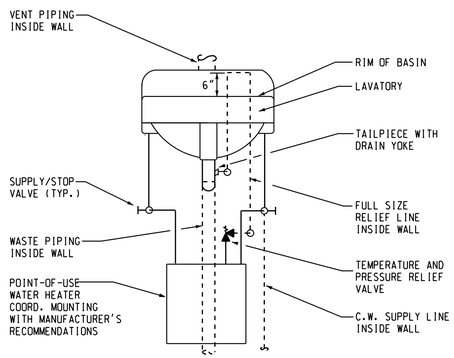
FIXTURE CONNECTION SCHEDULE

P-#	DESCRIPTION	C.W. (IN.)	H.W. (IN.)	WASTE (IN.)	VENT (IN.)
P1	WATER CLOSET (WALL-HUNG, BACK OUTLET, F.V.) ZURN Z5617-BWL WALL-HUNG, ELONGATED BOWL WATER CLOSET ZURN ZEMS6140AV-WS1 CONCEALED SENSOR FLUSH VALVE, 1.6 GPF ZURN P6000-HW6 HARDWIRE POWER CONVERTER (1 PER UP TO 8 VALVES) ZURN Z5955SS-EL SEAT w/CHECK HINGE ZURN Z1201-N WALL CARRIER	1	---	4	2
P2	URINAL (WALL-HUNG, BACK OUTLET w/14" LIP) ZURN Z5765-U URINAL ZURN ZEMS6195AV-WS1, CONCEALED SENSOR FLUSH VALVE, 1 GPF ZURN P6000-HW6 HARDWIRE POWER CONVERTOR (SHARED WITH P1) ZURN Z1222 CARRIER	3/4	---	2	2
P3	LAVATORY (WALL-HUNG) ZURN Z5341 WALL-HUNG VITREOUS CHINA LAVATORY ZURN Z6950-XL-IM-S-TMV-1-F SENSOR FAUCET w/INTEGRAL MIXING VALVE, .5 GPM ZURN Z8743-PC GRID DRAIN ZURN Z8770O-PC P-TRAP ZURN Z8804-XL-LR-PC SUPPLY STOPS w/FLEX RISERS ZURN Z8946-1-NT ADA TRAP & SUPPLY WRAP KIT ZURN Z1231 CONCEALED ARM CARRIER	1/2	1/2	1 1/4	1 1/4
P4	WATER COOLER (WALL-HUNG, BI-LEVEL, SS) MOST DEPENDABLE FOUNTAINS 485 EZ WMSS DRINKING FOUNTAIN INTEGRAL WALL CARRIER PLATE INCLUDED ZURN Z8804-XL-LR-PC SUPPLY STOP w/FLEX RISER	1/2	---	1 1/2	1 1/2
P5	FLOOR DRAIN (FINISHED AREA) ZURN ZN-415B-Y-P CAST IRON BODY FLOOR DRAIN w/TRAP PRIMER CONNECTION PROVIDE DEEP SEAL P-TRAP	1/2 TO T.P.	---	3	2
P6	TRAP PRIMER VALVE w/V.B. PRECISION PLUMBING PRODUCTS, INC PR-500 'PRIMER-RITE' TRAP PRIMER	1/2 TO F.D.	---	---	---
P7	WALL HYDRANT ZURN Z-1320-XL EXPOSED, NON-FREEZE ANTI-SIPHON, AUTOMATIC DRAINING	3/4	---	---	---
P8	MOP SINK: MUSTEE 63-M 24X24X10 BASIN ZURN ELKAY Z1341XL-P34 WALL FAUCET W/VACUUM BREAKER & 3/4"THREADED HOSE CONNECTION	3/4	---	3	2

NOTE:
1. PROVIDE A ZURN Z1700 WATER HAMMER ARRESTOR AT EACH WATER CLOSET OR URINAL. COORDINATE SIZE w/MANUFACTURER.
2. PROVIDE AND INSTALL AASE 1070 THERMOSTATIC MIXING VALVE AT ALL HAND WASH SINKS AFTER ALL WATER SUPPLY LINES HAVE BEEN FLUSHED FREE OF DEBRIS. APPROVED MFGR/MODELS: SYMMONS 8210CK, CASH ACME 135LF,ZURN WILKINS ZW3870XLT -4P, 2.0GPM AT MAX 20PSI P.D., MIN. FLOW RATE 0.35 GPM, SOLID BRASS BODY, INTEGRAL SPRING CHECKS, SS DEBRIS STRAINER, 3/8" COMPRESSION PORTS, 59F-115F TEMP RANGE, VANDAL-RESISTANT CAP W/LIMIT STOP, MOUNTING BRACKET, 10-YEAR COMMERCIAL WARRANTY.

ELECTRIC WATER HEATER SCHEDULE

DESIGNATION	K.W.	VOLTAGE	NO. OF ELEMENTS	TEMP. RISE	RECOVERY G.P.M.	STORAGE CAP.(GAL.)	TANK DIA.	TANK HEIGHT	MANUFACTURER	MODEL NUMBER
WH-1	6.24	208/1/60	1	54° F	0.5	N/A	---	---	CHRONOMITE	CM-30L/208
WH-2	6.24	208/1/60	1	54° F	0.5	N/A	---	---	CHRONOMITE	CM-30L/208



WATER HEATER No. POINT-OF-USE WATER HEATER

SCALE: NONE

NOTE:
1. COORDINATE INSTALLATION WITH WATER HEATER MANUFACTURER'S RECOMMENDATIONS, STATE, AND LOCAL CODES.

2. ENSURE 110°F MAXIMUM TEMPERATURE.

04

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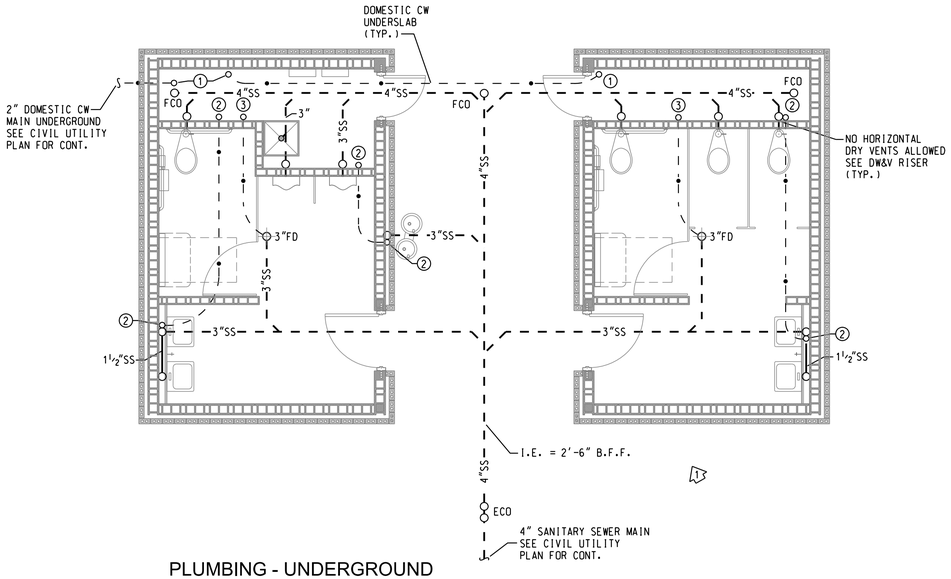
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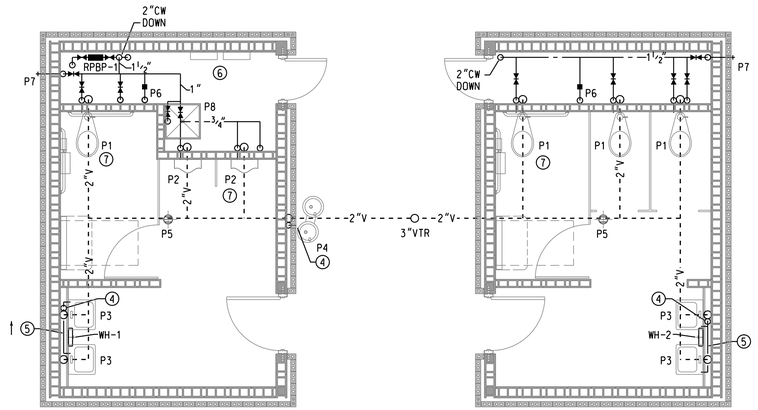
SHEET
PLUMBING SCHEDULES & DETAILS
P0.1
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PLUMBING - UNDERGROUND FLOOR PLAN

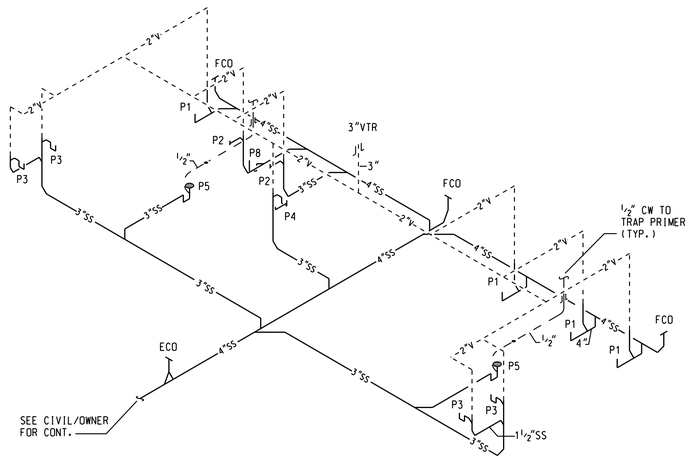
1 SCALE: ⅛" = 1'-0"



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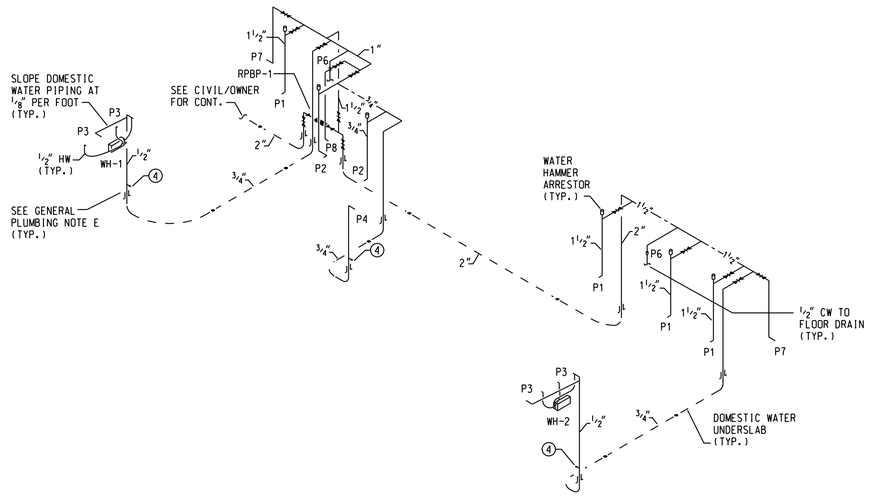
PLUMBING FLOOR PLAN

1 SCALE: ⅛" = 1'-0"



DW&V RISER

1 SCALE: N.T.S.



WATER RISER

2 SCALE: N.T.S.

GENERAL PLUMBING NOTES:

A. THE INTENT OF THE SPECIFICATION AND THE DRAWINGS IS TO PROVIDE A COMPLETE AND FULLY OPERATIONAL SYSTEM. THE CONTRACTOR SHALL FURNISH AND INSTALL ALL LABOR, MATERIAL AND INSTALL ALL EQUIPMENT AND MATERIALS NECESSARY TO COMPLETE THE PLUMBING WORK.

B. COORDINATE PIPE ROUTING WITH ALL TRADES & CONDITIONS PRIOR TO FABRICATION. SUBMIT ANY MAJOR CHANGES IN ROUTING OR SIZING AS A SHOP DRAWING TO THE ARCHITECT/ENGINEER FOR REVIEW.

C. MAINTAIN CLEARANCES FROM ELECTRICAL PANELS AS REQUIRED BY N.E.C.

D. MAINTAIN CLEARANCES FOR SERVICE OF EQUIPMENT AS REQUIRED BY MANUFACTURER AND NEC 110.26. PROVIDE EQUIPMENT ROOM SHOP DRAWINGS AS REQUIRED FOR COORDINATION.

E. WATER PIPING SLOPED 1/8" PER FOOT TO LOW POINTS. PROVIDE WALL FAUCETS (HOSE BIBBS) AT BASE OF VERTICAL LINES PRIOR TO PIPING BELOW SLAB FOR DRAINING SYSTEM FOR WINTERIZATION.

PLUMBING PLAN NOTE:

1. 2" DOMESTIC CW UP.
2. ¾" DOMESTIC CW UP.
3. ½" DOMESTIC CW UP.
4. PROVIDE AND INSTALL A ZURN Z1341XL WALL FAUCET. INSTALL LOW ON THE DOMESTIC WATER LINE TO ALLOW FOR SEASONAL DRAINING.
5. SLOPE DOMESTIC WATER PIPING AT 1/8" PER FOOT.
6. CAUTION! DO NOT ROUTE PLUMBING LINES ABOVE ELECTRICAL PANELS OR EQUIPMENT.
7. MOUNT PLUMBING FIXTURE AT ADA ACCESSIBLE HEIGHT.

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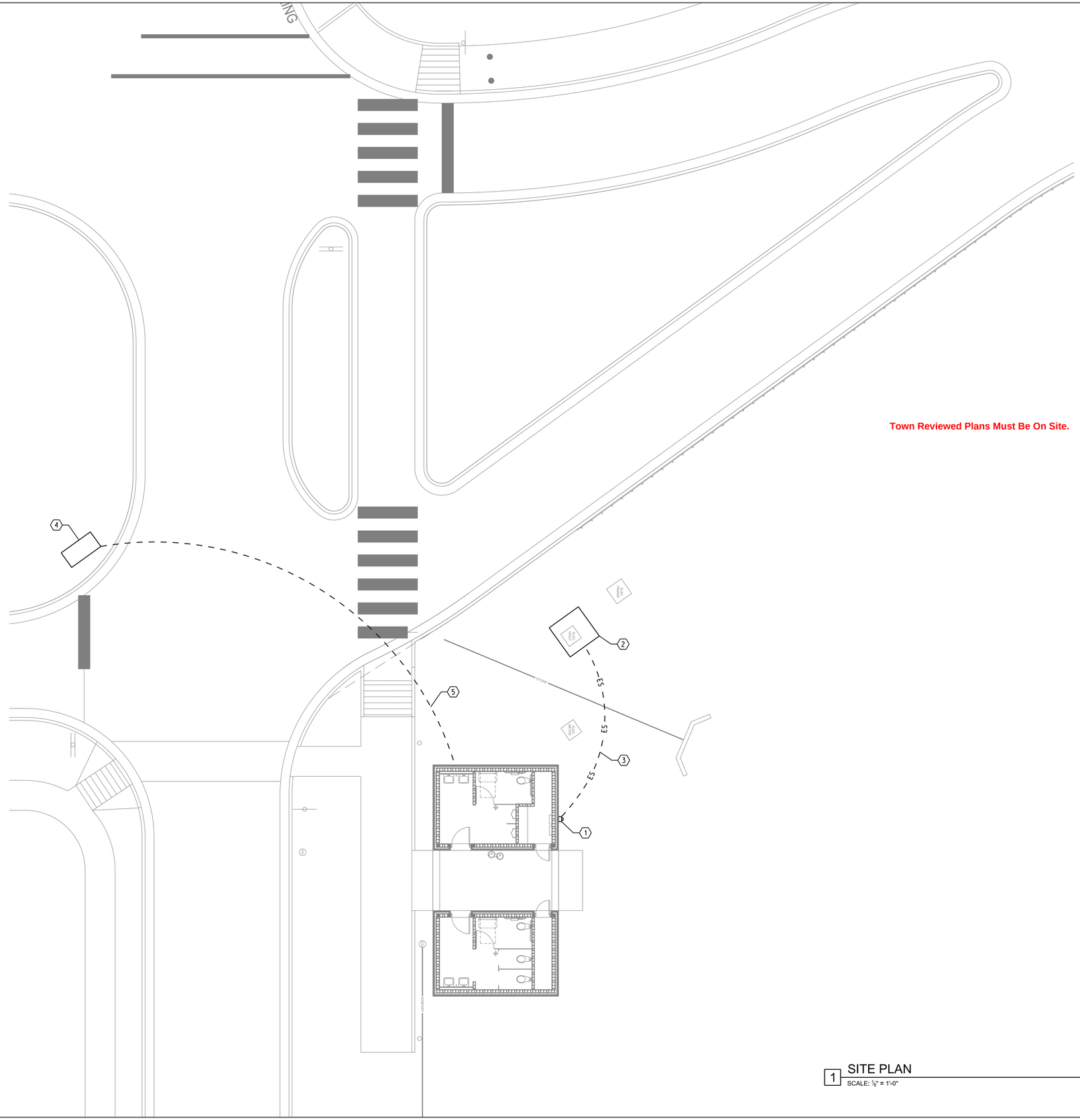
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SHEET
PLUMBING FLOOR PLAN
P1.1
MJM JOB# 25437

$FILE$
$DATE$
$TIME$

$USER$
$SCALE$



Town Reviewed Plans Must Be On Site.

GENERAL NOTES:

A. G.C. TO COORDINATE ALL SERVICE ENTRANCE INSTALLATION REQUIREMENTS WITH LOCAL POWER COMPANY, CIVIL, AND OWNER REPRESENTATIVE.

PLAN NOTES:

1. UTILITY COMPANY APPROVED FEED-THRU METER BASE.
2. EXISTING UTILITY TRANSFORMER.
3. UNDERGROUND SECONDARY FEEDERS TO BUILDING SERVICE ENTRANCE EQUIPMENT. SEE RISER DIAGRAM FOR MORE INFORMATION.
4. PROVIDE 120/208V-1PH, 125A/NEMA 3R PANEL MOUNTED ON 6" SLAB. SUB-FEED FROM MAIN PANEL IN RESTROOM ELECTRICAL ROOM.
5. PROVIDE (2)#1[CU]&(1)#6[CU]G IN 1-3/4" CONDUIT FOR SUB-FED PANEL.

1 SITE PLAN
SCALE: 1/8" = 1'-0"

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OWNER
TOWN OF FARRAGUT
FARRAGUT, TN

LOCATION
202 BIDDLE FARMS BLVD
FARRAGUT, TN

DATE
CONSTRUCTION DOCUMENTS
02.05.26

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SHEET
ELECTRICAL SITE PLAN
E0.1
MJM JOB# 25437

ARCHITECT SEAL CONSULTANT

$FILE$
$DATE$
$TIME$

GENERAL NOTES AND SPECIFICATIONS

A. GUARANTEE ALL MATERIALS AND WORKMANSHIP FOR ONE YEAR FROM DATE OF ACCEPTANCE.

B. COMPLY WITH THE NEC, STATE, AND LOCAL CODES.

C. USE ONLY COPPER CONDUCTORS. MINIMUM SIZE #12 AWG. USE TYPE THHN, UON. ALL CIRCUITS SHALL BE COLOR CODED.

D. USE MINIMUM ½ INCH CONDUIT. USE ¾" MINIMUM GALVANIZED COATED WITH ASPHALTUM OR SCHEDULE 40 PVC IN CONCRETE BELOW GRADE. FOR PVC, TRANSITION TO RIGID BEFORE EMERGING FROM BELOW. USE EMT WHERE CONCEALED IN WALLS AND CEILINGS. USE RIGID IN SLAB AND UNDERGROUND.

E. USE STAINLESS STEEL DEVICE COVER PLATES, UON.

F. SUBMIT 6 COPIES OF SHOP DRAWINGS.

G. ALL ELECTRICAL EQUIPMENT SHALL BE UL LISTED, COMMERCIAL GRADE.

H. USE HUBBELL WIRING DEVICES AS FOLLOWS, COLOR BY ARCHITECT:

SWITCHES - 15 AMP, #1201-I, 1202-I, 1203-I
SWITCHES - 20 AMP, DECORA WHITE (LEVITON)
SWITCHES - MOTOR STARTERS, USE SQUARE D CLASS 2510
RECEPTACLES - 15 AMP, #5252-I, 5262-I FOR GENERAL PURPOSES.
RECEPTACLES - 20 AMP, SG63H-I FOR SAFETY TYPE.
RECEPTACLES - GFCI, GF5262-I (15A), GF5362-I (20A).

I. ALL WIRING MUST BE IN CONDUIT.

J. EQUIPMENT OUTSIDE MUST BE WEATHERPROOF. USE HEAVY DUTY DISCONNECT SWITCHES.

K. CONDUIT OUTSIDE MUST BE GALVANIZED STEEL OR PVC, AS NOTED ABOVE.

L. USE 6' MAXIMUM LENGTH OF FLEXIBLE CONDUIT TO FIXTURES.

M. LED FIXTURES SHALL HAVE HOLD DOWN CLIPS.

N. REMOVE TEMPORARY WIRING UPON COMPLETION OF WORK.

O. USE BUSS TYPE LPS OR LPN FUSES FOR MOTORS AND EQUIPMENT.

P. CONTRACTOR SHALL VERIFY LOCATIONS OF ALL UTILITIES, MECHANICAL EQUIPMENT AND EQUIPMENT FURNISHED BY OWNER PRIOR TO ROUGH-IN.

O. NOT USED.

R. LIGHT FIXTURE LAMPS SHALL BE ENERGY SAVING TYPE T8, 3500 DEGREES KELVIN, UON. PHILLIPS, GENERAL ELECTRIC, OR SYLVANIA.

S. FLUORESCENT FIXTURES SHALL BE FURNISHED WITH ENERGY SAVING ELECTRONIC BALLASTS.

T. INCANDESCENT LAMPS SHALL BE 130 VOLT, INSIDE FROSTED, UON.

U. METAL HALIDE LAMPS SHALL BE GENERAL ELECTRIC OR SYLVANIA.

V. USE "PATE" PIPE SEALS FOR CONDUIT THROUGH ROOF. USE SEALTITE FLEXIBLE CONDUIT FOR EXTERIOR EQUIPMENT. USE 12 INCH SEALTITE FLEXIBLE CONDUIT FOR VIBRATING EQUIPMENT.

W. PANELBOARDS SHALL BE GENERAL ELECTRIC OR SQUARE D, UON.

X. TELEPHONE TERMINAL BOARD SHALL BE ¾"x4'x8' A-D PLYWOOD PAINTED WITH TWO COLORS OF FLAT GRAY ENAMEL. PROVIDE #6 GND. TO MAIN GROUNDING ELECTRODE.

Y. VERIFY LOCATION OF PANELBOARDS AND SWITCHES WITH ARCHITECT PRIOR TO ROUGH-IN.

Z. CONTRACTOR SHALL COORDINATE NEW SERVICE REQUIREMENTS WITH THE LOCAL POWER COMPANY AND FURNISH THEM LOAD INFORMATION. FURNISH SERVICE TO TRANSFORMER POLE AS REQUIRED BY THE POWER COMPANY.

AA. DO NOT INSTALL MORE CONDUCTORS IN A BRANCH CIRCUIT HOMERUN THAN SHOWN.

BB. ALL WORK SHALL BE COORDINATED WITH OWNERS REPRESENTATIVE.

CC. INSTALL CONTROL WIRING IN MINIMUM ½" CONDUIT FOR ALL HVAC UNITS TO THERMOSTATS, ETC. SEE MECHANICAL CONTROL AND MANUFACTURER'S DRAWINGS.

DD. USE SEALTITE FLEXIBLE CONDUIT FOR EXTERIOR EQUIPMENT.

EE. LIGHTING CONTACTORS ARE TO BE 20A NEMA ICS2, MECHANICALLY HELD WITH COIL VOLTAGE AS INDICATED. POLES AS INDICATED, PLUS 2 SPARE. ENCLOSURE TO BE ANSI/NEMA ICS 6, TYPE 1. SQUARE D, GENERAL ELECTRIC, AND ASCO ARE ACCEPTABLE.

FF. TIME CLOCKS ARE TO BE 40A, NEMA ICS, 7 DAY TIMER WITH ASTRONOMICAL DIAL AND 12 HOUR SPRING CARRY OVER. PROVIDE WITH 3 POLES IN ANSI/NEMA ICS 6, TYPE 1 ENCLOSURE. ACCEPTABLE ARE TORK (7200ZL/7302ZL), PARAGON OR INTERMATIC EQUALS.

GG. PHOTOELECTRIC CONTROL SHALL BE FIXED MOUNTED, SPST, WITH 2 MINUTE DELAY AND 2000 WATT CONTACT RATING. INSTALL IN A DIE CAST, WEATHERPROOF ENCLOSURE.

HH. RECEPTACLES IN WET LOCATIONS SHALL BE INSTALLED WITH AN OUTLET ENCLOSURE CLEARLY MARKED "SUITABLE FOR WET LOCATIONS WHILE IN USE". THERE MUST BE A GASKET BETWEEN THE ENCLOSURE AND THE MOUNTING SURFACE, AND BETWEEN THE COVER AND BASE TO ASSURE A PROPER SEAL. THE ENCLOSURE MUST EMPLOY STAINLESS STEEL MOUNTING HARDWARE AND BE CONSTRUCTED OF IMPACT RESISTANT POLYCARBONATE. THE OUTLET ENCLOSURE SHALL BE LISTED BY UNDERWRITERS LABORATORIES INC. ENCLOSURE MUST BE MANUFACTURED BY TAYMAC CORPORATION OR EQUAL.

$USER$
$SCALE$

GENERAL NOTES:

A. CONNECT EMERGENCY LIGHT TO UNSWITCHED LEG OF LIGHTING CIRCUIT.

B. ALL EXTERIOR AND BREEZEWAY LIGHTING CONTROLLED VIA PHOTOCELL INITIATED TIMECLOCK.

C. ELECTRICAL PLANS ARE DIAGRAMATIC. LIGHTING AND POWER DEVICE LAYOUT IS APPROXIMATED. COORDINATE ALL LAYOUT DIMENSIONS WITH ARCHITECTURAL PLANS PRIOR TO ROUGH IN.

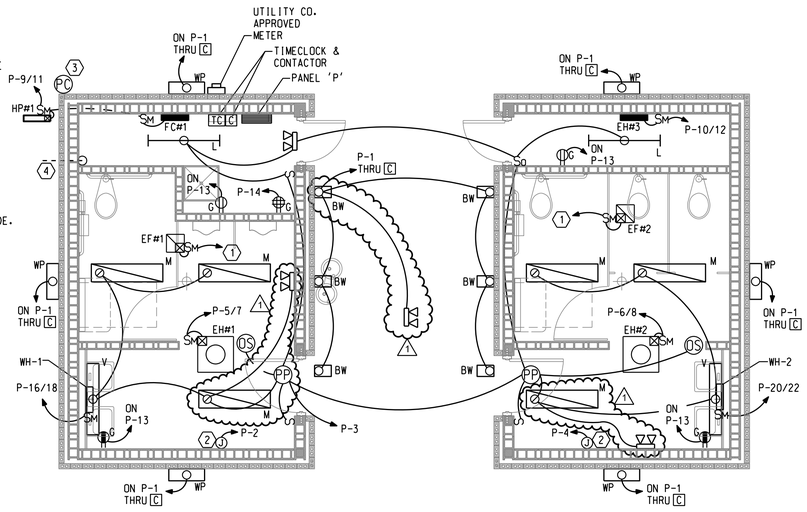
PLAN NOTES:

1. CONNECT TO LOCAL LIGHTING CONTROLS.

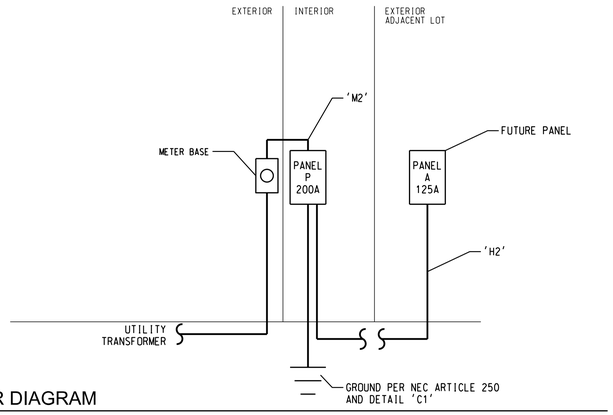
2. PROVIDE POWER FOR HAND DRYER. CONNECT TO PANEL-CIRCUIT INDICATED.

3. PLACE PHOTOCELL ON NORTHSIDE OF THE BUILDING AT THE ROOFLINE.

4. PROVIDE 3" CONDUIT STUB UP WITH PULL STRING FOR FUTURE FIBER OPTIC CABLE INSTALLATION. COORDINATE TERMINATION WITH DATA PROVIDER/OWNER.



1 FLOOR PLAN
SCALE: ¼" = 1'-0"



2 RISER DIAGRAM
SCALE: NTS

LIGHTING FIXTURE SCHEDULE

TYPE	MANUFACTURER	CATALOG NUMBER	LAMPS VOLT	LAMPS QTY	LAMPS TYPE	MOUNTING	REMARKS
L	LITHONIA LIGHTING	MNSS L48 ALO3 MVOLT SWW3	120	--	LED 40W	SURFACE, CEILING	4FT STRIP
M	LITELINE	LEDP-614-**	120	--	LED 30W	RECESSED, CEILING	6"x4' STRIP
V	JESCO LIGHTING	LINSL-D-48-30W-DSW1-OP-BK	120	--	LED 30W	SURFACE, WALL	WALL-MOUNTED VANITY FIXTURE
BW	BEGA	B24089	120	--	LED 19.7W	SURFACE, CEILING	BREEZEWAY WALL WASH
WP	LIGHTWAY	DTPW-16-LEDF1P-4-B1-WTP	120	--	LED 15W	SURFACE, WALL	SCONCE
▽▽	TBD	TBD	120	--	LED --	SURFACE, WALL	EMERGENCY BUGEYE WITH BATTERY

PANEL: P | TYPE: NQ | MOUNTING: SURFACE | AIC RATING: 65K | FDR #: M2
VOLTAGE: 120/208V, 3P, 4W | MAIN: 200 AMP | MCB | SECTIONS: 1 | SERVICE FROM: UTL. METER/XFMR

BREAKER AMPS	BREAKER POLE	FDR #	SERVES	CIRC KW	POLE #	PHASE KW A	PHASE KW B	PHASE KW C	POLE #	CIRC KW	SERVES	FDR #	BREAKER AMPS	BREAKER POLE
20	1	A2	LTG - EXTERIOR	0.00	1	---	---	0.00	2	0.00	HAND DRYER	A2	20	1
20	1	A2	LTG - INTERIOR, EF#1 & 2	0.00	3	0.00	---	---	4	0.00	HAND DRYER	A2	20	1
20	2	A2	EH#1	1.50	5	---	3.00	---	6	1.50	EH#2	A2	20	2
20				1.50	7	---	---	3.00	8	1.50			20	
15	2	A2	FC/HP#1	1.14	9	2.64	---	---	10	1.50	EH#3	A2	20	2
				1.14	11	---	---	2.64	12	1.50			20	
20	1	A2	RECEPTACLES	0.72	13	1.72	---	---	14	1.00	DATA RACK QUAD	A2	20	1
125	2	H2	FUTURE PANEL 'A'	9.36	15	---	12.48	---	16	3.12	WH-1	C1	40	2
				9.36	17	---	---	12.48	18	3.12				
20	1		SPARE	0.00	19	1.56	---	---	20	3.12	WH-2	C1	40	2
20	1		SPARE	0.00	21	---	3.12	---	22	3.12				
20	1		SPARE	0.00	23	---	---	0.00	24	0.00	SPARE		20	1
20	1		SPARE	0.00	25	0.00	---	---	26	0.00	SPD		30	3
20	1		SPARE	0.00	27	---	0.00	---	28	0.00				
20	1		SPARE	0.00	29	---	---	0.00	30	0.00				
						PHASE KW	7.48	18.60	18.12					
						TOTAL KW	44.20							

Town Reviewed Plans Must Be On Site.

LOAD SUMMARY				
Panel: P		Volts: 208		Phase: 3
Load Type	Connected KW	Demand Factor	Demand KW	Phase AMPS
LIGHTING	0.00	1.00	0.00	0.00
RECEPTACLES	4.00	---	4.00	11.10
MISC.	34.70	1.00	34.70	96.32
HEATING	0.00	1.00	0.00	0.00
COOLING	0.00	1.00	0.00	0.00
KITCHEN EQUIP	0.00	1.00	0.00	0.00
MEDICAL EQUIP	0.00	1.00	0.00	0.00
MOTORS	0.00	1.00	0.00	0.00
ELEVATORS	0.00	1.00	0.00	0.00
WATER HEATERS	5.50	1.00	5.50	15.27
SPARE CAPACITY	0.00	1.00	0.00	0.00
Total	44.20	---	44.20	122.69
Minimum feeder AMPS:	1.25	X	122.69	153.36
Feeder AMPS used:	200			

BRANCH CIRCUIT AND FEEDER LEGEND

FEEDER NO.	CONDUIT AND WIRE
A2	½" - 2 #12 & 1 #12 GND.
B3	¾" - 4 #10 & 1 #10 GND.
C1	¾" - 2 #8 & 1 #10 GND.
F4	1¼" - 3 #3
H2	1½" - 3 #1 & 1 #6 GND.
M2	2½" - 4 #3/0 & 1 #6 GND.

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OWNER
TOWN OF FARRAGUT
FARRAGUT, TN

LOCATION
202 BIDDLE FARMS BLVD
FARRAGUT, TN

DATE
CONSTRUCTION DOCUMENTS
02.05.26

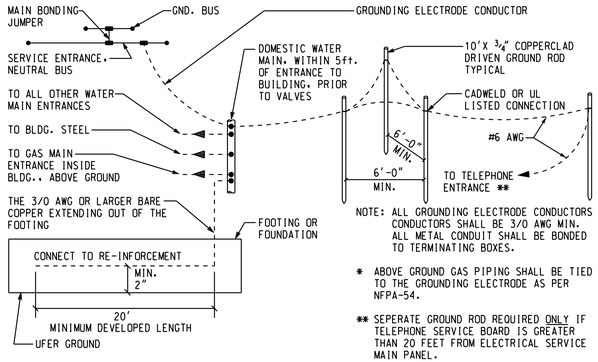
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1	ADDENDUM #1 03/20/2026

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SHEET
ELECTRICAL FLOOR PLAN
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MJM JOB# 25437

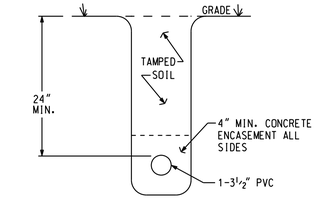
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SERVICE ENTRANCE GROUNDING

SCALE: NONE

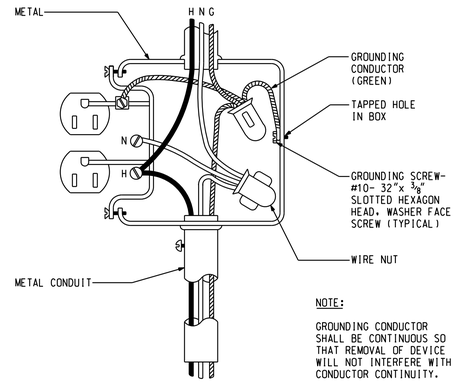
C1



ELECTRICAL SECONDARY SECTION

SCALE: NONE

D4

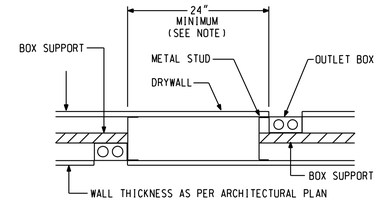


RECEPTACLE GROUNDING DETAIL

SCALE: NONE

F5

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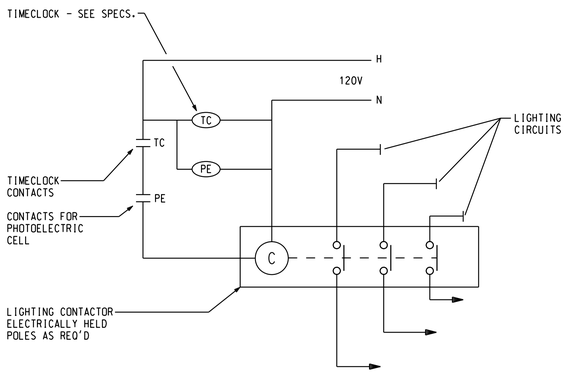


NOTE: THE MINIMUM SHOWN MAY BE REDUCED (IF APPROVED BY LOCAL AUTHORITY) WHEN "WALL OPENING PROTECTIVE MATERIALS" (CLIV) ARE INSTALLED IN ACCORDANCE WITH THEIR CLASSIFICATION REQUIREMENTS. WHEN USED, UL CLASSIFIED MOLDABLE PUTTY PADS MUST BE USED ON BOTH BOXES.

RECEPTACLE SEPARATION IN WALLS

SCALE: NONE

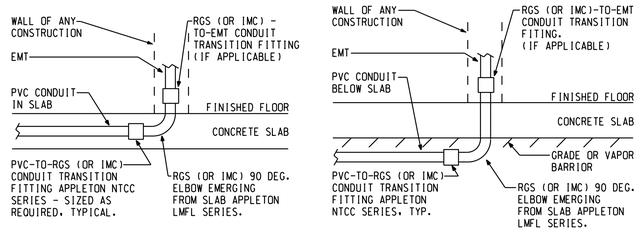
F2



OUTSIDE LIGHTING CONTROL

SCALE: NONE

J1



CONDUIT TRANSITION: PVC-TO-RGS IN SLAB

SCALE: NONE

CONDUIT TRANSITION: PVC-TO-RGS BELOW SLAB

SCALE: NONE

G7

$USER$
$SCALE$

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OWNER
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2026-30 – Biddle Farms Pre Bid and Site Visit Location Map at approx. 126 Biddle Farms Blvd, Farragut, TN 37934



Parking

Add Alt Site

Construction Site

Add Alternate – 2026-30 Biddle Farms Washroom Facilities Build



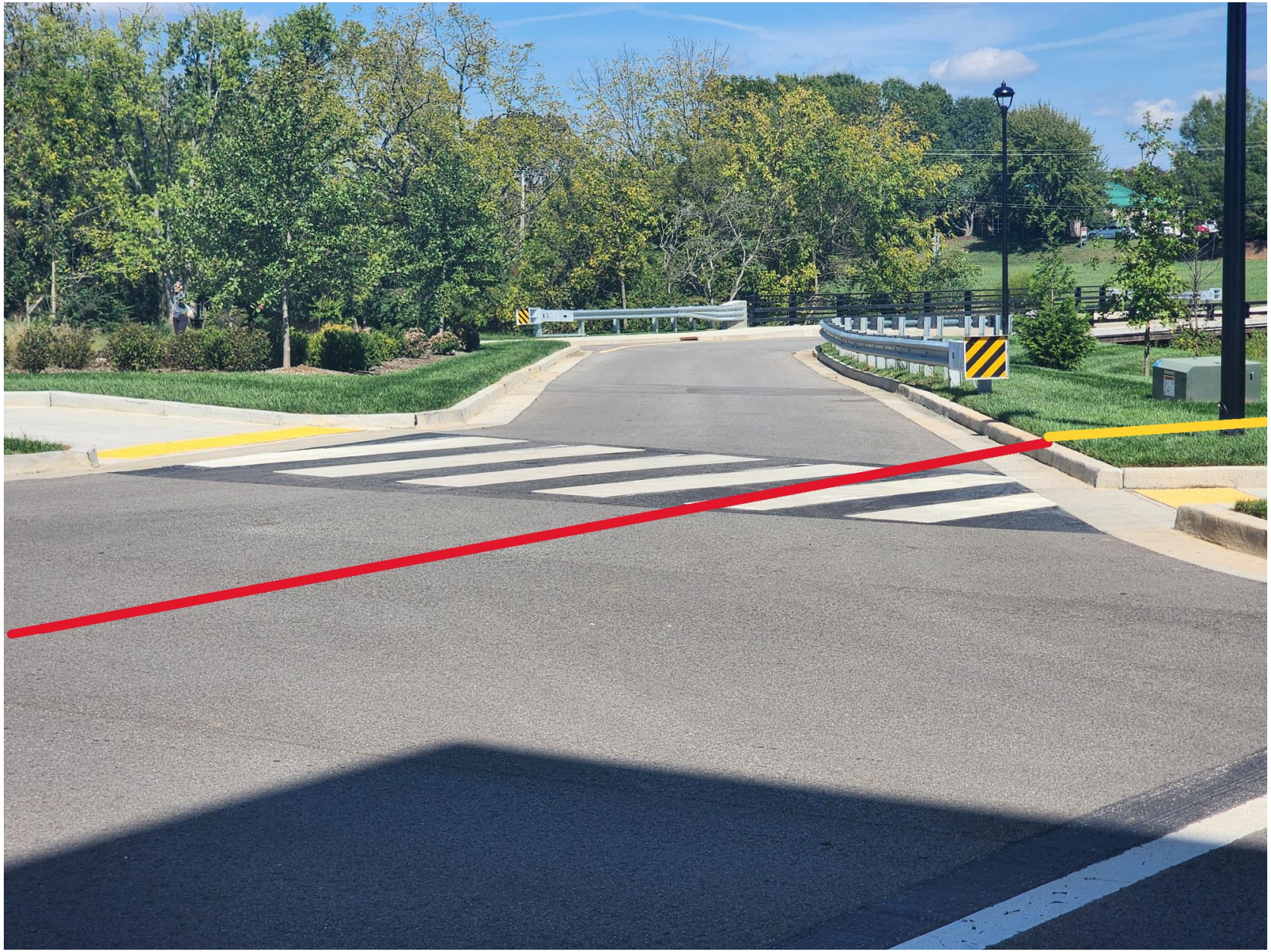
Add Alternate – 2026-30 Biddle Farms Washroom Facilities Build



Add Alternate – 2026-30 Biddle Farms Washroom Facilities Build



Add Alternate – 2026-30 Biddle Farms Washroom Facilities Build



Add Alternate – 2026-30 Biddle Farms Washroom Facilities Build





December 2, 2025

Town of Farragut
727 Fretz Road
Farragut, Tennessee 37934

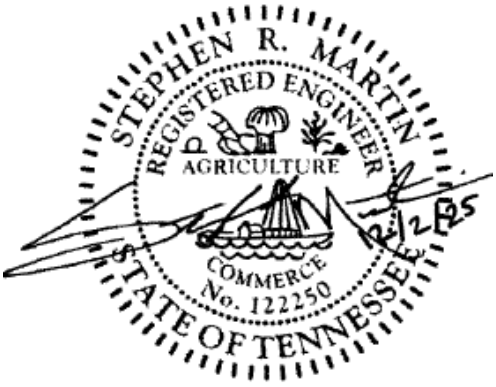
ATTENTION: Mr. Will Wiley
wwiley@townoffarragut.org

SUBJECT: **REPORT OF GEOTECHNICAL EXPLORATION**
Biddle Farm Restrooms
Biddle Farms Boulevard
Farragut, Tennessee 37934
UES Project No. A25109.01205

Dear Mr. Wiley,

We are submitting the results of the geotechnical exploration performed for the subject project. The geotechnical exploration was performed in accordance with our Proposal No. A25109.01205, dated October 15, 2025. The following report presents our findings and recommendations for the proposed project. Should you have any questions regarding this report, or if we can be of any further assistance, please contact us at your convenience.

Sincerely,
UES Professional Solutions 19, LLC (UES)



Stephen R. Martin, P.E.
Geotechnical Department Manager
TN 122,250

Emma Patterson, E.I.
Geotechnical Staff Professional



REPORT OF

GEOTECHNICAL EXPLORATION

Biddle Farm Restrooms

Biddle Farms Boulevard
Farragut, Tennessee 37934

UES Project No. A25109.01205.000

Submitted to:

Town of Farragut
727 Fretz Road
Farragut, Tennessee 37934

Submitted by:

UES Professional Solutions 19, LLC (UES)
2561 Willow Point Way
Knoxville, TN 37931

Phone (865) 539-8242
Fax (865) 539-8252

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APPENDIX A – Figures, General Notes, and Soil Test Boring Records
APPENDIX B – GPRS Utility Findings Map

1.0 INTRODUCTION

1.1 PURPOSE

The purpose of our geotechnical exploration was to explore the subsurface conditions for the proposed restrooms located along Biddle Farms Boulevard in Farragut, Tennessee. This report provides recommendations for general site preparation including excavation and fill requirements, foundation design, slab-on-grade construction and seismic design parameters.

1.2 PROJECT AND SITE DESCRIPTION

Project information was initially provided via email correspondence between Mr. Will Wiley of Town of Farragut and Mr. Adam Hicks of UES, LLC on October 8, 2025. Additional project information was gathered at a site meeting with Town of Farragut and UES personnel on October 14, 2025. We were provided with two documents: one showed the location of the proposed restroom facility while the other illustrated the restroom facility's layout.

We anticipate the restroom facility will be a steel-framed structure with concrete masonry unit (CMU) walls and a brick/composite façade. For purposes of this proposal, we have assumed that maximum column and continuous foundation loads will be on the order of 40 kips and 2 kips per linear foot, respectively.

Based on the KGIS topographic map, the project site appears to be relatively flat, with existing surface elevations ranging from approximately 870 to 872 feet MSL (Mean Sea Level). The drone elevation data we obtained found existing surface elevations ranging from approximately 874.5 to 872 feet MSL at the top of the slope and approximately 866 feet MSL at the bottom. At this time, we anticipate the site will require maximum cuts/fills of 3 feet to facilitate the development.

The proposed site is immediately bordered by Anchor Green Drive to the north, grassy undeveloped land to the east, and a sidewalk followed by Biddle Farms Boulevard to the south and west. At this time, the site consists of a gravel pad. Based on our review of available aerial images (Google Earth & KGIS), the site

experienced periodic clearing and grading activities from 1959 to 2023 until the gravel pad was constructed in 2024. The site has remained relatively unchanged since then.

1.3 SCOPE OF STUDY

This geotechnical exploration involved site reconnaissance, field drilling, and engineering analysis. The following sections of this report present discussions of the field exploration, site conditions, and conclusions and recommendations. Following the text of this report, Appendix A presents figures and test boring records. The scope of our geotechnical engineering services did not include an environmental assessment for determining the presence or absence of wetlands, or hazardous or toxic materials in the soil, bedrock, surface water, groundwater, or air, on, or below, or around this site. Statements in this report or on the boring logs regarding odors, colors, and unusual or suspicious items or conditions are strictly for informational purposes.

2.0 FIELD EXPLORATION

2.1 DRONE ELEVATION DATA

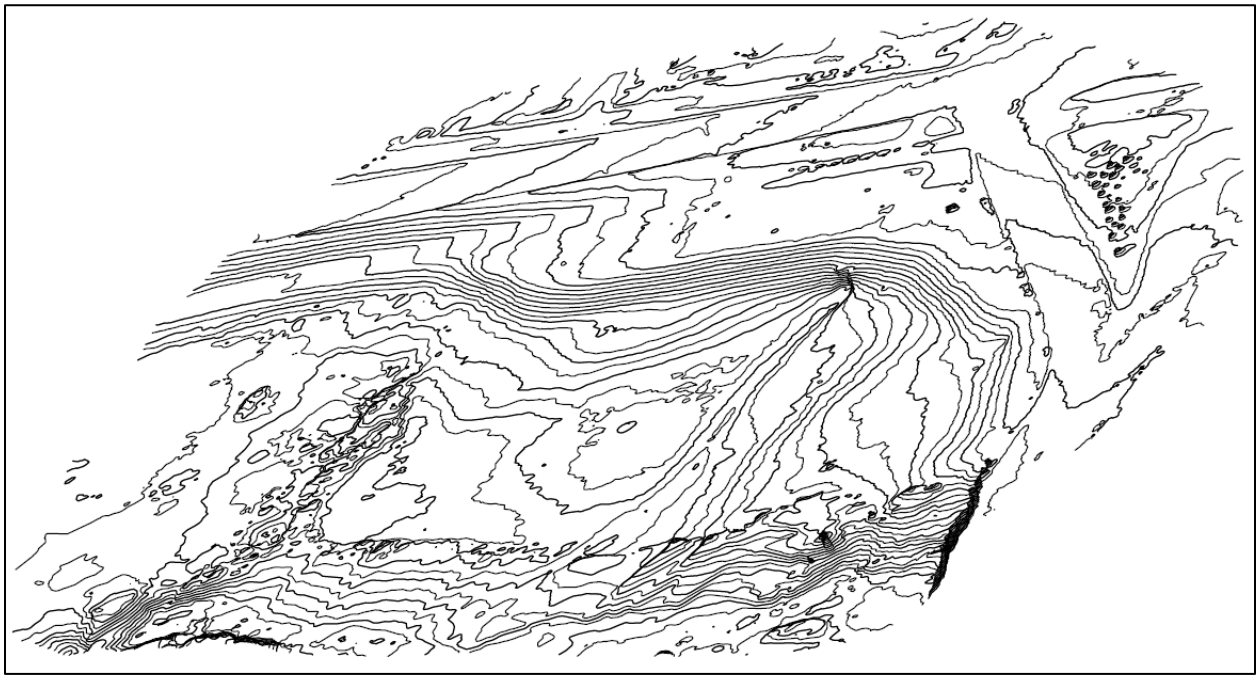
The site's topography was acquired by UES personnel on November 11, 2025, using a small, unmanned aircraft system (sUAS) operated by an FAA Part 107–certified Remote Pilot.

Ground control was collected with RTK-GNSS using the TDOT CORS network and used to post-process the imagery for elevation reference. A DJI Mavic-class sUAS was deployed under suitable weather conditions and in compliance with FAA Part 107 regulations, all applicable airspace authorizations, and landowner permissions.

This service is ***not*** a land survey and may not be used to establish property boundaries or replace the work of a licensed professional surveyor. Deliverables are intended for planning and general engineering purposes. A quality report can be provided upon request displaying flight and postprocessing precision/accuracy of elevation data. Under typical conditions on hard, open surfaces, we target a ground sampling distance (GSD) of approximately 1–3 cm, with expected relative elevation accuracies on the order of a few centimeters (≈0.02–0.2 ft). Actual results vary based on site conditions, flight altitude,

surface texture/vegetation, and control layout and will be reported for each project. The CAD file and link to the 3D model of the site have been provided via email but can be resent upon request.

Figure 1 – Biddle Farm Restrooms' Topography



2.2 SOIL TEST BORINGS

The site subsurface conditions were explored by drilling the three (3) soil test borings across the site. The borings were located in the field by UES personnel using the provided site plan and a hand-held GPS unit.

The soil test borings were drilled on November 11, 2025, and advanced using hollow stem augers and a track-mounted drill rig. The approximate locations of the test borings are shown in Figure 2 in Appendix A of this report. The depths in this report reference the ground surface that existed at the time of the exploration. Detailed logs for soil test borings can also be found in Appendix A.

Standard Penetration Tests (SPT) and split-spoon sampling were performed at approximately 2½-foot intervals in the upper 10 feet and 5-foot intervals thereafter. The drill crew worked in general accordance with ASTM D6151 for Hollow Stem Auger (HSA) drilling. SPT and split-spoon sampling were performed in accordance with ASTM D1586.

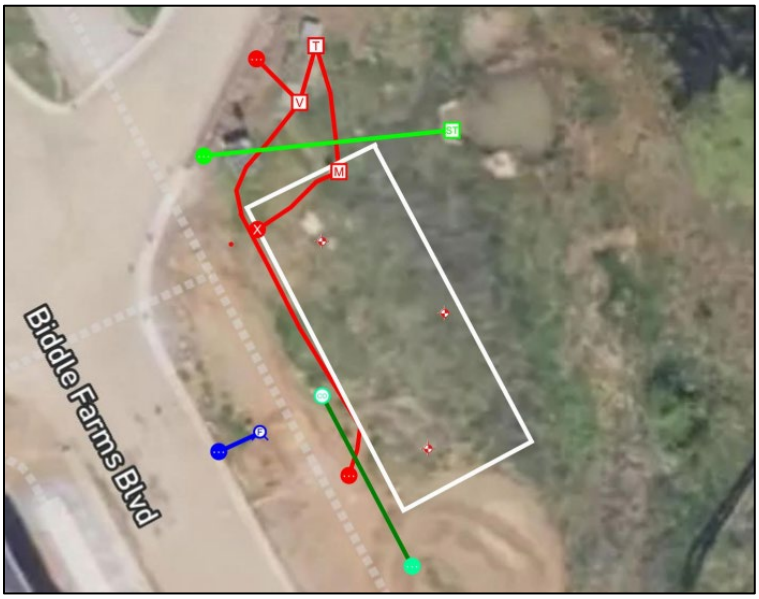
In the split–spoon sampling, a standard 2-inch O.D. split-spoon sampler is driven into the bottom of the boring with a 140-pound hammer falling a distance of 30 inches. The number of blows required to advance the sampler the last 12 inches of the standard 18 inches of total penetration is recorded as the Standard Penetration Resistance (N-value). These N-values are indicated on the boring logs at the testing depth and provide an indication of the consistency of fine-grained soils and relative density of coarse-grained soils.

After completion of the field drilling and sampling phase of this project, the soil samples were returned to our laboratory where they were visually-manually classified in general accordance with the Unified Soil Classification System (USCS – ASTM D2487) by a UES geotechnical professional.

2.3 PRIVATE UTILITY LOCATE

The existing utilities that run into the proposed project site were located on November 10, 2025, using ground penetrating radar (GPR). Ground Penetrating Radar (GPR) methods were utilized to scan the entirety of the proposed project area for underground utilities. Upon completion, the lines were marked in the field and mapped using surveying equipment. The final drawing of the utilities located is provided below and in the Appendices. Additional documents (KMZ File, SHP File, and additional drawings) have been provided via email but can be resent if necessary.

Figure 2 – Biddle Farm Restrooms' Private Utilities



3.0 SUBSURFACE CONDITIONS

3.1 GEOLOGIC CONDITIONS

The project site lies within the Appalachian Valley and Ridge Physiographic Province of East Tennessee. This Province is characterized by elongated, northeasterly-trending ridges formed on highly resistant sandstone and shale. Between ridges, broad valleys and rolling hills are formed primarily on less resistant limestone, dolomite and shale.

Published geologic information indicates the project site is underlain by bedrock of the Copper Ridge Dolomite formation of the Knox Group. This formation is generally composed of gray, coarse to medium-grained, knotty dolomite in the upper zone and dark-gray crystalline dolomite in the lower zone. This formation typically weathers to produce a thick silty clay residual soil with dark iron stains. Silica in the form of chert is resistant to weathering and scattered in various quantities throughout the residuum.

Since the bedrock underlying this site contains carbonate rock (i.e. limestone/dolomite), it is susceptible to the hazards of irregular weathering, cave and cavern conditions, and overburden sinkholes. Carbonate rock, while appearing very hard and resistant, is soluble in slightly acidic water. This characteristic, plus differential weathering of the bedrock mass is responsible for these hazards. Of these hazards, the occurrence of sinkholes is potentially the most damaging to overlying soil-supported structures. Sinkholes occur primarily due to differential weathering of the bedrock and flushing or raveling of overburden soil into the cavities within the bedrock. This loss of solids creates a cavity, or dome, in the overburden. Growth of the cavity over time, or excavation over the dome, can create a condition in which rapid subsidence, or collapse, of the roof of the dome occurs.

A certain degree of risk with respect to sinkhole formation and subsidence should be considered at any site located within carbonate geologic settings. A rigorous effort to assess the potential for sinkhole development at this site was beyond our scope-of-services for this project. However, a few closed depressions, which are indicative of past sinkhole activity, were observed on the United States Geological Survey (USGS – Lovell Quadrangle, TN) topographic map in the immediate vicinity of this site.

It is our opinion that the risk of sinkhole development at this site is no greater than at other sites located within similar geologic settings which have been developed successfully. However, the owner must be willing to accept a relatively low to moderate risk of future sinkhole development at this site. The risk of sinkhole development can be reduced by following the recommendations provided in the *Sinkhole Corrective Actions* (Section 5.6) section of this report.

3.2 SUBSURFACE CONDITIONS

The following subsurface description is of a generalized nature to highlight the subsurface stratification features and material characteristics at the boring locations. The boring logs included in Appendix A of this report should be reviewed for specific information at each boring location. Information on actual subsurface conditions exists only at the specific boring locations and is relevant only to the time that this exploration was performed. Variations may occur and should be expected at the site.

Surficial & Fill Materials

A clear and obvious surficial layer was not encountered in the borings. We anticipate the actual depth of surficial materials may vary significantly across the site and between our widely spaced borings. As such, we recommend the contractor evaluate the surficial material depths for bidding purposes.

Initially, each boring encountered apparent fill materials that extended to depths ranging from approximately 8 to 9 feet below the existing ground surface. The fill generally consisted of reddish brown, orangish brown, brown, dark gray, and tan fat (high plasticity) and lean (low plasticity) clays with varying amounts of gravel and sand. In addition, varying amounts of deleterious materials, such as organics and asphalt fragments, were noted in one boring (B-2).

The SPT N-values within the fill materials generally ranged from 2 to 14 blows per foot (bpf), indicating very soft to stiff consistencies within the fine-grained soils. We note that the SPT N-values may have been inflated by denser materials, such as gravel and asphalt fragments, within the fill matrix.

Residual Soils

Beneath the fill materials, apparent residual soils were encountered in each boring generally consisting of brow, gray, and tan lean clays with varying amounts of sand, silt, and chert fragments. The SPT N-values within the residual soils generally ranged from 4 to 21 bpf, indicating soft to very stiff consistencies within the fine-grained soils. We note that SPT N-values greater than 15 may have been influenced by the presence of denser materials, such as chert fragments.

Auger Refusal

Auger refusal was encountered in each boring at depths ranging from approximately 11 to 11.9 feet below existing grade. Auger refusal is a designation applied to materials that cannot be penetrated by the power auger. Auger refusal may indicate hard materials, such as rock boulders, ledges or pinnacles, or the top of continuous bedrock.

Groundwater

Groundwater was not encountered at the test locations at the time of our drilling activities. We note that stabilized water levels can sometimes be difficult to obtain as the encountered soils are known to be relatively impermeable. In addition, each boring was backfilled upon completion in consideration of safety so delayed water levels were not recorded. It is possible for groundwater to exist within the depths explored during other times of the year depending upon climatic and rainfall conditions. Additionally, discontinuous zones of perched water may exist within the overburden materials. The groundwater information presented in this report is the information that was collected at the time of our field activities.

4.0 CONCLUSIONS AND RECOMMENDATIONS

4.1 SITE ASSESSMENT

Based on the results of our geotechnical exploration, it is our opinion that the site is generally adaptable for the proposed construction. However, certain geotechnical challenges will likely present themselves during site development, which we have outlined in the following paragraphs. At the time of our field activities, the site was an open gravel parcel which was graded during the construction of the adjacent development.

Each boring initially encountered apparent fill materials that extended to depths ranging from approximately 8 to 9 feet below the existing grade. These materials consisted of fat and lean clays with gravel and sand. In addition, varying amounts of deleterious materials, such as organics and asphalt fragments, were noted in one boring (B-2).

Accordingly, there are certain risks associated with construction on these types of fills. The risk primarily consists of excessive and/or non-uniform settlement caused by extensive zones or pockets of soft, loose, or uncompacted material or extensive zones of deleterious materials. In addition, the existing materials (both fill and residual) across the site had variable depths of lower consistency soils. These materials are defined as very soft to firm fine-grained materials.

At this time and if the owner can accept some risk, we anticipate the most economical solution would be to overexcavate foundation elements through the lower consistency fill to bear on underlying stiff or better residual soil or approved fill. The foundation excavations may be backfilled to proposed bearing elevation with flowable fill or foundations extended to that depth. Based on the materials encountered during our exploration, this may include additional excavations of 2 to 5 feet beyond proposed foundations. These areas should be evaluated by the geotechnical engineer.

We note that this remediation effort will not improve slab on grade support and some additional undercutting may be necessary to improve slab on grade support. Subgrades for lightly loaded slabs can typically be supported on materials that proofroll successfully. Proofrolling should be observed by a geotechnical engineer or by a qualified representative in order to help identify areas requiring subgrade support correction. These corrections may include a limited undercut (approximately 2 feet) and replacement.

In addition, we note an approximate 8-foot slope along the northeastern perimeter, with existing surface elevations ranging from approximately 874.5 to 872 feet MSL at the top of the slope and approximately 866 feet MSL at the bottom. As the structure footprint has not been proposed, we strongly recommend the client consider the potential for foundations falling within the zone of influence. At a minimum, we would recommend the foundations be 5 feet away from the crest of the slope OR extended vertically 2/3 the height

of the slope to help resist sliding. Once a footprint has been determined, UES can help further assist in determining foundation elevations.

In addition, most locations encountered materials classified as high plasticity (fat) clayey soils at various depths. Therefore, we anticipate these materials will be encountered during construction activities. Typically, these materials are marginally suitable for foundation, slab, or pavement support and will likely impede site grading activities as they are susceptible to moisture changes. We have provided recommendations pertaining to the fat clayey soils in this report.

We strongly encourage the client to confer with the design team and a contractor with regard to the recommendations contained in this report, in an effort to assess potential costs and schedule. Additional onsite testing during construction can further classify the existing materials' suitability for reuse as soil fill.

4.2 SITE PREPARATION

4.2.1 Subgrade

Site stripping within the proposed construction areas (building) should include the removal of vegetation (if encountered), unsuitable fill, gravel, organics, deleterious materials (if encountered), and rock fragments greater than 6 inches. The stripping operations should extend a minimum of 10 feet beyond building footprints. These areas should be observed by a geotechnical engineer upon grading to confirm the recommendations in this report are followed.

After the completion of stripping operations and excavation to reach the planned subgrade elevation, we recommend that the subgrade be proofrolled with a fully loaded, tandem-axle dump truck or other pneumatic-tired construction equipment of similar weight. The geotechnical engineer or his representative should observe proofrolling. Areas judged to perform unsatisfactorily (e.g., pumping and/or rutting) by the engineer should be undercut and replaced with structural soil fill or remediated at the geotechnical engineer's recommendation. Areas to receive structural soil fill should also be proofrolled prior to the placement of new fill.

4.2.2 Structural Soil Fill

Material considered suitable for use as structural fill should be clean soil free of organics and other deleterious material, containing no rock fragments greater than 6 inches in dimension. Preferably, structural soil fill material should have a standard Proctor maximum dry density of 90 pounds per cubic foot (pcf), or greater, and a PI value of 35 percent, or less. The material to be used as structural fill should be tested by the geotechnical engineer to confirm that it meets the project requirements before being placed.

Based on our exploration, the soils classified as low plasticity (lean) clay and free of deleterious materials may be suitable for re-use as structural soil fill. Further assessment of the onsite materials can be made during observation of the undercut and earthwork activities performed on-site or prior to construction using test pits. The higher plasticity materials may be mixed with lower plasticity materials during earthwork grading to produce a material that meets the recommended criteria, or the material treated using lime or cement to lower the soil plasticity.

Structural fill should be placed in loose, horizontal lifts not exceeding 8 inches in thickness. Each lift should be compacted to at least 98 percent of the soil's maximum dry density per the standard Proctor method (ASTM D698) and within the range of minus (-) 2 percent to plus (+) 3 percent of the optimum moisture content. Each lift should be tested by geotechnical personnel to confirm that the contractor's method is capable of achieving the project requirements before placing subsequent lifts. Areas that have become soft or frozen should be removed before the additional structural fill is placed.

4.2.3 Dense Graded Aggregate

Dense Graded Aggregate (DGA) may be used as a backfill in undercut excavations and in utility trench excavations. The DGA used for this section should be Type A and Grading D or E in accordance with Section 903.05 of the Tennessee Department of Transportation (TDOT) specifications. The DGA fill should be placed in loose, horizontal lifts not exceeding 8 inches in loose thickness. Each lift should be compacted to at least 98 percent of maximum dry density per the standard Proctor method (ASTM D 698). Each lift should be compacted, tested by geotechnical personnel, and approved before placing subsequent lifts.

4.3 SHALLOW FOUNDATIONS

4.3.1 Shallow Foundations

Upon completion of site preparation, as previously recommended and based on our limited understanding of proposed grades, it is our opinion the proposed building can be supported on conventional spread footing foundations bearing on approved properly compacted structural soil fill or suitable residual materials in accordance with the recommendations of this report. We recommend that if soft or unstable soils are encountered during footing excavation, they be undercut and backfilled with structural soil fill in the building area. Spread and continuous footings supported on properly placed and compacted structural soil fill or suitable residual soils can be designed for an allowable soil bearing capacity of 2,000 psf.

We recommend that continuous foundations be a minimum of 18 inches wide and isolated spread footings be a minimum of 24 inches wide to reduce the possibility of a localized punching shear failure. Exterior foundations should be designed to bear at least 18 inches below the finished exterior grade to develop the design bearing pressure and to protect against frost heave.

As previously mentioned, we also recommend the bottom of foundations near the existing slope be a minimum of 5 feet off the crest or extended vertically an additional 3 feet to reduce the potential for sliding.

The available lateral capacity of shallow foundations includes a soil lateral pressure and coefficient of friction as described in the IBC, Section 1806. Footings will be embedded in a material similar to those described as Class 5 in Table 1806.2. Where footings are cast neat against the sides of excavations, an allowable lateral bearing pressure of 100 psf per foot depth below natural grade may be used in computations. Resistance to lateral sliding represented by a value of adhesion of 130 psf may be used for clays similar to those described as soil Class 5. An increase of one-third in the allowable lateral capacity may be considered for transient load combinations, including wind or earthquake unless otherwise restricted by design code provisions.

A geotechnical representative should be retained to perform foundation subgrade tests to confirm that the recommendations provided in this report are consistent with the site conditions encountered. Some undercutting of lower consistency fill soils where encountered in foundation excavations should be anticipated. A dynamic cone penetrometer (DCP) is commonly utilized to provide information that is

compared to the data obtained in the geotechnical report. Where unacceptable materials are encountered, the material should be excavated to stiff, suitable soils or remediated at the geotechnical engineer's direction.

Based on the known subsurface conditions, geology, and past experience, we estimate foundations supported on the recommended structural soil fill or other approved soils should experience maximum total and differential settlements of less than 1 inch and ¾ of an inch, respectively. The settlement information provided was with maximum column and continuous foundation loads on the order of 40 kips and 2 kips per linear foot (kpf), respectively, and an allowable bearing pressure of 2,000 psf. Additionally, this information assumes that the site is prepared in accordance with our recommendations provided in this report. If these parameters are determined to be incorrect, we should be notified to reevaluate the settlements for the building.

4.3.2 Slabs-on-Grade

Following the recommended site preparation activities, it is our opinion that the floor slab can be grade supported by either suitable residual soils or structural soil fill. Observing proofrolling of the subgrade, as discussed earlier in this report, should be accomplished to identify soft or unstable soils which should be removed from the floor slab area prior to fill placement and/or floor slab construction.

We recommend that a minimum 4-inch-thick granular mat be placed beneath the floor slab to enhance drainage and provide a capillary break. The subgrade should be proofrolled and approved prior to the placement of the crushed stone. Based on the conditions encountered on this site, we recommend that the floor slabs be designed using a subgrade modulus of 100 pounds per cubic inch (pci). This modulus is appropriate for small diameter loads (i.e. a 1ft x 1ft plate) and should be adjusted for wider loads.

4.4 SEISMIC DESIGN CRITERIA

In accordance with the International Building Code (IBC) 2018 and ASCE 7-22 we are providing the following seismic design information. After evaluating the SPT N-value data from the soil test borings, it was determined that the subsurface conditions at the site most closely matched the description for “Seismic Site Class D” or “Stiff Soil”. Table 1 provides the spectral response accelerations for short and 1-second periods, which may be used for design.

Table 1 – Seismic Design Parameters – ASCE 7-22

Structure	S_s g	S_1 g	S_{DS} g	S_{D1} g
Proposed Biddle Farm Restrooms - Farragut, TN	0.6	0.13	0.4	0.18

The short and 1-second period values indicate the structure should be assigned a Seismic Design Category "C" using the published information. The provided values are based on the results of our field exploration and the assumption that the structure will be designed utilizing a Risk Category I, II, or III. If these assumptions are incorrect, we should be contacted to reevaluate the seismic design information.

In accordance with IBC 2018 section 1803.5.11, we have provided a discussion on the following geologic and seismic hazards: slope instability, liquefaction, total/differential settlement, and surface displacement due to faulting or seismically induced lateral spread or lateral flow.

Liquefaction occurs when soil, primarily saturated cohesionless soils, undergo a loss in strength due to monotonic, transient, or repeated disturbance that commonly occurs during a seismic event (Kramer 1996). This loss of strength occurs due to increased pore water pressures caused by an undrained condition. The increase in pore water pressure decreases the effective stress in the soil, thus reducing the soil's ability to support any applied loads. For liquefaction to occur, there must be an increase in pore pressure meaning the soil must be saturated and behave in an undrained condition. According to the NHI 2011 Reference Manual on LRFD Seismic Analysis and Design of Transportation Geotechnical Features and Structural Foundations, if any of the following criteria are satisfied, then a significant liquefaction hazard does not exist:

- The geologic materials underlying the site are either bedrock or have very low liquefaction susceptibility according to the relative susceptibility ratings shown in the Estimated Susceptibility of Sedimentary Deposits to Liquefaction During Strong Ground Motion table presented by Youd and Perkins in 1978.
- The soils below the groundwater table at the site are one of the following:
    - Clayey soils which have a clay content greater than 15%, liquid limit greater than 35%, or natural water content less than 90% of the liquid limit.
    - Sand with a minimum corrected SPT $(N_1)_{60}$ value of 30 blows/foot.

- The water table is deeper than 50 feet below the ground surface or proposed finished grade at the site.

We note that the borings encountered plastic soils having clay contents likely above 15 percent. Additionally, based on experience in this geologic region and the immediate vicinity of the site, it is our opinion that a liquefaction hazard does not exist for the subject development. As such, we do not expect significant additional total and differential settlement, lateral soil movement, reduction in bearing capacity or lateral soil reaction, permanent increase in lateral soil pressure, or flotation of buried structures per Sections 1803.5.11 of the 2018 IBC.

We also noted mapped faults on the geologic maps we reviewed for this project near the site. However, the known faults within the East Tennessee valley are generally ancient, with no known active faults reaching the surface. Therefore, our opinion is that surface displacement due to faulting or seismically induced lateral spreading or lateral flow is not a seismic hazard that will affect the subject development. In addition, seismically induced slope instability is not expected to be a seismic hazard affecting the subject development.

5.0 CONSTRUCTION CONSIDERATIONS

5.1 FOUNDATION CONSTRUCTION

Foundation excavations should be opened, the subgrade evaluated, remedial work performed (if required), and concrete placed in an expeditious manner. Exposure to weather often reduces foundation support capabilities, thus necessitating remedial measures prior to concrete placement. It is also important that proper surface drainage be maintained both during construction (especially in terms of maintaining dry footing trenches) and after construction. Soil backfill for footings should be placed in accordance with the recommendations for structural fill presented herein.

5.2 EXCAVATIONS

Auger refusal was encountered in each boring at depths ranging from approximately 11 to 11.9 feet below existing grade. Auger refusal conditions generally correspond to materials that require difficult excavation methods such as ripping, chipping (by track-mounted hydraulic hammers), or blasting for removal. However, excavation equipment varies, and field refusal conditions may vary. Generally, the weathering process is erratic and variations in the rock profile can occur in small lateral distances.

Based on the existing grades, we have assumed the site will require maximum cuts/fills of 3 feet to facilitate the development. Therefore, we do not anticipate that difficult excavation techniques will be necessary for most, if not all, construction activities. However, we anticipate that if a shallow rock is encountered, it can be removed with hydraulic hammers or other conventional construction equipment methods. **Once grading plans are finalized, UES should be allowed to review and revise recommendations, as necessary.**

Excavations should be sloped or shored in accordance with local, state, and federal regulations, including OSHA (29 CFR Part 1926) excavation trench safety standards. The contractor is usually solely responsible for site safety. This information is provided only as a service, and under no circumstances should UES be assumed responsible for construction site safety.

5.3 MOISTURE-SENSITIVE SOILS

The plastic fine-grained soils encountered at this site will be sensitive to disturbances caused by construction traffic and changes in moisture content. During wet weather periods, increases in the moisture content of the soil can cause a significant reduction in the soil's strength and support capabilities. Construction traffic patterns should be varied to prevent the degradation of previously stable subgrade. In addition, the soils at this site that become wet may be slow to dry and thus significantly retard the progress of grading and compaction activities. We caution if site grading is performed during the wet weather season; increases in the undercut volumes should be expected.

Further, for site fills, methods such as discing and allowing the material to dry will be required to meet the required compaction recommendations. It will, therefore, be advantageous to perform earthwork and foundation construction activities during dry weather. However, November through March is typically the difficult grading period due to the limited drying conditions that exist.

5.4 HIGH PLASTICITY SOIL CONSIDERATIONS

Based on our experience in the East Tennessee area, soils with plasticity indices (PI) less than 30 percent have a slight potential for volume changes with changes in moisture content, and soils with a PI greater than 50 percent are highly susceptible to volume changes. Between these values, we consider the soils to be moderately susceptible to volume changes.

Plastic soils have the potential to shrink or swell with significant changes in moisture content. At sites that have high plasticity soils, certain precautions should be considered to minimize or eliminate the potential for volume changes. The most effective way to eliminate the potential for volume changes is to remove highly plastic soils and replace them with compacted fill of non-expansive material. Testing and recommendations for the required depth of removal can be provided if needed. If removal of the highly plastic soils is not desirable, then measures should be taken to protect the soils from excessive amounts of wetting or drying. In addition, modification of the soils by lime or cement treatment can be utilized to reduce the soil plasticity.

Several construction considerations may reduce the potential for volume changes in the subgrade soils. Foundations should be excavated, checked, and concreted on the same day to prevent excessive wetting or drying of the foundation soils. The floor subgrade should be protected from excessive drying and wetting by covering the subgrade prior to slab construction. The site should be graded in order to drain surface water away from the building both during and after construction.

Installing moisture barriers around the perimeter of the slab will help limit the moisture variation of the soil and reduce the potential for shrinking or swelling. In addition, roof drains should discharge water away from the building area and foundations. Heat sources should be isolated from foundation soils to minimize drying of the foundation soils. Trees and large shrubs can draw large amounts of moisture from the soil during dry

weather and should be kept well away from the building to prevent excessive drying of the foundation soils. Watering of lawns or landscaped areas should be performed to maintain moisture levels during dry weather.

Structural details to make the building flexible should be considered to accommodate potential volume changes in the subgrade. Floor slabs should be liberally jointed to control cracking, and the floor slab should not be structurally connected to the walls. Walls should incorporate sufficient expansion/contraction joints to allow for differential movement.

5.5 DRAINAGE AND SURFACE WATER CONCERNS

To reduce the potential for additional undercut and construction-induced sinkholes, water should not be allowed to collect in the foundation excavations, on floor slab areas, or on prepared subgrades of the construction area either during or after construction. Undercut or excavated areas should be sloped toward one corner to facilitate the removal of collected rainwater, subsurface water, or surface runoff. Positive site surface drainage should be provided to reduce infiltration of surface water around the perimeter of the building and beneath the floor slab. The grades should be sloped away from the building and surface drainage should be collected and discharged such that water is not permitted to infiltrate the backfill and floor slab areas of the building.

Significant construction dewatering is not anticipated for site grading based on our limited understanding of the proposed grading. However, seasonal fluctuations and runoff from adjacent properties may occur once construction begins. If seepage or runoff is encountered at shallow depths, it is anticipated that it can be controlled by simple means such as pumping from sumps or the use of perimeter trenches to collect and discharge the water away from the work area. We recommend all excavations where groundwater is encountered be observed on an individual basis to determine if interior drain systems are required.

5.6 SINKHOLE RISK REDUCTION AND CORRECTIVE ACTIONS

Based on our experience, corrective actions can be performed to reduce the potential for sinkhole development. These corrective actions would decrease but not eliminate the potential for sinkhole development. Much can be accomplished to decrease the potential of future sinkhole activity by proper grade selection and through the establishment of positive site drainage.

In general, the portions of a site that are excavated to achieve the desired grades will have a higher risk of sinkhole development than the areas that are filled, because of the exposure of relic fractures in the soil to rainfall and runoff. On the other hand, those portions of a site that receive a modest amount of fill (or that have been filled in the past) will have a decreased risk of sinkhole development caused by rainfall or runoff because the placement of a cohesive soil fill over these areas effectively caps the area with a relatively impervious “blanket” of remolded soil.

Although it is our opinion that the risk of ground subsidence associated with sinkhole formation cannot be eliminated, however, we have found that several measures are useful in site design and development to reduce this potential risk. These measures include:

- Maintaining positive site drainage to route surface waters well away from structural areas both during construction and for the life of the structure.
- The scarification and re-compaction of the upper 6 to 10 inches of soil in earthwork cut areas.
- Verifying that subsurface piping is carefully constructed, and pressure tested prior to its placement in service. Maintain the subsurface piping and pool to identify leaks and correct them in a timely manner.

Considerations when building within a sinkhole-prone area are to provide positive surface drainage both during and after construction. Backfill in utility trenches or other excavations should consist of compacted, well-graded material such as dense graded aggregate or compacted on-site soils. The use of an open-graded stone (such as No. 57 stone) is not recommended unless the stone backfill is provided an exit path and not allowed to the pond. If sinkhole conditions are observed, the type of corrective action is most appropriately determined by a geotechnical engineer on a case-by-case basis.

6.0 LIMITATIONS

This report has been prepared in accordance with generally accepted geotechnical engineering practice for specific application to this project. This report is for our geotechnical work only, and no environmental assessment efforts have been performed. The conclusions and recommendations contained in this report are based upon applicable standards of our practice in this geographic area at the time this report was prepared. No other warranty, express or implied, is made.

The analyses and recommendations submitted herein are based, in part, upon the data obtained from the exploration. The nature and extent of variations between the borings will not become evident until construction. If variations appear evident, then we will re-evaluate the recommendations of this report. In the event that any changes in the nature, design, or location of the structures are planned, the conclusions and recommendations contained in this report will not be considered valid unless the changes are reviewed, and conclusions modified or verified in writing. Also, if the scope of the project should change significantly from that described herein, these recommendations may need to be re-evaluated.

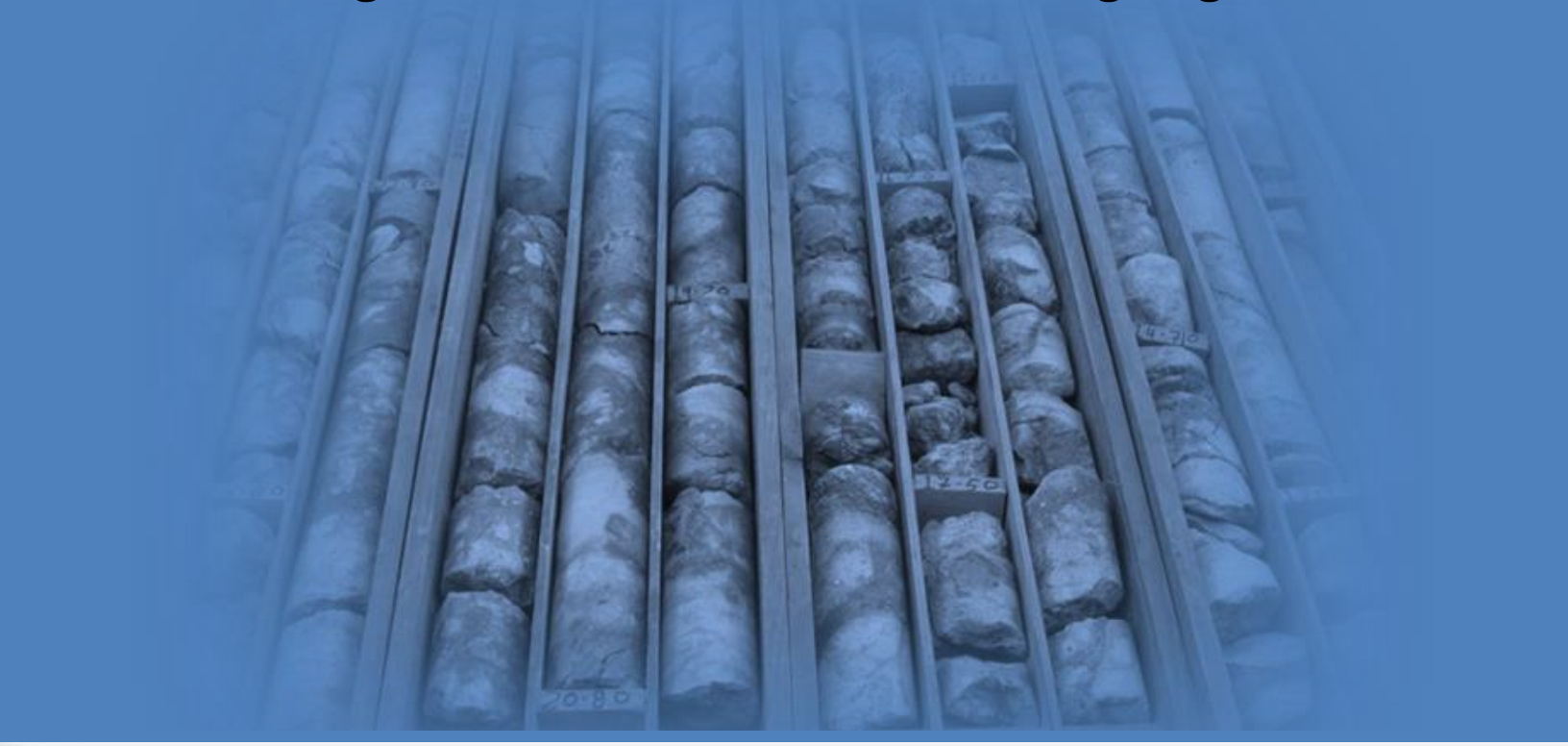


APPENDICES



APPENDIX A

Figures, General Notes, & Boring Logs



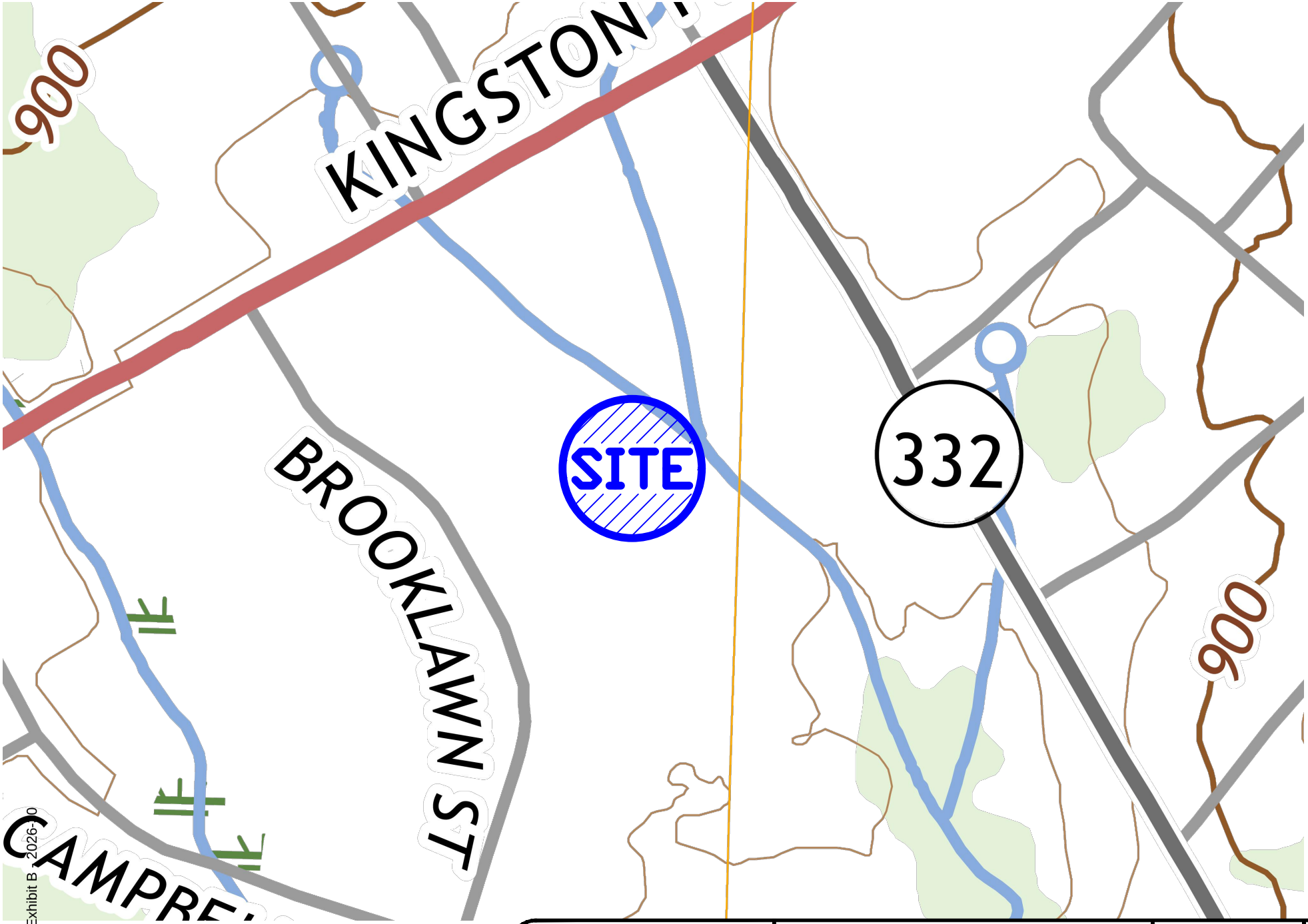


Exhibit B - 2026-00

NOTES:

1.) BASE MAP: USGS QUADRANGLE (LOVELL, TENNESSEE)

UES™
2561 Willow Point Way, Knoxville, TN 37931
Office: 865-539-8242 Fax: 865-539-8252

SITE VICINITY MAP

BIDDLE FARM RESTROOMS

BIDDLE FARMS BOULEVARD

FARRAGUT, TENNESSEE 37934

DRAWN BY:	KSR
APPROVED BY:	SRM
SCALE:	N.T.S.
JOB NO.:	A25109.01205.000
DATE:	11/21/25

FIGURE 1

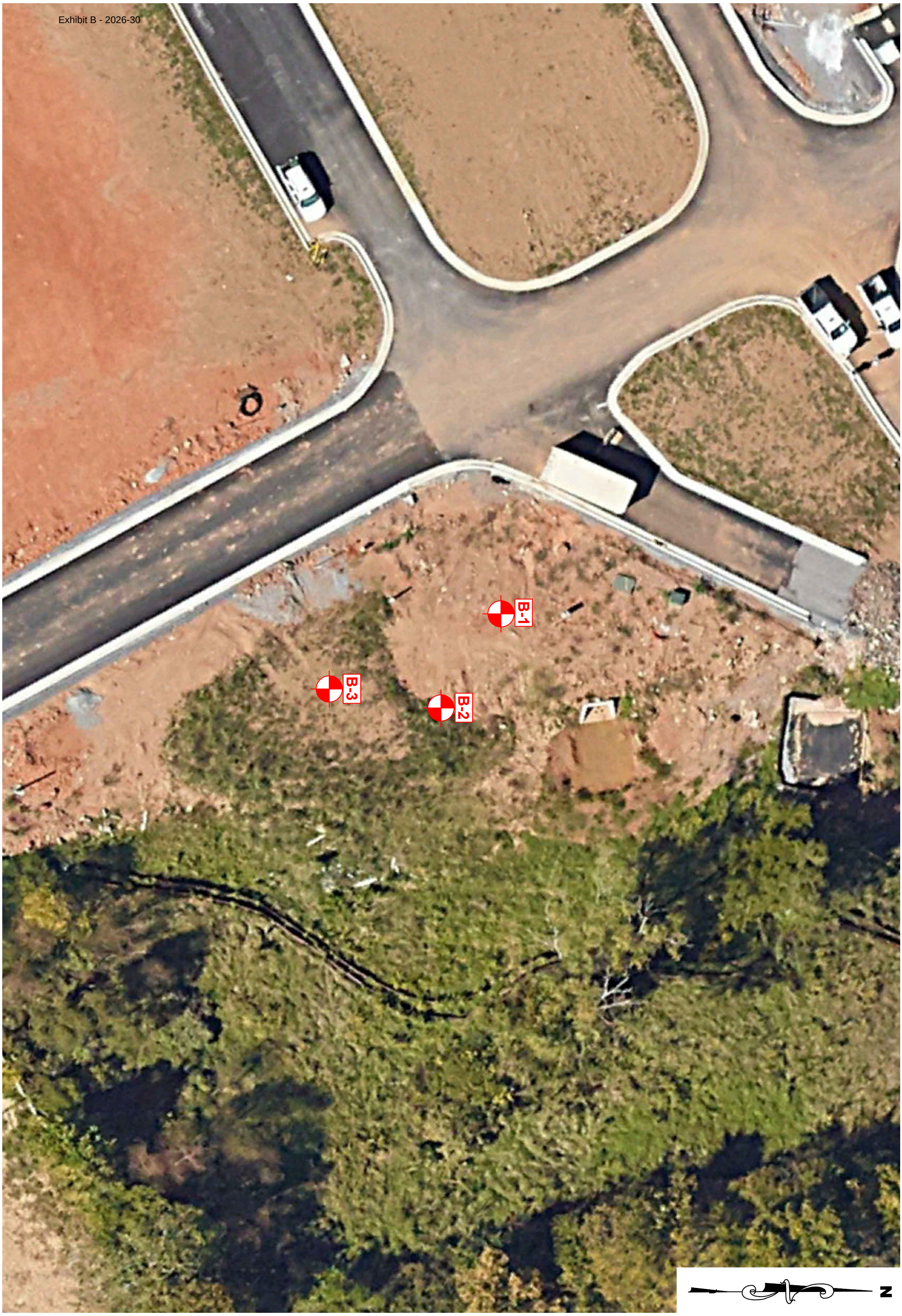


Figure 2

UES™
2561 Willow Point Way, Knoxville, TN 37931
Office: 865-539-8242 Fax: 865-539-8252

DRAWN BY:	KSR
APPROVED BY:	SRM
SCALE:	N.T.S.
JOB NO.:	A25109.01205.000
DATE:	11/21/25

SOIL TEST BORING LOCATION PLAN

BIDDLE FARM RESTROOMS

BIDDLE FARMS BOULEVARD

FARRAGUT, TENNESSEE 37934

NOTES:

1.) BORING LOCATIONS ARE SHOWN IN GENERAL ARRANGEMENT ONLY.
2.) DO NOT USE BORING LOCATIONS FOR DETERMINATIONS OF DISTANCES OR QUANTITIES.
3.) BASE MAP PROVIDED BY: Google Earth

LOCATION OF SOIL TEST BORINGS

SOIL CLASSIFICATION CHART PER USCS (ASTM D 2488)

PRIMARY DIVISIONS			SECONDARY DIVISIONS		
			GROUP SYMBOL	GROUP NAME	
COARSE-GRAINED SOILS more than 50% retained on No. 200 sieve	GRAVEL more than 50% of coarse fraction retained on No. 4 sieve	CLEAN GRAVEL less than 5% fines	GW	well-graded GRAVEL	
			GP	poorly-graded GRAVEL	
		GRAVEL with DUAL CLASSIFICATIONS 5% to 12% fines	GW-GM	well-graded GRAVEL with silt	
			GP-GM	poorly-graded GRAVEL with silt	
			GW-GC	well-graded GRAVEL with clay	
			GP-GC	poorly-graded GRAVEL with clay	
		GRAVEL with FINES more than 12% fines	GM	silty GRAVEL	
			GC	clayey GRAVEL	
			GC-GM	silty, clayey GRAVEL	
	SAND 50% or more of coarse fraction retained on No. 4 sieve	CLEAN SAND less than 5% fines	SW	well-graded SAND	
			SP	poorly-graded SAND	
		SAND with DUAL CLASSIFICATIONS 5% to 12% fines	SW-SM	well-graded SAND with silt	
			SP-SM	poorly-graded SAND with silt	
			SW-SC	well-graded SAND with clay	
			SP-SC	poorly-graded SAND with clay	
		SAND with FINES more than 12% fines	SM	silty SAND	
			SC	clayey SAND	
			SC-SM	silty, clayey SAND	
FINE-GRAINED SOILS 50% or more passes No. 200 sieve	SILT and CLAY liquid limit less than 50%	INORGANIC	CL	lean CLAY	
			ML	SILT	
			CL-ML	silty CLAY	
		ORGANIC	OL (PI > 4)	organic CLAY	
			OL (PI < 4)	organic CLAY	
	SILT and CLAY liquid limit 50% or more	INORGANIC	CH	fat CLAY	
			MH	elastic SILT	
		ORGANIC	OH (plots on or above 'A'-line)	organic CLAY	
			OH (plots below 'A'-line)	organic SILT	
	Highly Organic Soils		PT	Peat	

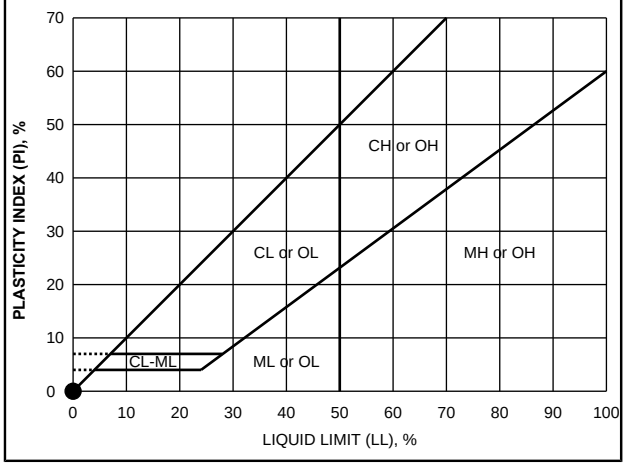
GRAPHIC COLORS

COLOR	MODE OF DEPOSITION
	FILL
	ALLUVIUM
	COLLUVIUM
	MARINE & FLUVIOMARINE
	RESIDUUM
	GLACIAL (Till / Outwash)
	CULTIVATED
	LOESS
	VOID
	WEATHERED ROCK

SAMPLE GRAPHICS

GRAPHIC	SAMPLE TYPE & ABBREVIATION
	Large Split Spoon - LSS
	Standard Penetration Test - SPT
	Small Split Spoon - SS
	Shelby Tube - ST
	Liner Sample - Liner
	Grab Sample - Grab
	Bulk Sample - Bulk
	Penetrometer Sample - Pen
	Coring (Bedrock / Asphalt / Concrete) - Core
	Hand Auger Sample - Hand

PLASTICITY CHART



COARSE-GRAINED SOIL

APPARENT DENSITY	N-Value (blows/foot)
Very Loose	≤ 4
Loose	5 - 10
Medium Dense	11 - 30
Dense	31 - 50
Very Dense	> 50

FINE-GRAINED SOIL

CONSISTENCY	N-Value (blows/foot)
Very Soft	≤ 2
Soft	3 - 4
Firm	5 - 8
Stiff	9 - 15
Very Stiff	16 - 30
Hard	> 30

ROCK CORING PROPERTIES

ROCK CORING QUALITY DESIGNATION (RQD)

Percent RQD	Quality of Rock
90 TO 100	EXCELLENT
75 TO 90	GOOD
50 TO 75	FAIR
25 TO 50	POOR
O TO 25	VERY POOR

ROCK HARDNESS

VERY SOFT:	ROCK DISINTEGRATES OR EASILY COMPRESSES TO TOUCH: CAN BE HARD TO VERY HARD SOIL.
SOFT:	ROCK IS COHERANT BUT BREAKS EASILY TO THUMB PRESSURE AT SHARP EDGES AND IT CRUMBLES WITH FIRM HAND PRESSURE.
MODERATELY HARD:	SMALL PIECES CAN BE BROKEN OFF ALONG SHARP EDGES BY CONSIDERABLE HARD THUMB PRESSURE: CAN BE BROKEN BY LIGHT HAMMER BLOWS.
HARD:	ROCK CAN NOT BE BROKEN BY THUMB PRESSURE, BUT CAN BE BROKEN BY MODERATE HAMMER BLOWS.
VERY HARD:	ROCK CAN BE BROKEN BY HEAVY HAMMER BLOWS.

PARTICLE SIZE

BOULDERS:	Greater Than 300 mm	MEDIUM SAND:	0.425 mm to 2 mm
COBBLES:	75 mm to 300 mm	FINE SAND:	0.075 mm to 0.425 mm
GRAVEL:	4.74 mm to 75 mm	SILTS & CLAYS:	Less Than 0.075 mm
COARSE SAND:	2 mm to 4.74 mm		

UES™

SOIL BORING NUMBER: B-1

PROJECT NAME Biddle Farm Restrooms
PROJECT NUMBER A25109.01205.000
ELEVATION 873.5 feet **FFE** N/A
PROJECT LOCATION Biddle Farms Boulevard, Farragut, TN
DATE DRILLED 11/11/2025
LAT / LONG 35.881709, -84.154052
DRILLING CONTRACTOR Tri-State Drilling, LLC
DRILL RIG CME-55
GROUNDWATER: AT TIME OF DRILLING Dry **24 HOURS** TNP **TOTAL DEPTH** 11.0 feet

Elevation (ft)	Depth (ft)	Sample Graphic	Sample Type	Sample Number	Graphic Log	MATERIAL DESCRIPTION	Samples: Blow Counts (N/Refusal)	Lab: Moisture Content (%)	Lab: Liquid Limit	Lab: Plastic Limit	Lab: Plasticity Index
873.5											
	1					**FAT CLAY** (CH) - with gravel at depth - reddish brown, brown, and dark gray - moist (**FILL**)					
872	2	X	SS	1			3-1-1 (2)				
	3										
870	4	X	SS	2			1-4-2 (6)				
	5										
868	6					**LEAN CLAY** (CL) - with sand and gravel - reddish brown, dark brown, dark gray, and tan - moist (**FILL**)					
	7	X	SS	3			3-3-4 (7)				
866	8										
	9	X	SS	4		**Sandy LEAN CLAY** (CL) - light gray, brown, and tan - very stiff - moist (**RESIDUUM**)	3-7-14 (21)				
864	10										
	11										

Auger refusal at 11.0 feet

REMARKS

SOIL BORING NUMBER: B-2

PROJECT NAME Biddle Farm Restrooms
PROJECT NUMBER A25109.01205.000
ELEVATION 873.0 feet **FFE** N/A
PROJECT LOCATION Biddle Farms Boulevard, Farragut, TN
DATE DRILLED 11/11/2025
LAT / LONG 35.881672, -84.153975
DRILLING CONTRACTOR Tri-State Drilling, LLC
DRILL RIG CME-55
GROUNDWATER: AT TIME OF DRILLING Dry
24 HOURS TNP
TOTAL DEPTH 11.9 feet

Elevation (ft)	Depth (ft)	Sample Graphic	Sample Type	Sample Number	Graphic Log	MATERIAL DESCRIPTION	Samples: Blow Counts (N/Refusal)	Lab: Moisture Content (%)	Lab: Liquid Limit	Lab: Plastic Limit	Lab: Plasticity Index
873											
	1					**FAT CLAY** (CH) - with gravel and trace organics - reddish brown, dark gray, orangish brown, and dark brown - moist (**FILL**)					
872	2	X	SS	1			3-4-6 (10)				
	3										
870	4	X	SS	2		**FAT CLAY** (CH) - with asphalt fragments and trace gravel - reddish brown and dark brown - moist (**FILL**)	2-2-2 (4)				
	5										
868	6					**LEAN CLAY** (CL) - with sand, gravel, and trace organics - dark brown, dark gray, orangish brown, and tan - moist (**FILL**)					
	7	X	SS	3			3-3-4 (7)				
866	8										
	9	X	SS	4		**LEAN CLAY** (CL) - with silt and trace sand - brown, tan, and light gray - soft - moist (**RESIDUUM**)	2-2-2 (4)				
864	10										
	11										
862											

Auger refusal at 11.9 feet

REMARKS

SOIL BORING NUMBER: B-3

PROJECT NAME Biddle Farm Restrooms
PROJECT NUMBER A25109.01205.000
ELEVATION 873.5 feet **FFE** N/A
PROJECT LOCATION Biddle Farms Boulevard, Farragut, TN
DATE DRILLED 11/11/2025
LAT / LONG 35.881604, -84.153986
DRILLING CONTRACTOR Tri-State Drilling, LLC
DRILL RIG CME-55
GROUNDWATER: AT TIME OF DRILLING Dry **24 HOURS** TNP **TOTAL DEPTH** 11.3 feet

Elevation (ft)	Depth (ft)	Sample Graphic	Sample Type	Sample Number	Graphic Log	MATERIAL DESCRIPTION	Samples: Blow Counts (N/Refusal)	Lab: Moisture Content (%)	Lab: Liquid Limit	Lab: Plastic Limit	Lab: Plasticity Index
873.5											
	1					**FAT CLAY** (CH) - with gravel and trace sand - reddish brown, orangish brown, dark brown, dark gray, and tan - moist (**FILL**)					
872	2	X	SS	1			2-2-2 (4)				
	3										
870	4	X	SS	2			2-3-5 (8)				
	5										
868	6										
	7	X	SS	3		**LEAN CLAY** (CL) - with sand and gravel - dark brown, reddish brown, and tan - moist (**FILL**)	3-4-5 (9)				
866	8										
	9	X	SS	4			1-2-12 (14)				
864	10					**Sandy LEAN CLAY** (CL) - with root structure and trace chert fragments - dark gray, light gray, and brown - stiff - moist (**RESIDUUM**)					
	11										

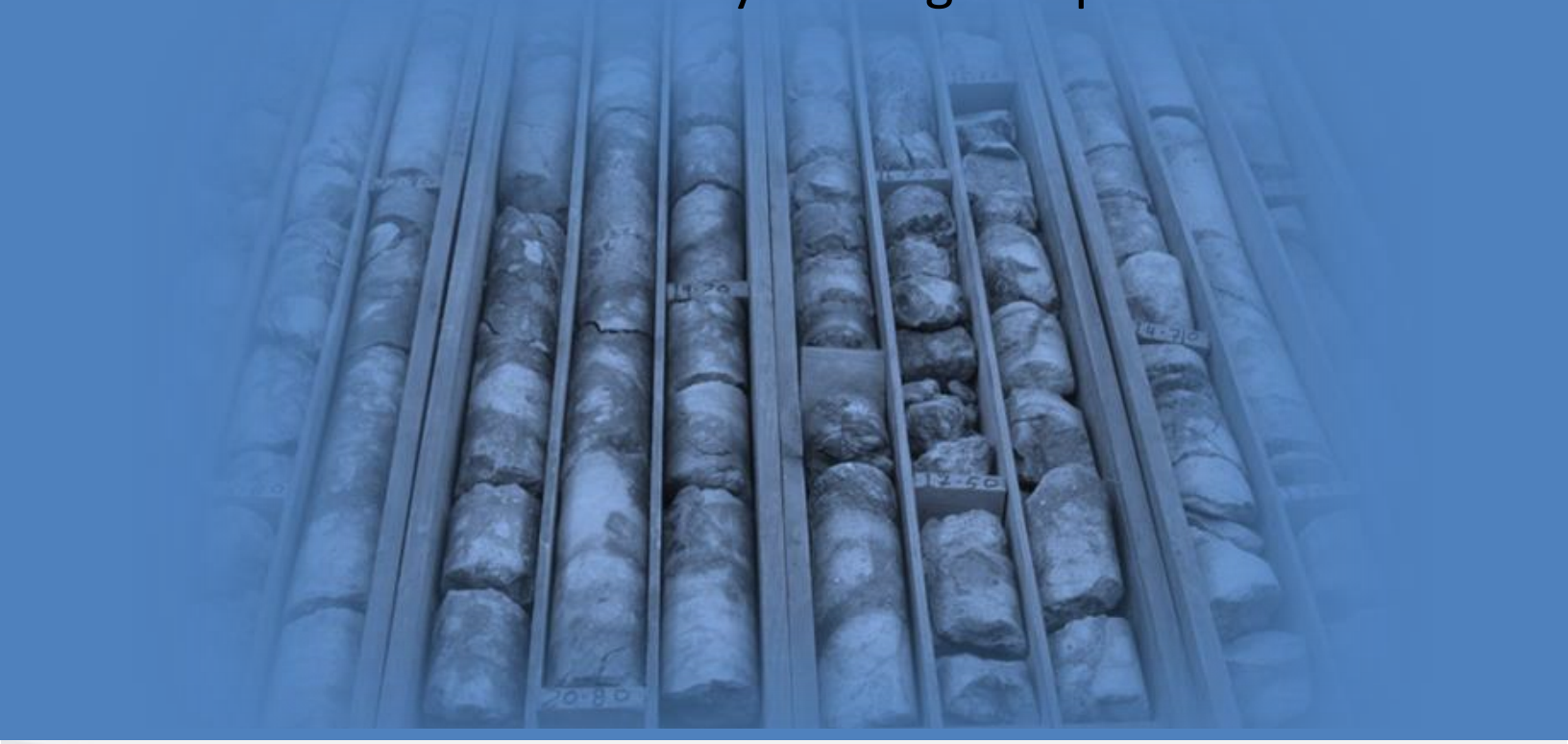
Auger refusal at 11.3 feet

REMARKS



APPENDIX B

GPRS Utility Findings Map





GPRS

MAP NOTES

1. SATELLITE IMAGERY IS OFTEN SHIFTED AND MAY NOT LINE UP WITH LINE AND POINT FEATURES COLLECTED. GPRS USES RTK WHEN POSSIBLE TO CORRECT GPS DATA WITH THE HIGHEST LEVEL OF ACCURACY. MARKINGS IN THE FIELD PROVIDE THE MOST ACCURATE LOCATIONS AND THIS MAP IS TO BE USED ONLY AS A REFERENCE. DO NOT DIG, EXCAVATE, ETC BASED SOLELY ON THIS MAP.
2. THIS MAP REPRESENTS GPRS' FINDINGS FROM THE DISPLAYED WORK ORDER NUMBER. FOR A LIST OF ALL LIMITATIONS AND EXPLANATIONS FROM THIS JOB, PLEASE CONSULT THE "JOB SUMMARY REPORT" OR OTHER DOCUMENTS THAT MAY HAVE BEEN PRODUCED FOR EACH JOB AND ARE SUBJECT TO THESE TERMS: https://gp-radar.com/terms-conditions

LEGEND

- ELECTRICAL
- SANITARY
- STORM
- WATER
- SCAN LIMIT

0' 10' 20' 30' 40' 50'

GPRS UTILITY FINDINGS MAP (NOT SURVEY GRADE)

PREPARED FOR:
UES - KNOXVILLE TN

LOCATION:
BIDDLE FARMS BLVD FARRAGUT TN 3793
BIDDLE FARMS BLVD FARRAGUT TN 3793
FARRAGUT, TN

PROJECT MANAGER:
RYAN CATLETT
RYAN.CATLETT@GPRSINC.COM

DATE	2025 NOV 10		
DRAWING NO.	1	REV.	1

Exhibit B - 2026-30

WO# 845791

- AIR RISER
- AIR PUMP
- AIR MISC
- AIR VALVE
- AIR MANHOLE
- AIR COMPRESSOR
- CHEM VALVE
- CHEM TANK
- CHEM AST
- CHEM MISC
- CHEM PUMP
- CHEM MANHOLE
- COMM BOX
- COMM PEDESTAL
- COMM VAULT
- COMM HANDHOLE
- COMM MISC
- COMM MANHOLE
- COMM POLE
- COMM CAMERA
- COMM CONDUIT
- COMM LOOP
- COMM SPLICE
- ELEC BOX
- ELEC CABINET
- ELEC METER
- ELEC PANEL
- ELEC RISER
- TRANSFORMER
- ELEC MANHOLE
- UTILITYPOLE
- POWERPOLE
- ELEC EQUIPMENT
- ELEC SIGN
- ELEC VAULT
- ELEC MISC
- LANDSCAPE LIGHT
- RUNWAY LIGHT
- SITE LIGHT
- FIRE VALVE
- P.I. VALVE
- FIRE RISER
- FIRE MISC
- FIRE METER
- FIRE MANHOLE
- HYDRANT
- BACKFLOW PREV
- FUEL VENT
- FUEL VAULT
- FUEL VALVE
- FUEL UST
- FUEL AST
- FUEL RISER
- FUEL PUMP
- FUEL MISC
- FUEL MANHOLE
- GAS RISER
- GAS PUMP
- GAS MISC
- GAS METER
- GAS MANHOLE
- GAS AST
- GAS VENT
- GAS VAULT
- GAS VALVE
- GAS UST
- IRR SPRINKLER
- IRR RISER
- IRR MISC
- BACKFLOW PREV
- IRR CNTRL VALVE
- OIL RISER
- OIL PUMP
- OIL MISC
- OIL MANHOLE
- OIL TANK
- OIL VENT
- OIL VAULT
- OIL VALVE
- OIL UST
- SAN MANHOLE
- SAN CLEANOUT
- SAN VENT
- SEPTICTANK
- SAN VAULT
- SAN MISC
- SAN MARKER
- SAN LIFTSTATION
- SAN LATERAL
- SAN INVERT
- SAN GREASETRAP
- SEWER TRAP
- SEWER BASIN
- SEWER CLEANOUT
- GREASETRAP
- STEAM MISC
- STEAM MANHOLE
- STEAM VALVE
- CATCH BASIN
- CATCH BASIN
- ENDPIPE
- CURBINLET
- YARDBASIN
- STRM VENT
- STRM MISC
- STRM LIFTSTATION
- STRM MANHOLE
- STRM VAULT
- STRM UST
- TRENCHDRAIN
- ROOFDRAIN
- STRM CLEANOUT
- TRAF SIGNAL
- TRAF SIGN
- PARKINGMETER
- TRAF MISC
- TRAF MANHOLE
- TRAF CABINET
- TRAF BOX
- TRAF PEDESTAL
- TRAF STREETLIGHT
- UNKN VALVE
- UNKN MANHOLE
- UNKN MISC
- WTR VALVE
- HYDRANT
- WTR MANHOLE
- WELLHEAD
- P.I. VALVE
- BACKFLOW PREV
- WTR VAULT
- WTR RISER
- WTR MISC
- WTR METER
- LD VALVE LEAK
- LD SERVICE LEAK
- LD MAIN BREAK
- LD HYDRANT LEAK
- POINT
- MAILBOX
- SOIL BORING
- SOIL BORING
- SIGN
- SATELLITE
- FLAGPOLE
- BUILDING CORNER
- BOULDER
- BOLLARD
- HEADSTONE NO GRAVE
- GRAVE WITHOUT HEADSTONE
- GRAVE WITH HEADSTONE
- TREE DECIDUOUS
- TREE CONIFEROUS
- MAILBOX

GPRS

MAP NOTES

1. SATELLITE IMAGERY IS OFTEN SHIFTED AND MAY NOT LINE UP WITH LINE AND POINT FEATURES COLLECTED. GPRS USES RTK WHEN POSSIBLE TO CORRECT GPS DATA WITH THE HIGHEST LEVEL OF ACCURACY. MARKINGS IN THE FIELD PROVIDE THE MOST ACCURATE LOCATIONS AND THIS MAP IS TO BE USED ONLY AS A REFERENCE. DO NOT DIG, EXCAVATE, ETC BASED SOLELY ON THIS MAP.
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- ELECTRICAL
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GPRS UTILITY FINDINGS MAP (NOT SURVEY GRADE)

PREPARED FOR:
UES - KNOXVILLE TN

LOCATION:
BIDDLE FARMS BLVD FARRAGUT TN 3793
BIDDLE FARMS BLVD FARRAGUT TN 3793
FARRAGUT, TN

PROJECT MANAGER:
RYAN CATLETT
RYAN.CATLETT@GPRSINC.COM

DATE	2025 NOV 10		
DRAWING NO.	2	REV.	1

WO# 845791

ODM Quality Report

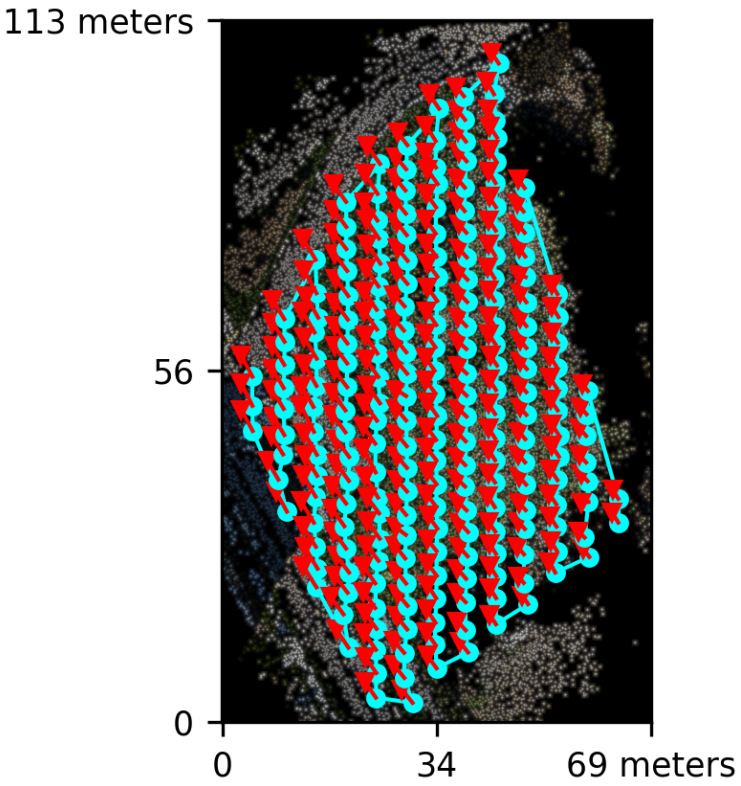
Processed with ODM version 3.5.5

Dataset Summary

Date	11/11/2025 at 15:14:37
Area Covered	0.006025 km²
Processing Time	26.0m:10.0s
Capture Start	11/11/2025 at 13:48:44
Capture End	11/11/2025 at 13:57:08

Processing Summary

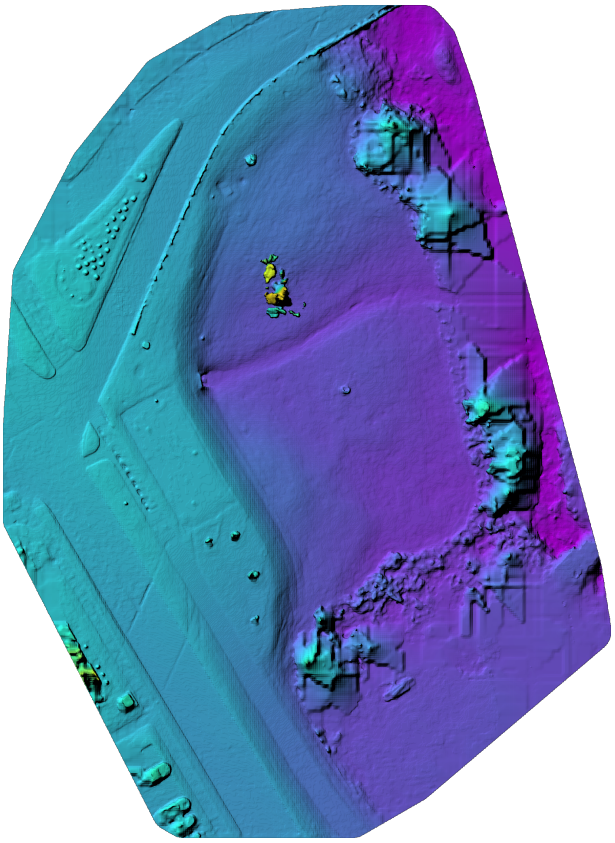
Reconstructed Images	213 over 213 shots (100.0%)
Reconstructed Points (Sparse)	41253 over 41632 points (99.1%)
Reconstructed Points (Dense)	26,797,027 points
Average Ground Sampling Distance (GSD)	1.5 cm
Detected Features	2,255 features
Reconstructed Features	1,216 features
Geographic Reference	GPS and GCP
GPS / GCP errors	266.67 / 0.00 meters



Previews



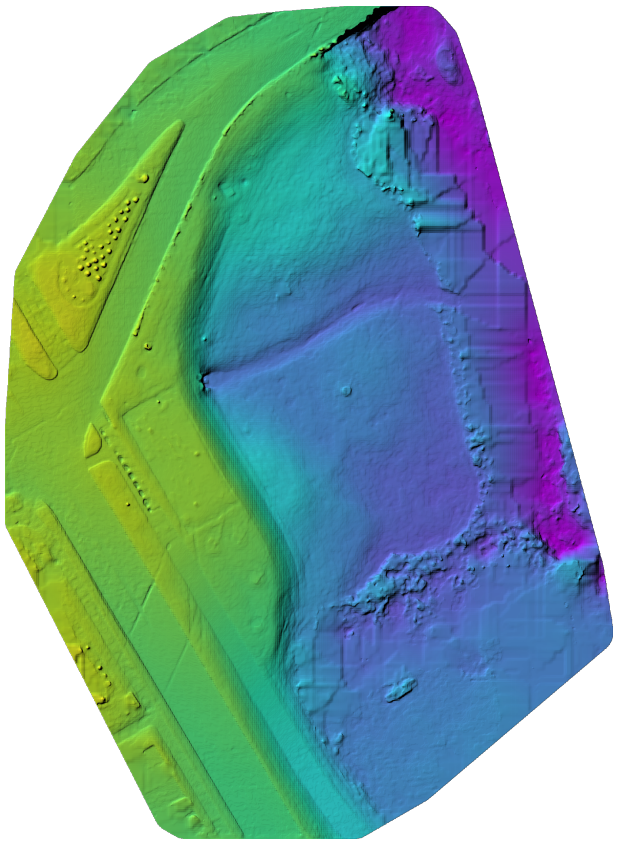
Orthophoto



Digital Surface Model



262.41m **271.38m**

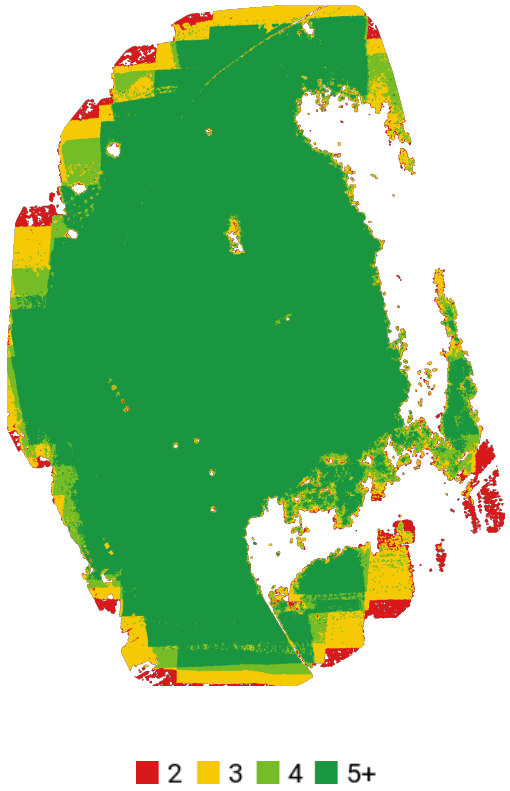


Digital Terrain Model



262.40m **267.06m**

Survey Data



GPS/GCP/3D Errors Details

GPS	Mean	Standard Deviation	RMS Error
X Error (meters)	1.528	0.389	1.577
Y Error (meters)	-2.146	0.746	2.272
Z Error (meters)	266.653	0.761	266.654
Total			266.668

GCP	Mean	Standard Deviation	RMS Error
X Error (meters)	-0.000	0.001	0.001
Y Error (meters)	0.000	0.002	0.002
Z Error (meters)	-0.001	0.005	0.005
Total			0.005

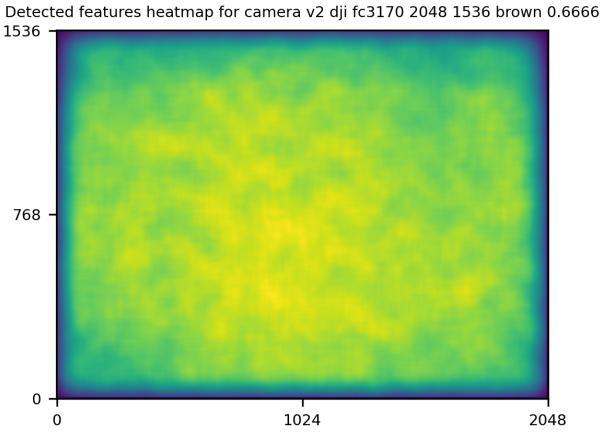
3D	Mean	Standard Deviation	RMS Error
X Error (meters)	0.024	0.049	0.055
Y Error (meters)	0.018	0.033	0.038
Z Error (meters)	0.063	0.109	0.126
Total			0.076

	Absolute	Relative
Horizontal Accuracy CE90 (meters)	0.004	0.067
Vertical Accuracy LE90 (meters)	0.011	0.139

Ground Control Point Error

ID	Error X (m)	Error Y (m)	Error Z (m)
CGP1	0.001	0.001	0.002
CGP2	-0.002	0.002	-0.003
CGP3	-0.002	0.002	0.002
CGP4	0.001	-0.004	-0.011
CGP5	-0.000	-0.000	0.002

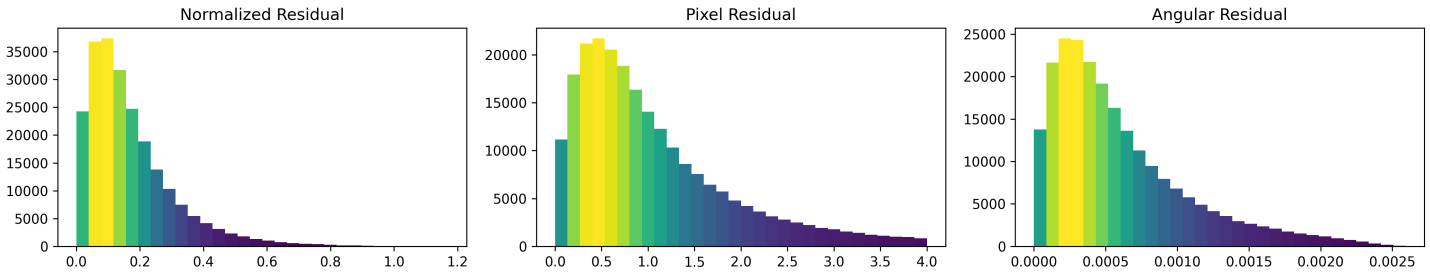
Features Details



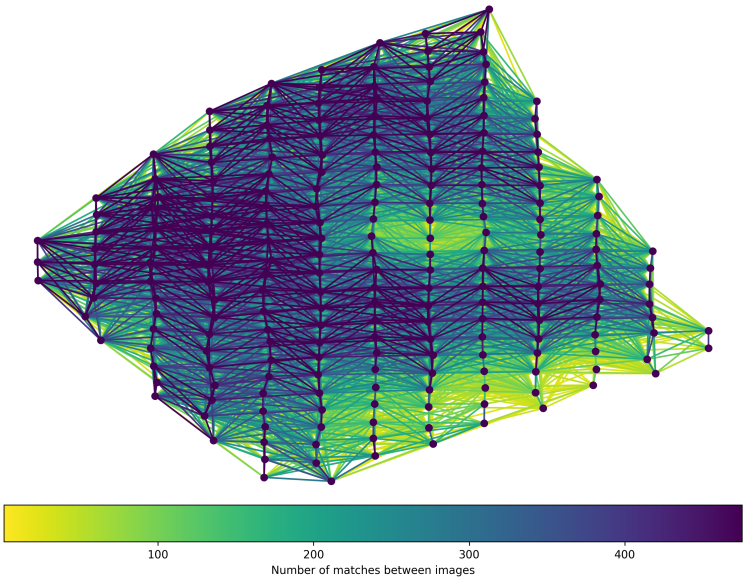
	Min.	Max.	Mean	Median
Detected	1537	3088	2270	2255
Reconstructed	201	1699	1137	1216

Reconstruction Details

Average Reprojection Error (normalized / pixels / angular)	0.17 / 1.05 / 0.00060
Average Track Length	5.87 images
Average Track Length (> 2)	8.18 images



Tracks Details

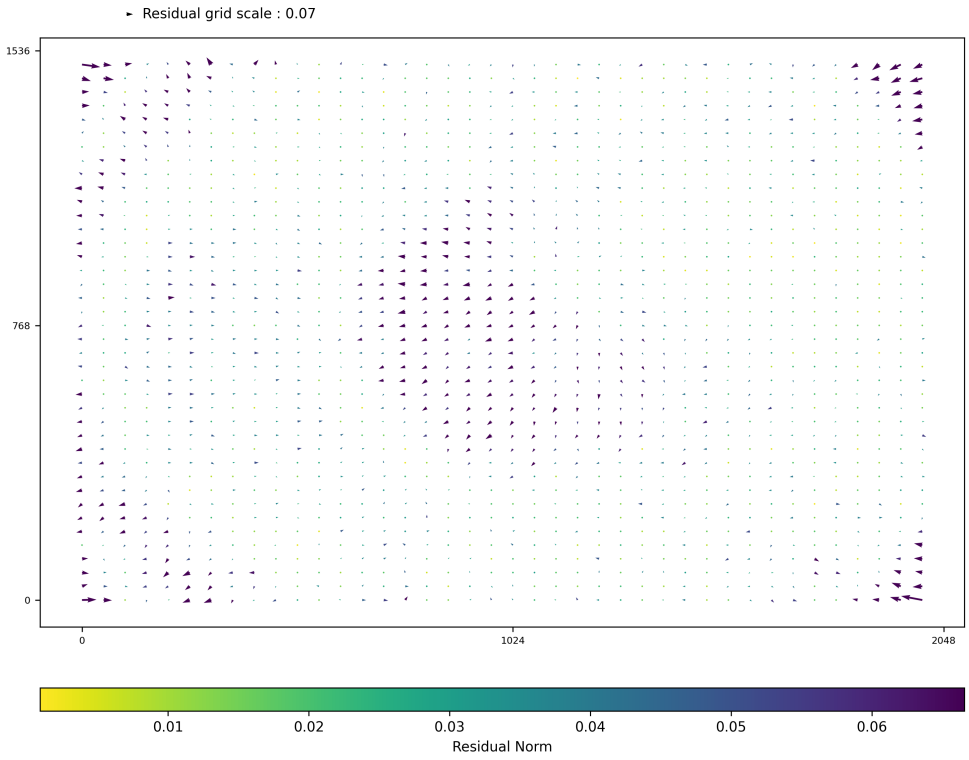


Length	2	3	4	5	6	7	8	9	10
Count	15414	6607	3795	2625	1937	1543	1296	995	852

Camera Models Details

v2 dji fc3170 2048 1536 brown 0.6666

	k1	k2	k3	p1	p2	focal	aspect_ratio	cx	cy
Initial	0.0000	0.0000	0.0000	0.0000	0.0000	0.6667	1.0000	0.0000	0.0000
Optimized	-0.0181	0.1154	-0.1270	0.0006	-0.0004	0.7495	1.0000	-0.0062	-0.0068



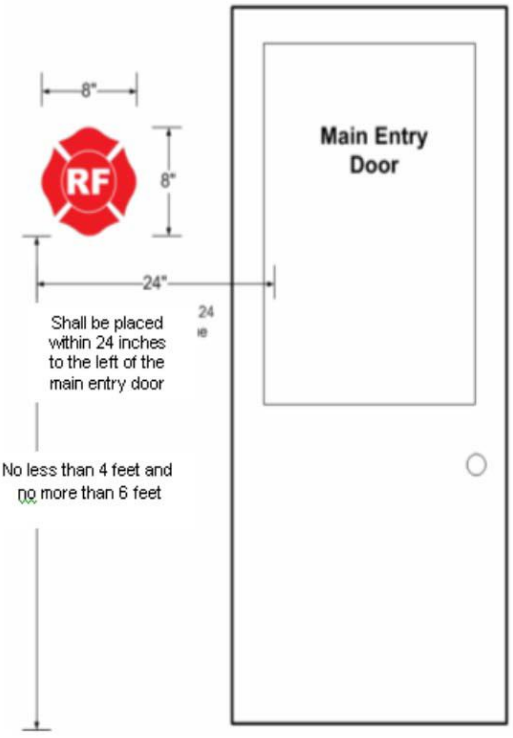
FIREFIGHTER SAFETY WARNING SIGNS for Structures with Light-Frame Wood Truss Type Construction in Accordance with the International Fire Code

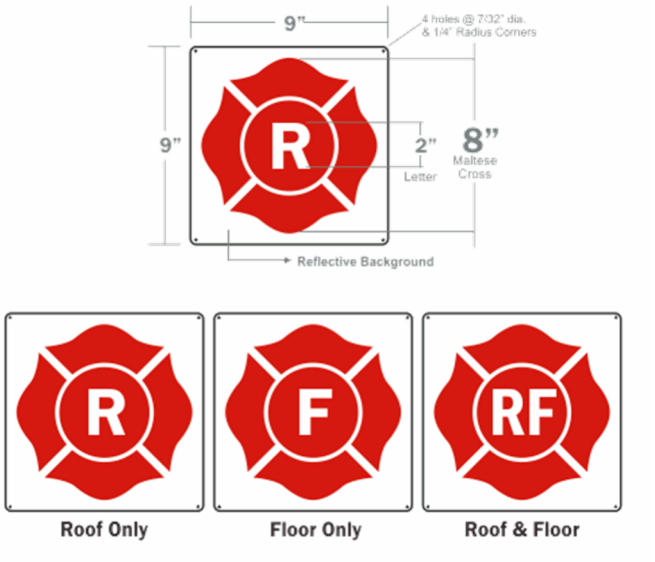
Structures with light-frame truss roofs shall be marked with the letter “R”

Structures with light-frame truss floor system shall be marked with the letter “F”

Structures with light-frame truss floor and roof system shall be marked with the letters “RF”

- Symbols must be all weather and contrasting background
- Maltese Cross shall measure 8” horizontally and 8” vertically
- Maltese Cross shall be bright red reflective in color
- Maltese Cross shall be within 24” of and to the left of the main entry
- Maltese Cross shall be not less than 4 feet above grade
- Maltese Cross shall be not more than 6 feet above grade
- It may be determined that additional signs may be needed as determined by the Fire Marshal





Agenda Number: VI.E.
Meeting Date: August 13, 2026

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: David Smoak, Town Administrator

Subject: Approval of Memorandum of Understanding between the Town of Farragut and the Farragut Business Alliance (dba - Shop Farragut)

Introduction & Background:

The purpose of this agenda item is to consider approval of a Memorandum of Understanding (MOU) between the Town of Farragut and the Farragut Business Alliance (dba - Shop Farragut).

Discussion & Recommendations:

The FBA was formed in 2009 as a non-profit 501(c)6 organization whose primary mission is to help promote businesses in the Town of Farragut. Since that time, the FBA has held several community events, such as Harvestfest, Health & Wellness Expo, and Dog Daze at Village Green. The FBA also manages the grand opening sign applications for new businesses to the Farragut community and has been leading the marketing of the Shop Farragut campaign throughout the holiday shopping season.

The Board of Mayor and Aldermen (BMA) approved an updated MOU with the FBA in 2023. The amended MOU would be for a one-year term and may be renewed annually unless the agreement is terminated by either party at any time during the agreement. The MOU outlines the economic development initiatives and events the FBA will be responsible to provide for the Town of Farragut and the businesses located within the Town.

This MOU reflects the additional funding the Board of Mayor and Aldermen approved in the FY2027 budget, for a total of $70,000. The FBA has submitted a proposed budget and how they would utilize these funds in the attachment to this report.

Account Number: 110-47200-52500

Total Budget	Requested Amount	Contracted Amount	Remaining Amount
$117,500	$70,000	$0	$47,500

Approved By: Tessa Cortes

Recommended By: David Smoak, Town Administrator for approval.

Proposed Motion: To approve the Memorandum of Understanding between the Town of Farragut and the Farragut Business Alliance

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") entered into as of the 13th day of August, 2026 by and between Farragut Business Alliance, a 501(c)6 corporation filed under the laws of the State of Tennessee ("FBA") and The Town of Farragut, a municipal corporation created under the laws of the state of Tennessee (the "Town").

WHEREAS, the Town has secured the efforts of the FBA in the past to assist it in the development and implementation of a strategic action plan designed to enhance awareness of local businesses and increase marketing through the use of various marketing avenues and special events for the overall benefit of the Town's citizens and businesses; and

WHEREAS, the Town desires to continue a relationship with the FBA to further its economic development objectives of promoting local business through the coordination of the Town's business community to better serve the needs of the business community, to increase retail revenues by attracting the citizens of the greater Knoxville area to shop at the Town's businesses and to support the Town's efforts to retain existing businesses and recruit new ones; and

WHEREAS, the FBA possesses the qualifications and desire to develop and implement a Program of Work consisting of a series of defined steps all designed to bolster economic development efforts of the Town to improve the level of business conducted within the Town; and

WHEREAS, the parties desire to memorialize herein the terms and conditions of an agreement whereby the Town commissions the FBA to undertake the process of developing and implementing the Program of Work for the Town.

NOW, THEREFORE, in consideration for the terms, conditions and agreements provided for hereinafter, the sufficiency of which are hereby acknowledged by the parties, the parties do hereby agree as follows:

1. Engagement. The Town hereby engages the FBA to perform the following services and to provide the following support to the Town and its businesses located within the Town's boundaries by implementing the steps and accomplishing the goals set out in the attached Exhibit A entitled “Farragut Business Alliance-Program of Work" (the "Program of Work"). The FBA accepts such engagement and will provide services necessary to accomplish the Program of Work with reasonable assistance of representatives of the Town in providing the FBA with relevant information possessed by the Town.

2. Term. The FBA shall commence work hereunder effective July 1, 2026, and shall devote the time and attention it deems appropriate and required in order to accomplish the goals outlined within the Program of Work. The term of this agreement shall be one year from July 1, 2026 through June 30, 2027, at which time and on each anniversary date thereafter it shall renew automatically for additional one-year terms ("Renewal Terms") unless this Agreement is terminated as provided in paragraph 8 hereinafter.

3. Compensation. In full compensation for the FBA's work hereunder, conditioned on approval and adoption of the Town's budget by the Board of Mayor and Alderman during the applicable fiscal year, the FBA shall receive payments for the term of this MOU paid by the Town, to be paid to the FBA in the following manner, and as provided in paragraph 4:

(a) $45,000 for services provided in implementing and administering the Shop Farragut Program as described in the Program of Work.

(b) $25,000 as sponsorship for three (3) community events as described in the Program of Work. Specifically, the Town will provide $10,000 for the Dock Dogs Event, $10,000 for the Harvest Festival Event and $5,000 for the Health & Wellness Expo.

4. Manner of Payment. Subject to the provisions of this Agreement, the compensation payable hereunder shall be paid to the FBA as follows:

(a) Shop Farragut Program. $45,000 shall be payable for the Term and for each Renewal Term payable each year in four equal quarterly installments in the amount of $11,250 commencing on July 1, and continuing for the following three, three (3) month intervals ("Quarter" or "Quarters") during the Term and any Renewal Terms conditioned upon the due submission of the progress reports referred to in paragraph 5 below and pending the approval and adoption of the Town's budget by the Board of Mayor and Alderman in the fiscal years encompassing the Term and any Renewal Terms.

(b) Community Events. $25,000 shall be payable as sponsorship for each of three (3) community events during the Term and for each Renewal Term as specified in The Program of Work. Each installment as specified in paragraph 3(b) shall be payable up to 90 days prior to each planned event, to be used for planning, marketing, preparing, and conducting the community event.

(c) In addition, the Town shall provide the following in-kind benefits:

(i) Complimentary use of the Farragut Community Center for up to six (6) event rentals related to programming to administer the Shop Farragut Program as described in the Program of Work.

5. Progress Reports. The FBA shall furnish the Town with written progress reports at the end of each Quarter from and after July 1 of the Term and any Renewal Term (i.e., September 30, December 31, March 30, June 30, etc.). The content of the Progress Report should include a summary of the actions taken by the FBA, during the subject Quarter, in furtherance of the Program of Work, as well as the organization’s most recent financial report as approved by its Board of Directors. If the FBA fails to furnish a Progress Report, or if it appears from the report that no progress has been made in the advancement and achievement of the Program of Work since the last Progress Report, the Town shall have the right to withhold the quarterly payment until the FBA resumes progress on the work. In addition, the FBA shall, if the Town so requests, confer with representatives of the Town from time to time on matters of substance concerning the efforts that have been and will be taken to advance the goals of the Program of Work.

6. Delays in Completion. In the event contingencies arise that hinder the ability of the FBA from moving forward with the Program of Work through no fault of the FBA, the FBA shall inform the Town Administrator of such circumstances as soon as possible. The Town will take steps within its control to assist the FBA with overcoming said contingencies.

7. Independent Contractor. It is the mutual understanding of the parties that the members of the FBA are undertaking the Program of Work as independent contractors, not as employees of the Town. The FBA shall be solely responsible for reporting for tax purposes the amount received hereunder and for the payment of any taxes of every kind that may be payable on account of the payments provided for herein. The FBA specifically agrees to indemnify, defend, and hold the Town harmless from any such taxes and related penalties, and other costs incurred by the Town including, but not limited to, attorneys' fees and costs incurred thereby.

8. Termination on Convenience of Municipality. For any reason the sufficiency of which the Town shall be the sole judge, the Town may terminate this Agreement, including, but not limited to, the non-approval of the Town's budget by the Board of Mayor and Alderman in the applicable fiscal year, refusal of the FBA to comply with any of the provisions of this Agreement, or for the convenience of the Town. In such event, the payments FBA has theretofore received, plus a pro rata amount of payment as compensation for the work performed during the Quarter in which the determination to terminate is made, shall constitute the FBA's full and final compensation, and FBA shall have no further claim with respect thereto.

9. Waiver. The failure of any party hereto at any time to require performance of any of the provisions hereof shall in no manner affect the right to enforce same.

10. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to rules concerning conflicts of law.

11. Further Assurances. The provisions of this Agreement are intended to be self-operative and shall not require further agreement by the parties except as otherwise specifically provided herein. Nevertheless, all parties agree to cooperate fully to execute any and all supplementary documents, and to take all additional actions that are consistent with and which may be necessary or appropriate to give full force and effect to the basic terms and intentions of this Agreement.

12. Severability. Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall not invalidate the remaining provisions hereof, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction.

13. Assignment. FBA shall not assign, transfer or otherwise dispose of any of its rights, duties or obligations hereunder without the prior written consent of the Town. Any attempted assignment without such prior written consent shall be void ab initio.

14. Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, their respective personal representatives, successors and assigns.

15. Entire Agreement. This Agreement constitutes the entire agreement of the parties hereto with respect to the transaction contemplated, and supersedes all prior agreements, understandings, negotiations, both written and oral, among the parties with respect thereto.

16. Amendments. This Agreement may be amended only by a written instrument duly executed by all parties or their respective successors, assigns or legal representatives. This Agreement entered into as of the day and year first above written.

Farragut Business Alliance

_____

As to Form:

Town of Farragut:

_____

_____

Thomas M. Hale

Town Attorney

Ron Williams, Mayor

Farragut Business Alliance - Program of Work

2026-2027 Budget

Income	FBA	Biz Mixer	Town Sampler	Sign Campaign	Holiday Campaign	Dock Dogs	Harvest Festival	H& W Expo	Totals
Business Sponsorships						$5,500.00	$4,500.00	$2,500.00	$12,500.00
Event Booth Fees						$8,250.00	$8,250.00	$5,000.00	$21,500.00
Town of Farragut Partnership General Fund & Sponsorships	**$45,000.00**					**$10,000.00**	**$10,000.00**	**$5,000.00**	**$70,000.00**
Total	$45,000.00	$0.00	$0.00	$0.00	$0.00	$23,750.00	$22,750.00	$12,500.00	**$104,000.00**

Expenses	FBA	Biz Mixer	Town Sampler	Sign Campaign	Holiday Campaign	Dock Dogs	Harvest Festival	H& W Expo	
Contract Labor	$36,000.00								
Insurance						**$1,500.00**	$750.00	$750.00	
Event Host Fee/Bands						**$15,000.00**	$3,000.00	$200.00	
Event Infrastructure & Security						**$4,000.00**	$4,000.00	$2,625.00	
Event Supplies (trash bags, etc.)						**$500.00**	$300.00	$300.00	
Gift Cards			$2,500.00						
Advertising Print		$2,000.00	$2,500.00		$2,500.00	**$4,000.00**	$2,400.00	$3,000.00	
Advertising Social Media	$3,500.00					**$1,000.00**	$1,000.00	$1,000.00	
Legal/Accounting Fees	$2,300.00					**$300.00**	$300.00	$300.00	
Dues & Subscriptions	$100.00								
Supplies/phone/office	$900.00			$250.00					
Website Mngmt	$1,200.00								
Storage unit	$700.00								
Food & Drink		$730.00							
Total	$44,700.00	$2,730.00	$5,000.00	$250.00	$2,500.00	$26,300.00	$11,750.00	$8,175.00	**$101,405.00**
FBA Business Campaign Totals	**$55,180.00**								