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April 28, 2022  
Revised June 9, 2022  
Revised July 15, 2022

Mr. Bill Bruce, AICP Town Manager  
Town of Oak Ridge, NC  
8315 Linville Road  
P.O. Box 374  
Oak Ridge, NC 27310  
c/o staylor@oakridgenc.com

RE: Oak Ridge Park Entrance Master Plan and Construction Drawings  
Hill Studio Proj. No.: 2104.02

Community Planning

Dear Mr. Bruce:

This letter will serve as an amendment to the agreement between the Town of Oak Ridge (Owner) and Hill Studio (Landscape Architect) for the scope of services shown below. The work proposed is for Hill Studio and its subconsultants to assist the Town of Oak Ridge by developing design documents ready for for the site of the Oak Ridge Park Community House, at 8300 Linville Road.

Landscape Architecture

### **UNDERSTANDING OF PROJECT**

The Owner desires to build out approximately 1500 sf of an existing residence located at 8300 Linville Road, into a Community House at the Corner of the Town Park (Base Contract with Hill Studio). With building documents ready to be bid, we now need to prepare the site component of the work. The Consultant is to provide Professional Design Services for the renovation of the landscape and site of building, and ancillary outdoor activities (sidewalk connections, patio, parking, and universal access).

Architecture

Preservation

The specific sizes, character and changes to the facility will be confirmed and refined in the Schematic Design Phase of the work.

The Project Delivery Method will be Design / Bid / Build.

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### **BASIC SCOPE OF SERVICES**

The Owner will continue to work with consultant on design of the landscape. The Consultant's role will be to provide professional design services to assist the Owner in the Programming/Schematic Design and Construction Documents Phases required to complete the work. This agreement provides for services to complete construction documents. Future services (when authorized) may include bidding and

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construction observation as a part of future task orders. The Consultant will provide the following design services by Task.

#### TASK 1 – SCHEMATIC DESIGN

1. Code Search – Perform code search regarding parking, landscaping, canopy requirements, easements, etc. We believe 5 parking spaces will be required.
2. Meet with the Owner and the Engineer and review the site, desired conditions, and discuss sewer and stormwater conditions.
3. After meeting with the Owner, develop a program stating the types, and location of spaces desired on the site.
4. Develop the design complying with design requirements, including design guidelines of the Historic District.
5. Provide initial design sketches to illustrate the program in coordination with the Owner's design program.
6. Provide Schematic Drawings of the Design.
7. Provide a Preliminary Probable Cost of Construction.
8. Engineer will provide statement of feasibility on sewer and stormwater.
9. Present the Schematic Plans to the Owner.

#### TASK 2 – SURVEY

1. Includes survey of approximately 2 acres of boundary around the House. Survey will include boundary information, topographic contours at 2' interval, known utilities, pavements, and easements.

#### TASK 3 – WORKING DRAWINGS

The Consultant will assemble an engineering team and develop Construction Drawings suitable for the Owner to bid the project.

1. Provide changes to the design based on Owner's review and the construction cost estimate.
2. Provide base drawings to subcontracted engineers. Coordinate engineer's work.
3. Provide Construction Documents and specifications that can be used to qualify for bidding, and a building permit.
4. Provide 75% Construction Document Drawings and Specifications for Owner review.
5. Incorporate the Owner's comments.
6. Provide 100% Construction Documents and Specifications, with an updated Probable Cost of Construction.
7. Drawings may include but not limited to Legend and Abbreviations, Landscape and Hardscape Plans, Elevations, Enlarged Plans, and Details



#### TASK 4 – QUALITY CONTROL

1. Utilize North Carolina Registered Landscape Architect STACH pllc for quality control review of final bid set drawings.

#### TASK 5 – CIVIL ENGINEERING AND PERMIT APPLICATIONS

1. Complete and submit applications for Guilford County Environmental Health soil evaluations for septic system(s).
2. Complete and submit application for NCDOT Commercial Driveway Permit.
3. Civil Engineer to attend and participate in (as needed) of Planning Board and Town Council Public Hearings for Site Plan approval processes.
4. Deliverables include Civil and Utility plans, specifications and details.

#### **Subconsultants**

The following services will be subcontracted by the Consultant. The Consultant will coordinate the work of the services noted below for inclusion on the Construction Documents Set.

1. Glenn Stach, RLA, of STACH pllc is providing Landscape Architectural Services.
2. Survey, Civil and Utility Engineering: Bill Greco, Land Solution, Inc.

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#### **Additional Services**

Upon request of the Owner, additional services will be negotiated in advance of the work being performed. Any and all additional services require advanced written approval by the Owner. For clarity, services currently not scoped, include:

- Municipal review or application fees
- Any revisions to the plans due to unsuitable soil conditions
- Any revisions to the plans due to owner desired changes
- Any services provided relating to septic system layouts, mapping, and supply line design
- Any geotechnical consulting or testing fees
- Construction or Project Management

#### **TERMS OF AGREEMENT**

##### **Owner Responsibilities**

Work to expedite and secure community meetings and approvals so as not to delay the design process.



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The Owner will compensate Hill Studio for the above services for fees determined as shown:

TASK 1 – SCHEMATIC DESIGN	\$4,040.00
TASK 2 – SURVEY	\$4,000.00
TASK 3 – WORKING DRAWINGS	\$5,045.00
TASK 4 – QUALITY CONTROL	\$5,000.00
TASK 5 – CIVIL ENG. AND PERMIT APPLICATIONS	\$6,925.00

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**Total Fee for Basic Scope of Services** **\$25,010.00**

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### Other Terms

This amendment represents the entire agreement amendment between the Owner and Consultant. This amendment may be amended by written instrument signed by both parties to this agreement.

Unless superseded herein, of the terms and conditions of the original contract shall be binding on the Consultant and the Owner, and their respective heirs, legal and personal representatives, successors, and assigns.

Upon execution of this agreement amendment, the Consultant is authorized to proceed with the described professional services.

In witness whereof, each party to this agreement has caused it to be executed on the date indicated below.

### Entire Agreement

The above represents the entire agreement to the amendment between the Owner and Hill Studio. This agreement may only be amended by written instrument signed by both parties to this contract. Please indicate your understanding of, and agreement with, the above by signing both copies and returning one to Hill Studio for our files.

Respectfully Submitted:  
HILL STUDIO

Greg Webster, RLA, LEED AP  
Date: July 15, 2022

Approved  
Town of Oak Ridge

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