



TOWN OF OAK RIDGE

8315 Linville Road, P.O. Box 374, Oak Ridge, NC 27310
phone (336) 644-7009 fax (336) 644-7012
www.oakridgenc.com

MEMO

To: Town Council

From: Bill Bruce

Re: Parks and Recreation Master Plan survey adjustment

Date: July 2, 2019

Please find attached a revised proposal from McGill Associates to distribute and tabulate a mailed survey for the Parks and Recreation Master Plan. The mailed survey will be provided in addition to the digital survey, which was included in the original scope of services.

The expanded survey scope was anticipated during the consultant selection process and confirmed as a recommendation by the Parks and Recreation Advisory Board after further discussion at their June 20 meeting.

Staff request: Approve revisions to the Town's existing contract with McGill Associates for preparation of the Parks and Recreation Master Plan, to include a mailed survey at a lump sum fee of \$14,600.