

January 2, 2020

Mr. Terry Lannon  
Parks and Recreation Director  
Town of Oak Ridge  
Post Office Box 374  
Oak Ridge, North Carolina 27310

RE: Proposal for Professional Planning Services  
System-Wide Parks & Recreation Master Plan – Council Presentation & PARTF  
Application Assistance – Additional Services  
Town of Oak Ridge, North Carolina

Dear Mr. Lannon:

McGill is pleased to continue assisting the Town with Parks and Recreation Master Planning Services. We understand that the Town desires additional planning assistance as an extension of our existing work. These services include additional meetings and assistance assembling a North Carolina Parks and Recreation Trust Fund application. Consequently, we submit this request for additional planning services. McGill proposes to provide the following specific scope of work listed below as additional services for your approval.

### ***Scope of Services***

#### **Task 1: Additional Meeting (Presentation to Council)**

1. Prepare a PowerPoint presentation consisting of summary of the overall planning effort.
2. Attend and present the final Parks & Recreation Master Plan to Town Council.

#### **Task 2: Prepare Whitaker Park Master Plan**

McGill will prepare Park Master Plan document which include the items on the “Master Plan for a Park or Greenway System” Page 30 as described in the North Carolina Parks and Recreation Trust Fund (PARTF) Grant Application submittal. This will include the following:

- a. Site analysis - Describe and evaluate the site’s natural, historic, and man-made features. These include items such as topography, soils, vegetation, hydrology, significant natural communities, wetlands, existing structures, and public access.
- b. Recreational needs - Identify the recreational opportunities that the public prefers using meetings or a survey.
- c. Program description - Identify the main purposes of the park including a description of the how the park is to be used by the public.
- d. Physical needs - Identify the physical needs of the park site. Include any land the local government will acquire and any capital improvements (buildings, recreation facilities, roads, utilities). All land and capital improvements proposed in the PARTF application must be included in the master plan.

- e. Project costs for property acquisition and capital improvements, divided into phases if necessary. The cost information can be provided in a separate document that is submitted with the master plan.
- f. Site plans and illustrations depicting the boundaries of land to be acquired and the location of facilities.
- g. Public Involvement - Describe how the local government involved a broad range of the citizens in its jurisdiction as the master plan was being developed. Examples include public meetings or advisory committee meetings. This description can also be provided in a separate document that is submitted with the master plan.

### **Task 3: PARTF Grant Application**

McGill will assist the Town on an as-needed basis in completing components of the North Carolina Parks and Recreation Trust Fund (PARTF) Grant Application submittal. This will include preparation of the applicable items on the "Checklist to Submit a Complete Application" that is included on Page 6 and 7 of the 2019-20 PARTF Application. Specifically, this includes the following items.

- a. Development of a Whitaker Park Master Plan summary report documenting key issues and priorities.
  - b. Basic Facts and Assurances document per Page 8 of the PARTF Application (***requires approval by the Local Governing Board and signature by the Chief Elected Official***)
  - c. One-page Description and Justification document per Page 9 of the PARTF Application (***Town shall review, approve, and place on Town letterhead.***)
  - d. Attorney's Certification of Site Control per Page 10 of the PARTF Application (***must be reviewed and completed by the Town's Attorney with proper documentation that the Town controls the site.***)
  - e. Project Cost Summary per Pages 11 and 12 of the PARTF Application
  - f. Sources of Applicant's Matching Funds per Page 13 of the PARTF Application (***must be completed by the Town and depict the type, amount, source, and availability of the dollar-for-dollar matching funds.***)
  - g. Color-coded Site Plan for the proposed improvements per Page 14 of the PARTF Application and a Site Vicinity Map per Page 16 of the PARTF Application
  - h. Environmental Review Forms per Pages 21 and 22 of the PARTF Application
  - i. PARTF Scoring System for Grants document per Pages 23-29 of the PARTF Application (***Please note that McGill will require considerable assistance from the Town to maximize the points claimed on this document, including but not limited to: submittal of meeting minutes/resolutions showing that the Whitaker Park Master Plan was adopted by the Town Council; scheduling and providing documentation of public meetings exclusively for discussing the project; scheduling and providing documentation of meetings to local civic groups and the Parks and Recreation Advisory Board; and the commitment to operating and maintaining the project.***)
1. Upon approval by the Town, McGill will produce one (1) digital (PDF) copy of the color rendered site plan to be used as a graphic in fundraising and presentations.

2. Review all relative information compiled and assist the Town with arranging and organizing the application. Submit the application on the Town's behalf and provide the Town with one (1) digital copy for records.

Preparation of a PARTF Application is a comprehensive process. Several documents must be executed by Town representatives (such as the Mayor and Town Attorney), and additional meetings should be conducted with local boards and civic organizations to maximize the project score on the application. McGill will assist with preparing the documents as desired, but we will require assistance from Town staff to review and finalize the documents, obtain the appropriate signatures, obtain the necessary resolutions/approvals from the Town's Council, and help facilitate additional meetings.

#### Deliverables:

1. Two (2) bound hard copy of the final Whitaker Park Master Plan Document
2. Color computer generated rendering of the proposed master plan in PDF format.
3. Electronic version of the final Whitaker Park Master Plan Document in PDF format.
4. PARTF Grant Application

#### Owner's Responsibilities

The Owner shall provide full information regarding site-related requirements for the Project. During the performance of McGill's services under this AGREEMENT, the Town shall:

1. Provide full information as to its requirements for the project.
2. Assist McGill by placing at our disposal all available information pertinent to the project, including previous inspection data and reports, maps, old drawings, maintenance records and any other data relative to the project.
3. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals and other documents presented by McGill and render decisions pertaining thereto within a reasonable time so as not to delay the services of McGill or the project.
4. Give prompt written notice to McGill whenever the Town observes or otherwise becomes aware of any defect in the project.
5. Designate an individual that will serve as the primary Point of Contact and furnish readily available program information as identified in the Scope of Services in a manner consistent with the schedule needs of the project.
6. Conduct additional public meetings, civic group meetings, and Parks and Recreation Advisory Board meetings, and generate minutes from these meetings for the purposes of claiming additional points on the PARTF Application. Attendance at meetings by McGill Associates would be provided on an hourly basis as additional services.
7. The Owner will be responsible for the arrangement, notice, and any other costs associated with the meeting schedule, including facility rental cost, advertisement costs, etc.

#### Additional Services

Additional services shall only be performed with prior Town authorization per the Agreement, and in accordance with the attached Basic Fee Schedule. The following represent types of additional services requests, though not all-inclusive:

1. Changes to the Master Plan, which occur after McGill's approved preliminary design has been completed, will be considered additional services. McGill can coordinate these additional services in accordance with our Basic Fee Schedule.
  1. Preparation of additional grant applications as may become feasible for this project.
  2. Attendance at additional meetings other than those identified under Basic Services above.
  3. Land surveys, architectural or structural engineering services.
  4. Hazardous Material, Historical, Archaeological Surveys, or Environmental Assessments.
  5. Subsurface Utility Engineering for utility locations or any Geotechnical Investigations.
  6. Wetland studies or FEMA flood studies.

**Basis for Compensation:**

Based on our understanding of the project, we propose to provide the Scope of Work detailed in this proposal for the following fees inclusive of all reimbursable expenditures. Any additional services will be completed as directed by the Town in accordance with our Basic Fee Schedule.

Task 1: Additional Meeting	\$1,050.00	Lump Sum
Task 2: Prepare Whitaker Park Master Plan	\$6,200.00	Lump Sum
Task 3: PARTF Grant Application	\$13,150.00	Maximum Not to Exceed

We appreciate the opportunity to provide this proposal for additional planning services to the Town of Oak Ridge, and we are prepared to begin work immediately to meet the Town's schedule. If this proposal is acceptable, please sign and return one (1) copy of this proposal to our office.

As always, if you have any questions regarding this proposal, please do not hesitate to contact me. We look forward to continuing to work with you on this project.

Sincerely:  
McGILL ASSOCIATES, PA



DOUGLAS CHAPMAN, PE  
Hickory Office Manager

Attachments: Basic Fee Schedule

ACCEPTANCE:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## BASIC FEE SCHEDULE

August 2018

<u>PROFESSIONAL FEES</u>	<u>Current Rate</u>
Firm Principal	\$205.00
Program Services Manager I	\$160.00
Program Services Manager II	\$170.00
Senior Project Manager I	\$170.00
Senior Project Manager II	\$180.00
Senior Project Manager III	\$185.00
Project Manager I	\$150.00
Project Manager II	\$160.00
Project Engineer I	\$110.00
Project Engineer II	\$120.00
Project Engineer III	\$140.00
Engineering Associate I	\$ 90.00
Engineering Associate II	\$ 95.00
Engineering Associate III	\$105.00
Engineering Technician I	\$ 90.00
Engineering Technician II	\$100.00
Engineering Technician III	\$110.00
Environmental Specialist I	\$ 85.00
Environmental Specialist II	\$ 95.00
Electrical Engineer I	\$110.00
Electrical Engineer II	\$120.00
Electrical Engineer III	\$140.00
Electrical Engineering Associate I	\$ 90.00
Electrical Engineering Associate II	\$ 95.00
Electrical Engineering Technician I	\$ 90.00
Electrical Engineering Technician II	\$100.00
Electrical Engineering Technician III	\$110.00
Mechanical Engineer I	\$110.00
Mechanical Engineer II	\$120.00
Mechanical Engineer III	\$140.00
Mechanical Engineering Associate I	\$ 90.00
Mechanical Engineering Associate II	\$ 95.00
Mechanical Engineering Technician I	\$ 90.00
Mechanical Engineering Technician II	\$100.00

Mechanical Engineering Technician III	\$110.00
CADD Operator I	\$ 80.00
CADD Operator II	\$ 85.00
CADD Operator III	\$ 90.00
Construction Services Manager I	\$130.00
Construction Services Manager II	\$145.00
Construction Administrator I	\$ 95.00
Construction Administrator II	\$105.00
Construction Administrator III	\$115.00
Construction Field Representative I	\$ 85.00
Construction Field Representative II	\$ 90.00
Construction Field Representative III	\$ 95.00
Construction Services Coordinator	\$ 80.00
Planner I	\$100.00
Planner II	\$115.00
Planner III	\$135.00
Planner IV	\$145.00
Surveyor I	\$ 80.00
Surveyor II	\$ 90.00
Surveying Associate I	\$ 70.00
Surveying Associate II	\$ 75.00
Survey Technician I	\$ 75.00
Survey Technician II	\$ 82.00
Survey Field Technician I	\$ 60.00
Survey Field Technician II	\$ 65.00
Survey Field Technician III	\$ 70.00
Administrative Assistant (I-II)	\$ 70.00
Administrative Assistant III	\$ 80.00
Accounting Assistant (I-II)	\$ 80.00

1. **EXPENSES**

- a. Mileage - \$0.65/mile
- b. Robotics/GPS Equipment - \$25/hr.
- c. Survey Drone - \$100/hr.
- d. Telephone, reproduction, postage, lodging, and other incidentals shall be a direct charge per receipt.

2. **ASSOCIATED SERVICES -**

- a. Associated services required by the project such as soil analysis, materials testing, etc., shall be at cost plus ten (10) percent.