



DINWIDDIE COUNTY  
14010 BOYDTON PLANK ROAD  
P.O. DRAWER 70  
DINWIDDIE, VA 23841

**CONTRACT RENEWAL #1**

DATE: 4/27/2022 | 8:10 AM EDT  
DESCRIPTION: Architectural and Engineering Services  
CONTRACT #: 22-0004  
CONTRACT PERIOD: July 27, 2022 – July 26, 2023  
CONTRACTOR: HBA Architecture & Interior Design, Inc.  
COUNTY CONTACT: Hollie Casey  
(804) 469-4500 x 2150  
[hc Casey@dinwiddieva.us](mailto:hc Casey@dinwiddieva.us)

This renewal is based on terms and conditions of the original contract, including any related appendices and addenda. Any mutually agreed upon changes are listed below.

CHANGES: N/A

ACCEPTANCE:

Dinwiddie County, VA

HBA Architecture & Interior Design, Inc.

*W. Kevin Massengill*

W. Kevin Massengill  
County Administrator

*Joseph Miller*

Signature  
Joseph A. Miller, Senior V.P.

*Dr. Kari Weston*

Dr. Kari Weston  
School Superintendent

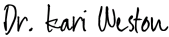
**Certificate Of Completion**

Envelope Id: E7CD84F8FFDE43DA91F4F7F7CC6292	Status: Completed
Subject: HBA Contract Renewal Yr 1	
Source Envelope:	
Document Pages: 1	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Hollie Casey
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	hc Casey@dinwiddieva.us
	IP Address: 139.60.228.178


**Record Tracking**

Status: Original 4/26/2022   02:33 PM	Holder: Hollie Casey hc Casey@dinwiddieva.us	Location: DocuSign
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**Signer Events**

Signer Events	Signature	Timestamp
Dr. Kari Weston kweston@dcpsnet.org Superintendent Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Signed by link sent to kweston@dcpsnet.org Using IP Address: 24.149.80.130	Sent: 4/26/2022   02:35 PM Viewed: 4/26/2022   02:41 PM Signed: 4/26/2022   02:41 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 4/26/2022 | 05:21 PM  
ID: 869ac82b-ccb2-4c28-9133-7e4d6979b0ad  
Company Name: Dinwiddie County

W. Kevin Massengill kmassengill@dinwiddieva.us County Administrator Dinwiddie County Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Signed by link sent to kmassengill@dinwiddieva.us Using IP Address: 73.216.249.7 Signed using mobile	Sent: 4/26/2022   02:35 PM Viewed: 4/26/2022   07:40 PM Signed: 4/26/2022   07:40 PM
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**Electronic Record and Signature Disclosure:**  
Accepted: 4/17/2020 | 03:04 PM  
ID: 42c6e72a-b34f-45d6-988d-e9d30e610ed4  
Company Name: Dinwiddie County

Joseph Miller joem@hbaonline.com Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Signed by link sent to joem@hbaonline.com Using IP Address: 98.117.89.5	Sent: 4/26/2022   07:40 PM Viewed: 4/27/2022   08:09 AM Signed: 4/27/2022   08:10 AM
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**Electronic Record and Signature Disclosure:**  
Accepted: 4/27/2022 | 08:09 AM  
ID: 35e154d7-9241-468f-9adb-6995719c1866  
Company Name: Dinwiddie County

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp

<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	4/26/2022   02:35 PM
Certified Delivered	Security Checked	4/27/2022   08:09 AM
Signing Complete	Security Checked	4/27/2022   08:10 AM
Completed	Security Checked	4/27/2022   08:10 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Dinwiddie County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Dinwiddie County:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [hcasey@dinwiddieva.us](mailto:hcasey@dinwiddieva.us)

### **To advise Dinwiddie County of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [hcasey@dinwiddieva.us](mailto:hcasey@dinwiddieva.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Dinwiddie County**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [hcasey@dinwiddieva.us](mailto:hcasey@dinwiddieva.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Dinwiddie County**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [hcasey@dinwiddieva.us](mailto:hcasey@dinwiddieva.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Dinwiddie County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Dinwiddie County during the course of your relationship with Dinwiddie County.