



July 28, 2021

Mr. Kevin Massengill  
County Administrator  
Dinwiddie County  
14010 Boydton Plank Road  
Dinwiddie, VA 23841

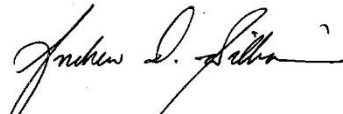
**RE: Work Order #1: Comprehensive Plan Update**

Dear Mr. Massengill:

We are pleased to present the associated scope and fee to update Dinwiddie County's Comprehensive Plan. If you or your staff have any questions related to the scope and associated fee, please feel free to contact me at any time.

Thank you for the opportunity to continue working with you and your staff.

Sincerely,

  
Andrew D. Williams, AICP  
Chief Executive Officer

I have reviewed the scope and fee for the associated task order and I hereby give the consultant notice to proceed for the work described herein.

W. Kevin Massengill  
Mr. Massengill, County Administrator

8/25/2021 | 8:24 PM EDT  
Date

## **SCOPE OF WORK**

This work order consists of providing the work presented below, including working with staff, the Planning Commission and Board of Supervisors to adopt an updated Comprehensive Plan.

### **Deliverables:**

The Scope of Work to update the Comprehensive Plan will include the following deliverables:

1. Updated Comprehensive Plan submitted in digital (pdf) format.
2. One printed copy of the final Comprehensive Plan.
3. Updated Future Land Use Map & Transportation Projects Map in Esri-compatible GIS format.

### **Assumptions:**

1. **Investigation:** The County will provide up-to-date copies of the current Comprehensive Plan and maps in original format (.docx and Esri-compatible GIS). The County will also identify and provide relevant documents to be considered during document review.
2. **Contact Person:** The County will provide a single contact staff that will be responsible for collecting and transmitting data, resources, and reviews from other departments to the Berkley Group.
3. **Kickoff Worksession / County Tour:** The County tour will occur on the same day as the kickoff joint worksession with public officials.
4. **Public Input Workshops:** The Berkley Group will facilitate up to three public input workshops at different locations across the County. The workshops will include a brief introduction to the Comprehensive Plan update followed by an interactive small group discussion on County issues. One work session will include breakout sessions on select focus areas such as solar, agricultural tourism, and multi-family development. The County will advertise and promote the meeting and coordinate meeting location, printing, and set up. The Berkley Group will provide a digital format flyer, digital format meeting materials, and a summary overview of results of the public input workshop(s).
5. **Stakeholder Interviews:** The Berkley Group will conduct up to four interviews with stakeholder groups, which will be identified and coordinated by county staff. It is assumed that stakeholder interviews will be conducted on the same day as the public workshop, or virtually by Zoom/phone. The Berkley Group will summarize the results of the stakeholder interviews.
6. **Survey:** The Berkley Group will conduct an online open link community-wide survey utilizing the online SurveyMonkey tool. The Berkley Group will also provide the survey as a PDF to be printed distributed by the locality in hard copy format. The locality will distribute (e.g. mail), collect, and transmit the hard copy surveys electronically to the Berkley Group for manual entry into SurveyMonkey. The survey results will be provided as a direct-download from Survey Monkey. A brief summary of survey results will be incorporated into the Comprehensive Plan text.
7. **Baseline Analysis & Drafting:** The baseline analysis will consist of a basic update utilizing readily-available data from the US Census, Weldon-Cooper Center, locality staff, and the local Planning District Commission. Chapter drafting will focus on creating a more attractive, user-friendly document while ensuring compliance with state code requirements for Comprehensive Plans. The Berkley Group understands that the basic chapter content has been recently updated; the focus of updates will be on revising the future land use map and providing goals, objectives, and strategies that support the community's vision as defined during community engagement.

8. **Mapping:** Mapping will utilize existing Esri-compatible map data provided by the County, local Planning District Commission, VDOT, or VGIN. With the exception of future land use and priority transportation projects, the creation of new map data is not anticipated.
9. **Work Sessions:** This scope of work assumes that guidance and direction on the Comprehensive Plan will be provided through work sessions with the Planning Commission (PC). County staff will organize work session dates, provide printed work session materials and chapter drafts, and serve as the direct point of contact for members.
10. **Meeting Materials:** Meeting materials will be provided up to, but not earlier than, five (5) business days before a work session.
11. **Comments & Revisions:** Comments from BOS/PC will be provided in a comment/response format to the Berkley Group for review and consideration, ideally prior to each work session. The fee estimate for drafting is based on revisions agreed upon during the work sessions identified in the schedule and fee estimate. One round of revisions is anticipated per chapter.
12. **Open House/Public Review:** The Berkley Group will provide a formatted draft plan for public review and present the plan during the public open house. Up to two open houses are anticipated for public review throughout the County. The County will advertise and promote the meeting(s) and coordinate meeting location and set up. The Berkley Group will provide a digital meeting flyer and summarize comments for consideration during the final work session.
13. **Project Webpage:** The Berkley Group will provide information for a project webpage to be hosted on the County website and managed by the County.
14. **Final Revisions:** The Berkley Group will incorporate one round of revisions to address comments from the public open house and final work session.
15. **Public Notification:** The locality will be responsible for public notification requirements (e.g., newspaper ads and mailings) associated with the project.
16. **Public Hearings:** The scope of work assumes separate public hearings of the Planning Commission and the Board of Supervisors. Action will occur at the same meeting as the public hearing.
17. **Meeting Cancellations:** Meetings and work sessions cancelled with notice of less than 10 business days may be counted toward the scoped work sessions, and the client will be charged for the preparation hours for the cancelled meeting.

### **COVID-19 Policy**

Berkley Group staff will adhere to all public health best practices as recommended by the Center for Disease Control (CDC) or state/local regulations, whichever is more stringent.

When engaging in face-to-face meetings with clients and citizens, The Berkley Group requires adherence with the Commonwealth of Virginia's prevailing guidelines as it pertains to social gatherings for business sectors and/or the locality's, in the event they are more stringent.

For meetings where attendance from the general public is expected, the locality should consider if/how the prevailing safety guidelines will be enforced and what acceptable measures will be taken for those refusing compliance and communicate those plans to The Berkley Group prior to the meeting date.

**SCHEDULE**

The following schedule is predicated on the assistance of County staff in providing timely documentation, guidance, and scheduling of necessary meetings and work sessions.

PROJECT TIMELINE																						
Phase	#	Task Description	2021					2022										2023				
			August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March
Investigation	A1	Kick-off Meeting with Staff																				
	A2	Document Review																				
	A3	Plan Diagnostic																				
	A4	Kick-off Work Session / County tour		X																		
	A5	Public Workshop (up to 3)			X	X	X															
	A6	Stakeholder Listening Sessions			X																	
	A7	Public Outreach Survey																				
Development	B1	Work Sessions (up to 5)						X		X		X		X		X						
	B2	Meetings/Coordination with Staff																				
	B3	Outline, Vision, About the Plan																				
	B4	Demographic Data / Baseline Analysis																				
	B5-11	Content Drafting																				
	B12	Implementation Plan																				
	B13	Mapping																				
Adoption	B14	Plan Layout & Graphics																				
	C1	Public Draft Review + Open House (up to 2)															X	X				
	C2	Final Review Joint Work Session																	X			
	C3	Incorporate Final Revisions																				
C4	Public Adoption (PC / Board hearings)																			X	X	

X = Anticipated In-Person Attendance

**FEE**

The fee is developed based on the scope of work presented below and the minimum number of hours (by position) required to perform each task. The fee is fixed and will not increase unless there is a written, mutually agreed upon change to the scope of work.

Phase	Task	Task Description	Total Cost	Est. Hours
Investigation	A1	Kick-off Meeting with Staff (Virtual)	\$ 350.00	6
	A2	Document Review	\$ 2,120.00	38
	A3	Plan Diagnostic	\$ 3,260.00	58
	A4	Kick-off Work Session / County tour	\$ 3,000.00	50
	A5	Public Workshop (Up to 3)	\$ 12,460.00	206
	A6	Stakeholder Listening Sessions (Up to 4)	\$ 3,960.00	72
	A7	Public Outreach Survey (online + paper)	\$ 5,020.00	94
Development	B1	Joint Work Sessions (up to 5)	\$ 15,000.00	240
	B2	Meetings/Coordination with Staff	\$ 3,100.00	50
	B3	Outline, Vision, About the Plan	\$ 3,100.00	54
	B4	Demographic Data / Baseline Analysis	\$ 5,100.00	90
	B5	Historic & Natural Resources	\$ 5,550.00	95
	B6	Housing and Community Development	\$ 5,350.00	95
	B7	Transportation; 729 Review	\$ 6,270.00	111
	B8	Land Use	\$ 6,900.00	120
	B9	Community Facilities & Infrastructure	\$ 5,100.00	90
	B10	Recreation	\$ 4,100.00	70
	B11	Economic Development	\$ 3,920.00	68
	B12	Implementation	\$ 3,680.00	64
	B13	Mapping	\$ 7,440.00	120
	B14	Plan Layout & Graphics	\$ 9,440.00	150
Adoption	C1	Public Draft Review + Open House (up to 2)	\$ 8,010.00	134
	C2	Final Review Joint Work Session	\$ 3,300.00	54
	C3	Incorporate Final Revisions	\$ 6,140.00	106
	C4	Public Adoption (PC / Board Hearings)	\$ 4,600.00	72
<b>Subtotal</b>			<b>\$ 136,270.00</b>	<b>2,307</b>
Non-direct expenses including, but not limited to, travel, printing, supplies, etc. (3% of project cost)			\$ 4,088.10	
<b>TOTAL</b>			<b>\$ 140,358.10</b>	

The following supplemental services may be employed for an additional fee:			
Options	D1	Additional Public Outreach or Open House Meetings	\$4000/meeting
	D2	Additional Work Session / Meeting	\$3000/meeting
	D3	Special Interest Surveys (e.g., businesses, students, visitors, multilingual)	\$3,000 / survey

**Certificate Of Completion**

Envelope Id: E95216CC4E2E43FF9811569B550CB637

Status: Completed

Subject: Berkley WO 1 - Comprehensive Plan

Source Envelope:

Document Pages: 5

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Hollie Casey

AutoNav: Enabled

hcasey@dinwiddieva.us

Enveloped Stamping: Enabled

IP Address: 139.60.228.178

Time Zone: (UTC-05:00) Eastern Time (US &amp; Canada)

**Record Tracking**

Status: Original

Holder: Hollie Casey

Location: DocuSign

8/25/2021 | 12:24 PM

hcasey@dinwiddieva.us

**Signer Events****Signature****Timestamp**

Tammie Collins

**Completed**

Sent: 8/25/2021 | 12:27 PM

tcollins@dinwiddieva.us

Viewed: 8/25/2021 | 04:03 PM

Security Level: Email, Account Authentication  
(None)

Using IP Address: 139.60.228.178

Signed: 8/25/2021 | 04:21 PM

**Electronic Record and Signature Disclosure:**

Accepted: 4/29/2020 | 08:46 AM

ID: cbe55da1-6354-4b00-ae89-7a12187fb1ea

Company Name: Dinwiddie County

W. Kevin Massengill

kmassengill@dinwiddieva.us

County Administrator

Dinwiddie County

Security Level: Email, Account Authentication  
(None)*W. Kevin Massengill*

Sent: 8/25/2021 | 04:21 PM

Viewed: 8/25/2021 | 08:24 PM

Signed: 8/25/2021 | 08:24 PM

Signature Adoption: Pre-selected Style

Using IP Address: 73.216.249.7

Signed using mobile

**Electronic Record and Signature Disclosure:**

Accepted: 4/17/2020 | 03:04 PM

ID: 42c6e72a-b34f-45d6-988d-e9d30e610ed4

Company Name: Dinwiddie County

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

8/25/2021 | 12:27 PM

Certified Delivered

Security Checked

8/25/2021 | 08:24 PM

Signing Complete

Security Checked

8/25/2021 | 08:24 PM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	8/25/2021   08:24 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **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.