

**CONTRACT****DINWIDDIE COUNTY**  
**ARCHITECTURAL AND ENGINEERING SERVICES**

The Agreement is made this 27<sup>th</sup> day of July 2021, by and between **Townes Site Engineering, PC** of 1 Park West Circle, Suite 108, Midlothian, Virginia 23114 (party of the first part, and hereinafter known as “Contractor”), and the **County of Dinwiddie, Virginia** and the **Dinwiddie County School Board** (parties of the second part, and hereinafter known as “County”).

**WHEREAS**, pursuant to the Virginia Public Procurement Act, County solicited proposals to provide professional architectural and engineering services on an as-needed basis for Dinwiddie County and Dinwiddie County School Board; and

**WHEREAS**, the County reserved the right to award multiple contracts to more than one contractors and has adopted policies regarding the distribution of projects among multiple contractors; and

**WHEREAS**, Contractor submitted a proposal for same, consistent with the specifications in the Request for Proposals; and

**WHEREAS**, Contractor was among those selected as having made the best proposal; and

**WHEREAS**, County has selected Contractor to provide services;

**NOW THEREFORE**, in consideration of the mutual benefits, promises, and undertakings, the sufficiency and receipt of which are acknowledged, the following terms and conditions are agreed to by the parties to this Contract:

1. **Incorporation by Reference.** The following are made a part hereof as if the same were fully set forth herein, and if any discrepancies arise between the documents, they will prevail in the following order: (1) this Contract, (2) Request for Proposals # 21-051221 including any addenda and (3) Contractor’s proposal dated May 26, 2021. This procurement is governed by the Virginia Public Procurement Act and the Dinwiddie County Purchasing Policies and Procedures. All terms and conditions of the Act and the Policies and Procedures are hereby adopted and incorporated by reference herein.
2. **Term of Contract.** The term of this contract shall be for one (1) year with the option for renewals under the terms, conditions and unit pricing of the original contract for up to four (4) additional years, unless either party gives written notification to the other party sixty (60) days prior to expiration of the then-current term that they do not wish to renew. The contract and any renewals are subject to the availability of funds and annual appropriations by the Board of Supervisors. Price increases, if any, shall be negotiated at the time of renewal and shall not exceed 3% annually.
3. **Costs.** Contractor agrees to perform all work pursuant to this Contract according to the fee schedule attached as Exhibit A (the “Contract Price”). All travel-related reimbursable expenses shall not exceed the current GSA rates. Any subcontractor reimbursable expenses may have a markup not to exceed 10% of actual cost.

Any individual project fee shall not exceed \$150,000 in accordance with Code of Virginia Section 2.2-4303.1.

Payment shall be made to Contractor within thirty (30) days after receipt of invoice.

4. **Notices.** Any notices required shall be in writing and be sent either by U.S. Mail with postage prepaid or by email to the addresses set forth below:

Notice to County shall be made to:  
Procurement  
Dinwiddie County  
P.O. Drawer 70  
Dinwiddie, Virginia 23841  
(804) 469-4500  
Accounting@dinwiddieva.us

Notice to Contractor shall be made to:  
Brian Mitchell  
Townes Site Engineering, PC  
1 Park West Circle, Suite 108  
Midlothian, Virginia 23114  
(804) 748-9011 Ext 223  
bmitchell@cctownes.com

5. **Insurance.** During the term of this Contract, Contractor agrees to procure and maintain insurance which meets all County's requirements in the Request for Proposals. The County agrees to accept the Contractors current insurance limits, which differ from the requirements set forth in Section 7.10 of Request for Proposals. The Contractor's current limit for Professional Liability Insurance is \$2,000,000 per occurrence and \$5,000,000 aggregate. The Contractor shall notify the County if these insurance limits decrease at any time during the term of this contract.
6. **Counterparts.** This Agreement may be executed in one or more counterparts each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Signed signature pages may be transmitted by facsimile or as an attachment to an email, and any such signature shall have the same legal effect as an original.
7. **Severability.** If any provision of this Agreement is determined to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.
8. **Force Majeure.** Neither party hereto shall be held liable for delay or failure to perform hereunder, when such delay or failure is without its fault or negligence and due solely to events beyond its control which cannot reasonably be forecast or provided against such as fires, strikes, floods, hurricanes, tornadoes, snowstorms, acts of God, acts of war or terrorism, or legal acts of public authorities.
9. **Miscellaneous.** This Contract shall be governed by the laws of the Commonwealth of Virginia. Jurisdiction and venue for any litigation arising out of or involving this Agreement shall lie in the Circuit Court of the County of Dinwiddie, Virginia, and such litigation shall be brought only in such courts. All pronouns used herein shall refer to every gender. Headings or titles in this Contract are only for convenience and shall have no meaning or effect upon the interpretation of the provisions of this Contract. This Contract is the entire agreement between the parties and may not be amended or modified, except by writing, signed by each party. If any provision of this Contract is determined to be unenforceable, then the remaining provisions of this Contract shall be interpreted as in effect as if such unenforceable provision were not included therein.

**IN WITNESS WHEREOF**, the parties hereto have executed this Contract as of the day first written above.

County of Dinwiddie, Virginia

Townes Site Engineering, PC

X W. Kevin Massengill  
W. Kevin Massengill  
County Administrator

X Brian Mitchell  
Print Name/Title:  
Brian Mitchell

Dinwiddie County School Board

X Dr. Kari Weston  
Dr. Kari Weston  
Superintendent

Approved as to form:

X Wue K. Kelly  
Legal Counsel

**EXHIBIT A  
HOURLY RATES**

<b>Engineering</b>	
Principal Professional Engineer	\$195.00/Hour
Associate Professional Engineer	\$150.00/Hour
Professional Engineer	\$135.00/Hour
Senior Project Engineer	\$120.00/Hour
Project Engineer	\$110.00/Hour
Civil Designer	\$ 95.00/Hour
Senior CADD Technician	\$ 85.00/Hour
CADD Technician	\$ 75.00/Hour
<b>Surveying</b>	
Licensed Surveyor	\$150.00/Hour
Project Surveyor	\$100.00/Hour
Surveyor- Crew Chief	\$ 90.00/Hour
Survey Field Crew (2 Person Crew)	\$140.00/Hour
<b>Environmental</b>	
Principal Environmental Scientist	\$150.00/Hour
Senior Environmental Scientist (Licensed)	\$125.00/Hour
Environmental Scientist	\$ 85.00/Hour
Environmental Technician	\$ 70.00/Hour
<b>Geotechnical/Structural</b>	
Senior Professional Engineer	\$150.00/Hour
Professional Engineer	\$125.00/Hour
Project Engineer	\$100.00/Hour
Senior Construction Inspector	\$ 75.00/Hour
Construction Inspector Grade II	\$ 60.00/Hour
Construction Inspector Grade I	\$ 45.00/Hour
Field Intern	\$ 30.00/Hour
<b>Support Staff</b>	
Clerical	\$ 55.00/Hour
Delivery	\$ 45.00/Hour
Expert Witness (Includes preparation, research, depositions, and testimony)	2 Times Hourly Billing Rate

**Certificate Of Completion**

Envelope Id: B2C95015868F4A0E816E675D7D90D1B2  
 Subject: Contract with Townes Site Engineering  
 Source Envelope:  
 Document Pages: 4  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 Hollie Casey  
 hcasey@dinwiddieva.us  
 IP Address: 139.60.228.178

**Record Tracking**

Status: Original  
 7/20/2021 | 09:25 AM

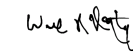
Holder: Hollie Casey  
 hcasey@dinwiddieva.us

Location: DocuSign

**Signer Events**

William Hefty  
 bill@heftywiley.com  
 Legal Counsel

County of Dinwiddie  
 Security Level: Email, Account Authentication  
 (None)

**Signature**


Signature Adoption: Drawn on Device  
 Using IP Address: 50.251.122.174

**Timestamp**

Sent: 7/21/2021 | 09:09 AM  
 Viewed: 7/26/2021 | 09:31 AM  
 Signed: 7/26/2021 | 09:31 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

W. Kevin Massengill  
 kmassengill@dinwiddieva.us  
 County Administrator  
 Dinwiddie County  
 Security Level: Email, Account Authentication  
 (None)



Signature Adoption: Pre-selected Style  
 Using IP Address: 73.216.249.7  
 Signed using mobile

Sent: 7/26/2021 | 09:31 AM  
 Viewed: 7/26/2021 | 06:32 PM  
 Signed: 7/26/2021 | 06:32 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 4/17/2020 | 03:04 PM  
ID: 42c6e72a-b34f-45d6-988d-e9d30e610ed4  
Company Name: Dinwiddie County

Dr. Kari Weston  
 kweston@dcpsnet.org  
 Security Level: Email, Account Authentication  
 (None)



Signature Adoption: Pre-selected Style  
 Using IP Address: 24.149.80.130

Sent: 7/26/2021 | 09:31 AM  
 Viewed: 7/26/2021 | 11:09 AM  
 Signed: 7/26/2021 | 11:09 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 7/26/2021 | 11:10 AM  
ID: 16446c5c-e2ab-4ac1-87cd-f5c500bb96cb  
Company Name: Dinwiddie County

Brian Mitchell  
 bmitchell@cctownes.com  
 Security Level: Email, Account Authentication  
 (None)



Signature Adoption: Pre-selected Style  
 Using IP Address: 174.206.96.28  
 Signed using mobile

Sent: 7/26/2021 | 06:32 PM  
 Viewed: 7/26/2021 | 06:47 PM  
 Signed: 7/26/2021 | 06:49 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 7/26/2021 | 06:47 PM  
ID: 6e9717f6-0ab6-4e59-9248-43bfcf7112e8  
Company Name: Dinwiddie County

Signer Events	Signature	Timestamp
Hollie Casey hc Casey@dinwiddieva.us Procurement Officer Dinwiddie County Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 139.60.228.178	Sent: 7/26/2021   06:49 PM Viewed: 7/27/2021   08:26 AM Signed: 7/27/2021   08:26 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

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	7/21/2021   09:09 AM
Certified Delivered	Security Checked	7/27/2021   08:26 AM
Signing Complete	Security Checked	7/27/2021   08:26 AM
Completed	Security Checked	7/27/2021   08:26 AM

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.