

**CONTRACT****DINWIDDIE COUNTY**  
**MASTER PLAN FOR PARKS AND RECREATION**

The Agreement is made this 21<sup>st</sup> day of January 2022, by and between **BerryDunn** (formerly Greenplay, LLC), of 2211 Congress Street, Portland, ME 04102 (party of the first part, and hereinafter known as “Contractor”), and the **County of Dinwiddie**, Virginia (party of the second part, and hereinafter known as “County”).

**WHEREAS**, pursuant to the Virginia Public Procurement Act, County solicited proposals to develop a Master Plan for Parks and Recreation; and

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

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

**WHEREAS**, County has selected Contractor to provide goods/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 # 22-102021 including any addenda, (3) Contractor’s Fee and Scope Memo dated January 12, 2022 and (4) Contractor’s proposal dated November 8, 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. **Time of Performance.** Contractor agrees to complete all work per the estimated timeline in the Contractor’s proposal.
3. **Costs.** Contractor agrees to perform all work and provide all equipment pursuant to this Contract for a not-to-exceed amount of NINETY THOUSAND AND NO/100 DOLLARS (\$90,000.00) (the “Contract Price”). 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

Notice to Contractor shall be made to:  
Chad Snow, Principal  
BerryDunn  
2211 Congress Street  
Portland, ME 04102  
(757) 592-3103

Accounting@dinwiddieva.us

csnow@berrydunn.com

5. **General Terms and Conditions.** During the term of this Contract, Contractor agrees to procure and maintain insurance which meets all County's requirements in the Request for Proposals.
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

BerryDunn

**X** *W. Kevin Massengill*

W. Kevin Massengill  
County Administrator

**X** *Chad Snow*

Chad Snow  
Principal

Approved as to form:

Department Approval:

**X** *W. K. Rety*

Legal Counsel

**X** *J. Rayfield Vines, III*

J. Ray Vines  
Director of Parks & Recreation



**Memo to:** Ray Vine, Director of Parks and Recreation  
Dinwiddie County, VA

**CC:** Chad Snow, Principal, BerryDunn  
Teresa Penbrooke, Senior Manager, BerryDunn  
Tammie Collins, Deputy County Administrator, Dinwiddie County

**From:** Art Thatcher, Manager, BerryDunn

**Date:** January 12, 2022

**Subject:** Parks and Recreation Master Plan Fee and Scope Revision

As a follow up to our discussion on January 6, 2022, BerryDunn is please to submit a revised budget and scope changes to accommodate your current budget of \$90,000 for the project. To reduce our original budget BerryDunn proposes the following:

- Eliminate the Statistically Valid Survey and replace it with Bang the Table, an online community engagement tool.
- Use the data from the recently conducted surveys by the County and the School District as part of our Needs Assessment analysis.
- Reduce hours for BerryDunn staff during Task B: Public Process and have Dinwiddie Parks and Recreation staff provide support and backup for focus groups and public meetings. Specific will be agreed upon during the Strategic Kick-off Meeting.
- Because of the proximity of the BerryDunn staff assigned to the project, we were able to additionally reduce some of the anticipated travel expenses and hours without affecting the agreed upon number of onsite meetings and interactions.

The revised budget is included below. Depending on the approval process and the changes to the scope list above, BerryDunn will be able to maintain the schedule submitted in the original proposal.

If you have any questions, please feel free to me at [Art.Thatcher@berrydunn.com](mailto:Art.Thatcher@berrydunn.com) or cell phone at 757-592-3103.

<b>Budget Dinwiddie County VA PRMP</b>	
<b>TASKS</b>	<b>Total</b>
<b>TASK A: Progress Reporting</b>	<b>\$2,400</b>
Contracting and Project Set-up	\$1,000
SKO	\$1,400
<b>TASK B: Public Process</b>	<b>\$27,800</b>
Focus Groups	\$8,000
Public Meetings	\$8,000
Stakeholder Engagement (included above)	\$0
Bang The Table	\$7,000
Demographics	\$1,600
Trends	\$1,600
Benchmarking	\$1,600
<b>TASK C: Statistically-Valid Survey</b>	<b>\$0</b>
Statistically Valid Survey	\$0
<b>TASK D: Needs Assessment</b>	<b>\$3,600</b>
Agency Assessment	\$1,800
Sports Tourism Assessment	\$1,800
<b>TASK E: Analysis of Programs and Services</b>	<b>\$4,200</b>
Intro to Services Assessment	\$1,200
Programs and Services Gaps Analysis	\$1,500
Operational Determination and Review	\$1,500
<b>TASK F: Assessment of Existing Facilities</b>	<b>\$20,300</b>
Inventory and GRASP LOS Analysis	\$20,300
<b>TASK G: Analysis of County Facilities</b>	<b>\$11,400</b>
Evaluation of Existing Standards	\$3,250
Gaps Analysis	\$450
Maintenance Analysis	\$4,900
Capital Costing	\$2,800
<b>TASK H: Draft Master Plan</b>	<b>\$15,550</b>
Findings and Visioning	\$7,850
Financial Analysis	\$950
Intro to Cost Recovery	\$400
Draft Plan Writing and Editing	\$3,600
Draft Plan Presentation	\$2,750
<b>TASK I: Final Plan</b>	<b>\$4,750</b>
Final Plan Formatting and Editing	\$2,250
Final Plan Presentation	\$2,500
<b>Totals</b>	<b>\$90,000</b>

**Certificate Of Completion**

Envelope Id: 96BD232E9B6D472D9F8B19EDAF4A8DC1

Status: Completed

Subject: Contract with Berry Dunn

Source Envelope:

Document Pages: 5

Signatures: 4

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

1/19/2022 | 01:09 PM

hcasey@dinwiddieva.us

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

William Hefty

bill@heftywiley.com

Legal Counsel

County of Dinwiddie

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Drawn on Device

Using IP Address: 174.206.104.51

Signed using mobile

Sent: 1/19/2022 | 01:12 PM

Viewed: 1/19/2022 | 03:18 PM

Signed: 1/19/2022 | 03:19 PM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

J. Rayfield Vines, III

jvines@dinwiddieva.us

Security Level: Email, Account Authentication  
(None)*J. Rayfield Vines, III*

Signature Adoption: Pre-selected Style

Using IP Address: 73.177.226.224

Sent: 1/19/2022 | 03:19 PM

Viewed: 1/19/2022 | 04:28 PM

Signed: 1/19/2022 | 04:31 PM

**Electronic Record and Signature Disclosure:**

Accepted: 1/19/2022 | 04:28 PM

ID: a42b53c7-74ac-4dae-bcdb-0a92c9fd05e7

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

Using IP Address: 73.216.249.7

Signed using mobile

Sent: 1/19/2022 | 04:31 PM

Viewed: 1/21/2022 | 05:56 AM

Signed: 1/21/2022 | 05:57 AM

**Electronic Record and Signature Disclosure:**

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

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

Company Name: Dinwiddie County

Chad Snow

csnow@berrydunn.com

Principal

BerryDunn

Security Level: Email, Account Authentication  
(None)*Chad Snow*

Signature Adoption: Pre-selected Style

Using IP Address: 74.78.49.6

Sent: 1/21/2022 | 05:57 AM

Viewed: 1/21/2022 | 08:53 AM

Signed: 1/21/2022 | 08:53 AM

**Electronic Record and Signature Disclosure:**

Accepted: 1/21/2022 | 08:53 AM

ID: 396474e5-c9eb-409c-ade7-66446ccd48df

Company Name: Dinwiddie County

Signer Events	Signature	Timestamp
Hollie Casey hcasey@dinwiddieva.us Procurement Officer Dinwiddie County Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 184.63.185.123	Sent: 1/21/2022   08:53 AM Viewed: 1/21/2022   09:04 AM Signed: 1/21/2022   09:04 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 9/15/2021   08:30 AM ID: fbb6381e-0224-48a7-8dcb-8e325672939f 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
--------------------	--------	-----------

Tammie J Collins tcollins@dinwiddieva.us Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 1/21/2022   09:04 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 4/29/2020   08:46 AM ID: cbe55da1-6354-4b00-ae89-7a12187fb1ea Company Name: Dinwiddie County		

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	1/19/2022   01:12 PM
Certified Delivered	Security Checked	1/21/2022   09:04 AM
Signing Complete	Security Checked	1/21/2022   09:04 AM
Completed	Security Checked	1/21/2022   09:04 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.