



August 4, 2025

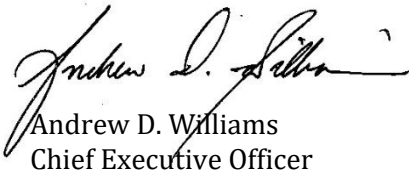
Town of Cape Charles  
Attn: Rick Keuroglan  
2 Plum Street  
Cape Charles, VA 23310

**RE: Work Order 3: On-Call Planning & Zoning Services (Grant Support Focus)**

Dear Mr. Keuroglan:

We are pleased to present the associated scope and fee to provide on-call planning and zoning services to the Town of Cape Charles, VA. If you have any questions or need additional information, please feel free to contact me at any time.

Sincerely,



Andrew D. Williams  
Chief Executive Officer

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

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Mr. Keuroglan, Town Manager

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Date

## I. SCOPE OF SERVICES

Berkley Group will provide on-call planning and zoning services to the Town of Cape Charles, VA. These services include, but are not limited to, providing technical review, analysis, and other support for the review of land use initiatives and applications as directed by the Town; grant support, to include identification, coordination, and writing, is the expected focus of these services. The point of contact for this assignment is Ms. Kate Jones, Deputy Director of Community Development.

The following assumptions shall apply:

1. **Contact Person:** The Town will provide a single staff person that will be responsible for collecting and transmitting information, resources, and other related information to the Berkley Group.
2. **On-Call/Scheduling:** The services provided under this Work Order will be on-call, as needed and requested by the Town. Deadlines for the completion of tasks/projects shall be coordinated based upon availability of Berkley Group staff.
3. **Current Planning/Zoning/Development:** This scope of work assumes that services will support current planning, zoning, and community development work only. This may include assistance with ordinance text amendments and analysis of long-range planning and zoning matters, but any long-term projects (i.e., comprehensive, master or small area plans, ordinance rewrites, etc.) will require a separate work order.
4. **Remote:** This scope assumes that work will be conducted remotely. With prior coordination, in-person attendance at meetings may be arranged based upon Berkley Group staff availability.
5. **File Sharing:** Berkley Group will provide the Town with access to a cloud-based platform (i.e., Dropbox) to assist in digital file sharing.
6. **Legal:** In accordance with the contract, the Town shall defend Berkley Group and its respective staff in any legal proceedings by a third party arising out of the performance of duties on behalf of the Town.

## II. TERM OF SERVICE

These services will be available to the Town of Cape Charles beginning immediately upon execution of this Work Order, for a minimum of one year commensurate with the terms of the Master Agreement. Services shall be limited to twenty-four (24) hours a month unless increased by mutual agreement between the Town and Berkley Group.

## III. FEE

The cost of providing services will be based on the hourly rates of the personnel delivering services. The following rates shall apply until or unless otherwise amended by another work order. Payment will be made to Berkley Group and invoiced monthly. For any on-site services, lodging will be reimbursed at direct cost and mileage will be reimbursed at the active IRS rate. Rates will be reviewed and updated annually.

Hourly Rates	
Owner/Principal	\$450
Executive Manager	\$200
Director	\$200
Deputy Director	\$150
Principal Planner	\$120
Senior Planner	\$100
Planner	\$90

*If the work order is not signed within 30 days, the proposed work expires, and Berkley Group may propose a new work order, fee and schedule.*