



August 12, 2025

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

RE: Work Order 2: Harbor Area Master Plan Development

Dear Mr. Keuroglian:

Berkley Group is pleased to present the associated scope and fee to the Town of Cape Charles for Master Plan Development for the Town's Harbor Area, to include specific focus on a 52-acre site.

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 for the work described herein.

Mr. Keuroglian, Town Manager

Date

I. SCOPE OF SERVICES

Berkley Group will provide Master Plan Development services to the Town of Cape Charles for the Town's Harbor Area (generally the area and parcels immediately adjacent to Cape Charles Harbor; "the Harbor Area"), with specific focus on a 52-acre former railyard site consisting of parcels 83A3-A-9 (42 acres) and a portion of parcel 90-A-9 excluding the trail area and parking (10 acres) ("the Railyard Site").

Specific project phases and tasks are as follows:

Phase 1 - Project Management; Preliminary Concepts

Task 1.1 - Project Management

Berkley Group will manage the project and subconsultants, and coordinate with Town staff regularly and as needed to collect input and information related to the project. This scope assumes any project management meetings will be conducted virtually/remotely. Project meetings with Town staff will occur virtually; a total of up to thirty (30) minutes per week is allocated for these meetings, which may be scheduled weekly, biweekly, or as needed depending on the project needs and availability.

Task 1.2 - Town Council Kick-off/Interview Session

Berkley Group will conduct an in-person kick-off and interview session with Town Council as an opportunity for the Town Council to share their goals, objectives, and perspectives with regard to the Harbor Area Master Plan and consideration of the Railyard Site.

Task 1.3 - Steering Committee Kick-off Meeting

Berkley Group will conduct an in-person kick-off with the Steering Committee. The kick-off will focus on the scope of the project, direction from Town Council, a review of the Railyard Site assessment, public engagement refinement, and discussion of the Harbor Area and Railyard Site.

Task 1.4 - Railyard Site Preliminary Concepts

For the Railyard Site, Berkley Group, through subconsultants Collins Engineering and Design Develop, will develop conceptual site mapping, to include potential site layout with base engineering for structures, roads, and pedestrian paths and visualizations and renderings showing conceptual building design and perspective renderings with scale, massing, architectural character, and streetscape interaction.

Task 1.5 - Steering Committee Meeting (#2, Virtual)

Berkley Group will meet virtually with the Steering Committee to review preliminary concepts for the Railyard Site, discuss land use and development objectives and goals for the Railyard Site and Harbor Area, and planning for public engagement.

Phase 2 - Plan & Concept Development; Public Engagement

Task 2.1 - Public Engagement Event (#1)

Berkley Group will facilitate a public engagement event. The event may be performed in a workshop or open house style. The event will include an overview of the Harbor Area and Railyard Site and exercises to allow for public input concerning the land use and development of the Harbor Area and Railyard Site. Engagement exercises will be planned to elicit public desires and preferences, and understanding and confirmation of themes, areas of interest and concern for the general Harbor Area and the specific Railyard Site, along with public reactions to preliminary concepts developed for the Railyard Site. The Town will advertise and promote the event; coordinate logistics, set up, and printing of small format materials; and provide staff support. Berkley Group will provide content for digital

and print flyers, and digital content for small format materials. Berkley Group will provide large format display boards for the community engagement.

Task 2.2 - Draft Master Plan Development

Berkley Group will begin plan drafting, develop the outline of the plan, themes, and high-level design.

Task 2.3 - Refinement of Railyard Site Concepts

For the Railyard Site, Berkley Group, through subconsultants Collins Engineering and Design Develop, will refine preliminary concepts, and develop concepts for streetscape, signage, and landscaping.

Phase 3 – Final Recommendations, Concepts & Plan Adoption

Task 3.1 - Steering Committee Meeting (#3, Virtual)

Berkley Group will meet virtually with the Town Steering Committee to review public engagement and receive direction on final concepts and plan content.

Task 3.2 - Finalization of Railyard Site Concepts

For the Railyard Site, Berkley Group, through subconsultants Collins Engineering and Design Develop, will finalize developed plan concepts.

Task 3.3 - Plan Drafting

Berkley Group will develop a final draft of the plan document for the Master Plan, to include identified strategies and implementation plan.

Task 3.4 - Steering Committee Meeting (#4, Virtual)

Berkley Group will meet virtually with the Town Steering Committee, the final meeting of the Steering Committee, to allow the Committee to comment on the final draft of the plan document and make a recommendation on the plan document.

Task 3.5 - Public Engagement Event (#2)

Berkley Group will facilitate a public engagement event. The event may be performed in a workshop or open house style. The event will include the presentation of the final plan and concepts for public comment and feedback. The Town will advertise and promote the event; coordinate logistics, set up, and printing of small format materials; and provide staff support. Berkley Group will provide content for digital and print flyers, and digital content for small format materials. Berkley Group will provide large format display boards for the community engagement.

Task 3.6 - Plan Adoption

Berkley Group will participate in a meeting of the Town Council or joint meeting of the Planning Commission and Town Council to present the final plan for adoption.

Task 3.7 - Final Deliverable

Based upon final adoption, Berkley Group develop a final digital version (PDF) of the Master Plan document and transmit this to the Town.

II. ASSUMPTIONS

The following assumptions shall apply to services:

1. **Initiation:** The Town will provide up-to-date copies of the current Comprehensive Plan, Zoning and Subdivision Ordinance, and maps in original format (.pdf, .docx, or Esri-

compatible GIS, as applicable). The Town will also identify and provide relevant supporting documents and map layers to be considered during site analysis and review.

2. **Contact Person:** The Town will provide a single contact staff that will serve as project manager on behalf of the locality and be responsible for collecting data and resources, serving as liaison to local officials and the public, and transmitting information to the Berkley Group.
3. **Meetings/Coordination with Staff:** If the project schedule is extended, project meetings (one 30-minute meeting weekly) will be charged based on hourly rates for each staff by position unless a work order amendment occurs.
4. **Meeting Cancellations:** Meetings and work sessions cancelled with notice of less than five (5) business days will be counted toward the scoped work sessions, and the client will be charged for the preparation hours for the cancelled meeting.
5. **Indirect Fee:** The indirect fees include display boards, meals, travel, and lodging associated with the scoped meetings. Costs for printed copies of reports or plans are not included in the fee estimate. If hard copies are desired, the fee for professional printing will be invoiced separately to the Town.
6. **Completion:** If project completion is delayed beyond 60 days due to lack of client responsiveness, indecision, or failure to complete required tasks, Berkley Group reserves the right to consider the project substantially complete, issue final billing and close out the contract. Additional tasks may be completed under a new agreement or amendment by mutual agreement of both parties.
7. **Optional Services:** Optional services may be added with written authorization from the locality and subject to the following assumptions:
 - A. **Additional public outreach or open house meetings:** Assumptions for public outreach meetings apply.
 - B. **Public Surveys** (e.g., town-wide, businesses, visitors).
 - C. **Additional Work Session/ Meeting:** Assumptions for work sessions apply.

III. SCHEDULE

Berkley Group proposes to perform the tasks included in the Scope of Services according to the schedule outlined below, to be finalized prior to the initiation of services and based upon the completion of other contracted services (WO #1). This schedule is predicated on the assistance of Town staff in providing timely documentation, guidance, and scheduling of necessary meetings and work sessions. If the Town fails to provide internal data and information in a timely manner, requests additional time or rescheduling of meetings, this may result in unanticipated project or deliverable delays as Berkley Group accommodates existing project commitments and schedules. If this occurs, a new schedule will be provided.

PROJECT TIMELINE												
			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
Phase 1 - Project Management; Preliminary Concepts	1.1	Project Management	V	V	V	V	V	V	V	V	V	V
	1.2	Town Council Kick-Off/Interview	X									
	1.3	Steering Committee Kickoff Meeting	X									
	1.4	Railyard Site Preliminary Concepts										
	1.5	Steering Committee Meeting (#2, Virtual)			V							
Phase 2 – Plan & Concept Development; Public Engagement	2.1	Public Engagement Event (#1)				X						
	2.2	Draft Master Plan Development										
	2.3	Refinement of Railyard Site Concepts										
Phase 3 – Final Recommendations, Concepts & Plan Adoption	3.1	Steering Committee Meeting (#3, Virtual)					V					
	3.2	Finalization of Railyard Site Concepts										
	3.3	Plan Drafting										
	3.4	Steering Committee Meeting (#4, Virtual)							V			
	3.5	Public Engagement Event (#2)								X		
	3.6	Plan Adoption									X	
	3.7	Final Deliverable										
X = In-Person Attendance; V = Virtual Attendance												

IV. FEE

The lump sum fee for offered Scope of Services is \$73,851.75. The fee will not increase unless there is a written, mutually agreed upon change to the Scope of Services. If additional services are desired, they can be provided for an additional fee. Fees for service will be invoiced monthly.

Phase	Task	Task Description	Total Cost
Phase 1 - Project Management; Preliminary Concepts	1.1	Project Management	\$6,490.00
	1.2	Town Council Kick-off/Interview	\$2,760.00
	1.3	Steering Committee Kick-off Meeting	\$2,760.00
	1.4	Railyard Site Preliminary Concepts	\$15,640.00
	1.5	Steering Committee Meeting (#2, Virtual)	\$1,125.00
Phase 2 - Plan & Concept Development; Public Engagement	2.1	Public Engagement Event (#1)	\$5,700.00
	2.2	Draft Master Plan Development	\$5,240.00
	2.3	Refinement of Railyard Site Concepts	\$4,880.00
Phase 3 - Final Recommendations, Concepts & Plan Adoption	3.1	Steering Committee Meeting (#3, Virtual)	\$1,125.00
	3.2	Finalization of Railyard Site Concepts	\$5,000.00
	3.3	Plan Drafting	\$11,360.00
	3.4	Steering Committee Meeting (#4, Virtual)	\$1,125.00
	3.5	Public Engagement Event (#2)	\$4,050.00
	3.6	Plan Adoption	\$2,250.00
	3.7	Final Deliverable	\$830.00
Subtotal			\$70,335.00
Non-direct expenses including, but not limited to, travel, printing, supplies, etc. (5% of project cost)			\$3,516.75
TOTAL			\$73,851.75

If this Work Order is not signed within 30 days, the offered Work Order and Scope of Services expires, and Berkley Group may propose a new work order, fee and schedule.