

	Agenda Title:	Agenda Date:
	Community Development Block Grant	August 21, 2025
	Subject/Proposal/Request:	
	Approval of Contract(s) with the Berkley Group for planning services for Harbor/Railroad Master Plan	
Town of Cape Charles	Attachments:	For Council:
	<ol style="list-style-type: none"> 1. Contract with Berkley Group 2. Work Order 1 – Site Assessment -Engagement- Strategic Planning 3. Work Order 2 – Master Plan 4. Work Order 3 - On Call Zoning Services 	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Katie Nunez, Director of Planning and Zoning Administrator	Rick Keuroglian, Town Manager

Background:

In the Planning Department budget Account #100-4811-3410, \$95,000 is budgeted for Management Consulting, specifically for Harbor/Railroad Master Planning for Fiscal Year 2026.

Please note that this same amount of \$95,000 was budgeted for Fiscal Year 2025 but was not utilized since we were unable to start that work due to other departmental work commitments. As the Town closes its financial books for FY2025, this money will be included in the undesignated fund balance to the General Fund as funds unspent and could be a source of funding through a mid-year budget appropriation request.

Based upon the Town Council meeting discussion of July 17, 2025 and August 7, 2025, I have worked with the Berkley Group to refine the scope of work envisioned.

Item Specifics:

Enclosed please find the general contract with the Berkley Group and three potential Work Orders for Town Council consideration. At this time, there is available funding of \$95,000 in the Planning Department budget; however, the total cost for Work Order 1 of \$67,306.05 and Work Order 2 is \$73,851.75; together this totals \$141,157.80 which exceeds the current budget allotment. Additionally, Work Order 3 is a task based funding obligation for any grant applications that we request the Berkley Group to complete on our behalf.

Recommendation: Town Council review is requested of the 3 Work Orders and discussion and approval is sought:

1. To award Work Order 2 in the amount of \$73,851.75
2. To award Work Order 3 for On Call Zoning Services
3. To direct staff to prepare a mid-year budget appropriation request that would fund Work Order 1.