

	Agenda Title:	Agenda Date:
	Community Development Block Grant	Sept 18, 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:
	Work Order 2 – Master Plan	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Katie Nunez, Director of Planning and Zoning Administrator	Rick Keuroglan, 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, The Town Manager and the Director of Planning and Zoning Administrator have worked with the Berkley Group to refine the scope of work envisioned.

Item Specifics:

Enclosed please find the revised general contract with the Berkley Group for Work Order 2 for Town Council consideration. Revisions are highlighted in yellow in the attached documents.

Revisions in Work Order 2:

In Work Order 2, revisions include: Task 1.6, Task 1.8, Task 3.5 and the costs reflecting these tasks on the Table. The Table below reflects the changes.

	Previous Work Order 2	Revised Work Order 2
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Task 1.6 Economic Profile and Comparable Community Analysis (p.3)	6 localities for comps	3 localities for comps
Task 1.8 Steering Committee Kick-Off Meeting (p.3)	In-person kick-off with Steering Committee will occur on a separate day as the Public Engagement Event See Task 1.8	In-person kick-off with Steering Committee will occur on the same day as the Public Engagement Event See Task 1.7
Task 3.5 Public Engagement Event (p.4)	Two-day public event	One-day public event
Table Task 1.6 (p.6)	\$15,000.00	\$7,500.00
Table Task 3.3 (p.7)	\$11,360.00	\$7,760.00
Table Task 3.5 (p.7)	\$7,200.00	\$4,775.00
Table Subtotal (p.7)	\$126,035.30	\$109,990.90

At this time, there is available funding of \$95,000 in the Planning Department budget; however, the total cost for Work Order 2 is \$109,990.00 which exceeds the current budget allotment.

Recommendation: Town Council review is requested of the Revised Work Order 2 and discussion and approval is sought:

1. To award Work Order 2 in the amount of \$109,990.00