

Board of Supervisors

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PLANNING AND COMMUNITY DEVELOPMENT

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MEMORANDUM

TO: Board of Supervisors
FROM: Tammie J. Collins, Deputy County Administrator
DATE: August 17, 2021
SUBJECT: Contract Award, On-Call General Planning Consulting Services

Background

Dinwiddie County is in the process of preparing for the long range planning and development direction of the County. Staff is seeking additional professional assistance with the development and coordination of the Dinwiddie Comprehensive Land Use Plan and other planning functions as needed.

Actions

The County proposes entering into a cooperatively procured contract released by George Washington Regional Commission (GWRC). The GWRC RFP and associated documents have been reviewed by legal and Dinwiddie’s procurement office. The proposed contract (In an amount not to exceed \$150,000) will provide professional planning and technical expertise to supplement its professional staff. To meet this need, Dinwiddie will enter into a contract with the Berkley Group, LLC for nonprofessional services with extensive expertise in government administration that can provide public services in one or more of the following areas:

- Current and long-range planning (e.g., update of Comprehensive Plan) – *PRIMARY FOCUS*
- Code enforcement and revisions (e.g., update of Zoning Ordinance, Subdivision Ordinance)
- Public outreach and meeting facilitation (e.g., meetings with elected and appointed bodies, Town Hall meetings)
- Local Government project development and management (e.g., transportation projects)
- Public works (e.g., water and sewer utility)
- Environmental Services (e.g., Storm Water management)

Expenses associated with this contract will be funded with vacancy savings in the Planning & Zoning department and the Community Development Fund.

Recommendation

We recommend approval of the following resolution.

BE IT RESOLVED, that the Board of Supervisors of Dinwiddie County, Virginia does hereby authorize and direct the County Administrator to execute the attached contract with the The Berkley Group, LLC, with any changes, substantive or otherwise, as may be approved by the County Administrator.