



# Draper Aden Associates

Engineering • Surveying • Environmental Services

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June 29, 2016

Mr. Jeff Taylor  
Director of Economic Development  
Appomattox County  
P.O. Box 863  
153-A Morton Lane  
Appomattox, VA 24522  
(Via Email Only)

**RE: Proposal for Professional Services  
Appomattox Center for Business and Commerce  
Virginia Business Ready Sites Program Site Characterization Application  
Draper Aden Associates Proposal No. B15146B-01P**

Dear Mr. Taylor:

Thank you for the opportunity to present Draper Aden Associates' proposal for professional services to complete the Virginia Business Ready Sites Program (VBRSP) Site Characterization application for the Appomattox Center for Business and Commerce. We are very excited at this opportunity to work with you and with your Economic Development Authority. This proposal supercedes our proposal dated June 22, 2016.

## **I. PROJECT DESCRIPTION**

The VBRSP was established to identify and rank sites with a minimum of 100 contiguous and developable acres suitable for industrial and/or commercial development within the Commonwealth of Virginia. This information will be used to determine the potential for continued economic development within the Commonwealth and to update the information used by the Virginia Economic Development Partnership for its marketing efforts. The Appomattox Center for Business and Commerce meets the criteria for participating in this program.

Draper Aden Associates will assist the County with completing the VSRSP Site Characterization Application. We are pleased to present the following for your review and approval.

## **II. SCOPE OF SERVICES**

### **A. VBRSP Site Characterization Application**

To facilitate completion of the application, we propose the following responsibility matrix for each element of the application.

***VBRSP Site Characterization Application Responsibility Matrix***

<b>Application Requirement</b>		<b>Appomattox County</b>	<b>Draper Aden Associates</b>
<b>Part I - Summary</b>		<i>Lead</i>	<i>Support</i>
<b>Part II - Site Description</b>			
1	Ownership	<i>Lead</i>	<i>Support</i>
	Attachment A: Documentation of Ownership	<i>Lead</i>	<i>Support</i>
	Attachment B: Option Agreement or Equiv.	<i>Lead</i>	<i>Support</i>
2	Site Characteristics	<i>Support</i>	<i>Lead</i>
	Attachment C: Detailed Site Plan	<i>Support</i>	<i>Lead</i>
3	Previous Studies	<i>Lead</i>	<i>Support</i>
4	Existing and Future Zoning	<i>Support</i>	<i>Lead</i>
5	Existing and Proposed Infrastructure	<i>Support</i>	<i>Lead</i>
	Attachment D - Utility Infrastructure Map	<i>Support</i>	<i>Lead</i>
	Attachment E - Transportation Infrastructure Map	<i>Support</i>	<i>Lead</i>
<b>Part III - Site Assessment Scope and Budget</b>			
1	Assessment Scope	<i>Support</i>	<i>Lead</i>
2	Attachment F: Site Characterization Document	<i>Support</i>	<i>Lead</i>
3	Attachment G: Assessment Invoice	<i>Support</i>	<i>Lead</i>
4	Funding Source(s)	<i>Lead</i>	<i>Support</i>
<b>Part IV - Site Justification</b>			
<b><i>Marketability</i></b>			
1	Consistency with Local/Regional ED Strategic Plans	<i>Lead</i>	<i>Support</i>
2	Targeted ED Projects and Marketing Strategies	<i>Lead</i>	<i>Support</i>
3	Unique Assets	<i>Lead</i>	<i>Support</i>
4	Workforce Infrastructure	<i>Lead</i>	<i>Support</i>
5	Commitment to Marketing the Site	<i>Lead</i>	<i>Support</i>
<b><i>Economic Impact</i></b>		<i>Lead</i>	<i>Support</i>
<b><i>Existing Sites</i></b>			
1	Attachment H: Existing Site Inventory List	<i>Support</i>	<i>Lead</i>
2	Need and Existing Deficiencies	<i>Lead</i>	<i>Support</i>
<b><i>Additional Considerations</i></b>		<i>Lead</i>	<i>Support</i>

1. Kick-off Meeting and Site Visit: The Draper Aden Associates team will meet with you to review the site, finalize the responsibility matrix, confirm your goals and expectations for this project, collect the information you have readily available for completion of and attachments to the VBRSP application, and establish a milestone and deliverables schedule.
2. Application: We will prepare a draft narrative responses and attachments for your review and comment, as per the responsibility matrix. Based on your comments

Draper Aden Associates thanks you for the opportunity to provide our proposal for engineering services. If this proposal meets with your approval, please sign one copy of the Authorization to Proceed below and return it to us.

Please note that it is the policy of Draper Aden Associates that no deliverables or other products of service will be submitted without a formal agreement between parties or written authorization acknowledging the scope of work and fees associated with the proposed work. We appreciate your efforts toward this end.

We look forward to working with you on this project. Please do not hesitate to contact us if you have any questions or require any additional information.

Sincerely,  
**DRAPER ADEN ASSOCIATES**



Deborah Kirk Flippo  
Economic Development Program Manager



Carolyn A. Howard, PE  
Vice President / Sr. Program Manager

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**AUTHORIZATION TO PROCEED**

I/We agree and accept Draper Aden Associates' proposal to provide the above described services. We understand the Scope of Services as provided herein and agree to the fees estimated for these services. We further acknowledge that Draper Aden Associates will provide a proposal for any change in the Scope of Services described herein and that a signed agreement to provide those additional services will be executed prior to any work being performed.

William S. Steghe  
Printed Name

Charina EDA  
Title

William S. Steghe  
Signature

7-25-16  
Date

regarding the draft, we will finalize our application responses and attachments and forward the final to you in pdf format for the County's submittal to VEDP.

### III. SCHEDULE

Draper Aden Associates is prepared to begin work upon your authorization to proceed. Based on an authorization to proceed date no later than July 18<sup>th</sup>, we will provide our final deliverables to the County no later than August 26<sup>th</sup> for the County's submittal to VEDP by September 1<sup>st</sup>. Our submittal will include our invoice for services

### IV. FEES

Draper Aden Associates proposes to provide the services and related reimbursables, as outlined in Section II above, for a time and materials not-to-exceed fee of **\$8,900**. We will invoice actual time and materials expended upon completion of our services. We expect the County will receive a grant for half of our total invoice. All services will be provided in accordance with a mutually acceptable contract.

### V. ASSUMPTIONS / LIMITATIONS

- A. If the scope of work for the project is revised by the County following acceptance of this proposal, we reserve the right to re-negotiate our schedule and fee accordingly.
- B. The limits of our scope is within the boundaries of the existing Appomattox Center for Business and Commerce.
- C. Any additional out-of-town travel or meetings, including any face-to-face meetings in or outside of the Appomattox County, Virginia area authorized by your office will be invoiced in addition to the lump sum fee presented herein.
- D. All electronic information, data, and documents provided to us from any party will be in a format suitable for direct use by Draper Aden Associates and will not require any significant reformatting or conversion.

### VI. SUPPLEMENTAL SERVICES

If necessary or requested, we can provide the following supplemental services in addition to those outlined above, including, but not limited to, the following:

- ❖ Attendance or presentations at meetings, beyond what is included above.
- ❖ Topographic, boundary, easement, or right-of-way and utility surveys.
- ❖ Master planning and conceptual site design through construction phase services.
- ❖ Analysis of or design of upgrades, extensions, or relocations to existing utilities or off-site road improvements.
- ❖ Environmental services, including, but not limited to, waters of the U.S. delineation / determination and permitting and hazardous material services.
- ❖ Geotechnical services.
- ❖ Traffic analysis or studies.