



P.O. Box 181
Bridgewater, VA 22812
1-540-208-5188 (VA)
1-817-231-7396 (TX)
info@bgllc.net
www.bgllc.net

September 8, 2026

Nelson County
Attn: Ms. Dylan Bishop, Planning & Zoning
12007 Courthouse Circle
P.O. Box 558
Lovingston, VA 22949

**RE: Comprehensive Plan Update and Recommendations for Zoning and
Subdivision Ordinance Amendments RFP21-PZ01 Scope of Work
Amendment 7: Zoning Map Update**

Dear Ms. Bishop:

We are pleased to present this amendment to the Comprehensive Plan Update scope of work. This amendment will provide a Zoning Map update. If you have any questions related to the scope and associated fee for the work order, please let me know.

Thank you for the opportunity to continue to work with you and your staff to help achieve the County's goals.

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.

Dylan Bishop, Planning and Zoning

Date

I. SCOPE OF WORK

Berkley Group will assist the County in reviewing, updating, and adopting its official Zoning Map.

The following tasks will be conducted:

Task F1 – Mapping Management / Staff Input

Manage the project and coordinate with County staff regularly and as needed to collect input and information related to the project. This scope assumes project meetings will occur virtually; a total of up to one (1) hour per month is allocated for these meetings, which may be scheduled as needed depending on the project needs and availability.

Task F2 – Staff Session

Conduct a virtual meeting with County staff to review the previous map comparison, discuss any known conflicts, and identify discussion areas for the joint work sessions. The meeting will last up to two (2) hours and will utilize screen sharing and interacting with a shared map.

Task F3 – Joint Work Sessions

Facilitate up to three (3) in-person work sessions with the Planning Commission and Board of Supervisors. Meeting materials will be provided in digital format up to, but not earlier than, five (5) business days before a work session. Printing of hardcopy materials necessary for meetings will be the responsibility of the County.

- Work Session 1 – Zoning maps of each voting district will be provided with areas marked for specific consideration based on the staff session, Comp Plan Future Land Use, and zoning text. The Board of Supervisor and Planning Commissioner for each district will work in pairs to review the current zoning of their district and mark-up any areas of their map for proposed changes.
- Work Session 2 – Paired Board of Supervisors and Planning Commissioners will review their maps, make edits, and discuss undecided areas. Each pair will report their proposed major changes to the group at the end of the session. Collectively the group will note any concerns or areas to focus on during the next work session.
- Work Session 3 – A proposed new zoning map will be provided for review. The Board of Supervisors and Planning Commissioners will review the areas that were noted in the previous session as an area of concern or focus. Consensus will be built and refinement to the map will occur.

Tasks F4 – Map Drafting

Draft the Zoning Map for public review. The County will provide the current parcel layer, zoning layer, and voting districts layer and Berkley Group will create maps for the joint work sessions. After work session #2, edits to the zoning layer will be incorporated based on direction at the work session. The

map will receive a second round of edits after work session #3. After the two rounds of edits the proposed map will be presented for public review and comment.

Task F5 – Focus Groups

Conduct up to three (3) in-person focus groups with key stakeholders identified by County staff. Each focus group will contain up to 10 individuals. Stakeholders are suggested to include representatives of the development and real estate community; business owners; tourism affiliates, large landowners; agricultural agencies and farmers, among others. Each focus group session will be up to 1.5 hours and will be logically organized by County staff with similar representatives for productive conversation. The focus group sessions will occur on the same days as the in-person public workshops. If focus group sessions cannot occur on the same day(s), Berkley Group will host and facilitate focus groups on Microsoft Teams or another virtual platform. Berkley Group will summarize the results of each focus group session for inclusion in the engagement summary.

Task F6 – Public Open Houses

Facilitate up to five (5) in-person open houses, one in each voting district. Berkley Group will provide a promotional flyer and digital event materials. The County will coordinate the open house locations, advertise and promote the events, print materials, set up, and provide staff support during the events. Berkley Group will present at each open house with a brief introduction to the project, including the purpose of a Zoning Map Amendment and review some of the proposed changes. The presentation will be followed by interactive boards and stations on map changes. Berkley Group will summarize the results of each open house for inclusion in the engagement summary.

Task F7 – Online Interactive Map

Provide an online interactive map utilizing an online survey instrument. Berkley Group will continue to host the project webpage and will integrate the proposed zoning map. The public will be able to review the map and drop pins and comments on individual parcels. The map will be available for 30-45 days. Berkley Group will collect and provide the engagement results in excel format.

Task F8 – Office Hours

Provide in-person office hours for up to 16 hours over the course of four (4) days. Berkley Group will provide one (1) staff person at the County office to review the map with individuals. Berkley Group will set office hours that will require individuals to book 30-minute appointments. Berkley Group will provide a digital link to make appointments and use a laptop to review parcel specific zoning. The County will assist with booking appointments and provide the meeting space.

Task F9 – Engagement Summary

Compile the engagement results from each engagement method into a summary memo and corresponding map. The map will highlight parcels that have requested a change from the proposed

Map. This summary will be presented to Planning Commission and the Board of Supervisors and will be utilized during the final review joint work session to refine the proposed Zoning Map.

Task F10 – Final Review Joint Work Session

Facilitate up to one (1) joint work session with the Planning Commission and Board of Supervisors. The work session will focus on reviewing the public engagement comments and refining the map prior to adoption.

Task F11 – Map Revisions

Prepare draft Zoning Map for public hearing and adoption with one (1) round of revisions. After the Final Review Joint Work Session, Berkley Group will incorporate one (1) round of revisions based on comments from the work session.

Task F12 – Public Hearings

Conduct one (1) public hearing with the Planning Commission and one (1) public hearing with the Board of Supervisors for the adoption of the updated Zoning Map. The County will be responsible for public notification requirements associated with the project. Prior to the public hearings, Berkley Group will provide the ESRI compatible GIS map, a parcel specific list of zoning changes, and a memo highlighting major changes and the rationale for those changes. Berkley Group will be available in-person during the hearings to present information and answer questions from the Planning Commission or Board of Supervisors.

Task F13 – Post-Adoption Deliverables

Provide final digital versions of the adopted Zoning Map in ESRI compatible format.

Deliverables:

1. Joint work sessions materials in digital (PDF) format.
2. Draft Zoning Map for public review in digital (PDF) format.
3. Public Open House materials in digital (PDF) format.
4. Focus group materials in digital (PDF) format.
5. Online Interactive Map posted on the website.
6. Engagement summary memo in PDF format and map of requested edits in ESRI compatible format.
7. Final review joint work session materials in digital (PDF) format.
8. Draft Zoning Map for public hearings in ESRI compatible format.
9. Public Hearing memo with list of zoning map changes and rationale in digital (PDF) format.
10. Final adopted Zoning Map in ESRI compatible format.

The following assumptions shall apply:

1. **Initiation:** The County will provide up-to-date files of the current zoning map, parcel data, landowner data, and other relevant materials.
2. **Point of Contact:** The County will designate a primary point of contact who will be responsible for coordinating communication, collecting and providing access to necessary information and resources, and reviewing or approving work products in a timely manner.
3. **Management / Staff Coordination:** If the project schedule is extended, or additional sessions needed beyond the scoped tasks above, project meetings or review sessions will be charged based on hourly rates for each staff by position unless a work order amendment occurs.
4. **Same Day Events:** Tasks occurring on the same day are noted above. With mutual agreement and depending on scheduling constraints, County staff and Berkley Group may consolidate or reorganize events to occur on the same day as another in-person event. Additional trips for in-person meetings will require a scope amendment and additional fee.
5. **Work Session Cancellations:** 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. Multiple cancellations may result in charges beyond the work session fee, based on hourly rates for each staff by position unless a work order amendment occurs.
6. **Indirect Fee:** The indirect fees include meals, travel, and lodging associated with the scoped meetings. Costs for printed copies of reports or meeting materials are the responsibility of the County and not included in the fee estimate.
7. **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.



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II. SCHEDULE

Berkley Group proposes to perform the tasks included in this Work Order according to the schedule outlined below. This schedule is predicated on the assistance of locality staff in providing timely documentation, guidance, and scheduling of necessary meetings and work sessions. If the County fails to provide internal review and/or information in a timely manner, requests additional review time, or reschedules 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											
Phase	#	Task Description	2026		2027						
			November	December	January	February	March	April	May	June	July
Mapping Amendment	F1	Mapping Management/Staff Input									
	F2	Staff Session	V								
	F3	Joint Work Session (up to 3)			2X	X					
	F4	Map Drafting									
	F5	Focus Groups (up to 3)					X	X			
	F6	Public Open Houses (up to 5)					X	X			
	F7	Online Interactive Map									
	F8	Office Hours						X			
	F9	Engagement Summary									
	F10	Final Review Joint Work Session							X		
	F11	Map Revisions									
	F12	Public Hearings								X	X
	F13	Post-Adoption Deliverables									
X = Anticipated In-person Attendance; V = Virtual Attendance											

If the work order is not signed and returned within 30 days, the proposed schedule and associated fee expires, and Berkley Group may propose a new schedule and fee.



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III. FEE

The fee is developed based on the scope of work presented below and the minimum number of hours (by position) required to perform each task. The fee is fixed and will not increase unless there is a written, mutually agreed upon change to the scope of work. If additional services are desired, they can be provided for an additional fee. Payment will be made to Berkley Group, LLC and invoiced twice monthly.

Phase	Task	Task Description	Total Cost
Map Amendment	F1	Mapping Management/Staff Input	\$ 3,015.00
	F2	Staff Session	\$ 1,345.00
	F3	Joint Work Session (up to 3)	\$ 9,180.00
	F4	Map Drafting	\$ 2,740.00
	F5	Focus Groups (up to 3)	\$ 2,555.00
	F6	Public Open Houses (up to 5)	\$ 8,625.00
	F7	Online Interactive Map	\$ 3,100.00
	F8	Office Hours	\$ 2,930.00
	F9	Engagement Summary	\$ 1,530.00
	F10	Final Review Joint Work Session	\$ 3,550.00
	F11	Map Revisions	\$ 930.00
	F12	Public Hearings	\$ 4,900.00
	F13	Post-Adoption Deliverables	\$ 630.00
Subtotal			\$ 45,030.00
Non-direct expenses including, but not limited to, travel, printing, supplies, etc. (6% of project cost)			\$ 2,701.80
TOTAL			\$ 47,731.80