

ENGINEERING DESIGN ASSOCIATES

P. O. Box 50067
Richmond, Virginia 23250
(804) 236-0190
FAX (804) 236-0194

P. O. Box 515
Wicomico Church, Virginia 22579
(804) 580-2227
FAX (804) 580-3334

July 27, 2026

Mr. Justin Nelson
Town Administrator
Town of Irvington
4203 Irvington Road
Irvington, Virginia 22480

RE: Town of Irvington, Virginia

Dear Mr. Nelson:

It is with pleasure that I submit this proposal for providing engineering design services for the Town of Irvington, Virginia on an as needed and as requested basis.

The providing of professional services on an as needed basis and as requested by the Town of Irvington, Virginia.

The above referenced services will be performed for the following sums:

The services shall be performed on an hourly basis in accordance with the rates listed in Item #2 in the Terms of this Proposal.

Terms of the Proposal

1. Should Engineering Design Associates submit any municipal filing fees to the County or other agency on behalf of this project, the undersigned Owner/Developer agrees to reimburse Engineering Design Associates the fees within ten (10) days from the date of submission.
2. Should additional work or re-design work beyond the scope outlined be required, the undersigned Owner/Developer agrees to compensate Engineering Design Associates at the following hourly rates:

Principal – Engineer Senior	\$180.00/hour
Department Head – Civil	\$150.00/hour
Department Head – Architectural	\$150.00/hour
Department Head – Surveying	\$150.00/hour
Engineer Staff – PE	\$140.00/hour

Engineer Staff – EIT	\$120.00/hour
Project Manager – Senior	\$125.00/hour
Construction Manager – Senior	\$125.00/hour
Senior Design Professional	\$110.00/hour
CAD Operator	\$105.00/hour
Surveyor Coordinator/Technician	\$105.00/hour
Survey Party - 1 man	\$155.00/hour
Survey Party - 2 man	\$180.00/hour
Survey Party - 3 man	\$200.00/hour
Clerical	\$80.00/hour
Other fees, advances, costs and reimbursements	\$actual cost + 10%
Printing Fees	\$2.25/sheet
Mileage	\$.95/mile
Copies (8 ½ x 11)	\$.25/copy

3. Invoices shall be submitted monthly for the work completed as of the billing date. If there is a disagreement with the invoice or the amount invoiced, it shall be the duty of the Owner to make such disagreements known in writing to Engineering Design Associates within fifteen (15) days of the invoice date. If the Owner does not make any written communication within the fifteen (15) day period, the parties hereto agree that such bills shall be true and correct and the Owner shall have no further right or claim to dispute the invoice or the amount due.
4. All payments shall be due within thirty (30) days from the invoice date. Any payments received after that date shall bear interest at the rate of one and one half percent (1 ½%) per month of the unpaid balance from the invoice date (minimum charge of ten dollars (\$10.00) per month). It is further agreed that if any payments are not received within the thirty (30) days period after the invoice date, Engineering Design Associates is under no duty to perform any further services.
5. It is hereby agreed that Engineering Design Associates' liability to the Owner and all construction contractors and subcontractors on the project, due to Engineering Design Associates' negligent acts, errors or omissions is such that the total aggregate liability of Engineering Design Associates to all those names shall not exceed the total fee of this contract.
6. The Owner agrees to pay all expenses incurred by Engineering Design Associates in collecting any amount due on the contract, including thirty three percent (33%) attorney's fees, and interest as specified above.
7. Documents remain the property of Engineering Design Associates.
8. If the services covered by this Agreement have not been completed within twelve (12) months of the date hereof, through no fault of Engineering Design Associates, the compensation, rates and multiples set forth herein shall be equitably adjusted.
9. This proposal is made for acceptance within thirty (30) calendar days.

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Town of Irvington, Virginia

We look forward to providing these services to you. Thank you for your consideration in this matter.

Very truly yours,


Robert F. Nelson, Jr., P.E.

/bgm

The above Services and Terms of the Proposal are hereby accepted. By execution below, the Proposal hereby becomes an Agreement. Whereas, Engineering Design Associates agrees to provide the services stated and the Owner agrees to compensate Engineering Design Associates at the fees stated.

Accepted:

By: _____ By: _____

Title: _____ Title: _____

Date: _____ Date: _____

Phone: _____