



COMMONWEALTH OF VIRGINIA
County of Henrico

Non-Professional Services Contract
Contract No. 2591A

This Non-Professional Contract (this “Contract”) entered into this 5th day of February 2024, by Riggs Ward Design, LC (the “Contractor”) and the County of Henrico, Virginia (the “County”).

WHEREAS the County has awarded the Contractor this Contract pursuant to Request for Proposals No. 23-2591-9JEC, as modified by Addendum 1 dated October 10, 2023 and Addendum 2 dated October 17, 2023 (the “Request for Proposals”), for Exhibit Design Services.

WITNESSETH that the Contractor and the County, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the County as set forth in the Contract Documents.

COMPENSATION: The compensation the County will pay to the Contractor under this Contract shall be in accordance with Appendix A.

CONTRACT TERM: The Contract term shall be for a period of one year. The County may renew the Contract for up to four one-year terms giving 30 days’ written notice before the end of the term unless Contractor has given the County written notice that it does not wish to renew at least 90 days before the end of the term.

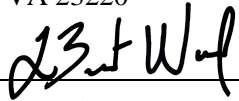
CONTRACT DOCUMENTS: This Contract hereby incorporates by reference the documents listed below (the “Contract Documents”) which shall control in the following descending order:

1. This Non-Professional Services Contract between the County and Contractor.
2. The General Contract Terms and Conditions included in the Request for Proposals.
3. The Negotiated Modifications (Exhibit A).
4. Contractor’s Best and Final Offer dated January 18, 2024 (Exhibit B).
5. Contractor’s Original Proposal dated September 22, 2023 (Exhibit C).
6. The Scope of Services included in the Request for Proposals.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.

[Remainder of page intentionally left blank; signature page to follow]

Riggs Ward Design, LC
2315 W. Main Street
Richmond, VA 23220



Signature

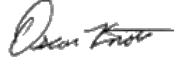
Brent Ward, Principal

Printed Name and Title

February 15, 2024

Date

County of Henrico County, Virginia
P.O. Box 90775
Henrico, VA 23223-0775



Signature

Oscar Knott, CPP, CPPO, VCO

Printed Name and Title

02/27/2024

Date

Date

APPROVED AS TO FORM:



Assistant County Attorney

2/27/2024

Date

Date

Appendix A

Pricing Menu of Service Offerings for Contract 2591A

Service Offering	Hourly Rate
Creative Directing	\$150/hr
RWD Project Management	\$100/hr
Exhibit Design	\$120/hr
Graphic Design	\$90/hr
UI/UX Design	\$120/hr
Programming	\$120/hr
Media Development	\$120/hr
Installation Support	\$120/hr
Color-Ad Project Management	\$90.18/hr
Wood Fabrication Supervision	\$71.36/hr
Metal Fabrication, Paint and CNC Supervision	\$71.36/hr
Graphics Shop Supervision	\$71.36/hr
AV Integration Technician	\$89.20/hr