



**A Vision in Design and Construction**

**Phase 2 Campus**

**#A250902**



**SUSSEX** | **35**  
TRANSFORMING THE INDUSTRY | YEARS

# Why Us?

This project is more than construction. It's about care. For our team at Sussex Development, building spaces for healing isn't just what we do – it is a part of who we are.

For over 35 years, we've had the privilege of shaping communities across Virginia and North Carolina, creating places that help people live, recover, and thrive. From mental health facilities to dental and specialty care centers, every project reminds us that what we build can change lives.

The B.J. Roberts Behavioral Center in Newport News stands as a testament to that belief. Seeing patients, families, and caregivers step into a space designed for dignity and comfort reinforces why this work resonates so deeply. For Colonial Behavioral Health, we bring not only experience, but dedication. We understand that every corridor, every room, every design decision contributes to a setting where healing and humanity come first.

Together, let's create a place that reflects the strength, compassion, and resilience of this community - a space that supports care today and inspires hope for years to come.





# QUALIFICATIONS AND EXPERIENCE



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# SUSSEX

December 15<sup>th</sup>, 2025

Colonial Behavioral Health  
1657 Merrimac Trail  
Williamsburg, Virginia 23185

Attn: Kisha Young, General Services Officer

## RE: Colonial Behavioral Health PPEA Phase 2 Campus – A Vision in Design & Construction

Dear Kisha:

We sincerely appreciate the invitation to submit our response to the referenced request for conceptual phase PPEA proposals. As you review our package, please keep in mind the following key details:

- **Team Sussex.** The Sussex Team Members we have assembled and presented in the following pages have extensive experience and expertise in the project delivery process. Each member has recently worked on past projects of similar size, scope, and complexity.
- **Collaborative Approach.** Our staff understands the importance of nurturing an open dialogue between all parties involved. We accomplish this through planning and progress meetings as well as collaborative software platforms. Most importantly: *we listen*.
- **Proven Preconstruction & Estimating Services.** The assembled team of preconstruction professionals for this project utilize a structured system to prequalify subcontractors, communicate information, perform detailed take-offs, and assemble cost verified estimates and budgets.
- **Safety.** Here at Sussex, safety is an expectation. We are totally focused on every aspect of safe working conditions in our offices and our project sites. Our Safety Director reports directly to me daily.

We have assembled what we consider to be an expert team for the proposed undertaking. They have the proven experience required to execute this project while maintaining operations to the surrounding facilities. We would be honored to partner with you and look forward to the possibility of continuing the process.

With our recent completion of the B.J. Roberts Behavioral Health Center in Hampton, we believe we bring the most current knowledge of what it takes to construct a state-of-the-art facility with a focus on Behavioral Health.

In the event you would like to speak further, you may contact me directly at 757-422-2400, or [rdavis@sussexdevelopment.com](mailto:rdavis@sussexdevelopment.com).

Sincerely,



Rolley Davis - President

## Legal Structure, Organizational Structure, and Management Approach

Sussex Development Corporation is a Virginia-based commercial general contractor operating as a privately held corporation. For this project, Sussex will serve as the prime contracting entity responsible for preconstruction, procurement, construction management, and delivery of the Colonial Behavioral Health (CBH) Phase 2 Campus project.

## Firm Experience, Public Sector Work, Comparable Projects, and Professional Affiliations

Sussex Development has more than 30 years of experience delivering public-sector, institutional, municipal, behavioral health, medical, and campus expansion projects across Virginia and North Carolina. The company maintains continuous experience managing work of similar size and complexity. Sussex is a member of the Design-Build Institute of America (DBIA).





# SUSSEX



RRMM  
ARCHITECTS



SPEIGHT • MARSHALL • FRANCIS  
RESTRUCTURING THE NORM



TIMMONS GROUP

# BJ Roberts Behavioral Health Center

300 Marcella Rd, Hampton, VA 23666



## Project Overview:

BJ Roberts Behavioral Health Center is a 20,303 square foot (SF) facility with 16 residential beds, community rooms and emergency medical services and mobile crisis intervention units located on site. The center offers care for patients for up to 23 hours with observation and initial treatments to determine whether further treatment is needed at a different or more intensive location. The building site, located at 300 Marcella Road in Hampton, Virginia included site improvements, building exterior renovations, and a complete demolition and redesign of the building interior.

Careful planning and coordination with the CSB was required throughout the lifecycle of the project; with all aspects ranging from patient and security to final finishes to create a calming and healing environment.

The result of several months of planning, collaboration, and construction produced a building which serves a community in need through a design that incorporates natural light and aesthetics, which are atypical in this building type. Other CSBs in the state of Virginia have visited the building to help create a model at other future locations.

## Project Specifics:

Square Feet: 20,303 SF

Construction Cost: \$7M

## Project Team:

Owner: Sentara Health

Tenet: Hampton-Newport News Community Services Board

Architect of Record: PMA Architecture

General Contractor: Sussex Development



# Princess Anne YMCA

2121 Landstown Rd, Virginia Beach, VA 23456



## Project Overview:

This ground up project is the result of collaboration between the YMCA, City of Virginia Beach and the Design and Construction teams. It features an outdoor Olympic-size heated swimming pool (new home of the TIDE swim team), an indoor swimming pool with a spray park, two water slides and a resistance track. The second floor has a full-scale fitness center with cardio, free weights, resistance training and a total body work out center. The facility has an open-area social gathering space in addition to a gymnasium, which serves as a chapel for Trinity Church. The child center was designed to offer summer camps and day care.

## Project Specifics:

Square Feet: 41,846 SF building area, 2 floors

Construction Cost: \$12M

## Project Team:

Owner: YMCA of South Hampton Roads

Architect of Record: Woodard Design

General Contractor: Sussex Development

# TowneBank Ironbridge

9961 Iron Bridge Road, Chesterfield, Virginia 23832



## Project Overview:

This masonry and precast concrete building features detailed craftsmanship throughout, both inside and out. The exterior showcases a combination of brick, EIFS, precast concrete, and custom steel windows, emphasizing a refined architectural palette. Site work included demolition of the previous structure, installation of underground storm-water detention, site grading for adjacent retail parcels, and excavation of a man-made irrigation pond.

Inside, the building is finished with rich wood trim and casework, wood and tile flooring, glass openings, and premium wallcoverings—creating a warm and inviting banking environment. Unique construction elements include bridge abutments and island features, adding to the project's complexity and distinction.

## Project Specifics:

Square Feet: 6,455 SF  
Construction Cost: \$6.1M

## Project Team:

Owner: TowneBank  
Architect of Record: HBA Architecture  
General Contractor: Sussex Development



# Currituck County Public Safety Center

125 College Way, Barco, NC 27917



## Project Overview:

The Currituck Public Safety Center is a 48,000 SF, two-story Risk Category IV facility designed to withstand 142 mph winds and support critical emergency operations for the County. It centralizes 911, Emergency Ops, EMS, Highway Patrol, and Sheriff's departments, while also serving as a flexible training space for the College of The Albemarle.

Delivered under a fast-tracked design-build contract, the team developed early planning strategies and held weekly coordination meetings to meet an aggressive schedule. The building includes adaptable spaces that support both daily community use and full Emergency Operations Center functions. Despite COVID-related delays, the project was successfully delivered under challenging conditions.

## Project Specifics:

Square Feet: 48,000 SF

Construction Cost: \$21.2M

## Project Team:

Owner: Currituck County

Architect of Record: Boomerang Design

General Contractor: Sussex Development



# HARRY DAVIS

FOUNDER AND CEO

## EXPERIENCE:

45+ Years in Commercial Construction

## EDUCATION/CERTIFICATIONS:

- Virginia Polytechnic Institute and State University
- Bachelor of Science - Building Construction

## ABOUT

Harry is a Virginia Beach native with strong ties to the local community. Before founding Sussex Development in 1990, Harry began his construction career as an Assistant Superintendent on multi-million dollar projects, working his way up to Vice-President of Design & Development for a prominent area general contractor.

Harry firmly believes in a commitment to family, community, and the construction industry. He currently serves as a Trustee at Virginia Beach United Methodist Church, providing construction and development expertise to the group. He served the Associated General Contractors of America (AGC) in various capacities, including President of both the local and state chapters in Virginia and is on the board of the Builders & Contractor's Exchange. Harry is an avid supporter of the YMCA of South Hampton Roads, Children's Hospital of the Kings Daughters, and the Wounded Warrior Program, along with other area youth and military groups.

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## ABOUT



# ROLLEY DAVIS

## PRESIDENT

### EXPERIENCE:

15+ Years in Commercial Construction

### EDUCATION/CERTIFICATIONS:

- East Carolina University
- Bachelor of Science - Construction Management
- OSHA-30
- ASHE Healthcare Construction
- Mold Remediator
- VA State Responsible Land Disturber
- CICTI Healthcare Work Trainer
- Past Chair of AGCVA Tidewater Chapter
- Current State Board Member AGCVA

Rolley was born into the construction industry, so it was a natural fit when choosing his career path. Growing up, he spent many hours at Sussex Development learning from his father, interning in the office and field throughout high school and college. While in college he was a volunteer fire fighter for the Eastern Pines, NC Volunteer Fire Department and visited China in 2008, touring the region's ancient and modern architecture.

Since joining the Sussex Development Team full time in 2009, as an Assistant Superintendent then Project Superintendent, he gained substantial hands-on experience with ground up construction projects and oversaw many specialized medical renovations and build outs.

After working as a Project Manager for several years, Rolley was promoted to Vice President and is the Preconstruction Manager and coordinates our Clients Service program. He is currently on the Board of Directors for the Association of General Contractors of Virginia. In his spare time, Rolley enjoys a fishing trips with his family, leisurely beach days at the Sandbar, bonding over sports with his son, and indulging in his hobby of collecting various types of bourbon.

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## ABOUT



# BILLY KAY

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## PRE-CONSTRUCTION MANAGER

### EXPERIENCE:

- 35+ Years in Design, Preconstruction, and Estimating

### EDUCATION/CERTIFICATIONS:

- Virginia Polytechnical and State University School of Architecture
- Bachelor of Architecture

Billy holds a Bachelor of Architecture Degree from Virginia Polytechnic Institute and State University. Prior to his involvement in construction, he commenced his career as a Project Manager for a prestigious interior architectural firm in Washington, D.C.

After several years of experience in the architectural field, Billy transitioned to general contracting, specializing in commercial preconstruction, and estimating. His leadership and integrity were honed during his tenure as a former Vice President for a national retail contractor and a federal contractor. Billy served on the DBIA Hampton Roads Board of Directors.

In his leisure time, Billy enjoys spending time in Williamsburg and Virginia Beach with his family and friends, engaging in activities such as hiking, golfing, and supporting the Virginia Tech Hokies, Washington Nationals, and Washington Commanders.

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## ABOUT



# JASON CHEBETAR

## SENIOR PROJECT MANAGER

### EXPERIENCE:

19+ years in General & Environmental Construction

### EDUCATION/CERTIFICATIONS:

- University of Pittsburgh  
BS - Environmental Science
- OSHA 40 Hazardous Waste
- Operations & Emergency Response
- Virginia Class-A Contractor License
- Virginia Erosion & Sediment Control
- PMP - 35 Hours Complete

Jason has dedicated his career to project management in all facets of general contracting. His focus has been on environmental remediation, interior/exterior renovation, large-scale mechanical system upgrades, and new construction. He has a keen eye for detail and focus on MPE specialized programs; with a special emphasis on identifying project deficiencies and developing solutions for the entire project.

Jason has proven to be a dedicated asset within our project management team as he also exudes exemplary leadership in mentoring, coaching, and performance improvement.

When not at work, you can find this native Virginian hanging around Hampton Roads with his wife and son.

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# JOSH GERLOFF

PRINCIPAL-IN-CHARGE

## EXPERIENCE:

26+ Years Total / 10 with RRMM

## EDUCATION/CERTIFICATIONS:

- University of North Carolina at Charlotte
- Master of Architecture
- University of Notre Dame
- Bachelor of Arts – Government
- Registered Architect: VA, NC
- WELL Accredited Professional
- Greater Norfolk Corporation – Board of Directors
- Virginia Society of Healthcare Engineers (VSHE) – Member
- Chesapeake Planning Commission – Chairman

## ABOUT

Josh is a Principal of the firm and Director of the Special Projects Studio. He has been involved in all aspects of the design process from schematic design through construction administration. Having worked on various new construction, addition, and renovation projects gives him a thorough awareness of changing facility needs. Josh serves on the Chesapeake Planning Commission as Chairman and Commissioner, Greater Norfolk Corporation, and Virginia Beach Vision. He has also served on the Southeast Virginia Community Foundation, Chesapeake Parks and Recreation Advisory Board and Old Dominion Aquatic Club Board of Directors.







# PHIL HORST

## PROJECT MANAGER/ ARCHITECT

### EXPERIENCE:

13+ Years Total / 1.5 with RRMM

### EDUCATION/CERTIFICATIONS:

- Savannah College of Art and Design
- Master of Architecture
- Bachelor of Architecture
- Registered Architect: VA
- American Institute of Architects
- NCARB

## ABOUT

Phil is a Senior Associate with the firm. He is helping lead the Healthcare sector of the Special Projects Studio. Phil has over 12 years of experience, with most of that time being devoted to Healthcare. He has a deep knowledge of the specific requirements and guidelines that come with the complexity of the Healthcare environment. He has worked on numerous projects over the years ranging from new construction, hospital additions, and renovation projects within the local hospitals and their outpatient facilities. Phil has had work recognized by HRACRE for Best Healthcare Building. He has attended Healthcare and VSHE conferences to keep up to date with the newest Healthcare designs and FGI requirements. He understands and can follow through all aspects of the design process from start to finish.





# CARA ADAMS

## INTERIOR DESIGNER

### EXPERIENCE:

14+ Years Total / 1 with RRMM

### EDUCATION/CERTIFICATIONS:

- Virginia Tech
- Bachelor of Science – Interior Design
- Certified Healthcare Interior Designer
- NCIDQ

## ABOUT

A Certified Healthcare Interior Designer (CHID) with over 14 years of experience, Cara brings both creativity and technical precision to every project. After earning her degree from Virginia Tech, she began her career in Colorado before returning to Virginia, expanding her expertise across a wide range of healthcare and workplace environments.

From waiting rooms and office spaces to surgery centers and laboratories, Cara approaches each space with a strong focus on functionality, aesthetics, and user experience. Her skills include space planning, interior architecture, construction administration, custom millwork design, and the development of signage and furniture packages.

Before joining RRMM, Cara served as the project manager and interior designer for the BJ Roberts Behavioral Health Center. She led space planning, collaborated with the Community Services Board, designed key behavioral health components, selected all interior finishes and furniture, and managed bidding and construction administration for the complex renovation project.





# ABOUT



## WILLIAM G. QUINN

VICE PRESIDENT  
PRINCIPAL-IN-CHARGE /  
MECHANICAL ENGINEER

### EXPERIENCE:

25+ Years in Engineering

### EDUCATION/CERTIFICATIONS:

- Old Dominion University
- Bachelor of Science - Mechanical Engineering
- ASSE 6005 NFPA 99-2018 Certified Medical Gas Specialist
- Healthcare Facility Design Professional (HFDP)

Mr. Quinn is an ASHRAE Certified Healthcare Facility Design Professional (HFDP) and Project Manager of healthcare projects at PACE Collaborative. As a registered professional mechanical design engineer, he is responsible for the detail, accuracy, coordination, and code compliance of all mechanical systems. His primary focus is on the layout and design of HVAC systems and controls. Bill also addresses all shop drawing reviews, RFI's and any required sketches throughout construction.

### Expertise in the design of:

- HVAC Systems
- Chilled Water Distribution
- Energy Monitoring Systems
- Direct Digital Control (DDC) Systems
- Pumping Systems
- Plumbing Systems (Sanitary, Domestic & Storm)
- Industrial Exhaust Systems      Fuel Oil Piping & Pumping Systems
- Underground & Aboveground Storage Tanks
- Chilled Water Plants
- Hot Water Plants





# DAVID CARTER, PE

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## PROJECT MANAGER

### EXPERIENCE:

21+ Years of Industry Experience

### EDUCATION/CERTIFICATIONS:

- M.S. Civil Engineering  
Clemson University | 2003
- B.S. Engineering Science +  
Mechanics  
Virginia Tech | 2002
- Virginia Structural Engineers  
Council
- American Society of Civil Engineers

## ABOUT

David is a seasoned professional with extensive expertise in the analysis and design of components for a diverse range of structures, encompassing public, commercial, institutional, industrial, and residential projects. His experience is marked by a comprehensive involvement in full structural design, wind and seismic design, analysis, and renovation/retrofits of existing structures, with a focus on low-rise vertical construction. David's proficiency extends across various structural materials, including masonry, steel, concrete, wood-framed, and cold-formed metal structures.

Having directed projects from the design development stage through building completion, David is adept at coordinating with various engineering and architectural disciplines, clients, and contractors to ensure the seamless realization of successful building designs. His multifaceted skill set and experience make him a valuable asset in delivering comprehensive and effective solutions in the realm of structural engineering. He will keep the stakeholders informed of the progress of each project and work with them to resolve possible challenges.







# DAN RUDY

PE, LEED AP, ENV SP

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## SENIOR SITE AND CIVIL ENGINEER

### EXPERIENCE:

26+ Years of Industry Experience

### EDUCATION/CERTIFICATIONS:

- Masters, Virginia Tech, Civil Engineering
- Bachelor of Science, University of Maryland, Architecture

## ABOUT

Dan is a Principal and Project Manager for Timmons Group's Hampton Roads office and is responsible for managing land development and planning projects. His extensive years of experience includes master planning and design development, as well as a broad range of experience solving land development and construction issues. A combination of experience in architecture and civil engineering provides a unique understanding of the interplay of vertical and horizontal construction and the coordination required to make a project successful.

### SELECT PROJECT EXPERIENCE

- Riverside Behavioral Health Center Addition, Hampton, VA
- Riverside Medical Office Building, Williamsburg, VA
- Shore Memorial Hospital Expansion, Accomack County, VA
- VA Health Services - The Hamilton, Chesapeake, VA
- Discovery Park Place, Williamsburg, VA
- Police Station, Williamsburg, VA
- Government Complex, James City County, VA
- Jamestown High School Cafeteria Expansion, WJCC Schools
- Clark Talley Phases 1 & 2, James City County, VA
- Stonehouse Tract 3 - Master Planning
- New City Hall, Virginia Beach, VA
- Chrysler Hall Renovation, Norfolk, VA
- Fire Station 11, Suffolk, VA
- Fire Station 11, Norfolk, VA



## FINANCIAL STATEMENT

All Sussex financial statements are available for review at our corporate office located at 109 South Lynnhaven Road, Suite 200, Virginia Beach, VA 23452.

Should any financial statements be requested for delivery to Colonial Behavioral Health, a mutually executed non-disclosure agreement between Colonial Behavioral Health and Sussex Development will be required. Upon execution of the non-disclosure agreement, the requested financial statements will be transmitted via courier.



## CONFLICT OF INTEREST

Sussex Development is not aware of any individuals who would be required to disqualify themselves under the Virginia State and Local Government Conflict of Interest Act.

# PROJECT CHARACTERISTICS





## Project Description and Conceptual Design Intent

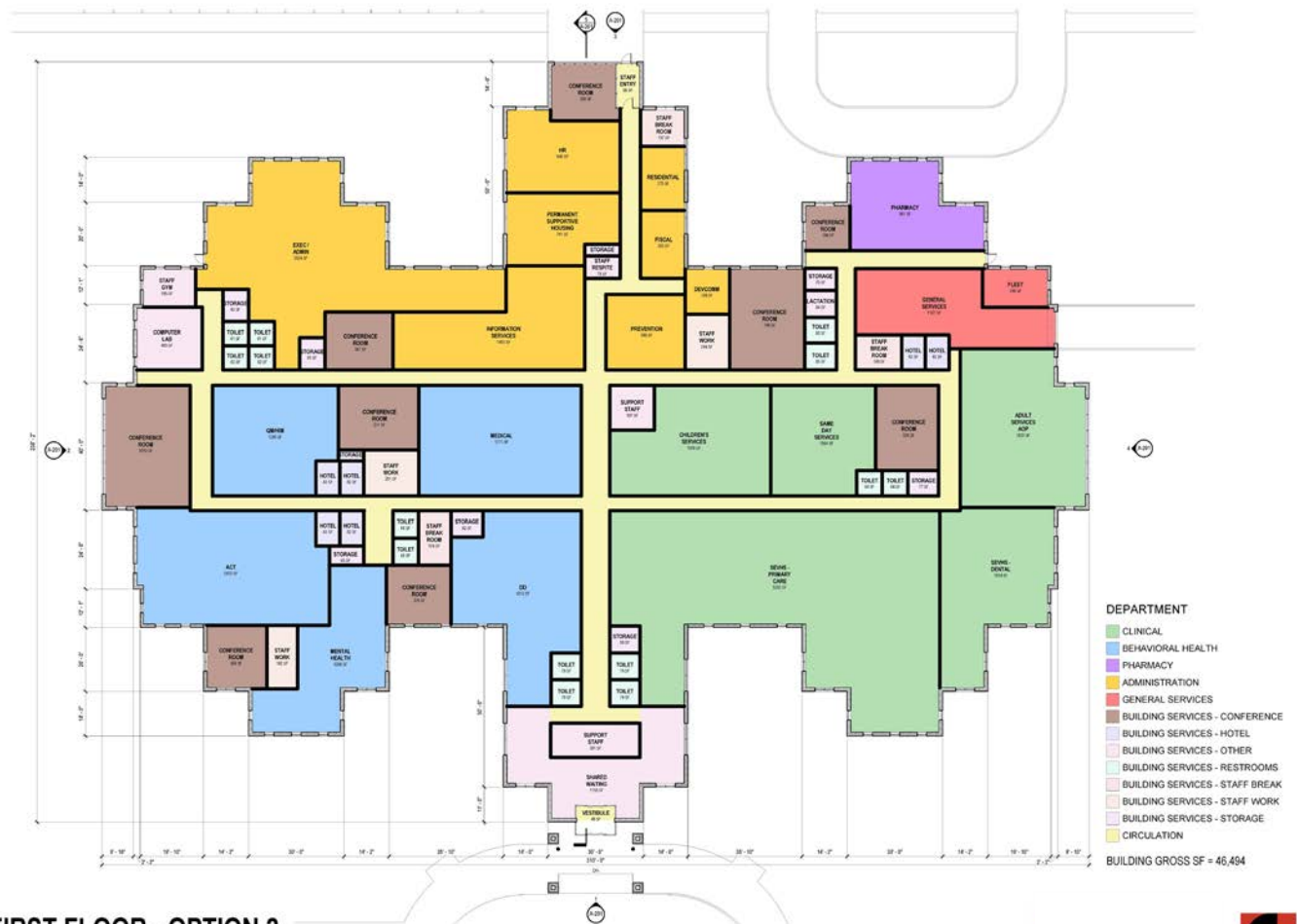
Our team's proposed solution for Phase 2 – a new ~46,500 SF building on approximately 5-acres of land – creates a unified campus for Colonial Behavioral Health. The main public building façade, entrance, and patient parking have been placed at the western part of the site directly across from and oriented to the Phase 1 main façade and parking. This creates a direct, strong relationship between the two developments. Pedestrian paths have been situated to provide efficient travel between the two buildings and patient parking areas. The Phase 2 building utilizes similar exterior forms, materials, and colors as the Phase 1 building which helps to strengthen campus unity; however, the Phase 2 building exterior also introduces new, complementary elements to help distinguish the Phase 2 building. These new elements include an accent facade material (stone veneer) and a different parapet/roof accent condition. This different parapet/roof accent condition also helps to highlight the main building entrances. Staff parking and building entrance, along with a secure fleet parking area, are located at the eastern side of the building, separate from the primary patient parking at the west. As requested in the owner's program data, a pharmacy drive-up aisle and window are also found at the eastern side of the building. Heavier tree canopies have been placed at both the north and south to help with visual screening of other existing, adjacent development, including Eastern State Hospital to the north.

The building's form not only provides character and visual interest but also increased opportunities for interior daylight into programmed spaces. Two interior floor plan options have been provided. Option 1 provides more of a dispersed solution with program elements being more blended with each other. Option 2 provides the opposite: program types that are more grouped and separate. Option 2 also provides more detail to show the number of requested shared Building Services spaces.

Lastly, our Phase 2 building solution also accommodates future site development on the eastern half of the site with sufficient reservation of land that fronts Ironbound Road. We also envision the center of the site being reserved as green space for various outdoor activities. This green space will provide health and wellness opportunities for patients, families, and staff while also providing a direct connection to the buildings along Ironbound Road, further strengthening campus unity.





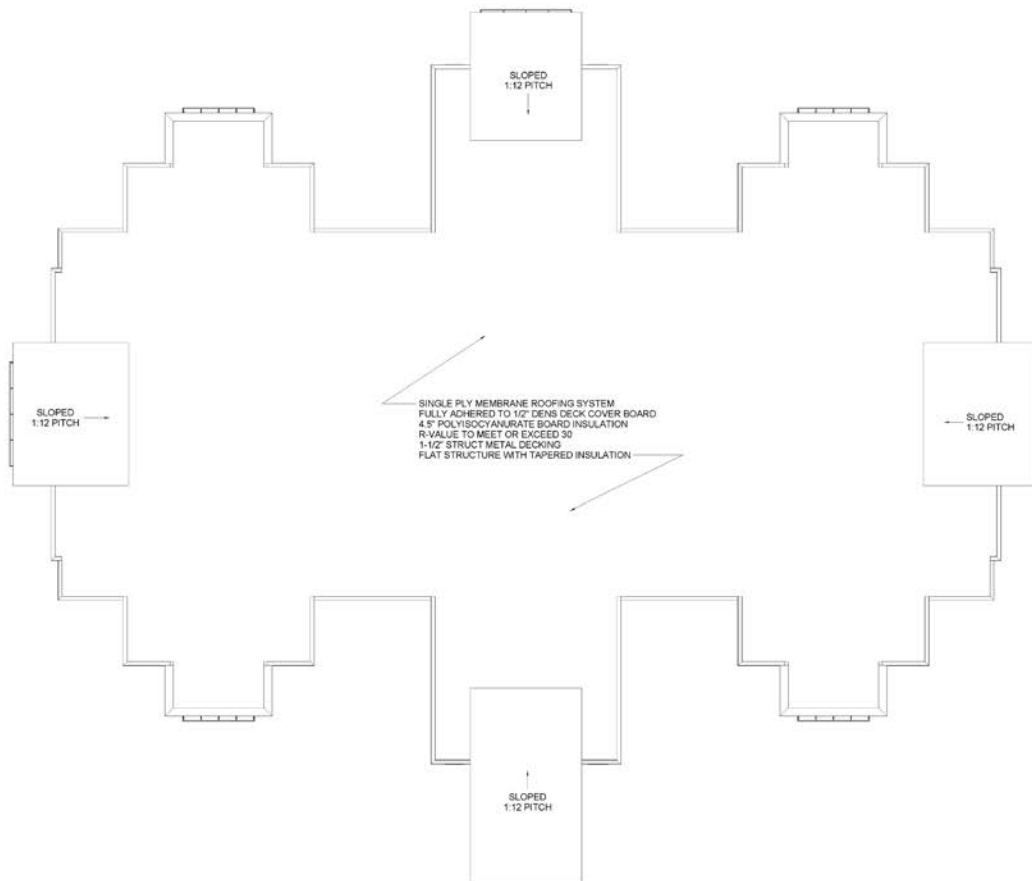


## FIRST FLOOR - OPTION 2

COLONIAL BEHAVIORAL HEALTH - PHASE 2







## ROOF PLAN

COLONIAL BEHAVIORAL HEALTH - PHASE 2





## EXTERIOR ELEVATIONS & BUILDING SECTION

### COLONIAL BEHAVIORAL HEALTH - PHASE 2



# Work to Be Performed by CBH

Colonial Behavioral Health (CBH) will participate in several key activities throughout the design, permitting, and construction phases to ensure the Phase 2 Campus project reflects operational needs, regulatory requirements, and long-term service objectives.

CBH's anticipated responsibilities include:

## **Program Development and Operational Input**

- Providing detailed program requirements, clinical workflows, staffing models, and space needs to guide design development.
- Reviewing and confirming functional relationships between program areas, including crisis stabilization, outpatient services, administrative spaces, and support functions.
- Defining operational priorities such as trauma-informed environments, privacy needs, safety considerations, and security protocols.

## **Design Review and Decision Making**

- Participating in scheduled design review meetings at schematic design, design development, and construction document milestones.
- Providing timely feedback on floor plans, site layouts, circulation patterns, finishes, and behavioral-health-specific features.
- Coordinating input from departmental leaders, clinicians, administrative staff, IT personnel, and partner agencies.
- Managing internal communication with staff and service partners regarding temporary impacts to parking, access routes, or building entry points during construction.
- Supporting planning for phased occupancy, relocation of internal functions (if required), and operational continuity.
- Ensuring any required licensing or operational compliance matters are identified early and communicated to the project team.

## **Technology, Security, and FF&E Contribution**

- Furnishing owner-provided items including information technology hardware, telecommunications equipment, security systems, and specialized behavioral health equipment.
- Providing standards and specifications for electronic health record (EHR) systems, access control requirements, data infrastructure, and audiovisual needs.
- Coordinating procurement of furniture, fixtures, and equipment (FF&E) that will integrate with the facility layout and support clinical and administrative operations.

## **Regulatory and Agency Coordination**

- Engaging with state-level behavioral health oversight bodies, if needed, to confirm licensing or certification implications.
- Supporting coordination with local or regional human services partners regarding programmatic integration.

## **Financial and Administrative Participation**

- Reviewing cost estimates, value management options, and funding alignment projections.
- Coordinating internal approvals for funding releases, grant drawdowns, or public financing milestones.

Through these activities, CBH will ensure that the Phase 2 Campus project accurately reflects its service mission, operational realities, and long-term vision for behavioral health delivery across the region.



# Required Permits and Approvals

The Colonial Behavioral Health (CBH) Phase 2 Campus expansion is located within James City County, with certain utility and partner-agency coordination extending to the City of Williamsburg. Based on the scope of site development, building construction, stormwater improvements, and operational functions associated with a behavioral health facility, the following permits and approvals are anticipated. Timeframes reflect typical review durations for James City County (JCC).

## Design Milestones for Permit Alignment

### Sussex Development anticipates the following design progression for formal submissions:

- Schematic Design – 35%
- Design Development – 65%
- Pre-Final Construction Documents – 95%
- Issued for Construction – 100%

These milestones align with JCC’s plan review requirements and agency coordination.

## Locality Review Processes (James City County)

### 1. Zoning Compliance Review (If Applicable) - Typical Review Duration: 30–45 days

James City County Planning Division will confirm compliance with existing zoning, development standards, setbacks, parking requirements, screening, and any special use conditions (if previously imposed on the site).

- Preliminary zoning verification may occur at 35%–65% design.
- A Special Use Permit (SUP) is typically not required unless the expansion introduces a use classification outside existing allowances.

### 2. Site Plan Review (Major Site Plan Application) - Typical Review Duration: 45–60 days per submittal

A Major Site Plan is required for the campus expansion and will be reviewed by multiple departments within JCC.

James City County departments and agencies involved:

- Planning Division (lead coordinating agency)
- Engineering & Resource Protection (ERP) Division
- Stormwater Division
- Building Safety & Permits
- Fire Marshal’s Office
- James City Service Authority (JCSA) – water and sewer
- General Services / Environmental Division (as applicable)
- VDOT (if any modifications impact state-maintained roadways)

A progress review at approximately 65% design is typically accepted prior to a formal final submission.

### 3. Resource Protection Area (RPA) Review (If applicable based on delineation)

CBH’s property may fall within the Chesapeake Bay Preservation Act jurisdiction.

If RPA impacts exist:

- An RPA exception or administrative waiver may be required.
- Engineering & Resource Protection will review buffer impacts, mitigation planting, and restoration plans.

### 4. Erosion & Sediment Control (ESC) Plan Review

Included as part of the Site Plan review

James City County ERP must approve the ESC Plan before issuing a Land Disturbance Permit.

### 5. Land Disturbance Permit (James City County)

Issued after Site Plan and ESC approval, this is required for any clearing, grading, or utility trenching.

### 6. Building Permit Review and Approval - Typical Review Duration: 30–45 days following Site Plan approval

Building Safety & Permits will conduct a full technical review of:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Architectural plans</li><li>• Structural systems</li><li>• Mechanical, electrical, and plumbing (MEP) systems</li><li>• Fire alarm and fire protection systems</li><li>• Accessibility compliance</li><li>• Energy Code requirements</li></ul> | <ul style="list-style-type: none"><li>• Sub-permits may include:</li><li>• Electrical</li><li>• Mechanical</li><li>• Plumbing</li><li>• Fire Alarm</li><li>• Sprinkler System</li><li>• Low Voltage / Security</li></ul> |
|--|--|

## Utility and External Coordination

### 7. James City Service Authority (JCSA) - Typical Duration: 30 days.

Required for potable water and sanitary sewer availability and connection approval.

Reviews may include:

- Hydraulic modeling
- Water/sewer service adjustments
- Backflow, grease trap (if applicable), or meter requirements

### 8. Dominion Energy - Typical Duration: 2–6 weeks.

Approvals may be required for:

- Electrical service relocation or upgrades
- Transformer placement

### 9. Virginia Natural Gas (If impacted)

Coordination required if gas service relocation or extension is necessary.

### 10. Telecommunications Providers (Cox, Verizon, etc.)

Coordination required for relocation of existing infrastructure or new service connection.

State-Level Permits and Reviews

### 11. Virginia Department of Environmental Quality (DEQ) - Typical Duration: 30–45 days.

May require the following depending on final disturbance area:

- Virginia Stormwater Management Program (VSMP) Permit
- Construction General Permit

### 12. Virginia Department of Health (VDH) - Typical Duration: 30–60 days.

Required only if the project includes:

- Food service modifications
- Medical/clinical plumbing changes
- Public water system modifications

### 13. Virginia Department of Behavioral Health & Developmental Services (DBHDS)

If the programmatic changes alter service licensing classification or operational oversight, DBHDS review may be required.

Timeline varies depending on scope. Federal Reviews (If Applicable)

No federal permits are anticipated unless:

- Wetlands or Waters of the U.S. are affected (U.S. Army Corps of Engineers)
- Protected species or cultural resources require federal agency review

At this stage, none are expected.

### Proposed Schedule for Permitting

1. 35% SD → Preliminary zoning and early Site Plan discussion
2. 65% Design Development → Progress Site Plan submission
3. 95% CDs → Final Site Plan submission
4. Site Plan Approval → ESC approval → Land Disturbance Permit issuance
5. Submit Building Permit application at ~95–100% CDs
6. Utility coordination (JCSA, Dominion, telecom) runs parallel to 65%–100% design
7. Permit issuance → Construction start

# Anticipated Adverse Impacts & Mitigation Strategies

The Colonial Behavioral Health (CBH) Phase 2 Campus expansion will occur on an active behavioral health service campus that provides outpatient programs, crisis stabilization, administrative services, and community-based support. The campus serves individuals experiencing behavioral health crises, trauma histories, and mobility or sensory challenges, making operational continuity and environmental sensitivity critical. Potential adverse impacts and corresponding mitigation strategies are outlined below.

## 1. Environmental and Site-Related Impacts

### Potential Adverse Effects

- Construction-related land disturbance may increase sedimentation and alter drainage patterns during grading and utility installation.
- Additional impervious surfaces could increase stormwater runoff if not mitigated appropriately.
- Construction traffic and equipment movement may introduce temporary environmental disruption near landscaped areas or any environmentally sensitive features located along campus boundaries.
- If onsite review identifies wetlands, buffers, or other Chesapeake Bay Preservation Act-regulated areas, those features may be affected by the planned expansion.

### Mitigation Strategies

- Conduct a Phase I Environmental Site Assessment (ESA), along with any required wetland or buffer delineations, early in design.
- Implement an approved Erosion and Sediment Control (ESC) Plan prior to land disturbance to limit runoff and protect adjacent areas.
- Design stormwater management improvements in compliance with Virginia DEQ and local regulatory requirements, exploring Low Impact Development (LID) measures when feasible.
- Maintain or improve pre-development drainage conditions to avoid downstream impacts.
- Install protective fencing and define exclusion zones around any sensitive environmental features.
- Sequence construction activities to avoid impacting critical CBH operations or client-serving areas.

## 2. Transportation, Access, and Campus Circulation Impacts

### Potential Adverse Effects

- Construction-phase deliveries and vehicle activity may disrupt campus circulation, affecting clients arriving for scheduled appointments, crisis stabilization, and outpatient programs.
- Temporary shifts in parking or pedestrian routing may create confusion or accessibility barriers, particularly for individuals with mobility limitations or behavioral health conditions.
- Any required work along public access routes may briefly affect emergency vehicle access or transportation providers that deliver clients to the campus.

### Mitigation Strategies

- Develop a Campus Access and Construction Traffic Management Plan (TMP) that ensures reliable entry points, maintains ADA-compliant routes, and minimizes disruptions to client movement.
- Provide clear signage, updated maps, and communication materials ahead of any parking or routing changes.
- Schedule high-impact deliveries or lane restrictions outside of peak appointment hours.
- Coordinate regularly with emergency services to ensure uninterrupted emergency access.
- Establish internal staging areas to reduce construction-related traffic interfacing with client-access locations.

## 3. Social, Behavioral Health, and Operational Impacts

### Potential Adverse Effects

- Noise, vibration, and visual construction activity may disrupt therapeutic settings, counseling sessions, crisis stabilization services, and trauma-informed environments.
- Clients with PTSD, sensory sensitivities, or anxiety disorders may experience stress due to unpredictable noise or construction movement.
- Temporary reductions in parking or modified campus access points could increase missed appointments or operational strain.



#### Mitigation Strategies

- Restrict high-noise construction activities to designated hours that align with CBH's operational requirements.
- Use temporary sound barriers, noise-reducing equipment, and dust-control measures to minimize sensory disturbances.
- Provide consistent communication to staff, clients, and partner agencies regarding upcoming construction phases or access changes.
- Assign a dedicated liaison to coordinate between the project team and CBH leadership, clinical teams, and client-support services.
- Provide temporary parking solutions or limited shuttle service if parking capacity must be reduced during certain phases.
- Implement predictable scheduling protocols to minimize sudden disruptions

#### 4. Archaeological and Cultural Resource Impacts

##### Potential Adverse Effects

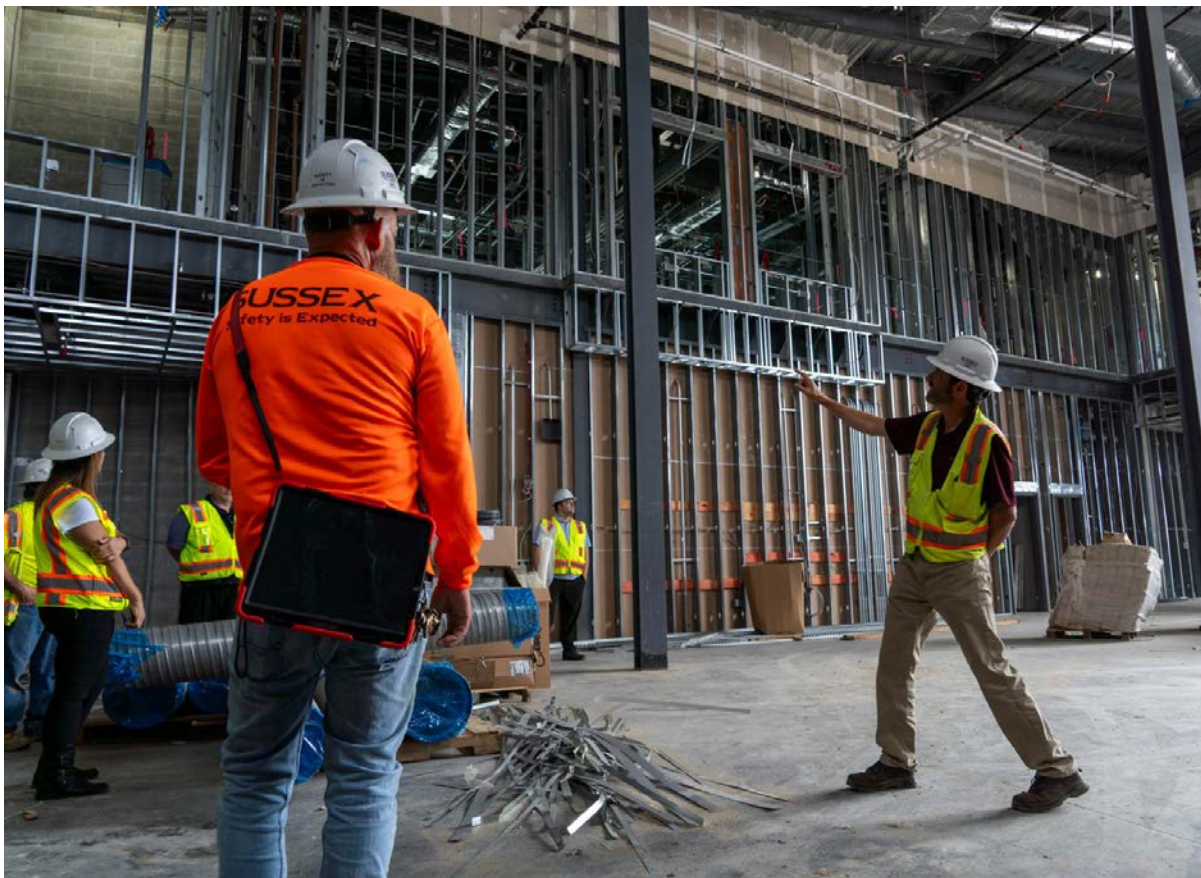
- Ground disturbance during sitework may uncover previously undocumented archaeological resources depending on historical land use.

##### Mitigation Strategies

- Conduct a Phase I Archaeological Survey if required by local review processes or the Virginia Department of Historic Resources (DHR).
- Implement avoidance, protective fencing, or data-recovery procedures if archaeological resources are identified.

##### Environmental and Archaeological Assessment Status

No site-specific environmental or archaeological constraints have been identified at the conceptual stage. Sussex Development will complete all required assessments during preliminary design and incorporate findings into final engineering and permitting submissions.



## Projected Positive Impacts

The Phase 2 Campus expansion will generate significant positive impacts for Colonial Behavioral Health, its clients, partner agencies, and the surrounding jurisdictions of James City County, Williamsburg, York County, and Poquoson. These impacts extend across operational performance, community health outcomes, accessibility, economic development, and long-term infrastructure sustainability.

The project will substantially increase CBH's service capacity, enabling more clients to access outpatient treatment, crisis stabilization, case management, and coordinated care services. This expansion will help reduce wait times, strengthen crisis response capability, and support earlier intervention—directly improving regional behavioral health outcomes.

Operational efficiency will be strengthened through modernized, purpose-built facilities that consolidate programs, reduce internal bottlenecks, and streamline staff workflows. Enhanced functional layouts, secure circulation routes, durable finishes, and integrated technology systems will improve safety for clients and staff while minimizing disruptions to care.

Public access to behavioral health services will be enhanced through predictable campus navigation, improved parking availability, ADA-compliant pathways, and trauma-informed interior environments that reduce stress for individuals with cognitive or emotional challenges. The upgraded facility will improve the client experience from arrival to discharge, supporting better engagement and treatment success. The project also provides long-term operational benefits by incorporating energy-efficient building systems, improved stormwater infrastructure, durable materials, and reduced maintenance needs. These investments lower lifecycle costs and support CBH's ability to redirect operational savings into direct client services.

Broader community impacts include regional economic stimulation through job creation, subcontracting opportunities, local supply-chain spending, and increased tax revenue associated with construction activity. In the long term, improved behavioral health access contributes to community stability, reduces strain on hospitals and emergency responders, and enhances overall public well-being. Finally, the redevelopment strengthens CBH's role as a cornerstone of the region's behavioral health network, aligning with local comprehensive plans and public health priorities. The upgraded campus will serve as a resilient, future-ready facility capable of adapting to evolving service demands and supporting the long-term needs of the region.





# Proposed Schedule and Completion Timeline

A preliminary schedule includes schematic design, design development, construction documents, permitting, procurement, phased construction, and final turnover. Duration will be refined with design progression.

CBH Williamsburg - Project Proposal Schedule												
ID	Task Name	Duration	Start	Finish	1st Half	1st Half	2nd Half	1st Half	2nd Half	1st Half	2nd Half	1st Half
					Sep	Feb	Jul	Dec	May	Oct	Mar	Aug
1	Notice of Award - Project Kickoff	548 days	Thu 4/16/26	Mon 5/22/28	4/16							Notice of Award - Project Kickoff
2	Preconstruction - Design Phase	218 days	Thu 4/16/26	Mon 2/15/27	4/16							Preconstruction - Design Phase
3	Concept Drawings	30 days	Thu 4/16/26	Wed 5/27/26	4/16							Concept Drawings
4	Preliminary Pricing of Concept Documents	15 days	Thu 5/28/26	Wed 6/17/26	5/28							Preliminary Pricing of Concept Documents
5	75% Drawings	50 days	Thu 6/18/26	Wed 8/26/26	6/18							75% Drawings
6	Updated Pricing of 75% Documents	15 days	Thu 8/27/26	Wed 9/16/26	8/27							Updated Pricing of 75% Documents
7	Construction Documents for Permitting / GMP Pricing	30 days	Thu 9/17/26	Wed 10/28/26	9/17							Construction Documents for Permitting / GMP Pricing
8	Pricing	20 days	Thu 10/29/26	Wed 11/25/26	10/29							Pricing
9	Permitting	60 days	Thu 10/29/26	Wed 1/20/27	10/29							Permitting
10	GMP Pricing Approved	0 days	Wed 12/9/26	Wed 12/9/26	12/9							GMP Pricing Approved
11	Award Subcontractors	15 days	Thu 12/10/26	Wed 12/30/26	12/10							Award Subcontractors
12	Submittal - Review / Approval	30 days	Tue 1/5/27	Mon 2/15/27	1/5							Submittal - Review / Approval
13	Construction Phase	330 days	Tue 2/16/27	Mon 5/22/28	2/16							Construction Phase
14	Mobilization	5 days	Tue 2/16/27	Mon 2/22/27	2/16							Mobilization
15	Sitework	75 days	Tue 2/23/27	Mon 6/7/27	2/23							Sitework
16	Building Pad	30 days	Tue 3/16/27	Mon 4/28/27	3/16							Building Pad
17	Building Construction	250 days	Tue 4/27/27	Mon 4/10/28	4/27							Building Construction
18	Sitework / Landscape Completion	15 days	Tue 3/28/28	Mon 4/17/28								Sitework / Landscape Completion
19	Substantial Completion/Punch Walk and Closeout	25 days	Tue 4/18/28	Mon 5/22/28								Substantial Completion/Punch Walk and Closeout
20	Certificate of Occupancy / Turnover	0 days	Mon 5/22/28	Mon 5/22/28								Certificate of Occupancy / Turnover



## **Risk Allocation and Timely Completion**

Sussex assumes responsibility for construction means and methods, schedule performance, procurement, coordination, and quality control. Risks will be addressed through structured review processes and communication procedures.

## **Ownership, Liability, Law Enforcement, and Operational Assumptions**

Colonial Behavioral Health (CBH) will retain full ownership of the Phase 2 facility and all associated site improvements throughout construction and after project completion. Sussex Development will maintain responsibility for construction-related liability, including worker safety, site conditions, and workmanship, through appropriate insurance, bonding, and contractual guarantees.

CBH will be responsible for all operational, clinical, administrative, and maintenance functions once the facility is occupied. Law enforcement responsibilities remain under the authority of local public safety agencies, with CBH continuing its established protocols for coordination with emergency responders during and after construction.

These assumptions reflect typical public-sector capital project frameworks and align with CBH's long-term operational oversight and governance model.

## **Phased or Partial Openings**

The project can accommodate phased or partial occupancy if required to support CBH's operational needs. This may include early turnover of administrative areas, program-specific suites, or site components such as parking or access routes.

Sussex will work with CBH during design and construction planning to determine the feasibility and sequencing of phased openings, taking into account safety, licensing requirements, building system readiness, and operational continuity. Phased occupancy can reduce service disruption and allow CBH to begin delivering expanded services prior to full project completion.



## Ownership, Liability, Law Enforcement, and Operational Assumptions

Colonial Behavioral Health (CBH) will retain full ownership of the Phase 2 facility and all associated site improvements throughout construction and after project completion. Sussex Development will maintain responsibility for construction-related liability, including worker safety, site conditions, and workmanship, through appropriate insurance, bonding, and contractual guarantees.

CBH will be responsible for all operational, clinical, administrative, and maintenance functions once the facility is occupied. Law enforcement responsibilities remain under the authority of local public safety agencies, with CBH continuing its established protocols for coordination with emergency responders during and after construction.

These assumptions reflect typical public-sector capital project frameworks and align with CBH's long-term operational oversight and governance model.



## Design and Construction Standards

At a minimum, our Phase 2 building will be designed in accordance with the 2021 Virginia Building Code. Additional healthcare-related standards will be incorporated based on future input provided by the owner. Typically, our team follows and recommends standards provided by the Facilities Guidelines Institute (FGI). If official FGI certification isn't required, we will use FGI as a starting point for discussions with the owner and base final selections on the owner's program and budget. Where identified by the owner, interior areas designed to accommodate behavioral health needs will incorporate elements such as anti-ligature hardware and equipment, abuse-resistant drywall, and calming interior design. Building systems will be designed to comply with the Virginia Energy Code. Other sustainable design elements will be implemented according to owner's budget and direction.

## Other Assumptions

The following assumptions support the Conceptual Proposal and will be further validated during preconstruction:

- Adequate availability and capacity of public utilities, including water, sewer, electrical service, stormwater systems, and telecommunications infrastructure.
- CBH program requirements and service delivery models will remain generally consistent through design development, with any revisions communicated promptly.
- Regulatory pathways and permitting processes within James City County will follow standard review timelines.
- Campus access and circulation during construction can be maintained safely with coordinated planning.
- Any specialty clinical or behavioral health systems requiring advanced integration will be identified early to avoid schedule impacts.

These assumptions provide a framework for design progression and cost development while allowing flexibility for refinement as more information becomes available.

## Contingencies Required for Success

Several contingencies must be met to ensure successful delivery of the Phase 2 Campus project:

- Timely approvals from James City County for zoning verification, site plan review, environmental clearance, building permits, and utility coordination.
- Stable and timely funding availability, including federal, state, local, or philanthropic sources aligned with projected cash flow requirements.
- Adherence to design milestones, allowing early procurement of long-lead materials and minimizing downstream schedule risks.
- Availability of specialty equipment such as HVAC systems, electrical gear, security systems, and clinical components that may require extended fabrication periods.
- Active collaboration between CBH, Sussex Development, design partners, and regulatory agencies to resolve issues efficiently.
- Operational planning readiness, ensuring CBH staff can successfully transition into new or expanded areas upon turnover.

Meeting these contingencies will support predictable project delivery, minimize risk exposure, and ensure the facility is prepared for safe, efficient, and timely occupancy.





# PROJECT FINANCING





# Preliminary Estimate and Methodology

Sussex will prepare CSI-formatted cost estimates including subcontractor costs, general conditions, insurance, bonding, contingency, and overhead/fee. Estimates will be refined throughout design.

## CBH - Consolidated Campus Development

Option of Probable Cost

James City County - Williamsburg, Virginia

12/15/25

Foundation		\$585,000.00
Structural Frame		\$1,350,000.00
Roofing		\$810,000.00
Exterior Wall		\$2,700,000.00
Interior Finishes		\$2,025,000.00
Specialties & Equipment		\$270,000.00
Fire Protection		\$288,000.00
Plumbing / HVAC		\$4,005,000.00
Electrical		\$2,475,000.00
Sitework / Utilities		\$3,375,000.00
Bond / Insurance	2.50%	\$447,075.00
General Conditions		\$733,203.00
Overhead & Profit Fee	4.00%	\$762,532.00

<b>Construction - Sub Total</b>		<b>\$19,825,810.00</b>
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Escalation	3.00%	\$594,775.00
Contingency (Construction)	5.00%	\$991,291.00

<b>Total - Construction</b>		<b>\$21,411,876.00</b>
(Cost per Square Foot)		\$475.82

Design / Construction Administration Fee		\$1,002,475.00
Pre-construction Management Fee		\$53,530.00

<b>TOTAL - Design &amp; Construction</b>		<b>\$22,467,881.00</b>
(Cost per Square Foot)		\$499.29

### Opinion of Probable Department Costs

Behavioral Health / Administrative Functions	\$16,387,655.47
Primary Care	\$2,895,345.49
Dental Services	\$1,737,207.29
Pharmacy Services	\$1,447,672.74

### Opinion of Probable Reimbursables

1 Building permit / fees.	\$8,500.00
2 Civil Bonds / Tap fees / Impact fees. (Utility, E&S, stormwater, etc.).	\$60,000.00
3 Builder's Risk Policy.	\$50,000.00
4 Third Party Testing and Inspections.	\$65,000.00
5 Land Disturbance Permits.	\$25,000.00
6 Certificate of Occupancy	\$2,000.00
7 Chesapeake Bay watershed design and construction fees and / or credits fees.	\$25,000.00
<b>TOTAL (Estimated Reimbursables)</b>	<b>\$235,500.00</b>

## **CBH - Consolidated Campus Development**

Option of Probable Cost

James City County - Williamsburg, Virginia

### **Project Funding**

The intent of this uncollected proposal is to submit a project that uplifts a community, results in a state of art CBH Williamsburg, and it completed within a realizable budget for CBH Williamsburg.

CBH Williamsburg would fund the proposed project included here as a Capital Improvement Project.

### **Project Cost**

The project cost outlined here are the result of an in-depth design and estimating effort to create a project budget and design that meets both community and budgetary needs.

The cost included here were developed by applying recent local market project construction data, current subcontractor and equipment pricing information, and projected construction market conditions and escalations.

The cost estimate is conceptual and will be refined as the design is progressed. It is the responsibility of our team to CBH Williamsburg to adhere to the finalized budget, and to maintain that budget over time.

Design and construction contingency, and escalation, is built into the project pricing. This enable our team to reallocate funding and make design and construction adjustments in partnership with CBH Williamsburg to arrive at a mutually acceptable final cost.

It is our primary goal, and approach for this proposal, to work hand-in hand with CBH Williamsburg to define a final design and construction scope, schedule and project cost that meets the shared goals of the CBH Williamsburg community.



## Funding Schedule Alignment

Sussex Development will prepare detailed cash flow projections that align anticipated project expenditures with the timing of CBH's available funding sources. These projections will outline monthly and quarterly spending across all phases of the project - design, permitting, procurement, mobilization, construction, and closeout.

The funding schedule will account for the sequencing of major trade packages, long-lead procurement commitments, deposits or early fabrication requirements, and anticipated billing cycles to ensure predictable cash utilization. As CBH anticipates the use of federal, state, local, philanthropic, and public financing resources, Sussex will coordinate with CBH to ensure that funding drawdowns and reimbursement processes align with project milestones and obligations.

This alignment minimizes the risk of cash-flow bottlenecks, supports transparent financial reporting, and ensures that CBH has a clear forecast of financial needs at each project stage. Sussex will update cash flow models as design evolves, enabling CBH and partner agencies to plan, budget, and track expenditures with confidence.





## Proposed Risk Factors and Mitigation

The project may be affected by several financial and market-driven risk factors typical of public behavioral health facilities undergoing capital expansion. Key potential risks include:

### Cost Escalation

Fluctuations in labor, materials, and subcontractor availability may impact pricing.

Mitigation: Continuous cost estimating at design milestones, early identification of budget sensitivities, and proactive value management strategies.

### Long-Lead Materials and Equipment

Mechanical equipment, electrical gear, security systems, and specialty clinical components often have extended procurement timelines.

Mitigation: Early release packages, pre-purchase strategies, and coordinated procurement planning to lock in pricing and production slots.

### Market Volatility

Economic conditions or supply-chain constraints may affect trade capacity or material availability.

Mitigation: Broad subcontractor outreach, competitive bidding, and maintaining alternates for critical materials.

### Scope Changes or Program Adjustments

Behavioral health programs may evolve during design, adding pressure to budgets and schedules.

Mitigation: Structured decision-tracking, clear documentation of owner-directed changes, and timely impact analysis for cost and schedule.

### Regulatory or Permitting Delays

Coordination with James City County, environmental agencies, JCSA, and other reviewers may extend anticipated review timelines.

Mitigation: Early engagement with permitting authorities, phased submissions, and regular coordination meetings.

### Construction-Phase Risks

Unforeseen conditions, weather delays, or subcontractor performance issues may impact progress.

Mitigation: Contractor contingency planning, schedule float management, quality control processes, and active site monitoring.

These mitigation strategies ensure clear identification, planning, and management of risks throughout the life of the project and support CBH's financial and operational continuity.



## Governmental Commitments

Funding for the CBH Phase 2 Campus is expected to involve a combination of direct CBH contributions, federal and state behavioral health grants, local government appropriations, and/or public financing mechanisms. Sussex understands that such funding strategies may require coordination with James City County, the City of Williamsburg, regional human services partners, and applicable state agencies.

At this conceptual stage, no direct guarantees or pledges of CBH's credit beyond standard contractual obligations are anticipated. The project does not currently require commitments that would encumber future operating budgets outside of normal capital financing expectations.

CBH's role may include securing grant awards, participating in cost-sharing agreements, or coordinating with local jurisdictions to access eligible funding programs supporting behavioral health infrastructure. Sussex will support CBH in aligning the project schedule and cash flow requirements with the timing of these public funding sources.

Overall, the project is expected to receive strong administrative and governmental support due to its alignment with regional behavioral health needs and public service priorities.



## Tax-Exempt Financing Considerations

Based on the current scope and conceptual understanding of the Colonial Behavioral Health Phase 2 Campus project, no project elements have been identified that would disqualify the use of tax-exempt financing. The planned improvements involve the expansion of a publicly owned behavioral health facility, serving essential governmental and community health functions, which are typically eligible for tax-exempt financing mechanisms under federal and state regulations.

The project's use, operational model, and ownership structure meet the criteria commonly associated with tax-exempt debt issuance, including:

- **Public Ownership:** The facility will remain owned and operated by Colonial Behavioral Health, a public governmental entity.
- **Public Purpose:** All planned facilities support delivery of mental health, crisis stabilization, outpatient services, and administrative functions that qualify as essential public services.
- **No Private-Use Conflicts:** The project does not include private leases, commercial operations, or revenue-generating private partnerships that would trigger private-use restrictions under IRS tax-exempt financing rules.
- **Qualified Project Costs:** Construction, design, site development, utilities, building systems, and equipment necessary for facility operation are all typically allowable expenditures for tax-exempt financing.

Sussex Development will continue monitoring for any design or programmatic changes that could potentially affect eligibility; however, at this stage, the project is expected to fully comply with tax-exempt financing requirements. Additionally, the facility type and service mission may qualify for certain state or federal behavioral health capital funding programs, further reinforcing the project's alignment with publicly financed models.



# PROJECT BENEFITS & COMPATIBILITY





## Beneficiaries and Community Benefits

The CBH Phase 2 Campus expansion provides significant and immediate benefit to James City County, Williamsburg, York County, Poquoson, and the broader region by increasing behavioral health capacity and strengthening the local continuum of care. Clients, families, staff, public agencies, and the surrounding community all gain from enhanced access, modern facilities, and expanded service offerings.

### Economic Impact and Local Revenue Generation

The project will drive substantial economic activity during design and construction, with capital investment circulating through local trades, suppliers, equipment vendors, and service providers.

Industry-standard multipliers indicate that every \$1 invested in construction generates approximately \$1.50–\$1.80 in additional regional economic output. Local tax benefits may include:

- Sales and use taxes on materials and related purchases
- Business license revenue from contractors and subcontractors
- Payroll-related income tax contributions
- Indirect tax benefits via increased spending by construction personnel

A project of this scale is expected to generate millions in direct and indirect economic impact, strengthening local business activity and supporting local workforce participation.

### Job Creation, Wages, and Workforce Development

The project will support a wide range of construction, technical, and professional jobs over its duration.

Estimated employment impacts include:

- 200–400 full-time equivalent jobs supported through the construction phase
- Skilled trades earning typical Virginia wages of \$25–\$40 per hour, with additional benefits such as health insurance, retirement programs, certifications, and safety training
- Opportunities for apprenticeships, workforce training, and development in essential trades

Long-term employment benefits also occur through CBH's operational expansion, fostering a more resilient behavioral health workforce within the region.

### Local Subcontractor and SWaM Participation

A substantial portion of project work will be subcontracted to regional firms, including SWaM-certified small, minority-, women-, and veteran-owned businesses.

Depending on final scope, \$20–\$40 million in subcontract awards may go to locally based firms across:

- Site work and utilities
- Structural and building systems
- Mechanical, electrical, and plumbing
- Fire protection and security systems
- Technology infrastructure and specialty trade services

This ensures that project spending remains concentrated within the regional economy.



# Anticipated Public or Governmental Support or Opposition

## Public Support (Anticipated: Strong)

The CBH Phase 2 expansion is expected to receive broad community support due to the region's well-documented need for expanded behavioral health services. Key sources of public support include:

- Clients and families who gain increased access, reduced wait times, and trauma-informed environments
- Healthcare partners, first responders, and human services agencies who rely on CBH as a regional behavioral health anchor
- Local residents who value modernized public service facilities and improved neighborhood compatibility
- Community advocacy groups, recognizing behavioral health investment as a community priority

Public support is strengthened through predictable operations, transparent communication, and maintenance of safe, accessible campus conditions during construction.

## Public Opposition (Anticipated: Minimal)

Potential concerns could involve construction noise, temporary traffic or parking adjustments, or general questions about project cost. These impacts are temporary, manageable, and mitigated through proactive engagement.

## Governmental Support (Anticipated: Strong)

Local governments and regional agencies historically support investments in behavioral health infrastructure.

James City County, Williamsburg, York County, Poquoson, and associated health and human services agencies consistently identify behavioral health capacity as a high priority. The project aligns with:

- Local and regional health improvement plans
- Public safety priorities
- County and city commitments to infrastructure modernization
- State goals related to behavioral health reform and service expansion

Governmental opposition is not anticipated given the alignment of this project with strategic community health objectives.

# Public, Business, and Government Engagement Strategy

CBH and Sussex Development will implement a structured community engagement program to ensure all affected stakeholders are informed throughout design and construction. This includes:

## Communication Channels

- Regular project updates to CBH clients, staff, and partner agencies
- Clear signage, digital communication, and public-friendly notices regarding campus access changes
- Online project bulletins or updates coordinated through CBH's communications team

## Stakeholder Outreach

- Coordination with James City County Planning, Engineering & Resource Protection, Stormwater, Fire Marshal, and JCSA
- Engagement with healthcare partners, emergency responders, law enforcement, and regional human services providers
- Outreach to nearby residents, neighborhood associations, and adjacent businesses

## Construction-Phase Engagement

- Predictable construction scheduling to reduce campus disruption
- Mitigation of noise and traffic impacts
- Maintenance of ADA-compliant access and safe client navigation routes

This engagement approach ensures transparency, supports public trust, and maintains uninterrupted behavioral health services.

## Significant Benefits to CBH, Clients, Families, and the Community

The Phase 2 expansion delivers long-term value by enhancing the quality, accessibility, and effectiveness of behavioral health services across the region.

### Key benefits include:

- Improved trauma-informed environments, supporting client stabilization and treatment success
- Modern, efficient, and therapeutically appropriate spaces for crisis stabilization, outpatient programs, care coordination, and administrative functions
- Enhanced staff working conditions, supporting recruitment, retention, and performance
- Strengthened community health outcomes, reducing strain on hospitals, emergency services, and the criminal justice system
- Increased operational efficiency through consolidated services and purpose-built facilities
- Greater service capacity, reducing waitlists and increasing availability of crisis and outpatient care

The project creates a positive, stabilizing presence on the existing campus and supports the long-term behavioral health infrastructure required for regional growth.

## Compatibility with Local and Regional Planning Efforts

The project is fully compatible with James City County and Williamsburg planning efforts, including:

- Local Comprehensive Plans emphasizing public health, community services, and facility modernization
- Infrastructure development plans that support redevelopment in existing service areas
- Transportation and mobility goals that prioritize predictable access to essential services
- Capital improvement strategies that support reinvestment in public facilities and behavioral health systems

By improving an existing campus rather than developing new land, CBH aligns with sustainable land-use practices and efficient public investment principles.

## Participation Efforts for SWaM Businesses

The management of this project will be performed by Sussex Development and its construction team. We will make good and reasonable efforts to include Virginia SWaM-certified vendors, subcontractors, and suppliers. Sussex Development maintains a directory of subcontractors and suppliers that have completed a prequalification process. Of that entire list of nearly 800 companies, approximately 20% are known to be SWaM certified. A majority of those firms are companies we subcontract with on a regular basis and with whom we have had successful working relationships for many years.

For projects like this one, we extend our outreach efforts beyond our internal database to include non-vetted firms sourced from the Virginia SBSD SWaM Directory, as well as companies identified through prior public bids. Sussex Development also utilizes various publications and digital plan rooms to enhance our outreach. These include the Virginian-Pilot, Richmond Times-Dispatch, Builders and Contractors Exchange, BlueBook, and PlanHub, in addition to listing the opportunity on the SBSD's official SWaM portal.

Sussex Development will make the following good faith efforts to encourage participation from SWaM-certified businesses:

- Identify work scopes where SWaM-certified businesses may have an interest in providing subcontractor or supplier services.
- Notify SWaM-certified firms of subcontracting opportunities during the bidding process. Notifications will include:
  - o A description of the work being solicited.
  - o The bid submission deadline and instructions.
  - o The name and contact information of a Sussex Development representative available to answer questions.
  - o Details on where and how to access bid documents.
  - o Any special requirements such as insurance, licenses, bonding, or financial qualifications.
- Encourage subcontractor and vendor participation from SWaM-certified businesses by actively advertising and distributing bid information.
- Document all outreach efforts and provide a summary of SWaM participation as part of our bid submission, including:
  - o A list of SWaM-certified businesses included in the bid.
  - o The corresponding dollar value or percentage of the work to be performed by each SWaM firm.
- Maintain documentation of all good faith efforts and make these records available for review by the Owner or state agencies, if requested.
- If selected as the successful bidder, Sussex Development will continue its outreach and inclusion efforts throughout the construction phase and will report SWaM utilization as required.

Should a SWaM subcontractor or vendor need to be replaced during the course of construction, we will notify the Owner in writing and demonstrate continued good faith efforts to replace them with another SWaM-certified firm.

The Phase 2 expansion of the Colonial Behavioral Health campus represents a strategic, high-impact investment that strengthens behavioral health infrastructure, stimulates the regional economy, enhances public health outcomes, and aligns with local comprehensive planning goals. It delivers clear economic, social, environmental, and operational benefits, while supporting inclusive workforce and subcontractor participation. The project is expected to receive strong public and governmental support and will be implemented with a transparent, stakeholder-driven engagement plan.



# ADMINISTRATIVE INFORMATION AND ATTACHMENTS





ATTACHMENT E – PROPOSAL TITLE PAGE

By signing this form with an original signature, and returning the signed solicitation document with your response in accordance with this solicitation's submittal requirements, you agree that original signatures transmitted and received via facsimile, email or other electronic transmission of a scanned document (e.g., PDF or similar format) are true and valid signatures for all purposes hereunder and shall bind the parties to the same extent as that of an original signature. Any such electronic transmission shall constitute the final agreement of the parties and conclusive proof of such agreement. Any such electronic counterpart shall be of sufficient quality to be legible either electronically or when printed as hardcopy. CBH shall determine legibility and acceptability for public record purposes. An Agreement or other communications resultant from this solicitation may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument.



12/15/25

Signature Of Authorized Company Representative

Date

Harry L. R. Davis, IV

President

Name – Print

Title

Sussex Development Corporation

757-422-2400

Company Name – Print

Telephone Number

109 South Lynnhaven Road, #200, Virginia Beach, VA 23452

Address

rdavis@sussexdevelopment.com

757-422-0398

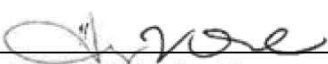
Email Address

Fax Number

## ATTACHMENT F – PROPOSAL SUBMISSION CHECKLIST

**The following shall be returned with your proposal as outlined in 6.0.** Failure to do so may be cause for rejection of the proposal as non-responsive. It is the responsibility of the Contractor to ensure that they have received all addenda.

ITEM:	INCLUDED: (X)
1. Attachment F. Proposal Title Page	<u>X</u>
2. Attachment G. Proposal Submission Checklist	<u>X</u>
3. Attachment H. Proposal Signature Sheet	<u>X</u>
4. Attachment I. Company Certifications	<u>X</u>
5. Attachment J. Authority to Transact Business	<u>X</u>
6. Attachment K. Proprietary Information	<u>X</u>
7. Attachment L. Reference Page	<u>X</u>
8. Vendor Confidentiality Agreement	<u>X</u>
9. Initialed bottom of T&C pages 12-16.	<u>X</u>
10. Certificates of Insurance	<u>X</u>
11. Financial Information (Including W9)	<u>X</u>

Sussex Development Corporation	757-422-2400
Company Name – Print	Telephone Number
109 South Lynnhaven Road, #200, Virginia Beach, VA 23452	
Address	
rdavis@sussexdevelopment.com	757-422-0398
Email Address	Fax Number
Harry L. R. Davis, IV	President
Name – Print	Title
	12/15/25
Signature Of Authorized Company Representative	Date

## ATTACHMENT G – PROPOSAL SIGNATURE SHEET

**TYPE OF BUSINESS:** (Please check all applicable classifications.) If your classification is certified by the Virginia Department of Minority Business Enterprise, provide your certification number: N/A. For certification assistance, please visit: <https://www.sbsd.virginia.gov/>.

☒ **X**

**Large**

**Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years.

**Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

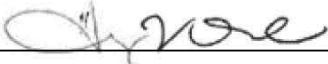
**Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

In Compliance With This Request For Proposals And To All The Conditions Imposed Herein, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With This RFP and all Attachments Or As Mutually Agreed Upon By Subsequent Negotiation.

Company Name: Sussex Development Corporation

FIN/SSN: 54-1545367 Date: 12/15/25

Authorized Agent (TYPED): Harry L. R. Davis, IV

Signature: 

Address: 109 South Lynnhaven Road, #200

C/S/Z: Virginia Beach, VA 23452 E-mail address: rdavis@sussexdevelopment.com

Telephone Number: 757-422-2400 Extension: \_\_\_\_\_ FAX Number: 757-422-0398

NOTE: Colonial Behavioral Health does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §2.2-4343.1 or against a bidder because of race, religion, color, sex, national origin, disability, or any other basis prohibited by state law relating to discrimination in employment.

## ATTACHMENT H – COMPANY CERTIFICATIONS

This RFP is subject to the provisions of 2.2-3100 et seq. of the Virginia, the Virginia State and Local Government Conflict of Interest Act, and Sections 2.2-4300 et seq. of the Code, the Virginia Public Procurement Act (VPPA).

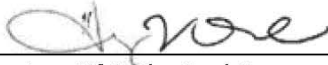
By my signature on this form, I certify on behalf of the Contractor that I am not aware of any information bearing on the existence of any potential conflicts of interest or violation of ethics in public contracting provisions of the VPPA, Virginia Code 2.2-4367 through 2.2-4377.

I further certify that this proposal is made without prior understanding, agreement, or connection with any corporation, team, or person submitting a Proposal for the same goods, services, insurance, or construction, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the state and Federal law and can result in fines, prison sentences, and civil damage awards.

I further certify that the statements regarding debarments, ethics in public procurement, submission of a single proposal, understanding the conditions, and data on convictions are not misleading and understood.

I further certify that, if awarded this contract, I will not knowingly send to any CBH facility any person having been convicted of any "barrier" crimes as outlined in the Code of Virginia, Section 63.2-1719. Nor will I knowingly employ any unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

I hereby certify that the responses to the above representations, certification, and other statements, including all attachments, are accurate and complete. If after I sign these forms, I learn of any information which makes any of the above representations, certifications, or other statements inaccurate or incomplete, or reveals that any part of my previously submitted information is misleading, I will immediately bring it to the attention of the General Services Officer, or CBH designee. I agree to abide by all conditions of this RFP and certify that I am authorized to sign for the Contractor.

Sussex Development Corporation	757-422-2400
Company Name – Print	Telephone Number
109 South Lynnhaven Road, #200, Virginia Beach, VA 23452	
Address	
rdavis@sussexdevelopment.com	757-422-0398
Email Address	Fax Number
Harry L. R. Davis, IV	President
Name – Print	Title
	12/15/25
Signature Of Authorized Company Representative	Date



## ATTACHMENT I – AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

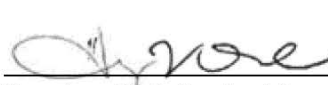
### Authority to Transact Business in Virginia

Pursuant to Virginia Code §2.2-4311.2, a Contractor organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal the identification number issued to it by the State Corporation Commission ("SCC"). Any Contractor that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall attach to this form a statement describing why the Contractor is not required to be so authorized. Any Contractor described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement is granted by the SCC.

Please complete the following by checking the appropriate line that applies and providing the requested information.

- A. ☒ Contractor is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is: 0-3589223
- B. ☐ Contractor is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is \_\_\_\_\_
- C. ☐ Contractor has applied for, but has not yet received, an Identification Number from the SCC and requests that it be granted an extension of five calendar days to provide its Identification Number to Colonial Behavioral Health.
- D. ☐ Contractor does not have an Identification Number issued to it by the SCC and is not required to be authorized to transact business in Virginia in accordance with Section(s) of the Code of Virginia **and** the reasons stated on the attached document(s).

**Please attach additional sheets if you need to explain why Contractor is not required to be authorized to transact business in Virginia.**

Sussex Development Corporation	757-422-2400
Legal Name Of Company (As Registered) Print	Telephone Number
109 South Lynnhaven Road, #200, Virginia Beach, VA 23452	
Address	
rdavis@sussexdevelopment.com	757-422-0398
Email Address	Fax Number
Harry L. R. Davis, IV	President
Name – Print	Title
	12/15/25
Signature Of Authorized Company Representative	Date

ATTACHMENT J – PROPRIETARY INFORMATION

Offeror Name Sussex Development Corporation

Trade Secrets or Proprietary information submitted by an Offeror or Consultant in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror or Consultant must invoke the protections of this section prior to or upon submission of data or other materials to be protected and state the reasons why protection is necessary. *Price quotations in proposals submitted to Colonial Behavioral Health are not “proprietary” or “confidential”.* They are considered public information. Information leading to the decision to award, including prices and other factors, shall be made public.

Please mark one:

☒ **NO-** the proposal does not contain any trade secrets and/or proprietary information.

☐ **YES-** the proposal does contain trade secrets and/or proprietary information.

If **YES**, please list the *page numbers* and the *reasons* why the information is considered a trade secret or proprietary information. These pages shall be conspicuously labeled “PROPRIETARY INFORMATION” in **red** ink at the top and bottom center of each page.

DO NOT MARK THE WHOLE PROPOSAL PROPRIETARY. If proprietary and/or confidential information is included in the proposal, a second “redacted” electronic version of the proposal shall be included and named “Redacted Version”.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Harry L. R. Davis, IV  
Name – Print  
  
Signature Of Authorized Company Representative

President  
Title  
12/15/25  
Date

**ATTACHMENT K – REFERENCE PAGE**  
**MUST BE FOR EQUIVALENT SERVICES**

	Reference #1	Reference #2	Reference #3
<b>Project Name</b>	B.J. Roberts Behavioral Health Center	Tulls Creek Elementary	TowneBank Ironbridge
<b>Scope of work</b>	Renovated 20,303-SF facility delivering 23-hour behavioral health care, crisis intervention, and residential support through close coordination with the Owner	New ground-up 800-student elementary school in Currituck County, NC, featuring a full-size gym, commercial kitchen, and integrated building systems.	Masonry and precast concrete banking facility with refined finishes and significant sitework improvements.
<b>Contract Amount</b>	\$7,062,852	\$61,500,000	\$5,861,151
<b>Contract Completion Date</b>	March 2025	Under construction Projected completion December 2025	October 2020
<b>Contract Duration</b>	14 months	26 months	18 months
<b>Contract Owner's Name</b>	Sentara Healthcare Carl Gaborik	Currituck County Michelle Perry	TowneBank Greg Ohmsen
<b>Contract Owner's Phone</b>	757-594-1032	252-232-6034	757-638-6731
<b>Contract Owner's E-Mail</b>	cwgabori@sentara.com	michelle.perry@currituckcountync.gov	greg.ohmsen@townebank.net
<b>Were you Prime contractor or Sub</b>	Prime	Prime	Prime
<b>If Sub, who was Prime</b>	N/A	N/A	N/A
<b>Contact info for Prime</b>	N/A	N/A	N/A

\*Please use an additional page, if necessary to capture all information.

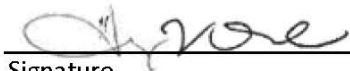
I certify as to the accuracy of the information contained in Attachment L.

Harry L. R. Davis, IV

President

Name – Print

Title



12/15/25

Signature

Date





## VENDOR CONFIDENTIALITY AGREEMENT

A Vendor will perform services for Colonial Behavioral Health (CBH) that may require CBH to disclose confidential and proprietary information ("Confidential Information") to the vendor. Accordingly, to protect the Confidential Information that will be disclosed during the work performed by the vendor for CBH, the Vendor agrees as follows:

- As required by the HIPAA Privacy Rule, CBH will provide the Vendor with only the minimum amount of protected health information (PHI) necessary to fulfill true business needs. Likewise, the Vendor will not access or attempt to access information that is not strictly necessary.
- The Vendor will hold the Confidential Information received from CBH in strict confidence and will exercise a reasonable degree of care to prevent disclosure to others.
- The Vendor will not disclose or divulge the Confidential Information either directly or indirectly outside of the terms established in the service agreement or contract unless first authorized to do so in writing by Colonial Behavioral Health's Executive Director or their designee.
- The Vendor will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of the Vendor's duties for CBH.
- The Vendor will, upon request or upon termination of the relationship with CBH, deliver to CBH information, materials, and/or equipment received from CBH or originating from or related to work performed for CBH.
- CBH reserves the right to take action in the event of any disclosure of information in violation of this agreement or applicable HIPPA regulations as required and/or allowed by law.
- PHI cannot be removed from CBH property without prior authorization by Colonial Behavioral Health's Executive Director or their designee. Vendors should have formal policies and procedures in place to reasonably protect against the unauthorized use and disclosure of PHI as required per 42 CFR § 2.16. If Vendors do not have such a policy or the existing policy is not sufficient to meet the standard required by law, the Vendor agrees to abide by relevant policies established by CBH.



## VENDOR CONFIDENTIALITY AGREEMENT

- This agreement will be interpreted under and governed by the laws of the Commonwealth of Virginia.
- All provisions of this agreement will be applicable only to the extent that they do not violate any applicable law and are intended to be limited to the extent necessary so that they will not render this agreement invalid, illegal, or unenforceable. If any provision of this agreement or any application thereof will be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of other provisions of this agreement or of any other application of such provision will in no way be affected thereby.

---

By signing this Agreement with an original signature, and returning the signed document, you agree that original signatures transmitted and received via facsimile, email, or other electronic transmission of a scanned document (e.g., PDF or similar format) are true and valid signatures for all purposes hereunder and shall bind the parties to the same extent as that of an original signature. Any such electronic transmission shall constitute the final agreement of the parties and conclusive proof of such agreement. Any such electronic counterpart shall be of enough quality to be legible either electronically or when printed as hardcopy. CBH shall determine legibility and acceptability for public record purposes.

Witness the following duly authorized signatures and seals.

Signature of Vendor Representative

12/15/25

Date

Harry L. R. Davis, IV

Name of Vendor Representative  
(Please Print)

Sussex Development Corporation

Company Name

11.0 **GENERAL TERMS AND CONDITIONS**

- A. **APPLICABLE LAWS AND COURTS:** This contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect there to shall be brought in the courts of the Commonwealth. The Vendor shall comply with applicable federal, state and local laws and regulations.
- B. **ETHICS IN PUBLIC CONTRACTING:** By signing this contract the Vendor certifies that their contract is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Vendor, supplier, manufacturer or subcontractor in connection with their contract, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
- C. **COMPLIANCE:** By signing this contract, the Vendor certifies that it is and will remain in full compliance with:  
The Federal Civil Rights Act of 1964, as amended.  
The Federal Immigration Reform and Control Act of 1986.  
The Virginia Fair Employment Act of 1975, as amended, where applicable.  
The Virginia Conflict of Interest Act.  
The Virginians With Disabilities Act.  
The Americans With Disabilities Act.  
Section 2.2-4311 (Employment Discrimination Act) of the Virginia Public Procurement Act.  
Sections 2.2-4367 through 2.2-4377 (Ethics in Public Contracting) of the Virginia Public Act  
Section 2.2-4354 (Payment to Subcontractor) of the Virginia Public Procurement Act.  
The Antitrust laws of the United States and the Commonwealth of Virginia.
- D. **EMPLOYMENT DISCRIMINATION BY CONTRACTORS PROHIBITED**  
Every Contract of over \$10,000 shall include the following provisions:  
i. During the performance of this contract, the Contractor agrees as follows:  
a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, status as a service-disabled veteran, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.  
b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, shall state that such Contractor is an equal opportunity employer.  
c. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.  
ii. The Contractor will include the provisions of the foregoing paragraphs, 1, 2, and 3 in every Subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each Subcontractor or vendor.
- E. **DEBARMENT STATUS:** By signing this contract, Vendors certify that they are not currently debarred from submitting proposals on contracts by the Commonwealth of Virginia, the Federal Government, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by the Commonwealth of Virginia or the Federal Government.
- F. **ANTITRUST:** By entering into this contract, the Vendor conveys, sells, assigns, and transfers to Colonial Behavioral Health all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relation to the particular services purchased or acquired by Colonial Behavioral Health under said contract.
- G. **CONFIDENTIALITY:** The Contractor acknowledges and understands that its employees may have access to proprietary, business information, or other confidential information belonging to CBH. Therefore, except as required by law, the Contractor agrees that its employees will not:  
i. Access or attempt to access data that is unrelated to their job duties or authorizations as related to this Contract.  
ii. Access or attempt to access information beyond their stated authorization.  
iii. Disclose to any other person or allow any other person access to any information related to CBH or any of its facilities or any other user of this Contract that is proprietary or confidential. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes and/or another transmission or sharing of data.

The Contractor understands that CBH, or others may suffer irreparable harm by disclosure of proprietary or confidential information and that CBH may seek legal remedies available to it should such disclosure occur. Further, the Contractor understands that violations of this provision may result in Contract termination.

The Contractor further understands that information and data obtained during the performance of this agreement shall be considered confidential, during and following the term of this Contract, and will not be divulged without the General Services Officer's written consent and then only in strict accordance with prevailing laws. The Contractor shall hold all information provided by CBH as proprietary and confidential and shall make no unauthorized reproduction or distribution of such material.

Vendor initial HLD

Colonial Behavioral Health initial \_\_\_\_\_



H. HIPAA COMPLIANCE: Contractor warrants as follows:

That the Contractor will, in all respects, comply with requirements of the Health Insurance Portability and Accountability Act of 1996, and any subsequent revisions or amendments to this legislation in all aspects of its operations in connection with this contract.

That all products and services provided under this contract will, in all respects, comply with requirements of the Health Insurance Portability and Accountability Act of 1996, and any subsequent revisions or amendments to this legislation.

That any modifications or actions on the part of CBH that are required to comply with the requirements of this section will be fully disclosed to CBH in writing, and will not require additional operating procedures, interventions, or cost to Colonial Behavioral Health, now or in the future.

I. PRECEDENCE OF TERMS: Paragraphs A-G of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and the Special Terms and Conditions in this contract, the Special Terms and Conditions shall apply.

J. PAYMENT TERMS: Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

K. QUALIFICATIONS: Colonial Behavioral Health may make such reasonable investigations as deemed proper and necessary to determine the ability of the Vendor to perform the work and the Vendor shall furnish to Colonial Behavioral Health all such information and data for this purpose as may be requested. Colonial Behavioral Health reserves the right to inspect Vendor's physical facilities to satisfy questions regarding the Vendor's capabilities.

L. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the Vendor in whole or in part without the written consent of Colonial Behavioral Health.

M. CHANGES TO THE CONTRACT: Changes can be made within the general scope of the contract by Colonial Behavioral Health with written notification to the Vendor. The parties may agree in writing to modify the scope of the contract.

N. DEFAULT: In case of failure to deliver services in accordance with Contract Terms and Conditions, Colonial Behavioral Health, after due oral or written notice, may procure them from other sources and hold the Vendor responsible for any resulting additional purchase and administrative costs. The remedy shall be in addition to any other remedies which Colonial Behavioral Health may have.

O. TAXES: Sales to the Community Services Board are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request. Deliveries against this contract shall be free of Federal Excise and Transportation taxes.

P. SERVICES TO BE FURNISHED BY COLONIAL BEHAVIORAL HEALTH: Colonial Behavioral Health shall furnish the Vendor with all available necessary information, data, and material pertinent to the execution of this Agreement. Colonial Behavioral Health shall cooperate with the Vendor in carrying out the services herein and shall provide adequate staff coordination and support to the Vendor.

Q. RECORDS AND INSPECTIONS: The Vendor shall maintain full and accurate records with respect to all services provided under this Agreement. Colonial Behavioral Health shall have free access at all proper times to such records and shall have the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings, and activities.

R. COLONIAL BEHAVIORAL HEALTH NOT OBLIGATED TO THIRD PARTIES: Colonial Behavioral Health shall not be obligated or liable hereunder to any party other than the Vendor. Employees and agents of Vendor shall not be deemed employees or agents of Colonial Behavioral Health for any purpose, and all compensation for such employees and agents (including workers compensation insurance coverage) shall be provided by Vendor.

S. CRIMINAL BACKGROUND CHECKS: The Contractor shall submit the names, social security numbers, and other information of its employees when requested. This information will only be used by CBH to obtain nation-wide criminal background checks when CBH, in its sole discretion, determines it necessary for reasons of security or confidentiality. These background checks, when requested, will be performed at CBH's expense.

Vendor initial HLD Colonial Behavioral Health initial \_\_\_\_\_

12.0 SPECIAL TERMS AND CONDITIONS

- A. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that Colonial Behavioral Health shall be bound hereunder only to the extent of the funds available, or which may hereafter become available for the purpose of this agreement.
- B. CANCELLATION OF CONTRACT: Colonial Behavioral Health reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon at will notice to the Vendor. Any contract cancellation notice shall not relieve the Vendor of the obligation to deliver and/or perform all outstanding orders issued prior to the effective date of cancellation.
- C. CLAIMS: Any contractual claim, whether for money or other relief arising under this contract, shall be submitted in writing, in accordance with Section 11-69 of the code of Virginia, no later than sixty (60) days after final payment; however, written notice of the Vendor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim has been based. The claim shall be submitted to the Executive Director, Colonial Behavioral Health, 1657 Merrimac Trail, Williamsburg, Virginia 23185.
- D. VENDOR PROPERTY DAMAGES: The Vendor shall be entirely responsible for any loss or damage to its own materials, supplies and equipment, and to the personal property of its employees while they are maintained on the work site.
- E. EXTENSION OF CONTRACT: Upon agreement of both parties, this contract may be extended by the purchasing agency under the terms of the current contract, with reasonable notice given to Vendor (approximately 30 days) prior to the expiration date.
- F. INSPECTION OF JOB SITE: My signature on this contract constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by Colonial Behavioral Health.
- G. WORKMANSHIP AND INSPECTION: All work under this Contract shall be performed in a skillful and workmanlike manner. The contractor and its employees shall be professional and courteous at all times. CBH may, in writing, require the Contractor to remove any employee from work for reasonable cause as determined by CBH. Further, CBH may, from time to time, make inspections of the work performed under the Contract. Any inspection by CBH does not relieve the Contractor from any responsibility in meeting the Contract requirements.
- H. PERMITS AND LICENSES: The Vendor is required to hold or obtain before services begin, all relevant permits and/or licenses as required by law.
- I. VENDOR REGISTRATION: If a contract for construction, removal, repair or improvement of a building or other real property is for seventy thousand dollars (\$70,000) or more, or if the total value of all such contracts undertaken by Vendor within any twelve month period is three hundred thousand dollars (\$300,000) or more, the Vendor is required under Title 54, Code of Virginia (1950), as amended, to be licensed by the State Board of Contractors as a "Class A Contractor". If such a contract is for seventy-five hundred dollars (\$7,500) or more but less than seventy thousand dollars (\$70,000), the Vendor is required to be licensed as a "Class B Contractor". If such a contract is for one thousand dollars (\$1,000) or more but less than seventy-five dollars (\$7,500), the Vendor is required to be licensed as a "Class C Contractor".
- J. INSURANCE: By signing and submitting this contract the Vendor certifies that it will have, as a minimum, the following liability insurance coverage at the time the work commences. Additionally, it will maintain this during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract Colonial Behavioral Health reserves the right to require the Vendor to furnish certificates of insurance for the coverages required by Colonial Behavioral Health as indicated.

Vendor initial HLD Colonial Behavioral Health initial \_\_\_\_\_

**INSURANCE COVERAGES REQUIRED:**

**Professional Liability**

Limits of Liability - \$1,000,000 Per Occurrence (May be more depending on the professional service required.)

**Worker's Compensation and Employer's Liability**

Coverage A - Statutory Requirement

Coverage B - \$100,000; \$100,000; \$500,000

**General Liability**

Per Occurrence	\$1,000,000
Personal/Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations	\$2,000,000
Fire Damage Legal Liability	\$100,000

**Coverage should be on a Per Project Basis**

Automobile Liability*	\$1,000,000
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\*Comprehensive Automobile Liability, including Owned, Non-Owned. Per Occurrence Bodily Injury or Property Damage.

Combined Single Limit	\$1,000,000
-----------------------	-------------

Builder's Risk	100% of Value**
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\*\*100% of the insurable value of the contract. Insurable value does not include site acquisition, site work, grading, infrastructure, etc.

Boiler & Machinery (If Applicable)	\$1,000,000
------------------------------------	-------------

- K. **WORK SITE DAMAGES:** Any damage, including damage to finished surfaces, resulting from the performance of this contract shall be repaired to Colonial Behavioral Health's satisfaction at the Vendor's expense.
- L. **SAFETY:** All Contractors and subcontractors performing services for CBH are required to and shall comply with all Occupational Safety and Health Administration (OSHA), State and CBH Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.
- M. **DRUG FREE WORKPLACE:** The Vendor acknowledges and certifies that it understands that the following acts by the Vendor, its employees, and/or agents performing services on Colonial Behavioral Health property are prohibited:
- i. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
  - ii. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
- The Vendor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by Colonial Behavioral Health in addition to any criminal penalties that may result from such contract.
- N. **EXTRA CHARGES NOT ALLOWED:** The proposed price shall be for complete installation ready for Colonial Behavioral Health's use and shall include all applicable freight and installation charges; extra charges will not be allowed.
- O. **INDEMNIFICATION:** Vendor agrees to indemnify, defend and hold harmless Colonial Behavioral Health, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Vendor/any services of any kind or nature furnished by the Vendor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use materials, goods, or equipment in the manner already permanently described by the Vendor on the materials, goods or equipment delivered.
- P. **RELATIONSHIP OF PARTIES:** The parties agree to be and act as independent vendors and that under no circumstances shall either party perform any act or conduct any activity pursuant to which this Agreement could be construed to be an agreement of agency, partnership, joint venture, or employment between them.
- Q. **LIENS:** At no time shall the vendor permit any mechanics or similar liens to attach to Colonial Behavioral Health premises on account of labor or material furnished to the vendor or claimed to have been furnished to the vendor, in connection with its work hereunder.
- R. **FAITH BASED ORGANIZATIONS:** Colonial Behavioral Health does not discriminate against faith-based organizations.
- S. **COOPERATIVE PROCUREMENT:** As authorized in Section 2.2-4304 of the Code of Virginia, this procurement is being conducted on behalf of and may be used by public bodies, agencies, institutions, and localities of the Commonwealth with the consent of the contractor.
- T. **W-9 FORM REQUIRED:** Each Bidder shall be prepared to furnish a completed W-9 form in the event of contract award. This information is required in order to issue purchase orders and payments to your Team.



- U. NON-EXCLUSIVE CONTRACT: Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. Any resulting contract shall not restrict Colonial Behavioral Health from acquiring similar, equal or like goods and or services from other sources.
- V. NON-EXCLUSIVE LICENSE-OWNERSHIP AND USE OF DOCUMENTS: The Contractor permanently and irrevocably assigns to CBH a royalty-free, nonexclusive, non-transferrable license for all documents and intellectual property, as well as all derivative works thereof, including but not limited to plans, specifications, designs, tracings, drawings, estimates, field notes, investigations, design analysis, reports, studies and derivative works thereof, in any media now know or hereinafter discovered, which are prepared in the performance of the Contract by the Contractor and its sub-Contractors; such may be used, reproduced, distributed, and displayed by Colonial Behavioral Health, at its discretion. The license and all rights, which inure to Colonial Behavioral Health shall survive the termination or disengagement of services of the Contractor or its sub-Contractors, or both, from the work, whether such termination or disengagement is involuntary or otherwise determined.

**13.0** METHOD OF PAYMENT

Payment will be authorized following receipt of a valid invoice and completion of services according to the Scope of Work. The Contract number shall be included on each invoice. Failure to include this information may delay payment. Invoices shall be submitted directly to the following physical and/or email address:

Colonial Behavioral Health      or [Generalservices@colonialbh.org](mailto:Generalservices@colonialbh.org)  
ATTN: General Services  
1657 Merrimac Trail  
Williamsburg, VA 23185

Vendor initial HLD

Colonial Behavioral Health initial \_\_\_\_\_

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	<b>2</b> Business name/disregarded entity name, if different from above. <b>Sussex Development Corporation</b>	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. _____ <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>109 S Lynnhaven Road Suite 200</b>	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code <b>Virginia Beach, VA 23452</b>		
<b>7</b> List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

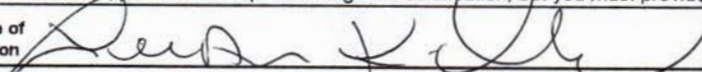
<b>Social security number</b>								
			-			-		
<b>or</b>								
<b>Employer identification number</b>								
5	4	-	1	5	4	5	3	6 7

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person 	Date <b>12/15/25</b>
------------------	--	----------------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they





SUSSDEV-02

MNORTON

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/15/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Towne Insurance Agency, LLC</b> 3 Commercial Place, Suite 1000 Norfolk, VA 23510	CONTACT NAME: <b>Mary A. Norton, CIC, CISR, CMIP</b>	
	PHONE (A/C, No, Ext): <b>(757) 963-8619</b> FAX (A/C, No): <b>(757) 468-9917</b>	
	E-MAIL ADDRESS: <b>mnorton@towneinsurance.com</b>	
INSURED  <b>Sussex Development Corp.</b> <b>109 S. Lynnhaven Road, Ste. 200</b> <b>Virginia Beach, VA 23452</b>	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : <b>Cincinnati Insurance Company</b>	<b>10677</b>
	INSURER B : <b>The Hanover Insurance Company</b>	<b>22292</b>
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			EPP 0085523	6/30/2025	6/30/2026	EACH OCCURRENCE \$ <b>1,000,000</b>	
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>500,000</b>	
							MED EXP (Any one person) \$ <b>10,000</b>	
							PERSONAL & ADV INJURY \$ <b>1,000,000</b>	
							GENERAL AGGREGATE \$ <b>2,000,000</b>	
							PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>	
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			EPP 0085523	6/30/2025	6/30/2026	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>	
							BODILY INJURY (Per person) \$	
							BODILY INJURY (Per accident) \$	
							PROPERTY DAMAGE (Per accident) \$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ <b>0</b>			EPP 0085523	6/30/2025	6/30/2026	EACH OCCURRENCE \$ <b>10,000,000</b>	
							AGGREGATE \$ <b>10,000,000</b>	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below			EWC 0386284	6/30/2025	6/30/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT \$ <b>1,000,000</b>	
							E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b>	
							E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>	
B	Builders Risk			IHRJ458171	6/30/2025	6/30/2026	Limit <b>10,000,000</b>	
A	Equipment Floater			EPP 0085523	6/30/2025	6/30/2026	Leased/Rented <b>100,000</b>	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: CBH Phase 2

Professional Liability and Pollution Liability

Policy Number CPP-424305Y-01

Effective 06/30/25 - 06/30/26

\$1mm/\$2mm Limit

\$10k SIR

SEE ATTACHED ACORD 101

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Mary Norton*

Colonial Behavioral Health  
1657 Merrimac Trail  
Williamsburg, VA 23185



AGENCY CUSTOMER ID: **SUSSDEV-02****MNORTON**LOC #: 1**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

AGENCY <b>Towne Insurance Agency, LLC</b>		NAMED INSURED <b>Sussex Development Corp. 109 S. Lynnhaven Road, Ste. 200 Virginia Beach, VA 23452</b>	
POLICY NUMBER <b>SEE PAGE 1</b>			
CARRIER <b>SEE PAGE 1</b>	NAIC CODE <b>SEE P 1</b>		
		EFFECTIVE DATE: <b>SEE PAGE 1</b>	

**ADDITIONAL REMARKS****THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** ACORD 25 **FORM TITLE:** Certificate of Liability Insurance**Description of Operations/Locations/Vehicles:****Colonial Behavioral Health is included as additional insured for general liability if it is required by written contract in accordance with endorsement GA233 attached.**

# COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON

06-30-2026

NUMBER

2701036979

BOARD FOR CONTRACTORS  
CLASS A CONTRACTOR  
\*CLASSIFICATIONS\* CBC RBC



SUSSEX DEVELOPMENT CORPORATION  
109 S LYNNHAVEN RD STE 200  
VIRGINIA BEACH, VA 23452



*Katherine S. Selt*  
Katherine S. Selt, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

(DETACH HERE)



COMMONWEALTH of VIRGINIA  
Department of Professional and Occupational Regulation

CLASS A BOARD FOR CONTRACTORS  
CONTRACTOR

\*CLASSIFICATIONS\* CBC RBC

NUMBER: 2701036979 EXPIRES: 06-30-2026

SUSSEX DEVELOPMENT CORPORATION  
109 S LYNNHAVEN RD STE 200  
VIRGINIA BEACH, VA 23452



(FOLD)

Status can be verified at <http://www.dpor.virginia.gov>

DPOR-PC (02/2017)



## Colonial Behavioral Health

SERVING JAMES CITY COUNTY, CITY OF POQUOSON, CITY OF WILLIAMSBURG AND YORK COUNTY

**Date:** 10/20/2025

**Request for Proposal (RFP):** A250902

**Addendum Number:** One

**Service:** Phase 2

The RFP is modified as follows:

1. Page 4 –

**1.0 ABOUT CBH**

Colonial Behavioral Health (CBH) is a public body and an extension of the local governing entities of the City of Williamsburg, James City County, York County, and the City of Poquoson. CBH is one of forty (40) Community Services Boards (CSBs) established under the Code of Virginia to plan, provide, and evaluate services for individuals with mental health needs, intellectual and developmental disabilities, and substance use disorders within its service area. As mandated by state law, CBH delivers these services to residents of the City of Williamsburg, James City County, York County, and the City of Poquoson.

See <https://www.colonialbh.org/> for additional information about CBH.

2. Attachment B – Phase 2 Project Parameters – Section

*Standards for Licensure, Accreditation, and Code Compliance* has been modified to include the following requirement:

- The project must comply with Health Resources & Services Administration (HRSA) Operational Site Visit (OSV) guidelines.

Kisha Young, MBA, VCA  
General Services Officer  
[Kyoung@colonialbh.org](mailto:Kyoung@colonialbh.org)

Sign  
12/15/25

Date





## Colonial Behavioral Health

SERVING JAMES CITY COUNTY, CITY OF POQUOSON, CITY OF WILLIAMSBURG AND YORK COUNTY

**Date:** 10/20/2025

**Request for Proposal (RFP):** A250902

**Addendum Number:** Two

**Service:** Phase 2

The RFP is hereby modified by Addendum Two to include information provided by our partners, Genoa and Southeastern Virginia Health Systems (SEVHS). This addendum presents illustrative layout concepts and build-out notes reflecting the space requirements and functional needs for the areas of the building they are expected to occupy or use most frequently.

**This area was left intentionally blank.**

Kisha Young, MBA, VCA  
General Services Officer  
[Kyoung@colonialbh.org](mailto:Kyoung@colonialbh.org)

Sign  
10/20/25  
Date



## Colonial Behavioral Health

SERVING JAMES CITY COUNTY, CITY OF POQUOSON, CITY OF WILLIAMSBURG AND YORK COUNTY

---

### GENOA

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#### **Illustrative Pharmacy Layout**

An illustrative layout for the pharmacy space is attached. This layout is provided for reference purposes only and is illustrative, not instructional. It is intended to convey general spatial intent and functional relationships, not to dictate final design or construction details.

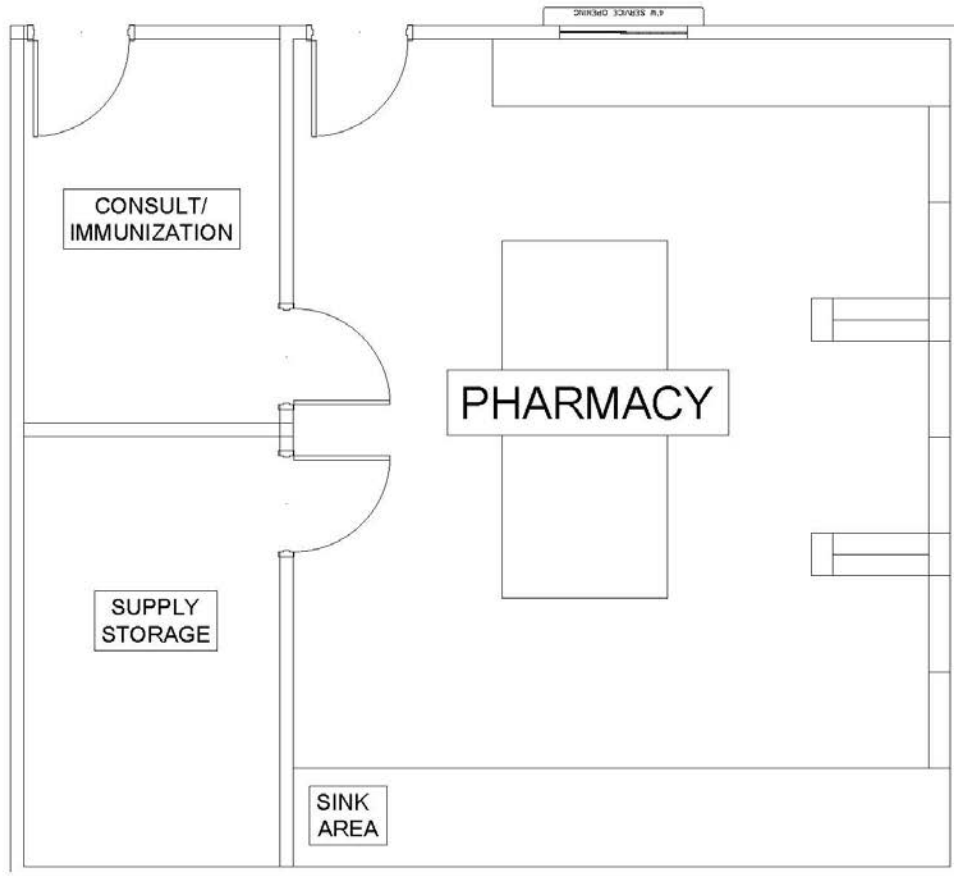
Representatives from Genoa will be available to provide additional information and coordination support to the successful bidder during the design and construction phases.

#### **Build-Out Notes**

The following requirements apply to the pharmacy build-out:

- Perimeter walls to extend from floor to deck above.
- Reinforcements to be provided around all entrance points.
- Maintain a constant temperature of 72°F.
- Tankless Water Heater: Must provide 105°F hot water within 30 seconds, in accordance with organizational policy.

**This area was left intentionally blank.**



EXAMPLE

GENOA  
HEALTHCARE  
PHARMACY  
#EXAMPLE





## Colonial Behavioral Health

SERVING JAMES CITY COUNTY, CITY OF POQUOSON, CITY OF WILLIAMSBURG AND YORK COUNTY

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### SOUTHEASTERN VIRGINIA HEALTH SYSTEMS (SEVHS)

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#### **Illustrative Examples**

Two illustrative examples are attached for reference:

1. Floor plans from a recent SEVHS construction project; and
2. A sample plan for an open pod arrangement recommended by the Primary Care Development Corporation (PCDC) as part of the SEVHS and CBH technical assistance initiative.

These examples are provided for illustrative purposes only and are not prescriptive. They are intended to convey general planning concepts and spatial relationships rather than dictate design or layout requirements.

#### **SEVHS Staff Coordination**

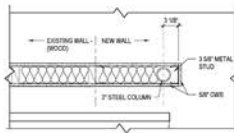
SEVHS staff will be available to the successful bidder to provide additional information and coordination during the design and construction process.

**This area was left intentionally blank.**

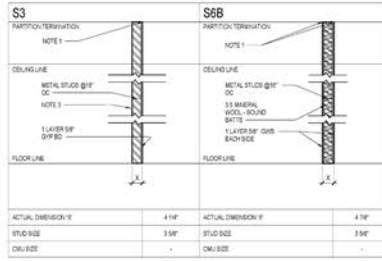
PROJECT	SOUTHEASTERN VIRGINIA HEALTH SYSTEM		DATE	7/13/24	BY	DESCRIPTION
	SEVHS SUFFOLK OFFICE			PROJECT		
DRAWING	NEW WORK PLAN - FIRST FLOOR		DATE	7/13/24	BY	DESCRIPTION
				PROJECT		

## KEY NOTES

1. ALIGN GRID OF NEW WALL WITH GRID OF EXISTING WALL TO CREATE A STRAIGHT JOINT. WHERE NEW WALL, STUDS RUN UP OR DOWN EXISTING TO REPAIR WOOD FRAMING, A SKIN COAT WILL NEED TO BE PROVIDED TO CREATE A SMOOTH FINISH.
2. PROVIDE 4X10 ON END OF STOREFRONT WINDOW.
3. PROVIDE 6X6 WHITE MELAMINE SHELES 3/4" THICK BY 1" DEEP AND 10X8 AS REQUIRED WITH FINISHES EXPOSED ON HEAVY DUTY "FLOOR" ADJUSTABLE STIC GARDE AND BRACKETS. PROVIDE CLOSING AS REQUIRED.
4. PROVIDE CARO READER AND ELECTRIC STRIKES. THIS DOOR-REFERENCE ELECTRICAL DRAWINGS AND DOOR HARDWARE FOR ADDITIONAL INFORMATION.
5. CORRIDOR WALLS TO ALUM.
6. PROVIDE 3/4" PLYWOOD ALL WALLS FOR THIS ROOM. PART 01.



ENLARGED DETAIL @ COLUMN (TYP)

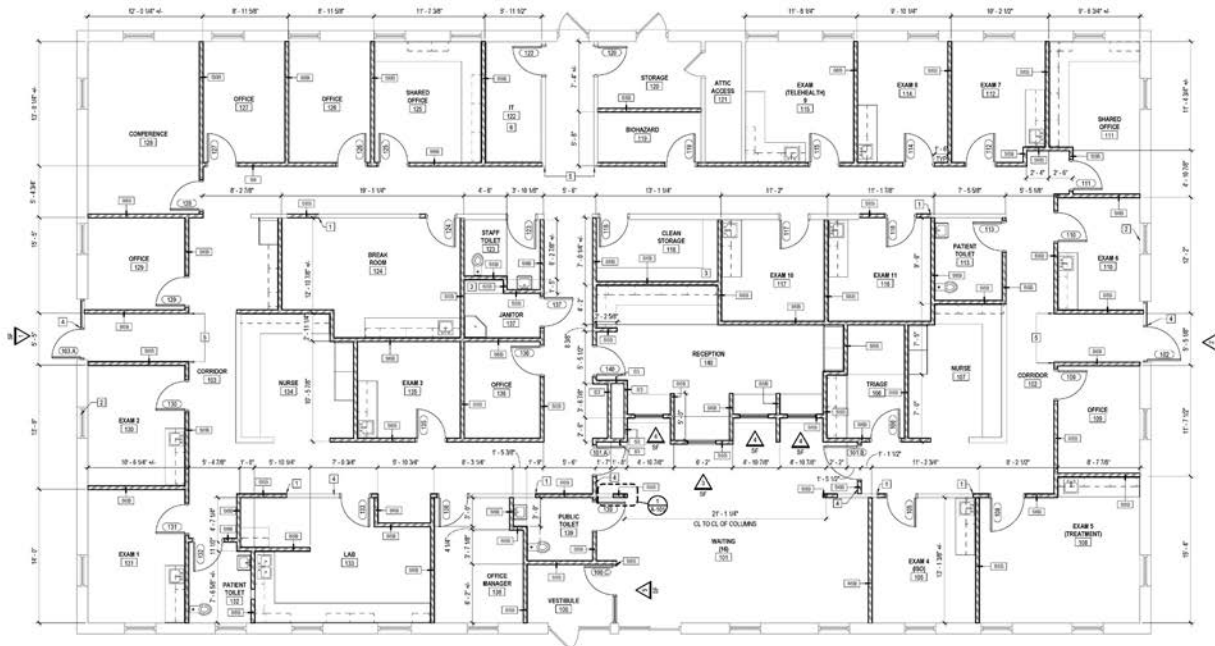


## PARTITION TYPES

SCALE 34 = 14

## PARTITION TYPE NOTES

1. PROVIDE CONTINUOUS CHALKING WHERE WALL MEETS GWS ABOVE.
2. PARTITION TYPES DO NOT INCLUDE ALL APPLIED FINISHES. REFER TO FINISH SCHEDULE.
3. FOR PARTITIONS WITH SINGLE SIDED GYP BO APPLICATIONS, PROVIDE FLAT STRAP BRACING AT 48"OC MIN FOR FULL LENGTH OF WALL.



NEW WORK PLAN - FIRST FLOOR

MARK	DATE	BY	DESCRIPTION



RRMM  
ARCHITECTS, PC



SHEET  
M-002

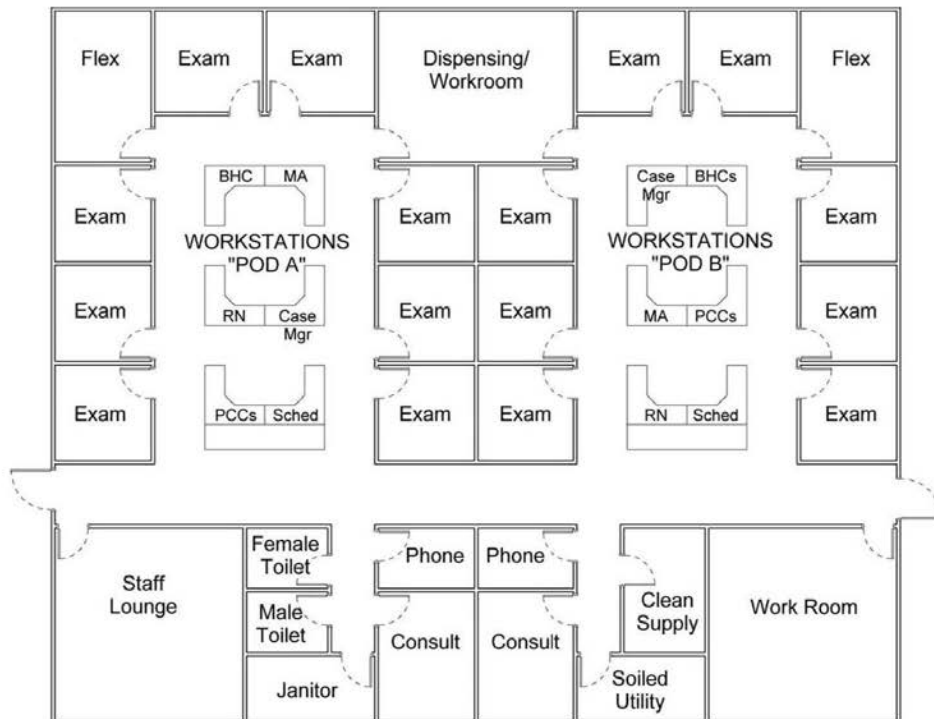
Account Due On 06-01-2012 Payable (Phone) - Management



## Appendix B<sup>2,4</sup>

### Clinical Space Design Visuals to Consider

#### 1. Open Pod Arrangement<sup>4</sup>





## Colonial Behavioral Health

SERVING JAMES CITY COUNTY, CITY OF POQUOSON, CITY OF WILLIAMSBURG AND YORK COUNTY

**Date:** 11/10/2025

**Request for Proposal (RFP):** A250902

**Addendum Number:** Three

**Service:** Phase 2

The RFP is hereby amended as follows to include pertinent information regarding Colonial Behavioral Health (CBH) properties.

**Question:**

What is the value of the properties currently owned by Colonial Behavioral Health (CBH)?

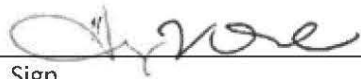
**Response:**

Colonial Behavioral Health owns six properties through its affiliated land-holding nonprofit, Colonial Community Services, Inc. The assessed values of these properties are publicly available. A commercial real estate firm has estimated the market value of the Merrimac Trail campus to be between **\$3,263,650 and \$3,787,160**, and the market value of the Capitol Landing Road building to be between **\$682,500 and \$737,100**.

When the new facility is completed, the Capitol Landing building and two of the three Merrimac Trail buildings will be vacated. CBH currently carries a small debt balance, which is projected to be fully satisfied within the next nine months.

**This area was left intentionally blank.**

  
Kisha Young, MBA, VCA  
General Services Officer  
[Kyoung@colonialbh.org](mailto:Kyoung@colonialbh.org)

  
\_\_\_\_\_  
Sign  
11/10/25  
\_\_\_\_\_  
Date