



COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

W. Sheppard Miller, III
Chairperson

1401 East Broad Street
Richmond, Virginia 23219

(804) 482-5818
Fax: (804) 786-2940

Agenda item #3

RESOLUTION OF THE COMMONWEALTH TRANSPORTATION BOARD

February 18, 2025

MOTION

Made By: Mr. Gribbin, **Seconded By:** Ms. Sellers

Action: Motion Carried, Unanimously

**Title: Location Approval for the Marina Way Extension
from Gordon Boulevard (Route 123) to Annapolis Way**

WHEREAS, State Highway Project 0639-076-348 (UPC 120778) will extend Marina Way in Prince William County, between Gordon Boulevard (Route 123) and Annapolis Way (the "Project"); and

WHEREAS, in accordance with Va. Code § 33.2-208 and the policies and regulations of the Commonwealth Transportation Board (CTB), including 24 VAC 30-380-10, a combined location and design public hearing (the "Hearing") was held in Prince William County, Virginia, on October 17, 2024, at Occoquan Elementary School for the purpose of considering the location and design of the Project, as well as the National Environmental Policy Act (NEPA) Environmental Assessment and associated studies that accompany the NEPA Assessment; and

WHEREAS, proper notice of the Hearing and the proposed Project were given in advance, and all those present were given a full opportunity to express their opinions and recommendations on the Project, and their statements have been duly recorded; and

WHEREAS, the economic, social, and environmental effects of the Project have been examined and given proper consideration and this evidence, along with all other relevant evidence has been carefully reviewed; and

WHEREAS, the Prince William County Department of Transportation has completed environmental reviews and coordination to identify environmental resources in the Project vicinity, provide natural and historic resource agencies an opportunity to review and comment on the Project during development, determine the potential for environmental impacts upon the local community and surrounding area and identify opportunities for avoidance and minimization of potential and unavoidable environmental impacts; and

WHEREAS, the Project is programmed with federal funding, therefore, NEPA applies to this Project; and

WHEREAS, the Project is in compliance with the NEPA requirements and an Environmental Assessment was prepared under an agreement between the Virginia Department of Transportation (VDOT) and the Federal Highway Administration and approved for public availability on June 24, 2024; and

WHEREAS, the Prince William Board of County Supervisors voted to endorse the proposed location and design of the Project as generally presented at the Hearing, during their board meeting on November 19, 2024, and depicted and attached hereto as Exhibit 1; and

WHEREAS, review of all data resulted in VDOT's recommendation that the location of the Project as presented at the Hearing be approved.

NOW, THEREFORE, BE IT RESOLVED, that the CTB hereby approves the location of the Project as presented at the Hearing and depicted in Exhibit 1.

#####

Commonwealth Transportation Board (CTB) Decision Brief

Location Approval for the Marina Way Extension from Gordon Boulevard (Route 123) to Annapolis Way

Issue: The Marina Way Extension (UPC 120778) project will extend Marina Way in the North Woodbridge Area of Prince William County, from Gordon Boulevard (Route 123) to Annapolis Way (the “Project”). Pursuant to Va. Code § 33.2-208, the Commonwealth Transportation Board (CTB) is required to locate and establish the routes to be followed by the highways comprising the systems of state highways.

Facts:

- The Project will include the grading and construction of a new four-lane, divided roadway from Route 123 to Annapolis Way, with sidewalks on both sides of the roadway providing pedestrian access/connectivity, and signal improvements at the intersection of Marina Way and Route 123. The new section of Marina Way will start with the extension of the current, undivided Marina Way from Annapolis Way intersection through wooded vacant property. Then, after crossing through VDOT-owned right-of-way, the roadway will continue through the Gordon Plaza shopping center connecting to an existing access road that will be widened. The improvements will end at the intersection of Marina Way and Route 123. The proposed roadway is planned to be a four-lane divided urban minor collector roadway with two, 11-foot lanes on each direction, a 4 -15 foot raised median, and five-foot sidewalks on each side of the roadway.
- The Project provides an important connection to local roadways in the North Woodbridge Small Area Plan, which is part of County’s Comprehensive Plan, linking Route 123 and Annapolis Way. The Project is a multimodal transportation system that provides access to local businesses and homes in the North Woodbridge area and is consistent with existing and planned local development.
- The Project supports the County’s goal to promote pedestrian connectivity through the sidewalk connections, as proposed in the Marina Way Extension Road typical section.
- The Project provides traffic congestion relief for traffic demand on local roads and intersections.
- The Project complies with NEPA requirements through the completion of an Environmental Assessment (EA) prepared by Virginia Department of Transportation (VDOT) and the Federal Highway Administration and approved for public availability on June 24, 2024. The EA thoroughly examined the Project’s environmental, safety, engineering, and conceptual geometry aspects as well as providing a strong basis for confirming the roadway location and it’s benefits to the community.

Public Comments/ Reaction:

- A combined location and design public hearing (the “Hearing”) was held on October 17, 2024, at the Occoquan Elementary School located in Prince William County. Those that attended were able to view displays for the proposed Project, converse with County and Project representatives, ask questions, and provide public commentary.
- Sixteen (16) citizens attended the Hearing. There were five (5) written (comment sheets, letters) and one (1) oral comment received for the record. For the comments received via comment sheets, and letters, four (4) were in support of the Project and one (1) was opposed to the Project.
- On November 19, 2024, the Prince William Board of County Supervisors voted to endorse the Project’s location and design as generally presented at the Hearing and has voiced strong support for the Project.

Recommendations: VDOT recommends approval of the location of the Project as presented at the Hearing and as shown in the attached Exhibit 1.

Action Required by CTB: The Va. Code § 33.2-208, requires a majority vote of the CTB to locate and establish the routes to be followed by the roads comprising systems of state highways between points designated in the establishment of such systems.

Result, if Approved: If approved by the CTB, the Project will move forward to the final design phase.

Options: Approve, Deny or Defer



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

Stephen C. Brich, P.E.
Commissioner

1401 East Broad Street
Richmond, Virginia 23219

(804) 786-2701
Fax: (804) 786-2940

February 1, 2025

The Honorable W. Sheppard Miller, III
The Honorable E. Scott Kasprovicz
The Honorable Raymond D. Smoot, Jr.
The Honorable Frederick T. Stant, III
The Honorable Tom Fowlkes
The Honorable Wayne Coleman
The Honorable H. Randolph Laird
The Honorable Thomas Moore Lawson
The Honorable Darrell R. Byers
The Honorable Laura A. Sellers
The Honorable J. Rex Davis
The Honorable Linda Green
The Honorable D.J. Gribbin
The Honorable Becky Norton Dunlop
The Honorable John P Good, Jr.
The Honorable Stephen C. Brich, P. E.
The Honorable Tiffany Robinson

Subject: Location Approval for the Marina Way Extension in Prince William County

Dear Commonwealth Transportation Board Members:

The Department has initiated the above request for Location Approval for your consideration. The proposed Location Approval on State Highway Project 0639-076-348, C501, P101, R201 has been recommended for approval by the Department's staff.

I have reviewed the staff's recommendations and determined that this request should be considered by the Board.

Sincerely,

Barton Thrasher

Barton A. Thrasher, P.E.
Chief Engineer

MOTION: BAILEY

**November 19, 2024
Regular Meeting**

SECOND: BODDYE

Res. No. 24-733

RE: ENDORSE THE LOCATION AND DESIGN OF THE NORTH WOODBRIDGE MOBILITY IMPROVEMENTS (MARINA WAY EXTENSION) PROJECT, PROJECT NUMBER 0639-076-348, UPC 120778 - WOODBRIDGE MAGISTERIAL DISTRICT

ACTION: APPROVED

WHEREAS, the North Woodbridge Mobility Improvements (Marina Way Extension) project (Project) will extend Marina Way by 0.26 miles as a four (4) lane roadway connecting from Route 123 (Gordon Boulevard) to Annapolis Way and include a 5' sidewalk, turn lanes, signal modifications, right-of-way acquisitions, and utility relocations; and

WHEREAS, on July 14, 2020, via Resolution Number (Res. No.) 20-522, the Prince William Board of County Supervisors (Board) endorsed and authorized the final application for the SMART SCALE program for funding from the Commonwealth Transportation Board, and the Project was included as one of the authorized applications; and

WHEREAS, on November 22, 2022, via Res. No. 22-530, the Board authorized the execution of a project administration agreement with the Virginia Department of Transportation (VDOT) to provide VDOT with oversight expenses on the Project. The Board also budgeted and appropriated \$25,050,467 in federal funding and \$50,000 in Northern Virginia Transportation Authority 30% local funding to the Project; and

WHEREAS, in accordance with the National Environmental Policy Act (NEPA) and 23 CFR 771.117, an Environmental Assessment (EA) document was prepared to assess the Project's potential effects on environmental resources; and

WHEREAS, the EA was approved by the Federal Highway Administration for public view. The document is available for public viewing, and a copy of the EA was available for review at the location of the public hearing; and

WHEREAS, on October 17, 2024, a location and design public hearing was held at Occoquan Elementary School to discuss the Project, answer questions, and receive comments on the proposed improvements of the Project. Comments provided by the attendees during the public hearing, along with those submitted within ten (10) business days following the meeting, will be documented and will be taken into consideration as the design progresses to the final design stage; and

WHEREAS, the Board's endorsement of the Project's location and design is needed prior to VDOT sending the NEPA document to the Federal Highways Administration for their approval. The endorsement is also required prior to sending the public hearing transcript to VDOT for approval. These approvals will allow for the design phase to move forward toward the final design;

November 19, 2024
Regular Meeting
Res. No. 24-733
Page Two

NOW, THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors hereby endorses the location and design of the North Woodbridge Mobility Improvements (Marina Way Extension) project in the Woodbridge Magisterial District, subject to additional minor design adjustments that may be required subsequent to the design endorsement as necessary to ensure the final approval of the plans by the Virginia Department of Transportation.

Votes:

Ayes: Angry, Bailey, Boddye, Franklin, Gordy, Jefferson, Vega, Weir

Nays: None

Absent from Vote: None

Absent from Meeting: None

For Information:

Director of Transportation
County Attorney

ATTEST: _____

Andrea P. Madden

Clerk to the Board



STAFF REPORT – INTER-DEPARTMENTAL ROUTING

Today's Date: October 18, 2024	Initiating Department: Transportation
Staff Contact Person: Mekdes Tabor	Phone: Ext. 8137
Presenter at BOCS Meeting: Ricardo Canizales	
Report Title: Endorse the Location and Design of the North Woodbridge Mobility Improvements (Marina Way Extension) Project, Project Number 0639-076-348, UPC 120778 — Woodbridge Magisterial District	
BOCS Meeting Date: November 19, 2024	
Agenda closes at noon – Agenda Schedule Deadlines :	
Agenda Position (check appropriately): 2:00 pm <input checked="" type="checkbox"/> 7:30 pm <input type="checkbox"/>	
Consent <input checked="" type="checkbox"/>	Public Hearing <input type="checkbox"/> CXO <input type="checkbox"/> Agencies <input type="checkbox"/>

Review Agency:	Approved	Disapproved
CXO – Shorter	<input type="checkbox"/>	<input type="checkbox"/>
County Attorney's Office	<input type="checkbox"/>	<input type="checkbox"/>
Budget	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Review Agency:	Approved	Disapproved
DCXO – Alexander	<input type="checkbox"/>	<input type="checkbox"/>
DCXO – Haynes	<input type="checkbox"/>	<input type="checkbox"/>
DCXO – Hugh	<input type="checkbox"/>	<input type="checkbox"/>
DCXO – Johnson	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

MOTION:

**November 19, 2024
Regular Meeting
Res. No. 24-**

SECOND:

**RE: ENDORSE THE LOCATION AND DESIGN OF THE NORTH WOODBRIDGE
MOBILITY IMPROVEMENTS (MARINA WAY EXTENSION) PROJECT, PROJECT
NUMBER 0639-076-348, UPC 120778 — WOODBRIDGE MAGISTERIAL DISTRICT**

ACTION:

WHEREAS, the North Woodbridge Mobility Improvements (Marina Way Extension) project (Project) will extend Marina Way by 0.26 miles as a 4-lane roadway connecting from Route 123 (Gordon Boulevard) to Annapolis Way and include a 5' sidewalk, turn lanes, signal modifications, right-of-way acquisitions, and utility relocations; and

WHEREAS, on July 14, 2020, via Res. No. 20-522, the Prince William County Board of County Supervisors (Board) endorsed and authorized the final application for the SMART SCALE program for funding from the Commonwealth Transportation Board, and the Project was included as one of the authorized applications; and

WHEREAS, on November 22, 2022, via Res. No. 22-530, the Board authorized the execution of a project administration agreement with the Virginia Department of Transportation (VDOT) to provide VDOT with oversight expenses on the Project. The Board also budgeted and appropriated \$25,050,467 in federal funding and \$50,000 in Northern Virginia Transportation Authority 30% local funding to the Project; and

WHEREAS, in accordance with the National Environmental Policy Act (NEPA) and 23 CFR 771.117, an Environmental Assessment (EA) document was prepared to assess the Project's potential effects on environmental resources; and

WHEREAS, the EA was approved by the Federal Highway Administration for public view. The document is available for public viewing and a copy of the EA was available for review at the location of the public hearing; and

WHEREAS, on October 17, 2024, location and design public hearing was held at Occoquan Elementary School to discuss about the Project, answer questions, and receive comments on the proposed improvements of the Project. Comments provided by the attendees during the public hearing, along with those submitted within 10 business days following the meeting, will be documented and will be taken into consideration as the design progresses to the final design stage; and

WHEREAS, the Board's endorsement of the Project's location and design is needed prior to VDOT sending the NEPA document to the Federal Highways Administration for their approval. The endorsement is also required prior to sending the public hearing transcript to VDOT for approval. These approvals will allow for the design phase to move forward toward the final design;

November 19, 2024

Regular Meeting

Res. No. 24-

Page Two

NOW, THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors hereby endorses the location and design of the North Woodbridge Mobility Improvements (Marina Way Extension) project in the Woodbridge Magisterial District, subject to additional minor design adjustments that may be required subsequent to the design endorsement as necessary to ensure the final approval of the plans by the Virginia Department of Transportation.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Director of Transportation

County Attorney

ATTEST: _____
Clerk to the Board



PRINCE WILLIAM COUNTY

Office of the County Executive
Christopher Shorter, County Executive

STAFF REPORT

The Board of County Supervisors

- Deshundra L. Jefferson, Chair
- Kenny A. Boddye, Vice Chair
- Victor S. Angry
- Andrea O. Bailey
- Margaret Angela Franklin
- Tom Gordy
- Yesli Vega
- Bob Weir

Board Meeting Date:	November 19, 2024
Agenda Title:	Endorse the Location and Design of the North Woodbridge Mobility Improvements (Marina Way Extension) Project, Project Number 0639-076-348, UPC 120778
District Impact:	Woodbridge Magisterial District
Requested Action:	Endorse the location and design of the project.
Department / Agency Lead:	Department of Transportation
Staff Lead:	Ricardo Canizales, Director

EXECUTIVE SUMMARY

The North Woodbridge Mobility Improvements (Marina Way Extension) project (Project) will extend Marina Way by 0.26 miles as a 4-lane roadway connecting from Route 123 (Gordon Boulevard) to Annapolis Way. It will include a 5' sidewalk, turn lanes, and signal modifications. Right-of-way acquisitions and utility relocation will be necessary for the completion of the Project.

It is the recommendation of County staff that the Prince William Board of County Supervisors (Board) endorse the location and design of the North Woodbridge Mobility Improvements (Marina Way Extension) Project, Project Number 0639-076-348, UPC 120778.

BACKGROUND

The Project involves the design and construction of extending Marina Way by 0.26 miles as a 4-lane roadway connecting from Route 123 (Gordon Boulevard) to Annapolis Way. It will also include a 5' sidewalk, turn lanes, and signal modifications. The purpose of the Project is to expand travel options, provide connectivity, and improve pedestrian safety.

On July 14, 2020, via Res. No. 20-522, the Board endorsed and authorized the final application for the SMART SCALE program for funding from the Commonwealth Transportation Board. The Project was included as one of the authorized applications.

On November 22, 2022, via Res. No. 22-530, the Board authorized the execution of a project administration agreement with the Virginia Department of Transportation (VDOT) to provide VDOT with oversight expenses on the Project. The Board also budgeted and appropriated \$25,050,467 in federal funding and \$50,000 in Northern Virginia Transportation Authority 30% local funding to the Marina Way Extension.

On October 17, 2024, a location and design public hearing was held at Occoquan Elementary School to discuss the Project, to answer questions, and receive comments on the proposed improvements of the Project. In accordance with the National Environmental Policy Act (NEPA), the Environmental Assessment document that was prepared to assess the project's potential effects on environmental resources was available for review. The comments provided by the attendees during the location public hearing, along with those submitted within 10 business days following the meeting, will be documented and will be taken into consideration as the design continues to final design.

The Board's endorsement of the Project's location and design is needed prior to VDOT sending the NEPA document to Federal Highway Administration for their approval. The endorsement is also required prior to sending the public hearing transcript to VDOT for approval. These approvals will allow for the design phase to move forward toward the final design.

STAFF RECOMMENDATION

It is the recommendation of County staff that the Board endorse the location and design of the North Woodbridge Mobility Improvements (Marina Way Extension) Project, Project Number 0639-076-348, UPC 120778.

Service Level / Policy Impact

The Project supports the Strategic Plan by impacting the following Transportation & Mobility (TM) and Resilient Economy (RE) action strategies:

- TM1:C – Enhance local, state, regional and federal partnerships to identify resources and leverage funding for mobility projects and initiatives.
- TM2:A – Improve connectivity of sidewalks and trails (paved and unpaved) for pedestrians and cyclists.
- TM2:D – Implement strategies to reduce mobility related fatalities and injuries.
- RE1:C – Expand transportation options that make it easier to travel into, out of and around PWC.

Fiscal Impact

Approving the Project's location and design will allow the Project to move forward towards the final design. The Project has a total available balance of \$23,278,828. The current project budget is sufficient to complete the project and award the bid.

Legal Impact

The Board has the authority to endorse the Project's location and design.

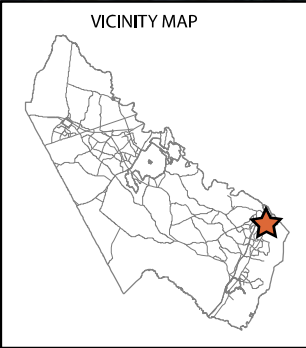
STAFF CONTACT INFORMATION

Mary Ankers | 571-245-5779

Mankers@pwcgov.org

ATTACHMENT

Vicinity Map — Marina Way Extension Project.



 MARINA WAY EXTENSION

ENDORSE THE LOCATION AND DESIGN OF THE
 NORTH WOODBRIDGE MOBILITY IMPROVEMENTS
 (MARINA WAY EXTENSION) PROJECT
 WOODBRIDGE MAGISTERIAL DISTRICT



PRINCE WILLIAM
 COUNTY
 DEPARTMENT OF TRANSPORTATION

NOVEMBER 19, 2024

CTB PUBLIC HEARING SUMMARY

Marina Way Extension

Prince William County

State Project: 0639-076-348
UPC: 120778
Federal Project: STP-5B01(441)
Fr: Gordon Boulevard (Rt. 123)
To: Annapolis Way
Project Length: 0.26 miles

PROJECT HISTORY – The PWC adopted the North Woodbridge Small Area Plan in 2019, which is part of County’s Comprehensive Plan and puts significant focus on revitalization and redevelopment for the North Woodbridge area. A key element in the Plan is providing a connection between Horner Road and Marina Way. This connection is intended to be a main street surrounded by commercial, residential, retail, and walkable streets. The Plan identifies proposed functional classification for the Marina Way extension as a boulevard with a UB-1 (a standard typical section provided within the County’s Design and Construction Standards Manual (DCSM) typical section that includes four lanes and 5-foot sidewalks on each side.

PROJECT PURPOSE – The purpose of the project is to provide an adequate multi-modal transportation system by extending Marina Way from Gordon Boulevard/Horner Road to Annapolis Way/Marina Way intersection. The needs for the project includes:

- Provides safe pedestrian accessibility and connectivity in the North Woodbridge area.
- Provides traffic congestion relief for traffic demand on local roads and intersections.
- Provides access to local businesses and homes in the North Woodbridge area and is consistent with existing and planned local development.

TYPICAL SECTION – The typical section of Marina Way Extension includes two 11ft through lanes in each direction with turning lanes, 5ft sidewalk with 4ft buffer, 4-15ft raised median.

PUBLIC HEARING –

Type- Location and Design

Date - October 17, 2024

Time - 6:00pm and 8:00pm

Location – Occoquan Elementary School Cafeteria, 12915 Occoquan Road, Woodbridge, VA 22192

ATTENDANCE – According to the sign-in sheets provided, 16 citizens, in addition to County, County Supervisor, Planning Commissioner, VDOT, and consultant staff were in attendance.

Public Hearing Summary
Marina Way Extension
November 25, 2024
Page 2 of 2

COMMENTS RECEIVED – A total of Five (5) written and one (1) verbal comments were received for the project record. During the hearing date, three (3) written comments and one verbal comment were received. All written comments support the project, while the verbal comment is related to current activities on VDOT property (not directly related to the project). Two (2) additional written comments were received via comment sheets, one (1) supports the project and one (1) opposed the project.

ENVIRONMENTAL DATA –The proposed project is programmed with federal funding and therefore, the National Environmental Policy Act (NEPA) applies. The environmental document for this project is an Environmental Assessment (EA), and the draft EA has been signed by the Federal Highway Administration (FHWA) on June 24, 2024, for public availability.

ESTIMATED COST –

Preliminary Engineering	-\$3,570,359
Right of Way and Utilities	-\$11,668,860
Construction	-\$10,071,060
Total estimated cost	-\$25,310,279

ADVERTISEMENT – Construction is currently for early/mid-winter 2025.

RIGHT OF WAY – No families, businesses and non-profit organizations will be displaced as a result of this project development.

TRAFFIC DATA – It is anticipated that in the design year of 2050 the average daily traffic volume will be 12,600 vehicles per day on the new roadway.

STAFF RECOMMENDS – Approval of the location of the Marina Way Extension as proposed and presented at the public hearing.

June 2024

**Marina Way Extension (UPC 120778)
Draft Environmental Assessment**

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION
and
VIRGINIA DEPARTMENT OF TRANSPORTATION

Draft Environmental Assessment

Marina Way Extension

Prince William County, Virginia
State Project No.: 0639-076-348, C501, P101, R201
Federal Project No.: STP-5B01(441)
From: Marina Way at Annapolis Way
To: VA Route 123 (Gordon Boulevard) at Horner Road

Submitted Pursuant to 42 U.S.C. 4332(2)(C)

Approved for Public Availability

June 24, 2024

Date



Federal Highway Administration

Certificate Of Completion

Envelope Id: D7DE81A5-A556-4472-8D7D-7C60ADAB5867

Status: Completed

Subject: Complete with Docusign: Marina Way Extension location approval pkg, Prince William Co (UPC 120778)

Division: Location & Design

Contract_Type:

Internal or External Agreement:

Internal Envelopes: No external vendor, business, or contractor in the signature workflow.

Confidentiality Type: Staff Confidentiality

Source Envelope:

Document Pages: 19

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Rhonda Thomas

AutoNav: Enabled

801 E Main St

Envelopeld Stamping: Enabled

Richmond, VA 23219

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Rhonda.Thomas@vdot.virginia.gov

IP Address: 166.67.255.245

Record Tracking

Status: Original

Holder: Rhonda Thomas

Location: DocuSign

1/27/2025 11:05:01 AM

Rhonda.Thomas@vdot.virginia.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Virginia Department of Transportation

Location: DocuSign

Signer Events

Signature

Timestamp

Barton Thrasher

ba.thrasher@vdot.virginia.gov

Architect/Engineering Mgr IV

Virginia Department of Transportation

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Using IP Address: 161.69.116.10

Sent: 1/27/2025 11:16:15 AM

Viewed: 1/27/2025 12:02:23 PM

Signed: 1/27/2025 2:02:42 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Joseph Koscinski

Joseph.Koscinski@VDOT.Virginia.gov

Security Level: Email, Account Authentication (None)

Sent: 1/27/2025 2:02:44 PM

Viewed: 1/28/2025 4:11:44 AM

Electronic Record and Signature Disclosure:

Accepted: 6/11/2024 7:41:13 AM

ID: a616da26-8ccc-4802-bd85-0847b114697b

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/27/2025 11:16:15 AM
Certified Delivered	Security Checked	1/27/2025 12:02:23 PM
Signing Complete	Security Checked	1/27/2025 2:02:42 PM
Completed	Security Checked	1/27/2025 2:02:44 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Virginia Department of Transportation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Virginia Department of Transportation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: matt.segreto@vita.virginia.gov

To advise Virginia Department of Transportation of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at matt.segreto@vita.virginia.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Virginia Department of Transportation

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to matt.segreto@vita.virginia.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Virginia Department of Transportation

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to matt.segreto@vita.virginia.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Virginia Department of Transportation as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Virginia Department of Transportation during the course of your relationship with Virginia Department of Transportation.