

AGREEMENT FOR PROFESSIONAL SERVICES

**CONTRACT
CITY OF BROKEN ARROW**

Broken Arrow Downtown Master Plan (2026-2027)

This Agreement for Professional Services (“Agreement”) is made by and between the City of Broken Arrow, Oklahoma (“City”) and **Design Workshop, Inc.** a **Professional** corporation (“Professional”) (each a “Party” and collectively the “Parties”), acting by and through their authorized representatives.

RECITALS:

WHEREAS, the City desires to engage the services of the Professional as an independent contractor, and not as an employee, to provide the services described in Attachment “A” (the “Scope of Services”) to assist the City in preparing and adoption of The Broken Arrow Downtown Master Plan 2026 - 2027 (the “Project”); and

WHEREAS the Professional desires to render professional services for the City on the terms and conditions set forth in this Agreement.

NOW THEREFORE, in exchange for the mutual covenants set forth herein, and other valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

**Article I
Term**

1.1 This Agreement shall commence on the last date of execution hereof (“Effective Date”) and continue until completion of the services, unless sooner terminated as provided herein.

1.2 Either Party may terminate this Agreement by giving thirty (30) days prior written notice to the other Party. In the event of such termination the Professional shall deliver to City all market ready versions of: final documents, data, studies, surveys, drawings, maps, models, reports, photographs or other items completed by the Professional in connection with this Agreement. Professional shall be entitled to compensation for any services completed, or portion thereof, in accordance with this Agreement prior to such termination. Professional may maintain copies of all work product produced in the performance of this Agreement for purposes of its marketing and advertising.

**Article II
Scope of Service**

2.1 The Professional shall perform the services in connection with the Project as set forth in the Scope of Services, as in Attachment A.

2.2 The Parties acknowledge and agree that any and all opinions provided by the Professional in connection with the Scope of Services represent the professional judgment of the Professional, in accordance with the professional standard of care applicable to the services performed hereunder.

Article III Schedule of Work

The Professional agrees to complete the required services in accordance with the Project Schedule outlined in Attachment “B”.

Article IV Compensation and Method of Payment

4.1 Professional will be compensated in accordance with the payment schedule and amounts set forth in the Scope of Services, not to exceed the amount listed in Attachment A and the Scope of Services. Unless otherwise provided herein, payment to the Professional shall be monthly based on the Professional’s monthly progress report and detailed monthly itemized statement for services that shows the names of the Professional’s employees, agents, contractors performing the services, the time worked, the actual services performed, the rates charged for such service, reimbursable expenses, the total amount of fee earned to date and the amount due and payable as of the current statement, in a form reasonably acceptable to the City. Monthly statements shall include authorized expenses with supporting itemized invoices and documentation. The City shall pay such monthly statements within thirty (30) days after receipt unless otherwise provided herein.

4.2 Unless otherwise provided in the Scope of Services the City shall be responsible for all direct expenses related to the services provided pursuant to this Agreement including, but not limited to, travel, copying and facsimile charges, telephone, internet and email charges.

Article V Devotion of Time; Personnel; and Equipment

5.1 The Professional shall devote such time as reasonably necessary for the satisfactory performance of the services under this Agreement. Should the City require additional services not included under this Agreement, the Professional shall make reasonable effort to provide such additional services within the time schedule without decreasing the effectiveness of the performance of services required under this Agreement, and shall be compensated for such additional services on a time and materials basis, in accordance with Professional’s standard hourly rate schedule, or as otherwise agreed between the Parties.

5.2 To the extent reasonably necessary for the Professional to perform the services under this Agreement, the Professional shall be authorized to engage the services of any agents, assistants, persons, or corporations that the Professional may deem proper to aid or assist in the performance of the services under this Agreement. The Professional shall provide written notice to and approval from the City prior to engaging services not referenced in the Scope of Services.

The cost of such personnel and assistance shall be included as part of the total compensation to be paid Professional hereunder and shall not otherwise be reimbursed by the City unless provided differently herein.

5.3 The City shall provide facilities, equipment and personnel necessary to enable Professional to perform the services required under this Agreement unless otherwise provided herein.

5.4 The Professional shall submit monthly progress reports and attend progress calls as may be reasonably required by the City from time to time based upon Project demands. Each progress report shall detail the work accomplished and special problems or delays experienced on the Project during the previous report period, and the planned work activities and special problems or delays anticipated for the next report period.

Article VI Miscellaneous

6.1 Entire Agreement. This Agreement constitutes the sole and only agreement between the Parties and supersedes any prior understandings written or oral agreements between the Parties with respect to this subject matter.

6.2 Assignment. The Professional may not assign this Agreement without the prior written consent of City. In the event of an assignment by the Professional to which the City has consented, the assignee shall agree in writing with the City to personally assume, perform, and be bound by all the covenants, and obligations contained in this Agreement.

6.3 Successors and Assigns. Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the Parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

6.4 Governing Law. The laws of the State of Oklahoma shall govern this Agreement without regard to any conflict of law rules; and venue for any action concerning this Agreement shall be in the State District Court of Tulsa County, Oklahoma. The Parties agree to submit to the personal and subject matter jurisdiction of said court.

6.5 Amendments. This Agreement may be amended by the mutual written agreement of the Parties.

6.6 Severability. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

6.7 Independent Contractor. It is understood and agreed by and between the Parties that the Professional, in satisfying the conditions of this Agreement, is acting independently, and that

the City assumes no responsibility or liabilities to any third party in connection with these actions. All services to be performed by Professional pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of the City. Professional shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Agreement.

6.8 Notice. Any notice required or permitted to be delivered hereunder may be sent by first class mail, overnight courier to the address specified below, or to such other Party or address as either Party may designate in writing, and shall be deemed received three (3) days after delivery set forth herein:

If intended for City:

Attn: Michael L. Spurgeon,
City Manager
City of Broken Arrow, Oklahoma
P.O. Box 610
Broken Arrow, OK 74013

With a copy to:

Farhad K. Daroga
Placemaking Manager
City of Broken Arrow
P.O. Box 610
Broken Arrow, OK 74013

If intended for Professional:

Chris Geddes
Principal
Design Workshop, Inc.
1390 Lawrence St. Ste. 100
Denver, CO 80204

6.9 Insurance.

- (a) Professional shall during the term hereof maintain in full force and effect the following insurance: (i) a comprehensive general liability policy of insurance for bodily injury, death and property damage insuring against all claims, demands or actions relating to the Professional's performance of services pursuant to this Agreement with a minimum combined single limit of not less than \$1,000,000.00 per occurrence for injury to persons (including death), and for property damage; (ii) policy of automobile liability insurance covering any vehicles owned and/or operated by Professional, its officers, agents, and employees, and used in the performance of this Agreement with policy limits of not less than \$500,000.00 combined single limit and aggregate for bodily injury and property damage; (iii) if applicable, statutory Worker's Compensation Insurance at the statutory limits and Employers Liability covering all of Professional's employees involved in the provision of services under this Agreement with policy limit of not less than \$500,000.00; and (iv) Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limit of not less than \$2,000,000.00 per claim and \$2,000,000.00 in the aggregate. The Professional

shall provide written notice to the City of any material change of or to the insurance required herein.

- (b) A certificate of insurance evidencing the required insurance shall be submitted prior to commencement of services and upon request by the City.

6.10 Debarment and Suspension.

- (a) Professional certifies that neither this company nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, the State of Oklahoma or any of its departments or agencies.
- (b) If during the contract period the principal becomes debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation, the principal shall immediately inform the City.
- (c) For contracts that are financed by Federal or State grants, the principal agrees that this section will be enforced on each of its sub-contractors and will inform the City of any violations of this section by subcontractors to the contract.
- (d) The certification in this section is a material representation of fact relied upon by the City in entering into this contract.

6.11 Indemnification. THE PROFESSIONAL AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY, AND ITS AGENTS AND EMPLOYEES, FROM AND AGAINST LEGAL LIABILITY FOR ALL CLAIMS, LOSSES, DAMAGES, AND EXPENSES TO THE EXTENT SUCH CLAIMS, LOSSES, DAMAGES, OR EXPENSES ARE CAUSED BY THE NEGLIGENT OR INTENTIONAL ACTS, ERRORS, OR OMISSIONS OF THE PROFESSIONAL SERVICES PROVIDER, ITS AGENTS OR EMPLOYEES.

6.12 Counterparts. This Agreement may be executed by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the Parties hereto.

6.13 Attachments. The Attachments attached hereto are incorporated herein and made a part hereof for all purposes.

6.14 Firearms Industry Nondiscrimination: Professional certifies, pursuant to 21 O.S. § 1289.31, that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and that it will not so discriminate during the term of this Agreement. This clause applies only if Professional Service Provider is a company with at least ten (10) full-time employees and the Agreement value is at least \$100,000 paid in whole or in part from City funds.

6.15 Immigration Compliance: The Professional shall comply in all respects with all immigration-related laws, statutes, ordinances and regulations including without limitation, the Immigration and Nationality Act, as amended, the Immigration Reform and Control Act of 1986, as amended, and the Oklahoma Taxpayer and Citizen Protection Act of 2007 (Oklahoma HB 1804) and any successor laws, ordinances or regulations (collectively, the Immigration Laws”).

6.16 Electronic Signatures: The Parties agree this transaction may be completed by electronic means and an electronic signature on this Contract will be given the same legal effect as a handwritten signature and cannot be denied enforceability solely because is it in electronic form. If the Professional signs this Contract electronically and/or submits documents electronically, the Professional agrees to comply with the City’s requirements for submission of electronically signed and/or submitted documents.

6.17 Governing Documents: The parties agree to perform this contract in strict accordance with the clauses, provisions, and the documents identified as follows, all of which are made part of this contract. In the event of conflict, these documents shall be interpreted in the following order:

- a. This Agreement
- b. Attachment A to this Agreement
- c. Attachment B to this Agreement
- d. Attachment C to this Agreement
- e. Duly Authorized Amendments arising out of this Agreement

[Signature Page to Follow]

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their duly authorized officers or representatives on the dates set forth below.

City of Broken Arrow, Oklahoma
A Municipal Corporation

Professional

By: _____
Michael L. Spurgeon
City Manager

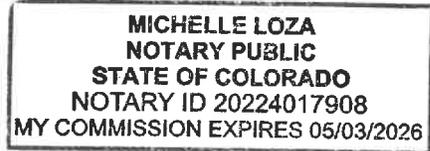
By: Chris Geddes 
(type & sign full name)

Date _____

Date: 02.09.2026

Attest:

Attest:



City Clerk [Seal]

Corporate Secretary (Seal)

Approved as to form:

Assistant City Attorney

VERIFICATIONS

State of Oklahoma)
) ss.
County of Tulsa)

Before me, a Notary Public, on this 9 day of February ²⁰²⁶ 2018, personally appeared Chris Geddes known to me to be the (Corporate Officer, or Other: Principal) (Please circle or specify) of Design Workshop Inc. and to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

My Commission Expires: 05/03/2026
Commission #: 20224017908

Notary Public: Michelle Loza

**ATTACHMENT “A”
Scope of Services
Broken Arrow Downtown Master Plan, 2026-2027**

Task 1: Project Management and Meetings

1.1 Strategic Kickoff Meeting

- a. Design Workshop will lead a Strategic Kickoff (SKO) meeting with the Downtown Master Plan Committee to ensure a common understanding of the project’s Scope of Work and targeted goals and outcomes. We will facilitate the discussion to establish the effort’s targeted deliverables, roles and responsibilities of team members, project schedule, and quality assurance plan. The SKO process is intended to build consensus amongst the project team to establish an agreed upon workplan for the project to prevent any differences that may impede the project’s on-time completion.

The SKO will be an in-person, half-day meeting, including the discussion outlined above along with a SWOT (strengths, weaknesses, opportunities and threats) assessment of the study area and site tour.

1.2 Adoption Meetings

- a. Planning Commission Public Hearing: Design Workshop will present the final plan to the Planning Commission at a scheduled public hearing.
- b. City Council Meeting: Design Workshop will present the final plan to the City Council for consideration of the Planning Commission recommendation and adoption of the plan.

1.3 Document and Data Collection

- a. Design Workshop will review existing plans and documents relevant to the study area to inform recommendations grounded in existing planning efforts with realities of the region.

1.4 Bi-weekly PM meetings, assume 22 or more meetings as needed (virtual, unless coinciding with planned site visits)

- a. PM meetings to include design team and the client management team.

Task 1 Deliverables:

1. Strategic Kick Off Meeting Materials & Notes
2. Project Schedule & Approach (to be provided at contract approval)
3. Project Management Plan: Team Roles & Responsibilities, Communications Plan
4. Document and Data Review Memo

Task 2: Define the Area Context and Goals

2.1 Preliminary Study Area

- a. With the input of the City, the design team will establish the preliminary project area, delineating distinct character zones within and identifying existing and future development zones and opportunities. The study area and project zones are subject to refinement as a result of engagement and information gathering.

2.2 Inventory & Analysis

- a. The project team will study the project area and context through the lens' of transportation and infrastructure, community and demographics, culture & history, economic & market, regulation, and natural influences including climate, resilience, sustainability, ecology, and geology. The design team will produce a consolidated deliverable outlining the site analysis and framework plan summarizing major influences on the corridor. Major influences may include:
 - a. Vehicular speed
 - b. Character and aesthetics
 - c. Streetscape features and wayfinding
 - d. Parking
 - e. Curb Cuts
 - f. Public Realm level of service (bike, pedestrian, vehicle)
 - g. Land value
 - h. Existing building uses
 - i. Human comfort (sun/shade, noise, pedestrian scale)
 - j. Hydrology & drainage
 - k. Connectivity
 - l. Landmarks & gateways

We will analyze the existing site to create a series of baseline conditions for all aspects of the project such as water quality, pedestrian safety and comfort, maintenance cost and others. We will work with the City and the community to establish a series of performance goals that the design will be measured against. This process ensures that every decision we make builds upon the larger story and works toward agreed-upon goals. All this information will be layered into a sustainability matrix that will be utilized to determine specific strategies, responsibilities, and timelines.

2.3 Transportation Assessment

- a. As part of this task, Kimley Horn proposes conducting a high-level origins and destinations (O/D) study analyzing movement to, from, and through Broken Arrow's Downtown via major north/south and east/west corridors.
- b. Identify the Desired Future State - To help achieve the goal of balancing the function of Downtown with its role as the major public space downtown, Kimley Horn will work to develop an implementable, multimodal transportation vision focusing on the Main Street corridor. We will analyze the downtown traffic data, use the regional travel demand model to extract growth rates to develop future traffic projections.
- c. Kimley Horn will also analyze the existing infrastructure components of the study area and how they fit into the larger context of the surrounding area. This analysis will inform existing barriers to a comfortable corridor for all users.

The team will compile the findings in a GIS map to confirm conditions with stakeholders and highlight opportunities for improvement.

2.4 Economic Analysis

- a. Our project team has the experience and resources to develop a cohesive, economically sustainable, and implementable strategy for Broken Arrow's Downtown. Using a blend of data sources and methodologies, we will establish a baseline understanding of the corridor's economic and market positions. This baseline will enable our team to identify

opportunities and strategies for future economic and real estate development. To gain an understanding of existing conditions and market realities, Design Workshop will perform a thorough analysis through the following tasks:

- i. A demographic analysis that looks at a blend of population, age, income, employment, housing, education, and other information to determine current and future demographic trends for the downtown area, the city, and the region.
- ii. A land use and zoning analysis to determine current and future land use trends and discrepancies between current zoning conditions and targeted development land uses to inform recommendations for potential future zoning to ensure that the plan is based within the reality of market and physical opportunities and is likely to attract private investment into the vision for the future.
- iii. An inventory and analyses of the residential, office, hospitality, commercial and industrial markets to inform current and future development trends and opportunities, including which asset types are most compatible given the market dynamics and land attributes of Downtown. This may include a review of trends in inventory, vacancy, absorption, pricing, and development pipeline in the Tulsa – Broken Arrow metropolitan area as well as age of housing stock and renter vs. occupied units.
- iv. An evaluation of current/projected supply and future demand for new development. A range of demand estimates will be provided for residential, commercial, office, hospitality, and industrial uses, where applicable.
- vi. A retail market gap analysis that identifies retail leakages, surpluses, and opportunities within each segment area

Task 2 Deliverables

1. Analysis and Assessment Chapter
 - Physical Inventory and Analysis Memo
 - Transportation Assessment Memo
 - Market and Economic Analysis Memorandum

Task 3: Stakeholder Involvement and Public Outreach

3.1 Establish Stakeholder & Public Engagement Strategy

- a. Our engagement strategies are designed to uncover and understand challenges, opportunities, aspirations, and concerns regarding the future of Downtown. One of our greatest strengths is bringing people to the table to create consensus. By establishing an engagement campaign with a range of tools and platforms, opportunities for contribution, and formats for explaining issues and options, we ensure that key stakeholders and community members have a voice in the dialogue. Our engagement strategy will be designed to manage the expectations of community members while gathering valuable input and direction.
- b. Design Workshop will leverage a stakeholder engagement effort in the form of focus groups, interviews, and surveys. A thoughtful public engagement process will incorporate

outside the box thinking to combat engagement fatigue, gain a true understanding of Broken Arrow, and what its community members need and envision. Public surveys will be coordinated with the Communications Division of the City Manager's Office.

3.2 Stakeholder Meeting #1 (in person)

- a. The design team will coordinate with the city's leadership team to discuss the agenda for Stakeholder Meeting #1 and identify the stakeholders to be included.
- b. The stakeholder engagement effort will aim to gather critical input and feedback from stakeholders confirming the design teams understanding of the study area and community vision. This will be a critical confirmation toward informing preliminary recommendations. The design team will work with the client team to establish a key stakeholder group.

Key stakeholders will serve as project liaisons. The design team will lean on stakeholders for guidance on public outreach, to provide feedback on progress, and to hold accountable the integrity of the project process. With feedback from the established stakeholder group, the design team will propose and establish a public outreach and engagement plan.

- b. Meeting #1: With the stakeholder group and design team introduced and project background introduced, we will then facilitate targeted sessions to discuss key topics such as pedestrian safety, traffic, water quality, aesthetics, transportation, etc. for Stakeholder Meeting #2. At this meeting the stakeholder group will review plans for Public Engagement Workshop #1. Design Workshop has experience leading open dialogue in person or virtually to successfully extract insight into the project or community dynamics. These individual discussions will then be synthesized into a series of draft project goals.
- c. During the Stakeholder Meeting #1 visit, the team will meet in a joint session with Planning Commission and City Council to present analysis and discuss their vision for the project.

3.3 Stakeholder Meeting #2 (virtual)

- a. The design team will coordinate with the city's leadership team to discuss the agenda for Stakeholder Meeting #2.
- b. The design team will report to the stakeholder group to outline community values, confirm goals and objectives, and identify needs and opportunities. The design team will synthesize 'what they heard' as a result of the community engagement in order to transition into solutions and recommendations.

3.4 Stakeholder Meeting #3 (in person)

- a. The design team will coordinate with the city's leadership team to discuss the agenda for Stakeholder Meeting #3.
- b. Stakeholder meeting #3 will provide feedback on the direction of the preliminary solutions and recommendations.
- c. During the Stakeholder Meeting #3 visit, the team will meet in a joint session with Planning Commission and City Council to present preliminary recommendations and provide feedback.

3.5 Stakeholder Meeting #4 (virtual)

- a. The design team will coordinate with the city's leadership team to discuss the agenda for Stakeholder Meeting #4.

- b. Stakeholder meeting #4 will provide an opportunity for review of the proposed solutions and implementation plan.

3.6 Overall Public Outreach

- a. With input from the stakeholder and client group, our team will provide graphic and written content to the City for inclusion on the city's communication channels including the City's various social media platforms, City's website, City's utility mailer, business emails, local newspapers, and other.

- b. Project Website

The Design Team will utilize GIS Story Maps or the City's preferred platform in the city's existing website platform to keep the public up to date on project progress and provide a platform for virtual engagement. The design team will keep the website up to date, limiting website updates to key milestones.

3.7 Public Engagement Workshop #1

- a. The design team will gain perspective to identify the desired future state of the planning area and define corresponding goals and objectives to reach that state. The design team will facilitate a thoughtful day-long engagement event that will provide community members with project background while gaining information through hands-on engagement strategies. The workshop will culminate in a vibrant community event at a centralized location to incentivize all to join, even those who are fatigued from the public engagement process. The workshop may include facilitated walking tours or "walkshops."

3.8 Public Engagement Workshop #2

- a. The design team will invite the public to respond to the proposed solutions in a presentation and open-house style engagement. The design team will use a variety of renderings to communicate ideas and generate excitement. Public Engagement Workshop #2 is to review the conceptual plan alternatives. Our team would again utilize interactive exercises to weigh the various aspects of each plan to then inform a preferred alternative. Several hands-on engagement strategies will be used to gauge the community's priorities.

3.9 Community Engagement Events

- a. Aligned with the timing of each of the Public Engagement Workshops, the design team will prepare materials that can be shared at existing calendared Community Engagement events. These materials will be developed in a manner that allows city staff to set up displays at existing events to gather additional feedback where people are already planning to be. When possible, the team may attend events as they fall within the planned engagement calendar.

3.10 Elected and Appointed Official Meetings (in-person)

- a. The design team will meet in-person with Planning Commission and City Council for presentation of the final plan and approval.

Task 3 Deliverables

1. Stakeholder Meeting and Engagement Workshop agendas and materials
2. Community Engagement Summary Chapter
3. Presentations to Planning Commission and City Council

Task 4: Visioning and Goal Alignment

- a. Based on the context(s), and with input from stakeholders, identify the desired future state of the planning area, and define corresponding goals and objectives to reach that state.

Task 4 Deliverables

- 1. Vision, Goals and Desired Outcomes Chapter

Task 5: Identify Problems, Needs & Opportunities

- a. With these initial engagement strategies providing a sound basis of understanding, the design team will identify constraints, needs, and opportunities specific to delineated character zones. The study boundary and project areas will be refined as necessary. The design team will develop a kit of parts for all aspects of the project including street cross sections, intersection recommendations, hardscape, landscape, street trees, street furniture, public art, lighting, signage and documentation. This kit of parts can be used to evaluate each design alternative and will be overlaid onto a character zone map to determine where consistency happens and where individual moments might occur.

Task 5 Deliverables

- 1. Refined Project Study Area & Distinct Character Zones
- 2. Preliminary list of identified goals, constraints, needs, and opportunities
- 3. Preliminary Kit-of Parts per Character Zone

Task 6: Identify and Evaluate Solutions**6.1 Preliminary Recommendations**

- a. The design team will begin preliminary design solution recommendations including:
 - a. conceptual design of the Downtown corridor
 - b. public realm
 - c. catalytic sites
 - d. code and regulation recommendations and
 - e. implementation strategies.

6.2 Evaluate Proposed Solutions

- a. The design team will begin to evaluate the proposed recommendations against measured baselines and project goals to achieve successful performance metrics. The design team will evaluate the recommendations based the developed set of criteria to evaluate and prioritize recommendations based on their ability to meet area goals. These criteria may include high-level cost estimates for some recommendations and will provide cost/budget estimates in range (low-high) where applicable. This evaluation will help guide the implementation strategy and next steps.

Task 6.3 Deliverables:

1. Preliminary concept package: The preliminary solutions will be delivered in the form of conceptual master plan, diagrams, digital representation support graphics, and data analysis.
2. Performance Metrics Report

Task 7: Documentation

7.1 1,000-Day Implementation Plan and Matrix

- a. After the design team has evaluated the proposed solutions and distilled priorities from the public, the implementation strategy and matrix will be finalized based on construction sequence realities, market realities, cost ranges, community preferences, and developer participation. Instead of creating the seemingly daunting framework of a 3-year plan, Broken Arrow's implementation plan will follow the idea of a 1,000-day plan walking through a sequence of steps ranging from low-hanging fruit projects to achievable next steps items to put into motion 'today'.

7.2 Finalize Document

- a. Based on feedback, the proposed recommendations will be finalized into a document per City Standards. All deliverables will be prepared as an ArcGIS StoryMap or other City-approved platform with links to deliverables and other relevant documents. Additionally, prior to any deliverable being reviewed by the City our internal team will complete a rigorous internal review process that we have developed over five decades of designing and building complex landscape architecture projects. Our senior quality review specialist will review every discipline's drawings for correctness and consistency.

Task 7 Deliverables:

1. 1,000-Day Implementation Report, including identification of funding mechanisms
2. Final plan document (digital and up to 20 print copies)
3. Digital archive of all project assets and deliverables

Broken Arrow Downtown Master Plan Project Schedule (in months)

	1	2	3	4	5	6	7	8	9	10	11	12
Task 1: Project Management and Meetings												
1.1 Strategic Kickoff Meeting	o											
1.2 Adoption Meetings											o	o
1.3 Document and Data Collection		x										
1.4 Bi-Weekly PM Meetings												
Task 2: Define the Area Context and Goals												
2.1 Preliminary Study Area												
2.2 Inventory & Analysis		x										
2.3 Transportation Assessment				x								
2.4 Economic Analysis				x								
Task 3: Stakeholder Involvement and Public Outreach												
3.1 Establish Stakeholder & Public Engagement Strategy												
3.2 Stakeholder Meeting #1 (in-person)		o										
3.3 Stakeholder Meeting #2 (virtual)				o								
3.4 Stakeholder Meeting #3 (in-person)						o						
3.5 Stakeholder Meeting #4 (virtual)									o	o		
3.6 Overall Public Outreach												
3.7 Public Engagement Workshop #1					o							
3.8 Public Engagement Workshop #2								o				
3.9 Community Engagement Events												
3.10 Elected and Appointed Official Meetings (in-person)								o				
Task 4: Visioning and Goal Alignment												
Visioning and Goal Alignment				x								
Task 5: Identify Problems, Needs & Opportunities												
Identify Problems, Needs & Opportunities						x						
Task 6: Identify and Evaluate Solutions												
6.1 Preliminary Recommendations												
6.2 Evaluate Proposed Solutions								x				
Task 7: Documentation												
7.1 1000 Day Implementation Plan and Matrix										x		
7.2 Finalize Document											x	o
o Meetings												
x Deliverables												

*This schedule can be adjusted, upon the request of the City, if necessary.

Broken Arrow Downtown Master Plan
 Fee Proposal 3-Feb-26

	Design			
	Workshop	Kimley Horn	ADG Blatt	TOTALS
Task 1: Project Management and Meetings	\$ 9,400	\$ 8,400	\$ 6,900	\$ 24,700
Task 2: Define the Area Context and Goals	\$ 19,600	\$ 28,800		\$ 48,400
Task 3: Stakeholder Engagement and Public Outreach	\$ 18,500	\$ 9,600	\$ 16,600	\$ 44,700
Task 4: Visioning and Goal Alignment	\$ 8,600			\$ 8,600
Task 5: Identify Problems, Needs and Opportunities	\$ 5,400	\$ 4,400		\$ 9,800
Task 6: Identify and Evaluate Solutions	\$ 20,800	\$ 3,800	\$ 10,600	\$ 35,200
Task 7: Documentation	\$ 8,400		\$ 1,500	\$ 9,900
	\$ 90,700	\$ 55,000	\$ 35,600	\$ 181,300

Payment and Reimbursibles will be in accordance to section 4.1 (Page 2) and will be paid to the party/corporation, as listed in this agreement.