

# Scope of Services

## Exhibit A

14 September 2017

### Introduction

**Basic Approach** - The Halff Associates, Inc. Team (Halff) is proposing an approach to this project that will result in an innovative and useful Comprehensive Plan for **Broken Arrow** that will have the following attributes. Our working style and basic approach has three main guiding principles:

- I. **Team Approach:** By team approach we mean not only the consultant team that has the technical expertise in various substantive elements that comprise a Comprehensive Plan, but also the appointed and elected officials, staff and stakeholders that are concerned about the Community.
- II. **Public Involvement:** To effectively involve civic organizations and individual citizens in the planning process and make them a part of the planning team, a structured approach to public involvement is required. We propose a public involvement process that has been outlined within this document.
- III. **Problem Solving Orientation:**
  - a) Our approach to the development of a Comprehensive Plan will be problem solving oriented. We will seek to understand the issues and concerns of **Broken Arrow** (Client and/or City), and develop solutions that are specific to your needs.
  - b) We are solution oriented which means: that the process will proceed to - what the community and city leadership wants! – Its goals and objectives; and from there to development of alternatives, and on to recommendations about economic development.

### Phase Overview

#### Phase IA - Project Initiation and Community Status

Communicate with the community and leadership of Broken Arrow regarding the role of a Comprehensive Plan. This phase will provide the energy and define community issues for previous phases. Initiates the project and establishes the factual basis on which the rest of the plan is developed.

#### Phase IB - City Wide Vision Plan

Identifies needs based on technical analysis of data developed in phase one and involves citizens, community groups and leadership in refining technical issues and identifying issues and refining goals and objectives concerning community planning and development. Establishes the preferred city-wide Vision.

#### Phase II - Comprehensive Plan & Implementation

Develops plan elements, policies and programs to address critical issues and achieve community goals and objectives. Develops the implementation tools necessary to focus actions needed to ensure plans, guidelines, policies and programs are recommended.

## Phase IA - Project Initiation and Community Status

### **TASK 1 COMMUNICATION, OUTREACH, AND MANAGEMENT**

- 1.1 Kick-off Introduction Meeting  
The team will meet with the City and their team to review and agree on process for the following: project management, project schedule and project meetings. A graphic project schedule will be presented and discussed.
- 1.2 Stakeholder Interviews (45 minutes each)  
The Halff Team will conduct interviews with at least 45 individuals separately or in small groups (3-4) to solicit input regarding the Comprehensive Plan. The list of people to be interviewed will be provided by the City. The Halff Team will produce the interview questions prior to the interviews. The City and consultant will work together to contact and organize the list of people being interviewed. The City will provide the private rooms for interviews over a 2-3 day period.

### **TASK 2 BASE INFORMATION & MAPPING**

- 2.1 Aerial Photography  
The City, through the Indian Nation Council of Governments (INCOG), will acquire the most recent available aerial photographs of the City of Broken Arrow fence line boundary that INCOG can provide in an electronic format for the sole use of developing this comprehensive plan in a digital format.
- 2.2 Base Mapping  
The City, through INCOG, will provide the most recent ARC/GIS base maps available of the City of Broken Arrow fence line boundary that INCOG can provide in an electronic format. The consultant will utilize these maps to develop the other maps needed in the Comprehensive Plan. The accuracy of the base maps is established by INCOG and is assumed to be accurate under no penalty of the Halff consultant team. It is important that the base maps be prepared in a way that they can be kept up to date in the future. INCOG presently keeps our Zoning Maps up to date.

The study area boundary and internal reporting geographies for building the CommunityViz model will be determined with input from the Client. Four or less internal reporting geographies will be used in this project unless agreed to by the Client and the team. The internal reporting geographies will be used to measure, compare and report different features or impacts associated with the alternative and preferred growth scenarios described in Tasks 7 and 8.

- 2.3 Analysis of Broken Arrow Reports and Data Sets  
The Team will review and study the following data and reports provided by the City that relates to development potential and redevelopment of targeted areas.
- Existing 1997 Comprehensive Plan (*Note: The graphics associated with this document may only be available in a PDF format.*)
  - 2012 Comprehensive Plan brochure (PDF format) (*Note: The graphics associated with this document may only be available in a PDF format.*)
  - Information on changes that have occurred since the 2012 update
  - Parks Plan (2008 version)
  - GO Plan (regional trail Master Plan)
  - Latest available Zoning Map
  - Zoning Ordinance
  - Floodplain Maps
  - Downtown Master Plan (PDF format)
  - Subdivision Regulations
  - GO plan for Broken Arrow (PDF format)

- Downtown Residential Overlay District
- Other documents that the City has available

The Consultant will gather GIS data with assistance from the City, resource documents, growth forecasts, economic data, development data, etc. identified as important for developing the CommunityViz model to support the Broken Arrow Comprehensive Plan update. The Consultant will rely on this data for building the CommunityViz model and making recommendations in subsequent phases of the scenario planning process (see Phase II – City-Wide Vision Plan).

The Consultant will be responsible for the timely collection (or creation) of all data required to complete tasks described under Phase II – City-Wide Vision Plan.

### **TASK 3 PUBLIC PARTICIPATION / CONSENSUS BUILDING**

#### **3.1 City Presentations & Meetings**

The Halff Team will be conducting regularly scheduled presentations to a series of interested stakeholders. These presentations will be focused on the specific topic of the month as the process evolves.

##### **3.1.1 Joint City Council / Planning & Zoning Commission – Meeting**

This joint meeting of the Broken Arrow City Council / Planning Commission will serve as a review, input, and approval process for the Comprehensive Plan

##### **3.1.2 Advisory Task Force**

The Advisory Task Force (identified by the City with assistance from Halff) will serve as a review, input, and directional body for the Comprehensive Plan throughout the planning process. The Halff Team will meet monthly during the planning process to present topical materials for committee background, discuss critical issues related to the development of the Comprehensive Plan, and obtain feedback and direction from the Committee. During the latter months of the project some of these meetings may be conducted via skype and conference call.

#### **3.2 Communication & Consensus**

The Halff Team will develop and maintain a series of communication systems that are specifically targeted for Broken Arrow to receiving input during the planning process. The modes of communication target the many different social-economic groups in the community. All public communication prepared by the Halff Team will be coordinated through the City of Broken Arrow.

##### **3.1.3 Technical Task Force (Broken Arrow Senior Staff)**

Senior city staff /department heads will have specific meetings with the Halff Team as topics develop throughout the planning process. Meeting are as needed and have been set to occur 6 times at lease, or more.

##### **3.2.1 Broken Arrow Comprehensive Plan Seminar Series**

We are proposing a seminar series that will bring CEO's and industry leaders to Broken Arrow to discuss creating economic growth as an outcome of the Comprehensive Plan. Over the planning timeframe of 20-months we will bring a new leader in every 5-months which totals 3 seminars over the timeframe of the plan. The topics for each presentation will correspond to the topics being discussed in the comprehensive plan development. Such seminars may include:

1. Jim Carrillo, FAICP  
Park System Plans for the Future  
Halff Associates VP and Senior Planner

2. Mayor James Brainard (Key speaker)

Carmel, Indiana

Carmel, Indiana has been one of the fastest growing communities in the nation during the last decade. We take pride in the fact that we have managed to stay ahead of that growth. Carmel was listed as the #1 Place to Live in America by Money magazine because of our high quality of life. Their focus on strong fiscal management has yielded exceptional credit ratings, attracted top companies to Carmel and kept our residential tax payments some of the lowest in the state; all while providing a variety of amenities that are unequaled in the Midwest. Provided as a part of the Halff Team and with potential sponsorship from OKAPA.

3. Bud Melton

Active Transportation Systems and their Benefits

Halff Associates Special Project Manager

The Halff team will confirm and organize the presenters (or equals). The Halff team will design a seminar poster and flyer for each of the 3 speakers. The Client (City of Broken Arrow and/or Chamber of Commerce) will provide the venue for the presentation and provide travel costs incurred by only the key speaker (1) directly.

3.2.2 Media News Release

The Halff Team will develop a written news release for local newspapers (Tulsa World) that will define upcoming events and planning topics looking for community input. The Halff Team will write a piece that totals three (3) over the plan period. Distribution of the copy will be uploaded on the Plan website and social media pages.

3.2.3 Comprehensive Plan Logo (branding)

The Halff Team will partner with the City to develop a project specific branding strategy to allow for the project to have a consistent and commonly known name for project stakeholders.

3.2.4 Banners

The Halff Team will design and print 4 outdoor vinyl banners, utilizing the project logo and official colors, for advertising of Public Meetings. A pair of the banners will be staked-up at a popular street intersection a week prior to the Public Meeting. The banners will be installed and taken down by City staff.

3.2.5 Print Materials

The Halff Team will design and print posters, flyers and cards for use prior to Public Meetings and Charrette. Each will include key information for the upcoming event. The Halff Team will print a limited number of each and provide a digital file to assist printing by the City. Distribution of these items will require City staff.

- Posters (24"x36" – used in storefronts and at events)
- Flyers (11"x17" – used in windows and lobbies)
- Cards (4"x6" – used as hand-outs around City)

3.2.6 Social Media Campaign

The Halff Team will upload video, planning concepts and information about upcoming public meetings on several social media sites listed below. This will mainly be near dates of public meetings and the planning charrette. The news

uploaded will direct public input, review and engagement with the comprehensive planning process.



**Facebook** ([www.facebook.com](http://www.facebook.com)), people who follow updates on social networking sites are more involved in the project's process and can also share information with their social networks. A project Facebook presence may consist of updates about the progress of the plan, exhibits, videos, and comments. The community will have an open venue to discuss the project and share insights on its progress. The Facebook site associated with the Comprehensive Plan will be set up and maintained during the duration of this contract by the Consultant.



**YouTube** ([www.youtube.com](http://www.youtube.com)) is a video sharing social networking site. All information placed on YouTube will be prepared and placed on the site by the Consultant after receiving approval from the City.



**SurveyMonkey** ([www.surveymonkey.com](http://www.surveymonkey.com)) provides the capability to invite participants to share their views through an online survey they can access whenever they choose. This survey, which will be prepared by the Consultant, supplement meeting discussions because they allow input from people who either can't participate in the larger meeting sessions.



**Twitter** ([www.twitter.com](http://www.twitter.com)) provides an avenue for brief, immediate communication. Each tweet is limited to 140 characters, so the message it contains must be succinct and engaging. Twitter is most useful for up-to-the-minute communication, such as messages to invite friends to join in an event that is underway or for quick feedback on a particular idea or concept.

#### 3.2.7 Comprehensive Plan Web Page

A project website will convey project information such as meeting dates, background information, and contact information. It will also provide a means for obtaining public input and serve as the main portal for videos, presentations, maps/graphics, public workshop information, and downloadable documents. This will be managed (adding materials) for the length of the project by the Consultant. Material will be uploaded by the Consultant on a random basis as project data become ready for public review.

#### 3.2.8 Project Video & Photography

The Halff Team will shoot a video (1) and still images during the Planning Charrette. This visual data will be produced and edited with content and uploaded on social media as a key component of the social media campaign. The production and uploading will be done by the Consultant.

#### 3.2.9 SWOT Analysis

Based upon information gathered by the Halff Team, a Community Strengths, Weaknesses, Opportunities and Threats analysis will be conducted and presented during one of the monthly Advisory Task Force meetings.

### 3.3 Goals and Objectives Statement - Preliminary

The Consultant will review the existing goals and objectives of the Comprehensive Plan. After the stakeholder interviews, the goals and objectives statements will be revised and updated by the Consultant. Later, these statements will be used to evaluate the

alternative comprehensive plan scenarios and eventual preferred scenario, and land use plan against.

#### **TASK 4 REAL ESTATE MARKET & DEMOGRAPHIC ANALYSIS**

##### **4.1 Real Estate Market Analysis**

The Halff Team will develop series of real estate growth projections for the city. These projections will be based on current and expanded growth models. The expanded models will define growth opportunities for the area.

###### **4.1.1 Market Context / Existing and Future**

The Halff Team will work to support a comprehensive analysis of real estate market context for the Tulsa and Wagoner Counties and Broken Arrow city limits will be conducted. This analysis will include; private property values for commercial and residential development, amount of property that has been development over the last 20 years, and related data.

- Employment
- Retail
- Residential

###### **4.1.2 Land Use Industry Trends**

Local Oklahoma analysis and Urban Land Institute (ULI), the lead membership organization representing real estate professionals nationally, issues an annual report based on input from its member developers, lenders and investors regarding prospects and product changes in the coming years. The Halff Team will review this information and define relationships to Broken Arrow, downtown and future.

###### **4.1.3 Psychographic Indicators / Profile**

The Halff Team will define, analyze and review key demographic and psychographic indicators that will likely inform future growth in the City. A consumer psychographic is a profile of a potential consumer based on interests, activities and opinions. It is a snapshot into a consumer's lifestyle organizations often use to quickly identify potential customers. Companies then can use this information to create and implement highly targeted advertising campaigns. Cities use this data to better understand their citizens --- their purchasing habits and family lifestyle trends.

###### **4.1.4 Market Supply and Demand**

A supply and demand analysis conducted by the Halff team will focus on identifying market opportunities within project trade areas representative of various land uses. A trade area is the area from which a project(s) or area will draw the majority of its residents (housing), patrons (retail) and employees (office)—the area that will likely be a source of competition and demand. The boundaries of the trade area are influenced by the following which will be analyzed:

- Market Factors
- Physical Barriers
- Proximity to Pop and Job Concentrations
- Spending Patterns

##### **4.2 Population & Demographics**

Demographic data required for analysis. Data sources will be gathered by the Halff Team from local sources and current population models.

###### **5.4.1 Historical Perspective**

City, metro area, county and state data.

- 5.4.2 Projections and Trends  
City, metro area, county and state data sources from U.S. Census and ACS (American Community Survey).
- 5.4.3 Demographic Profile and Projections  
City, metro area, county and state data sources from U.S. Census and ACS (American Community Survey).
- 5.4.4 Geographic Profile  
City, metro area, county and state data sources from U.S. Census and ACS (American Community Survey).

## **TASK 5 OPPORTUNITIES AND CONSTRAINTS**

- 5.1 Vision Opportunities – Physical Framework  
The Halff Team will develop a series (2) of graphic plans (natural systems and man-made systems) that will establish growth and development zones for the City of Broken Arrow, based on the collective set of goals and objectives developed by the Halff Team following interviews with the stakeholders of Broken Arrow.
- 5.2 Existing Land Use  
The Halff Team will develop a plan graphic that defines the location of existing land uses in the comprehensive planning area. Halff Team will complete a visual reconnaissance of the City of Broken Arrow, taking digital photographs to record issues. The existing land use plan (map) will be reviewed and based on existing land use information gathered, as well as other information gathered.

## **TASK 6 PUBLIC PARTICIPATION / CONSENSUS BUILDING**

- 6.1 Public Workshop #1  
This workshop meeting of Broken Arrow citizens & stakeholders will serve as a review, input, and approval process for specific tasks related to the development of the Comprehensive Plan. This meeting will be regularly scheduled. The workshop will be scheduled for evening to maximize public participation. The workshop will be advertised on our comprehensive plan web page, social media sites and in local newspapers.

### *Deliverables Phase 1A:*

- A. *Conduct and lead Project Kick-off Meeting in Broken Arrow (BA)*
- B. *Conduct at least forty-five (45) individual Stakeholder Interviews in BA*
- C. *The Halff Team will produce a set of digital base maps for the project using Arc/GIS maps from INCOG*
- D. *Conduct Advisory Task Force meetings monthly*
- E. *Conduct Technical Task Force meetings (6) minimum*
- F. *Plan and organize the Broken Arrow Comprehensive Plan Seminar Series with one (1) key speaker over the time period of the project*
- G. *Create three (3) Media News Releases*
- H. *Create a Comprehensive Plan Logo*
- I. *Design and print 4 outdoor vinyl Banners*
- J. *Design Print Materials*
- K. *Manage and upload video and information on several social media sites*
- L. *Create Project Video & Photography from Charrette*
- M. *Create Goals and Objectives Statements – Preliminary*
- N. *Real Estate Market and Demographic Analysis*
  - *Market Context / Existing and Future*
  - *Land Use Industry Trends*
  - *Psychographic Indicators / Profile*
  - *Market Supply and Demand with Trade Area Maps*

- O. Population & Demographics analysis*
- P. Create Physical Framework Plans*
- Q. Create Existing Land Use Plan*
- R. Public Workshop #1 in BA*

## Phase IB - City Wide Vision Plan

Viewpoints are anticipated to conflict for one or more important topics in the planning process, and reaching consensus will be critical to a successful and well-supported vision plan and associated plan recommendations. Scenario planning and a suite of advanced decision-making tools will generate meaningful, localized data for evaluating the trade-offs between competing scenarios for moving forward.

### **TASK 7            ALTERNATIVE SCENARIOS (3)**

#### **7.1        Future Year Growth Forecasts**

The Halff Team will provide growth forecasts for the scenario planning process. The planning horizon for the Comprehensive Plan will be 2040. The growth categories and units used in CommunityViz will be integrated with the LUIS system in the Comprehensive Plan.

The Halff Team will prepare average person per household assumptions and employee space ratio statistics based on information published by the US Census Bureau, American Community Survey and the Institute of Transportation Engineers for the growth categories identified in the paragraph above. This information will be used to convert dwelling units to population and non-residential square feet to employees for some sections of the Comprehensive Plan document.

#### **7.2        CommunityViz Model**

The Halff Team will build a parcel-level computer model (using CommunityViz v. 5.1 and ArcGIS Desktop v. 10.4 software) to measure and evaluate alternative growth scenarios contemplated for the Broken Arrow Comprehensive Plan study area (described in Task 2). General components of the model will include: carrying capacity analysis, land suitability analysis, build out potential analysis, growth allocation and reporting. The type and number of categories used in the build out potential and growth allocation components of the model will rely on information gathered by the Halff Team under Task 7A. The Consultant will review the land use categories for the Future Development Guide in the Broken Arrow Comprehensive Plan (2012 Update) and recommend changes, as deemed necessary by the Consultant, for maximizing utilities in the CommunityViz model.

The Halff Team will provide the Client with a full copy of the model and all associated files at the end of the project for their future use (independent of the Consultant). One copy of CommunityViz software, including three desktop installs and twelve months of technical support, will be provided to the Client at the time the final model is delivered. The Client will be responsible for renewing technical support for the software after the twelve month period ends, if desired.

#### **7.3        Performance Measures**

Pre-charrette, the Consultant will prepare a list of performance measures for CommunityViz (up to eight) based on information collected under Phase I – Project Initiation & Community Status. The performance measures will be used to measure the impacts of competing growth scenarios contemplated for the Broken Arrow Comprehensive Plan study area and evaluate their tradeoffs (including a generalized financial impact analysis). The Client and Advisory Task Force will be asked to reach

consensus and prioritize performance measures for the scenario planning process. The Consultant will summarize statistics for the performance measures in tabular format (up to ten).

Categories addressed in the financial impact analysis for the CommunityViz model will include: public safety (fire and police), water, sewer, parks and roads. Information for each infrastructure category will be provided as available by the Client, including: master plans, service area maps, asset inventories, plant capacity and planned improvements, drainage basins, etc. The Client will make available to the Consultant department heads for each of the infrastructure categories to interview as part of the conceptual cost calculations (to occur during the planning charrette in Broken Arrow, OK). The Client will also make available to the Consultant sales tax history data as part of the conceptual revenue calculations.

Conceptual cost estimates for this Scope of Services will mean planning-level cost estimates typically generated for determining budget reserves in a five year municipal capital improvements plan (prior to any design or investigation of a specific project in a specific location that may increase or decrease budget reserve estimates). It is assumed one or more City departments will play an active role in calculating conceptual costs by infrastructure category, assisting with determining: 1) preferred technologies or service delivery methods, 2) appropriate unit costs to assume for conditions in Broken Arrow, OK, 3) appropriate technologies/methods/quantities required, 4) traditional funding partnerships for providing infrastructure, etc.

#### 7.4 Trend Growth Scenario

Pre-charrette, the Consultant will describe and evaluate the trend growth scenario for the fence line boundary study area in CommunityViz using maps and data gathered by the Consultant. The Consultant will gather parcel-level data for current and future land use, development status, and committed development to assume in the CommunityViz model. The Consultant will also provide 2040 horizon year growth projections by category used in the CommunityViz model (see Task 7A). Information for the trend growth scenario will be summarized by study area and internal reporting geographies (described in Task 2).

The Halff Team will prepare a general development map and development profile table to describe the trend growth scenario. The Consultant will also report statistics for the eight (8) performance measures described in Task 7C for the trend growth scenario.

#### 7.5 CommunityViz Model Calibration

The Halff Team will advise the Client for their work to validate land use category assignments, development status assignments, baseline infrastructure assumptions, and variables and values used in the external lookup tables linked to the CommunityViz model for the trend growth scenario. Resources used to complete the calibration process may include aerial photography, tax map data, the previous comprehensive plan, small area plans, or zoning ordinances.

Validation site studies will be completed to supplement the calibration process, whereby the Consultant will work with the Client to identify and study in detail existing development patterns and intensities by land use category, and reaffirm (or adjust as necessary) the values assumed in the lookup tables. The Consultant will rely on findings under Task 7E to fine-tune assumptions in the CommunityViz model.

#### 7.6 Planning Charrette (3-day long)

The Halff Team will conduct a 3-day planning charrette to establish planning scenarios. The planners & designers will establish sustainable development concepts for Broken Arrow. We will be defining early concepts for city wide future land uses, Downtown and redevelopment opportunities. Citizens will work with the Halff Team at a series of tables

defining different plan inputs. The city will provide a large venue for the 3-day long charrette. The Halff Team will focus on scenario planning options based from citizen goals. The Halff Team will use the CommunityViz software.

The Halff Team will build a suite of decision-making tools for the Broken Arrow Comprehensive Plan study area (described in Task 2) using CommunityViz software, which provides many opportunities to study build out potential, supporting infrastructure, return on investment and associated impacts for alternative growth scenarios simultaneously. Pre- or post-processing tools added to the software — identified with help from City staff and their partners — will focus on population and growth distribution, general environmental impacts, transportation mobility, financial performance, and a suite of variables identified by plan participants to represent a high quality-of-life in Broken Arrow.

Each alternative growth scenario will be different enough to measure and evaluate real trade-offs in the study area — providing a range of development locations, types, patterns and intensities and varying potential service areas — and identify gaps between current and preferred level of service thresholds. The Consultant will prepare a general development map based on the LUIS model and development profile table to describe each of the three alternative growth scenarios. Information created will be shared with the public during a Public Workshop.

7.7 Meeting Series

Over the course of the charrette the Halff Team will conduct meetings with as needed:

- Joint City Council / Planning Commission
- Advisory Task Force
- Technical Task Force
- City Staff

7.8 Alternative Vision Scenarios (3) – and Resulting Implications

The Halff Team will develop three (3) comprehensive Vision Scenarios for the city. The scenarios will project LUIS land uses as a total percentage, there will be future land uses that will identify with the unique / regions of the community. Each scenario will generate an implication to the common following issues and others that may result from stakeholder input:

- a) Economic development opportunities
- b) Population & growth
- c) Environmental & natural systems
- d) Transportation
- e) Relationship to goals & objectives

7.9 Alternative Vision Scenarios – Web Survey

The Halff Team will use MetroQuest to build a 24/7 website with engagement software which will allow citizens and stakeholders to provide detail comments on the Alternative Vision Scenarios (3). Participates can see and understand the alternatives. The result is a wealth of organized quantifiable data with related comments for great insight. The website prepared by the Consultant will be linked from the project website and will have a specific time period to be active with the alternative inputs.

**PUBLIC PARTICIPATION / CONSENSUS BUILDING** *(Previous Task)*

7.10 Public Workshop #2

This workshop meeting of Broken Arrow citizens & stakeholders will serve as a review, input, and approval process for specific tasks related to the development of the Comprehensive Plan. This meeting will be regularly scheduled. The workshop will be schedule for in the evening to maximize public participation. The workshop will be

advertised on the Halff Team's comprehensive plan web page, social media sites and in local newspapers.

*Deliverables Phase 1B:*

- A. Build a parcel-level computer model using CommunityViz*
- B. Prepare a list of performance measures that Client agrees on for scenarios*
- C. Trend Growth Scenario - Prepare a general development map and development profile table to describe the trend growth scenario*
- D. CommunityViz Model Calibration*
- E. Planning Charrette (3-day long) in BA*
  - Agenda for three (3) days set by team*
  - Venues supplied by City*
  - Advertising by City based on information provided by the Consultant*
  - Citizens engagement each day with Public Workshop #2 on last day*
- F. Meeting Series*
- G. Alternative Vision Scenarios (3) – and Resulting Implications*
- H. Alternative Vision Scenarios – Web Survey*
- I. Public Workshop #2 in BA*

*(Future Phase – in italics)*

## **Phase II - Comprehensive Plan & Implementation**

**TASK 8        PREFERRED SCENARIO**

- 8.1      *Preferred Scenario Plan (1) – and Resulting Implications*
- 8.2      *Public Workshop #3*

**TASK 9        FUTURE LAND USE**

- 9.1      *Future Land Use Plan*
- 9.2      *Zoning Policy Directives*
- 9.3      *Sustainability and Resiliency Metrics*

**TASK 10       DOWNTOWN ROSE & SPECIAL DISTRICT**

- 10.1     *Downtown / Rose District*
- 10.2     *Special District Planning (Add Service)*

**TASK 11       TRANSPORTATION & INFRASTRUCTURE ELEMENT**

- 11.1     *Thoroughfare Multi-modal Plan*
- 11.2     *Infrastructure Evaluation*

**TASK 12        PARKS, RECREATION AND OPEN SPACE ELEMENT**

- 12.1    *Parks and Open Space Concept and Evaluation*
- 12.2    *Review Meeting*
- 12.3    *Implementation Policy*

**TASK 13        HOUSING & NEIGHBORHOOD REVITALIZATION ELEMENT**

- 13.1    *Analysis of Neighborhoods*
- 13.2    *Housing & Neighborhood Plan*

**TASK 14        HEALTHY COMMUNITIES ELEMENT**

- 14.1    *Analysis of Community Health*
- 14.2    *Healthy Impacts / Healthy Communities*

**TASK 15        COMMUNITY / URBAN DESIGN ELEMENT**

- 15.1    *Urban Design Elements*
  - 15.1.1    *Gateways*
  - 15.1.2    *Corridors*
  - 15.1.3    *Public Realm*
- 15.2    *Public Workshop #4*

**TASK 16        IMPLEMENTATION STRATEGIES**

- 16.1    *Draft Strategies*
- 16.2    *Review Meeting*
- 16.3    *Final Strategies*

**TASK 17        COMPREHENSIVE PLAN ADOPTION & PUBLIC PARTICIPATION**

- 17.1    *Draft Broken Arrow Comprehensive Plan Report*
- 17.2    *Executive Summary and Plan Brochure*
- 17.3    *Broken Arrow Planning Commission/City Council Worksession – Presentation (1)*
- 17.4    *Planning Commission – Public Hearing Meeting (1)*
- 17.5    *Broken Arrow City Council Hearing – Adoption Hearing (1)*
- 17.6    *Final Broken Arrow Comprehensive Plan Report*

*Deliverables Phase 2:*

- A. *Preferred Scenario Plan (1) – and Resulting Implications*
- B. *Public Workshop #3 in BA*
- C. *Existing conditions including development opportunities and constraints*
- D. *Final Goals, Objectives, and Policies*
- E. *Future Land Use Plan (FLUP) and data*
- F. *Downtown / Rose District plan and data*
- G. *Transportation & Infrastructure Element and data*
- H. *Parks, Recreation and Open Space Element*
- I. *Housing & Neighborhood Revitalization Element*
- J. *Healthy Community Element*
- K. *Community / Urban Design Element*
  - *Gateways*
  - *Corridors (2)*
  - *Public Realm*
- L. *Public Workshop #4 in BA*
- M. *Implementation Strategies*
- N. *Draft Broken Arrow Comprehensive Plan Report (10 color copies bound)*
- O. *Design of Executive Summary and Plan Brochure (final printing by City)*
- P. *Broken Arrow Planning Commission/City Council Worksession – Conduct Presentation with PowerPoint (1)*

- Q. Broken Arrow Planning Commission Public Hearing – Conduct Public Hearing with Power Point (1)*
- R. Broken Arrow City Council Public Hearing – Conduct Public Hearing with PowerPoint (1)*
- S. Final Broken Arrow Comprehensive Plan Report (60 final bound reports and five (5) electronic copies (CD's). The electronic copy shall be in Word format with noted plan graphics listed below will be in a GIS [.mxd files] with associated shapefiles and layer packages.)*

- 1. Future Land Use Plan (FLUP)*
- 2. Downtown / Rose District*
- 3. Thoroughfare Multi-modal Plan*
- 4. Parks, Recreation and Open Space Plan*
- 5. Housing and Neighborhood Revitalization Plan*

***(Future Phase – in italics)***

End of Scope of Services