



# City of Broken Arrow

## Request for Action

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**File #: 17-2694, Version: 1**

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**Broken Arrow City Council  
Meeting of: 09-19-2017**

**To: Mayor and City Council  
From: Development Services Department**

**Title: Consideration, discussion, and possible approval of and authorization to execute a Professional Service Agreement with Halff Associates, Inc. for the review and update to the City's Comprehensive Plan (Vision 40)**

**Background:**

The City's Comprehensive Plan Consultant selection committee received eight proposals from various regional and national Consultant groups and interviewed four. Upon the recommendations of the committee and staff and after lengthy negotiations, the City has agreed to enter into a 20+ month contract with Halff Associates, for updating and preparing the City's new Comprehensive Plan, -- Vision 40.

This proposed contract with Halff Associates is scheduled to commence in October and will take approximately 20+ months to complete. The Contract is for Consultant Services provided by a team of consulting firms, sub-contracting with Halff Associates and performing work as specified within the Scope of Services.

Funding for this project will be provided through the Capital Improvements Program of the Sales Tax Capital Improvement Fund (STCI) over the next two years. The entire project will be completed in three primary phases and is projected to cost up to \$ 332,585.00. Funding for the first phase has been appropriated this year in STCI, while future phases and funding will proceed after July 2018, subject to annual appropriation.

It is agreed that the Consultant shall complete the duties, responsibilities and requirements as stated in Phase I and shall be compensated in the amount of \$62,617.00 and up to \$19,500.00 for project related expenses which shall be completed by June 30<sup>th</sup>, 2017. It is agreed that the Consultant shall complete the duties, responsibilities and requirements as stated in Phase II and be compensated in the amount of \$140,888.00 which is anticipated to begin in Fiscal Year 2018, subject to annual appropriation. It is agreed that the Consultant shall complete the duties, responsibilities and requirements as stated in Phase III and be compensated in the amount of \$109,580.00 which is also anticipated to begin in Fiscal Year 2018, subject to annual appropriation.

The City of Broken Arrow has adopted five Comprehensive Plans since 1968. The existing Plan was first approved in 1997 and updated in 2003 and 2012.

**Cost:** Phase I - Not to exceed \$ 62,617.00 and not to exceed \$19,500.00 for project related costs. Phase II - 140,888.00 (subject to annual appropriation). Phase III - \$109,580.00 (subject to annual appropriation).

**Prepared By:** Farhad K. Daroga, Special Projects Manager, Development Services

**Reviewed By:** Development Services Department  
Tom Cook, Finance Department  
Legal Department  
Kenny Schwab, Assistant City Manager  
Michael L. Spurgeon, City Manager

**Approved By:** Michael L. Spurgeon, City Manager

**Attachments:** 1. Contract.  
2. Scope of Services, Exhibit A.  
3. Contract Time (Schedule), Exhibit B  
4. Professional Fees. Exhibit C

**Recommendation:** Approve with the Professional Consultant Agreement with Halff Associates, Inc. for the review and update to the City's Comprehensive Plan (Vision 40) and authorize its execution.