

AGREEMENT FOR SERVICES

This Agreement made between **C.H. Guernsey & Company, 5555 N. Grand Blvd., Oklahoma City, OK 73112**, hereinafter referred to as "Consultant" and the **Board of County Commissioners of Oklahoma County**, hereinafter referred to as "County".

DESCRIPTION OF PROJECT

Oklahoma County Master Plan

SCOPE OF SERVICES

The Consultant Services to be provided are described in Attachment "A".

SECTION 1

CONSULTANT CHARGES

The total amount of the contract shall not exceed **Two Hundred & ten thousand and 00/100 (\$210,000.00)** for Scope of Services as described in Attachment "A". Should the Consultant determine services are needed that will exceed that total amount, the Consultant shall notify the County by Amendment to this Agreement for acceptance by the County prior to performing work that would exceed this amount.

THE CONSULTANT AGREES

1. To comply with all federal, state, and local laws, regulations and ordinances applicable to the work, procure all necessary licenses and permits, and file any documents required for the approval of governmental authorities having jurisdiction over the Project.
2. To be available for such conferences as the County may deem necessary in connection with the work, and the County shall have the right to inspect the work at all reasonable times at an acceptable working office or offices located at 320 Robert S. Kerr, Suite 201, Oklahoma City, OK 73102 or at 5555 N. Grand Blvd., Oklahoma City, OK 73112.
3. To assume responsibility, to indemnify, and save harmless the County or other agency of government from all claims and liability to the extent caused by his negligent acts or the negligent acts of his agents, employees, subcontractors, independent consultants and/or independent consultants retained pursuant to this agreement.
4. To bind Consultant's firm including principals, officers, employees, agents, subcontractors, independent consultants and/or independent consultants retained

pursuant to this agreement, to the same statutes, rules, and regulations as the County insofar as conflict of interest is concerned.

5. That prior to beginning the work he and his subcontractors shall obtain and furnish current copies (certificates) to the County of:
 - A. Worker's Compensation Insurance in accordance with the laws of the State of Oklahoma.
 - B. Professional Liability Insurance. The insurance policy coverage must be in an amount sufficient to satisfy any claims arising under The Oklahoma Governmental Tort Claims Act, 51 O.S. Sec. 151, et seq. The insurance policy must contain provisions that the County be notified if the insurance carrier intends to cancel or not renew the policy.

This insurance (A and B) shall be maintained in full force and effect during the life of this contract.

6. To maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred and to make such materials available at their respective offices at all reasonable times, during the contract period for three years from the date of final payment under the contract, for inspection by the County and copies thereof shall be furnished if requested.
7. Any written report or document generated by the Consultant, his agents, employees, subcontractors, independent consultants and/or independent consultants retained pursuant to this agreement, in connection with this project shall become the property of the County without any right of the Consultant, his, agents, employees, subcontractors, independent consultants and/or independent consultants retained pursuant to this agreement, to restrict said use in any manner by the County.

SECTION 2

THE COUNTY AGREES

1. To pay a total fee not to exceed **Two Hundred & ten thousand and 00/100 (\$210,000.00)** which includes all services provided by Consultant, his subcontractors and/or independent consultants retained pursuant to this agreement, as funds are available and work is authorized by the County Planner.

SECTION 3

It is further mutually agreed by the County and the Consultant that:

1. A written notice will be made to the Consultant by setting out the date he is to begin the prosecution of the contract work.
2. It is expressly understood and agreed by and between the parties hereto that the Consultant, including his subcontractors and/or independent consultants retained pursuant to this agreement, will hold and save the County harmless from any and all claims of damage or cause of action accruing to persons to the extent caused by any of Consultant's work performed negligently hereunder. The Consultant will be held responsible for the accuracy of details and scope of work to be performed or to be performed by his subcontractors and/or independent consultants retained pursuant to this agreement. The Consultant, his subcontractors and/or independent consultants retained pursuant to this agreement, shall furnish a legible copy of all reports used in developing regulations, neatly arranged, bound, properly identified and indexed. The Consultant will be held responsible to correct any mistakes or omissions in the work of the Consultant, his subcontractors and/or independent consultants retained pursuant to this agreement, which appear and are disclosed to Consultant during the final review by the County.
3. For any major revision in the character or scope of the work ordered in writing by the County, a supplemental agreement will be negotiated, prior to performing the additional work.
4. The County reserves the right to delete any portion of this contract at any time, and if such is done, the total consultant fee shall be reduced in the same ratio as the estimated cost of the work deleted varies with the estimated cost of the work as originally planned, or when appropriate, the consultant fee shall be computed for the reduced scope of work in the same manner used for determining the original contract fee, provided that if work has already been accomplished on that portion of the contract to be deleted, the Consultant, including his subcontractors and/or independent consultants retained pursuant to this agreement, shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.
5. The County reserves the right to terminate this contract at any time, and if this project should be abandoned, or the processing of same indefinitely postponed, or this contract terminated for any other reason, the Consultant, including his subcontractors and/or independent consultants retained pursuant to this agreement, shall be paid by the County the reasonable value for the data delivered or ready for delivery upon receipt thereof, and such determination by the County shall be conclusive and binding.

6. Any dispute concerning a question of fact in connection with the work not disposed of by agreement between the County, the Consultant, and his subcontractors and/or independent consultants retained pursuant to this agreement, shall be referred for determination to the Planning Commission whose decision after approval by the Board of County Commissioners in the matter shall be final and conclusive on the parties to the contract, unless and provided that nothing herein shall deny either party the right to litigate all questions of fact and conclusions of law in the courts of the State of Oklahoma.
7. The County will grant a request for a reasonable extension of time, if the Consultant submits a request in writing indicating the length of extension required, along with satisfactory evidence showing that he is unable to complete this work in the time specified for reasons beyond his control.
8. The Consultant shall furnish all services, labor, equipment, and incidentals as may be required to perform this contract, except as otherwise provided herein.
9. All work performed and submitted under this contract, including the Consultant, his subcontractors and/or independent consultants retained pursuant to this agreement, shall be done in a manner acceptable to the County, and all computations prepared or obtained under the terms of the contract shall be delivered to and become the property of the County and that basic notes and other data prepared or obtained under such contract shall be made available upon request, to the County without restriction or limitation on their use.
10. This contract is null and void unless the amount of the contract has been encumbered by the County and approved for payment by the Board of County Commissioners.
11. This agreement cannot be assigned or subcontracted by either party without written approval of the other party.

TERM OF AGREEMENT

This Agreement shall be effective upon execution by all parties and will expire upon submittal of final document.

OWNER IS A GOVERNMENTAL ENTITY OF THE STATE OF OKLAHOMA

It is expressly understood that the County under this agreement is a body corporate and politic of the State of Oklahoma and consequently may only contract within the limitations provided by Oklahoma law. Notwithstanding any other provision to the contrary hereinbefore set forth, the provisions of the Article shall control any other provisions of this agreement.

The Consultant shall not perform any services until the Consultant receives a Purchase Order from Oklahoma County showing the full amount of the obligation created pursuant to this Agreement for the Project has been encumbered within an unencumbered amount previously appropriated for such purpose within the budget of Oklahoma County for Fiscal Year 2024-2025. For the purpose of this agreement it is understood and agreed that the full amount of the obligation created pursuant to this Agreement is no more than **Two Hundred & ten thousand and 00/100 (\$210,000.00)**. In the event that an Amendment is approved pursuant to terms of this agreement, and terms of said Amendment require payment of any sum in addition to the sum immediately aforesaid, Consultant shall not perform any Services contemplated within the scope of said Amendment until Consultant receives a Purchase Order showing that the full amount of the obligation created pursuant to said Amendment has been encumbered within an unencumbered amount previously appropriated for such purpose in the budget of the Oklahoma County's Fiscal Year within which the Amendment is appropriated.

CONSULTANT:
C.H. Guernsey & Company
5555 N. Grand Blvd.
Oklahoma City, OK 73112
405-416-8190



Consultant

Paul Ryckholt, Senior Vice President

Printed Name and Title

Signed before me this 21 day of May, 2025.

Notary Public

1-28-28 #04000797

My Comm. Expires

IN WITNESS WHEREOF, the parties have executed this agreement this ____ day of _____, 2025.

BOARD OF COUNTY COMMISSIONERS
OKLAHOMA COUNTY, OKLAHOMA

Chairman

ATTEST:

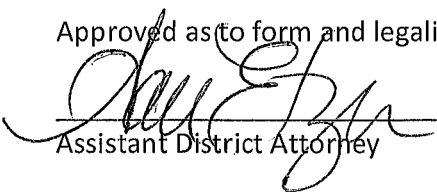
Member

Member

APPROVED:

Stacey Trumbo, P.E.
County Engineer

Approved as to form and legality this 5 day of May, 2025.



Assistant District Attorney

Attachment A

**TASK ORDER 001
Master Plan Update**

This Task Order is subject to the Master Agreement between C. H. Guernsey & Company (GUERNSEY) and Oklahoma County (Client) dated May __, 2025 and provides supplemental Schedules for developing the County's new Master Plan.

SCHEDULE A – SCOPE OF SERVICES

This Task Order includes only the following phases (see Article 1 of GUERNSEY's Master Agreement with Client):

PROJECT MANAGEMENT***1.1 Monthly Update Meetings & Reports***

Guernsey and the County's Project Manager will conduct monthly virtual check-in meetings to coordinate efforts, review action items and next steps, and ensure the project remains on schedule. Guernsey will provide monthly reports, and meeting minutes will be documented and shared.

1.2 Materials for Social Media/Communications

Guernsey will work closely with County Staff to develop visually appealing graphics and promotional content for engagement opportunities and project updates. These materials can be used on social media, the County's website, and other County communication channels. County Staff will coordinate and oversee the distribution of these materials to ensure they are shared appropriately.

1.3 Quality Assurance/Quality Control (QA/QC)

Guernsey will implement a thorough QA/QC process to ensure high standards in project deliverables. This includes regular data and methodology checks, comprehensive documentation of all QA activities, and integration of stakeholder feedback for continuous quality enhancement. These steps will ensure the project aligns with County expectations and standards.

PHASE 1: IGNITE***1.1 Project Management Plan***

Guernsey will create a comprehensive project management plan that includes project phases, schedules, and task assignments. This plan will detail task responsibilities, deadlines, and points of contact. It will also describe routine project management activities and outline the delivery process for work products.

1.2 Community Engagement Strategy

Guernsey will work closely with County Staff to develop a Community Engagement Strategy that could include both in-person and online activities. Aspects of the Community Engagement Strategy include:

1. **Steering Committee:** The Steering Committee will be comprised of Oklahoma County's seven-member Planning Commission. County Staff will be responsible for establishing the Steering Committee, including outreach and communication; County Staff will also be responsible for any changes in membership that may come later in the project. A total of five (5) meetings are

included in this scope of work, with the schedule established at the start of the process to set clear involvement expectations and facilitate planning for the members. As the project progresses and changing needs require more meetings, this task order can be modified to accommodate additional Steering Committee meetings.

2. **Project Brand:** Guernsey will work with County Staff to develop a unique project brand that ensures consistent visual representation throughout the engagement and planning process. To begin, Guernsey will distribute a short survey to gather input on branding preferences, including potential imagery, colors, and overall style. Based on survey responses, Guernsey will develop three to four initial branding concepts. These branding options will be presented during a meeting with County Staff, where the group will discuss their preferences and identify one or two options for further refinement. Guernsey will then incorporate the group's feedback into two final branding options. The refined options will be distributed to County Staff for a final vote, with the selected concept serving as the foundation for the project's visual identity. Upon completion, Guernsey will provide the County with a final Project Branding Style Guide.
3. **Multimedia Marketing Campaigns:** Multimedia tools enhance inclusiveness by reaching diverse demographic groups, ensuring broad participation and that the plan reflects the community's needs and aspirations.
 - a. **Social Media:** Guernsey will collaborate with County Staff to schedule and coordinate social media announcements. County Staff will be responsible for ensuring content is shared on social media in a timely manner.
 - b. **Print Material:** Guernsey will work with County Staff to design, develop, and produce traditional print media such as flyers, posters, and other project materials as needed. County Staff will coordinate and oversee the distribution of these materials to ensure they are shared appropriately.
 - c. **Media:** Guernsey will assist the County in providing content for local newspapers, radio and TV interviews, and press releases for events as needed.
4. **Public Engagement:**
 - a. **Community Open House Events:** Guernsey will attend up to six (6) in-person open house events. These events are designed to educate the public about the planning process and gather feedback in an inclusive, accessible, and informative setting.

1.3 Kickoff Meeting with County Staff

Guernsey will hold a Kickoff Meeting with County Staff to discuss project goals and expectations, community engagement strategies, key stakeholders, schedule, and data to be acquired.

Phase 1 Summary:

Phase 1 Meetings:

- Project Branding Concept Review Meeting (virtual)
- County Staff Kickoff Meeting (2 hrs.)

County Responsibilities:

- Stakeholder outreach and communication
- Identify communication channels and partners
- Schedule and coordinate Kickoff Meeting

Guernsey Deliverables:

- Project Management Plan
- Community Engagement Strategy
- Project Brand and Assets
- Materials for social media and other County communications

PHASE 2: IDENTIFY***2.1 Data Collection***

Guernsey will work closely with County Staff to gather data needed for the Plan's development. This includes compiling an inventory of currently available data, any information gaps, and the types and formats of data needed. GIS data will be used to prepare maps of existing conditions.

Guernsey will review and account for both previously adopted and upcoming plans, studies, policies, and projects currently guiding growth, development, and investment within the community. County Staff will provide copies of these documents to the Guernsey Team.

The County will provide Guernsey with the following data, as available, including (but not limited to) the following:

1. Applicable GIS data in shapefile format
2. Existing Land Use Plan (PDF & GIS)
3. Existing Master Plan (PDF)
4. Zoning Ordinance and Map (PDF & GIS)
5. Any relevant previous completed studies or plans (PDF & GIS, if applicable)
6. Current projects under construction and proposed (PDF & GIS, if applicable)
7. Current infrastructure projects (PDF & GIS)
8. Aerial and street-level photographs

2.2 Existing Conditions Analysis

Guernsey will supplement County-provided data with further research to craft an Existing Conditions Analysis. This analysis will utilize the most recent U.S. Census Bureau American Community Survey (ACS) data available at the time Notice to Proceed is given by the County. Additional data from other sources will be included as necessary. The Existing Conditions analysis will include the following elements:

1. History & Context

- i. Guernsey will include an overview of historical events and initiatives that have shaped Oklahoma County's development and growth trajectory.

2. Demographic & Housing Trends

- i. Guernsey will conduct a detailed analysis of demographic changes, housing affordability, conditions, and regulatory impacts to identify supply-demand gaps and opportunities. This analysis will include:

- i. Demographic Trends
 - 1. Population Estimates and Forecasts
 - 2. Age Distribution
 - 3. Race and Ethnicity
 - 4. Household Income Distribution
 - 5. Poverty Rate
 - 6. Educational Attainment
- ii. Housing Trends
 - 1. Household Types
 - 2. Housing Unit Types
 - 3. Age of Housing Units
 - 4. Homeownership Market
 - 5. Rental Housing Market
 - 6. Affordability of Rent and Home Prices

3. Land Use & Development Trends

- i. Guernsey will assess unincorporated Oklahoma County's existing land use patterns utilizing GIS and on-site analyses, as needed, to determine development opportunities and constraints. This analysis will include:
 - i. Existing Land Use Inventory and Map
 - ii. Current Zoning Inventory and Map
 - iii. Property Utilization Inventory and Map
 - iv. Environmental Conditions Inventory and Map
 - v. Groundwater Study Analysis
 - vi. Current Development Regulations Summary Analysis
 - vii. Special Planning Areas Assessment

4. Economic Development Trends

- i. Guernsey will analyze local employment trends, key industries, and economic opportunities, focusing on enhancing community growth and quality of life. This analysis will include:
 - i. Employment
 - ii. Major Employers
 - iii. Major Industries by Employees
 - iv. Major Oklahoma County-Based Industries
 - v. Major Oklahoma County Resident Industries
 - vi. Commuting Patterns

5. Transportation Network

- i. Guernsey will evaluate all aspects of Oklahoma County's transportation network, aiming to enhance safety, connectivity, and congestion management through a holistic review of roads, public transit, and pedestrian pathways. This analysis will include:
 - i. Existing Roads
 - ii. Existing Sidewalks and Trails
 - iii. Existing Bike Lanes

iv. Existing Transit Services

6. Community Facilities & Infrastructure

- i. Guernsey will inventory and assess Oklahoma County's public facilities and infrastructure, identifying necessary improvements to meet current and future demands, especially in critical areas. This analysis will include:
 - i. Community Facilities
 - 1. Existing Fire Protection and Emergency Services
 - 2. Existing Police Service
 - 3. Existing Public Libraries
 - 4. Existing Public Schools
 - 5. Other Existing Community Facilities identified by County Staff
 - ii. Utility Infrastructure
 - 1. Existing Water, Wastewater, and Stormwater Infrastructure
 - 2. Existing Electric Infrastructure
 - 3. Existing Waste Management Infrastructure

The Existing Conditions Analysis will provide a foundational context for informed decision-making in the development of Oklahoma County's Master Plan.

2.3 Review of Existing Planning Efforts

Guernsey will review current and previous planning efforts and policies that affect development, redevelopment, investments, and other changes in unincorporated Oklahoma County, including, but not limited to:

- 1. Oklahoma County Master Plan (2007)
- 2. Oklahoma County Zoning Regulations Update (2021)
- 3. Oklahoma County Subdivision Regulations Update (2021)
- 4. Oklahoma County Groundwater Study
- 5. Other relevant plans identified by County Staff

Guernsey will collaborate closely with County Staff to understand the challenges and relevance of these efforts and explore opportunities to incorporate related strategies into the new Master Plan. Input from County Staff will be crucial at this stage, given their deep familiarity with local issues and opportunities.

2.4 Existing Conditions Overview with County Staff

Guernsey will compile the findings from previous tasks into a detailed report. This report, presented to County Staff by Guernsey, will describe existing conditions, issues, opportunities, and trends. It will serve as the basis for drafting preliminary goals and objectives for Phase 3 of the Master Plan.

2.5 Community Open House Events #1-3:

The first round of Community Open House Events, facilitated by County Staff and attended by Guernsey, will bring together a diverse group of stakeholders, including local elected officials, community leaders, and members of the general public. These sessions aim to identify focus areas for the planning process, understand community priorities, uncover potential oversights, and define what success looks like. County Staff will be responsible for arranging and coordinating the logistics of the Community Open House Events and preparing any necessary materials.

Phase 2 Summary:

Phase 2 Meetings:

- Existing Conditions Overview Meeting with County Staff
- Community Open House Events #1-3

County Responsibilities:

- Collect and provide data for Existing Conditions Analysis
- Provide input regarding challenges and relevance of Existing Planning Efforts
- Schedule and identify location for Community Open House Events #1-3
- Prepare materials for Community Open House Events #1-3

Guernsey Deliverables:

- Existing Conditions Analysis
- Review of Existing Planning Efforts

PHASE 3: INSPIRE***3.1 Visioning Session with County Staff (In-Person)***

Building on the research and engagement collected during the previous phases, the Guernsey Team will collaborate with County Staff to identify issues and opportunities and develop an inspiring community vision statement that will be supported by actionable goals and objectives.

3.2 Preliminary Vision Statement

Following the visioning session, Guernsey will summarize the results and prepare a preliminary Vision Statement for Oklahoma County. This statement will be based on insights from the visioning session, feedback from community outreach activities, and observations from the Guernsey Team. The preliminary Vision Statement will be reviewed virtually by County Staff and the Steering Committee.

3.3 Preliminary Goals & Objectives

Based on earlier stages of the planning process, Guernsey will prepare preliminary Goals and Objectives to give specific focus and direction to planning recommendations. Goals and Objectives for each plan element will be established and reviewed virtually by County Staff and the Steering Committee.

3.4 Final Community Vision, Goals, & Objectives

Guernsey will incorporate any feedback received from County Staff and the Steering Committee into the final Community Vision Statement, Goals, and Objectives. The final Community Vision Statement, Goals, and Objectives will undergo a virtual review by County Staff and the Steering Committee before being finalized.

Phase 3 Summary:**Phase 3 Meetings:**

- Visioning session with County Staff (in-person)

County Responsibilities

- Review preliminary Vision Statement, Goals, and Objectives
- Review final Vision Statement, Goals, and Objectives

Guernsey Deliverables:

- Preliminary Vision Statement, Goals, and Objectives
- Final Community Vision Statement, Goals, and Objectives

PHASE 4: INNOVATE***4.1 Initial Concept***

In this initial task, Guernsey will prepare a baseline "business as usual" Future Land Use Map (FLUM) scenario that assumes no changes to existing land use designations. This scenario is crucial for comparison, showing how the County might look and feel by 2050 if current land uses and development patterns continue without alteration. Additionally, Guernsey will evaluate existing land use category descriptions to determine if new categories are necessary to fulfill the community's Vision.

4.2 Land Use Workshops with County Staff, Steering Committee, & Focus Groups

Guernsey will work closely with County Staff to organize up to four (4) land use workshops aimed at discussing and developing scenarios for the County's future growth and development. Guernsey will meet with County Staff and the Steering Committee, in addition to Land Use specific focus groups for Northwest, Northeast, and Southeast areas of unincorporated Oklahoma County. County Staff will select and coordinate the involvement of focus group members. Each group will participate in one in-person workshop.

4.3 Alternative Growth & Development Scenario(s)

Next, using community and stakeholder feedback and best practices, Guernsey will prepare up to two (2) Alternative Land Use Growth and Development Scenario maps to meet both the projections for growth as well as the Master Plan's Vision and Goals.

4.4 Preferred Future Land Use Meeting with County Staff

Guernsey will meet with County Staff to review Alternative Growth and Development Scenarios and integrate feedback from the Land Use Workshops into a Preferred Land Use Map. The purpose of this meeting is to explore options within the land use concepts to assess how these concepts address issues, opportunities, and constraints. The final outcome will be a Preferred Future Land Use Map with a supporting framework.

Phase 4 Summary:**Phase 4 Meetings:**

- Up to four (4) Land Use Workshops with County Staff, Steering Committee, and Focus Groups
- Preferred Future Land Use meeting with County Staff

County Responsibilities:

- Schedule and identify location for Land Use Workshops
- Select and coordinate the involvement of focus group members

Guernsey Deliverables:

- Initial FLUM Concept
- Alternative Growth and Development Scenario(s)

- Print Materials for Land Use Workshops
- Preferred Land Use Map

PHASE 5: INTEGRATE

5.1 Draft Strategy Framework

The Guernsey Team will organize the collective inputs gathered through stakeholder interviews, previous surveys, community open house events, stakeholder workshops, and focus group meetings, along with the technical findings of the Guernsey Team, into a set of draft strategies by planning topic, tailored to the County's needs and expectations. By incorporating best practices and precedents from across the nation, Guernsey will develop a strategy framework that is both up-to-date and customized to the County's unique needs and aspirations.

5.2 Draft Master Plan Document

In this task, Guernsey will begin to prepare the draft Master Plan document, which will include the following elements:

- A. Introduction
- B. Land Use
- C. Transportation
- D. Infrastructure and Public Facilities
- E. Environmental Sustainability
- F. Implementation Plan
- G. Appendix

Elements B through E above will be organized into distinct sections based on geographic regions within unincorporated Oklahoma County: Northwest, Northeast, and Southeast. This approach will allow for a more targeted analysis and tailored recommendations that address the unique characteristics, opportunities, and challenges of each area.

The Master Plan will be divided into three distinct documents, each serving a specific purpose:

1. **Primary Plan Document:** The foundation of the plan, covering Oklahoma County's vision, goals, and core planning elements.
2. **Implementation Plan:** A focused action plan outlining priorities, responsible entities, funding sources and timelines.
3. **Appendix:** Supporting documents, technical data, and engagement reports to provide additional context.

5.3 Strategy Framework Meetings with Steering Committee

Guernsey will meet with the Steering Committee to present and discuss the draft Strategy Framework – the Goals, Objectives, and implementation Strategies. To facilitate a more effective and thorough review, the information will be divided into two modules and discussed over two separate, in-person meetings. As the project progresses, if the County prefers to split the review of the Strategy Framework into more than two meetings and/or host these meetings virtually, this task order can be modified to accommodate that. Steering Committee feedback will be crucial for ensuring the Strategy Framework is tailored, effective, and adaptable. Materials will be sent to the Steering Committee ahead of each

meeting for preliminary review and virtual feedback. During the meetings, the Guernsey team will address comments from the Steering Committee and refine the strategies based on their input.

5.4 Community Open House Events #4-6

The final round of Community Open House Events, facilitated by County Staff and attended by Guernsey, will allow the community to review and provide feedback on the draft Strategy Framework.

5.5 Final Strategy Framework

Guernsey will work closely with County Staff to incorporate any feedback received during Community Open House Events #4-6 into the final Strategy Framework. This will ensure that the community's perspectives are accurately reflected and integrated into the planning process, providing a clear and consensus-driven direction for unincorporated Oklahoma County's future development. The final Strategy Framework will undergo a virtual review by County Staff and the Steering Committee.

Phase 5 Summary:

Phase 5 Meetings:

- Steering Committee Meeting: Module 1 Review (in-person)
- Steering Committee Meeting: Module 2 Review (in-person)
- Community Open House Events #4-6

County Responsibilities:

- Review Draft Strategy Framework prior to Steering Committee review
- Review feedback received during community workshops and provide guidance for addressing feedback to Guernsey Team
- Coordinate presentation to Oklahoma County Board of County Commissioners

Guernsey Deliverables:

- Draft Strategy Framework
- Final Strategy Framework
- Draft Master Plan Document

PHASE 6: IMPLEMENT

6.1 Implementation Plan

Guernsey will develop an Implementation Plan to outline and prioritize steps for executing the new Master Plan. It will detail innovative yet actionable programs, strategies, capital projects, timelines, responsible entities, potential partners, estimated costs, and potential funding sources. It will include recommendations for short-term (less than 5 years), mid-term (5-10 years), and long-term (over 20 years) initiatives. Additionally, the Implementation Plan will incorporate insights from recent initiatives, establish metrics for monitoring progress, and provide guidelines for ongoing management, amendments, and updates.

6.2 Draft Full Master Plan Document

Guernsey will present the draft Master Plan in a single document with a detailed appendix that contains technical memos, maps, and other pertinent information gathered or produced during the process. The first draft is intended for virtual review by County Staff and the Steering Committee.

6.3 Second & Final Draft Report

A second draft of the full report will incorporate feedback on the first draft and will be made available online to the public. This period will serve as the official public review period required for adoption. Following an adequate review period, County Staff will compile a single set of public review comments and deliver it to the Guernsey Team. Once public feedback is incorporated, we will present the third/final plan to County Staff and the Steering Committee in a pre-adoption workshop to ensure alignment and support before the formal approval process begins.

6.4 Audience-Specific Informational Brochures

To enhance accessibility and engagement, Guernsey will develop up to three (3) audience-specific informational brochures that synthesize key elements of the Master Plan. These brochures will distill complex planning concepts into clear, concise, and visually engaging materials tailored to different stakeholder groups. The content of each brochure will be derived from the Master Plan, highlighting information most relevant to each audience, including key recommendations and implementation strategies. Guernsey will work with County Staff to determine appropriate target audiences. Upon completion, the brochures will be provided in both digital and print-ready formats for distribution.

6.5 Plan Presentation & Adoption

The Guernsey Team will prepare a PowerPoint presentation that gives an overview of the Master Plan and highlights various sections contained within it. More importantly, the presentation will generally explain the intended use of the document by the County and any others who will actively participate in the implementation of the plan. This presentation will be used by the Guernsey Team in making a presentation to the Oklahoma County Board of County Commissioners as part of the formal adoption process.

6.6 Documentation

Upon adoption of the Master Plan, Guernsey will provide County Staff with digital and hard copies of the original documents, including all maps, charts, tables, etc. Guernsey will collaborate with County Staff to determine the necessary quantity of printed copies of the Master Plan and its supporting documents.

Phase 6 Summary:

Phase 6 Meetings:

- Pre-adoption workshop with County Staff and Steering Committee
- Plan Presentation and Adoption

County Responsibilities:

- Review Draft Master Plan Document
- Compile public review comments and deliver them to the Guernsey Team for incorporation into the final Master Plan
- Coordinate pre-adoption workshop with Steering Committee
- Coordinate plan presentation and adoption

Guernsey Deliverables:

- Implementation Plan
- Draft Master Plan Document
- Second and Final Draft Report
- Up to three (3) Audience-Specific Informational Brochures

- Executive Summary
- Plan Presentation
- Digital/hard copy document distribution of Adopted Master Plan to County

SCHEDULE B – COMPENSATION

The lump sum cost to provide this service is **\$195,000.00**. The total fee for services described herein, including any additional services authorized by Oklahoma County, **shall not exceed \$210,000.00**. The costs described herein are based on the scope of services identified above. There may be variations that deviate from this scope. In performing the work, it may become evident that more or less effort is required, and scope modifications may become necessary. Any scope changes will be discussed and approved by Oklahoma County prior to implementation. Guernsey will not accrue any out-of-scope charges without the express approval of Oklahoma County.

Additional Services – Copying Fees

The information provided below outlines the estimated fees for additional services associated with the development of Oklahoma County's Master Plan, including copying and printing, and more. Guernsey possesses most of the supplies required for master planning projects. However, should any additional supplies be needed, we will consult with Oklahoma County to identify a mutually agreeable path forward for their procurement.

- A. Laminating
 - a. 8 ½ x 11 - \$1.25 per
 - b. 11 x 17 - \$1.50 per
- B. Binding
 - a. Spiral - \$1.00 per
 - b. Wire - \$1.00 per
 - c. Comb - \$1.00 per
 - d. Binder Strip - \$1.00 per
 - e. Metal Ring - \$0.27 per
- C. Color Prints
 - a. 11 x 17 black & white on Color Copier - \$0.20 per side
 - b. 8 ½ x 11 black & white on Color Copier - \$0.10 per side
 - c. 11 x 17 Color - \$0.40 per side
 - d. 8 ½ x 11 Color - \$0.20 per side
- D. Black & White
 - a. 11 x 17 black & white - \$0.12 per side
 - b. 8 ½ x 11 black & white - \$0.06 per side
- E. Covers
 - a. 11 x 17 Color **CARDSTOCK** on Color Copier - \$0.45 per side
 - b. 8 ½ x 11 Color **CARDSTOCK** on Color Copier - \$0.25 per side
 - c. 8 ½ x 11 **GUERNSEY** pre-printed **CARDSTOCK** - \$1.00
 - d. 8 ½ x 11 **CLEAR PLASTIC** - \$1.00
- F. Folding, Hole Punch, & Staple

- a. \$1.50 per project

G. Tabs

- a. Custom 1-5 white tabs - \$0.60 per set
- b. 1-25 preprinted tabs - \$6.00 per set
- c. 25-50 preprinted tabs - \$6.00 per set
- d. A-Z preprinted tabs - \$6.00 per set

H. Plotting

- a. DJ T2300 Poster Plotter (Length X Width ÷ 144 = sq. ft.)
 - i. Bond - \$0.80 per sq. ft.
 - ii. Glossy - \$1.75 per sq. ft.
 - iii. Mylar - \$1.50 per sq. ft.
- b. HP4000 Plan Plotter (Length X Width ÷ 144 = sq. ft.)
 - i. Bond - \$0.30 per sq. ft.
 - ii. Vellum - \$0.60 per sq. ft.
 - iii. Mylar - \$1.25 per sq. ft.

Additional Services - Labor

Guernsey can provide additional services beyond those outlined in Schedule A. Any additional services will require a contract modification and/or an additional Task Order, as appropriate. These services will be billed according to the following fee schedule:

Title	2025 Rate/Hour
PRINCIPAL/ DIRECTOR OF DESIGN	\$345
PROJECT MANAGER	\$230
PROJECT ARCHITECT	\$205
STAFF ARCHITECT/DESIGNER	\$176
PROJECT INTERIOR DESIGNER	\$149
STAFF INTERIOR DESIGNER	\$116
SPEC WRITER	\$205
GRAPHIC DESIGNER	\$153
BIM/CADD TECH	\$153
PROJECT CIVIL ENGINEER	\$255
STAFF CIVIL ENGINEER/DESIGNER	\$148
PROJECT STRUCTURAL ENGINEER	\$246
STAFF STRUCTURAL ENGINEER/DESIGNER	\$157
PROJECT MECHANICAL ENGINEER	\$197
STAFF MECHANICAL ENGINEER/DESIGNER	\$140
PROJECT ELECTRICAL ENGINEER	\$246
STAFF ELECTRICAL ENGINEER/DESIGNER	\$168
PROJECT TRANSPORTATION CIVIL ENGINEER	\$195
STAFF TRANSPORTATION CIVIL ENGINEER/DESIGNER	\$131
PROJECT ENVIRONMENTAL SCIENTIST	\$184
STAFF ENVIRONMENTAL SCIENTIST	\$119
PROJECT URBAN PLANNER	\$149
STAFF URBAN PLANNER	\$127
CONSTRUCTION ADMINISTRATION	\$176
DOCUMENT CONTROL/WORD PROCESSING	\$136
CYBERSECURITY	\$220

Reimbursables will be billed as follows:

- A. Expenses (printing, mailing, etc.) at cost.
- B. Mileage at the published IRS rate at issuance of each Work/Task Order.

Additional services beyond those outlined in Schedule A may include, but are not limited to:

- A. **Evaluation of Current Development Ordinances:** Thoroughly review and recommend necessary updates to the County's development ordinances to align with the Master Plan.
- B. **Revisions to Documents:** Modify drawings or reports when revisions do not align with the County's previous approvals or instructions, or when changes are necessitated by circumstances beyond Guernsey's control.
- C. **Excess Meetings or Trips:** Any meetings or trips exceeding the number specified in Schedule A will be billed hourly at the rates stated above.
- D. **Government Funding Applications:** Prepare applications and supporting documents for government grants, loans, or advances.
- E. **Regulatory Hearings Preparation:** Assist County Staff in preparing for hearings with regulatory bodies or courts, including providing testimony and related preparations.
- F. **Compliance Revisions and Studies:** Conduct revisions, contract modifications, and studies required by new regulations from any governing body after the agreement date.
- G. **Accelerated Schedule Services:** Provide services on an expedited schedule, including additional costs for overtime, workflow inefficiencies, and reproduction costs as required by the County.
- H. **Special Billing Documents:** Prepare billing documents beyond the standard invoice as outlined in this agreement.
- I. **Document Revisions:** Provide revisions to documents that exceed the scope described in Schedule A, above.
- J. **Live Language Translation:** Provide live translation services for public meetings and engagement activities.

SCHEDULE C – PAYMENT

Invoices to be provided monthly. Payments to be in accordance with Master Agreement.

SCHEDULE D – INSURANCE

No Changes from Master Agreement

SCHEDULE E – GOVERNING LAW / DISPUTE RESOLUTION

No Changes from Master Agreement

SCHEDULE F – OTHER MODIFICATIONS

No Changes from Master Agreement

The representative authorized to act on behalf of each party with respect to this Task Order are:

For Client: _____

Title: _____

For GUERNSEY: Paul Ryckboost

Title: Senior Vice President

IN WITNESS WHEREOF, the parties hereto have executed this Task Order as of this _____.

OKLAHOMA COUNTY

By: _____

Title: _____

C. H. GUERNSEY & COMPANY

By: 

Title: Senior Vice President