



NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING

A Regular Session of the Glenpool City Council will be held at 6:00 p.m. on February 20, 2024, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

NOTE: The Glenpool City Council will be assembled for the meeting at the City Council Chambers, 12205 S. Yukon Ave, Glenpool, Oklahoma. Members of the public are invited to attend the in-person meeting, or join a live broadcast at this link:

Join Zoom Meeting

<https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFIKbUNrUUxtdz09>

Meeting ID: 897 5355 5435

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Find your local number: <https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFIKbUNrUUxtdz09>

The City Council welcomes comments from citizens of Glenpool who wish to address any item on the agenda.

- Speakers attending in **PERSON** are required to complete the Request to Speak form located on the agenda table and return to the City Clerk **PRIOR TO THE CALL TO ORDER.**
- Speakers attending via **ZOOM** are required to complete the Request to Speak form located on our website: <https://glenpoolonline.civicweb.net/document/19057/Request%20to%20Speak%20Form.pdf> and email it to the City Clerk: lasmith@cityofglenpool.com **PRIOR TO 6:00 PM. FEBRUARY 20, 2024.**

AGENDA

Page

- A) **Call to Order - Joyce G. Calvert, Mayor**
- B) **Roll Call, Declaration of Quorum – Lesli Smith, City Clerk; Joyce G. Calvert, Mayor**
- C) **Invocation –Rick Tabisz- King of Kings Lutheran Church**
- D) **Pledge of Allegiance – Joyce G. Calvert, Mayor**
- E) **Management Report**
 - 1) [CM Report.02202024](#)
- F) **Mayor Report – Joyce G. Calvert, Mayor**
- G) **Council Comments**
- H) **Public Comments**

3 - 4

- I) **Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the City Council to be routine and will be enacted by one motion. Any Councilor may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)**
- 1) Minutes from February 5, 2024, meeting. 5 - 8
[City Council Regular Meeting - 05 Feb 2024 - Minutes - Html](#)
 - 2) Accept Energy Efficiency Lighting Retrofit Program grant award from the Oklahoma Department of Commerce in the amount of \$134,917.26 with no required match and authorize the City Manager to sign all grant documents. 9 - 20
[Staff Report - Energy Efficiency Grant Award- BETH MILLER](#)
- J) **Consideration and appropriate action relating to items removed from the Consent Agenda**
- K) **Scheduled Business**
- 1) Discussion and possible action to approve or deny South 75 Business Park - PUD 42B (South 75 Business Park) Major Amendment. The subject site is generally located on the northeast corner of US75 and West 171st Street South in the City of Glenpool, Oklahoma. The Major Amendment to PUD 42B (South 75 Business Park) proposes to allow RV Campgrounds with the approval of a Specific Use Permit (SUP) within a 15.38-acre area located in the southern portion of the PUD 42B boundaries. 21
Applicant Representative: Weldon Bowman, W. Design
(Gerald Gilbert, Development Services Director)
THIS ITEM IS BEING WITHDRAWN FROM THE AGENDA AT THE REQUEST OF STAFF
[STAFF MEMO TO CC - Floyds Campground - Feb 20 2024](#)
 - 2) Discussion and possible action to approve or deny the Agreement by and between the Indian Nations Council of Governments and the City of Glenpool for an update of the City of Glenpool's Bicycle/Pedestrian Masterplan. 22 - 56
(David Agbetunsin, City Engineer)
[Staff Report - Bicycle and Pedestrian Plan Update](#)
[City of Glenpool Agreement revised -BICYCLE PEDESTRIAN MASTERPLAN](#)
 - 3) Presentation and discussion related to the creation of a Strategic Plan for the City of Glenpool.
(David Tillotson, City Manager)

L) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on February 16, 2024, at 11:30 am.

Signed: Lesli Smith
City Clerk



To: Mayor and Council

From: David Tillotson

Date: February 20, 2024

Re: City Manager Report

Open Positions

- The police department held their applicant testing and the first round of interviews recently. We held the final round of interviews today and will be making decisions on applicants in the coming days.
- I am pleased to announce that Josh Brannon has been hired as the City's Finance Director. Josh was most recently the CFO at a San Antonio area non-profit, but previously spent some time with the City of San Antonio in their finance department. Josh and his family are finalizing their move to Oklahoma this week. He will officially start his tenure with us on February 22nd. I am excited to have him join our team!

Capital Projects Update

- Kendalwood Park South – The park equipment has arrived and is currently being installed. We are still waiting for an update from OG&E regarding the installation of additional lighting at the park.
- Sewer Plant Project – Ongoing design meetings underway. We are at the 50% mark of the design phase with bidding scheduled for this summer.
- Kendalwood Park North – Equipment on order. We do not have an estimated ship date from the manufacturer.
- Rolling Meadows Stormwater Improvements – The Request for proposals to fix the stormwater drainage issues originating at the west edge of Rolling Meadows has been advertised. We will receive proposals from interested parties by the end of the month and will begin our evaluation process.

City Events

- BlackGold Farmer's Market – Staff is currently soliciting vendor applications for year two of our farmer's market.
- Summer Concert Series – We have decided to move this event to BlackGold Park this summer. We had a good response last year with the concert held at the park as opposed to the Conference Center and will be evaluating the location throughout the summer.
- Red, White and Boom Bash – Staff have begun working on the schedule for this event. We are looking to make several changes that we believe will make the event even more family friendly.

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641

Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;

Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4

City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight

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MINUTES
City Council Regular Meeting
Monday, February 5, 2024 Council Chambers 6:00 PM

COUNCIL PRESENT:

Joyce Calvert
Brandon Kearns
Tim Fox
Chris Brobst
Jacqueline Triplett-Lund

COUNCIL ABSENT:

STAFF PRESENT:

David Tillotson
Susan White
Lesli Smith
David Agbetunsin
Jeremy Plane
Duy Nguyen
Gerald S. Gilbert
Jesse Hale

STAFF ABSENT:

- A) Call to Order - Joyce G. Calvert, Mayor**
Mayor Calvert called the meeting to order at 6:01 p.m.
- B) Roll Call, Declaration of Quorum – Lesli Smith, City Clerk; Joyce G. Calvert, Mayor**
Scott Major Attorney, of Rosenstein, Fist & Ringold, George Miles, Municipal Judge, and Officer Clint Morgan were also in attendance.
- C) Invocation – Greg Connor - Faith Church**
- D) Pledge of Allegiance – Joyce G. Calvert, Mayor**
- E) Swearing-In Ceremony – Jeremy Plane, Police Chief; George Miles, Municipal Judge-Swearing in of Officer Clint Morgan.**
- F) Management Report**
City Manager Tillotson updated the Council that the closing on the purchase of the "Barber St." Property had been finalized. Mr. Tillotson expressed

appreciation to the mayor for her support during that process and to the council for their support on getting the purchase approved. He advised the council that he sees this property as a great long-term addition for the City of Glenpool. Mr. Tillotson wanted to publicly acknowledge Jesse Hale as recipient of the Glenpool Citizen of the Year. Jesse received the award at the recent Chamber of Commerce Banquet. He stated he was very excited to see that happen while in attendance at the banquet, and Jesse is very appreciated for what he does for the City of Glenpool.

[CM Report.02052024- FINAL](#)

G) Mayor Report – Joyce G. Calvert, Mayor

Mayor Calvert wanted to highlight other notable awards from the recent Chamber of Commerce Banquet. She recognized the 2023 Leadership Graduates, Volunteer of the Year, Small & Large Business of the Year, and the Lifetime Achievement Award.

Mayor Calvert advised she will be traveling to various governmental events in the next few weeks, with some being as far as Washington DC in which she expressed great honor in doing so as a representative of our city.

H) Council Comments

Tim Fox offered the following remarks.

I would like to make a Public Statement concerning the recent Annual Glenpool Chamber Banquet held in Tulsa. Let me first state, I did not attend the banquet. Furthermore, let me state I was very disappointed in the Glenpool Chamber of Commerce and the Chamber Board for moving the event to Tulsa. I have supported the Chamber for many years, but in the last couple of years, I have been dissatisfied with the Chamber and the direction it seemingly has taken. It seems its focused on South Tulsa County and not trying to reach businesses that are not members in the City of Glenpool. I understand this event requires a lot of preparations and planning. But moving the event to downtown Tulsa when we have a premier event center right here in our city was a big mistake. I can't believe that the cost of this event was cheaper than hiring an event planner to do all the set up and tear down when the Chamber got our Conference Center at no rental cost, than what they spent on the venue in Tulsa. Again, given my past history of years of support, the dollars this city puts into the Chamber on an annual basis, the disappointment is huge. I was planning on attending this year, til I learned where the event was being held. My hope is the Chamber will re-think the location of these events in the future.

I) Public Comments

There were no public comments.

J) Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the City Council to be routine and will be enacted by one motion. Any

Councilor may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)

- 1) Minutes from January 16, 2024 meeting.
[City Council Regular Meeting - 16 Jan 2024 - Minutes - Html](#)
- 2) Designate Lesli Smith as OMRF Authorized Agent for the City of Glenpool retirement plans and authorize the mayor to sign notification form.

Moved by Brandon Kearns, seconded by Chris Brobst

To approve the consent agenda.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[Staff Report - OMRF Authorized Agent 02.05.2024](#)
[Authorized-Agent-Notification OMRF FOR AGENDA 2 pages](#)

K) Consideration and appropriate action relating to items removed from the Consent Agenda

No items removed from the consent agenda.

L) Scheduled Business

- 1) Discussion and possible action to approve or deny acceptance of Deeds of Dedications from Joe and Tracie Sexson for street right-of-way and utility installation purposes. Sexson Property (GLS 260) Right of Way Dedication
(Duy Nguyen, City Planner)

Moved by Chris Brobst, seconded by Brandon Kearns

To approve acceptance of Deeds of Dedications from Joe and Tracie Sexson for street right-of-way and utility installation purposes. Sexson Property (GLS 260) Right of Way Dedication.

	For	Against	Abstained	Absent
Joyce Calvert	x			

Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[STAFF REPORT SEXSON PROPERTY RIGHT OF WAY](#)

[ACCEPTANCE - Feb 5 2024](#)

[GLS 260 SEXSON PROPERTY RIGHT OF WAY ACCEPTANCE](#)

[ATTACHMENTS - Feb 5 2024](#)

- 2) Discussion and possible action to approve an application for lot combination (GLS 264) which will consolidate four (4) lots totaling 36.67 acres into one (1) lot. The subject lots are located at the northeast corner of the intersection of U.S. Highway 75 and West 141st Street South approximately 500 feet east of U.S. Highway 75 and 575 feet north of West 141st Street South.
(David Agbetunsin, City Engineer).

Moved by Joyce Calvert, seconded by Jacqueline Triplett-Lund

To approve an application for lot combination (GLS 264) which will consolidate four (4) lots totaling 36.67 acres into one (1) lot. The subject lots are located at the northeast corner of the intersection of U.S. Highway 75 and West 141st Street South approximately 500 feet east of U.S. Highway 75 and 575 feet north of West 141st Street South.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[Staff Report-Lot Combination- FINAL](#)

M) Adjournment

Mayor Calvert adjourned the meeting to order at 6:19 p.m.



To: Mayor and Council

From: Beth Miller, Grants/Special Projects Coordinator

Date: February 15, 2024

Re: Approval of the grant award from the Oklahoma Department of Commerce for the Energy Efficiency Lighting Retrofit Grant program.

Background:

Staff applied to the Department of Commerce for the Energy Efficiency Lighting Retrofit Program pursuant to Council's authorization during the December 4, 2023, meeting. The grant application requested \$134,917.26 in grant funds with no required match to replace all the lighting at the City Hall/Conference Center with energy efficient LED fixtures. Staff has been notified that the City has been selected for the grant program and that the application has been fully funded. The grant award contract is attached to this staff report.

Staff Recommendation:

Staff is requesting the Council authorize the City Manager to accept the award and sign all grant-related documents required by the Department of Commerce.

Attachments:

- Award Contract
- Grant Terms and Conditions
- Certification Regarding Lobbying

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641

Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;

Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4

City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Lesli Smith

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Document Information: SEPL-2023-Glenpool CI-00098

[Details](#)

You are here: > [ODOC Application Menu](#) > [Forms Menu](#) > Award

CONTRACT PART I

Instructions:

After the Terms and Conditions of the Contract have been reviewed and agreed, Please Electronically sign this page, then click the **Save** button.

FAIN #EE0010046

UEI #: JPRQJKV9ZKC1

FEI #: 73-0959766

CONTRACT - PART I SUMMARY AND SIGNATURES

Contracting Agency:	Oklahoma Department of Commerce State of Oklahoma (ODOC)
Contractor:	City of Glenpool
Contract Title:	State Energy Program - Lighting Retrofit Program
Contract Number:	19384 SEP 23
Federal Amount:	\$134,917.26
Match Amount:	
Contract Amount:	\$134,917.26
Research and Development:	Not R&D Related
ODOC Indirect Cost Rate:	28.00
Grantee Indirect Cost Rate:	
Grant Award Amount - This Action:	\$134,917.26
Total Committed:	\$134,917.26
Total Obligated:	\$134,917.26
Source:	Department of Energy (DOE). Catalog of Federal Domestic Assistance (CFDA) Number 81.041
Project Funding Period:	February 9, 2024 through June 30, 2024
Federal Award Period:	July 1, 2022 through June 30, 2025

Summary of Project

The project consists of retrofitting the Glenpool Conference Center and City Hall existing lighting system with new energy efficient lighting. This will allow us to spend less on maintenance and energy annually while also allowing for better optical control with more uniform lighting within the Conference Center. As you can see from the attached project summary and quote from Lighting Inc., the city should realize annualized energy savings of \$22,338 based on current utility costs plus another \$10,594 annually in maintenance savings and \$2,328 in HVAC savings. The total request under the grant would be for the entire project cost of \$134,917.26.

Budget Summary

Administrative Cost Categories

PERSONNEL	AMOUNT
Salaries and Wages	\$0
Fringe Benefits	\$0
Consultant/Services	\$0
NON-PERSONNEL	
Travel	\$0
Space Costs	\$0
Consumable Supplies	\$0

Operations Cost Categories

PERSONNEL	AMOUNT
Salaries and Wages	\$60,283.76
Fringe Benefits	\$0
Consultant/Services	\$2,142.86
NON-PERSONNEL	
Travel	\$0
Space Costs	\$0
Consumable Supplies	\$81,042.58

Lease/Purchase Equipment \$0
Other Direct Costs \$0
Indirect Costs \$0

TOTAL ADMINISTRATION \$0
TOTAL FUNDS (Admin & Operations) \$134,917.26

Lease/Purchase Equipment \$5,000.00
Other Direct Costs (\$13,551.94)
Indirect Costs \$0

TOTAL OPERATIONS \$134,917.26
Match (As Applicable) \$0

Submit Requisitions to:

Community Development
Oklahoma Department of Commerce
900 North Stiles
Oklahoma City, OK 73104-3234
Phone Number : 405-815-6552

AGREEMENT COMPONENTS:

Issue Payment To:

City of Glenpool
12205 South Yukon Ave.,
Glenpool, Oklahoma 74033-6635

Part I - Summary and Signatures
[Part II - Terms and Conditions](#)
[Certification Regarding Lobbying](#)

SPECIAL CONDITIONS:

SIGNATURES – EXECUTION OF CONTRACT

The rights and obligations of the parties to this contract are subject to and governed by Part II – Terms and Conditions. To the extent of any inconsistency between the general and the specific, the specific governs.

☐ I certify that I am authorized to sign this document, and any attachments or addendums thereto, and I have read and agree to all parts of the contract.

Executed by:
City of Glenpool

Signature of Authorized Official

Date

Executed by:

Oklahoma Department of Commerce

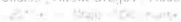
Contract Signatures Required

Signature of Authorized ODOC Official

Date

938590

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SEP

Page 1 of 8

PART II - GENERAL TERMS AND CONDITIONS

1. AVAILABILITY OF FUNDS

Payments pursuant to this contract are to be made only from monies made available to the Oklahoma Department of Commerce (ODOC) for activities by the source identified in Part I. Notwithstanding any other provisions, payments to the Recipient by ODOC are subject to the availability of such funds to ODOC as determined by federal and/or State action and/or law. ODOC may take any action necessary in accord with such determination.

2. MODIFICATION (AMENDMENT)

- A. This contract is subject to such modification as may be required by federal or State law or regulations. Any such modification may be done unilaterally by ODOC.
- B. Except as otherwise provided in this contract, the work, and services to be performed and the total contract amount may be modified only upon following the process required by ODOC in accessing the OKGrants system.
- C. Revisions to the contract and the associated budget, which is a part of this contract, must follow the process required by ODOC in accessing the OKGrants system.
- D. A waiver by ODOC of any provision of this contract must follow the process required by ODOC in accessing the OKGrants system.

3. ODOC

- A. ODOC will provide funding for the project up to the total contract amount less any required match.
- B. ODOC will perform desktop and on-site monitoring and evaluation activities to assess the Recipient's financial and project compliance and progress.
- C. ODOC has performed a risk assessment of the Subgrantee Recipient in accordance with federal guidelines. Associated requirements may be required, based on the result of the risk assessment, and could be included as Special Conditions to this contract.

4. THE RECIPIENT

- A. The Recipient will provide the necessary personnel, facilities, supplies, equipment and/or related sources and skills to accomplish the project described in your Proposal, which is incorporated herein by reference. All of the work and services required shall be performed by the Recipient or under the Recipient's supervision and all personnel engaged therein must be fully qualified and authorized under State and local law to perform such work and services.
- B. None of the work and services covered by this contract may be subcontracted without prior written approval of ODOC.



SEP

Page 2 of 8

- C. In no event will any sub-recipient incur obligation on the part of ODOC.

5. 2 CFR 200.331

Pursuant to 2 CFR 200.331 - All pass-through entities must:

- A. Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:
- (1) Federal Award Identification.
 - (a) Subrecipient name (which must match the name associated with its unique entity identifier);
 - (b) Subrecipient's unique entity identifier;
 - (c) Federal Award Identification Number (FAIN);
 - (d) Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency;
 - (e) Subaward Period of Performance Start and End Date;
 - (f) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;
 - (g) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation;
 - (h) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;
 - (i) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
 - (j) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;
 - (k) CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;
 - (l) The rest of Section 200.332 is herein incorporated by reference.



SEP

Page 3 of 8

6. EMPLOYEE BENEFITS

The Recipient has full responsibility for payment of Workers' Compensation insurance, unemployment insurance, social security, State and federal income tax and any other deductions required by law for its employees.

7. CERTIFICATIONS BY THE RECIPIENT

- A. The Recipient certifies and expressly agrees to be solely responsible to ensure that the use of monies received under this contract complies with all federal, State and local statutes, regulations and other legal authority, including ODOC policies and procedures that affect the use of said monies. The Recipient recognizes that it is responsible for assuring financial and programmatic compliance by its sub-recipients.
- B. The Recipient certifies that it has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in the procuring of this contract.
- C. The Recipient certifies that it is in compliance with 25 O.S. §1313(B). After July 1, 2008, no public employer shall enter into a contract for the physical performance of services within this state unless the Recipient registers and participates in the Status Verification System to verify the work eligibility status of all new employees Recipient

8. HOLD HARMLESS CLAUSE

- A. The Recipient shall, within limitations placed on such entities by State law, save harmless the State of Oklahoma, its agents, officers and employees from all claims and actions and all expenses defending same that are brought as a result of any injury or damage sustained by any person or property in consequence of any act or omission by the Recipient. The Recipient shall, within limitations placed on such entities by State law, save harmless the State of Oklahoma, its agents, officers and employees from any claim or amount recovered as a result of infringement of patent, trademark or copyright or from any claim or amounts arising or recovered under Workers' Compensation Law or any other law. In any agreement with any subrecipient or any agent for the Recipient, the Recipient will specify that such subrecipients or agents shall hold harmless the State of Oklahoma, its agents, officers and employees for all the hereinbefore-described expenses, claims, actions or amounts recovered.
- B. To the extent allowable by law, Subgrantee shall hold harmless ODOC, its agents, officers and employees from any loss or injury sustained either directly or indirectly as a result of exposure to COVID-19 and shall indemnify ODOC of the same from any claims made by third parties.

9. POLITICAL ACTIVITY

- A. All employees of the Recipient shall observe the limitations on political activities to which they may be subject under the Hatch Act.



SEP

Page 4 of 8

5 USC 1501, et seq., 18 USC 595.

- B. No contract funds may be used for any political activity or to further the election or defeat of any candidate for public office.
- C. No contract funds may be used to provide voters or prospective voters with transportation to the polls or similar assistance in connection with an election or any voter registration activity (42 USC §9904(c)(7)).
- D. No portion of the contract funds may be used for lobbying activities.

10. NO-CONFLICT COVENANTS

- A. The Recipient covenants that no members or employees of any governing board of the Recipient have any interest, direct or indirect, and that none shall acquire any such interest that would conflict with the full and complete execution of this contract. The Recipient further covenants that in the performance of this contract no person having any such interest will be employed.
- B. The Recipient shall establish safeguards to prohibit employees from using their positions for purposes that are or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

11. PUBLICATIONS AND OTHER MATERIALS

- A. No material produced, in whole or in part, under this contract shall be subject to copyright in the United States or any other country. ODOC shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this contract.
- B. Any publication or other material produced as a result of this contract shall include in a prominent location near the beginning the following statement:

This (type of material) was financed in whole or in part by funds (from source in Part I) as administered by the Oklahoma Department of Commerce.

12. CONTRACT ADMINISTRATION

- A. The Recipient shall comply with Subpart E of 2 CFR 200 concerning cash management of federal funds and with ODOC requirements pursuant thereto.
- B. Recipient shall comply with 2 CFR 200 as amended by 2 CFR Part 910, 10 CFR 420 and Subpart F – Audit Requirements in 2 CFR 200 except as directed otherwise by ODOC as they relate to the application, acceptance and use of federal funds and with ODOC requirements pursuant thereto.
- C. The Recipient shall give ODOC immediate notice in writing of any actions or suits filed against the Recipient or any sub-recipient in

connection with implementation and administration of this contract.

13. COMPENSATION TO THE RECIPIENT

- A. Funds made available pursuant to this contract shall be used only for expenses incurred during the period funded as specified in Part I for the purposes and activities approved and agreed to by ODOC. No contract funds may be used for expenses incurred either prior to or after the time period specified.
- B. ODOC shall disburse funds to the Recipient upon receipt and approval by ODOC of properly executed Request for Reimbursement Form via OK Grants. The Recipient may submit Reimbursement Forms as often as necessary to meet its financial obligation, but at least monthly by the 20th, even if the claim is \$0.00.
- C. If a question arises as to the validity of any claim made under this contract and the parties are unable to resolve such question by negotiation, then the Recipient may request a resolution of the question pursuant to the terms of this contract and the administrative procedures available through ODOC rules promulgated pursuant to the Oklahoma Administrative Procedures Act, 75 O.S. §251, *et seq.*
- D. All requests for funds must be submitted to ODOC during the period funded. A final claim may be submitted no later than sixty (60) days after the final date of the period funded. Said claim will be allowed only for reimbursement of actual expenditures. Any claim submitted after the sixty (60) days may be disallowed by ODOC.

14. PROCUREMENT

Procurement, management and disposition of personal property acquired with contract funds shall be governed by the Oklahoma Central Purchasing Act, 74 O.S. §85.1, *et seq.*, and in accordance with 2 CFR Part 200.

15. TRAVEL AND PER DIEM

All payments for travel-related costs, including per diem and authorized use of privately owned motor vehicles, incurred in performing this contract shall be made in accordance with prevailing state guidance regarding travel reimbursement amounts and procedures for use in determining the standard mileage rate allowed for a business expenses deduction.

16. RECORDS, REPORTS, DOCUMENTATION

- A. The Recipient shall maintain complete, up-to-date files containing:
 - (1) This contract and all subsequent revisions or modifications;
 - (2) Policies and procedures issued by ODOC.
- B. The Recipient shall maintain records and accounts, including property, personnel and financial records that properly document and account for all project funds. Financial records must reflect that ODOC funds are assigned to a specific, stand alone account code that is self-balancing. Other specific types and forms of records may be required by ODOC.



SEP

Page 6 of 8

- C. All records and accounts shall be made available on demand by the Oklahoma State Auditor and Inspector or ODOC, its agents and designees for inspection and use in carrying out its responsibilities for administration of the funds.
- D. ODOC requires that a quarterly report be submitted by the 20th day of the month following each quarter, regardless of the amount of activity in the project. Failure could result in the termination of the contract.
- E. The Recipient shall furnish ODOC other reports related to this contract in the forms and at such times as may be required by ODOC.
- F. The Recipient shall retain all books, documents, papers, records and other materials involving all activities and transactions related to this contract for at least three (3) years from the date of submission of the final expenditure report or until all audit findings have been resolved, whichever is later, or as otherwise required by law. The Recipient shall permit authorized representatives of the State of Oklahoma and the federal government to have full access to and the right to fully examine all such materials.
- G. Consistent with 2 CFR 200.333 through 200.337, the subrecipient is required to retain records relating to this Award.

17. CLOSING OUT PERIOD FUNDED

- A. The Recipient shall promptly return to ODOC any funds received under this contract that are not obligated as of the final date of the period funded. Funds shall be considered obligated only if goods and services have been received as of the final date of the period funded.
- B. The Recipient shall submit closeout documents via OK Grants in accordance with the form furnished by ODOC no later than sixty (60) days after the final date of the period funded.
- C. When actual expenditures total less than the contract amount, the contract will be automatically de-obligated to the actual expenditures as shown in the closeout.

18. AUDITING, DISALLOWED COSTS

- A. The Recipient shall comply with ODOC's Audit Policies and Audit Procedures, which are incorporated herein and made a part hereof.
- B. The Recipient shall not pay audit costs as an expense to this contract.
- C. In the event auditing results in the determination that the Recipient has expended contract funds on unallowable costs, the Recipient shall reimburse ODOC in full for all such costs.

19. PROGRAM INCOME

The Recipient shall account to ODOC for all program income resulting from this contract. Disposition of program income will be determined by ODOC.

20. INTERPRETATION REMEDIES

- A. In the event the terms or provisions of this contract are breached by either party or in the event a dispute shall arise between the parties regarding the meaning, requirements, or interpretation of the terms and provisions of this contract, then such breach or dispute shall be resolved pursuant to the terms of this contract and the administrative procedures available through ODOC rules promulgated pursuant to the Oklahoma Administrative Procedures Act, 75 O.S. §§250.1, et seq.
- B. Neither forbearance nor payment by ODOC shall be construed to constitute waiver of any remedies for any default or breach by the Recipient that exists or occurs later.
- C. The Recipient may appeal any ODOC monitoring finding or ODOC decision by following procedures outlined in Oklahoma Administrative Code, Title 150, Chapter 1, Subchapter 11

21. TERMINATION OR SUSPENSION

- A. This contract may be terminated or suspended in whole or in part at any time by written agreement of the parties.
- B. This contract may be terminated or suspended by ODOC in whole or in part at any time for cause, after notice and an opportunity for Recipient to present reasons why such action should not be taken. Procedures for such a process shall be in accordance with the General Rules of Practice and Procedure of ODOC. Grounds constituting cause include but are not limited to:
 - (1) The Recipient fails to comply with provisions of this contract or with any applicable laws, regulations, guidelines, or procedures, including ODOC policies and issuances, or is unduly dilatory in executing its commitments under this contract;
 - (2) Purposes for the funds have not been or will not be fulfilled or would be illegal to carry out;
 - (3) The Recipient has submitted incorrect or incomplete documentation pertaining to this contract;
 - (4) The Recipient is unduly dilatory in executing its commitments under a prior contract with ODOC, including but not limited to submission of any audits due, resolution of audit findings and monitoring results.
- C. In the event of termination or suspension, the Recipient shall be entitled to payment for otherwise valid and allowable obligations incurred in good faith prior to notice of such action and to reimbursement for reasonable and necessary expenses. The Recipient shall reduce to the minimum possible all obligations, prepaid expenses, and other costs.



SEP

Page 8 of 8

- D. The Recipient shall not be relieved of liability to ODOC for damages sustained by ODOC by virtue of any breach of this contract by the Recipient. ODOC may withhold payments due under this contract pending resolution of the damages.

22. SEVERABILITY CLAUSE

If any provision under this contract or its application to any person or circumstance is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of this contract or its application that can be given effect without the invalid provision or application.

23. SPECIAL CONDITIONS

- A. Recipient shall perform those duties and activities as set forth in its Application, which is hereby incorporated herein by reference.
- B. Recipient shall match funds provided under this contract as set forth in its application, only if required in the request for application.
- C. Substantial completion of the project, as defined by 80% of contract funds drawn, must be complete within 15 business days of the contract end date; otherwise any and all unobligated funds at that point may be de-obligated from the contract.

24. RECIPIENT'S IMPLEMENTATION MANUAL

The Recipient's Implementation Manual prepared by ODOC is incorporated herein and a part hereof.

**Certification Regarding Lobbying
Certification for Contracts, Grants, Loans,
And Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an Officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBER

FROM: GERALD GILBERT, DEVELOPMENT SERVICES DIRECTOR

DATE: FEBRUARY 20, 2024

**ITEM: SOUTH 75 BUSINESS PARK – PUD 42B (SOUTH 75 BUSINESS PARK) MAJOR AMENDMENT. THE SUBJECT SITE IS GENERALLY LOCATED ON THE NORTHEAST CORNER OF US75 AND WEST 171ST STREET SOUTH IN THE CITY OF GLENPOOL, OKLAHOMA. THE MAJOR AMENDMENT TO PUD 42B (SOUTH 75 BUSINESS PARK) PROPOSES TO ALLOW RV CAMPGROUNDS WITH THE APPROVAL OF A SPECIFIC USE PERMIT (SUP) WITHIN A 15.38-ACRE AREA LOCATED IN THE SOUTHERN PORTION OF THE PUD 42B BOUNDARIES.
APPLICANT REPRESENTATIVE: WELDON BOWMAN, W DESIGN**

REQUEST: ITEM TO BE REMOVED FROM THE AGENDA.

This item had been legally noticed for the February 20th, 2024 City Council meeting, however, staff is requesting this item to be removed from the agenda. The item will be re-noticed when scheduled for future public hearings.



To: Mayor and Council, City of Glenpool

From: David Agbetunsin, City Engineer

Date: February 19, 2024

Subject: An Agreement by and Between the Indian Nation Council of Governments (INCOG) and the City of Glenpool for an Update of the City of Glenpool's Bicycle/Pedestrian Masterplan

Background:

The Indian Nation Council of Governments (INCOG) is making an update to the 2015 Tulsa Regional Go Plan. An integral part of this update is the individual community bicycle and pedestrian plan update. This project would update the City of Glenpool's bicycle and pedestrian masterplan. The consultant providing the Go Plan update is RDG – Garver. The cost of the service to be provided is Twenty-Five Thousand Dollars, with a 50% cost share between INCOG and the City of Glenpool, per the attached agreement. The City would pay a total amount of Twelve Thousand Five Hundred Dollars (\$12,500) to be funded from the Engineering Department Contract Services Budget # 6-13-6235

Please find attached to this report the INCOG bicycle and pedestrian masterplan proposal, agreement and cost estimate for more information.

Staff Recommendation:

Staff recommends the approval of the agreement between the City of Glenpool and the Indian Nation Council of Government for the bicycle and pedestrian master plan update with a city match fund of \$12,500 to be paid out of account # 6-13-6235

Attachments:

- INCOG Bicycle & Pedestrian Masterplan Proposal
- Agreement by and between INCOG and City of Glenpool
- Scope of Work and Cost Estimate

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641

Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;

Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4

City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight

www.glenpoolonline.com

INCOG Bicycle & Pedestrian Master Plan

Tulsa, Oklahoma

October 23, 2023

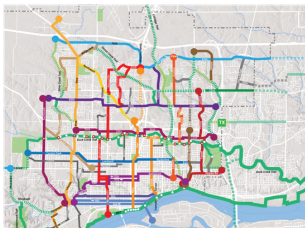
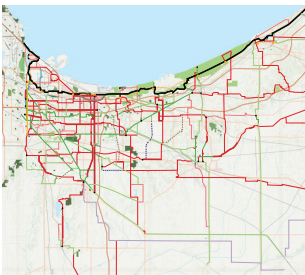


A Proposal by
RDG Planning &
Design and Garver



September 1, 2023

Ms. Jane Ziegler
Indian Country Council of Governments
2 W. 2nd Street
Suite 800
Tulsa, Oklahoma 74103



Dear Ms. Ziegler and Members of the Selection Committee:

On behalf of the team of RDG Planning & Design and Garver, I am pleased to submit the following Proposal to update INCOG's GO Plan. We are passionate about the multi-dimensional importance of successful active transportation networks and believe they have the power to bind people together in these divided times. Our firms have a broad base of experience in bicycle and pedestrian planning in cities and towns that encompass the full range of INCOG communities and a commitment to apply our unique perspective on active transportation planning to the solid foundation of the current GO Plan. The RDG/Garver team has a close working relationship, teaming on such innovative projects as the *Tomorrow's Corridor Plan* for Route 71B in Fayetteville, Arkansas and the *Oak Street Ahead!* corridor plan for Conway, Arkansas, both of which integrate multi-modal transportation into the fabric and evolving development of urban streets. The RDG/Garver team is also beginning work on an ambitious new comprehensive plan for the City of Norman.

This proposal includes a detailed work plan that address and exceed the requirements of the RFP. We are confident that this program will provide the diverse INCOG region with the resource it needs to build on its considerable progress in active transportation facilities and support programs during the last decade. The existing GO Plan is a solid foundation to build from and we believe it is both wise and efficient to view this process as a comprehensive update rather than a "start-over" proposition. However, we also know from our extensive experience in both active transportation planning and all other aspects of our profession that a project like this entails risk. The primary risks are leaving people out – that is, developing a plan that does not address the needs of all groups – and irrelevance, drawing routes on a map that are unfeasible, unfocused, and/or do not meet the day-to-day needs of potential users.

To address these, we bring our overall philosophy of community engagement and practical network design. Our work program includes a very extensive program of local open houses and participatory workshops. With respect, we feel that the 2015 GO Plan does not successfully meet the needs of North Tulsa and the region's disadvantaged and low-income areas. The number of workshops and appropriating the time to experience the region on the ground by bike and on foot produced a fee proposal that modestly exceeds the funds that INCOG has dedicated to the project. While we can cut back on this program, we think it is critical to carry it out as planned to make sure that this plan benefits all groups. In addition, we have added our long-time friends at Venice Communications to our team and if selected, will use their considerable skills at community outreach to strengthen our effort.

From a personal point of view, I have been a highly visible urban bicyclist and facility advocate in my city of Omaha for 45 years. I had the interesting experience of being a planning director in a major city who biked to work. We funded and built the first contemporary (in dimension and location if not in quality) trail in 1981 with CDBG funds. It was (and is) a 2.5 mile segment built in North Omaha, the city's historical Black neighborhood, that connected two major parks, a community center, and a high school. We are now finally building a system that is truly serving the neighborhood with destination-based trails and active facilities, including a new RDG-designed trail along the abandoned Belt Line. Active transportation is becoming more relevant to the North Omaha community with the emergence of young leadership and is part of the renaissance of this neighborhood.

Additionally, planners who are bicycle commuters or recreational enthusiasts tend to plan and build facilities best suited to people like us. Corridor-based plans and connectivity are very important and will continue to be the foundation of active transportation planning. However, the area of greatest potential and least attention is short trips – routine trips of less than three miles that can be made by bike in 15 minutes or on foot in 3/4 mile. These trips, accounting for about 45%



of all trips, are made in cars by default. Similarly, these trips also relate to transit and can help address the first and last mile problem that fixed route transit struggles with. Our work program emphasizes an approach based on access fields – increasing coverage and reducing barriers – in the 15-minute radii around significant destinations, trails, and transit lines. We also are passionate in our belief of the relevance of active transportation to small towns and rural communities, and have been unique in developing quality, implementable concepts for both small and large places.

Other aspects of our approach, that we previously mentioned in our response to the previous request for qualifications include: These include:

Building a network based on where people want to go. We believe that its important to establish destinations first, and build the active network around the ability to serve these features effectively. Key destinations include trails, schools, parks and recreational facilities, neighborhood shopping and activity centers.

Using a variety of streets with good continuity and minimum stress. Quality routes can be assembled by using well-connected local and collector streets that are destination-rich and do not require extensive infrastructure.

Minimizing resistance and maximizing value. We are strong believers in avoiding conflicts and building support and value for the development and implementation of networks.

Providing a high level of detail to guide implementation. We test each segment of each route for street width and character, traffic volume, grades, user experience, feasibility, and safety. \

Integrating active transportation into the development of communities. Our involvement in all kinds of planning – and especially housing, neighborhood development, urban corridors, and special districts – gives us a unique perspective on active transportation as a formative part of a city's fabric. Part of our work program addresses urban contexts – for example, how do we make the ubiquitous commercial strip, auto-dominant but rich in services – more accessible to walkers, rollers, and bicyclists. Similarly, how do we help provide connections from the public realm to grocery and shopping center entrances.

We are excited about this opportunity to contribute to the INCOG region. Our work is mission-driven, based on a commitment to improve the quality and viability of communities. To repeat from our previous cover letter, we firmly believe that no one will work harder or with greater commitment to the good of the region. We are excited about the prospect of working with INCOG and believe our team is superbly equipped to take on these important challenges with you.

Sincerely yours,

Martin H. Shukert, FAICP
Principal and Primary Contact

RDG Planning & Design
402.392.0133
mshukert@rdgusa.com



WORK PLAN



Goals of the Work Plan

The current GO Plan has defined a regional active transportation network and helped initiate substantial facility improvements in the Tulsa metropolitan area since its completion in 2015. Our work program begins with respecting that effort as a solid foundation for the 2023 update. Our work plan will build on that base and using our own insights and methods, gained from a broad range of planning experiences and contexts, to create a more complete and inclusive document that will guide investments and policies in active transportation in the INCOG region for the next twenty years. The Request for Proposals outlines specific focuses that should be integrated into a unified plan that include:

A *Finding Meaning* element that:

- Executes an extensive public involvement program that goes well beyond the 2015 process in maximizing collaboration with local communities and reaching people whose voices were not previously heard.
- Analyzes the actual needs and preferences of **all** current and potential users of active transportation modes.
- Evaluates the current network plan by identifying changes and achievements since 2015 accomplishments following completion of the GO Plan; gaps in service to key destinations and neighborhoods in Tulsa and the surrounding metropolitan area; discontinuities, barriers, and safety challenges; and the network's ability to serve purposeful short distance trips.
- Considers new opportunities and approaches, including

“access fields” defined by adapting “15 Minute City” and neighborhood unit concepts, different urban and street contexts, and streets and roadways not included in the current planned network that provide low-streets environments with good continuity and service to assets.

A *Creating Purpose* element that:

- Creates a refined, destination-based regional network, building on and refining the existing regional plan.
- Describes each route in the network, including destinations served and types, function in the region, and type of infrastructure.
- Establishes policies and treatments for specific development contexts (neighborhood, commercial corridor, town or city center, mixed use) and Complete Street opportunities.
- Considers extensions into growth areas defined by individual city land use plans.
- Establishes interfaces with public transportation, This Machine, and scooter stations.
- Defines access fields around neighborhood destinations such as schools and local commercial nodes, trails, and activity centers

A *Purpose Driven Planning* element that:

- Defines street, right-of-way, and parking requirements and variables for different infrastructure treatments.
- Illustrates specific infrastructure treatments and roadway modifications using techniques designed to be clearly and

APPROACH/WORK PLAN



Planning trails with kids in Park City, KS active transportation plan.

easily understood by public audiences.

- Establishes a priority setting process for use by INCOG in evaluating TAP and other funding requests and local governments for project funding.
- Identifies and provides illustrative designs and renderings of priority projects.
- Updates and improves information and public outreach collateral.
- Provides recommendations for land development policies that link active transportation improvements in the public realm to private developments.
- Addresses and updates recommendations and policies for support systems.
- Reviews and updates design standards included in the 2015 document, incorporating innovations in practice.
- Assembles and publishes the master plan into attractive and engaging print and digital documents.

The Work Plan

ORGANIZATION

In developing the detailed work program for the GO Plan Update, we divided our Work Plan and the scope elements into the three framework components described in the RFP:

Finding Meaning: This includes the project management, community engagement, and discovery phases of the work.

Creating Purpose: This uses the results of the Finding Meaning segment to evaluate resources, develop alternatives, and build on the original GO Plan to create an updated regional active network through a collaborative process.

Purpose-Driven Planning: This focuses on the individual components of the network, types of infrastructure and development on the grounds; standards, maintenance; and governance; and implementation, sequencing, and funding.

PART ONE: FINDING MEANING

Engaging the Community

A strong management and collaborative program that features continuing communication with staff, committees, and stakeholders and an extensive program of community engagement through a variety of methods will be critical to the success of the Guiding Plan. Our public engagement approach is designed to:

- **Engage** – to gather information from the public about their interests, concerns, and ideas.
- **Learn** – by processing public input and trends into concrete options.
- **Create a Vision** – by working together to evaluate and develop the best option, integrating opportunities, assets, needs, and constraints.

Our team anticipates significant participation and communications between the design team, NIRPC staff, project-related representative communities, and citizens of the region's various areas. While we think that creative techniques are important and employ them, we also believe there is no substitute for human contact – taking the time to talk with people, meet them where they live and work, and make them partners in the creation of the plan. Active transportation is for everyone and our goal is to make sure all voices are heard and contribute to the plan.

APPROACH/WORK PLAN

Task 1.1. Mobilization/Regular Committees/Meetings

1.1.1. Staff Technical Team. A Technical Team, established by the INCOG and made up largely of project staff, is a critical tool for continuing communication throughout the process. We plan to meet with the Technical Team on a bi-weekly basis. This frequency of meetings is especially in the early stages of the project when close coordination and organization are especially important.

1.1.2. GO Plan Advisory Board. This group includes design and project management staff and key representatives and communities (including municipalities and tribes) within the five county INCOG region. It will work collaboratively in workshop sessions to develop and review ideas, review working papers, communicate with the general public about the project and work through alternatives and final recommendations at the end of the process. This group will review and provide input on data, conceptual ideas, draft documents and the final draft plan. This Advisory Board meets at critical milestones during the project that include:

- A kickoff meeting that introduces the process, reviews the schedule and community engagement plan, helps define stakeholder groups, discusses overall goals, and helps to define special features like candidate road and trail segments.
- An existing conditions and findings workshop toward the conclusion of the Finding Meaning process. The workshop will include a discussion on a Finding Meaning



In-person constituent listening session as part of the Belt Line plan in North Omaha. This is one of two major active transportation projects serving historically Black neighborhoods in the city.

3



The Lewis and Clark Trail, a 150 mile network of low volume roads and city and rural trail segments linking Hamburg and Sioux City, Iowa.

working paper that summarizes the first stage of the engagement process and findings from the field.

- A network concept workshop, discussing changes to the current regional network that grow out of the Finding Meaning component, considering alternatives, and infrastructure ideas. This occurs near the mid-point of the Creating Purpose process, following the sectional studio program presented below.
- A recommended network workshop near the conclusion of the Creating Purpose phase, to review the draft active transportation network, infrastructure components, design treatments, and access field and complete street concepts and make suggestions and modifications.
- A policy and standards workshop, reviewing recommended changes in infrastructure, recommendations for standards, complete street policies, and related details.
- An implementation workshop, addressing priorities and sequencing, and funding alternatives. We consider this to be a vital part of the overall effort. A plan must not stop with a map and a log list of potential projects. Rather, it must provide a specific strategy for how it will be developed.
- A preliminary report draft review near the end of the Purpose Driven Planning phase, reviewing and modifying the overall “roadmap” for the execution of the active transportation system.

1.1.3. GIS Coordination. Our team will work using INCOG’s GIS staff as an extension of the team, treating them as internal to the RDG/Garver team with at least one GIS staff member directly utilized. We propose consuming data directly from INCOG

RDG PLANNING & DESIGN



APPROACH/WORK PLAN

through use of its rest services published via ArcGIS Enterprise and ArcGIS Online. We can function either as named users on INCOG's ESRI licensing or by sharing as editable resources. We'll collaboratively work to establish appropriately designed ArcPro map layouts for static maps using editable INCOG GIS data. Where webmaps and apps are used, they will be built on top of INCOG's existing ArcGIS Online Portal. To the greatest extent possible the team will utilize INCOG staff for GIS needs to allow budget to be utilized elsewhere.

Task 1.2. Public Engagement Elements

1.2.1. Public Engagement Plan. The engagement process starts with a comprehensive public engagement plan in concert with the Technical Committee and other INCOG staff to include types of engagement tools used to guide the process, materials to be used, stakeholders to involve at various points, and a working schedule for outreach activities. The plan will provide an overview of engagement opportunities to be used throughout the planning process. While this will be fine-tuned with staff at the beginning of the process, we anticipate it including the elements discussed below. The plan will also be presented to the Advisory Board.

1.2.2. Project Messaging. To build interest and awareness, we will develop a brand logo for the project that includes a tagline and messaging bullet points to frame a compelling image at the outset. This messaging helps define the purpose and outcome for the project and will unify all future communications. Potential focuses will include the scope of the proposed improvements, the value-added for all citizens, and methods to maximize economic and environmental benefits and build momentum for the project.

1.2.3. Project Website. Website content will include surveys, event and meeting notices and promotions, narrated presentations, reports and presentations for information and comment, and interactive mapping. We will use the Social Pinpoint platform for interactive mapping, surveys, input, communications, and interactive mapping. We can either create a stand-alone interactive website as a center for project information, communication, and public input or incorporate this content in the INCOG website.

1.2.4. Survey. We will create an online survey, also available in hard copy, to identify issues; user travel patterns, preferences, and insights; demand for facilities demographic factors, desired destinations, and other factors. Our survey will include interactive mapping through Social Pinpoint and a visual preference component, somewhat different in approach from



Field reconnaissance. The bicycle provides us with the best way to "feel" the city, uncover possibilities, and experience its streets and trails first-hand.

the 2015 method, which asked participants to choose their preference from pairs of alternatives. Our method is to display single photographs of infrastructure, asking people to assess their personal level of comfort and that of other user groups with each facility type.

As required by the RFP, the survey instrument will also include questions to assess familiarity with INCOG's safety initiatives, including the Travel with Care and Rules of the Road campaigns. These questions will be coordinated with the team developing the Local Road Safety Action Plan (SAP). Based on the RFP, we suggest a separate survey for elected officials and city management staff.

1.2.5. Media Coverage. We will work with the media to build awareness of the project through storytelling and at benchmark moments during the process using visual opportunities. This includes release writing, media distribution, and follow-up calls to diverse media within the NWI region.

1.2.6. Other Publicity. We will design flyers, posters, and other materials throughout the process as needed. We will also develop content for social media to built interest and awareness of the process and publicize public events and workshops. Partnering with advocates who have a strong following is

RDG PLANNING & DESIGN



APPROACH/WORK PLAN



Neighborhood planning workshop in South Central Wichita. Good publicity builds interest.

important to success.

Task 1.3 Public Events

1.3.1. Constituent Group Listening Sessions. An important technique of our planning process are working discussions with smaller stakeholder and constituent groups. These allow us to explore ideas and options with small groups, organized by interest or discipline, as well as broadening individual input beyond committees and even public workshops. These group meetings last about 60 minutes and are far-ranging open discussions that we moderate, delving not just into the specifics of active transportation but also their interaction with development, land use, community equity, transportation, and other issues.

We anticipate up to 16 individual constituent group discussions, held at the beginning phase of the project. It will include specific sessions with representatives from tribes, socially sensitive areas, and areas of persistent poverty and historic disadvantage. Most active transportation planning processes fail to consult or engage these groups. We think that active transportation has special importance for these communities from the perspectives of access, mobility, and individual health. These sessions can be completed both in person (preferably) and on-line, depending on the nature of the group. On-line meetings work best with individual follow-up discussions or interviews.

1.3.2. Public Kickoff Events. We plan to hold four of these events in the INCOG region to ensure convenient access for everyone who wants to participate. Each event will consist of a short presentation and breakout displays with information on the plan process, maps and aerial photography, and images of pedestrian and bicycle features. The displays invite participants



Creative methods of engagement during the pandemic. From top: Outdoor design studio in La Crosse, WI, used during the height of the Covid pandemic.

to post ideas and comments and talk with members of our team on an individual basis. For people who cannot attend in person but want to be engaged, we have developed a Virtual Open House instrument – an online gallery complete with easels and boards that spring to full-size when the user clicks on them.

1.3.3. Area Workshops. Consistent with our approach, we plan to complete twelve multi-day local area workshops: four in Tulsa, two in Broken Arrow, and six in other areas of the INCOG region. This is included in the regional plan scope and not part of the add-alternates in the RFP, although they will produce information that will be used for participating communities developing specific plans. This unique part of our active transportation planning work to help understand the geography, structure, and people of the metropolitan region and its communities. Each workshop consists of one or two days of intensive on-site work with public collaboration sessions in the late afternoon and early evening to maximize convenience for participants. The on-site presence gives us the opportunity to explore specific areas and possibilities that emerge during earlier parts of the process.

1.3.4. Public Open Houses. We will hold four open houses at various locations at each of two specific points in the process: the completion of the Creating Meaning phase, where people will view and comment on the updated Network Concept and related graphics and information, following review of the updated network concept by the Advisory Board; and the completion of the preliminary draft report near the end of the Purpose Driven Planning phase, with presentation for review and comment of recommended priorities and policies. Both event cycles will also have an online presence through our Virtual Open House instrument and narrated presentations. In addition to in-person events, we will host:

APPROACH/WORK PLAN



Virtual open house as part of Imagine La Crosse (WI) plan. The “boards” in the virtual open house expand when the cursor hovers over them.

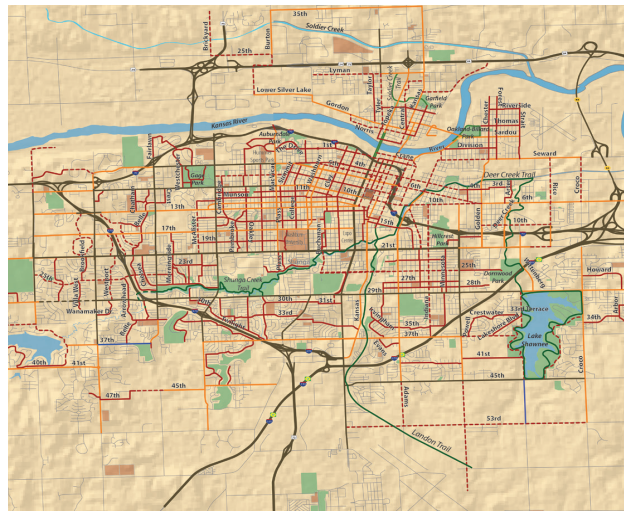
Two online workshops to help reach populations which do not have time or ability to attend in-person meetings. These workshops will be used to obtain input from and educate attendees regarding the project. One workshop will be held live using Zoom. One workshop will be deployed in asynchronous format with recorded videos and online feedback tools to allow attendees participate in the workshop anytime throughout the project.

An online open house as part of the project website with self-supported display boards that summarize the plan. A feedback form will be provided to allow the public to leave comments that will be reviewed with the steering committee prior to completion of the plan. Necessary revisions to the plan will be made based on INCOG staff/steering committee direction.

1.3.5 Coordination with Other Planning Efforts

We know that INCOG will be conducting the Safety Action Plan process and the GO Plan Update at the same time. The RDG/Garver team is not submitting a proposal for the SAP for two reasons: 1) we want to concentrate on the GO Plan process and 2) we think there is an advantage to having two teams working on related but different projects can cross-pollinate and create better overall policy for INCOG. To ensure coordination, we propose the following:

- Regular, probably monthly, meetings of the two consultant teams to share progress and insights.
- Exchange and mutual review and comment on working papers, in-progress drafts, and preliminary versions of the complete documents.



Active transportation suitability analysis from the Topeka Bikeways Master Plan.

- If appropriate, consolidation of outreach efforts such as survey instruments, interactive mapping.
- Coordination of public event scheduling and, when possible, conducting joint open houses and public events. Many elements of our process will be far more local and will require very fine-grained collaboration, but others like major presentations can benefit from unified events.

We have worked on similar collaborative projects with other consultants as part of East-West Gateway's Great Streets program in the Saint Louis metropolitan area, and in our recent regional Active Transportation element for the Northwest Indiana Regional Planning Commission's 2050+ Metropolitan Transportation Plan.

Discovering Purpose, Needs, and Opportunities

The GO Plan update project starts with a detailed assessment of existing infrastructure and policies, plans, documents, and analysis of opportunities. The resulting deliverable will be the Finding Meaning document, assessing existing conditions, using the community involvement processes discussed above to create an updated purpose and needs statement, and assessing opportunities for the future.

Task 2.1. Review of the Current Plan Documents

2.1.1. GO Plan Review Workshop. The update process begins with understanding the 2015 GO Plan as a benchmark. We have studied the main document, the specific city plans, and the

APPROACH/WORK PLAN



appendices. This task will include a workshop session with the Technical Team, augmented by a group of stakeholders who are familiar with the document and/or involved in its development. This discussion will explore aspects of the plan and process that went well, areas that need improvement, components and groups that may have been missed, and other items. This will help us fine tune our process and plan approach to actual local and regional needs.

2.1.2. Other Planning Documents. We will conduct a thorough examination of all relevant existing planning documents, including, but not limited to previous regional land use and transportation plans and local comprehensive and transportation planning efforts, to understand and incorporate work already done by municipalities. These documents establish the policy basis for the region's future growth and infrastructure strategies. I

Task 2.2. Trail and Road Opportunity Assessment

2.2.1. Existing Facilities. This step has two components. First, we will inventory and experience all existing trails, bike lanes, and signed routes identified in INCOG's Regional Trail Map, traveling by bicycle. In this process, we will focus on the quality of facilities, service to key destinations, and possibilities

for upgrades, such as providing better pedestrian and bicycle facilities on signed routes or addressing barriers and potential safety hazards.

2.2.2. Proposed Network Trails, On-Road Facilities, and Amenities. In addition to existing facilities, we will also inventory and investigate by bike or car unimplemented parts of the proposed regional network. We will evaluate these corridors for service to destinations, relative ease of infrastructure development, barriers to implementation, and other factors that relate to their continued relevance.

2.2.3. Destinations and Access Fields. Typical active transportation plans use a corridor model; that is, they evaluate candidate corridors, match infrastructure solutions to local conditions, and assemble a network from these corridors. Their orientation tends to be toward medium and long distance commuter trips and the idea of diverting these purpose-driven trips from cars to active modes. A complete street policy is one way toward implementing a network approach. Network design and development is an important part of an active transportation plan.

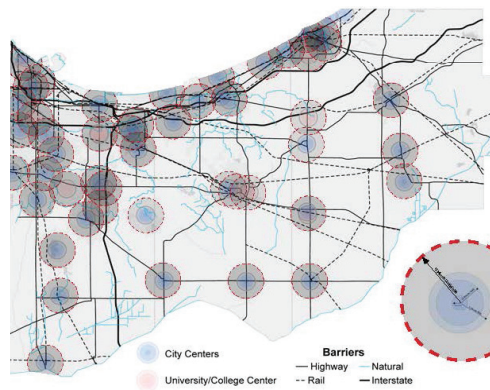
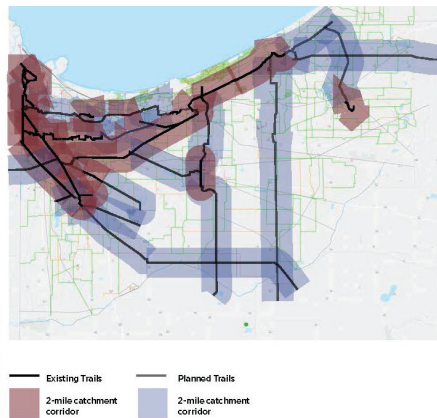
However we believe that the area of greatest potential is in short trips to local destinations like schools, parks, local activity centers, and trails. The "Fifteen Minute City" and related concepts, contemporary adaptations of the neighborhood units of British new town and American garden city designs of the early 20th Century, are based on clustering major destinations within an easily walkable/bikeable distance. While these ideas are very useful in new development design, existing cities don't always adapt well to the theory.

To address this, we will apply the idea of access fields around specific destinations – a walkable/bikeable radius around high priority destinations. This approach will be especially applicable to disadvantaged neighborhoods where transportation options and routine access to cars will be less available. Examples are elementary schools, where kids within a fifteen minute radius (0.75 mile for pedestrians) should be able to walk to school with a web of walkways and safe bike routes. Trails generate their own access fields – typically a two-mile local catchment area where people are comfortable walking or biking rather than driving to a trail.

The work program for this subtask will:

- Map access fields for elementary and middle schools, parks, trails, community centers, walkable neighborhood

APPROACH/WORK PLAN



Access field analysis from the Northwest Indiana Regional Planning Commission's Active Transportation Element. From left: access fields around existing and proposed regional trails; a 15 minute city analysis around town center districts.

commercial centers, and transit lines. New destinations may be added through input from the survey and the area workshop process identified under Task One. We prefer this method to heat maps, which tend to be more abstract and more difficult to convert to actual policy.

- Overlay the current planned regional network to these access fields to review the priority ascribed to various bike and sidewalk priorities in the existing GO Plan.
- Identify both network extensions or changes to serve access fields and short connections from network routes to serve trails and local destinations.
- Identify barriers and safety hazards within access fields that discourage people from using active modes to reach local destinations.

Task 2.3 Transit Integration

We consider active transportation to include transit. Virtually all people using fixed route transit are pedestrians at both ends of the trip and portable “rolling” modes add new possibilities to extend the reach of transit beyond the traditional 1/4 mile service corridor. Our work program includes:

2.3.1. Consultation with Transit Providers. We will conduct an initial meeting with transit providers (MTTA and rural providers) to understand operations and route structure, future plans, and possibilities for multi-modal cooperation. We will hold periodic follow-up meetings with providers as the planning process moves forward.

2.3.2. Interface Opportunities. We will identify transfer and coordination opportunities by mapping transit (including

sub-hubs) as a layer with existing facilities, proposed 2015 network, destinations, and access fields to identify transfer and coordination opportunities.

Task 2.4 New Development Areas

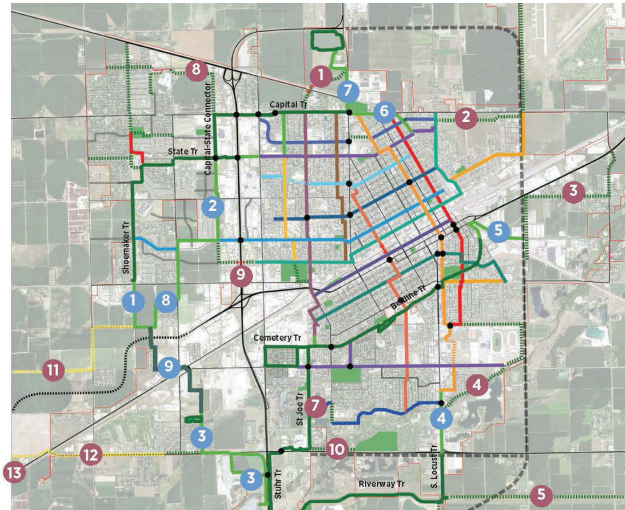
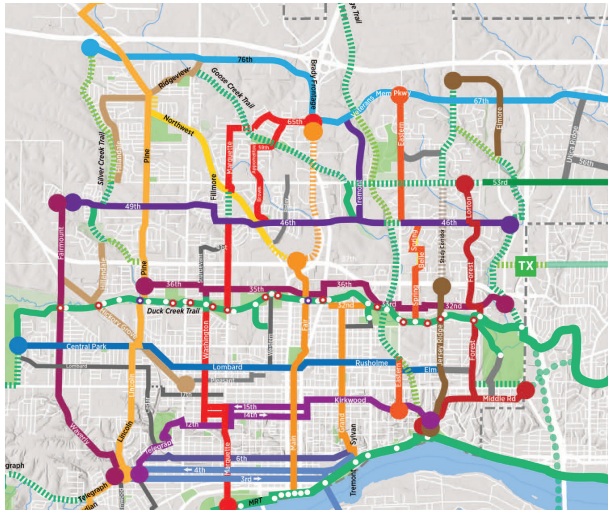
The INCOG region will experience significant new growth and the regional GO Plan can help determine urban form. In addition, a pre-planned active transportation network in growth areas can lend structure and amenities to new development and provide the public framework that does not easily emerge from private development alone. In planning for both the short and long term, we will analyze building permit data over the past 10 years and community comprehensive plans to determine areas of current growth and the highest immediate demand for network development and environmental conservation.

Task 2.5 Purpose and Needs Statement

The Finding Meaning program will conclude with drafting of a Purpose and Needs statement. This statement will establish:

- An overall vision for active transportation in the INCOG area, with statements about the roles that active transportation has in the area.
- An assessment of sectional needs, growing out of the initial cycle of kickoff events and stakeholder listening sessions, analysis of the existing network in place and unimplemented segments from the 2015 plans, map preparation and interpretation, and examination of service to key destinations.
- Specific focus on gaps, with a special emphasis on areas of poverty, historic disadvantage, and social sensitivity—largely

APPROACH/WORK PLAN



Network plans: From left: Davenport, IA and Grand Island, NE. These cities are comparable to Gary and Hammond in size.

but not exclusively focused in North Tulsa and tribal areas.

Community engagement elements during this phase:

- Community Engagement Plan
- Mobilization steps, including website and survey
- Survey design and launch
- Four regional kickoff events
- Constituent listening sessions
- Two Advisory Board meetings: project kickoff and existing conditions review

Deliverables:

- Meeting reports and proceedings
- Kickoff presentation slide deck
- Existing conditions mapping, including story maps for website
- Finding Meaning document

PART TWO: CREATING PURPOSE

DEFINING THE NETWORK

Finding Meaning defines the determinants of This central part of the process will develop and detail the regional active transportation network, classified according to function and context. This framework provides the vision guiding the next parts for the third part that addresses how the program is

implemented. This stage ramps up community engagement with the program of area workshops, asking residents to collaborate in the identification and planning of trails and active on-road facilities. It also provides illustrations of different types of infrastructure, using as a base real street contexts in the INCOG area.

Task 3.1. Updated Network Design

In this step, the information and input of the previous steps in the work program, along with the sector workshop process discussed above, will be integrated into updating the conceptual active network master plan established by the 2015 GO Plan. All aspects of this work are coordinated with the community engagement process identified in the Finding Meaning phase and refined through the

3.1.1. Area Workshops. The area workshops presented in Section 1.1.3 occur at this stage and are a central part of the process. They provide both the consultant team and participants to focus on local concerns, ideas, and safety issues. We plan to coordinate these workshops closely with the SAP team, either by conducting joint sessions or displaying materials and SAP findings at our area workshop sessions.

3.1.2. Network Update and Testing. In this task, we will develop the updated active network, integrating the Part One findings and on-site work and community consultation from the area workshops. The concept will also identify areas for conceptual design and illustration, as described in Task 3.2.4. We are guided by the following performance criteria in designing

Rural Region
included a co

APPROACH/WORK PLAN



Creative solutions to barriers: A protected intersection in Downtown Olathe, Kansas. The cycle track portion is in the process of development.

the updated network and their elements according to the following criteria:

- **Demand:** Does the facility respond to demonstrable population demand, fill gaps, provide connections to appropriate destinations, or serve or create a regional market?
- **Directness:** Does the network and its components provide users with reasonably direct routes to destinations?
- **Integrity:** Does the network and its facilities provide connections from a system point of view and avoid dead-ends?
- **Comfort:** Does the network provide environments that are viewed as safe and within the physical capabilities of its intended users? Does it address barriers in ways that are comfortable for users of various abilities and tolerances for traffic?
- **Experience:** Does the network and its components provide users with a satisfying visual and contextual experience on the way?
- **Constructability:** Can the network provide good value for the investment dollar and is construction feasible?

Often active transportation network plans draw lines on maps that provide excellent connectivity on a two-dimensional map but do not work in a three-dimensional world like that of the

Tulsa metropolitan area. As active transportation users and planners with a strong orientation toward actual implementation, we believe that this level of testing and a sense of realism has resulted in our clients implementing the systems we have planned.

3.1.3. Segment Analysis. We will tabulate each component of the proposed network by location, terminal points, length, type of facility, role in the network, and statement of probable cost based on infrastructure type. This segment tabulation is extremely helpful in building the system on an incremental basis, using the process presented in Part Three of the work program.

Task 3.2. Illustrations

3.2.1 Toolbox. In this task, we will illustrate the specific infrastructure types for bicycle and pedestrian situations with plan, axonometric, photographs, and, where necessary, in site specific renderings. These methods are designed to be clearly understandable to the public. The nature and design of the toolbox will be developed with the Technical Committee as the process moves forward.

3.2.2. Selected Projects. This task will illustrate up to eight specific pedestrian and bicycle facility contexts or example projects as identified in Task 3.1 above, including plan views and renderings of these. One of these will be a short-term demonstration project, to be selected by the Advisory Board and Technical Committee. We use a “before and after” rendering technique that shows the context as it exists today with a

APPROACH/WORK PLAN



Award-winning amenities by RDG that have become their own tourist attractions. From left, the High Trestle Trail Bridge near Madrid, Iowa; and the Waukee Railroad Pergola trailhead on the Raccoon River Valley in central Iowa.

rendering of the same view after execution of the project. This technique helps orient people to a specific place that they know rather than a generic sketch.

3.2.3. Unusual Project Types. In addition to specific projects, we will develop ideas for two additional street and land use typologies in the metropolitan region. Examples include contexts such as adaptation of the ubiquitous commercial strip to active transportation and improvements in the private realm to connect to pedestrian and bicycle infrastructure.

Community engagement elements during this phase:

- Twelve Local Area Workshops
- Network Open House
- Two Advisory Board meetings: Progress meeting and network concept

Deliverables:

- Meeting reports and proceedings
- Open house presentation and boards
- Updated network diagram
- Toolbox of Infrastructure Types
- Conceptual design and illustration of selected projects

PART THREE: PURPOSE-DRIVEN PLANNING ACHIEVING THE VISION

Task 4: Standards and Policies

This task updates design and policy standards for active

infrastructure, matched to the types of facilities and features identified in the network master plans. These now appear in Appendix A of the 2015 GO Plan and continue to represent good practice. Our work program will include a thorough review of the standards, additions that incorporate progress and practice since 2015, and new guidance and ideas developed through the SAP process.

Task 4.1. Updated Design Guidelines

4.1.1. Design Guidelines for Active Infrastructure. This task consists of a review and update of the guidelines. While updates to AASHTO, NACTO, and MUTCD standards are reportedly in progress (and have been for some time), their current publications remain the generally accepted guidelines for active transportation facilities. However, typical dimensional standards must be adapted to individual settings. For example, a 10-foot shared-use path, generally accepted as a standard dimension, may not be adequate in places of very intensive pedestrian use, where bicyclists conflict with people walking dogs or strolling at slow speeds. In these heavily trafficked areas, separate bicycle and pedestrian tracks may be advisable for the safety of all users.

4.1.2. Enhancement Guidelines and Locations. Enhancements include secure bicycle parking, trailheads, comfort amenities, interpretation, repair stations, and public art coordination – items that make the regional experience more pleasant and often meaningful. We will identify criteria, spacing recommendations, facility menus, and potential locations for these facilities.

APPROACH/WORK PLAN



Rendering to reality. Concept of a cycle track along Kansas Avenue in Downtown Olathe, KS and the concept realized in 2023.

Examples of this approach include the master plan for the Flint Hills Trail and our active transportation plan for the Grand Island (NE) MPO. RDG's art studio has completed trail-oriented public art that includes the world-famous High Trestle Bridge in central Iowa, the award-winning Waukee trailhead in the Des Moines metro area, and we are currently incorporating public art into the master plan for the Beltline Trail in North Omaha.

Task 4.2. Complete Street Component

Complete street policies address three general situations: retrofits of existing streets, major changes to existing streets such as widenings or reconstruction, and new streets in developing areas.

4.2.1 Retrofit Candidates. This step will identify the conditions that qualify streets as candidates for complete street retrofits. Examples include location on or in place of another street in the proposed network; mismatch between capacity and average daily traffic; right-of-way width; access to significant destinations; and ability to close gaps.

4.2.2 Street and Road Improvement Projects. We will review the Capital Improvement Plans and consult local staff for information on upcoming projects. We will use this to assess the role of complete street policies and standards in the design and execution of these projects.

4.2.3 New Streets and Corridors. These needs will be identified within local and county comprehensive plans and will also involve consultation with Oklahoma Department of Transportation staff.

4.2.4. Complete Street Policies. We will draft an overall complete street policy for the INCOG region, based on best

practices around the country and guided by Smart Growth America's ten criteria for evaluating policies.

4.2.5. Complete Street Standards. Because this will be a separate component, relevant design standards with plans and illustrations developed in other sections of the GO Plan updated will also be reproduced in the Complete Streets document.

Task 4.3. Performance Measures

4.3.1. Performance Measurements. We will establish a system of performance monitoring and work with the Advisory Board to establish targets. The primary measures should revolve around:

- **Number of Users.** This is accomplished by placing counters at key locations and measuring number of users from year to year. Topeka, Kansas has established a model program for monitoring ridership on trails and key city streets.
- **Incident Statistics.** Clearly, a drop in the number of pedestrian and bicycle crash incidents is a positive indicator. On the other hand, it has to be managed by incident rates – more active users may generate more crash incidents, but a lower incident rate.
- **Speed and traffic violations.** Street modifications can reduce traffic speeds, creating a safer condition for pedestrians and bicyclists.
- **Public perception.** Surveys and interviews can also help measure performance.

Task 5: Setting Priorities

This concluding part of the report provides the tools for incremental implementation of a great active transportation network for Northwest Indiana. In many ways, developing a

APPROACH/WORK PLAN



system that works at all stages of completion is as challenging a design problem as conceiving the entire network. Yet it is vitally important that progress is continuous and support builds throughout the process.

Task 5.1 Setting Priorities

This task establishes priorities for various projects, creates an incremental sequencing concept that implement the plan and explores financing strategies to realize the vision. It will build on and update the Implementation Chapter (Chapter 4) of the 2015 Plan.

5.1.1. Priority Criteria. We will work with the Technical Committee and Advisory Board to update criteria and weighting as a tool among others to help rank individual projects and segments for priority and compliance with overall network goals. For example, the 2015 document places a relative low weighting factor to equity criteria, while the RFP and INCOG Transportation Plan place a relatively higher emphasis on service to disadvantaged areas and populations. Some revised criteria could include:

- Relative cost and benefit
- Connectivity to key destinations
- Ability to fill gaps in service
- Social equity, ability to serve underserved populations
- Trail environment and experience
- Availability of right-of-way
- Neighborhood support
- Constructability
- Completion of systems like regional trails
- Enhancement of major parks

Candidate segments would be scored in a planned implementation workshop with the Advisory Board through a process that we use to achieve consensus on relative priorities.

5.1.2. Sequencing Diagrams. We will use the priority

information developed in the workshop to construct a series of sequencing diagrams, displaying how the overall network evolve and grew in five-year increments. These diagrams and tables will include estimated costs, and are designed to be incorporated into the city's capital improvement program.

Task 5.2. Assessment of Resources and Funding Mechanisms

This final section in the work program reviews and identifies funding mechanisms that can provide the critical resources necessary to implement the plan. Planning hundreds of miles of facilities without the ability to build them becomes nothing more than an academic exercise.

5.2.1. Funding Mechanisms. In this task, we will provide a thorough review of local, state, federal, and private funding mechanisms used to build active transportation facilities. This will include explorations of practices in other regions, including projects in our experience and those that we have learned about. One technique involves public/private partnerships. In some cities, wellness- or development-oriented philanthropic organizations have assisted with funding trails, in some cases displacing federal funding that would have added complexity and delay to a project. In Atlanta, the city's major industries created a trails foundation that builds and maintains the city's trail network.

5.2.2. Assessments Based on Benefits. Some projects have clearly demonstrated general benefits, while other, more local projects in growth areas provide proportionately higher benefits to residents within a certain radius of the facility. We have developed a concept for trail assessments in growth areas that share costs on the basis of relative general/special benefit that may have some promise for trail development in new areas.

5.2.3. Capital Budgets and Bonds. Finally, the most reliable and expeditious source of financing is through local resources – a realization that walking, biking, and micro-mobility are valid transportation options and consequently, active facilities

are important public utilities and should be funded like other infrastructure systems. The capital improvement approach that we use, born of our experience in city government and in developing capital improvement plans, can help governments budget annually and predictably for development and maintenance.

Community engagement elements during this phase:

- Two Advisory Board meetings: Implementation Workshop and Draft Review
- INCOG Council Presentations

Deliverables:

- Design Guidelines Update
- Presentation Materials

Task 6: Communication

Task 6.1. Plan Publication and Communication Collateral

6.1.1. Publication Design and Development. We will assemble the updated document into a unified GO Plan design. We anticipate incorporating major elements of the 2015 Plan with minor updates and edits where text narrative and graphics remain relevant to the 2023 process. However, the final document will have a unified appearance that adapts to both print and on-line versions.

6.1.2. Fold Out Plan Summary. We will develop a summary “fold-out” version of the plan for public outreach and information. This is a good way to provide information and as a gateway to the full document for interested people.

6.1.3. On-Line Story Maps. We have been using story maps on-line as effective and engaging ways to communicate content and graphic information. A recent RDG example using story maps on a different project type was a statewide housing strategy plan for the State of Kansas. We will develop a similar presentation as part of the GO Plan update.

6.1.4. Regional Bike Map Update. We will update and redesign the Tulsa Regional Bike Map and view the map as a major way to provide additional information such as rules of the road, Travel with Care, and overall guidance to using streets and trails. Google Earth and digital maps have their place, but as map users and collectors, we know that nothing beats a good network map to understand how a city or region fits together!

Community engagement elements during this phase:

- Draft Review Open House
- Two Advisory Board meetings: Implementation Workshop and Draft Review
- INCOG Council Presentations

Deliverables:

- Design Guidelines Update
- Presentation Materials
- Preliminary Plan Draft
- Final Document
- Fold-Out “Map” of GO Plan
- Revised Regional Bike Map

ADD ALTERNATE 1:

EXISTING CITY PLAN UPDATES

Eleven cities in the INCOG region developed individual city plans as part of the 2015 process. In the interest of economy and avoiding repeat efforts, we do not believe that a complete new planning process is necessary to update these documents. An update process would include the following steps:

A1.1 On-line Components. This step will include establishing a plan website, probably within the city’s website to avoid confusion with the regional plan. It will include event information, a survey focused on user needs, travel patterns, and perception of local priorities.

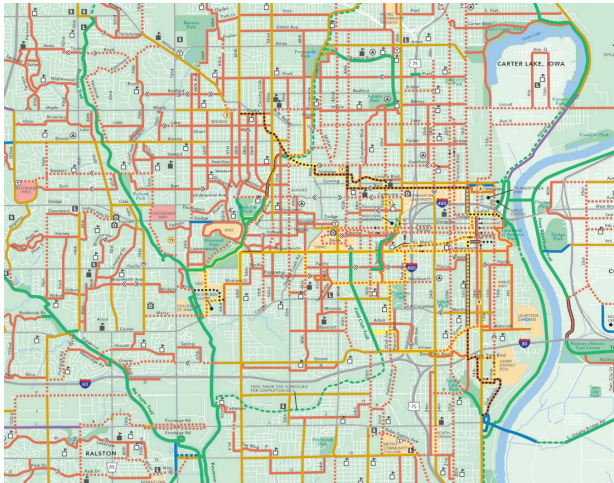
A1.2. Progress Review and Staff Consultation. This step includes a site visit and will include a workshop meeting with staff/advisory committee and on-site inspection of plan recommendations not previously viewed during the regional plan process. The consultation meeting will identify community priorities and current focus areas for field inspection.

A1.3. Plan Workshop. Depending on community size, these on-site events will include one or two days of guided fieldwork and one public workshop session.

A1.4. System and Focus Area Updates. This step will update the bicycle network and pedestrian improvement maps, including possible changes in priorities. It will also include diagrams of new and updated focus areas. It will also update the plan text to reflect progress and current conditions, adapting the issue/recommendation/status used in the 2015 process.

A1.5. Publication. The individual city updates will be formatted consistent with the regional plan and incorporated in a chapter of the final document.

Note: The plan updates for Tulsa and Broken Arrow are significantly more complex than those of the smaller regional communities. While the process for these cities remains the same, the cost estimates are adjusted accordingly. In particular, we believe that the Tulsa network did not give sufficient attention to North Tulsa. The regional work program addresses this



BikeOmaha bicycle map by RDG, with regular updates between 2010 and 2017

concern to some degree.

ADD ALTERNATE 2: **NEW LOCAL JURISDICTION PLANS**

Eight INCOG member cities and town did not develop specific plans during the 2015 process and an additional 32 municipalities are participants in INCOG. We have specialized in active transportation plans for communities of all sizes, and believe that biking and walking are especially relevant to small towns and cities.

A2.1. Project Kickoff. On-site kick-off meeting with jurisdiction staff to confirm schedule and meetings. This will be combined with initial tour of the community on foot and/or bicycle.

A2.2. Advisory Committee. In larger communities, we will work with project staff to establish a Stakeholders' Advisory Committee that we meet at every point in the process. Each major event below will include an advisory committee meeting. We also will consult with groups or individuals identified by the jurisdiction at the kickoff stage of the process.

A2.3. On-line Components. This step will include establishing a plan website, probably within the city's website if one is available to avoid confusion with the regional plan. It will include event information, a survey that measures on user needs, preferences, travel patterns, and perception of local priorities. The Social Pinpoint interactive mapping tool will be available through the website and linked to the survey. We also work with the community on and develop material for social media postings and media contacts.

A2.4. Public Kickoff and Community Understanding Event. This site visit includes an initial public open house with displays, presentations, and conversation. This visit will also include fieldwork on foot and bike with project staff and interested stakeholders, guided by attention to specific issues and

problem areas.

A2.5. Existing Conditions. This step documents existing conditions, including destinations, facilities including sidewalks and paths, opportunities and barriers, incident statistics, and other factors. These become significant determinants for future investments and actions.

A2.5. Public Planning Workshop. This on-site studio session establishes the basic active transportation network, using the information assembled during the previous phases. It also provides stakeholders and constituent groups with the opportunity to help review and refine the network as they see their previously expressed priorities. The event's format is work sessions during the day, with late afternoon and evening public hours for discussion and review by participants.

A2.6. Plan Development and Implementation. During this step, we develop the plan narrative, refine the network, and develop conceptual diagrams for focus areas that emerge during the planning process. During this stage, we will meet with the Advisory Committee to create a sequencing and implementation program.

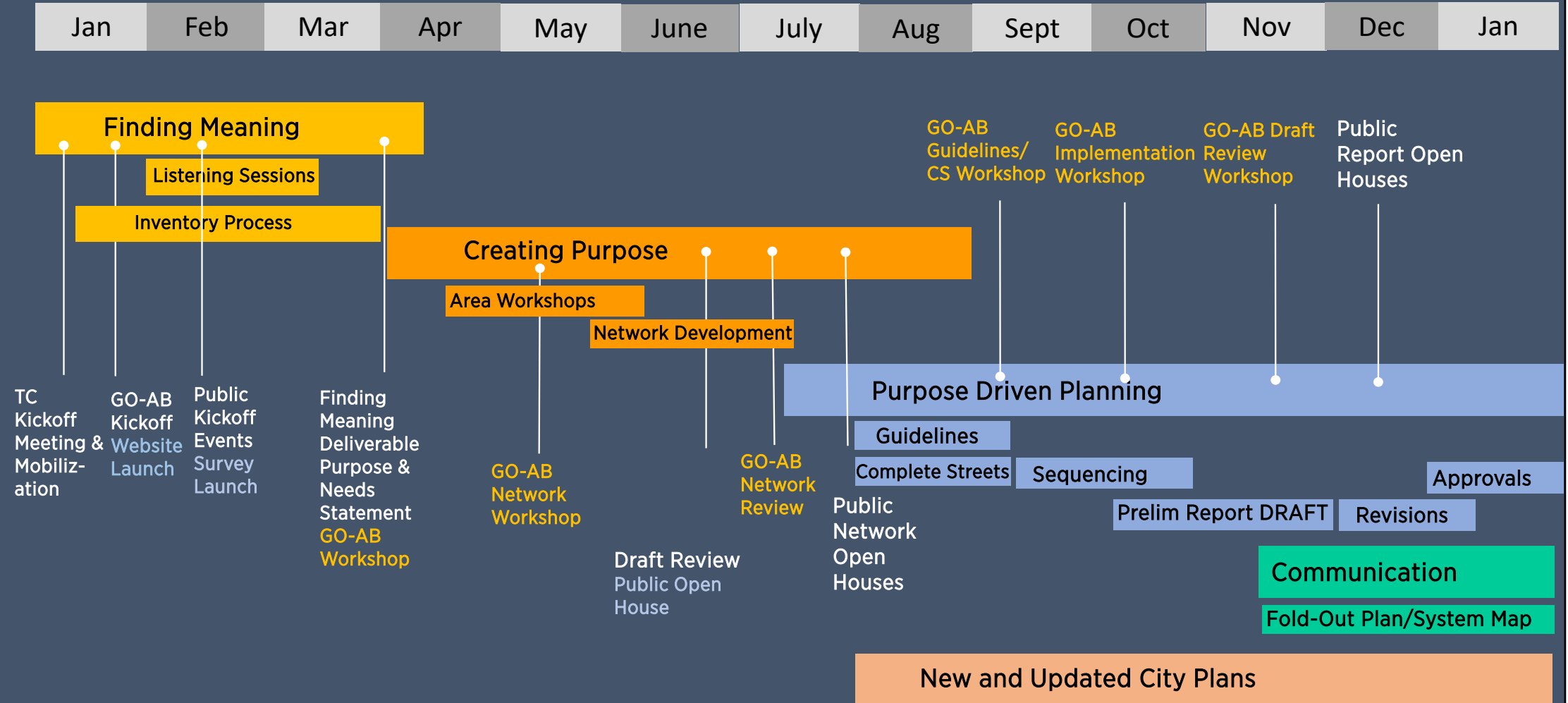
A2.7. Public Presentation and Publication. The individual city updates will be formatted consistent with the regional plan and incorporated in a chapter of the final document. We will present a preliminary draft of the plan to the community at a public open house and make necessary revisions based on community input.



RDG PLANNING & DESIGN



Project Schedule



FEE ESTIMATE

Regional Plan Fee Estimate

Note: Hours and fees are based on DOT certified rates. We will provide specific billing and overhead rates on request and understand that they will ultimately be part of an agreement if we are selected.

	Element	Estimated Hours	Estimated Fee
Finding Meaning			
1.0 ENGAGING THE COMMUNITY			
1.1	Mobilization and Standing Meetings		
1.2	Public Engagement		
1.3	Public Events		
	Subtotal	383	\$60,471
2.0: PURPOSE/NEEDS/OPPORTUNITIES			
2.1	Current Plan Review		
2.2	Opportunity Assessment		
2.3	Transit Integration		
2.4	New Development Areas		
2.5	Purpose and Needs Statement		
	Subtotal	225	\$35,525
Creating Purpose			
3.1	Updated Network Design		
3.2	Illustrations/Special Projects		
	Subtotal	232	\$36,630
Purpose Driven Planning			
4.1	Updated Design Guidelines		
4.2	Complete Streets Component		
4.3	Performance Measures		
	Subtotal	106	\$16,736
5.1	Setting Priorities		
5.2	Assessment of Resources		
	Subtotal	62	\$9,789
Communication			
6.1	Publication Design and Development		
6.2	Fold Out Plan Summary		
6.3	On-line Story Maps		
6.4	Regional Bicycle Map Update		
	Subtotal	135	\$21,315
	Total	1,143	\$180,465

FEE ESTIMATE

Add Alternate 1: Updates of 2015 City Plans

	Element	Estimated Hours	Estimated Fee
Typical Community Cost (May Vary with Size)			
A1.1	On-Line Components/Mobilization	16	
A1.2	Progress Review	12	
A1.3	Plan Workshop	56	
A1.4	System and Focus Area Updates	50	
A1.5	Publication	24	
	Typical Community Cost	158	\$25,099
Tulsa Update			
A1.1	On-Line Components/Mobilization	28	
A1.2	Progress Review	56	
A1.3	Plan Workshop	72	
A1.4	System and Focus Area Updates	88	
A1.5	Publication	68	
	Estimated Tulsa Cost	312	\$56,116
Broken Arrow Update			
A1.1	On-Line Components/Mobilization	24	
A1.2	Progress Review	30	
A1.3	Plan Workshop	54	
A1.4	System and Focus Area Updates	76	
A1.5	Publication	56	
	Estimated Broken Arrow Cost	240	\$42,289

FEE ESTIMATE

Add Alternate 2: New Jurisdiction Plans

	Element	Estimated Hours	Estimated Fee
Typical Community Cost Under 5,000			
A2.1	Project Kickoff	8	
A2.2	Advisory Comm	26	
A2.3	On-Line	20	
A2.4	Public Kickoff/Area Tour	28	
A2.5	Existing Conditions and Opportunities	36	
A2.6	Public Workshop	20	
A2.7	Plan Development \Implementation	56	
	Estimated Cost	194	\$25,677
Typical Community Cost, Population 5,000-20,000			
A2.1	Project Kickoff	12	
A2.2	Advisory Comm	34	
A2.3	On-Line	28	
A2.4	Public Kickoff/Area Tour	44	
A2.5	Existing Conditions and Opportunities	40	
A2.6	Public Workshop	80	
A2.7	Plan Development \Implementation	68	
	Estimated Cost	306	\$44,352
Typical Community Cost, Population 20,000-50,000			
A2.1	Project Kickoff	12	
A2.2	Advisory Comm	40	
A2.3	On-Line	28	
A2.4	Public Kickoff/Area Tour	72	
A2.5	Existing Conditions and Opportunities	48	
A2.6	Public Workshop	108	
A2.7	Plan Development \Implementation	88	
	Estimated Cost	396	\$58,453

Add Alternate 3:

Cost depends on nature of demonstration project. A reasonable cost range for conceptual design and rendering is about \$5,000-10,000.

Add Alternate 4:

We have already included very extensive outreach in our proposal base proposal, including 12 local participatory workshops. This is so important that it should be part of the basic project.

FEE ESTIMATE

Regional Plan Fee Estimate

	Element	Estimated Hours	Estimated Fee
Finding Meaning			
1.0 ENGAGING THE COMMUNITY			
1.1	Mobilization and Standing Meetings		
1.2	Public Engagement		
1.3	Public Events		
	Subtotal	383	\$60,471
2.0: PURPOSE/NEEDS/OPPORTUNITIES			
2.1	Current Plan Review		
2.2	Opportunity Assessment		
2.3	Transit Integration		
2.4	New Development Areas		
2.5	Purpose and Needs Statement		
	Subtotal	225	\$35,525
Creating Purpose			
3.1	Updated Network Design		
3.2	Illustrations/Special Projects		
	Subtotal	232	\$36,630
Purpose Driven Planning			
4.1	Updated Design Guidelines		
4.2	Complete Streets Component		
4.3	Performance Measures		
	Subtotal	106	\$16,736
5.1	Setting Priorities		
5.2	Assessment of Resources		
	Subtotal	62	\$9,789
Communication			
6.1	Publication Design and Development		
6.2	Fold Out Plan Summary		
6.3	On-line Story Maps		
6.4	Regional Bicycle Map Update		
	Subtotal	135	\$21,315
	Total	1,143	\$180,465

FEE ESTIMATE

Update of 2015 City Plans

	Element	Estimated Hours	Estimated Fee
Typical Community Cost (May Vary with Size)			
A1.1	On-Line Components/Mobilization	16	
A1.2	Progress Review	12	
A1.3	Plan Workshop	56	
A1.4	System and Focus Area Updates	50	
A1.5	Publication	24	
	Typical Community Cost	158	\$25,099
Tulsa Update			
A1.1	On-Line Components/Mobilization	28	
A1.2	Progress Review	56	
A1.3	Plan Workshop	72	
A1.4	System and Focus Area Updates	88	
A1.5	Publication	68	
	Estimated Tulsa Cost	312	\$56,116
Broken Arrow Update			
A1.1	On-Line Components/Mobilization	24	
A1.2	Progress Review	30	
A1.3	Plan Workshop	54	
A1.4	System and Focus Area Updates	76	
A1.5	Publication	56	
	Estimated Broken Arrow Cost	240	\$42,289

STATEMENT OF FINANCIAL STABILITY



October 23, 2023

To whom it may concern,

I, Martin H. Shukert, FAICP am a principal of RDG Planning & Design, Inc. and as such am authorized to attest to the company's financial stability.

RDG Planning & Design is a corporation of 220 staff members with main offices in Omaha, Des Moines, and Saint Louis. The company has a large and diverse national practice in architecture, planning, and landscape architecture, as well as other disciplines. The financial condition of the company is extremely good. The Consolidated Financial Statement for Fiscal Year 2022 completed by McFarlin & Brooke PC, CPAs in Omaha, Nebraska placed RDG's year-end assets at \$22,902,610, balanced by liabilities and stockholders equity. Approximately 70% of RDG's staff members are owners in the company. Gross professional revenues for 2022 were \$51,248,121 and net revenues stood at \$32,787,758. Gross profit for 2022 at year's end was \$7,882,841.

RDG Planning & Design, Inc. is not involved in any bankruptcy proceeding. It is not involved in any prior or pending litigation or investigation, either civil or criminal, involving a governmental agency or political subdivision thereof or which may affect the performance of the services to be rendered herein, in which the Respondent, any of its employees, subcontractors or subconsultants is or has been involved within the last five years.

Sincerely yours,
RDG PLANNING & DESIGN, INC.



Martin H. Shukert, FAICP
Principal

**AN AGREEMENT BY AND BETWEEN
THE INDIAN NATION COUNCIL OF GOVERNMENTS
AND THE CITY OF GLENPOOL FOR AN UPDATE OF THE CITY OF GLENPOOL'S BICYCLE/PEDESTRIAN
MASTERPLAN**

This AGREEMENT is made by and between the Indian Nations Council of Governments, ("INCOG"), and The City of Glenpool, ("City").

WITNESSETH:

WHEREAS, the INCOG Board of Directors adopted the Regional Bicycle and Pedestrian Master Plan, ("GO Plan"), in 2015 and the GO Plan will now be updated to reflect current national best practices and identify a regional network of bicycle facilities.

WHEREAS, the GO Plan adopted in 2015 included an additional detailed plan for the City and the City desires to update the additional plan in coordination with the update of the GO Plan; and

WHEREAS, both INCOG and the City are committed to enhancing the safety of vulnerable road users as part of the adopted regional Local Road Safety Plan to eliminate all traffic fatalities and injuries; and

WHEREAS, planning for and constructing bicycle and pedestrian facilities will enhance multiple regional and local goals such as promoting and enhancing 1) public health and safety, 2) air quality, 3) economic development and tourism, and 4) transportation equity; and

WHEREAS, INCOG staff have conducted a competitive procurement process and have selected the consultant RDG Planning & Design ("the Consultant"), to update the regional GO Plan and to include updating local jurisdictional plans; and

NOW THEREFORE, in consideration of the promises contained herein, the parties hereto agree as follows:

I. Purpose of the Agreement

a) This AGREEMENT is between INCOG and the City for required local participation money towards updating the City's bicycle/pedestrian Master Plan. The Consultant's cost for updating the City's bicycle/pedestrian plan is \$25,000. The City shall pay 50% of the amount, (\$12,500.00) from local funds.

b) INCOG has secured Metropolitan Planning (PL) funding in the amount of \$180,465 for the regional plan and an additional 50% of the City's updated plan.

II. General Terms

- a) INCOG will manage the regional project and provide assistance to the City regarding their local jurisdiction update.
- b) The City is to provide a staff member to facilitate the City's stakeholder engagement, provide a location for public meetings and a workshop, provide data to the Consultant, and any related task the Consultant may need to perform the task of updating the City's plan.
- c) INCOG shall provide to the Consultant all previous assessments and maps from the 2015 GO Plan.
- d) INCOG shall provide the use of its GIS Team for the City's updated plan.
- e) INCOG will invoice the City for an updated bicycle/pedestrian plan not to exceed \$12,500. \$6,250 will be due after executing this agreement. \$6,250 will be due after July 1, 2024. The City may choose to pay the entire \$12,500 in one payment after the agreement is executed.

III. Effective Date

The provisions of this AGREEMENT shall become effective from the date of the INCOG Board of Directors Chair's signature on the fully executed AGREEMENT. This AGREEMENT shall be effective until all funding provided in Section II has been expended and the City's plan is updated, but in no event shall the term of this AGREEMENT be extended beyond 24 months from the effective date.

IV. Records

INCOG shall maintain accounting records and other evidence pertaining to the costs incurred under this AGREEMENT.

V. Amendments or Modifications of Agreement

No changes, revisions, amendments, or alteration in the manner, scope, or type of work or compensation to be paid by the City shall be effective unless reduced to writing and executed by the City with the same formalities as are observed in the execution of this AGREEMENT.

VI. Responsibility for Claims and Liability

In any contract entered into by either party to this AGREEMENT with any subcontractor or vendor to perform services pursuant to this AGREEMENT, such subcontractor or vendor shall be required to hold harmless the other party to this AGREEMENT and its agents, officers and employees from and against any and all claims, liabilities, actions, demands and expenses, including but not limited to attorney fees and costs, arising out of or related to the performance of services by such subcontractor or vendor, to the extent permitted by law.

VII. No Agency Relationship Created

Nothing in this agreement shall be construed to create an agency relationship between INCOG and the City or any subcontractor or vendor. In no event will the City incur obligation on the part of INCOG, nor will INCOG incur obligation on the part of the City except for as described in this agreement.

VIII. Termination or Suspension

This AGREEMENT was entered into by the participants because of their mutual accord that the continuing, cooperative, and comprehensive transportation planning process was necessary. Either INCOG or the City may terminate its interest and its obligation under this AGREEMENT by giving thirty (30) days' notice in writing to the other participant, it being understood that such termination may be adverse to the interests of the other participant.

IX. Conflict of Interest

INCOG and the City represent that none of its employees or members of its governing board have or will obtain an interest in any subcontractor or vendor that will benefit from this agreement.

X. Prior Understanding

This AGREEMENT incorporates and reduces to writing all prior understandings, promises, agreements, commitments, covenants or conditions, and constitutes the full and complete understanding and contractual relationship of the participants for the GO Plan.

XI. Binding Effect

This AGREEMENT shall be binding upon and inure to the benefit of INCOG and shall be binding upon their successors and subject to the limitation of Oklahoma Law.

XII. Notices

All notices, demands, requests, or other communications which may be or are required to be given, served, or sent by either party to the other pursuant to the AGREEMENT shall be in writing and shall be deemed to have been properly given or sent:

- a) If intended for INCOG, by mailing by first class mail or, if sender prefers, by registered or certified mail, return receipt requested, with postage prepaid, addressed to:

INCOG
Transportation Planning Division
Two West Second Street, Suite 800
Tulsa, OK 74103-3116

- b) If intended for the City, by mailing by first class mail or, if sender prefers, by registered or certified mail, return receipt requested, with postage prepaid, addressed to:

City of Glenpool
12205 S Yukon Ave.
Glenpool, OK 74033

XIII. Severability

If any provision, clause or paragraph of this contract or any document incorporated by reference shall be determined invalid by a court of competent jurisdiction, such determination shall not affect the other provisions, clauses, or paragraphs of this contract which is not affected by the determination. The provisions, clauses or paragraphs and any documents incorporated by reference are declared severable and the invalidation of any such provision, clause, paragraph or document incorporated by reference shall not affect the remaining provisions, clauses, paragraphs and documents incorporated by reference which shall continue to be binding and of full legal efficacy.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the respective dates herein below reflected to be effective on the date executed by the INCOG Board of Directors Chair.

Indian Nations Council of Governments

City of Glenpool

Rich Brierre, Executive Director

Date_____

Date_____

RDG Add Alternatives			
	Element	Estimated Hours	Estimated Fee
A1.1	Online Components/Mobilization	16	\$ 2,542
A1.2	Progress Review	12	\$ 1,906
A1.3	Plan Workshop	56	\$ 8,896
A1.4	System and Focus Area Updates	50	\$ 7,943
A1.5	Publication	24	\$ 3,812
	Estimated Community Cost	158	\$ 25,099

A1.1	Online Components: This step will include establishing a plan website, probably within the city's website to avoid confusion with the regional plan. It will include event information, a survey focused on user needs, travel patterns, and perception of local priorities.
A1.2	Progress Review and Staff Consultation. This step includes a site visit and will include a workshop meeting with staff/advisory committee and on-site inspection of plan recommendations not previously viewed during the regional plan process. The consultation meeting will identify community priorities and current focus areas for field inspection.
A1.3	Plan Workshop. Depending on community size, these onsite events will include one or two days of guided fieldwork and one public workshop session.
A1.4	System and Focus Area Updates. This step will update the bicycle network and pedestrian improvement maps, including possible changes in priorities. It will also include diagrams of new and updated focus areas. It will also update the plan text to reflect progress and current conditions, adapting the issue/recommendation/status used in the 2015 process.
A1.5	Publication. The individual city updates will be formatted consistent with the regional plan and incorporated in a chapter of the final document.

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Indian Nations Council of Governments

City of Glenpool

Rich Brierre, Executive Director

Date _____

Date _____