

COOPERATIVE PURCHASING AGREEMENT
BETWEEN
THE CITY OF TOLLESON
AND
LOGAN SIMPSON DESIGN INC.

THIS COOPERATIVE PURCHASING AGREEMENT (this “Agreement”) between the CITY OF TOLLESON, an Arizona municipal corporation, (the “City”), and LOGAN SIMPSON DESIGN INC., an Arizona corporation, (the “Contractor”) (collectively, the “parties”), is hereby entered into and shall be effective on the last signature date set forth below.

RECITALS

A. After a competitive procurement process, the City of Chandler, an Arizona municipal corporation and Contractor entered into Contract No. DS5-918-4808, (collectively, the “Cooperative Contract”), for general plan update and comprehensive housing plan (“Services”). A copy of the Cooperative Contract is on file with the City Clerk’s office and is incorporated herein by reference.

B. The City is permitted, pursuant to Section 3-5-7 of the City Code, to make purchases under the Cooperative Contract, at its discretion and with the agreement of the awarded Contractor, and the Cooperative Contract permits its cooperative use by other public entities, including the City.

C. The City and the Contractor desire to enter into this Agreement for the purpose of (i) acknowledging their cooperative contractual relationship under the Cooperative Contract and this Agreement, (ii) establishing the terms and conditions by which the Contractor may provide the City with the required Products, and (iii) setting the maximum aggregate amount to be expended pursuant to this Agreement related to the Services.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing introduction and recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the Contractor hereby agree as follows:

1. Term of Agreement. This Agreement shall be effective on the last signature date set forth below and shall remain in full force and effect until June 30, 2026 (the “Term”) unless terminated as otherwise provided in this Agreement or the Cooperative Contract.

2. Scope of Work. Contractor shall provide to the City the Services under the terms and conditions of the Cooperative Contract and in the configuration set forth in the Proposal attached hereto as Exhibit A and incorporated herein by reference.

2.1 Inspection; Acceptance. All Services are subject to final inspection and acceptance by the City. Services failing to conform to the requirements of this Agreement and/or the Cooperative Contract will be held at Contractor's risk and may be returned to the Contractor. If so returned, all costs are the responsibility of the Contractor. Upon discovery of non-conforming Services, the City may elect to do any or all of the following by written notice to the Contractor: (i) waive the non-conformance; (ii) stop the work immediately; or (iii) bring the Services into compliance and withhold the cost of same from any payments due to the Contractor.

2.2 Cancellation. The City reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the City agrees to reimburse the Contractor, but only for actual and documentable costs incurred by the Contractor due to and after issuance of the Purchase Order. The City will not reimburse the Contractor for any costs incurred after receipt of City notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order or for anything not expressly permitted pursuant to this Agreement.

3. Compensation. The City's payments to the Contractor (if any) shall not exceed an aggregate amount of \$250,000.00 for each fiscal year, July 1st through June 30th, for the Services at payment rates that shall be agreed upon by the parties. If an entire fiscal year does not fall within the Term of this Agreement, the aggregate compensation limit for that partial year shall be reduced to an amount equal to the compensation limit multiplied by a factor having as its numerator the number of days in the partial fiscal year and as its denominator the number three hundred sixty-five (365).

4. Payments. The City shall pay the Contractor based upon acceptance and delivery of Services performed and completed to date, and upon submission and approval of invoices. Each invoice shall (i) contain a reference to this Agreement and the Cooperative Contract and (ii) document and itemize all work completed to date. The invoice statement shall include a record of materials delivered, time expended, and work performed in sufficient detail to justify payment. Additionally, invoices submitted without referencing this Agreement and the Cooperative Contract will be subject to rejection and may be returned.

5. Records and Audit Rights. To ensure that the Contractor and its subcontractors are complying with the E-verify warranty, Contractor's and its subcontractors' books, records, correspondence, accounting procedures and practices, and other supporting evidence relating to this Agreement, including the papers of any Contractor and its subcontractors' employees who perform any work or services pursuant to this Agreement (all of the foregoing hereinafter referred to as "Records"), shall be open to inspection and subject to audit and/or reproduction during normal working hours by the City, to the extent necessary to adequately permit (A) evaluation and verification of any invoices, payments or claims based on Contractor's and its subcontractors' actual costs (including direct and indirect costs and overhead allocations) incurred, or units expended directly in the performance of work under this Agreement and (B) evaluation of the Contractor's and its subcontractors' compliance with the Arizona employer

sanctions laws referenced in the E-verify section. To the extent it is necessary for the City to audit Records as set forth in this subsection, Contractor and its subcontractors hereby waive any rights to keep such Records confidential. For the purpose of evaluating or verifying such actual or claimed costs or units expended, the City shall have access to said Records, even if located at its subcontractors' facilities, from the effective date of this Agreement for the duration of the work and until three years after the date of final payment by the City to Contractor pursuant to this Agreement. Contractor and its subcontractors shall provide the City with adequate and appropriate workspace so that the City can conduct audits in compliance with the provisions of this section. The City shall give Contractor or its subcontractors reasonable advance notice of intended audits. Contractor shall require its subcontractors to comply with the provisions of this subsection by insertion of the requirements hereof in any subcontract pursuant to this Agreement.

6. E-verify Requirements. To the extent applicable under A.R.S. § 41-4401, the Contractor and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees and their compliance with the E-verify requirements under A.R.S. § 23-214(A). Contractor's or its subcontractors' failure to comply with such warranty shall be deemed a material breach of this Agreement and may result in the termination of this Agreement by the City.

7. Conflict of Interest. This Agreement is subject to the provisions of A.R.S. § 38-511. The City may cancel the Contract without penalty or further obligations by the City or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating a Contract on behalf of the City or any of its departments or agencies is, at any time while the Contract or any extension of the Contract is in effect, an employee of any other party to the Contract in any capacity or a consultant to any other party of the Contract with respect to the subject matter of the Contract.

8. Applicable Law; Venue. This Agreement shall be governed by the laws of the State of Arizona and a suit pertaining to this Agreement may be brought only in courts in Maricopa County, Arizona.

9. Agreement Subject to Appropriation. The City is obligated only to pay its obligations set forth in this Agreement as may lawfully be made from funds appropriated and budgeted for that purpose during the City's then current fiscal year. The City's obligations under this Agreement are current expenses subject to the "budget law" and the unfettered legislative discretion of the City concerning budgeted purposes and appropriation of funds. Should the City elect not to appropriate and budget funds to pay its Agreement obligations, this Agreement shall be deemed terminated at the end of the then-current fiscal year term for which such funds were appropriated and budgeted for such purpose and the City shall be relieved of any subsequent obligation under this Agreement. The parties agree that the City has no obligation or duty of good faith to budget or appropriate the payment of the City's obligations set forth in this Agreement in any budget in any fiscal year other than the fiscal year in which this Agreement is executed and delivered. The City shall be the sole judge and authority in determining the availability of funds

for its obligations under this Agreement. The City shall keep Contractor informed as to the availability of funds for this Agreement. The obligation of the City to make any payment pursuant to this Agreement is not a general obligation or indebtedness of the City. Contractor hereby waives any and all rights to bring any claim against the City from or relating in any way to the City's termination of this Agreement pursuant to this section.

10. Conflicting Terms. In the event of any inconsistency, conflict, or ambiguity among the terms of this Agreement, any City-approved Purchase Orders, the Cooperative Contract, and invoices, the documents shall govern in the order listed herein. Notwithstanding the foregoing, and in conformity with Section 2 above, unauthorized exceptions, conditions, limitations, or provisions in conflict with the terms of this Agreement or the Cooperative Contract (collectively, the "Unauthorized Conditions"), other than the City's project-specific requirements, are expressly declared void and shall be of no force and effect. Acceptance by the City of any Purchase Order or invoice containing any such Unauthorized Conditions or failure to demand full compliance with the terms and conditions set forth in this Agreement or under the Cooperative Contract shall not alter such terms and conditions or relieve Contractor from, nor be construed or deemed a waiver of, its requirements and obligations in the performance of this Agreement.

11. Rights and Privileges. To the extent provided under the Cooperative Contract, the City shall be afforded all of the rights and privileges afforded to the City of Chandler and shall be "City" (as defined in the Cooperative Contract) for the purposes of the portions of the Cooperative Contract that are incorporated herein by reference.

12. Indemnification; Insurance. In addition to and in no way limiting the provisions set forth in Section 11 above, the City shall be afforded all of the insurance coverage and indemnifications afforded to the Lead Public Agency to the extent provided under the Cooperative Contract, and such insurance coverage and indemnifications shall inure and apply with equal effect to the City under this Agreement including, but not limited to, the Contractor's obligation to provide the indemnification and insurance. In any event, the Contractor shall indemnify, defend and hold harmless the City and each council member, officer, employee or agent thereof (the City and any such person being herein called an "Indemnified Party"), for, from and against any and all losses, claims, damages, liabilities, costs and expenses (including, but not limited to, reasonable attorneys' fees, court costs and the costs of appellate proceedings) to which any such Indemnified Party may become subject, under any theory of liability whatsoever ("Claims"), insofar as such Claims (or actions in respect thereof) relate to, arise out of, or are caused by or based upon the negligent acts, intentional misconduct, errors, mistakes or omissions, in connection with the work or services of the Contractor, its officers, employees, agents, or any tier of subcontractor in the performance of this Agreement.

13. Israel. To the extent applicable, Contractor certifies that it is not currently engaged in and agrees for the duration of this Agreement that it will not engage in a "boycott" of goods and services from Israel, as that term is defined in A.R.S. § 35-393.

14. China. Pursuant to and in compliance with A.R.S. § 35-394, Contractor hereby agrees and certifies that it does not currently, and agrees for the duration of this Agreement that

Contractor will not, use: (i) the forced labor of ethnic Uyghurs in the People's Republic of China; (ii) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; or (iii) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. Contractor also hereby agrees to indemnify and hold harmless the City, its officials, employees, and agents from any claims or causes of action relating to the City's action based upon reliance upon this representation, including the payment of all costs and attorney fees incurred by the City in defending such as action.

15. Notices and Requests. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (i) delivered to the party at the address set forth below, (ii) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below or (iii) given to a recognized and reputable overnight delivery service, to the address set forth below:

If to the City:	City of Tolleson 9055 W. Van Buren Street Tolleson, Arizona 85353 Attn: Crystal Zamora, City Clerk
With copy to:	Pierce Coleman PLLC 17851 North 85 th Street, Suite 175 Scottsdale, Arizona 85255 Attn: Justin Pierce, City Attorney
If to Contractor:	Logan Simpson Design Inc. 222 South Mill Avenue, Suite 222 Tempe, Arizona 85281 Attn: _____

or at such other address, and to the attention of such other person or officer, as any party may designate in writing by notice duly given pursuant to this section. Notices shall be deemed received: (i) when delivered to the party, (ii) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage, or (iii) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day. If a copy of a notice is also given to a party's counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a party shall mean and refer to the date on which the party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year last set forth below.

“City”

CITY OF TOLLESON,
an Arizona municipal corporation

Reyes Medrano, Jr., City Manager

Date

ATTEST:

Crystal Zamora, City Clerk

APPROVED AS TO FORM:

Justin S. Pierce
Pierce Coleman PLLC
City Attorney

“Contractor”

Logan Simpson Design Inc.,
an Arizona corporation

By: _____
Name: _____
Its: _____

Date

EXHIBIT A
TO
COOPERATIVE PURCHASING AGREEMENT
BETWEEN
THE CITY OF TOLLESON
AND
LOGAN SIMPSON DESIGN INC.

[Proposal]

See following pages (to be added subsequent to execution).



LOGAN SIMPSON

CITY OF TOLLESON GENERAL PLAN UPDATE



SCOPE & FEE SUBMITTED BY:
LOGAN SIMPSON DESIGN INC.

FEBRUARY 20, 2026

February 20, 2026

City of Tolleson

Attn: Chris Hamilton, P.E., City Engineer

Submitted via Email: chris.hamilton@tolleson.az.gov

RE: City of Tolleson General Plan Update

Dear Mr. Hamilton,

We are so appreciative that you reached out to us and we are pleased to submit our scope and fee proposal to partner with the City of Tolleson on your General Plan Update (GPU). Tolleson's unique role as a compact community and regional employment hub calls for a plan that is focused, practical, and deeply rooted in local character and heritage and our team is specifically built to deliver that type of plan.

Since 1990, Logan Simpson has helped communities across the Mountain West craft general, comprehensive, and subarea plans that are grounded in local values and are also realistic to implement. Logan Simpson's experiential-based design and planning philosophy is founded on our company's mission—***Working Together to Guide Responsible Change***. Logan Simpson's six offices, headquartered at 222 S. Mill Avenue, Suite 222 in Tempe, Arizona, bring together more than 185 staff members across four service lines: Community Planning, Landscape Architecture, Environmental Services, and Cultural Resources. Through more than three decades of work, our multidisciplinary team has built a reputation for combining ***clear, visually engaging plans with collaborative, community-driven processes*** that work for both small cities and large metros.

In addition to Logan Simpson's expertise, we have brought together two of our renowned teaming partners, each contributing unique skills and specialized knowledge to this effort and who were also part of the team that created your current general plan. Kimley-Horn offers a wealth of local, state, and national experience in transportation, water resources, and infrastructure planning and engineering. Elliott D. Pollack & Company, Arizona's premier real estate and economic consulting firm, brings their expertise in economic growth, market analysis, and housing. Logan Simpson has worked seamlessly and successfully with our teaming partners in the past and is excited to offer you our best compilation of experts. Our in house Logan Simpson team also includes Megan Moore, a land use planner with decades of experience across the Mountain West; Rodney Rivera-Rolon, our Spanish translator, and Laney Corey who will be our Assistant Project Manager and also led the City of Tolleson's last housing study with another firm.

We are a strong fit for Tolleson because we understand the dynamics of small cities that generate outsized economic activity and must carefully balance industrial and commercial growth with strong neighborhoods, services, and quality of life. Rather than repurposing a "big city" template, we will craft a GPU scaled to Tolleson that is clear, concise, and directly tied to the decisions your staff, boards, and elected officials make every day. Our team also brings extensive Arizona general plan experience and an unmatched record of award-winning work, resulting in plans that are visionary and implementable. We know how to align the GPU with Arizona statutes, build a plan that is graphically rich and easy to navigate, and connect long-term goals with day-to-day decision-making tools for staff and leadership.

Community engagement is at the heart of our approach, and we are especially well-suited to Tolleson's community. We design public involvement plans that go beyond minimum requirements by combining bilingual materials, Spanish-speaking facilitators, and dynamic participation tracking tools. Our outreach intentionally reaches youth, seniors, shift workers, non-English-speaking residents, and builds local champions through community advisory committees, listening sessions, and a community catalyst program.

We are also structured to reliably and flexibly deliver within a 13-month schedule. Our team will run engagement and plan development in parallel, starting with a clear kickoff, existing conditions work, and an adopted Public Involvement Plan, then moving into iterative drafts, the statutory 60-day review period, and final legislative hearings. Monthly in-person

coordination meetings and concise written progress updates will keep your team informed and confident, while proven tools for interactive document review and comment tracking will ensure a smooth path to City Council adoption by resolution.

Our planning philosophy is simple: **build trust through transparency, create plans that can be implemented, and elevate local voices throughout the process.** We are excited about the opportunity to **co-create** an award-winning, statutorily-compliant, and practical general plan with Tolleson that reflects your community's identity, supports continued economic success, and provides a clear roadmap for the next decade and beyond.

Thank you for considering our proposal. We look forward to the opportunity to collaborate with you on this important effort.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Bruce Meighen".

Bruce Meighen, AICP
CEO/Contract Manager
P: 970.449.4100
M: 970.214.9349

A handwritten signature in blue ink, appearing to read "Terri S. Hogan".

Terri Hogan, AICP
Senior Associate/Project Manager
P: 480.967.6343
M: 623.208.0922

TOLLESON GENERAL PLAN UPDATE SCOPE OF SERVICES

The Tolleson General Plan Update (GPU) will be completed in 13 months as outlined in the following four phases below.

The GPU is projected to be approved by City Council in March 2027 with the Final General Plan and all native files provided to City staff at the end of March 2027. The Tolleson GPU does not require voter ratification and will be effective upon City Council's approval by resolution.

PHASE 1 - PROJECT MANAGEMENT

This phase will span the entire process, beginning with preliminary administrative tasks and adoption of the statutorily required Public Involvement Plan (PIP). Monthly in-person coordination meetings will be held as needed throughout the duration of the project, and written progress reports will accompany monthly invoices.

1.1. Facilitate Preliminary Administrative Tasks

Preliminary administrative tasks include collecting and reviewing existing plans and data for a baseline platform, conducting a kickoff meeting with City staff to refine the process to set the project for success, and preparing an Existing Conditions Report as a springboard to the GPU.

1.1.A. Review General Plan and Background Materials

During this early timeframe, our team will hold collaborative discussions with City staff to identify the current plan's strengths and weaknesses and assess what aspects of its administration are working effectively, and which are not. Other important City policy documents will be reviewed at this time, along with necessary GIS data and other technical information. This task will coincide well into Task 3.1.a. where City staff and our team will audit the existing plan's goals and policies.

1.1.b. Hold City Staff Kickoff Meeting

The primary purpose of this meeting will be to introduce our team, including topical leads including our teaming partners, review City staff communication protocols, review/refine the project schedules, and obtain advice and ideas about the GPU. Our team will discuss initial goals and opportunities, data needs and acquisition, website development, and key inclusions in the Public Involvement Plan, including the makeup and frequency of meetings with the advisory committees and other community outreach meetings.

1.1.c. Draft Existing Conditions Report / Plan Outline

Our team will create a GIS base map illustrating the City's planning area, incorporated area, and any changes to the future planning area. The resulting base map will be utilized in the project to uniformly illustrate information related to existing conditions, future land uses, transportation, growth areas, public facilities, and other areas of focus. Our team will provide an Existing Conditions Report with a draft outline of the GPU. The report will provide an overview of existing conditions related to all topic areas of the GPU as well as identification of key takeaways. The plan outline will be designed to address the required statutory elements with emphasis on those topics that are of most importance to the City.

1.2. Draft the Public Involvement Plan (PIP)

This task will establish the project's community engagement approach and scope through a standalone written Public Involvement Plan (PIP). Based on City staff collaboration and feedback, our team will prepare an inclusive outreach program. A standalone PIP adopted by City Council will be drafted to meet state statutes and serve as an updateable living document throughout the process. Our engagement approach, which we call Co-creation, is designed to keep community members informed throughout the planning process, gather feedback at critical points, and create local champions or ambassadors. A participation tracking system is utilized to help us hear from a broad representative demographic, including residents, business owners, employees, elected and appointed officials, visitors to the area, community groups and non-profits, and other invested partners. The PIP will include strategies and techniques to engage under-represented communities, such as youth, minority, low-income, and non-English speaking groups. The PIP will be structured to meet the requirements of Arizona Revised Statutes for early and continuous public participation in the general plan process. The following list highlights several important components of the PIP.

- **Branding Suite.** Our team will collaborate with the City staff to create a unifying brand for the GPU. The intent is to build a unique and recognizable look with consistent messaging for the planning process and documents and meeting the City's branding standards. This branding suite will include templates for documents, maps, and printed

materials as well as wearable items and swag that the City can purchase to match the established and approved brand created.

- **In-Person Engagement.** The PIP will outline a suggested series of in-person engagement events such as drop-in events, public workshops, and educational public meetings with City boards.
- **Online Engagement.** The PIP will articulate online activities such as a project website, questionnaires, visual preference activities, and interactive community mapping to engage those unable to attend the meetings.
- **Outreach Material.** All engagement opportunities will be marketed through material that our team creates, and the City staff distributes to social media outlets, newsletter publications, and other venues.
- **Participation Tracking Suite.** Our team will develop a participation tracking tool that can quantify engagement based on key demographic and geographic factors. We will use this system to track participation from in-person events and online engagement to identify where we may need to pivot our approach to better engage underrepresented community members.
- **Bi-lingual Events and Materials.** To make engagement more inclusive, our team can host and facilitate events in Spanish and/or with Spanish interpretation available. All engagement notification materials will also be translated our team and distributed in both English and Spanish.
- **Underrepresented Groups.** Our team regularly works with government and public policy classes, older adults and seniors, student governments, and children in after school programs, and recreation programs, and summer camps to reach voices typically left behind in planning processes due to scheduling conflicts, mobility challenges, or a lack of childcare. To reduce these barriers, youth of all ages are welcome at our events, where we offer age-appropriate activities and exercises. When appropriate, our team can also work with local organizations to provide free childcare for participants and family-friendly spaces at community events. To support meaningful participation from seniors, we prioritize hosting events at accessible venues near transit or senior centers, offer materials in large-print formats, and use plain, easy-to-understand language in presentations and surveys.
- **Community Catalyst Program.** Key to engaging under-represented groups is identifying community champions or ambassadors who serve as trusted liaisons who can help connect the planning team with their networks. Throughout the process, our team will seek these co-creators and promote a Community Catalyst Program on the project website to support ongoing collaboration and outreach.

1.3. Launch Multi-lingual Project Website

Using the PublicInput platform, our team can create, host, and regularly update a dedicated, branded website where interested parties can obtain information, download documents, see future meeting dates and schedules, and sign up to get project updates. Additional information can be added to the website on a rolling basis throughout the project, such as draft documents as they are completed, embedded questionnaires, interactive mapping and document reviews, information about upcoming meetings, and meeting summaries. Content on the website can be viewed in a multitude of languages at the click of a button.

1.4. Hold Monthly Coordination Meetings and Prepare Progress Reports

For effective and regular communication, our team will set up recurring monthly coordination meetings with City staff. These meetings can be moved as needed and will provide a setting to gain feedback on the previous month's work and any in progress deliverables as well as discuss upcoming events. Communication via email, phone, and text will also occur with the City's Project Manager throughout the month. Our team will also provide monthly status updates in the form of written progress reports to articulate the percentage complete for each phase and task within the scope of services.

Phase 1 Deliverables and Meetings

- City Staff Kickoff Meeting (in person)
- Public Involvement Plan (PIP) (electronic)
- Existing Conditions Report (electronic)
- Multi-lingual Project Website (electronic)
- Monthly Coordination Meetings (virtual up to 11)
- Monthly Progress Reports (electronic up to 11)

PHASE 2 – PUBLIC ENGAGEMENT

This phase will cover half the planning process and overlap with Phase 3 General Plan Development so that community input and GPU are in concert and iterative and inclusive with many meaningful touchpoints for the community and important stakeholders.

2.1. Present at City Council Kickoff Meeting

Early City Council involvement and direction is critical for the success of the GPU. Our team will assist City staff in presenting in person at an initial kickoff meeting with City Council early in the project. At this meeting, we will review the project schedule and strategy for community engagement and ask for input and adoption of the PIP.

2.2. Present at Planning and Zoning (P&Z) Commission Kickoff Meeting

It is also important to involve the Planning and Zoning (P&Z) Commission as a planning and development advisory body early in the process. Our team will present in person at a P&Z Commission kickoff. This publicly noticed kickoff meeting will be designed to provide this body with education on the process as well as an opportunity to give input into the PIP adopted by City Council. Additionally, the timing of this meeting will coincide well with provision of an Existing Conditions Report and may include inclusion of an interactive live Menti Poll. This poll will be designed to derive input on the City's strengths, weaknesses, opportunities, and threats (SWOT) and will help drive the Community's Vision Statement or Thematic Aspirations.

2.3. Hold a Community Advisory Committee (CAC) Meetings

With City staff's direction, a CAC can be established. After the initial kickoff meetings, our team will host an in-person CAC kickoff meeting to educate members on the overall process and purpose of the general plan update. A similar live poll described in Task 2.2 can be utilized at this kickoff meeting. Two additional meetings will be held with the CAC during the process.

2.4. Hold Technical Advisory Committee (TAC) Meetings

Equally important in the development of a City's general plan is to involve the City's own functional experts. Therefore, early in the process an in-person kick-off meeting will be held with selected representatives of City departments to educate them on the process and garner input and direction. A similar live poll described in Task 2.2 can be utilized at this kickoff meeting and it is anticipated that this body will also be significantly involved in the plan audit described in Task 3.1a. Two additional meetings will be held with the TAC during the process.

2.5. Prepare Outreach Materials

Using the branding suite developed as part of the PIP, our team will create content to increase project awareness and encourage engagement. This may include postcards, flyers, newsletters, videos, radio, press releases, etc., to inform people about upcoming in-person and online public involvement opportunities throughout the process.

2.5.a. Prepare Bilingual Community Questionnaire

An initial online questionnaire will be launched to gain feedback and perspectives from the community at large on perceived strengths, weaknesses, opportunities, and threats (SWOT) associated with City growth and development. This questionnaire will be bilingual and promoted via social media as well as at the City Council and P&Z Commission kickoff meetings.

2.5.b. Prepare Bilingual Informational Brochure

Our team will prepare a full color, informational brochure with frequently asked questions (FAQs) about the GPU and post it to the project website in English and Spanish. The City staff can distribute this brochure on social media, City e-lists, and have hard copy available at public meetings and at strategic locations throughout the City.

2.6. Facilitate Public Meetings

Several types of public meetings will be held including in person drop in events, in person and virtual public workshops, and community listening sessions which can be held in person or virtually.

2.6.a. Hold Drop in Events

Our team will host informational booths at up to three in person drop in events, such as but not limited to City and school events at local destinations to community members in a casual and comfortable environment. Drop in event are key to the public's awareness and education of the GPU process. During these events, our team will promote the

community questionnaire or applicable upcoming events. For each drop-in event, our team will provide at least one staff member and will coordinate with the City to have a member of City staff at the event.

2.6.b. Conduct Public Workshops

Two in person workshops are anticipated to take place on two different days and times. The first workshop will focus on visioning and refining areas of change within the City. The second workshop will reconfirm feedback and focus on choices and priorities for land use scenarios as well as goals and policies. After each in person workshop series, a virtual workshop with identical content will be available on the project website. These workshops will be interactive with live polling, visual preference activities, digital mapping, and other interactive exercises. Each workshop will be designed with an orientation and overview presentation, along with interactive boards and/or small group exercises. To support inclusive participation, our team will provide a staff member fluent in Spanish to attend these workshops and directly engage Spanish-speaking community members, answer questions, and facilitate activities in Spanish.

2.6.c. Conduct Listening Sessions

Up to 16 listening sessions (one on one or group interviews) will be scheduled to discuss issues most important to the community, opportunities, and ideas to integrate into the GPU, and desired plan outcomes. Our team will work with the City staff to establish a list of people and entities to invite to these sessions, which can be virtual or as needed.

2.7. Provide a Public Participation Summary

This document provided at the end of this phase will be a visually appealing, graphically rich, public-facing summary of all community engagement activities. We anticipate posting it on the project website and utilizing it as a chapter to the GPU.

Phase 2 Deliverables and Meetings

- City Council Kickoff Meeting (in person)
- Planning and Zoning (P&Z) Commission Kickoff Meeting (in person)
- Bilingual Community Questionnaire (electronic)
- Bilingual Informational Brochure (electronic)
- Community Advisory Committee (CAC) Meetings (Up to 3, in person/hybrid)
- Technical Advisory Committee (TAC) Meetings (Up to 3, virtual)
- Visioning Workshops (two days in person, 1 virtual)
- Scenarios Workshops (two days in person, 1 virtual)
- Drop In Events (up to 3, in person)
- Listening Sessions (up to 16 hybrid)
- Public Participation Summary (electronic)

PHASE 3 - GENERAL PLAN DEVELOPMENT

Development of the GPU will run concurrently with the Public Engagement phase. This phase consists of a plan audit and crosswalk zoning analysis, providing working drafts, a first draft, and the statutorily required 60-day draft and distribution list.

3.1. Facilitate Plan Production

As the GPU is drafted, concurrent public and City staff input received can be reflected in the text and revised or confirmed essentially in real time or in short order.

3.1.a. Conduct Plan Audit and Crosswalk Analysis

An electronic plan audit will be conducted of the City's existing general plan to identify which goals and strategies (policies) should be carried forward in the GPU. The plan audit will be designed for input from City staff and the TAC. As part of the audit exercise, our team will also identify redundancies and best practices for consideration and will ask reviewers to consider incorporation of implementation actions into the GPU. This task will also include a separate crosswalk analysis of the current plans' future land use categories and the City's current zoning districts to understand which zoning districts fit into the future land use categories. The zoning ordinance will also be preliminarily evaluated for consistency with anticipated changes. Changes to any codes or regulations are not planned as part of this scope but could be highlighted as future implementation action items.

3.1.b. Produce Working Draft Chapters

The GPU will include elements required by Arizona Revised Statutes as well as the existing plan elements in the current general plan, but their organization will be determined by the plan outline approved by City staff and themes that arise during the public process. Generally speaking, the GPU will include an overview chapter, a chapter on community engagement, several element chapters with goals and policies, a chapter on implementation with either generalized or specific implementation actions, and several appendices. The GPU will be visually appealing and graphically rich. Regardless of structure, our team will stagger delivery of working draft chapters to City staff and TAC members for review and comment prior to compilation into a first full draft. It can be expected that these early working drafts will be loosely formatted and contain questions for both City staff and TAC members.

3.1.c. Produce First Draft General Plan

After our team receives comments back on working drafts, we will prepare an edited, one voice, and formatted first draft for a review by City staff, the TAC, and CAC prior to the 60-day Draft General Plan. This draft is typically provided in a Word format but in the Konveio platform for ease of review and complication of comments.

3.1.d. Produce 60-Day Draft General Plan

The 60-Day Draft is a statutory requirement with a mandated distribution list. It is during this time that plan drafting ceases, and the public at large has a chance to review the plan. Our team will create the 60-Day Draft which can remain in Word or be elevated into InDesign and the 60-day distribution list to include mandatory statutory reviewers and all community members engaged through the process. The 60 day draft will be posted on the project website in the Konveio platform, and the City staff will distribute notice of the 60-Day draft from a City email.

Phase 3 Deliverables and Meetings

- Plan Audit and Crosswalk Analysis (electronic)
- Working Drafts by Chapter (electronic)
- First Draft General Plan (electronic)
- 60-day Draft General Plan (electronic)

PHASE 4 - GENERAL PLAN PRESENTATION

This phase consists of preparing the final hearing draft and an executive summary as well as presentation of the GPU through the legislative process and provision of final documents.

4.1. Prepare Final Hearing Draft

After the 60-day public review period, our team will prepare the Hearing Draft. Our team will also provide a 60-Day comment spreadsheet identifying submitted comments and how each was addressed for City staff concurrence.

4.2. Prepare Executive Summary

Our team will prepare a separate executive summary of the GPU in a professional and visually appealing pamphlet format that includes the communities vision statement or aspirations, key goals, and the future land use map.

4.3. Present Final General Plan

Statutorily, the City must have one P&Z Commission Hearing for recommendation and one City Council Hearing for approval and adoption. Our team will be available to attend all hearings and will assist in presenting the final general plan with the City staff.

4.4. Provide Final Transmittal

After City Council approval by resolution, our team will provide a Final General Plan and all native files utilized in the process.

Phase 4 Deliverables and Meetings

- Final Hearing Draft (electronic)
- Executive Summary (electronic)
- P&Z Commission Hearing (in person)
- City Council Hearing (in person)
- Final General Plan (electronic)
- All Native Files (electronic)

Tolleson General Plan Update Fee Estimate		Logan Simpson		Subconsultants	Total
PHASES		Labor	Expense	Labor	
PHASE 1 - PROJECT MANAGEMENT					
1.1. Facilitate Preliminary Administrative Tasks		\$1,780	\$-	\$-	\$1,780
1.1.a. Review the General Plan and Background Materials		\$5,140	\$-	\$450	\$5,590
1.1.b. Hold City Staff Kickoff Meeting		\$1,090	\$29	\$900	\$2,019
1.1.c. Draft Existing Conditions Report / Plan Outline		\$17,480	\$-	\$32,400	\$49,880
1.2. Draft the Public Involvement Plan (PIP)		\$3,780	\$3,500	\$-	\$7,280
1.3. Launch Multi-lingual Project Website		\$3,140	\$-	\$-	\$3,140
1.4. Hold Monthly Coordination Meetings and Prepare Progress Reports		\$5,600	\$-	\$-	\$5,600
Subtotal Phase 1		\$38,010	\$3,529	\$33,750	\$75,289
PHASE 2 - PUBLIC ENGAGEMENT					
2.1. Present at City Council Kickoff Meeting		\$2,010	\$29	\$-	\$2,039
2.2. Present at Planning and Zoning (P&Z) Commission Kickoff Meeting		\$2,010	\$29	\$-	\$2,039
2.3. Hold Community Advisory Committee (CAC) Meetings		\$8,440	\$87	\$-	\$8,527
2.4. Hold Technical Advisory Committee (TAC) Meetings		\$7,870	\$29	\$2,700	\$10,599
2.5. Prepare Outreach Materials		\$5,490	\$-	\$-	\$5,490
2.5.a. Prepare Bilingual Community Questionnaire		\$3,980	\$-	\$-	\$3,980
2.5.b. Prepare Bilingual Informational Brochure		\$2,320	\$-	\$-	\$2,320
2.6. Facilitate Public Meetings		\$2,180	\$-	\$-	\$2,180
2.6.a. Hold Drop In Events		\$6,050	\$87	\$-	\$6,137
2.6.b. Conduct Public Workshops		\$16,240	\$116	\$-	\$16,356
2.6.c. Conduct Listening Sessions		\$4,470	\$58	\$-	\$4,528
2.7. Provide a Public Participation Summary		\$5,120	\$-	\$-	\$5,120
Subtotal Phase 2		\$66,180	\$435	\$2,700	\$69,315
PHASE 3 - GENERAL PLAN DEVELOPMENT					
3.1. Facilitate Plan Production		\$1,600	\$-	\$-	\$1,600
3.1.a. Conduct Plan Audit and Crosswalk Analysis		\$9,880	\$-	\$-	\$9,880
3.1.b. Produce Working Draft Chapters		\$25,440	\$-	\$14,400	\$39,840
3.1.c. Produce First Draft General Plan		\$11,900	\$-	\$-	\$11,900
3.1.d. Produce 60-Day Draft General Plan		\$6,790	\$-	\$-	\$6,790
Subtotal Phase 3		\$55,610	\$-	\$14,400	\$70,010
PHASE 4 - GENERAL PLAN PRESENTATION					
4.1. Prepare Final Hearing Draft		\$2,210	\$-	\$-	\$2,210
4.2. Prepare Executive Summary		\$3,690	\$-	\$-	\$3,690
4.3. Present Final General Plan		\$3,560	\$58	\$-	\$3,618
4.4. Provide Final Transmittal		\$960	\$-	\$-	\$960
Subtotal Phase 4		\$10,420	\$58	\$-	\$10,478
Totals		\$170,220	\$4,022	\$50,850	\$225,092

	2026											2027		
Tolleson General Plan Update Draft Schedule - 13 months	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
PHASE 1 - PROJECT MANAGEMENT														
1.1. Facilitate Preliminary Administrative Tasks														
1.1.a. Review the General Plan and Background Materials														
1.1.b. Hold City Staff Kickoff Meeting	M1													
1.1.c. Draft Existing Conditions Report / Plan Outline			D3											
1.2. Draft the Public Involvement Plan (PIP)		D1												
1.3. Launch Multi-lingual Project Website		D2												
1.4. Hold Monthly Coordination Meetings and Prepare Progress Reports														
PHASE 2 - PUBLIC ENGAGEMENT														
2.1. Present at City Council Kickoff Meeting		M2												
2.2. Present at Planning and Zoning (P&Z) Commission Kickoff Meeting			M3											
2.3. Hold Community Advisory Committee (CAC) Meetings				M4		M7		M10						
2.4. Hold Technical Advisory Committee (TAC) Meetings				M5		M8		M11						
2.5. Prepare Outreach Materials														
2.5.a. Prepare Bilingual Community Questionnaire		D4												
2.5.b. Prepare Bilingual Informational Brochure		D5												
2.6. Facilitate Public Meetings														
2.6.a. Hold Drop In Events														
2.6.b. Conduct Public Workshops					M6		M9							
2.6.c. Conduct Listening Sessions														
2.7. Provide a Public Participation Summary								D9						
PHASE 3 - GENERAL PLAN DEVELOPMENT														
3.1. Facilitate Plan Production														
3.1.a. Conduct Plan Audit and Crosswalk Analysis				D6										
3.1.b. Produce Working Draft Chapters						D7								
3.1.c. Produce First Draft General Plan							D8							
3.1.d. Produce 60-Day Draft General Plan								D10						
PHASE 4 - GENERAL PLAN PRESENTATION														
4.1. Prepare Final Hearing Draft											D11			
4.2. Prepare Executive Summary												D12		
4.3. Present Final General Plan												M12	M13	
4.4. Provide Final Transmittal													D13/ D14	

Deliverables

D1 - Public Involvement Plan (PIP) - electronic
 D2 - Multi-lingual Project Website Launch - electronic
 D3 - Existing Conditions Report - electronic
 D4 - Bilingual Community Questionnaire - electronic
 D5 - Bilingual Informational Brochure- electronic
 D6 - Public Participation Summary - electronic
 D6 - Plan Audit and Crosswalk Analysis- electronic
 D7 - Working Drafts by Chapter - electronic
 D8 - First Draft General Plan - electronic
 D9 - Public Participation Summary - electronic
 D10 - 60-Day Draft General Plan - electronic
 D11 - Final Hearing Draft- electronic
 D12 - Executive Summary - electronic
 D13 - Final General Plan - electronic
 D14 - All Native Files - electronic

Meetings

M1 - City Staff Kickoff Meeting - in person
 M2 - City Council Kickoff Meeting - in person
 M3 - P&Z Commission Kickoff Meeting - in person
 M4 - CAC Kickoff Meeting 1 - in person
 M5 - TAC Kickoff Meeting 1 - in person
 M6 - Visioning Workshops - 2 in person / 1 virtual
 M7 - CAC Meeting 2 - in person
 M8 - TAC Meeting 2 - virtual
 M9- Scenario Workshops - 2 in person / 1 virtual
 M10 - CAC Meeting 3 - in person
 M11 - TAC Meeting 3 - virtual
 M12 - P&Z Commission Hearing - in person
 M13 -City Council Hearing - in person