

WORK ORDER NO. PW1

This Work Order, dated the _____ day of _____, _____ (the "Effective Date"), between the City of Norman ("City") and Pinnacle Consulting Management Group, Inc. ("Contractor") (City and Contractor, together, the "Parties"), adopts and incorporates by reference the terms and conditions of the Agreement for On-Call Professional Services entered into on October 28, 2025, ("Agreement") by the Parties. Capitalized terms used by not defined in this Work Order shall have the meanings set out in the Agreement.

WHEREAS, pursuant to Section 3.1 of the Agreement, the Parties wish to enter into this Work Order for purposes of setting forth the rights and obligations regarding the provision of Services by Contractor for Lindsey Street Special Corridor – Pickard Avenue to Elm Avenue hereinafter described as "Project" for purposes of this specific Work Order).

NOW THEREFORE, for good and valuable consideration contained herein, the exchange, receipt, and sufficiency of which are acknowledged, the parties agree as follows:

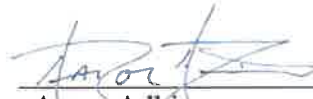
1. Scope of Services. Contractor shall perform those services set forth in Exhibit A attached hereto ("Services").
2. Compensation and Payment. In consideration for the performance of Services under this Work Order, City shall pay to Contractor in an amount and manner as set forth in Exhibit B attached hereto.
3. Schedule. Contractor shall perform the Services in accordance with the schedule set forth in Exhibit C attached hereto.
4. Termination. The term of this Work Order shall commence on the "Effective Date" and end upon the completion of the Services unless otherwise terminated in accordance with the Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Contractor has caused this Work Order No. ____ to be duly executed.

**PINNACLE CONSULTING
MANAGEMENT GROUP, INC.
(CONTRACTOR)**

By:


Aaron Adkins

Title:

Senior Vice President

Attest:

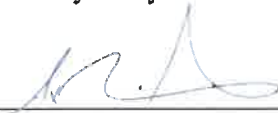

Corporate Secretary
Dorothy Amelia Harrison

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
) ss.
COUNTY OF Oklahoma)

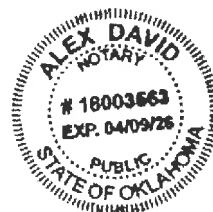
Before me, the undersigned, a Notary Public in and for said County and State, on this 6th day of November, 2025, personally appeared Aaron Adkins, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Contractor, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.



Notary Public

My Commission Expires: 18003563
My Commission Number: 04/09/26



IN WITNESS WHEREOF, the City has caused this Work Order No. _____ to be duly executed this _____ day of _____, 202__.

**CITY OF NORMAN, OKLAHOMA
(CITY)**

By: _____
Mayor, City of Norman

Attest: _____
City Clerk – City of Norman

Reviewed as to form and legality this 19 day of November, 20225
Elizabeth Luckala
City Attorney

EXHIBIT A
SCOPE OF SERVICES

City of Norman – J/P # 37984(04) – Lindsey St - Pickard to Elm

- The acquisition of the necessary right-of-way for this project will be acquired under the Oklahoma Department of Transportation (ODOT) Local Public Agency (LPA) guidelines, policies and procedures.
- All project correspondence, including weekly status reports, will be directed through the City.
- Pinnacle will obtain signed easements from all property owners along the planned route. Additional parcels will be billed at the same rate as shown below. If multiple parcel numbers are held in identical title, they will be combined and will be billed as one parcel. Based on my review of the plans, easements will be obtained from forty-four (44) property owners.
- Pinnacle will set up parcel files including, but not limited to, all written correspondence, title work, acquisition agent's contact log, appraisal, appraisal review, waivers, easements, claim, summary of acquisition, W-9 form and all other applicable documents.
- Pinnacle will conduct title research verifying ownership of and encumbrances on each parcel. Title Investigation Report Forms will be prepared including copies of vesting deeds and any liens, mortgages and judgments.
- Pinnacle will conduct the right-of-way staking under the license of a Professional Land Surveyor with the Pinnacle Survey & Mapping Department. Including all of the perpetual easements and temporary construction easements, there are thirty-seven (37) staking parcels. The temporary driveway easements will not be staked.
- Pinnacle will prepare Notice of Interest to Acquire letters, which will provide general information on the project and explain our role in performing the necessary right-of-way acquisition.
- There are twenty-one (21) parcels that will require temporary driveway easements only. Pinnacle will request donations of the temporary driveway easements.
- Parcel 36 is the location of the Lambda Chi Alpha Fraternity house. Parcel 37 is the location of the Pharmer's Market on Lindsey Dispensary. Pinnacle will request donations of the easements on these parcels.
- Based on sales data and the size of the acquisition areas, it is anticipated that other twenty-one (21) parcels will result in offers in an amount less than \$15,000.00 and will not require appraisals. Pinnacle will prepare Appraisal Waiver Valuations on these parcels.
- Upon completion of the waivers, offer letters will be generated and sent to the City for signature.

- The property owners will be contacted in person by a Pinnacle Acquisition Agent (unless they reside out of State) to explain the project, the acquisition area and answer questions regarding the project and the impact on the property. The written offers will be presented to the owners. If an owner will not accept the City's offer after a reasonable time, we will solicit any counteroffer they feel is appropriate, including documented justification. The counteroffer will be sent to the City to consider a possible administrative settlement offer.
- Once an agreement is reached with an owner, Pinnacle will obtain the signed easements, Summary of Acquisition form, claim form, W-9 form and right of entry. The signed documents will be sent to the City for payment. The perpetual easements will be filed with the County Clerk.
- Pinnacle will attempt to obtain a partial release of mortgage from the lienholder on the property, if applicable. The release will be filed with the County Clerk. If a partial release cannot be obtained, Pinnacle will request that the City approve an Unattainable Lien Waiver.
- If a reasonable settlement cannot be reached, Pinnacle will prepare the file for condemnation and submit for filing and processing of the condemnation suit. Pinnacle will provide condemnation support to the City Attorney.
- Pinnacle will provide post-acquisition support during construction, should any landowner issues arise.
- Pinnacle will provide the City with copies of all necessary paperwork including the parcel files for future reference. We will work with the design engineer to resolve any design questions.

EXHIBIT B
COMPENSATION

City of Norman – J/P # 37984(04) – Lindsey St - Pickard to Elm

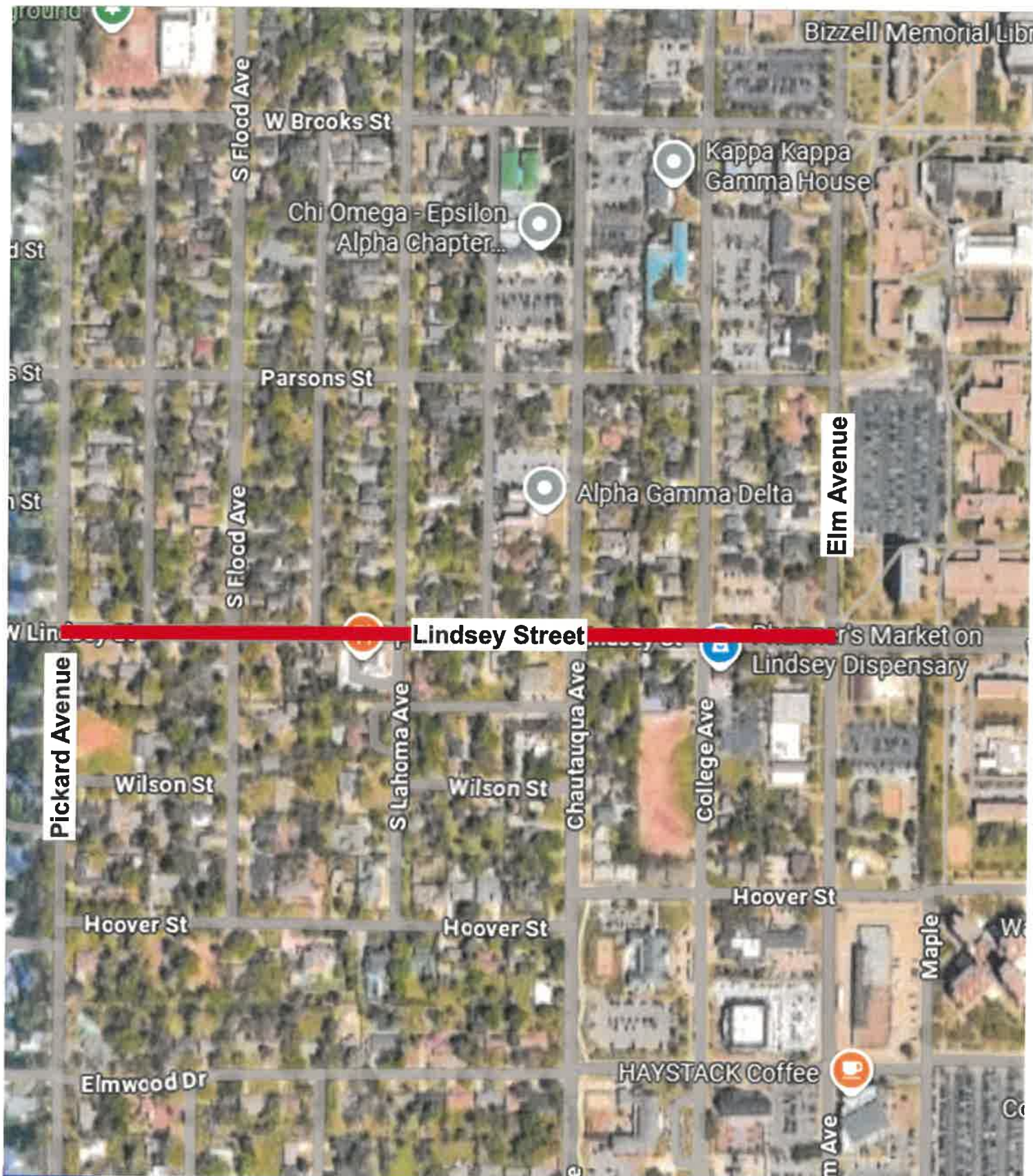
Services	# of Parcels	Fee per Parcel	Total
Title	44	\$850.00	\$37,400.00
R/W Staking	37	\$850.00	\$31,450.00
Project Manager	21	\$1,500.00	\$31,500.00
Assistant Project Manager	21	\$500.00	\$10,500.00
R/W Acquisition	21	\$3,750.00	\$78,750.00
R/W Acquisition – TDE Only Parcels & P36 & P37	23	\$2,250.00	\$51,750.00
		Total	\$241,350.00

SERVICES	LEVEL OF COMPLETION	ALLOWABLE PAYMENT
Title Investigation	Completed title investigation report.	100%
R/W Staking	Entire project staking completed.	100%
Project Manager	Completed secured or condemnation packet submitted to City.	100%
Assist. Project Manager	Completed secured or condemnation packet submitted to City.	100%
R/W Acquisition - Initiation	Offer presented to property owner.	50%
R/W Acquisition - Completed	Completed secured or condemnation packet submitted to City.	50%

EXHIBIT C
SCHEDULE

City of Norman – J/P # 37984(04) – Lindsey St - Pickard to Elm

Services	Duration (Days)
Title	45
R/W Staking	21
Waiver Valuation Preparation	30
Offers Presented	45
Negotiations Completed	180
Total Duration	321



Lindsey Street Roadway Improvement Location Map

