

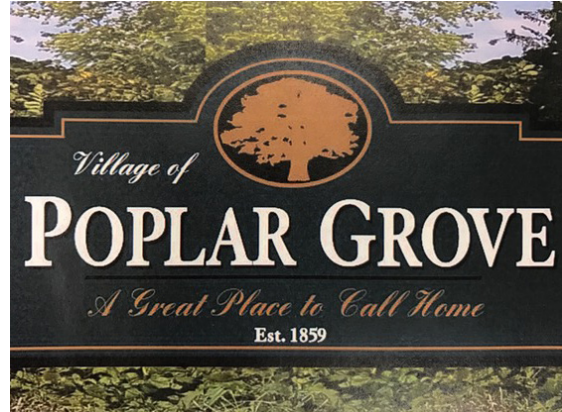
Village of Poplar Grove, Illinois

Update of the Village Comprehensive Land Use Plan

Proposal

October 11, 2023

HOUSEAL
LAVIGNE





October 11, 2023

Karri Anderberg, Village Clerk
RE: Village Comprehensive Land Use Plan Update

Village of Poplar Grove
200 N. Hill Street
Poplar Grove, IL 61065

Dear Karri Anderberg,

Houseal Lavigne is pleased to submit this proposal for the Village of Poplar Grove Comprehensive Land Use Plan assignment. We are uniquely qualified to undertake this assignment, bringing insight, expertise, and understanding from working throughout Illinois and across the United States. Our team of professionals provides the skills necessary to create a responsive and visionary Comprehensive Land Use Plan that meets the needs of the Poplar Grove community. We are excited about the prospect of working with you on this important project.

Houseal Lavigne has been an industry leader for nearly 20 years and is recognized nationally for planning, zoning, outreach, geospatial solutions, and graphics. Since our inception, Houseal Lavigne has worked with more than 450 communities in 28 states and developed over 200 comprehensive plans, including planning studies in nearby communities of Carpentersville, Crystal Lake, Huntley, McHenry, Roscoe, South Beloit, and Sugar Grove. We are currently working in Belvidere preparing their Comprehensive Plan. We know Poplar Grove and the surrounding areas extremely well.

Houseal Lavigne was awarded the National Planning Excellence Award for an Emerging Planning and Design Firm from the American Planning Association (APA). The award specifically noted our innovation, implementation success, creative and effective outreach, integration of technology, industry-leading graphic communication, and our overall influence on the profession of planning in the United States. We have won several APA state awards for our comprehensive plans, community outreach, innovation, corridor plans, technology applications, and implementation. Recently, our innovation in planning was recognized when we were awarded the APA Technology Division's 2020 Smart Cities Award; and Esri's 2018, 2019, 2020, 2021, and 2023 Special Achievement in GIS Award.

We appreciate the opportunity to be considered for this important project and look forward to the prospect of collaborating with you and the entire Poplar Grove community on the development of the new Comprehensive Land Use Plan. We are available to undertake the assignment immediately upon selection. If you have any questions regarding this submittal, please do not hesitate to contact me. Please note that this proposal is a firm offer for a period of one hundred and sixty (160) days.

Sincerely,

Nik Davis, AICP
Principal

Houseal Lavigne
(312) 372-1008 ext. 119
ndavis@hlplanning.com

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An aerial, high-angle photograph of a park or urban trail. A wide, paved path with a brick pattern runs diagonally across the frame. Several people are using the path: two are riding bicycles, one is walking, and another is pushing a stroller. The path is bordered by lush green trees and bushes. Various signs are visible along the path, including directional signs pointing left and right towards 'Destination', and a sign with a bicycle symbol. The overall scene is bright and sunny, with shadows cast by the trees and people.

SECTION 1

COMPANY OVERVIEW

Company Introduction

Our project team for the Poplar Grove Comprehensive Land Use Plan Update assignment is made up of professionals with specialized expertise in all areas of comprehensive planning, zoning, downtown and corridor planning, neighborhood and special area planning, GIS analysis, community outreach and engagement, and implementation.

We anticipate providing Poplar Grove with a responsive, effective, creative, and unique Land Use Plan.



Houseal Lavigne is an award-winning consulting firm specializing in all areas of land development regulations, community planning, urban design, and economic development. We have expertise and experience with assignments of all scales, including regional, city-wide, subarea, district, and site-specific planning and design. We strive for a true collaboration of disciplines and talents, infusing all our projects with creativity, realism, and insight.

Houseal Lavigne provides a fresh approach to urban planning, a strong foundation in contemporary development practices, an insightful understanding of market and economic analysis, and an effective ability to conduct engaging community outreach. Our firm is able to meet the unique challenges of any assignment and develop creative solutions that ensure compatibility between the built and natural environments.

Houseal Lavigne consists of a team of dedicated professionals experienced in zoning and development regulations, urban planning and design, economic development, and geospatial services. We have worked with more than 400 communities across the country on a wide variety of planning, design, and development related projects.

Houseal Lavigne is built on a foundation of excellence in customer service, strong professional relationships, and most importantly, client satisfaction. Our commitment is to provide unparalleled support, responsiveness, and creativity to our clients as they address the challenges and opportunities confronting their communities.

Houseal Lavigne is founded on a set of core principles that, when combined with our professional experience and expertise, creates a consulting firm that stands above the rest. Since the firm's founding in 2004, Houseal Lavigne has established itself as one of the Nation's premier planning and design firms.

Houseal Lavigne is an innovation-based firm and the nationally recognized leader in the emerging field of Geodesign, spatial analytics, and evidence-based planning and decision-making. By integrating the latest available technologies into the process, we are able to blend the art and science of planning and deliver more responsive and effective recommendations, 3D scenarios informed with data, and better rationale to support land use and development policy.

Services

Comprehensive Planning

Retainer Services

Development Services

Design Guidelines

Zoning/Regulatory Controls

Neighborhood &
Subarea Planning

Downtown Planning

Transit-Oriented Development

Corridor Planning

Land Planning & Site Design

Park, Recreation &
Trail Master Planning

Market & Demographic Analysis

Fiscal/Economic Impact Analysis

Firm Locations

Houseal Lavigne

Headquarters

188 West Randolph Street, Suite 200
Chicago, IL 60601

Los Angeles

360 E 2nd St #800
Los Angeles, CA 90012

Seattle

999 3rd Ave, St #700
Seattle, WA 98104

Firm Size

20+ Employees

An aerial, monochromatic blue-toned photograph of a city block. The scene features several modern, multi-story buildings with flat roofs and large windows. A dense canopy of trees is interspersed among the buildings. In the foreground, a river flows along a curved embankment with a low wall. A tall, slender utility pole stands near the center of the block. The overall atmosphere is clean and architectural.

SECTION 2

EXECUTIVE SUMMARY

APPENDIX A
RATE PROPOSAL
Rate Proposal

This Rate Proposal is to be executed and returned with your proposal.

Note: The Provider shall propose a not to exceed price to complete the project as described in the Scope of Services. In no event will the Village pay more than the not to exceed price proposed by the Provider for the project as described in the Scope of Services.

I certify our proposal addresses all criteria required in the Request for Proposal and that I have read and understand the Scope of Services as presented in the Request for Proposal.

1. Work with the Village Board of Trustees to determine the contents of the Update to the Village's Comprehensive Land Use Plan;
2. Review the existing Village Comprehensive Land Use Plan;
3. Conduct all meetings and tasks for the creation of an Update to the Village's Land Use Plan;
4. Produce a master print of the Updated Comprehensive Land Use Plan;
5. Provide the means of electronically posting the Updated Comprehensive Land Use Plan on the Village's website;
6. Provide a process for updating the Comprehensive Land Use Plan in the future.

The Provider will be able to coordinate, perform and complete all of the work described in the RFP. The Provider agrees to perform the work in a timely manner in accordance with the times and conditions set forth in the RFP.

Total Costs of Proposal (including phone, travel, meals, printing, etc. but excluding costs of job announcement publication costs): \$ \$59,910

SIGNATURE AND TITLE OF OWNER OR AUTHORIZED PERSON:


Signature

10/10/2023

Date

John Houseal, Partner | Co-Founder

Name and Title

Scope of Services

Houseal Lavigne recognizes the importance of using the planning process to establish community consensus and foster a sense of stewardship for the new Poplar Grove Comprehensive Land Use Plan that will shape the community's future over the next 20 years. Our Scope of Work ensures that Village staff, residents, business owners, key stakeholders, community leaders, and elected officials are engaged throughout the planning process, helping establish a visionary, purposeful, and implementable plan to guide Poplar Grove's future. Our process includes the development of plan recommendations and implementation strategies that are actionable, fiscally grounded, and rooted in citizen engagement.

Should the selection committee favor our proposed approach, we will work closely with Village staff and officials to further refine our proposed Scope of Work and community engagement process, ensuring that all local needs and requirements are met. Each step of our proposed Scope of Work is presented in detail on the following pages.

Step 1: Project Kick-off & Existing Conditions

To "kick-off" the planning process on the right foot, meetings will be conducted with key Village staff, department heads, and elected officials prior to undertaking other community outreach activities. This step will include an assessment of existing conditions and the preparation of an Existing Conditions Assessment.

1a. Staff Coordination Call & Data Collection

We will host an initial coordination call with Village staff to introduce the Project Team; review the Scope of Work, project timeline, and upcoming deliverables; and discuss kick-off meeting logistics. We will discuss a preferred rhythm of semi-regular check-in meetings with Village staff to ensure fluid communication throughout the planning process. Our intent is to function as a unified and integrated team alongside Village staff.

During the coordination call we will discuss data needs including, but not limited to, GIS data regarding parcels, building footprints, existing land use, zoning districts and overlays, community facilities (including Village owned properties, schools, parks, etc.), traffic volumes, traffic signals, transit, bike routes and trails, etc.; Village branding guidelines and photos; past plans and studies; and a list of service providers with contact information.

1b. Staff Kick-Off Meeting & Study Area Tour

A kick-off meeting will be held with the Village staff assigned to the Comprehensive Land Use Plan project. This first face-to-face meeting will allow us to discuss upcoming meetings and field reconnaissance. We will address any data collection issues and confirm next steps.

1c. Department Heads Meeting

Immediately following the kick-off meeting with Village staff, we will host a meeting with representatives from other Village departments. The Comprehensive Land Use Plan will have bearing on a wide variety of Village policies and support from all Village departments will be essential to plan implementation. We will work with Village staff to engage other department heads throughout the process to ensure that plan recommendations are meaningful and actionable for all Village departments.

1d. Joint Committee – Planning & Zoning Commission and Village Board of Trustees Roundtable (Mtg #1)

Before planning work begins, a project initiation meeting will be held with the Joint Committee – Planning & Zoning Commission and Village Board of Trustees to set the foundation for the planning process and review and discuss the overall direction and policy issues facing the community. As the community's policy makers, it is important that officials and community representatives learn more about the Comprehensive Land Use Plan process and have a chance to communicate and discuss their issues and concerns.

The purpose of this meeting will be to: (a) discuss the joint committee's role for the project; (b) review overall project objectives; (c) refine the work program for the project; (d) establish a preliminary schedule for the project; and (e) discuss the contents of the update to the Comprehensive Land Use Plan. The Joint Committee roundtable will be immediately followed by a planning exercise to solicit the views of the Joint Committee members and staff regarding their concerns and aspirations for Poplar Grove. This initial dialogue will inform our approach to the planning process and ensure that issues important to the Village are identified at the front end.

1e. Key Stakeholder Interviews & Focus Groups (up to 10)

Key stakeholder interviews and focus group discussions allow us to gain insight into the community that we might otherwise not be able to obtain. Up to ten (10) confidential interviews/focus group discussions will be conducted to obtain additional information regarding local issues and opportunities. The Project Team will work with Village staff and elected officials to identify those individuals or groups to be interviewed. We recommend a broad sampling of interviewees who may possess unique perspectives or special insights into the community. Interviewees could include selected property owners, new or lifelong residents, local business owners, school district officials, adjacent communities, and representatives from other government agencies, institutions, and/or civic groups. Key stakeholder interviews will be conducted with a single individual, while focus groups will include small groups of two to three individuals. The interviews and focus group discussions will be conducted in-person during scheduled visits related to other outreach events or via telephone/web meeting during a specific scheduled day for such activities.

1f. Village Website Updates

The Project Team will coordinate with Village staff to update the Village's website with information on the Comprehensive Land Use Plan on a regular basis. This may include drafting text and providing electronic documents that can be posted to the Village's website.

1g. Existing Conditions Memorandum

This task will include the preparation of an Existing Conditions Memorandum that will serve as the foundational understanding of the issues and opportunities to be addressed in the Comprehensive Land Use Plan. The Existing Conditions Memorandum will be based on issues and opportunities identified in outreach, past plans and studies, information provided by the Village and partner agencies, feedback from community service providers, and reconnaissance conducted by the Project Team. We intend to move through this task efficiently, reserving project budget and resources for visioning, planning, and action.

- Relevant Past Plans & Studies (Existing Comprehensive Land Use Plan, etc)
- Demographic Profile
- Existing Land Use & Development
- Current Zoning Ordinance & Development Regulations
- Transportation
- Community Facilities & Services (includes parks and open space)
- Natural Environment

1h. Staff Review & Discussion

We will meet with Village staff to review feedback gathered during this step along with the Existing Conditions Memo. We will work to ensure that substantive comments provided by Village staff are addressed before moving into the plan-making phase.

Step 2: Vision Statement, Goals & Future Land Use Plan

The Comprehensive Land Use Plan needs to establish an overall "vision statement" for the future of Poplar Grove that can provide focus and direction with goals based on analysis and themes identified during community outreach. The vision, goals, and key recommendations will serve as the "cornerstone" of the consensus-building process and provide focus and direction for subsequent planning activities. Based on previous steps in the planning process, we will prepare the vision statement, goals, and preliminary plan framework memo.

2a. Community Visioning Workshop

The purpose of a community visioning workshop is to allow residents and stakeholders to tell us what they think, before plans and recommendations are crafted. The Community Visioning Workshop will involve the Project Team, community staff, elected and appointed officials, community stakeholders and residents.

The workshop will begin with a group exercise where participants will work together to identify planning priorities, issues, and opportunities. Participants will then break out into small groups for a mapping exercise where they will put pen to paper and work to develop their "vision" for the future of the community. The workshop will conclude with a general

agreement regarding the community's issues and opportunities, key planning themes and principles, the long-term image and identity of Poplar Grove, and the projects and improvements that will be desirable in the future.

2b. Vision Statement & Goals

We will synthesize all feedback received during the previous steps of the planning process and prepare a vision statement for the Poplar Grove Comprehensive Land Use Plan. The vision statement will be prepared using feedback from community visioning workshop, community outreach activities, community values/quality of life themes, and observations garnered from the Existing Conditions Assessment.

Based on previous steps in the planning process, we will develop the visionary community goals to provide more specific focus and direction for planning recommendations such as growth and development, economic development, land use, housing, community facilities, transportation, and community character.

2c. Preliminary Plan Framework Memo

Before the preparation of the draft Plan begins in earnest, we will prepare the Preliminary Plan Framework Memo that identifies the plan's expected organization, primary content, and key recommendations. The Preliminary Plan Framework Memo will include the **Draft Future Land Use Map**, which will provide policies and recommendations for all land use areas in the Village.

The purpose of this Memo is to provide the Village with a summary of plan content and key recommendations before significant resources are spent drafting the Comprehensive Land Use Plan. This task will also be used to identify any significant problems with elements of the proposed Plan. This deliverable, along with the vision statement and goals, will form the basis for the development of more detailed recommendations in the draft Comprehensive Land Use Plan.

2d. Staff Review & Discussion

We will meet with Village staff to review the vision statement, goals, and the preliminary plan framework memo. Comments provided by Village staff will be integrated into the revised documents distributed to the Joint Committee for their review.

2e. Joint Committee – Planning & Zoning Commission and Village Board of Trustees (Mtg #2)

We will meet with and present the vision statement, goals, and preliminary plan framework memo to the Joint Committee – Planning & Zoning Commission and Village Board of Trustees to gather feedback and input.

Step 3: Draft & Final Comprehensive Land Use Plan

Based on the previous steps in the planning process, the draft and final version of the Comprehensive Land Use Plan will be prepared for review, consideration, and adoption.

3a. Draft Comprehensive Land Use Plan Document

Based on feedback received in previous steps the Project Team will prepare the draft Comprehensive Land Use Plan document. The plan will be user-friendly, highly illustrative, and visually compelling. Concise, well-written text will be combined with attractive and easy-to-understand maps, graphics, illustrations, and photographs to effectively communicate the Plan's policies and recommendations. It is anticipated the Comprehensive Land Use Plan will contain the following elements – Introduction and Community Profile; Vision and Goals; Land Use; Transportation; Community Facilities; Natural Areas; and Implementation.

3b. Staff Review

The Project Team will submit the draft Comprehensive Land Use Plan to Village staff in electronic format for final review. It is anticipated that the Comprehensive Land Use Plan will be subjected to a two- or three-stage review process with Village staff. Appropriate revisions will be made prior to the Community Open House and presenting to the Planning & Zoning Commission.

3c. Community Open House – Discuss Draft Comprehensive Land Use Plan

A community open house will be held to allow residents to drop in, review the draft Comprehensive Land Use Plan, and ask questions of the Project Team and Village staff. The open house format will provide an opportunity to see and learn about the Village's new Comprehensive Land Use Plan before the adoption process begins. Open house presentation materials and collateral will be provided so that Village staff can facilitate additional informational meetings as needed. Following the community open house, the final draft Comprehensive Land Use Plan will be prepared for the public hearing presentation and the adoption process.

3d. Final Draft Comprehensive Land Use Plan to Planning & Zoning Commission – Public Hearing

In accordance with State statutory requirements, the final draft Comprehensive Land Use Plan will be presented to the Planning & Zoning Commission at a public hearing. Based on review and discussion, and based on public feedback during the public hearing, a revised final draft Comprehensive Land Use Plan will be prepared for recommendation to the Village Board of Trustees.

3e. Final Draft Comprehensive Land Use Plan to Village Board of Trustees – For Adoption

We will present the final draft Comprehensive Land Use Plan to the Village Board of Trustees for consideration and adoption. Presentation materials that incorporate any plan revisions will also be provided to Village staff to conduct any additional adoption meetings required at the municipal level.

3f. Final Comprehensive Land Use Plan Document

Following the community open house and presentations, the Project Team will work with Village staff to revise the Comprehensive Land Use Plan in response to direction given by the Planning & Zoning Commission and Village Board of Trustees. The Project Team will provide text and summary files (in editable PDF formats); data, spreadsheets, and survey results; and maps and associated data in ArcGIS format.

An aerial, monochromatic view of a suburban neighborhood. The scene shows a grid of streets with various houses, some with porches and lawns. There are many trees scattered throughout the landscape, casting shadows. Several cars are parked on the streets or in driveways. The overall tone is dark and blue, giving it a professional, architectural feel.

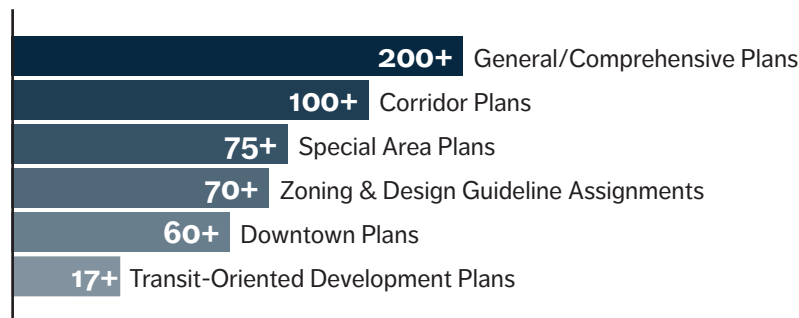
SECTION 3

PROVIDER QUALIFICATIONS

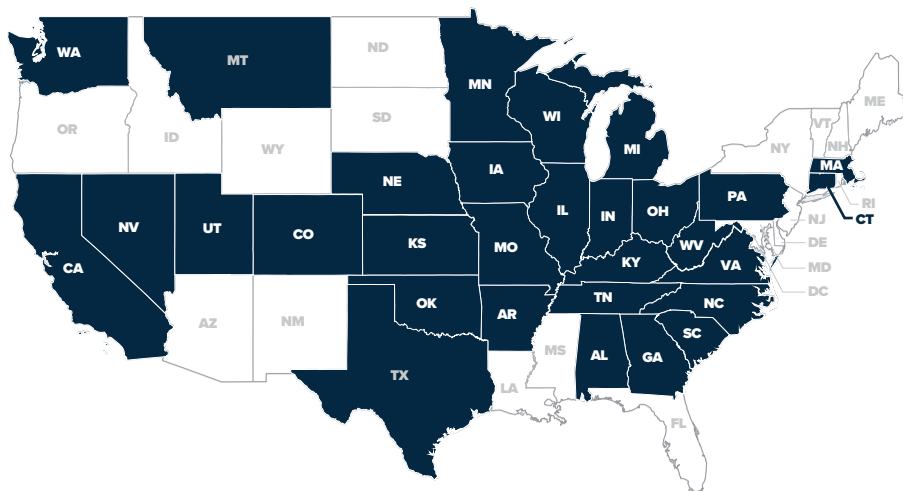
Company Description

Houseal Lavigne is an innovation-based urban planning and design firm. We pride ourselves on creativity, collaboration, and delivery of quality. Our team approach is built on strong relationships, the exchange of ideas, and a commitment to the integration of technology. Our priorities are to do good, have fun, work hard, and provide responsive, visionary, and viable solutions to our clients and partners.

OVER THE LAST 15 YEARS,
WE HAVE WORKED ON MORE THAN **450 PLANS** ACROSS MORE THAN
400 COMMUNITIES NATIONWIDE. WE HAVE DIRECTED...



OUR **NATIONAL EXPERIENCE** INCLUDES PLANNING, DESIGN, ECONOMIC, AND ZONING ASSIGNMENTS IN...



Office Locations

Chicago

188 W. Randolph Street, Suite 200
Chicago, Illinois 60601
(312) 372-1008

Los Angeles

360 E 2nd Street, Suite 800
Los Angeles, CA 90012

Seattle

999 3rd Avenue
Seattle, WA 98104

Services

Comprehensive Planning
Zoning/Regulatory Controls
Retainer Services
Development Services
Design Guidelines
Neighborhood & Subarea Planning
Downtown Planning
Transit-Oriented Development
Corridor Planning
Land Planning & Site Design
Park, Recreation & Trail Master Planning
Market & Demographic Analysis
Fiscal/Economic Impact Analysis

Firm Information

Form

Limited Liability Company (LLC)
(IL Certificate of Good Standing Attached)

FEIN

13-4287640

Founding Date

November 8, 2004

Co-Founders

John Houseal, FAICP
Devin Lavigne, FAICP

Point of Contact

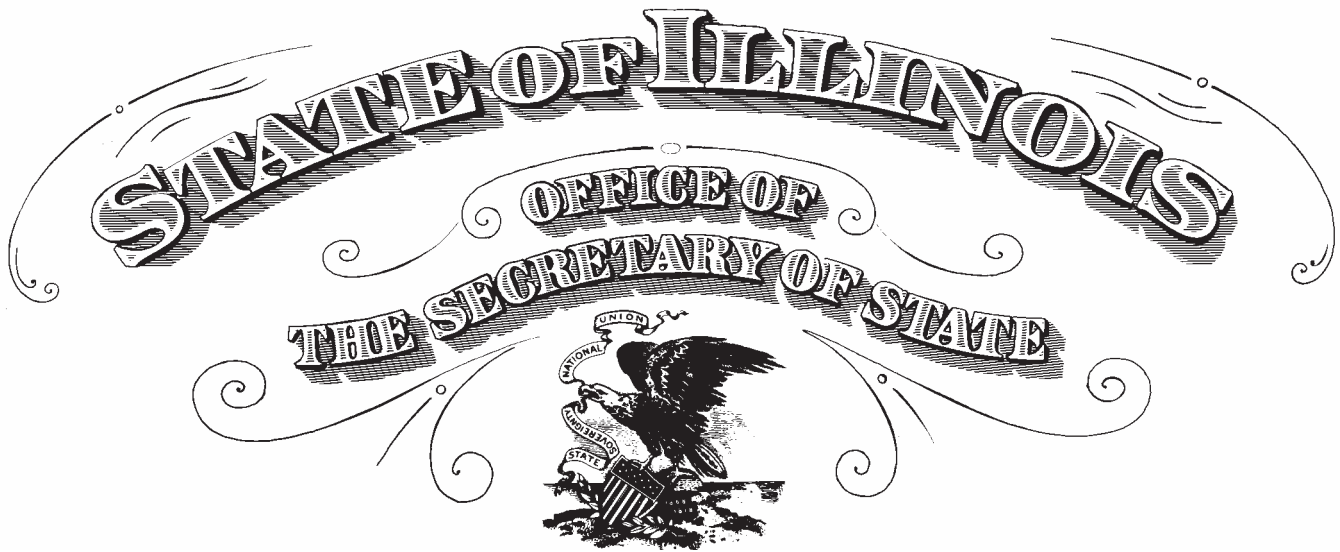
Nik Davis, AICP
Principal



GIS & Geospatial Technology

GIS and Geospatial technologies are an integral part of all our services areas, including Comprehensive Planning, Land Planning & Site Design, Visualization, and Community Engagement efforts. Houseal Lavigne (HL) is an Esri Gold Business Partner and has been designated with the ArcGIS Online, ArcGIS Urban, and Release Ready Specialty Certifications that recognizes our expertise in the implementation and utilization of the ArcGIS Platform.

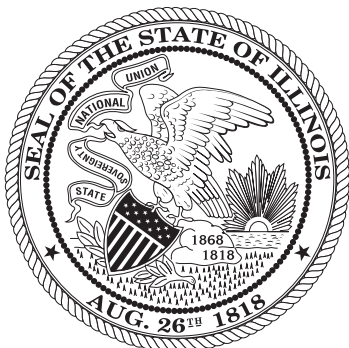
HL is one of a select few Urban Planning firms in the United States that have been awarded the ArcGIS Urban Specialty Designation further exemplifying our commitment to being on the forefront of GIS technology for urban planning.



To all to whom these Presents Shall Come, Greeting:

I, Alexi Giannoulas, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

HOUSEAL LAVIGNE ASSOCIATES, LLC, HAVING ORGANIZED IN THE STATE OF ILLINOIS ON SEPTEMBER 09, 2004, APPEARS TO HAVE COMPLIED WITH ALL PROVISIONS OF THE LIMITED LIABILITY COMPANY ACT OF THIS STATE, AND AS OF THIS DATE IS IN GOOD STANDING AS A DOMESTIC LIMITED LIABILITY COMPANY IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 8TH day of AUGUST A.D. 2023 .

Authentication #: 2322002562 verifiable until 08/08/2024

Authenticate at: <https://www.ilsos.gov>

Alexi Giannoulas

SECRETARY OF STATE

Education

Bachelor of Science in Landscape Architecture, Purdue University

Memberships

American Planning Association
American Institute of Certified Planners

ASLA Positions

ILASLA Allied Professionals Liaison
ILASLA Legacy Project Co-Chair
Past ILASLA Public Awareness Chair
Past ILASLA External Communications Officer

APA-IL Positions

Co-Chair for the Marketing Committee

Presentations

2015 National APA Planning Conference
New Tools for Zoning & Development Visualization
2013 National APA Planning Conference
Putting Zoning on the Map
APA-CMS January, 2012
Integrating Sustainability Into Development Regulations

Awards

2021 NC APA - Marvin Collins Award for a Comprehensive Plan
Morrisville Land Use Plan/Town Center
2020 Special Achievement in GIS Award
Morrisville Land Use Plan/Town Center
2020 APA Smart Cities Award
Morrisville Land Use Plan/Town Center
2019 APA-CO General Planning Award
Aurora Places Comprehensive Plan
2018 APA-VA Plan of the Year
Bristol Virginia Comprehensive Plan
2018 Special Achievement in GIS Award
Oshkosh Lakeshore Development
2016 APA-MN Innovation Award
St. Cloud Comprehensive Plan
2014 APA-MI Public Outreach Award Imagine
Flint Master Plan
2009 ILASLA Honor Award for Environmental Stewardship
Winnebago County 2030 Land Resource Management Plan

Nik brings more than 15 years of professional design and planning experience to Houseal Lavigne Associates and as a Principal manages much of the firm's versatile studio work, as well as hones skill specializations in urban design, landscape architecture, site plan development, streetscape design, and sustainability planning, from the individual lot level up to the regional scale. He provides the connection between the planmaking process and document creation, focusing on concept and site design, graphics, document layout, geographic information and cartographic renderings, and urban-form 3D modeling, using a breadth of software tools and drafting techniques.

Nik has extensive experience in landscape and planting design which includes conducting site visits and creating inventory and analysis maps, developing project bases, drafting general development and preliminary plans, producing hand and computer rendered sketches and plans, and submitting construction documents, specifications, plant list schedules, and cost estimates for review and installation. Nik has a diverse background in urban planning and design with experience in the preparation of research and inventory materials, site analysis maps, framework plans, preparation of conceptual development plans for a full range of residential, commercial, mixed-use, office and industrial park developments, and commercial corridors.

Prior to joining Houseal Lavigne Associates, Nik worked for consulting firms specializing in landscape architecture, streetscape design, urban design, zoning, and development planning. Nik has a Bachelor of Science in Landscape Architecture from Purdue University.

Project Experience

Downtown/TOD Plans

30+ Downtown/TOD Plans, including:

- Bentonville, AR
- Carbondale, IL
- Carson City, NV
- Clarendon Hills, IL*
- Elmhurst, IL
- Fort Dodge, IA
- Geneva, IL
- Hinsdale, IL*
- Hudson, OH
- Lawrence, KS
- Lisle, IL
- Rolling Meadows, IL
- St. Charles, IL

Streetscape Designs

25+ Streetscape Designs, including:

- Bourbonnais, IL*
- Bradely, IL
Broadway Street
- Chicago - 87th & Stony, Lake Street, Uptown-Broadway Avenue, Auburn Gresham-79th Street
- Des Plaines, IL*
- Elmhurst - North York
- Glen Ellyn, IL
- Grayslake, IL*
- Huntley, IL
- New Buffalo, MI
- Richton Park, IL*

Zoning & Development Regulations

30+ Zoning & Development Regulations, including:

- Baltimore, MD*
- Bentonville, AR
- Buffalo, NY*
- Cleveland Heights, OH*
- Council Bluffs, IA*
- Dunwoody, GA
- Flint, MI
- Fort Dodge, IA*
- Hinsdale, IL*
- Mundelein, IL*
- Muskogee, OK
- New Orleans, LA*
- Park Ridge, IL*
- Riverside, IL*
- Wilmette, IL*
- Winnebago County, IL*

Design Guidelines & Standards

25 + Design Guidelines & Standards, including:

- Chicago - Archer & Halsted
- Council Bluffs, IA*
- Fort Dodge, IA*
- Kenilworth, IL
- Mundelein, IL*
- Pace TOD Guidelines Manual

Comprehensive Plans

30+ Comprehensive Plans, including:

- Aurora, CO
- Bentonville, AR
- Bristol, TN
- Buffalo, NY*
- Cary, IL
- Centerton, AR
- Council Bluffs, IA
- Elgin, IL
- Flint Master Plan, MI
- Frederick, CO
- Hudson, OH
- Maywood, IL
- St. Charles, IL
- Morrisville, NC
- Wake Forest, NC
- Windsor, CO

Corridors

40+ Corridors, including:

- Ames, IA
- Bentonville, AR
- Des Plaines, IL*
- Elmhurst, IL
- Island Lake, IL
- Homer Glen, IL
- Kenilworth, IL
- New Lenox, IL
- Park Ridge, IL*
- Peoria Heights, IL
- Portage, IN
- Rolling Meadows, IL
- Traverse City, MI

Company Disclosures

Conflicts of Interest

Houseal Lavigne Associates, LLC, has no pending acquisitions, divestitures or conflicts of interest that could impact this contract.



Company Disclosures

History of Litigation

The firm, its agents, or its employees have not been involved in any litigation, or actions taken by any regulatory agency with respect to any work done within the last ten years, including Municipal Comprehensive Land Use Plans.

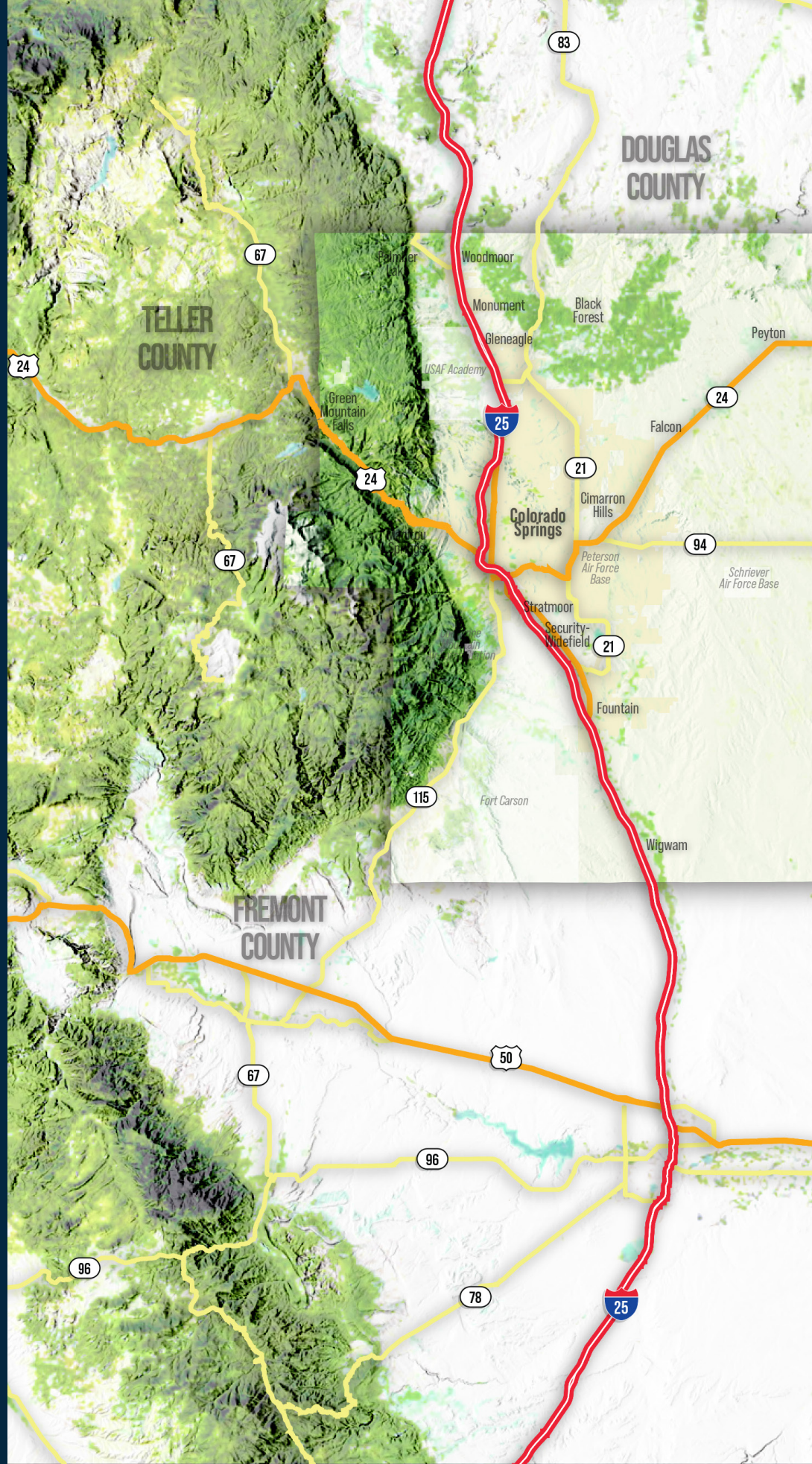
Additionally, the firm has no written complaints filed with local, state or federal regulatory agencies, business organization, or any additional agencies within the last three (3) years to list.



Company Disclosures

Insurance Coverage

Houseal Lavigne acknowledges that it can fulfill and maintain all insurance requirements, and provisions, as specified in the RFP.



References

We are proud of our work and the long-term relationships we maintain with clients. We believe each of these references demonstrate our ability to satisfy clients through an approach that meets the technical and financial needs of client communities. Below are the reference names and contact information as requested in the RFP.

Service	Client	Point of Contant	Email/Phone	Address
Comprehensive Land Use Plan	Village of Cary, IL	Brian Simmons, Community Development Director	(847) 474-8073 bsimmons@caryvillinois.com	655 Village Hall Drive Cary, IL 60013
Comprehensive Land Use Plan	Village of Peoria Heights, IL	Michael Phelan, Village Mayor	(309) 686-2373 michael.phelan@peoriaheights.org	4901 N Prospect Rd, Peoria Heights, IL 61616
Comprehensive Land Use Plan	Village of North Aurora, IL	Mike Toth, Community and Economic Development Director	(630) 335-6016 mtoth@vil.north-aurora.il.us	25 E. State St. North Aurora, IL 60542

Project Experience

Houseal Lavigne has established itself as one of the top planning firms in the United States. The firm strengthens communities through creative, dynamic, and viable approaches to planning, design, and development. By creating a clear and practical unifying vision, developing achievable and implementable plans and concepts, fostering innovative community involvement programs that reach a broad cross-section of stakeholders, crafting sustainable growth and resilient economic development strategies; our team provides the expertise necessary to improve the relationship between people and their environment.

Houseal Lavigne has worked with more than 450 communities across the country and developed over 200 comprehensive plans and more than 50 downtown/TOD plans, 100 corridor plans, 55 special area plans, 35 zoning ordinances, design guidelines and related assignments. Our national experience includes planning, design, economic, and zoning assignments in Alabama, Arkansas, California, Colorado, Connecticut, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, Nevada, North Carolina, Ohio, Oklahoma, Pennsylvania, South Carolina, Tennessee, Virginia, West Virginia, and Wisconsin. The list below is some of our comprehensive planning experience.

Client	Service	Description	Point of Contact
Village of Peoria Heights, IL	Comprehensive Land Use Plan	In early 2020, the Village of Peoria Heights tasked Houseal Lavigne with taking an all-inclusive approach to consolidate their recent planning efforts and update their previous guiding plan, a short-form vision document created over a decade ago. The resulting Peoria Heights Comprehensive Plan is wholly original and innovative, developed specifically for the community, built on a tailored community engagement approach, and designed with the end-user in mind. Detailed and graphically rich subarea plans complement the clear and compelling core elements of the document.	Michael Phelan, Village Mayor (309) 686-2373 michael.phelan@peoriaheights.org 4901 N Prospect Rd, Peoria Heights, IL 61616
Village of North Aurora, IL	Comprehensive Land Use Plan	Houseal Lavigne was hired by the Village and the Chicago Metropolitan Agency for Planning (CMAP) to develop a Comprehensive Plan that would establish a long-term vision for growth and provide a roadmap for strategic redevelopment. Each chapter of the Plan describes specific techniques for either reinvestment in urbanized areas or support for new growth where opportunities exist. The Plan also includes two subarea concepts that identify specific local actions related to infrastructure and development.	Mike Toth, Community and Economic Development Director (630) 335-6016 mtoth@vil.north-aurora.il.us 25 E. State St. North Aurora, IL 60542
Village of Minooka, IL	Comprehensive Plan	The Minooka Comprehensive Plan provides for the balanced growth of the community, identifying target areas for infill development, establishing guidelines to encourage a greater mix of housing types, and opportunities for continued economic growth. While the Village's previous plan promoted development across a vast area within the Village's extraterritorial jurisdiction, the Plan developed by Houseal Lavigne establishes a framework for strategic growth and annexation that preserves many of the rural areas of the community. This pragmatic approach to land use and development will enable the Village to more than double its residential, commercial, and industrial footprints while limiting the premature development of valuable farmland.	Dan Duffy, Village Administrator (815) 467-2151 x3173 dan.duffy@minooka.com 121 McEvilly Rd Minooka, IL 60447
Village of Channahon, IL	Comprehensive Plan	In early 2018 the Village hired Houseal Lavigne to develop a new Comprehensive Plan, Re-Imagine Channahon, with the objective of directing positive growth and attracting new uses into the Village that meet the needs of current and future residents. At its core, the Plan defines how the Village may evolve over the next 10 to 20 years and the steps necessary to effect positive change in Channahon.	Thomas Durkin, Village Administrator (815) 467-6644 tdurkin@channahon.org 24555 S. Navajo Drive Channahon, IL 60410-3334
Village of Cary, IL	Comprehensive Plan	With the closing of a large school site in the heart of the community's downtown, the Village contracted with Houseal Lavigne to create a Comprehensive Plan that would capitalize on this once-in-a-generation opportunity, as well as provide a new vision and direction for the entire community. The new Plan focuses on community-wide growth and reinvestment that will better position Cary to compete with neighboring communities for jobs and tax dollars. The Plan identifies strategies for revitalizing Cary's aging auto-oriented commercial corridor and better defining Downtown Cary as a unique mixed use district. Reinvestment strategies are also complemented by detailed concepts that showcase large opportunity sites the Village has invested in clearing and prepping for redevelopment.	Brian Simmons, Community Development Director (847) 474-8073 bsimmons@carvillinois.com 655 Village Hall Drive Cary, IL 60013

An aerial, isometric view of a city block. The scene is rendered in a monochromatic blue-grey color scheme. It features a grid of streets with various building footprints, some with gabled roofs and others with flat roofs. Numerous parking lots are interspersed among the buildings, filled with small car icons. Rows of trees line the streets and are planted in front of the buildings. The overall layout suggests a dense urban environment.

SECTION 4

FORMS

APPENDIX B

CERTIFICATION AFFIDAVIT

Village of Poplar Grove, Illinois

Invitation to Submit Proposal

Bid Title: Update of Village's Comprehensive Land Use Plan

Bidder/Offer Affidavit

The undersigned certifies that they are an agent of the company shown and as such agent is authorized to submit this proposal on its behalf.

Federal Tax Id #	<u>13-4287640</u>
Company	<u>Houseal Lavigne Associate, LLC</u>
Address	<u>188 W. Randolph St., Suite 200</u>
City/State/Zip	<u>Chicago, Illinois, 60601</u>
Phone	<u>(312) 372-1008</u>
Fax	<u>N/A</u>
Email	<u>jhouseal@hlplanning.com</u>


Authorized Signature

John Houseal, Partner | Co-Founder

Name/Title

10/10/2023

Date

APPENDIX C

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Village of Poplar Grove, Illinois

Invitation to Bid

Bid Title: Executive Recruitment Consulting Services

Policy Statement: Equal Employment Opportunity

It is the policy of Houseal Lavigne to provide equal employment opportunity to all persons regardless of race, color, religion, sex, age, handicap or national origin through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive Orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972 and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment. Accordingly, we will take Affirmative Action to ensure that we will:

1. Recruit, hire and promote in all job classifications regardless of race, color, religion, sex or national origin.
2. Make promotional decisions that in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
3. Incorporate our equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs, company sponsored training, education and tuition assistance.
4. Conduct social and recreation programs sponsored by our agency without regard to race, color, sex, or religion.
5. Bidder should contact the Village Clerk for specific information regarding the Village's Equal Employment Policy.

At present, 23 % of our work force are minorities and 27 % of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. It is also our intent to make efforts to purchase supplies or equipment from small businesses located within the Village of Poplar Grove or Boone County.

The bidder certifies that he/she/it does not maintain or provide for his/her/its employees any segregated facilities at any of his/her/its establishments, and that he/she/it does not permit his/her/its employees to perform their services at any location, under his/her/its control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he/she/it has obtained identical certification from proposed subcontractors/leased operators of equipment for specific time periods) he/she/it will obtain identical certification from proposed subcontractors/leased operators of equipment from the provisions of the Equal Opportunity clause, and that he/she/it will retain such certification in his/her/its files.

Houseal Lavigne Associate, LLC

Firm Name

10/10/2023

Date



Authorized Signature

John Houseal, Principal and Co-Founder

Name/Title

APPENDIX D

DRUG FREE WORKPLACE CERTIFICATION

DRUG FREE WORKPLACE CERTIFICATION

In compliance with State of Illinois Compiled Statutes, Chapter 30-580, the Provider certifies and agrees that it will provide a drug free workplace by:

Publishing a Statement:

- A. Notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the Provider's workplace.
- B. Specifying the actions that will be taken against employees for violations of such prohibition.
- C. Notifying the employee that, as a condition of employment on such Contract, the employee will:
 - 1. Abide by the terms of the statement; and
 - 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- D. Establishing a Drug Free Awareness Program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The Provider's policy for maintaining a drug free workplace;
 - 3. Available counseling, rehabilitation, or assistance programs; and
 - 4. Penalties imposed for drug violations.
- E. Providing a copy of the Statement required by subsection (a) to each employee engaged in the performance of the Contract and to post the Statement in a prominent place in the workplace.
- F. Notifying the contracting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- G. Imposing a sanction on, or requiring the satisfactory participation in a Drug Abuse Assistance or Rehabilitation Program, by any employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.
- H. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
- I. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

The undersigned affirms, under penalties of perjury, that he/she is authorized to execute this certification on behalf of the designated organization.

Houseal Lavigne Associate, LLC

(Printed name of Provider)

188 W. Randolph St., Suite 200

Address

Chicago

City

Illinois

State

60601

Zip Code

Signature of Authorized Representative

Co-Founder

Title

10/10/2023

Date

APPENDIX E

NON-COLLUSION CERTIFICATE

NON-COLLUSION CERTIFICATE

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38 of the Illinois Revised Statutes concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts.

John Houseal

(Printed Name of Contractor)

188 W. Randolph St., Suite 200

Address

Chicago

Illinois

60601

City

State

Zip Code


Signature of Authorized Representative

Partner | Co-Founder

10/10/2023

Title

Date