

Client Agreement

Thank you for choosing Studio GWA to assist you with the update to the Comprehensive Land Use Plan for the Village of Poplar Grove. The purpose of this Agreement is to outline our rights and obligations to each other, providing clarity for moving forward.

Introduction

This Client Agreement ("Agreement") is between Village of Poplar Grove ("Client" or 'You") and Studio GWA ("We" or "Us") to provide planning services as outlined below:

Client

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

Consultant Studio GWA 200 Prairie Street, Suite 201 Rockford, IL 61107

Contract Date: November 6, 2023

Scope of Service:

We understand that you would like to pursue an update to the Comprehensive Land Use Plan Update for the Village of Poplar Grove.

We understand that you, the Village, will assist in determining which sections of the existing Comprehensive Land Use Plan require updates. As noted on pages 10-11 of our RFP response we note the sections that we foresee requiring an update. We will ensure this is the case during our kick-off meeting.

We also understand that the Village will assist with ensuring the public is made aware of and invited to the open house and any other input opportunities. As part of the planning work, we will partner with Redevelopment Resources, who will act as sub-contractor to us. Their role will primarily be around the topics of housing and economic development.

Our RFP submittal dated 10/13/23 and the below Schedule and Fee outline our proposed approach and schedule to the work as well as our fee per phase. Please reference the RFP submittal for further details regarding our team and qualifications as well as our methodology and further details about deliverables. The RFP response will act as an Appendix to this agreement with its conditions and forms binding to the agreement.

> Rockford Monroe

200 Prairie St. Suite 201 Rockford, IL 61107 1107 16th Ave.

Monroe, WI 53566

815-963-1900 studiogwa.com

Schedule and Fee:

November	TASK 1: PROJECT KICKOFF		
	TASK 1.1: Hold kickoff meeting with Team (in-person)		
	TASK 1.2: Participate in tour with Team (in-person)		
	Travel (1 trip)		
	Task 1 Fee:	\$	3,332
1	% of Project Team Hours Allocated to Task 1:		11%
November-	TASK 2: PLAN REVIEW, DATA COLLECTION		
January			
	TASK 2.1: Review existing plans, policies		
	TASK 2.2: Quantitative data collection, analysis		
	Task 2 Fee:	\$	7,270
	% of Project Team Hours Allocated to Task 2:		25%
February	TASK 3: PUBLIC ENGAGEMENT AND STAFF/ELECTEDS CORRES	POND	ENCE
	TASK 2.1. Hold community open house (nublic heaving (In Descen)		
	TASK 3.1: Hold community open house/public hearing (In-Person) TASK 3.2: Plan Progress (50%) Meeting with village staff (Virtual)		
	Travel (1 trip)		
	Task 3 Fee:	\$	3,484
	% of Project Team Hours Allocated to Task 3:	Ψ	12%
February-		,	12.70
March	TASK 4: UPDATE COMP PLAN ELEMENTS + 80% DRAFT REVIEW	V	
	TASK 4.1: Plan Elements Update		
	TASK 4.1: Plan Elements Update TASK 4.2: Plan Recommendations		
	·		
	TASK 4.2: Plan Recommendations		
	TASK 4.2: Plan Recommendations TASK 4.3: Plan Progress (80%) Meeting with village staff (Virtual)	\$	12,117
	TASK 4.2: Plan Recommendations TASK 4.3: Plan Progress (80%) Meeting with village staff (Virtual) Travel (1 trip) Task 4 Fee:	\$	-
	TASK 4.2: Plan Recommendations TASK 4.3: Plan Progress (80%) Meeting with village staff (Virtual) Travel (1 trip)	\$	12,117 41%
March-April	TASK 4.2: Plan Recommendations TASK 4.3: Plan Progress (80%) Meeting with village staff (Virtual) Travel (1 trip) Task 4 Fee:	\$	-
March-April	TASK 4.2: Plan Recommendations TASK 4.3: Plan Progress (80%) Meeting with village staff (Virtual) Travel (1 trip) Task 4 Fee: % of Project Team Hours Allocated to Task 4: TASK 5: PLAN PRESENTATION (95% DRAFT) + FINALIZATION	\$	-
March-April	TASK 4.2: Plan Recommendations TASK 4.3: Plan Progress (80%) Meeting with village staff (Virtual) Travel (1 trip) Task 4 Fee: % of Project Team Hours Allocated to Task 4: TASK 5: PLAN PRESENTATION (95% DRAFT) + FINALIZATION TASK 5.1: Present Plan Update to Village Board, Staff	\$	-
March-April	TASK 4.2: Plan Recommendations TASK 4.3: Plan Progress (80%) Meeting with village staff (Virtual) Travel (1 trip) Task 4 Fee: % of Project Team Hours Allocated to Task 4: TASK 5: PLAN PRESENTATION (95% DRAFT) + FINALIZATION	\$	-
March-April	TASK 4.2: Plan Recommendations TASK 4.3: Plan Progress (80%) Meeting with village staff (Virtual) Travel (1 trip) Task 4 Fee: % of Project Team Hours Allocated to Task 4: TASK 5: PLAN PRESENTATION (95% DRAFT) + FINALIZATION TASK 5.1: Present Plan Update to Village Board, Staff TASK 5.2: Finalize Plan	\$	-
March-April	TASK 4.2: Plan Recommendations TASK 4.3: Plan Progress (80%) Meeting with village staff (Virtual) Travel (1 trip) Task 4 Fee: % of Project Team Hours Allocated to Task 4: TASK 5: PLAN PRESENTATION (95% DRAFT) + FINALIZATION TASK 5.1: Present Plan Update to Village Board, Staff TASK 5.2: Finalize Plan Travel (1 trip)		41%
March-April	TASK 4.2: Plan Recommendations TASK 4.3: Plan Progress (80%) Meeting with village staff (Virtual) Travel (1 trip) Task 4 Fee: % of Project Team Hours Allocated to Task 4: TASK 5: PLAN PRESENTATION (95% DRAFT) + FINALIZATION TASK 5.1: Present Plan Update to Village Board, Staff TASK 5.2: Finalize Plan Travel (1 trip) Task 5 Fee:		41%

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200 Prairie St. Suite 201 1107 16th Ave.

Billing Schedule and Payments;

- 1. **Schedule.** We are prepared to start our work within five (5) business days of notification and receipt of a signed Client Agreement.
- 2. Billing. Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice.
- 3. **Payments.** Monthly payments are due on or within 30 days from the billing date.

General Conditions:

- 1. Additional Services. We recognize changes can or will occur throughout the duration of the project. You are welcome to request these services from us, though request for changes not included in the Scope of Service section of this agreement is considered an additional service. Should we encounter requests from you that we deem out of the Scope of Service, we will coordinate with you the best way to proceed either through halting that work or developing a separate agreement to conduct that work that is separate from the terms outlined within this document.
- 2. **Cancellation.** We hope to fulfill the project vision and provide you a quality experience. If, for any reason, it is determined be you or us that the relationship and performance is unsatisfactory, then this agreement may be ended. A written cancellation will be provided to us by you, along with payment for all expenses incurred and any work done toward the completion of the project at the date of cancellation letter.
- 3. **Marketing.** Drawings, maps, site plans, and photography developed before, during, and after project completion may be used for marketing purposes by us. We will share these assets upon request with you for your marketing use.

Acceptance:

Acceptance by the Client is strictly limited to this Agreement which when acknowledged by signing this Agreement is authorization to proceed. This proposal will expire 90 days from the contract date listed on page 1.

Ashley Sarver, Partner Senior Urban Planner

11-6-2023 Date

Client

Date

200 Prairie St. Suite 201 1107 16th Ave.

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Rockford, IL 61107 Monroe, WI 53566 815-963-1900 studiogwa.com



Team Proposal

Professional Planning Services Update of Village Comprehensive Land Use Plan

Prepared for

VILLAGE OF POPLAR GROVE

Created by **STUDIO GWA**



200 Prairie Street, Suite 201 Rockford, IL 61107 Phone: 815-963-1900



Ashley Saver, AICP asarver@studiogwa.com studiogwa.com



Proposal issued: 13 October 2023



studiogwa Redevelopment Resources



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Cover Letter

01

13 October 2023 Village of Poplar Grove, Illinois Attn: Karri Anderberg, Village Clerk 200 N. Hill Street Poplar Grove, IL 61065

To Whom it May Concern,

Studio GWA and Redevelopment Resources enthusiastically submit this proposal to produce a Comprehensive Land Use Plan Update for the Village of Poplar Grove! We view this project as an opportunity to provide a plan update that is both aspirational and practical, serving the needs of village staff and community members alike.

Our firm, Studio GWA, provides a wide range of services in architecture, urban design, land use planning, and development finance. For every project, we draw on over 40 years of people-first design experience to deliver unique products that are tailored to each community. We understand the complex layers of the built environment—from individual buildings, to blocks, to districts, and city-wide—and we work with stakeholders to develop plans that are more authentic, sustainable, and implementable.

Our partner in this project, Redevelopment Resources, has conducted a wide range of plans, analyses, and implementation strategies for communities throughout the Midwest. We have partnered with Redevelopment Resources on a number of projects serving small communities, notably on an economic development plan and corridor study in Baraboo, Wisconsin as well as a housing study for four counties in Northwest Illinois.

Thank you for the opportunity to submit our team proposal! We look forward to the possibility of serving your community.

Sincerely,

Ashley Sarver AICP Partner, Senior Urban Planner Studio GWA





Actively designing versatile, livable, and sustainable places for people.

Studio GWA is a creative, visionary team that believes in engaging the community through design. We are well-versed in urban and architectural design, economic development, real estate development, planning, placemaking, and other services that have benefited communities throughout the Midwest.

We have earned a reputation for revitalizing existing spaces in a way that emphasizes their character and reinforces their unique context within a community. Some of the best places are those that played a core role in a community's development. We help people tell that story to bring it back to life for future generations, not only through the engagement process but also through design.

Since 1982, Studio GWA has contributed to focused community change by taking an on-the-ground approach. We continue to partner with individuals, organizations, and communities to develop a shared ownership and appreciation of history, one that creates a legacy for future generations.

OUR STRENGTHS







MASTER PLANNING

FINANCIAL FEASIBILITY

ARCHITECTURE

AT A GLANCE

A Certified Women's **Business Enterprise** (WBE)

CONTACT INFORMATION

Ashley Sarver Partner & Senior Urban Planner asarver@studiogwa.com P. 815-963-1900 www.studiogwa.com

LOCATIONS

Rockford: 200 Prairie Street, Suite 201 Rockford, Illinois 61107

Monroe: 1107 16th Avenue Monroe, Wisconsin 53566

COMPANY INFORMATION

Full Legal Name: Gary W. Anderson and Associates, Inc. Form of company: C-Corp FEIN: 363622221 Date Established: 1982 Number of FTEs: 14 **Company Principals:**

- Jennifer Spencer: President
- Gary Anderson: Vice President
- Aaron Holverson: Secretary
- Ashley Sarver: Treasurer







Planning, Analyzing, and Engaging to Maximize Community Impact

Established in 2009, Redevelopment Resources provides development and redevelopment solutions and research services to municipalities, businesses and organizations. Our experience was gained primarily from active successful careers working in economic and community development, planning, and marketing fields. The team transitioned into consulting in order to share our vast experience with others.

Because of the breadth of experience of our team members, we offer services in many categories:

- Economic & Community Development/Redevelopment / Workforce Development
- Real estate
- Retail / Business Support / Marketing
- Planning and Facilitation
- Research and Analysis

The firm was founded in Wausau through a partnership between Kristen Fish and Deborah Ersland. In 2015 the company moved to Madison, WI where it is located today. We have worked across the state of Wisconsin as well as Illinois, Iowa, Michigan, Nebraska, New York, North Dakota, Colorado, and Ontario.

Clients have engaged Redevelopment Resources over multiple projects and multiple years. One of the highest honors we receive is when a client implements each and every one of our recommendations and calls us back to develop the next set of strategies with them.

AT A GLANCE

CONTACT INFORMATION

Kristen Fish-Peterson, CEcD, EDFP Principal and CEO Kristen@redevelopment-resources.com 722 Traveler Lane Madison, Wisconsin 53718 P. 715-581-1452 redevelopment-resources.com

BY THE NUMBERS

165+

Combined years of experience **75+**

In-depth market studies for communities and private-sector businesses

50

Years of commercial real estate broker experience

1,400,000

Sq Ft of office and retail space leased and managed

675,000

Sq Ft of industrial space developed **700+**

Units of housing developed and managed



Ashley Sarver, AICP Partner, Senior Urban Planner

Ashley is an urban planner with a background in municipal economic development. She has the ability to analyze market conditions and consider the overall context to develop a plan for new construction and adaptive re-use. With a passion for community and neighborhood development, she mixes her knowledge of development tools with community outreach to develop a pathway to achieving community goals.

Ashley enjoys working in small communities throughout Northern Illinois, and she is excited at the prospect of advancing the good work that is already happening in the Village.

As Project Manager, Ashley will be overseeing all phases of the project from existing conditions to implementation.

RELEVANT EXPERIENCE

Redevelopment Planning, Feasibility Studies

- Sterling Riverfront Redevelopment Planning Sterling, IL
- Fordam Forward/Purpose Built Communities Planning Rockford, IL
- Pro Forma financial analyses Multiple communities

Regional, Master, and Corridor Plans

- Madison Street Corridor Planning and Financial Feasibility Rockford, IL
- Economic Resiliency Planning and Corridor Study Baraboo, WI
- Keith Creek Corridor Study Rockford, IL
- Northwest Illinois Housing Study Blackhawk Hills Regional Council



Michael Smith, AICP Candidate Urban Planner

Michael is an urban planner whose work at Studio GWA includes master planning, corridor planning, transportation planning, and stakeholder engagement. With over ten years of experience in the nonprofit sector, he understands how critical stakeholders are in co-developing work products that are authentic and inclusive. Michael recognizes the interwoven relationship between each place and space and works with stakeholders to ensure that municipal plans are cohesive, balanced, values-driven, and consensus-based.

Michael will be assisting with all aspects of the plan, including document creation, plan/policy review, and more.

RELEVANT EXPERIENCE

Regional, Master, and Corridor Plans

- Sterling Riverfront Redevelopment Planning Sterling, IL
- Economic Resiliency Planning and Corridor Study Baraboo, WI
- Keith Creek Corridor Study Rockford, IL
- Northwest Illinois Housing Study Blackhawk Hills Regional Council



EDUCATION

University of Illinois, Urbana-Champaign Bachelor of Arts in International Studies, 2010 University of Illinois, Chicago Master of Urban Planning & Policy, 2013



EDUCATION

University of Illinois, Chicago Master of Urban Planning and Policy, 2018 Northern Illinois University

Certificate in Public Administration, 2017



Kristen Fish-Peterson, CEcD, EFPD Principal and CEO

Kristen has over 30 years of direct experience in redevelopment, market analysis, planning, implementation, grant writing, brokerage, business development, media, manufacturing, and marketing. In 2009, she and two colleagues started Redevelopment Resources, a community impact consulting firm which operates throughout the Midwest. She has managed all aspects of strategic planning processes, business development and adaptive re-use programs including business recruitment, retention, entrepreneurial programming, loan fund management, deal structuring, blight elimination, and policy/ program development.

Kristen will serve as Deputy Project Manager and focus primarily on the Housing and Economic Development Elements of the Plan.

RELEVANT EXPERIENCE

- Conducted dozens of retail/commercial market analyses for downtowns, business districts, municipalities and counties
- Developed strategy and carried out implementation activities for City of Watertown, Village of Rothschild, City of Merrill and Village of Pulaski
- Written and implemented several Tax Increment Financing plans
- Successful grant writing at local, state and federal level



Dayna Sarver, CEcD

Chief Research Officer, Development Specialist

Dayna brings over five years of professional public sector experience in economic development to the Redevelopment Resources team. While obtaining her a master's degree in planning from the UW–Madison she was also a project assistant at UW-Extension. Together with Bill Ryan, Errin Welty and Joe Lawniczak, she authored An Analysis of Storefront Improvements: A Selection of Wisconsin Case Studies. Dayna desires to help others reach their full capacity and enjoys engaging with local and state stakeholders with a multi-disciplinary approach to the development of the community's natural, social and fixed assets.

Dayna will be assisting primarily on the Housing and Economic Development Elements of the Plan.

RELEVANT EXPERIENCE

Market Analysis

- Analyzed and assessed housing markets and affordability.
- Conducted trade area commercial market analysis of WI downtown communities.

Redevelopment Strategy and Implementation

- Assisted with the implementation of downtown redevelopment strategies and activities including design and administration of online surveys and organization of stakeholder engagement meetings.
- Assisted with the public engagement and master planning of a redevelopment project near downtown Verona.
- Implementation activities have included, securing appraisals and negotiating the sale of City owned property; hiring and overseeing environmental studies; and finding funding sources for redevelopment projects.



EDUCATION

University of Wisconsin, Oshkosh Master of Business Administration University of North Dakota Bachelor of Business Administration, Marketing



EDUCATION

University of Wisconsin, Madison Master of Science, Urban and Regional Planning Central College, Pella IA Bachelor of Arts, Economics

DISCLOSURES: ACQUISITIONS, DIVESTITURES, CONFLICTS OF INTEREST

Studio GWA does not have any pending acquisitions, divestitures, or conflicts of interest that could affect the execution of the contract.



DISCLOSURES: LITIGATIONS, CLAIMS

There is no current or pending litigation against Studio GWA.

There has not been any litigation settled or disposed of within the last three years against Studio GWA.

There have not been any complaints filed with government agencies (local, state, or federal), business organizations, or any other additional agencies within the last three years against Studio GWA.

03

PROJECT UNDERSTANDING

We understand that the Village of Poplar Grove is seeking an update to its Comprehensive Land Use Plan.

Regional trends have undoubtedly impacted the village since the adoption of the 2009 Comprehensive Plan and have likely rendered sections of the plan to be irrelevant or ineffective. Trends such as population loss, housing affordability, and consumer inflation can shape important elements in the village's Comprehensive plan, such as managing growth, conserving farmland, and attracting new residents.

PROJECT SCOPE

Studio GWA and Redevelopment Resources are poised to provide a Comprehensive Plan Update that is both aspirational and practical. Our aim is to provide a quality administrative resource for village staff that allows decision-makers to make informed, cohesive decisions.

We would begin by conducting an in-person project kickoff meeting with the Project Team. We anticipate this meeting to include city staff and other potential stakeholders including elected officials, business owners, and more. The meeting will allow us to:

- Establish overarching goals and objectives for the project;
- Understand the strengths and weaknesses of 2009 Comprehensive Plan;
- Learn more about the available resources that the village and other entities have for analysis; and
- Begin forming a list of stakeholders for inclusion in our stakeholder engagement strategy.

Following the meeting, we will take part in a tour of key sites identified by the Project Team. We find that tours are a dynamic, effective way for us to absorb context-specific information from the Team that will shape future planning efforts.









We will conduct a thorough review and analysis of the 2009 Comprehensive plan. Based on an initial review of the plan, we foresee an update of the following Plan Elements:

- Village Population and Demographics: Updating population data and conducting population projections using the latest data from US Census, ESRI, and other sources;
- Jurisdictional Boundaries: Updating map layers of municipal boundaries to reflect any annexations within or around the Planned Expansion Area, with additional work in future land use planning and zoning;
- Transportation: Incorporating existing and planned multimodal capital improvements, reviewing Annual Average Daily Traffic (AADT), crash data, and other data sources;
- Community Facilities: Creating a map layer of municipal, recreational, and cultural facilities that serve the community;
- Telecommunications and Utilities Infrastructure: Working with village staff to ascertain private- and publiclyowned infrastructure conditions, needs, and opportunities;
- Housing: Updating the land use map to reflect existing and planned housing developments in the community, and identify top housing needs by type and quantity;
- Economic Development: Collaborating with village staff, economic development agencies (e.g. Growth Dimensions), and business owners to identify potential growth areas for business retention and expansion, business recruitment, and entrepreneurial development along with a high-level look at workforce, childcare and other community assets.

Additionally, our scope of work will entail the following tasks:

- Goals and Recommendations: The Comprehensive Plan Update should include the stated goals and objectives the village aspires to achieve as a result of this plan. Concurrently, these goals and objectives should align with plan recommendations and an overall framework for updating the plan regularly.
- Public Engagement: We will hold one in-person community open house for community members to gain insightabout the planning process and provide input on various recommendations and scenarios we present.
- Correspondence with Village Staff, Elected Officials: We will include two virtual plan progress meetings with city staff—one at 50% completion and one at 80% completion—and one in-person final plan presentation to elected officials.

The final deliverable will be a printed and digital document of the plan as well as select isolated assets (e.g. GIS map layers) that will be furnished to the Village upon completion.

The quote provided in the Rate Proposal reflects the above services provided in general, and the specific Plan Elements to be updated in particular. We understand that village staff may request a modification to the scope to better reflect the needs of the village, and are prepared to adjust the contract as needed.

Experience + References



ORGANIZATION	ADDRESS	CONTACT PHONE	CONTACT NAME	PROJECT DESCRIPTION
Blackhawk Hills Regional Council	309 1st Ave; Rock Falls, IL; 61071	815-625-3854	Daniel Payette, Executive Director	Northwest Illinois Housing Study: Market analysis and development opportunities for Ogle, Stephenson, Lee, and Jo Daviess Counties.
City of Sterling, IL	212 3rd Ave; Sterling, IL; 61081	815-632-6621	Scott Shumard, City Manager	Riverfront Reimagined: Master Plan for the redevelopment of two historic complex in downtown Sterling. Included pro forma feasibility, scenario planning, renderings, and community engagement.
City of Baraboo, WI	101 South Blvd; Baraboo, Wl; 53913	608-355-2715, 608-963-1333 (cell)	Casey Bradley, former City Administrator (currently City Administrator, Sheboygan)	Resilient Baraboo: Economic resiliency planning, downtown redevelopment scenarios, and corridor study for key gateway into community.
Region 1 Planning Council	127 N. Wyman St, Suite 101; Rockford, IL; 61101	815-319-4180	Sydney Turner, Director of Regional Planning	Keith Creek Corridor Study: Transportation and Land Use Planning for a two-branch creek spanning two counties. Included plan review, data analysis, economic development research, greenway scenario planning, community engagement.





Redevelopment Resources

ORGANIZATION	ADDRESS	CONTACT PHONE	CONTACT NAME	PROJECT DESCRIPTION
City of Two Rivers, WI	1717 E. Park St; Two Rivers, WI; 52421	920-793-5532	Greg Buckley	Comprehensive Economic Development Strategic Plan. Focused on using the best organizational structure for their need, recruiting new businesses and residents, attracting remote workers with children, and redevelopment strategies for several prominent blighted and underutilized buildings.
City of Baraboo, WI	101 South Blvd; Baraboo, WI; 53913	608-355-2715, 608-963-1333 (cell)	Casey Bradley, former City Administrator (currently City Administrator, Sheboygan)	Housing market study and needs analysis; Internal strategic planning for city; Economic resiliency planning (Resilient Baraboo)
Adams County, WI	636 S. Main St; Adams, Wl; 53910	608-339-6945	Daric Smith	Comprehensive Economic Development Strategic Plan for the County. Created strategic initiatives to strengthen target industries and bolster challenged sectors of the economy.
City of Cuba City, WI	108 N. Main St; Cuba City, Wl; 53807	815-281-2866	Bob Jones, former Economic Development Director	Comprehensive Plan Update: A 20- year plan update consisting of multiple elements, included both primary and secondary research and multiple opportunities for community input.
City of Appleton, WI	100 N. Appleton St; Appleton, Wl; 54911	920-954-9112	Jennifer Stephany	Comprehensive Plan, Downtown Chapter, Market & Housing Analysis

05

Below is an overview of the Lines of Coverage maintained by Studio GWA. A Certificate of Insurance, with the Village named as Additional Insured, can be produced upon selection.



Studio GWA

12/27/2022 – 12/27/2023

Line of Coverage	Carrier	Policy Number	Limits	Deductible	Reporting Information
General Liability	Hartford	83SBWAU7ARU	\$1M Per Occurrence \$1M Personal/Adv Injury \$2M Aggr/Prod/Comp Ops \$5,000 Medical Payments	N/A	
Auto Liability	Hartford	83UECAG0269	\$1M Liability \$5,000 Med Pay \$1M Under/Uninsured \$30/day Rental Reimbursement Towing Included	\$500 Comprehensive \$500 Collision \$50 Towing	HARTFORD 24 HOUR CLAIMS HOTLINE: 1-800-327-3636 Make sure to notify Holmes Murphy too!
Umbrella	Hartford	83SBWAU7ARU	\$1M Per Occurrence \$1M Aggregate Limit	\$10,000 Retention	
Business Personal Property	Hartford	83SBWAU7ARU	Rockford, IL - \$150,000 Monroe, WI - \$5,000	\$500 Per Claim	
Contractor's Equipment	Hartford	83SBWAU7ARU	\$50,000 Limit	N/A	- Thurphy too.
Workers Compensation	Hartford	83WECAU7AV1	\$500K Each Accident \$500K Disease – Agg \$500K Disease – Each EE	N/A	
Employment Practices Liability	Hartford	83SBWAU7ARU	\$25,000 Per Claim \$25,000 Aggregate Limit	N/A	
Professional Liability	Hartford	83OH0488280	\$2M Per Occurrence \$2M Aggregate Limit	\$10,000 Per Claim \$20,000 Aggregate	Contact Jake Winkler 309-678-5698 jwinkler@holmesmurphy.com
Drone/UAV	Global Areospace, Inc.	9036522	\$1M Liability Only	N/A	913-451-9660 uasclaims@global-aero.com



APPENDIX A

RATE PROPOSAL

Rate Proposal

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

Note: The Provider shall propose <u>a not to exceed price</u> 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): \$29,535.00

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SIGNATURE AND TITLE OF OWNE	R OR AUTHORIZED PERSON:
Mll	13 October 2023
Signature	Date

Ashley Sarver, Partner, Senior Urban Planner, Studio GWA Name and Title

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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 #	36-36-2222-1	
Company	Studio GWA	
Address	200 Prairie Street, Suite 201	
City/State/Zip	Rockford, Illinois, 61107	
Phone	815-963-1900	
Fax		
Email	asarver@studiogwa.com	
ashly &		13 October 2023
Authorized Signatur	e	Date

Partner, Senior Urban Planner

Name/Title

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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 <u>Studio GWA</u> 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 1664, 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, _____% of our work force are minorities and ____% 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.

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Studio GWA

Firm Name Ł

Authorized Signature

Partner, Senior Urban Planner Name/Title 13 October 2023

Date



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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.

(Printed name of Provider)

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200 Prairie Street		
Address		
Rockford	Illinois	200 Prairie Street, Suite 201;
City Maly A	State	Zip Code
Signature of Authorized	Representative	
Partner, Senior Urban F	Planner	13 October 2023
Title		Date

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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.

Studio GWA

(Printed Name of Contractor)

200 Prairie Street

Address

Rockford	IL	61107
City Andrew Andr	State	Zip Code
Signature of Authorized Representat	ive	
Partner, Senior Urban Planner		13 October 2023
Title		Date

Date

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Studio GWA

(Printed Name of Contractor)

200 Prairie Street

Address

Title

Rockford	IL	61107
City Signature of Authorized Representative	State	Zip Code
Partner, Senior Urban Planner		13 October 2023

Date



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COPY OF BUSINESS LICENSE





To all to whom these Presents Shall Come, Greeting:

I, Alexi Giannoulias, 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

GARY W. ANDERSON & ASSOCIATES, INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON DECEMBER 15, 1988, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION 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 14TH *day of* AUGUST *A.D.* 2023 .

Authentication #: 2322604536 verifiable until 08/14/2024 Authenticate at: https://www.ilsos.gov

Aleyi Giannoch SECRETARY OF STATE



200 Prairie Street, Suite 201 Rockford, Illinois 61107 Phone: 815-963-1900 asarver@studiogwa.com www.studiogwa.com