

VILLAGE OF BUFFALO GROVE
PROFESSIONAL SERVICES AGREEMENT
COMPREHENSIVE PLAN

THIS AGREEMENT is dated as of the 15th day of July, 2019 ("**Agreement**") and is by and between the **VILLAGE OF BUFFALO GROVE**, an Illinois home rule municipal corporation ("**Village**") and the Consultant identified in Subsection 1A below.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the Village's statutory and home rule powers, the parties agree as follows:

SECTION 1. CONSULTANT.

A. Engagement of Consultant. The Village desires to engage the Consultant Identified below to provide all necessary professional consulting services to perform the work in connection with the project identified below:

Ratio Architects, Inc. ("Consultant")
101 S. Pennsylvania St.
Indianapolis, IN 46204
Telephone: 317-633-4040
Email:lroth@ratiodesign.com

B. Project Description. The Consultant shall perform all tasks necessary to develop, create and present a Comprehensive Plan, as further described in Exhibit A.

C. Representations of Consultant. The Consultant has submitted to the Village a description of the services to be provided by the Consultant, a copy of which is attached as Exhibit A to this Agreement ("Services"). The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the professional consulting services set forth in Exhibit A in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

D. Agreement Amount. The total amount billed by the Consultant for the Services under this Agreement shall not exceed the rates set forth in the Schedule of Prices, as outlined in Exhibit B, hereto unless amended pursuant to Subsection 8A of this Agreement.

SECTION 2. SCOPE OF SERVICES.

- A. **Retention of the Consultant.** The Village retains the Consultant to perform, and the Consultant agrees to perform, the Services.
- B. **Services.** The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.
- C. **Commencement.** Time of Performance. The Consultant shall commence the Services immediately upon receipt of written notice from the Village that this Agreement has been fully executed by the Parties (the "Commencement Date"). The Consultant shall diligently and continuously prosecute the Services until the completion of the Work.,
- D. **Reporting.** The Consultant shall regularly report to the Village of Buffalo Grove Community Development Director ("Director"), or his designee, regarding the progress of the Services during the term of this Agreement.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

- A. **Agreement Amount.** The total amount billed for the Services during the term of this Agreement shall not exceed the amount identified in the Schedule of Prices section in Exhibit B, without the prior express written authorization of the Village.
- B. **Invoices and Payment.** The Consultant shall be paid as provided in Exhibit B. The Consultant shall submit invoices to the Village in a Village approved format for those portions of the Services performed and completed by the Consultant. The amount billed in any such invoice shall be based on the method of payment set forth in Exhibit B. The Village shall pay to the Consultant the amount billed pursuant to the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.)
- C. **Records.** The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the authorized representative of the Village to inspect and audit all data and records of the Consultant for work done under the Agreement. The records shall be made available to the Village at reasonable times during the Agreement period, and for three years after the termination of the Agreement.
- D. **Claim In Addition To Agreement Amount.** if the Consultant wishes to make a claim for additional compensation as a result of action taken by the Village, the Consultant shall provide written notice to the Village of such claim within 7 calendar days after occurrence of such action as provided by Subsection 8.D. of this Agreement, and no claim for additional compensation shall be valid unless made in accordance with this Subsection. Any changes in this Agreement Amount shall be valid only upon written amendment pursuant to Subsection 8.A. of this Agreement. Regardless of the decision of the Village relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the Services required to complete the project under this Agreement as determined by the Village without interruption.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT (cont.)

- E. **Taxes, Benefits and Royalties.** The Agreement Amount includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

- F. **Automated Clearing House Payment.** The Village prefers to pay all vendors via Automated Clearing House payments (ACH). ACH payments will be processed to checking and savings accounts. After the award of the contract provide ACH Details to apfinance@vbg.org. Once payments have been approved and processed an email notification will be sent to the designated email account on your ACH authorization form indicating when the funds were transferred, the amount transferred, and the invoice number that pertains to the payment.

- G. **Retainage.** The Village shall withhold 5% payment from each invoice until Final Acceptance.

- H. **Final Acceptance.** The Services, shall be considered complete on the date of final written acceptance by the Village of the Services which acceptance shall not be unreasonably withheld or delayed. At such time, any retainage withheld from previous partial payments in accordance with the terms of the Agreement and not yet paid to the Consultant will also become due and payable to the Consultant.

SECTION 4. PERSONNEL SUBCONTRACTORS.

- A. **Key Project Personnel.** The Key Project Personnel identified in Exhibit A shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the Village's prior written approval.

- B. **Availability of Personnel.** The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the Village as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the Village for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassigning, or resignation.

SECTION 4. PERSONNEL SUBCONTRACTORS (cont.)

- C. **Approval and Use of Subcontractors.** The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved by the Village in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the Village. The Village's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by the Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.
- D. **Removal of Personnel and Subcontractors.** If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the Village, the Consultant shall immediately upon notice from the Village remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 5. CONFIDENTIAL INFORMATION.

- A. **Confidential Information.** The term "Confidential Information" shall mean information in the possession or under the control of the Village relating to the technical, business or corporate affairs of the Village; Village property; user information, including, without limitation, any information pertaining to usage of the Village's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. Village Confidential Information shall not include information that can be demonstrated: (i) to have been rightfully in the possession of the Consultant from a source other than the Village prior to the time of disclosure of said information to the Consultant under this Agreement ("Time of Disclosure"); (ii) to have been in the public domain prior to the Time of Disclosure; (iii) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the Village; or (iv) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the Village to maintain such information in confidence.
- B. **No Disclosure of Confidential Information by the Consultant.** The Consultant acknowledges that it shall, in performing the Services for the Village under this Agreement, have access to or be directly or indirectly exposed to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without express prior written consent of the Village. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 6. WARRANTY; INDEMNIFICATION; INSURANCE

- A. **Warranty of Services.** The Consultant warrants that the Services shall be performed in accordance with the highest standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance, The warranty expressed shall be in addition to any other warranties expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the Village.
- B. **Indemnification.** The Consultant shall, without regard to the availability or unavailability of any insurance, either of the Village or the Consultant, indemnify, save harmless, and defend the Village, and its officials, employees, agents, and attorneys against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses, that arise, or may be alleged to have arisen, out of or in connection with, the Consultant's performance of, or failure to perform, the Services or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of the Consultant, except to the extent caused by the sole negligence of the Village.
- C. **Insurance.** Contemporaneous with the Consultant's execution of this Agreement, the Consultant shall provide certificates and policies of insurance, all with coverages and limits acceptable to the Village, and evidencing at least the minimum insurance coverages and limits as set forth in Exhibit A to this Agreement. For good cause shown, the Director of Community Development ("Director") may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as the Director may impose in the exercise of his sole discretion. Such certificates and policies shall be in a form acceptable to the Village and from companies with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. Such insurance policies shall provide that no change, modification in, or cancellation of, any insurance shall become effective until the expiration of 30 calendar days after written notice thereof shall have been given by the insurance company to the Village. The Consultant shall, at all times during the term of this Agreement, maintain and keep in force, at the Consultant's expense, the insurance coverages provided above, including, without limitation, at all times while correcting any failure to meet the warranty requirements of Subsection 6.A., Warranty of Services, of this Agreement.
- D. **Failure to Comply.** In the event the Consultant fails to obtain or maintain any insurance coverage's required under this agreement, The Village may purchase such insurance coverage's and charge the expense thereof to the Consultant.
- E. **No Personal Liability.** No elected or appointed official, agent, or employee of the Village shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

- A. **Relationship of the Parties.** The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed (i) to create the relationship of principal and agent, employer and employee, partners, or joint ventures between the Village and Consultant; or (ii) to create any relationship between the Village and any subcontractor of the Consultant.
- B. **Conflict of Interest.** The Consultant represents and certifies that, to the best of its knowledge, (1) no Village employee or agent is interested in the business of the Consultant or this Agreement; (2) as of the date of this Agreement neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.
- C. **No Collusion.** The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 et seq. of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 et seq.; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer, and this Agreement shall, at the Village's option, be null and void.
- D. **Sexual Harassment Policy.** The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 512-105(A)(4).
- E. **Termination.** Notwithstanding any other provision hereof, the Village may terminate this Agreement, without cause, at any time upon 15 calendar days prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid **any undisputed amounts** for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed as determined as provided in Exhibit B.
- F. **Term.** The Time of Performance of this Agreement, unless terminated pursuant to the terms of this Agreement, shall be for 18 months.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS (cont.)

- G. **Compliance with Laws and Grants.** Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. Consultant shall also comply with all conditions of any federal, state, or local grant received by Owner or Consultant with respect to this Contract or the Services.

Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part thereof.

Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

- H. **Dispute Resolution** If a dispute arises out of or relates to this Agreement, or the alleged breach thereof, and if the dispute is not settled through negotiation, the Village and Consultant agree first to try in good faith to settle the dispute by mediation which shall be completed within 30 days of the alleged breach before resorting to arbitration, litigation, or some other dispute resolution procedure. In the event that the Village and the Consultant are unable to agree on a mediator, then mediation shall not be required prior to litigation.

- I. **Default.** if it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement ("Event of Default"), and fails to cure any such Event of Default within ten business days after the Consultant's receipt of written notice of such Event of Default from the Village, then the Village shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. **Cure by Consultant.** The Village may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS (cont.)

2. **Termination of Agreement by Village.** The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement.
3. **Withholding of Payment by Village.** The Village may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default by the Consultant or as a result of actions taken by the Village in response to any Event of Default by the Consultant.
- J. **No Additional Obligation.** The Parties acknowledge and agree that the Village is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant, or with any vendor solicited or recommended by the Consultant.
- K. **Village Board Authority.** Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by the Consultant to vendors shall be subject to the approval of the Village Board of Trustees. The Village shall not be liable to any vendor or other third party for any agreements made by the Consultant, purportedly on behalf of the Village, without the knowledge and approval of the Village Board of Trustees.
- L. **Mutual Cooperation.** The Village agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the Village may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the Village in the performance of the Services to complete the Work and with any other consultants engaged by the Village.
- M. **News Releases.** The Consultant shall not issue any news releases or other public statements regarding the Services without prior approval from the Director.
- N. **Ownership.** Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be performed under this Agreement ("Documents") shall be and remain the exclusive property of the Village. At the Village's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the Village.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS (cont.)

- O. **GIS Data.** The Village has developed digital map information through Geographic Information Systems Technology ("GIS Data") concerning the real property located within the Village. If requested to do so by the Consultant, the Village agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:
1. **Limited Access to GIS Data.** The GIS Data provided by the Village shall be limited to the scope of the Services that the Consultant is to provide for the Village;
 2. **Purpose of GIS Data.** The Consultant shall limit its use of the GIS Data to its intended purpose of furtherance of the Services; and
 3. **Agreement with Respect to GIS Data.** The Consultant does hereby acknowledge and agree that:
 - a) **Trade Secrets of the Village.** The GIS Data constitutes proprietary materials and trade secrets of the Village and, shall remain the property of the Village;
 - b) **Consent of Village Required.** The Consultant will not provide or make available the GIS Data in any form to anyone without the prior written consent of the Director;
 - c) **Supply to Village.** At the request of the Village, the Consultant shall supply the Village with any and all information that may have been developed by the Consultant based on the GIS Data;
 - d) **No Guarantee of Accuracy.** The Village makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use thereof; and
 - e) **Discontinuation of Use.** At such time as the Services have been completed to the satisfaction of the Village, the Consultant shall cease its use of the GIS Data for any purpose whatsoever; and, upon request, an authorized representative of the Village shall be afforded sufficient access to the Consultant's premises and data processing equipment to verify that all use of the GIS Data has been discontinued.

SECTION 8. GENERAL PROVISIONS.

- A. **Amendment.** No amendment or modification to this Agreement shall be effective unless and until such amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.
- B. **Assignment.** This Agreement may not be assigned by the Village or by the Consultant without the prior written consent of the other party.

SECTION 8. GENERAL PROVISIONS (cont)

- C. **Binding Effect.** The terms of this Agreement shall bind and inure to the benefit of the Parties hereto and their agents, successors, and assigns.
- D. **Notice.** Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail and deposited in the U.S. Mail, postage prepaid, (iv) by facsimile, or (v) by electronic Internet mail ("e-mail"). Facsimile notices shall be deemed valid only to the extent that they are (a) actually received by the individual to whom addressed and (b) followed by delivery of actual notice in the manner described in either (i), (ii), or (iii) above within three business days thereafter at the appropriate address set forth below. E-mail notices shall be deemed valid and received by the addressee thereof when delivered by e-mail and (a) opened by the recipient on a business day at the address set forth below, and (b) followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail. By notice complying with the requirements of this Subsection, each Party shall have the right to change the address or the addressee, or both, for all future notices and communications to such party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the Village shall be addressed to, and delivered at, the following address:

Village of Buffalo Grove
50 Raupp Blvd.
Buffalo Grove, Illinois 60089
Attention: Director of Community Development
[E-mail: cstilling@vbg.org](mailto:cstilling@vbg.org)

With a copy to
Patrick Brankin
Email: pbrankin@schainbanks.com

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

Ratio Architects, Inc. ("Consultant")
101 S. Pennsylvania St.
Indianapolis, IN 46204
Telephone: 317-633-4040
Lesley Roth
Email: lroth@ratiodesign.com

SECTION 8. GENERAL PROVISIONS (cont)

- E. **Third Party Beneficiary.** No claim as a third party beneficiary under this Agreement by any person, firm, or corporation other than the Consultant shall be made or be valid against the Village.
- F. **Provisions Severable.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.
- G. **Time.** Time is of the essence in the performance of this Agreement.
- H. **Governing Laws.** This Agreement shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois. Venue shall be in Cook County, Illinois
- I. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any and all previous or contemporaneous oral or written agreements and negotiations between the Village and the Consultant with respect to the Request for Proposal.
- J. **Waiver.** No waiver of any provision of this Agreement shall be deemed to or constitute a waiver of any other provision of this Agreement (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.
- K. **Exhibit.** Exhibit A. and Exhibit B. are attached hereto, and by this reference incorporated in and made a part of this Agreement. In the event of a conflict between the Exhibit and the text of this Agreement, the text of this Agreement shall control.
- L. **Rights Cumulative.** Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other such rights, remedies, and benefits allowed by law.
- M. **Counterpart Execution.** This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
- N. **Rights Cumulative.** Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other such rights, remedies, and benefits allowed by law.
- O. **No Waiver of Tort Immunity.** Nothing contained in this Agreement shall constitute a waiver by the Village of any right, privilege or defense available to the Village under statutory or common law, including, but not limited to, the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq., as amended.

SECTION 8. GENERAL PROVISIONS (cont)

- P. **Days and Time.** Unless otherwise provided in this Agreement, any reference in this Agreement to “day” or “days” shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday or federal holiday.
- Q. **Freedom of Information.** Consultant agrees to furnish all documentation related to this Agreement and any documentation related to the Village required under an Illinois Freedom of Information Act (ILCS 140/1 et. seq.) (“FOIA”) request within five (5) calendar days after Village issues notice of such request to Contractor. Contractor agrees to defend, indemnify and hold harmless the Village, and agrees to pay all reasonable costs connected therewith (including, but not limited to reasonable attorney’s and witness fees, filing fees and any other expenses) for the Village to defend any and all causes, actions, causes of action, disputes, prosecutions, or conflicts arising from Consultant’s, actual or alleged violation of the FOIA or Consultant’s failure to furnish all documentation related to a request within five (5) calendar days after Village issues notice of a request.
- Furthermore, should Consultant request that Village utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, Consultant agrees to pay all costs connected therewith (such as reasonable attorneys' and witness fees, filing fees and any other expenses) to defend the denial of the request. The defense shall include, but not be limited to, challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction. Consultant agrees to defend, indemnify and hold harmless the Village, and agrees to pay all costs connected therewith (such as reasonable attorneys' and witness fees, filing fees and any other expenses) to defend any denial of a FOIA request by Consultant’s request to utilize a lawful exemption to the Village.

Acknowledgement.

The undersigned hereby represent and acknowledge that they have read the foregoing Agreement, that they know its contents, and that in executing this Agreement they have received legal advice regarding the legal rights of the party on whose behalf they are executing this Agreement, and that they are executing this Agreement as a free and voluntary act and on behalf of the named parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below.

ATTEST:

VILLAGE OF BUFFALO GROVE

By: James M. Sushian
Village Clerk

By: Dane Bragg
Dane Bragg, Village Manager

Date: 7/17/19

ATTEST:

Ratio Architects, Inc.

By: _____ By: _____

Title: _____ Title: _____

Date: _____

Acknowledgement.

The undersigned hereby represent and acknowledge that they have read the foregoing Agreement, that they know its contents, and that in executing this Agreement they have received legal advice regarding the legal rights of the party on whose behalf they are executing this Agreement, and that they are executing this Agreement as a free and voluntary act and on behalf of the named parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below.

ATTEST:

VILLAGE OF BUFFALO GROVE

By: _____
Village Clerk


By: _____
Dane Bragg, Village Manager

Date: _____

ATTEST:

Ratio Architects, Inc.

By:  _____
Title: Tracy Imes

By:  _____
Title: Principal

Date: July 18, 2019 _____

Exhibit A.

SCOPE OF SERVICES

PROJECT GOAL AND OBJECTIVES

The Village of Buffalo Grove is seeking a new Comprehensive Plan that would establish a vision for the future of the community and provide a roadmap as to how to achieve that vision over the next 15 to 20 years. The Village's current [Comprehensive Plan \(2009\)](#) has reached the end of its shelf life and does not sufficiently reflect the current realities, challenges, complexities, and opportunities facing the Village. A new plan that clearly articulates the desired vision of our community will help the Village in its decision-making process.

In addition to providing a well-defined framework for the community's development and investment goals, the Plan should explore changing community trends, identify emerging challenges, and promote new opportunities. In achieving these goals, the project should also fulfill other critical objectives outlined below.

Objective 1: Establish "Buffalo Grove 2040"

The project's first goal is to help Buffalo Grove establish a long-term vision for the community. What should Buffalo Grove look like in 2040? More specifically, what does the community's housing, transportation network, commercial and office development, open space look like in 20 years? What will make the community unique and special?

Once that vision is established, the comprehensive plan should provide a roadmap which details how that vision can be achieved. The roadmap should include recommendations and action steps that are mainly within the Village's purview, but can also include strategies that require the participation of local and regional partners.

Objective 2: Incorporate and Build off of Previous Plans

In establishing Buffalo Grove 2040 and developing a roadmap to achieve that vision, the comprehensive plan should consult and incorporate the Village's most recent plans and studies including: the [Prairie View Metra Station Area Plan \(2019\)](#), the [Lake Cook Corridor Market Study and Plan \(2018\)](#), the [Economic Development Strategic Plan \(2016\)](#), [Annexation Strategies Plan \(2016\)](#) and the [Annexation Strategies Action Plan \(2017\)](#). These plans have provided direction for the future development of specific subareas as well as laid a framework for community and economic development priorities and policies. Consequently, the new comprehensive plan should incorporate and build off these plans to ensure consistency amongst all planning documents as well as increase efficiency in the development of the comprehensive plan. A summary of these plans are presented in Appendix G.

Objective 3: Robust Community Engagement, Public Communication, and Community Engagement Software

The third project objective is to include a high-level of community engagement activities. These activities will ensure a diverse array of residential, business, and other stakeholder voices are heard and incorporated. The activities will be educational as well as interactive. They can include but are not limited to the following public engagement strategies:

- Key stakeholder interviews
- Interactive websites
- Community visioning forums utilizing visual preference surveys/key pad polling
- Design charrettes
- Public meetings
- Attendance at community group meetings
- Open Houses

A related objective will be general communication about the process with the public. The project will have a communication strategy and plan to help increase clarity, confidence, and participation in the process by all members of the community who wish to be involved.

The project's public outreach objective supports the Village's overall goal of expanding community engagement. A 2017 community-wide survey found that the Village needs to enhance its communication and engagement with the residents, businesses, and other property owners on an ongoing basis. As a result, the Village is undertaking several actions to achieve this goal, including procuring a community engagement software. Consequently, the Village is requiring the consultant identify and use a Community Engagement software product. The software should be capable of managing relationships in and around the Village through a variety of methods including but not limited to: verifying participants are Buffalo Grove residents, property owners, or business owners and they are maintaining only one profile; performing surveys; recording location-based data. In addition, this software should provide a forum where concepts can be posted and feedback received, the community can submit ideas and discuss the merit of those ideas, and a question and answer section is featured. Finally the software should be easily connected into social media, news feed interface, timeline or project-based tracking and alerting; as well as allow for report generation, and data and information collection, evaluation, and analysis.

The consultant should be very familiar with the product proposed. The solution should be a "brand name" product and not an in-house or proprietary software owned by the selected contractor. The solution should be able to be used, if desired by the Village, in the future for other projects and long-term Village-wide engagement activities should the Village wish to purchase licensing for the product. The software proposed by the vendor shall be approved by the Village. As an example, technologies such as Bang the Table and MindMixer.

Objective 4: Extensive in Scope

The Comprehensive Plan should include the major elements that may stand-alone, be combined, or become incorporated under concepts or themes that run throughout the plan. These elements include:

Elements

- **Land Use** – existing and future land use, buildings, development, parking, and zoning.
- **Natural Resources** – parks, open space, environmental sustainability and sensitivities, and infrastructure.
- **Transportation and Circulation** – roads, public transportation (rail and bus), bicycle, and pedestrian connectivity, as well as trucks and rail.
- **Housing and Neighborhoods** – housing trends, preservation, and diversity.
- **Urban Design and Community Character** – architecture, community identity, place-making, and wayfinding.
- **Economic Development** – commercial development, workforce, fiscal health and impacts.
- **Subarea Plans** – detailed plans regarding land use, circulation, development alternatives, and plans for Dundee Road Corridor, and Milwaukee Avenue Corridor. (Discussed further below)
- **Plan Implementation** – a matrix detailing when and how goals under the various elements will be achieved.

Objective 6: Include in-depth plans for the Dundee Road Corridor and Milwaukee Avenue Corridor.

Comprehensive plans generally focus on the big picture ideas and plans. However, the upcoming comprehensive plan presents a great opportunity to dive deeper into Dundee Road and Milwaukee Avenue Corridors. This effort would implement actions steps from the [Economic Development Strategic Plan \(2016\)](#), as well as, provide these areas with a more thorough examination and guidance that is warranted and timely. In this regard, the comprehensive plan should provide special sections that provide more detailed analysis and plans for the Dundee Road and Milwaukee Avenue Corridors. The analysis and plans should also include the unincorporated areas within both Corridors. Building off the [Annexation Strategies Plan \(2016\)](#) and the [Annexation Strategies Action Plan \(2017\)](#), the project team should examine and ultimately provide guidance for these unincorporated areas within the context of the Corridor. The estimated study areas for Dundee Road Corridor and Milwaukee Avenue Corridor are located in Appendix E and Appendix F, respectively.

Objective 7: High-Quality Visuals

Project should integrate high-quality visuals and other visioning exercises into the planning process. Strong imagery and various perspectives are necessary for all stakeholders to truly understand the look and feel of development and design ideas. The Village estimates that the Consultant will need to provide five renderings as well as other diagrammatic visuals, posters, site plans, and schemes for the project website and social media, as well as public displays for meetings. Appendix H provides a sample of past visuals and imagery that demonstrate the quality of visuals expected.

Objective 8: Feasibility and Sustainably

Fifth, the project should formulate a vision and strategies that are feasible and obtainable. Buffalo Grove will rely on the expertise of the consultant team to ensure that concepts, ideas, and strategies are achievable and realistic. In addition, the vision and strategies must be economically, environmentally, and socially sustainable for the community. Consequently, the consultant team should have experience and a working knowledge of the dynamics affecting land use, development, real estate, economic development, transportation, natural resources, housing, and urban design.

Objective 9: Education and Exploration

The final objective is that the project should be an educational and exploratory process. This project should challenge our community to look beyond our typical notions of land use, development, natural resources, transportation, housing, and open space. The consultant team should guide the Village in thinking outside the box, educate us on innovative solutions, and help us explore new concepts and strategies to enhance our community for future generations.

Objective 10: Design Guidelines

In addition to the Comprehensive Plan, the Village will be considering creating design guidelines for the Lake Cook Corridor as a separate deliverable from the Comprehensive Plan. These design guidelines would implement the [Lake Cook Corridor Market Study and Plan \(2018\)](#). In this fashion, the Village would be potentially looking to create design guidelines that could include the following:

- Site Design – uses, building location, orientation, service loading, parking area and location and design, and street frontage
- Building Design – architectural style/character, setback and height, scale and building mass, building details and materials
- Pedestrian and Bicycle access and amenities – sidewalks and pathways, secondary entrance, pedestrian-oriented space, parks and plazas
- Other elements: signage, lighting, and landscaping

Consultants should include a design guide expert as part of their team and include references and experience of Design Guidelines in their response. As the Village may or may not pursue these specific services, such services and their associated costs should be offered as a separate and optional element of any response. Please attach a separate price proposal for development of a design guideline services.

Schedule for Prices that is found on page 7-9.

WORK EXPECTATIONS AND COLLABORATION

The Village's previous plans and studies have established a high standard for excellence in plan development. This includes but is not limited to public presentations, site planning, imagery, document organization, public communication, writing, and analysis. As Village staff has helped guide previous plans and studies, they have keen insight into best practices specifically for the Buffalo Grove community. Consequently, collaboration with Village Staff will be fundamental to work efficiently and effectively in reaching the Village's expectations. Consultants should view Village Staff as not only representing their client (the Village) but also as a partner and member of the project team who heavily contribute to the project. Such areas for collaboration include but are not limited to work sessions at the consultant's office; fluid communication regarding working documents, progress, and visuals; as well as direct access to the project webpages and other communication and community engagement materials.

EXPECTED PROJECT STAGES, DELIVERABLES, AND ACTIVITIES

Each stage has a description of activities, a deliverable, as well as a deadline for Village Staff to review the deliverable. During this review period, Village staff will provide the Consultant feedback on the deliverable, which should be incorporated into the product before it is released to the steering committee, Village Board, and public.

It is expected that the project will be carried out over an 18-24 month period. The project will be guided by a Steering Committee who will meet several times during each stage of the project.

Phase I: Project Award and Kick-off

After the consultant is selected and notified, the consultant will be officially awarded the contract at the Village Board meeting on **July 15, 2019**. At this meeting, the Consultant should present an overview of the project's scope, process, and community engagement plan. After the Board presentation, the consultant should plan on a kick-off meeting with Village Staff to discuss project details and logistics, collaboration, as well as hold a kick-off meeting with the Steering Committee.

Deliverable: *Project overview* - a document and accompanying presentation that details the project's process, scope, and community engagement plan.

Date for Award of Contract/Presentation to Village Board: **July 15, 2019**

Date for Kick-Off Meeting: **Week of August 5, 2019**

Phase II: Existing Conditions/Market Assessment

The existing conditions/market assessment phase examines the current market, demographic, land use, development, transportation, and environmental and other conditions in the Community and examines the Buffalo Grove within the context of the subregion. It should also present a deeper dive into the two corridors: the Dundee Road and Milwaukee Avenue. Community engagement activities, including but not limited to a public meeting, are a part of this phase of the project. The latter stages of the plan will build off the information collected and analyzed during this phase.

Deliverable: *Existing Conditions/Market Assessment Report* - a document that draws upon quantitative and qualitative data sources and community engagement activities to provide an informative overview of current state of the Buffalo Grove as well as a closer assessment of the Dundee Road and Milwaukee Avenue. The report should include a summary of key findings as well as identify potential visionary ideas to explore in the next phase.

Target Date for First Public Meeting: **October/November 2019**

Target Date for Staff to Review Deliverable: **December 1, 2019**

Target Date for Presentation to the Village Board: **January/February, 2020**

Phase III: Visioning and Preliminary Recommendations

During this stage of the project, the consultant should synthesize feedback and the findings from the Existing Conditions and develop a vision as well as preliminary recommendations that will provide the basis for the Comprehensive Plan. As with every phase of this project, this phase should cover elements for the entire community as well as present more in-depth view of the two Corridors: the Dundee Road and Milwaukee Avenue. These ideas and scenarios should be grounded in market realities. Imagery and visuals are fundamental to this phase of the project.

Community engagement activities including but not limited to a public meeting, should also be incorporated into this phase of the project. Such activities should enable participants to learn, analyze, and ultimately weigh in on the presented vision. The consultant should document this feedback and utilize it for the next stage of the project.

Deliverable: *Future Land Use and Development Overview* - a document that provides preliminary visions and preliminary recommendations Buffalo Grove as well as the two Corridors: the Dundee Road and Milwaukee Avenue.

Target Timeframe: **Spring, 2020**

Phase IV: Draft Plan

Once the community has demonstrated general support for the Vision, the project should enter into the Draft Plan stage. This stage helps transform the vision preliminary recommendations into a draft plan that has showcases a more definitive vision and provides implementation strategies and recommendations to achieve the vision. The Draft Plan should cover elements for the entire community as well as present a deeper dive into the two Corridors: the Dundee Road and Milwaukee Avenue. Community engagement activities should also be incorporated into this phase of the project which include a public comment period, which will be developed with help of Village staff.

Deliverable: *Draft Recommendations Report* - a document that identifies a vision, recommendations, and action steps for Buffalo Grove as well as the two Corridors: the Dundee Road and Milwaukee Avenue .

Target Timeframe: **Fall, 2020**

Phase IV: Final Plan

The culmination of the work described above will be presented in a Final Plan, which should lay out a vision and subsequent recommendations, strategies, and action steps.

Deliverable: Final Plan - a document that identifies a vision, recommendations, and action steps for Buffalo Grove. Plan should cover elements for the entire community as well as present a deeper dive into the two Corridors: the Dundee Road and Milwaukee Avenue.

Target Timeframe: **First Quarter 2021**

Professional Liability Insurance Requirements

1. Professional liability insurance with limits not less than \$1,000,00 each claim with respect to negligent acts, errors and omissions in connection with professional services to be provided under the contract, with a deductible not-to-exceed \$50,000 without prior written approval.
2. If the policy is written on a claims-made form, the retroactive date must be equal to or preceding the effective date of the contract. In the event the policy is cancelled, non-renewed or switched to an occurrence form, the Contractor shall be required to purchase supplemental extending reporting period coverage for a period of not less than three (3) years.
3. Provide a certified copy of actual policy for review.
4. Recommended Required Coverage (architect, engineer, surveyor, consultant): Professional liability insurance that provides indemnification and defense for injury or damage arising out of acts, errors, or omissions in providing the following professional services, but not limited to the following:
 - a. Preparing, approving or failure to prepare or approve maps, drawings, opinions, report, surveys, change orders, designs or specifications;
 - b. Providing direction, instruction, supervision, inspection, engineering services or failing to provide them, if that is the primary cause of injury or damage.
5. Statutory worker's compensation insurance.



Village of Buffalo Grove
Comprehensive Plan



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Section 1 | Executive Summary

Prairie House

2710

Section I: Executive Summary

Overview of Key Elements in Proposal

The Village of Buffalo Grove is poised for transformation in coming years as economic opportunities from recent and planned investments, demographic and economic trends, and lifestyle changes combine to produce greater demand for urban environments and non-automobile transportation options. An emphasis on development of transit-oriented development nodes, such as Prairie View Station Area, and functional commercial corridors, such as Milwaukee Avenue and Dundee Road, will fundamentally change regional access to destinations within the Village. These community anchors will bring new economic activity to the Village and will build on existing physical assets to activate new economic generators, responsive mixed-use development, and employment centers. The Village has been successful in securing new residential, commercial, office and industrial development as well as expansion of existing. Buffalo Grove has been successful in balancing this growth with maintenance of a high quality of life for its residents, and being responsive to the needs of a growing population.

The RATIO Team believes that the combination of these major investments, existing assets and powerful market forces is redefining Buffalo Grove's competitive position in the region. We believe the Comprehensive Plan must uncover this potential and seek to identify the role of each corridor and commercial node within Buffalo Grove as distinct in its identity while contributing to the overall character of the community. Our Team will explore the market, physical framework and community support for a bold vision for the Village and accomplish the objectives in the RFP that potentially includes the following concepts:

- **A New Regional Office Submarket** may be explored during the planning process due to an increase in demand for individual office suites around transit-oriented development nodes. Other potential office types could include accommodation for business and personal package delivery at centralized hubs.
- **A Vibrant Mixed-Use Regional Transit-Oriented Hub** that provides a dynamic urban destination and sense of place where people want to live, work and play, and have multiple mobility choices. Prairie View Station area and Lake-Cook Road are examples of these areas.
- **Commercial Corridor Revitalization** in the Village along Dundee and Milwaukee Avenue has experienced typical challenges of car-oriented single-use commercial corridors:

outdated strip retail centers, large surface parking lots fronting streets and lack of new investments. Our team has developed many successful plans for similar commercial corridors that have recommended detailed concepts and new zoning policies to support redevelopment.

- **Activated and Enriched Neighborhoods** that are responsive to Buffalo Grove's residents and include opportunities for aging in place, live/work and non-traditional family units will be considered to ensure resident's quality of life is addressed and historic development patterns mitigate any possible negative impact on the distribution of resources in areas of high population growth within the Village. The public perception of geographic areas of the Village contributes to its overall brand identity and is an opportunity to create a new vision for the community.
- **Sustainable Strategies** are not a phase or task, but are integrated into our planning process to create healthy, economically viable and resilient communities.
- **Range of Housing Types and Density** to suit all stages of life / retain residents and provide sufficient housing for a growing employment base is critical to responding to demographic shifts and changes in preferences. Millennials currently have a clear preference for urban lifestyles in mixed use settings. This demographic will continue to demand a higher density rental and for-sale housing product for several years. The older millennials are already aging into family life and will eventually transition to more single family products. Buffalo Grove has the opportunity to add new moderately priced housing through development and redevelopment of underutilized sites. The key for an economically sustainable community is for equitable growth that provides new housing opportunities for households of different life stages and income levels.

Why is our team different?

Realizing Buffalo Grove's Potential

The RATIO team has provided communities the benefit of our knowledge in successfully creating meaningful urban places that remain responsible to their community objectives. A successful plan must be created through understanding of market conditions, land uses, and local culture. Our team members' expertise has generated millions of dollars in economic development and redevelopment activity for the communities in which we have worked throughout the region and nation. Our team will work as partners with Buffalo Grove to address these dynamic challenges.

Industry Leaders, Community Advocates

RATIO employs a collaborative approach to planning that features highly graphic user friendly documents, interactive work sessions and creative methods of public input. We dig deep to understand what makes Buffalo Grove stand out from its peers, we listen to your goals and values and then translate that vision into a distinctive, functional solution. The Village is facing unique challenges of a mature community in responding to the current economic environment, positioning for redevelopment opportunities and connecting economic development to regulatory and land use elements. The RATIO team is adept at asking the right questions at the right time. Our team excels at successfully managing transformational community change at multiple scales, from Village-wide to neighborhood level recommendations. RATIO will bring diverse perspectives together from the community, to enrich our collaborative and engaging planning process.

Intentional Partners, Industry Leaders

Our team structure will create a highly customized new Comprehensive Plan for Buffalo Grove that includes incorporation and coordination with current studies, proposed redevelopment projects and strategies for long-term economic growth. We will support Buffalo Grove's unique character through integration of the community's assets and position the Village for the future. Our team's strong relationships have been intentionally cultivated to provide Buffalo Grove with a design-forward team that brings local, national and international experience, an intimate knowledge of the community, and capacity to accomplish the goals of the Village of Buffalo Grove. RATIO will lead this team of experts and will provide urban planning, landscape architecture, historic preservation, and public engagement.

We have partnered in a strategic and intentional way-pairing interdisciplinary professionals and significant resources for Buffalo Grove. Team members have been recognized for design excellence, managing client expectations, and building consensus as a part of the Prairie View Station Area Plan and Lake Cook Road Corridor Plans. Visualizations and renderings can extend into the public engagement strategies and implementation campaigns initiated on *Municipal*. They also to help assess the effectiveness of concept alternatives for the corridor subareas. Our approach allows us to better understand municipal and stakeholder motivations and goals to develop customized tools that will cater specifically to Buffalo Grove. It's important to truly understand the people we're designing for and helps us to make informed decisions that focus on the user experience of our clients. We will bring our expertise, innovation, understanding of Buffalo Grove, and creativity to

carefully design each phase of the process.

Creating the Future

Our desire to work with Buffalo Grove on this transformative plan comes from our passion to create places where people thrive. Our team has familiarity with Buffalo Grove and has a deep appreciation for the challenges of creating a framework to guide the community. Our team is excited for the opportunity to work with community stakeholders in creating a model Comprehensive Plan to support healthy growth. Our proven and engaging project approach provides us with a thorough understanding of innovative land use planning that is flexible, responsive and creates value and legibility in the physical environment. The Comprehensive Plan will express Buffalo Grove's local culture and lifestyle, prioritize its values, and will celebrate its determination.

Civic Engagement

The Village's stated ambition to expand it's community engagement efforts aligns well with our team's everyday practices. We believe that successful plans are built on a foundation of public interest and advocacy. Plan elements should arise from the work we do to empathize with Buffalo Grove residents and business owners. To better understand what they experience every day and define the issues that need to be addressed, we need to interact with them frequently. In-person meetings and work sessions where face-to-face discussions can occur are critical. However, these events need to be supplemented so those that cannot be in attendance can share their ideas, issues, and concerns, and receive equivalent support and feedback from their fellow community members and the RATIO team and Village staff that can interject with helpful expertise.

The *Municipal* app, an award-winning digital platform that helps people share ideas and work together to shape the future of their community, will facilitate this activity and provide a bridge between in-person and digital experiences. *Municipal* allows users, verified as Buffalo Grove residents and/or business owners, to learn of Comprehensive Plan activities (new content/updates/events), submit their own ideas, and to provide feedback on RATIO, Village staff, and fellow community member generated content shown via a newsfeed or map. That feedback includes offering support, adding comments, selecting preferred options from a series, and even volunteering for activities that will advance Plan initiatives. The volunteer management functionality can be especially valuable in that it can lead to action-oriented events where tasks are accomplished, tangible steps forward are taken, and community buy-in is increased through fellowship. This activity, and all others, can be tracked, analyzed, and illustrated via reports through a dashboard that will be available to all members of the

RATIO team and Village staff.

Specialists in Local Government Solutions

To be successful, the comprehensive planning process must incorporate or create best practices and collect input that is responsive to resident need, inspires policy development and creates value in the community. Our process will be designed intentionally and deliberately to result in engagement activities that capture the hearts and minds of residents and makes planning relevant and integral to residents' lives. We understand that a significant amount of effort must occur in the initial planning stages to ensure success during the planning process and achieve viable recommendations that have consensus.

Our team is adept at creating responsive, meaningful and adaptable outreach and communications strategies, including both virtual and traditional engagement methods to engage stakeholders. We will work with organizations and key opinion leaders such as the development community, elected and appointed leaders, local schools and churches, and business and property owners, in the community to identify existing social networks and encourage involvement in the process. Our planning process has defined tools and techniques for collaboration by design. The process includes:

- An initial phase for organization and education of stakeholders in addition to site reconnaissance,
- A multidisciplinary design process that uncovers the value of the community and results in a feasible plan and;
- An implementation phase that includes development of final products with economic feasibility and necessary strategies to move the plan to implementation.
- Continuous and consistent stakeholder engagement and communication.

Fiscal Impact

Our team will support the future land use recommendations by grounding the outcomes in market data. The fiscal impact analysis will review development and land use scenarios based on the market analysis. It will include the anticipated projected absorption rates for office, commercial and retail development. The anticipated development will generate private investment impacting construction and permanent employment growth. This will in turn create further impact on retail sales, property values, and long term income growth for residents and employees of the development. The economic and fiscal impact will reflect 10 and 20 year development horizons.

In our work for the Village of Buffalo Grove on the Prairie View Station Area Plan, understanding the resources and capacity of the Village was critical in creating implementable strategies. Public engagement and an interactive approach to policy development provided insight into the preferences and vision of Buffalo Grove residents. Our LiveDesignsm methodology and visualization tools allowed workshop participants to better understand the proposed physical environment improvements and created a platform for input and discussion. The project website reinforced process transparency and inclusivity by extending opportunities for public engagement beyond the workshops.

Market-viable Corridor Plans

Ginkgo will lead the planning and design of the Dundee and Milwaukee Avenue Corridors to create site specific detailed master plans that respond to changing market trends. Ginkgo's award winning work across the region showcases how car-oriented arterials can be transformed to stay economically healthy and attract new businesses. Recent successful corridor plans have included Irving Park Road (Roselle), Route 30 Corridor (New Lenox), Chicago Street (Joliet), and the Meacham Road Corridor (Schaumburg), as part of the 500 acre plus redevelopment master plan of the former Motorola Campus Area.

In 2018, Ginkgo developed the master plan for the 40 acre unincorporated site at the southeast corner of Deerfield Road and Milwaukee Avenue for the Village of Riverwoods. The former landfill site has severe topographic challenges but is a key riverfront site along the Des Plaines River. Village leadership was divided between leaving the site as vacant open space or allowing commercial and multi-family residential development. Ginkgo's hands-on workshops created consensus to find a balanced plan that met both conservation and development goals of Village leaders and interested developers.

Section 2 | Project



The Village has identified nine specific objectives to accomplish the goals of the Comprehensive Plan. Our approach will respond to each of these objectives with the intention of creating a well-defined framework for the community's development and investment goals. Our approach will define best practices applicable to the Village, discuss emerging community trends to ensure the Village is positioned for success, understand challenges to achieving the Village's goals and prioritize new opportunities. The objectives establish a vision for the Plan that is reinforced through its development and implementation.

- Objective 1: Establish "Buffalo Grove 2040"
- Objective 2: Incorporate and Build off of Previous Plans
- Objective 3: Robust Community Engagement, Public Communication, and Community Engagement Software
- Objective 4: Extensive in Scope
- Objective 5: Include in-depth plans for the Dundee Road Corridor and Milwaukee Avenue Corridor
- Objective 6: High-Quality Visuals
- Objective 7: Feasible and Sustainable
- Objective 8: Education and Exploration
- Objective 9: Design Guidelines (Optional)



Project Approach

The RATIO team offers a team of multi-disciplinary experts that represent 10 distinct areas of land economics including: urban planning and design, architecture, landscape architecture, historic preservation, economic development, utilities and infrastructure engineering, graphic design, development and redevelopment, stormwater engineering, and transportation engineering. This

broad and deep representation will position the Village of Buffalo Grove and the planning process to create an award-winning Comprehensive Plan on the cutting edge of national precedent. Our team not only has experience working with Buffalo Grove on a variety of projects but has worked together on multiple projects throughout the region – a level of comfortability and strong relationships that can benefit Buffalo Grove through efficiency and economy – our team knows where to focus efforts to provide the best solutions to move Buffalo Grove forward. Our team understands the subtleties of the Buffalo Grove community and has demonstrated impact in diverse communities through capacity building, increased EAV, business attraction, citizen engagement, housing creation and placemaking economics including the fiscal impact of parks and open space. We will bring this national knowledge to Buffalo Grove by first creating a planning process that uncovers community need and is responsive to addressing the variety of perspectives and positions. Our familiarity with Buffalo Grove allows us to approach the Comprehensive Plan with sensitivity and a level of detail that is transformative.

We have created a five phase project plan that will provide the Village of Buffalo Grove not only with workable solutions that can be implemented; they will also define planning parameters that will ensure future planning decisions are consistent with the vision of the Village, balance economic realities, and enhance the public realm. To execute and deliver these five phases, we are recommending an 18-24 month process of planning and design, beginning in July 2019 with an anticipated completion date of the first quarter of 2021. Each phase will conclude with a set of deliverables. These five phases are:

- Phase 1:** Project Award and Kick-off
- Phase 2:** Existing Conditions/Market Assessment
- Phase 3:** Visioning and Preliminary Recommendations
- Phase 4:** Draft Plan
- Phase 5:** Final Plan

Phase 1: Project Award and Kick-off

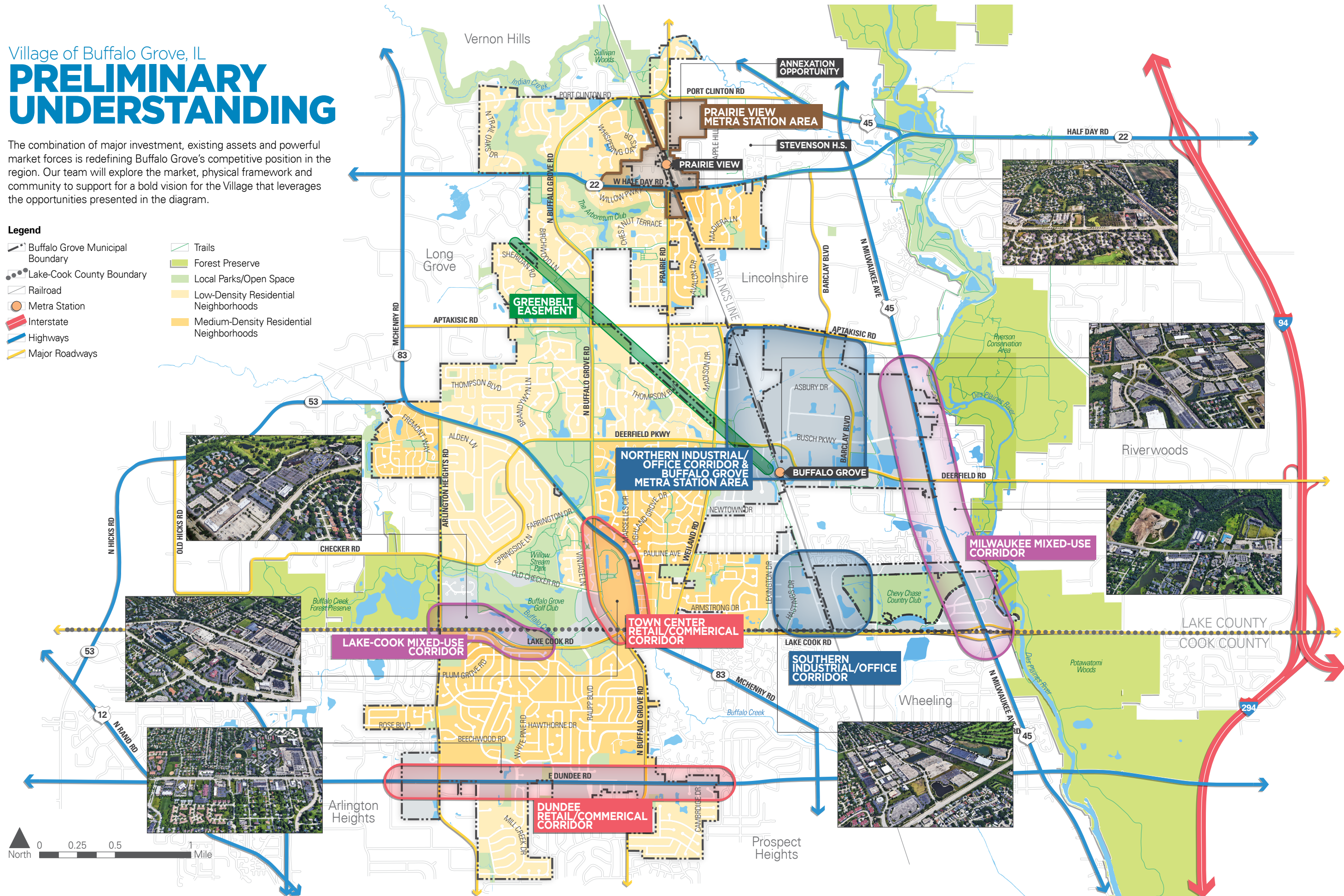
At the project's onset, the RATIO team will coordinate an initial Kick-Off Meeting with the Village of Buffalo Grove to establish the foundation for the planning process. This portion of the planning process is essential in learning the past decisions the Village of Buffalo Grove has made, understand the goals for the project and

Village of Buffalo Grove, IL PRELIMINARY UNDERSTANDING

The combination of major investment, existing assets and powerful market forces is redefining Buffalo Grove's competitive position in the region. Our team will explore the market, physical framework and community to support for a bold vision for the Village that leverages the opportunities presented in the diagram.

Legend

- Buffalo Grove Municipal Boundary
- Lake-Cook County Boundary
- Railroad
- Metra Station
- Interstate
- Highways
- Major Roadways
- Trails
- Forest Preserve
- Local Parks/Open Space
- Low-Density Residential Neighborhoods
- Medium-Density Residential Neighborhoods



establishing protocols. The selection of a Steering Committee and project leadership will also be determined. The analysis of existing conditions will allow our team to understand how Buffalo Grove’s policies, physical characteristics, transportation network, natural resources and economic development strategies are interconnected, how they are functioning, and determine potential improvements. We will collect existing conditions data including: history and regional context, summaries of previous plans, demographic information, economic conditions, land use and zoning, housing, commercial development, transportation, the natural environment, community services, and infrastructure. We will utilize available GIS data, AutoCad drawings, aerial photographs, surveys and other supporting information for analysis and to gain a thorough understanding of the area. We will develop maps to illustrate the present conditions of the Village utilizing this base information. Tasks to be completed in the first phase of the project include:

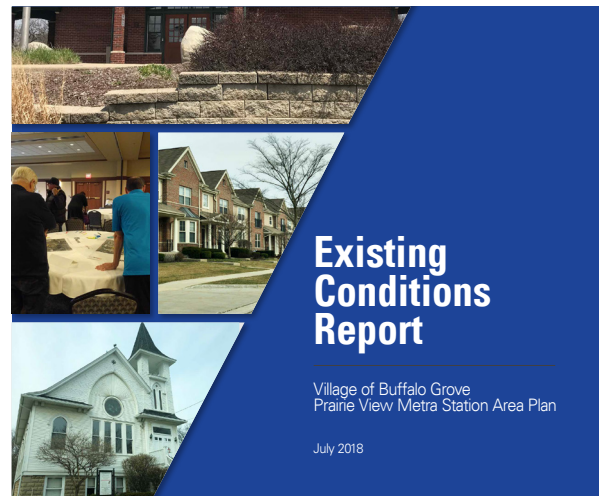
1.1 Kick-off Symposium

Following an initial meeting with the Village of Buffalo Grove’s leadership and Steering Committee, the RATIO team will facilitate a kick-off symposium to confirm the scope, refine the overall production schedule, establish procedures for communication, review and refine the public engagement plan and seek to identify key stakeholders such as property owners, neighborhood residents, civic and educational representatives, and private development interests.

1.2 Data Collection and Analysis

The analysis of existing conditions will allow our team to understand how Buffalo Grove’s policies, physical characteristics, transportation network, natural resources and economic development strategies are interconnected, how they are functioning, and determine potential improvements. We will collect existing conditions data including:

- History and regional context
- Summaries of previous plans
- Demographic information
- Economic conditions
- Land use and zoning
- Housing
- Commercial development
- Transportation
- The natural environment
- Community services
- Infrastructure



We will utilize available GIS data, AutoCad drawings, aerial photographs, surveys and other supporting information for analysis and to gain a thorough understanding of the area. We will develop maps to illustrate the present conditions of the Village utilizing this base information. Our analysis will address:

- Land Use/Zoning
- Economic Development Analysis
- Retail Land Use Analysis
- Residential Land Use Analysis
- Office Land Use Analysis
- Industrial Land Use Analysis
- Market Analysis Trends Analysis
- Multi-modal mobility
- Natural Resources, Infrastructure and Open Space

1.3 Public Engagement Plan

1.4 Steering Committee Meeting

Deliverable: Project Overview – a document and accompanying presentation that details the project’s process, scope and community engagement plan

Date for Award: July 15, 2019

Date for Kick off meeting: week of August 5, 2019

Phase II: Existing Conditions/Market Assessment

During Phase 2, our team will utilize information collected during the data and analysis phase to create a Vision, Goals and Objectives statement that captures the community’s aspirations towards developing a roadmap for Buffalo Grove 2040. The Existing Conditions report will be shared with the

public in a visioning workshop and input gathered on the community's vision. Conversations with community stakeholders will support the creation of a vision statement that adds to the identity of the Comprehensive Plan and creates excitement for the outcomes of the plan.



2.1 Review of Previous Plans, Studies, and Reports

The Village of Buffalo Grove has a number of adopted policies and plans that will provide the framework and strategic guidance for the development of the new Comprehensive Plan. Buffalo Grove's policies and plans will be reviewed and assessed to understand important objectives, recommendations and regulations that should be considered in the development of the Plan.

That content will be digitally documented within the Municipal app (as individual campaigns) so it can be easily associated with relevant content created during the comprehensive plan process. This will help the public become more aware of them, better understand their origins, and what progress they have made over time. It will also help the team minimize redundancies and build off the past investments made by the Village.



Our team will review and become familiar with previous studies undertaken by the City including, but not limited to:

- Comprehensive Plan (2009)
- Economic Development Strategic Plan (2016)
- Annexation Strategies Plan (2016, 2017)
- Lake Cook Corridor Market Study and Plan (2018)
- Prairie View Station Area Plan (2019)
- CMAP Homes for a Changing Region (2013)

2.2 Existing Conditions Analysis

The analysis of existing conditions will allow our team to understand how Buffalo Grove's policies, physical characteristics, transportation network, natural resources and economic development strategies are interconnected, how they are functioning, and determine potential improvements. We will collect existing conditions data including: history and regional context, summaries of previous plans, demographic information, economic conditions, land use and zoning, housing, commercial development, transportation, the natural environment, community services, and infrastructure. We will utilize available GIS data, AutoCad drawings, aerial photographs, surveys and other supporting information for analysis and to gain a thorough understanding of the area. We will develop maps to illustrate the present conditions of the Village utilizing this base information.

2.3 Key Person Interviews

Key person interviews allow the consultant team to get first-hand insight into the community, its assets, and the challenges it faces from those who know best. Examples include: homeowners associations, business owners, young adults, faith-based organizations, social service agencies, Village of Buffalo Grove staff, Metra, Buffalo Grove/Lincolnshire Chamber of Commerce, Illinois Department of Transportation, Buffalo Grove School District, representatives of adjacent communities, and more. Contact information for these informants will be gained through field surveys, research online, in print publications where available, and from Village staff or designated contacts. The interviews are designed to obtain background information on real estate and development trends, to gain an understanding of local market dynamics as well as gain a deeper understanding of the issues surrounding the new Comprehensive Plan and its future vision.

2.4 Market Assessment

Our team will conduct analysis and provide

recommendations for all land uses including retail, office, residential, industrial and mixed-use facilities. The market analysis work will ensure that the future land use plan – the guiding development document of the Village – will be based on market feasible land uses and strategies. The analysis will build on Buffalo Grove’s assets including transit access, healthy business climate, housing demand, and the presence of major job clusters in the Village and the county. Opportunities from future job clusters including and additional industrial and mixed use will be analyzed.

The market analyses will identify uses and real estate products that are supportable within the Village and key redevelopment areas with City with development opportunities – such as the identified corridors or other subareas. Based on the market potential, we will synthesize an overall market-supportable land use mix that can be used to guide the future land use for the community.

2.5 Public Workshop / Community Visioning Workshop

Based on the information gathered during Phase 1, and feedback received during the public engagement process, a plan vision statement as well as goals and objectives will be developed with a focus on principles that will serve as the groundwork to achieve desired outcomes of the planning process. The Plan Vision, Goals and Objectives Statement may include, but not be limited to:

- A Vision statement establishing the desired community character, physical and policy achievements
- Economic development goals
- Residential/housing development goals
- Natural resource and open space goals including conservation and enhancement of natural areas and water resources
- Transportation goals
- Redevelopment goals
- Infrastructure goals
- Quality of Life goals



Pop-Up Workshops (up to 2)

Pop-up workshops are an alternative to the standard community meeting by bringing the workshops to where people already are. The final format, location and timing during the planning process for pop up workshops will be determined with Village staff and the Steering Committee but may include Concerts in the Park, farmer’s market, kiosk at the Metra Station, and other community events/locations.

2.6 Presentation to Village Board

Our team present the Plan’s progress at a Village Board meeting to review information gathered in Phase II of the project. We will solicit information and feedback from the Board prior to commencing Phase III of the project.

Deliverable: Existing Conditions/Market Assessment Report – a document that draws upon quantitative and qualitative data sources and community engagement activities to provide an informative overview of the current state of Buffalo Grove as well as a closer assessment of the Dundee Road and Milwaukee Avenue Corridors. The report should include a summary of key findings as well as identify potential visionary ideas to explore in the next phase.

Existing Conditions Report (30-50 pages with high-quality graphics), meeting minutes, refined scope and schedule, Public Participation Plan. The Existing Conditions Report will assess the breadth of information provided by the Village and reviewed by our team. It will identify any potential gaps in information crucial to the development of the Comprehensive Plan.

Target Date for First Public Meeting:
October/November 2019

Target Date for Staff to Review the Deliverable:
December 1, 2019

Target Date for Presentation to Village Board:
January/February 2020

Phase III: Visioning and Preliminary Recommendations

With a strong base knowledge of existing conditions findings on key planning issues, vision, goals and objectives for the project, the team will develop a set of Key Recommendations that will serve as the basis for development of the Draft Comprehensive Plan. Recommendations will be

prioritized for implementation into immediate, near and long-term timeframes. The team will put together a memo summarizing the initial recommendations for Steering Committee review. These recommendations will be evaluated and developed for inclusion into the Draft Plan in Phase IV.

3.1 Vision, Goals, and Objectives Statement

Based on the information gathered during Phases I and II, and feedback received during the public engagement process, a plan vision statement as well as goals and objectives will be developed with a focus on principles that will serve as the groundwork to achieve desired outcomes of the planning process. The Plan Vision, Goals and Objectives Statement may include, but not be limited to:

- A Vision statement establishing the desired community character, physical and policy achievements
- Economic development goals
- Residential/housing development goals
- Natural resource and open space goals including conservation and enhancement of natural areas and water resources
- Transportation goals
- Redevelopment goals
- Infrastructure goals
- Milwaukee Avenue and Dundee Road Corridor Goals
- Quality of Life goals

3.2 Key Recommendations

With a strong base knowledge of existing conditions findings on key planning issues, vision, goals and objectives for the project, the team will develop a set of Key Recommendations that will serve as the basis for development of the Draft Comprehensive Plan. The team will put together a memo summarizing the initial recommendations for Steering Committee review. The draft will also include an in-depth view of the two corridors – Milwaukee Avenue and Dundee Road. These recommendations will be evaluated and developed for inclusion into the Draft Plan. We will examine the existing conditions and identify opportunities to create:

- A connected physical environment.
- Complete streets that promote livability and encourage access to multiple modes of transportation including transit, bicycles and pedestrians.
- Open space, parks and recreational uses within the community.
- Utilization of vacant lands and open space

areas, how to protect and manage natural areas and water resources for consistency with overall Plan goals.

- A policy framework to mitigate residential housing quality, support neighborhood character, encourage sustainable development and coordinate land uses.
- Connectivity between important destinations and transportation utilizing transit oriented development, access to public transportation and coordination with corridors and roadways frameworks.
- Opportunities for increased economic development activity along commercial corridors and in identified activity nodes.
- Analysis of supply and demand of key land uses and consideration of strategic opportunities.

3.3 Public Meeting / Visioning Workshop

A clear and community-driven vision will guide all recommendations in the Comprehensive Plan. An interactive Community Visioning Workshop will be held to craft this community vision. Activities may include an image preference survey, mapping exercises, and small group work. Planning and organization of this meeting will be coordinated with identified community representatives and the Village of Buffalo Grove. The public meeting will support validation of the information gathered in Phases I and II of the project, as well as provide insight into challenges and aspirations for the community. The consultant team will facilitate the stations as well as engage participants in conversation around the Comprehensive Plan elements.



3.4 Steering Committee Meeting

Our team will facilitate a Steering Committee meeting to review information gathered in Phase

III of the project. We will solicit information and feedback from the Steering Committee on the submitted deliverables including the Future Land Use and Development Overview, Key Recommendations Memo and Vision, Goals and Objectives Statement. The meeting will include a presentation by the consultant with facilitated discussion.

Deliverable: Future Land Use and Development Overview – a document that provides preliminary visions and preliminary recommendations for Buffalo Grove as well as the Dundee Road and Milwaukee Ave corridors.



The Vision, Goals, and Objectives Statement will be in the form of a technical memo that identifies the priority vision statement of Buffalo Grove, Comprehensive Plan goals and related objectives. Goals will be developed that are SMART (specific, measurable, attainable, relevant and timely). Meeting minutes from the Steering Committee meeting, all presentation materials from the Community Visioning Workshop, a workshop summary in the form of a technical memo and summaries of the key person interviews will also be included as a part of the Phase III deliverable.

The Key Recommendations Memorandum will be prepared in Phase 3 to set directions for preliminary plan recommendations and identify potential impediments to implementation. This memo will be reviewed with Village staff and the Advisory Committees. The memo will inform the Draft Plan (subareas, key policy considerations, land use options, etc.) and will identify potential

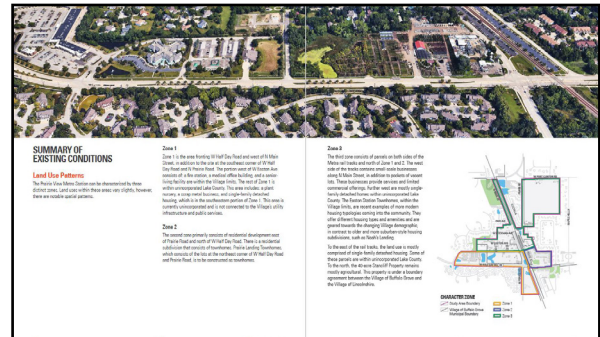
policy or political challenges for the plan’s fruition. This “reality check” may require prioritizing plan opportunities and considering which to be pursued. Target Timeframe: Spring 2020

Phase IV: Draft Plan

4.1 Draft Comprehensive Plan

Phase IV centers on creating the Draft Comprehensive Plan containing planning policies and recommendations. The final chapters of the Draft Plan will be agreed upon during discussions with the Village and Steering Committee but at a minimum will include an introduction, summary of challenges and opportunities, a vision statement and goals, recommendations and implementation strategies. The Draft Plan will incorporate feedback received from the Steering Committee, stakeholders and community members during the public engagement process. The required Plan content will address key policy and planning issues including:

- Land use/Regulatory Environment
- Housing
- Economic development and Demographic Trends
- Infrastructure
- Open Space and Parks
- Multi-Modal transportation
- Community Identity



We recommend including the following content in the new Comprehensive Plan. These elements are optional, however, they would add value to the community. Inclusion of these elements are important to the success of the Plan and ensure that future decisions are made in concurrence with Plan policy.

- Corridor Subarea Planning and identification of redevelopment sites
- Sustainable strategies and Quality of Life Elements
- Fiscal impact for commercial/retail, light industrial and office land uses

- Conservation and preservation strategies for natural resources
- Streetscape and landscape recommendations

Natural Resources

Future development and expansion will need to consider not only smart and innovative infrastructure, but the conservation of wetlands and preservation of floodplain, while creating riparian buffers along stream corridors. These combined efforts not only reduce flood damages but prevent erosion. Implementation of smart stormwater management techniques, which should be designed to protect critical habitat and maintain healthy stream corridors, will help protect the Village's valuable water resources and natural resources, preserving the ecological health and promoting a greater quality of life for the Village's residents.

Infrastructure Capacity and Analysis

The Village's infrastructure capacity is important to creating a realistic framework for growth. With numerous opportunities to accommodate significant development and redevelopment within the Village, it is important that future demands on infrastructure are carefully evaluated. Our team understands that coordination with the Village's engineering, public works, and water services teams throughout the planning process is critical to ensure that land use and development recommendations can be supported by existing facilities and planned expansions. Led by Christopher B. Burke Engineering (CBBEL), the analysis and recommendations will be informed by their ongoing municipal engineering services to dozens of Illinois municipalities, as well as their understanding of national best practices. Our team will draw on our extensive knowledge of County and regional stormwater regulations and will evaluate the Village's current stormwater ordinance to provide guidance for future development.

Mobility

The Village's investment in transportation infrastructure has created a multimodal system that has stimulated economic development and while enhancing the quality of life for its residents. Service on Metra's North Central Service Line has been expanded, multiple Pace bus routes operate in the Village, the Village is a member of the Transportation Management Association of Lake Cook, and the bicycle trail and pedestrian system has been extended throughout the community.



However, as high energy costs are starting to suggest that heavy reliance on automobile travel may be impractical or undesirable for the future, the Village of Buffalo Grove has the potential to leverage its current services to support its

commercial and residential base while achieving its environmental goals for sustainability.

Urban Design and Community Character

Urban design and public realm improvements have the ability to not only add value to the environment and enhance resident quality of life, but educate and provide additional programming. Urban design and streetscape elements may include lighting, screening, sidewalks, parkways, furnishings, creative placemaking and signage. The comprehensive design of the public realm, in coordination with other comprehensive plan elements, can create a unified and cohesive vision for Buffalo Grove. Our team is able to create a suite of traditional and creative solutions that prioritize investment and leverage the existing urban framework into a walkable and dynamic environment. Part of the strategy will be to reinforce the identity and character of the land uses and individual blocks of the Village.

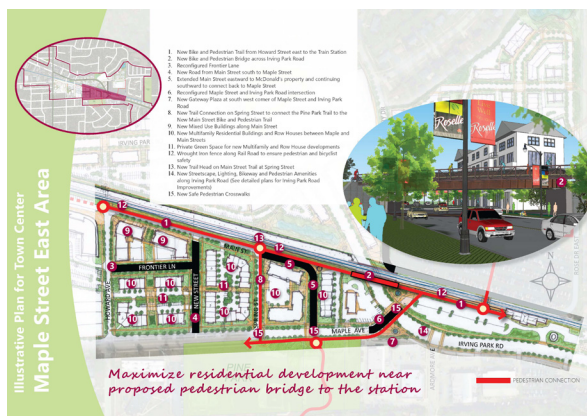
4.2 Market-Viable Corridor Plans

Ginkgo will lead the planning and design of the Dundee and Milwaukee Avenue Corridors to create site specific detailed master plans that respond to changing market trends. Ginkgo's award-winning work across the region showcases how car-oriented arterials can be transformed to stay economically healthy and attract new businesses. Recent successful corridor plans have included Irving Park Road (Roselle), Route 30 Corridor (New Lenox), Chicago Street (Joliet), and the Meacham Road Corridor (Schaumburg), as part of the 500 acre plus redevelopment master plan of the former Motorola Campus Area.

In 2018, Ginkgo developed the master plan for the 40 acre unincorporated site at the southeast corner

of Deerfield Road and Milwaukee Avenue for the Village of Riverwoods. The former landfill site has severe topographic challenges but is a key riverfront site along the Des Plaines River. Village leadership was divided between leaving the site as vacant open space or allowing commercial and multi-family residential development. Ginkgo's hands-on workshops created consensus to find a balanced plan that met both conservation and development goals of Village leaders and interested developers. Deliverables for Corridor Plans are anticipated to include the following:

- Existing and Proposed Framework for Roadways, Trails, Pedestrians and Bus
- Existing and Proposed Framework for open spaces and stormwater management
- Major redevelopment sites and opportunity areas
- 3 Redevelopment Scenario options for each major redevelopment area, including:
 - Proposed roadways, trails, detention and open spaces
 - Development parcels and acreages
 - Proposed land uses
 - Full buildout options and development yield
 - 3D massing models
- Final development of preferred Redevelopment Scenario for each major redevelopment area
- Implementation: List of priority projects and long-term projects



4.3 Civic Engagement

As activity on Municipal progresses a great deal of data will be generated and will provide value to the Ratio team as it progresses through early data & analytics tasks and ongoing plan development. All members of the team and Village staff will have access to the project's dashboard which will illustrate community participation (geographic/demographic) and the results of their inputs over time. Which thematic heading is getting the most

attention via campaign creation and interactions – transportation or land use? Which area in the Village is participating the most and which is participating the least? As we move forward in our outreach, let's place an emphasis on the areas where we are seeing the least participation. Reports can be run and downloaded immediately so being able to download/print moments before a meeting in order to get the most recent data is made simple. The project dashboard is also the place where the RATIO team /Village staff can send out project update notifications (in-app + emails)(ex: "Workshop 1 happening in 2 weeks! Learn more here [link]"; "Make your choice for which housing type is needed more in Buffalo Grove [link]"; etc.) and check-in attendees at in-person events (ensures that we get the right contact information [poor handwriting deterrent], immediately gets them into the system for quick communication/follow-up, and maintains our philosophy that in-person and online participants can be equal contributors and should be counted together regardless of their individual preferences).

At this point in the Comprehensive Plan process many of the initial campaigns on Municipal will have received substantial public input and matured to the point where they are being included in the proposed draft plan/sub-area plans. The RATIO team /Village staff will have the opportunity to transition certain campaigns forward into their own project spaces. For instance, if a campaign focused on a particular intersection was roundly supported (public, Village staff, RATIO team) as one that needs more bicycle and pedestrian safety infrastructure, that campaign can become a Project and accept new and more specific ideas on how to implement. This work may happen prior to submission of draft plan(s) in order to get focused feedback from the public that can be incorporated. This iterative plan and design step will illustrate to the public that their contributions will have helped guide specific Comprehensive Plan content and the follow-up with more precise calls to action (input regarding RATIO team generated content and/or addition of their own ideas/issues/concerns) will enforce the idea that the process is accessible and progressing forward. As will be the case throughout the duration of the project, all public input will be shown and analyzed on the project dashboard which will advise next steps forward and reinforce decisions made and then presented by the RATIO team in the draft plan(s).

Celebrating Community Participation

A Draft Comprehensive Plan Open House provides

a comfortable environment where the public can examine the Draft Plan up close and interact with community leaders and plan champions, Village staff, elected officials, Steering Committee members and the consultant team. Formal presentations will be brief allowing more time for resident leaders to share their experience, discuss their priority issue areas, engage peers in the process give those gathered an opportunity to ask questions and provide feedback. The open house should be fun and engaging- a celebration of the Plan and its focus on improving resident's quality of life. Concurrent on-line engagement will extend the in-person workshop to ensure all those that want to participate in the workshop have the ability to do so. This can be done through streaming on social media channels in real time – in partnership with youth, Buffalo Grove Junior College or other educational institutions. As a follow up to the Public Meeting, our team will coordinate with community plan leaders and champions to conduct conversations with community groups and key stakeholders to ensure comprehensive input has been gathered.

4.4 Implementation Strategies

Our team prioritizes implementation of comprehensive plan recommendations. This 'Concept to Construction' approach means that we will describe action steps towards the specific goals of the Plan through the Village's governing processes. It is paramount to the process that individual departments and organizations within the Village recognize how desired changes can be implemented through ongoing operations and budgeting. The RATIO team will outline the short-term, intermediate-term, and long-term implementation strategies for the Plan goals that can be reviewed and adjusted by the community annually in conjunction with the preparation of a capital projects or plan. Specific organizations and administrative entities will be identified along with potential funding sources for priority projects identified in the new Comprehensive Plan. Financing options may include local, state and federal sources.

This approach for new Comprehensive Plan - starting with implementation from day 1 - will offer strategies for the Village to find the best advantages of regional relationships, in terms of addressing current weaknesses, solidifying strengths, expanding economic opportunities and connectivity, and managing physical expansion responsibly.

Regional economic development partnerships are being utilized more frequently. The Plan will include opportunities for regional cooperation and will identify synergies with adjacent communities with similar goals. A key element to the new Comprehensive Plan will be recommendations on how to most effectively navigate through this new landscape, and leverage mutual objectives into economic benefits. Buffalo Grove has conducted a number of planning studies in recent years that can be incorporated into the new Comprehensive Plan. Utilizing these existing resources will allow the RATIO team to be efficient, on budget and keep the effort focused on issues that the Village needs addressed.



Deliverable: Draft Recommendations Report- a document that identifies a vision, recommendations, and action steps for the Village. The Plan will cover elements for the entire community as well as present subarea plans for Dundee Road and Milwaukee corridor.

The Draft Plan will include the full text, graphics, findings and recommendations for the final plan. The draft will present preliminary opportunities that incorporate input gathered to date and highly developed recommendations. Our team prides itself on clear and consistent communications, highly graphic and user friendly documents that will illustrate the future potential of Buffalo Grove.

Target Timeframe: Fall 2020

Phase V: Final Plan

The Final Comprehensive Plan will be inclusive of all public input, analysis and data collected, key policy recommendations, and implementation matrix. The Final Plan will be highly graphic and user

friendly, with the ability to communicate planning concepts in a straight forward manner. The plan will be organized by chapter with easy reference to its contents, purpose, and use.

Public Comment Period

After the submission of the Phase V deliverable, the Steering Committee and Village staff will have an opportunity to review the document in detail. At the end of the review period, our team will discuss any edits or comments received.

5.1 Final Comprehensive Plan

The RATIO team will revise the Draft Plan in preparation for presentation to the Village Board and Planning and Zoning Commission using input from the Steering Committee as well as comments made by the community. The second draft will be sent electronically to the Village staff, and Steering Committee for review prior to the presentation.

A Call to Action

The Final Plan presentation will communicate the important themes and principles of the Buffalo Grove Comprehensive Plan. This presentation will focus on celebrating resident leaders and champions for the Plan as it moves towards adoption and implementation. Participants in this workshop will be encouraged to identify projects and programs that they would like to continue being active and provide implementation guidance and effort. The goal of this workshop is to build resident capacity for implementation and continue the momentum and excitement created throughout the comprehensive planning process. The culmination of the workshop is a call to action for all participants and contributors to the plan to continue the momentum through implementation.

5.2 Public Hearing

RATIO team will make one (1) formal presentation of the Comprehensive Plan at a public hearing. The Plan will be made available two weeks prior to the meeting. The presentation will review planning trends and concepts contained in the new Comprehensive Plan, as well as responsibilities and steps for implementation.

5.3 Final Revisions

RATIO will revise the Plan to incorporate final comments from the public hearing and distribute the Final Comprehensive Plan document to the Village, and electronically to the wider public.

5.4 Village Board Meeting

The RATIO team will present the Comprehensive

Plan at a Village Board meeting. At this meeting, our team will solicit input and/or edits to the Plan for Adoption.



Deliverable: Final Plan – a document that identifies a vision, recommendations, and action steps for the Village. The Plan will cover elements for the entire community as well as present subarea plans for Dundee Road and Milwaukee corridors.

The Final Plan will be a graphically rich and easy to read document. The final product will be designed to be visually appealing and easy to read for residents, the business community, and Village officials. To ensure there is sufficient community outreach of the final plan, our team will prepare a Plan Summary in the form of a graphically rich brochure. It is not intended to contain as much detail as the full plan, but will have enough information to share the concepts and the intent of the plan with the casual reader, who can be directed to the Village or project website for further detail.

Target Timeframe: 1st Quarter 2021

Village Staff Collaboration

At the onset of the project, we will create a Communications Plan that details our initial ideas for the Comprehensive Plan. The Communication Plan would be reviewed and further developed in consultation with Village staff and the Steering Committee. The plan provides detail on the various audiences, tools, goals, and timelines for engagement activities. Our team will provide input and guidance during the selection of the Steering Committee and will orient them to the process. We anticipate this Committee will meet once a quarter throughout the project. These meetings will also be held quarterly and may include:

- Village of Buffalo Grove departments,

Economic Development, Engineering, Public Works and other City staff

- Key elected and appointed officials (City Council and Plan Commission)

Client Support

Our approach is collaborative and cooperative. In our experience, we have found success in creating partnerships with Village staff to execute the communications and outreach strategy for comprehensive plans. Throughout the process, our team will coordinate deliverables, meeting materials, and web-based content in coordination with Village staff including, possibly, a designated Village public engagement staff member. In addition, our team would like support from the Village with the following tasks associated with implementation of the comprehensive planning process:

- Coordinate the distribution of workshop and public notice materials
- Host a link to the project website on the City of Buffalo Grove's website and applicable social media
- Review required deliverables for feedback into the planning process
- Work with the team to prioritize key recommendations and strategies
- Schedule the Post-Adoption Workshops for Leaders and Champions (2)(OPTIONAL)

Project Communications

The team will update the project website, assisted by RATIO's communications and marketing specialists, as the project progresses, providing materials including text, photographs, maps, renderings, and other images to advertise the project and keep the public informed. Our team will seamlessly integrate virtual engagement methods to extend the public participation process and will engage with the public through the project website, targeted web surveys, ISSUU, social media outlets, video, and print.

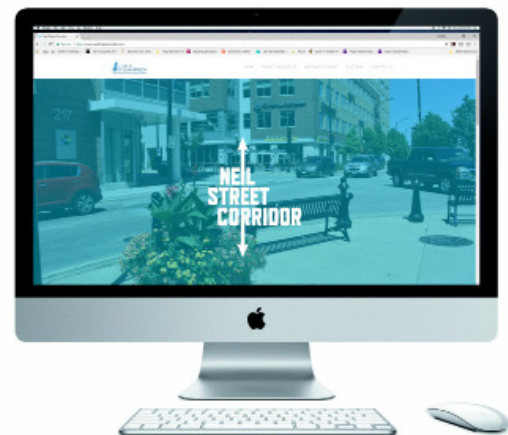
- Project Press Releases and Newsletter
- Project brand, logo, and document that is uniquely Buffalo Grove
- Project website - linked to Village website
- Social media content

Public Engagement Strategies

In order for the new Comprehensive Plan to be effective, residents, the business community and property owners must feel that the Plan will positively impact their everyday lives. This is possible with a thoughtful public engagement plan

that goes beyond the "Tuesday night workshop" where attendance is typically low. Through online and face-to-face events, our approach depends upon real community input through creative and meaningful engagement. A public engagement plan will be drafted for Village staff review to ensure the most participation and process transparency. The success of planning processes highly depends on the level of ownership and accessibility that community members feel—moreover, any public planning and design process in the 21st century should be an opportunity for community empowerment and increased capacity. Communities in areas of revitalization are the opportunity to invest in equitable and integrated development processes where everyone feels welcome and empowered from the beginning.

We believe in a community engagement process that goes beyond the symbolic—a design process that invests in people as the main asset to shape the built environment and uses the planning process as an opportunity to increase their capacity to advocate for the outcomes of the plan after its completion. The following principles are used to guide our engagement process that focuses on empowerment and exchange:



Build Trust and Connections

Investing time and resources to know the "makers," "keepers" or organizational structures of current neighborhood spaces is fundamental, as well as to identifying those community leaders that bring different perspectives to the design process. To create a process that allows for inclusiveness we start by acknowledging local efforts and cultures that are in place, learning from them, and building connections. The goal is to turn those connections into partnerships as a form of empowerment through the plan development process.

Accessible and Meaningful Dialogues

Facilitating open and accessible conversations within the community allows for broader and meaningful input to inform design. Specificity is highly relevant; therefore, these dialogues are the resources for participants to share experiences in their neighborhood, observations about their built environment, and their aspirations for their community at large in the language they are most comfortable speaking. By designing a diversity of activities that allow for different depth of conversations and exchanges allows for participants to become comfortable address challenging topics (e.g. gender, race, equity) shaping their communities.



Transparent and Common Ground

Negotiating diverse perspectives and priorities requires to develop a transparent decision-making process—a public process does not mean everyone gets what they ask for, however, everyone needs to understand how their input is taken into consideration (or not) and why. Building a common ground includes carefully enabling a common language and designing the communication tools that allows everyone to have a voice and opinion. This planning process is also an opportunity to create and/or strengthen relationships between stakeholders and community leaders – by integrating advisory and work groups this plan will enable cross conversations and discussion that will provide stronger feedback including different perspectives. Our team will create strategies to include those not traditionally involved in the planning process.

Creating Leaders and Champions for the Plan

The RATIO team will draft a community vision based on public engagement activities. At the core of the comprehensive planning effort is the desire to hear and incorporate the voice of the

people. This could include pop-up workshops, key person interviews, surveys, and online input. We have found success in similar communities by empowering residents and activating community to fulfill the plan after the formal planning process is complete. Keeping the Plan alive after it is adopted, creating ways for residents to be involved with its implementation, and celebrating its success fosters relationship building between residents, Village representatives and consultant staff. The structure of all engagement activities including larger workshops and small group conversations, is intentional and encourages participation through a variety of tools that are accommodating to all ability levels, ages and English proficiency.

Virtual Engagement and Project Website

When a community member first arrives at *Municipal* they will be able to view all content shown on the Comprehensive Plan project page. However, when they want to provide input (create, support, comment) they will need to register and verify their identity as a Buffalo Grove resident and/or business owner (geographic/limited demographic). Once they complete their information a verification will be initiated and, once confirmed, their inputs will be submitted and made available for others to use.

At the project onset, platforms will be created for each past document and the individual initiatives and their status (ex: Inactive, Adopted, Completed, etc.) found within them will be noted. Once Village staff verifies the accuracy of the initiatives and their status, they will become campaigns on *Municipal*, and, because of their relevance to the Comprehensive Plan, will be networked with it. This means that when our team introduces, for instance, a transit-oriented development concept along one corridor the campaign page featuring it will show a related transit-oriented development concept that was presented as a part of the Prairie View Station Area Plan. We believe in the added value of this synergy through informing and educating the public via past efforts, building on and protecting past investments of time and funds, and celebrating past plan successes.

With the Village, the RATIO team will coordinate the project's communication plan, project website, and link to *Municipal* and what they are invited to do when they arrive. Those activities will include, but are not limited to: providing feedback on initial campaigns, creating their own campaigns based on the issues and ideas that they bring, and sharing the project and its individual campaigns via

their own networks. Opportunities to support of comment on campaigns is built into the program and managed by the *Municipal* team.

We will create a project website with a URL unique to this project. An on-line presence expands the ability to reach residents, business owners and property owners beyond traditional methods of outreach. This tool can also be used to allow public comment on plan recommendations before they are finalized. This input provides an indication of prioritization for Village staff and elected or appointed officials. The project website will be used to disseminate information and collect input throughout the course of the project. It will incorporate the posting of meeting announcements, periodic project updates, and workshop meeting results.

Our engagement philosophy is to go to people rather than expecting them to come to us. In the case of social media, this may mean focusing efforts on a project Facebook page and updates to the Village's website in addition to a standalone project website. In addition, utilization of existing publications, will help communicate the project's process to the public.

Design Guidelines

Ginkgo is known for creating highly graphic and user-friendly codes and design guidelines that encourage quality development, are easy to administer and can translate plans into reality.

The 90 ND West Zoning Code and Design Guideline document is a great example of Ginkgo's innovative approach to regulating design. Prepared as part of the Master Plan for the former 350 acre Motorola Campus in Schaumburg, the design guidelines promote clear direction for site planning, building design and placement, street and open space design and sustainable elements. Adopted in Spring on 2018, this highly illustrated and concise set of guidelines is allowing development proposals to get approved and move forward in an extremely efficient and timely manner. In less than a year, 110 Senior Housing units, 260 high-end apartments and Top Golf have been approved and are under construction and the central boulevard is almost completed.

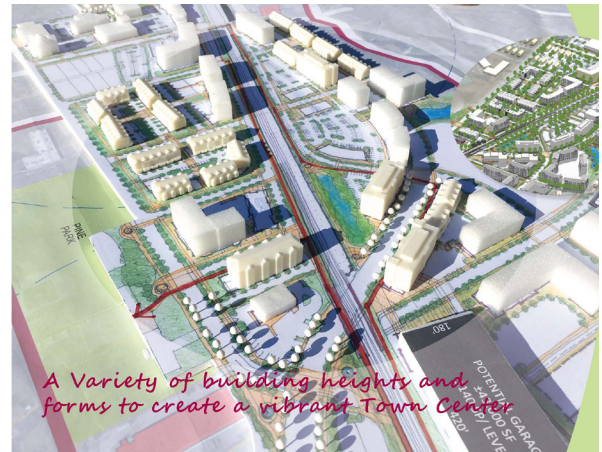
We look forward to bringing this unique approach to creating user-friendly highly-graphic design guidelines to Buffalo Grove, where guidelines are real implementation tools to implement the community's vision.

There is critical need for one cohesive land use plan that looks at the Village as a whole and can translate these into market-responsive design guidelines. Ginkgo has developed some of the most innovative Comprehensive land use plans in the Chicago region in recent years that respond to changing market trends in housing and retail, major demographics shifts and the need for more walkable mixed-use places to attract younger generations. For Buffalo Grove, Ginkgo's design guidelines will be uniquely crafted to support the future land uses recommended by the new Comprehensive Plan.

Deliverables for the Design Guidelines for key commercial districts will generally include:

- Overall goals of the guidelines
- Site Planning and Design
- Parking, access and circulation
- Street Design
- Building and Parking placement
- Building massing and modulation
- Façade articulation and transparency
- Materials
- Roofs and Green Roof systems
- Plazas and open spaces
- Public Art
- Other specific elements identified by the Village

All elements with will be illustrated with diagrams and examples from comparable other developments.



Innovative Approaches

Fiscally Responsible Planning. The RATIO team will create a Future Land Use Plan with a 20-year horizon based on opportunities, trends and forecasts for the Village, analysis of prior

plans and reports, and the input of the public and Advisory Committees. The Plan will also describe the relationships between diverse land uses, transportation networks, infrastructure and public service capacity, and how to right size a community, all with an eye towards appropriately scaled development and inclusive of the principles of sustainable, smart growth. The RATIO team will put special emphasis on the effects of land use on healthy, active living, and connectivity as these are integrally related. Subarea planning will be included in the Draft Plan and will include specific information about these areas in the Village.

Placemaking. Sometimes the best way to help a community imagine its future is to facilitate quick and creative placemaking interventions. Where the community sees an unnecessarily wide roadway, with a few paint brushes and planters we can help imagine a new pocket park. Our team is also ready to roll up our sleeves and participate in service projects to generate enthusiasm for the Plan and champions to see through its implementation.

Expert Panel. Buffalo Grove's Comprehensive Plan includes a specific focus on a few key topics. We will work with Village staff and the Steering Committee to identify two or three topics for panel discussions. For example, we could invite Buffalo Grove stakeholders to speak on the importance of specific topics or objectives in forming the community's future. Topics are unlimited, but could also include seniors/AARP members, young families, business leaders, and more. These panels help to provide greater detail on particularly important community goals. In the City of Aurora, we recently had a panel discussion with artists in the community to discuss the importance of public art. We conducted this panel during a public workshop in conjunction with visioning and visual preference. The content of the conversations and interest in the topic was applauded.

Pop up Workshops. Typical community planning meetings take place on one night at a standard location – community center or church. Pop-up workshops are innovative methods that extend engagement to more diverse and harder-to-reach populations. Ideally, we will take over a storefront – either a vacant space or in partnership with an active business – and share our work with the community. Our team has experience with pop-up workshops in Brookfield while working on the Brookfield Comprehensive Plan. For Buffalo Grove, we will look for a space within the identified corridors.

Community Planning Kit. RATIO frequently creates Community Planning Toolkits for our planning processes. These kits are typically handed to church leaders, community leaders or other important stakeholders so that they can conduct their own charrette within their chosen location. We include easy to read instructions, four simple activities and all materials participants will need in order to complete the kit. Once completed, the leader returns the material to us so we can synthesize and incorporate findings into the plan. After our initial analysis phase, we will craft the Buffalo Grove Community Planning Toolkit that your community leaders can use to create a more inclusive engagement process.

Build Organizational Capacity. The Village of Buffalo Grove have experienced significant organizational change over the last decade. These organizational changes have inevitably altered past roles and responsibilities among these partnerships. This process will also present new ways of thinking about how the Village and its partners can work together beyond Village, Township, or County issues and address regional and multi-jurisdictional questions relevant in the region. As the Village and their partners define their futures, clarifying roles and responsibilities for the Village and integrating any Comprehensive Plan recommendations with elements of these partner visions and strategies will be the foundation for implementation. These recommendations will also address immediate opportunities for collaboration, either through projects or conversations, which will benefit Buffalo Grove and the region. This Plan process will develop leaders for Plan implementation. These same leaders can also work with their peers from the other local planning processes to ensure that action on joint objectives occurs.

Innovation and Emerging Industries. Our team will examine trends to accelerate economic innovation in Buffalo Grove. With the Village, we will develop strategies that are right fit for the community. Considering how to connect emerging business growth sectors, local entrepreneurs, support networks, and relevant trends, such as the changes in agriculture, will be part of this focus on Buffalo Grove's economic future.

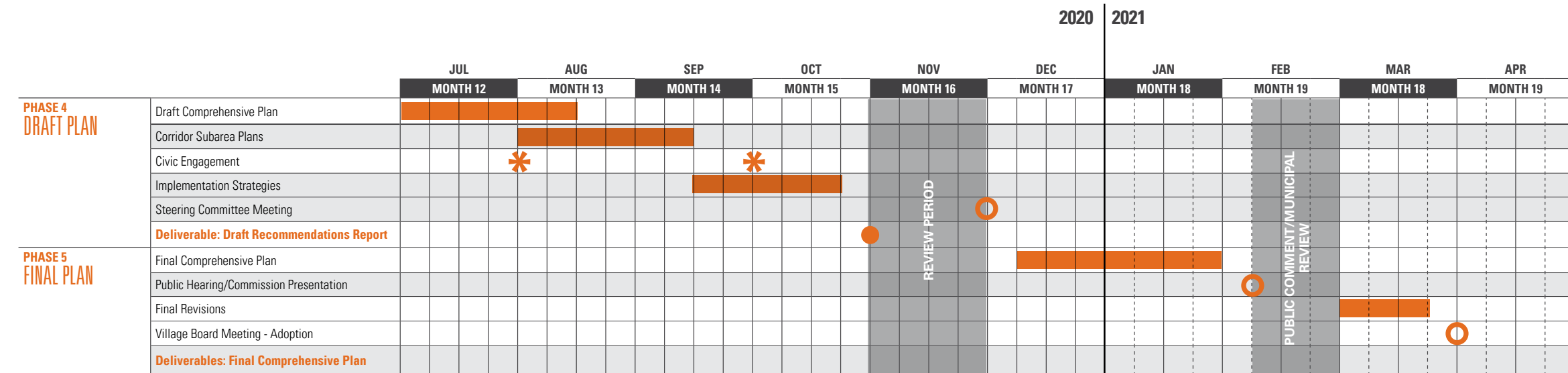
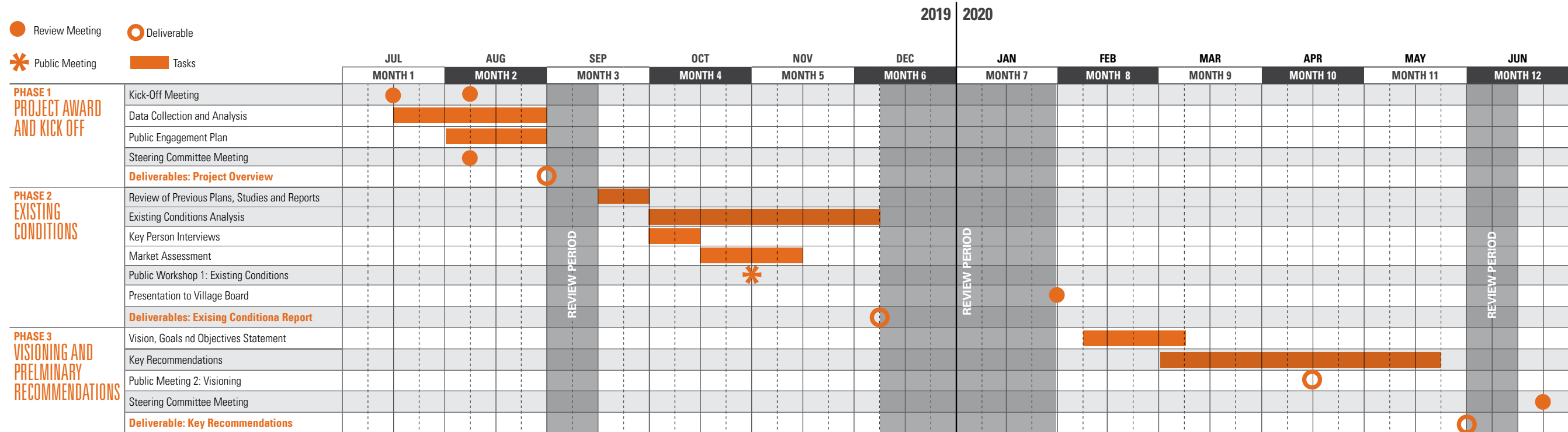
Youth Education and Student Forum. With Civic Art Works education team, we will engage high school students in becoming part of the comprehensive planning process. Throughout the summer, our team will provide curriculum related to



urban planning and policy creation to area schools that can be integrated into their core subject areas. High school students will be invited to engage with the planning process through a student forum and will have a depth of knowledge to empower them to seek additional opportunities to participate in the process.

Civic Art Works has created a proprietary curriculum called Regenerate Neighborhoods. Regenerate Neighborhoods is an award-winning high school curriculum that focuses on civic engagement and service learning; neighborhood planning, design, development and governance. The curriculum satisfies the State of Illinois graduation requirements that target civics and service learning.

Proposed Schedule



Section 3 | Company Profile



PROFILE AND QUALIFICATIONS FORM

Each Consultant is required to fully answer all questions in each category listed below

All questions must be addressed by the Consultant in order for this application form to be properly completed. Failure to answer any question, or comply with any directive contained in this form may be used by the Village as grounds to find the Consultant ineligible. If a question or directive does not pertain to your firm in any way, please indicate with the symbol N/A.

1. Firm Name RATIO Architects, Inc.

Business Address 30 West Monroe Street, Suite 500

City Chicago State IL

County Cook Zip Code 60603

2. Names and Titles of Two Contact People

A) Lesley Roth, AIA, AICP Phone (312) 888-3339

Title) Director of Urban Planning E-mail LRoth@RATIOdesign.com

B) Grace Rappe, AIA, LEED AP Phone (312) 763-7033

Title) Principal | Chicago Studio Leader E-mail GRappe@RATIOdesign.com

3. Submittal is for: Village of Buffalo Grove Comprehensive Plan

Parent Company (List any Division or Branch Offices to be involved in this project)

RATIO Architect's Inc. is headquartered in Indianapolis, IN.

Personnel from this location will support the project as needed.

Division (attach separate list if more than one is to be included)

N/A

Subsidiary

N/A

Branch Office

The RATIO Chicago Studio will lead this project.

Name of Entity: RATIO Architects, Inc.

Address: 30 West Monroe Street, Suite 500
Chicago, IL 60603

4. Type of Firm:

- Corporation
- Partnership
- Sole Ownership
- Joint Venture
- Other _____

5. Federal Employer Identification Number 35-1496308

6. Year Firm was established 1982

RATIO Architects, Inc.

7. Name and Address of Parent Company: (if applicable) 101 S. Pennsylvania Street, Indianapolis, IN 46204

8. Acknowledgement of receipt of Addenda(s) 1 (list each addendum number)

Attach each signed addendum, if any, to the Proposal Packet as part of your submittal.

Date May 20, 2019

(Sign here) By 

(Print Name) Grace Rappe, AIA, LEED AP

Title Principal | Chicago Studio Leader

E-mail GRappe@RATIOdesign.com



RATIO is an international, multidisciplinary design practice offering services in architecture, preservation, interior design, landscape architecture, urban design + planning, and graphic design. Since our founding in 1982, the firm has partnered with a diverse list of clients and gained a wealth of experience in the education, community, life sciences, workplace, lifestyle and cultural marketplaces.

After more than 35 years, RATIO has evolved to a firm of more than 125 designers and administrative staff. The firm's four studio locations in Indianapolis, IN; Champaign, IL; Raleigh, NC; and Chicago, IL allow our team of design professionals to cross geographic boundaries and provide a high level of architectural design excellence to clients throughout the country.

RATIO values its role in helping people connect with their community. We understand the importance of listening and know it's the critical first step in helping to shape your design vision. We listen to your goals, values and budget and then translate that vision into a distinctive, functional solution unique to your organization.

Indianapolis

101 South Pennsylvania Street,
Indianapolis, IN 46204
317.633.4040

Champaign

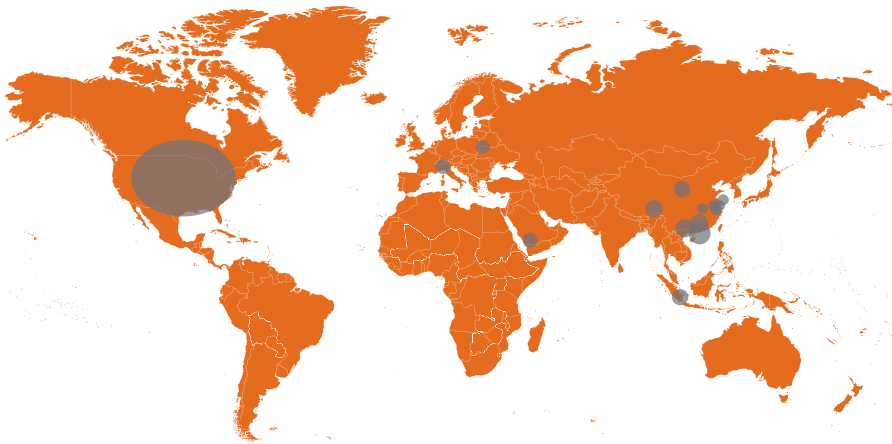
102 South Neil Street
Champaign, IL 61820
217.352.7696

Raleigh

227 Fayetteville Street
Raleigh, NC 27601
919.821.0805

Chicago

30 West Monroe Street, Suite 500
Chicago, IL 60603
312.465.2359



41 State Presence

157 Overall Employees

4 Studio Locations

7 In-House Disciplines



Over the past five years, 67% of RATIO's projects have been awarded by existing clients.



LEED Certified Facilities
75 projects / 10,615,716 gsf

RATIO has completed

45

**comprehensive
plans**

63

area plans

92

**streetscapes,
corridor, and
gateway plans**

RATIO's Impact of Planning & Development

Riverdale, IL - 1 Million Dollar Investment

Highland Park, IL - 1 Million Dollar Investment

Plainfield, IN - 5 Million Dollar Investment

Branson, MO - 8 Million Dollar Investment

Fort Wayne, IN - Guidelines Directing Over 70 Million Dollar Investment

Gosport, IN - 1 Million Dollar OCRA Implementation Funding

Hobart, IN - Over 3 Million Dollar Investment and Grant Funding

Lafayette, IN - 3 Million Dollar Investment

Lexington, KY - Over 5 Million Dollar Federal Grant Funding

Sellersburg, IN - Over 1 Million Dollar Investment and TIF District

Shelbyville, IN - 1 Million Dollar TAP Grant, Facade and Theater Improvements

Greencastle, IN - 19 Million Stellar Communities Grant

North Vernon, IN - Facade Studies/Improvements (Stellar Funded)

Delphi, IN - Initial Facade Studies (Stellar Funded)

Remington, IN - OCRA Funded Streetscape Project

Section 4 | Capacity





PROJECT DIRECTOR
LESLEY ROTH
AIA, AICP, LEED AP

RELEVANT EXPERIENCE

Town Center Master Plan
South Holland, IL

Comprehensive Plan
Village of Brookfield, IL

Comprehensive Plan
Riverdale, IL

**Prairie View Metra Station
Area Plan**
Buffalo Grove, IL

**Neil Street Corridor
Improvements Plan**
Champaign, IL

**Comprehensive Land Use
Plan Updates**
Waukegan, IL

**Avenue of the Cities
Corridor Plan**
Moline, IL



PROJECT LEADERSHIP

In her 20 year career, Lesley has been responsible for project management, project design and direction, client contact and public process facilitation on a variety of architecture and planning projects. She has experience in a full range of architecture and planning project types and scales. Her professional training and practice include both domestic and international experience with an emphasis on public engagement, liveable communities and sustainable design.

Lesley is an active member of Lambda Alpha International and the American Planning Association. She has also shared her industry-leading knowledge as an adjunct professor at the Illinois Institute of Technology's Department of Architecture.

EDUCATION & REGISTRATION

- University of Illinois at Chicago / Master of Planning and Policy
- University of Oregon / Bachelor of Architecture
- Registered Architect, State of IL
- NCARB Certified
- LEED Accredited Professional
- American Institute of Certified Planners

COMMUNITY LEADERSHIP & PROFESSIONAL AFFILIATIONS

- Member, American Institute of Architects
- Member, American Planning Association
- National Organization of Minority Architects
- Lambda Alpha International
- Past President, Congress for the New Urbanism, Illinois Chapter
- University of Illinois at Chicago College of Urban Planning and Policy Alumni Association

PRESENTATIONS

- Prioritizing Sustainable Actions / USGBC-Illinois Why Design Matters in Healthy Communities / Polar Green and Health Desk, Inc. / Chicago, IL
- Millennials and Their Economic Development Impact, Municipal Mayor's Council
- Why Design Matters, Illinois Municipal Design Conference
- APA-IL Presentation on "Englewood Quality of Life Plan"
- The Impact of Water in the Chicago Market/Moderator/LAI Ely Chapter Policy Alumni Association

AWARDS

- APA II Public Engagement Award for Englewood Quality of Life Plan



RATIO

RELEVANT EXPERIENCE

Town Center Master Plan
South Holland, IL

Comprehensive Plan
Village of Brookfield, IL

**Prairie View Metra Station
Area Plan**
Buffalo Grove, IL

**Neil Street Corridor
Improvements Plan**
Champaign, IL

**Comprehensive Land Use
Plan Updates**
Waukegan, IL

**Avenue of the Cities
Corridor Plan**
Moline, IL

Comprehensive Plan
Crawfordsville, IN



URBAN PLANNER
Q.C. DANIEL TSE
AICP

PROJECT LEADERSHIP

An Urban Planner, Daniel has produced a variety of planning initiatives in communities across the United States and internationally, including comprehensive plans, commercial corridor frameworks, and bicycle master plans.

Having worked in both the public and private sectors, Daniel brings a unique perspective to RATIO's urban planning team. He is experienced with directing community outreach, drafting policies and recommendations, producing planning graphics, visualizations, and documentation, and managing GIS datasets and analysis.

Daniel grew up in Taiwan and is fluent in English, Mandarin, and Cantonese.

EDUCATION & REGISTRATION

- University of Illinois at Urbana-Champaign / Master of Urban Planning
- University of Illinois at Urbana-Champaign / Bachelor of Arts in Urban Planning
- American Institute of Certified Planners

COMMUNITY LEADERSHIP & PROFESSIONAL AFFILIATIONS

- Member, American Planning Association (APA)



RATIO

RELEVANT EXPERIENCE

Town Center Master Plan
South Holland, IL

Comprehensive Plan
Village of Brookfield, IL

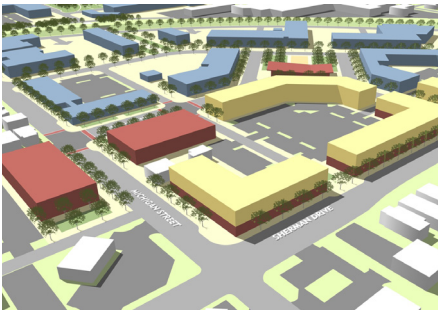
**NEAR Brownfield
Redevelopment Plan**
Indianapolis, IN

**Prairie View Metra Station
Area Plan**
Buffalo Grove, IL

**Comprehensive Land Use
Plan Updates**
Waukegan, IL

**Downtown Implementation
Strategies Plan**
Rocky Mount, NC

**Master Housing Assessment
& Strategy**
Fairborn, OH



ECONOMIC DEVELOPMENT SPECIALIST
MATTHEW RUEFF
CRE®, CEDF



RATIO

PROJECT LEADERSHIP

As RATIO's Senior Development Specialist, Matt works with a variety of internal disciplines to provide economic development expertise on a diverse array of project types.

Experienced in residential, commercial and industrial projects, his work focuses on economic and market studies, project feasibility analysis, public fiscal impact statements, brownfield redevelopment, Tax Increment Finance plans, and related redevelopment project financial planning and management.

Matt also offers expertise in project management, and has led negotiations with state and federal regulatory and financial assistance agencies to secure "win-win" solutions on behalf of local governments, not-for-profits, and businesses.

EDUCATION & REGISTRATION

- Indiana University-Purdue University / Indianapolis, IN /
Master of Public Administration
- University of Notre Dame / Notre Dame, IN / Graduate Study,
School of Business
- Grinnell College / Grinnell, IA / Bachelor of Arts in Political Science
- Certified Economic Development Finance Professional (CEDF)
- Certified Project Manager
- Counselor of Real Estate® (CRE)

COMMUNITY LEADERSHIP & PROFESSIONAL AFFILIATIONS

- Member, International Economic Development Council
- Member, Indiana Economic Development Association
- Member, Indiana Association of Cities and Towns
- Member, Indiana Association of Counties
- Member, Indiana Association of Regional Planning Councils
- Board Member, Westside Community Development Corporation
- Board Member, Westminster Neighborhood Ministers Board Member



LANDSCAPE ARCHITECTURE
ELI LECHTER
 ASLA, RLA

RELEVANT EXPERIENCE

**Neil Street Corridor
 Improvements Plan**
 Champaign, IL

**Avenue of the Cities
 Corridor Plan**
 Moline, IL

**Ravina Business
 District Streetscape**
 Highland Park, IL

Transit District Development
 Valparaiso, IN

**Freeport Park District
 Master Plan**
 Freeport, IL

**Meadowhill Park Masterplan
 Review & Update**
 Northbrook, IL



PROJECT LEADERSHIP

Eli is an award-winning Landscape Architect with demonstrated experience and education in sustainability, Low Impact Design, regional and master planning. Accomplished in documenting and implementation Eli utilizes his experience in detailed design, recreation and open space planning, and stormwater management on a range of projects.

Prior to joining RATIO's Chicago Studio, Eli contributed to trail master plans, including the award-winning Brays Greenway Framework, currently under construction in Houston, Texas. In November 2012 Eli was the sole presenter of "Lake Michigan Trails – Implementing a BIG Vision" at the Mid America Trails and Greenways Conference. He is an advocate of connecting urban environments through thoughtful landscape design that fit into larger regional systems.

EDUCATION & REGISTRATION

- University of Wisconsin / Madison, WI / Bachelor of Science, Landscape Architecture
- University of Wisconsin / Madison, WI / Bachelor of Science, Horticulture
- Registered Landscape Architect, State of TX

COMMUNITY LEADERSHIP & PROFESSIONAL AFFILIATIONS

- Member, American Society of Landscape Architects (ASLA)
- Member, Lake Michigan Trails
- Member, City Open Workshop
- Member, OTIS Fresh Farm

PRESENTATIONS & PUBLICATIONS

- The Changing Face of Landscape Architecture Technology, Presenter, IIT, 2014
- Lake Michigan Trails - Implementing a BIG Vision, Presenter, Mid America Trails and Greenways Conference, 2013
- Lambda Alpha, Land Economic Forum, "Game Changing Architecture"



RATIO

the team

Good people mean good design. The RATIO team brings diverse individuals together whose design capabilities add to our collaborative environment and contribute to our distinctive solutions. Our team members combine purpose with creative thinking to design projects that reflect our client's character, values and mission.



RATIO	Ginkgo	Civic Artworks	CBBEL	KLOA
<p>Role Land Use Planning / Landscape Architecture / Economic Development</p> <p>Daniel Tse AICP Urban Planner</p> <p>Matt Rueff CRE®, CEDF Economic Development</p> <p>Eli Lechter ASLA, RLA Landscape Architecture</p>	<p>Role Corridor & Subarea Urban Design</p> <p>Ferhat Zerín FAICP Urban Design Principal</p> <p>Pericles Georgopoulos Urban Designer</p>	<p>Role Municipal Software Developer</p> <p>Zach Borders AICP Planner + Designer</p> <p>Peter Jabbour Technology</p>	<p>Role Infrastructure Engineering / National Resource Planning</p> <p>Jeana Gowin PE, CFM, CPSWQ Water Resources Project Manager</p> <p>Lee Fell PE Civil Engineer</p>	<p>Role Transportation Planning</p> <p>Eric Russell PE, PTOE, PTP, LEED AP ND Principal</p> <p>Brendan May Traffic & Transportation Engineer</p>

Percentage of Work Breakdown

Phase 1	Name	Percentage of Work to be Completed
	RATIO Architects	36%
	GINKGO Planning & Design	30%
	Civic Art Works	19%
	KLOA	26%
	CBBEL	9%
Phase 2	Name	Percentage of Work to be Completed
	RATIO Architects	55%
	GINKGO Planning & Design	12%
	Civic Art Works	12%
	KLOA	11%
	CBBEL	9%
Phase 3	Name	Percentage of Work to be Completed
	RATIO Architects	54%
	GINKGO Planning & Design	24%
	Civic Art Works	9%
	KLOA	10%
	CBBEL	3%
Phase 4	Name	Percentage of Work to be Completed
	RATIO Architects	40%
	GINKGO Planning & Design	40%
	Civic Art Works	7%
	KLOA	9%
	CBBEL	4%
Phase 5	Name	Percentage of Work to be Completed
	RATIO Architects	54%
	GINKGO Planning & Design	22%
	Civic Art Works	3%
	KLOA	11%
	CBBEL	9%

District + Neighborhood
Urban Design
Ginkgo Planning & Design
10640 Penfield Drive
Orland Park, IL 60462
708.738.7389

GINKGO brings planning and design professionals with over 20 years of experience in the design and implementation of innovative plans in the suburbs and the City. Our plans go beyond the conventional planning document to create cutting-edge solutions that reflect community vision and inspire leaders into action.

Since its founding in 2007, Ginkgo has achieved a distinct identity in the world of planning for creating buildable plans for every scale - Comprehensive, Downtown, District, Corridor, Block, Site and Street - both in the City and the suburbs. We define a buildable plan as one that offers a clear blueprint for implementation and produces tangible near-term impacts as envisioned by a community. Our architectural and urban design background allows us to see creative design solutions for every challenge. Our iconic graphics and user friendly documents are custom designed to highlight the unique assets of each community.

Civic Engagement & Education
Civic Artworks
222 West Merchandise Mart
Plaza, Suite 1212
Chicago, IL 60654
309.264.1007

Civic ArtWorks is an award-winning neighborhood building company. We are a team of planners, designers, educators and technologists that create tools that empower citizens to play an active role in the processes that make positive change happen in the places they love.

We help municipalities who want to successfully engage more of their constituents; mission-driven civic organizations charged with making an impact that benefits those they serve; planning, design and engineering companies who want to cost-effectively engage the public in the communities they are working with; and land developers needing aggregated data that will help them make smart, economical decisions. We do this by improving the ways in which we (i) educate citizens about the elements that make up their city and the processes they can be an active part of in order to improve it; (ii) engage with each other in order to transition good ideas and intentions into a successful built reality.

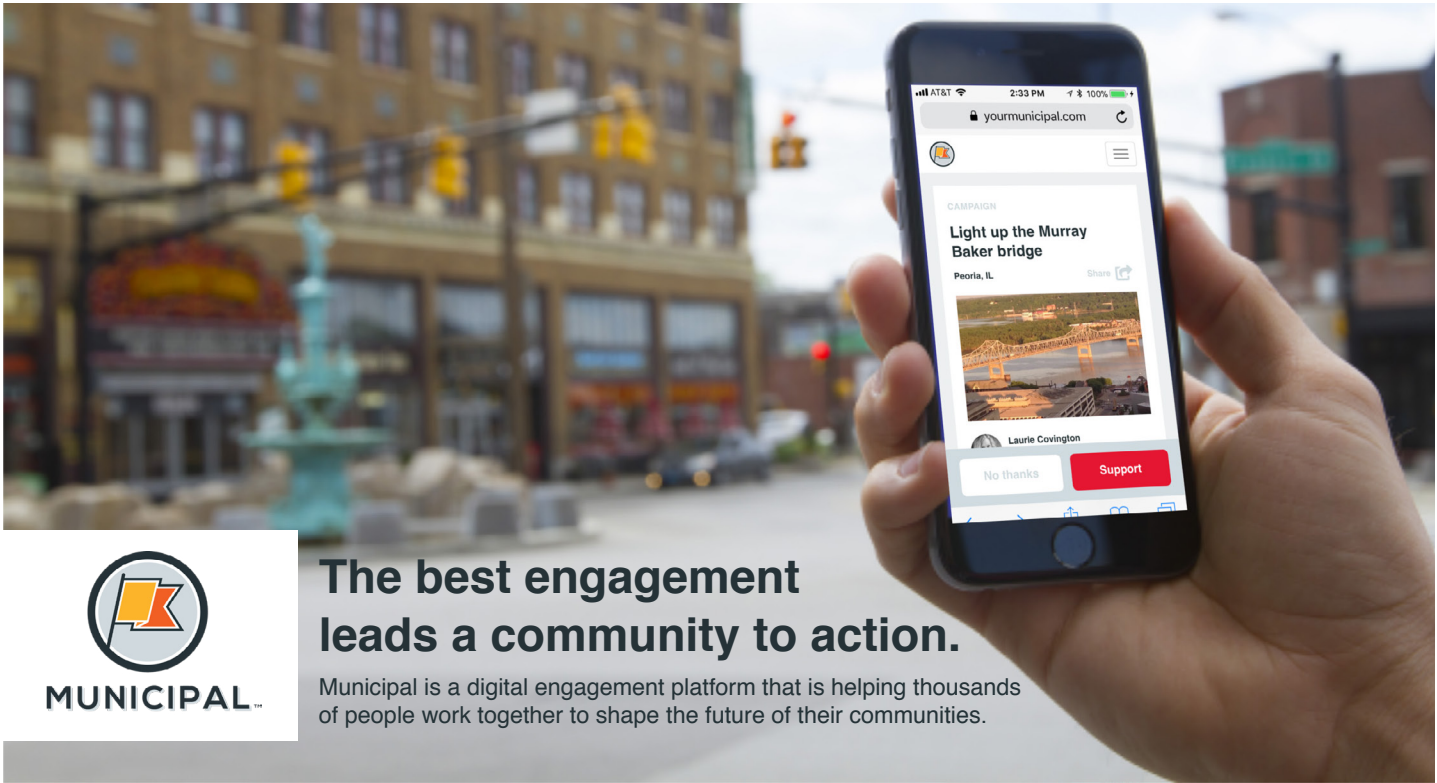
Civil & Infrastructure
Engineering / National
Resource Planning
CBBEL
9575 West Higgins Road
Suite 600
Rosemont, IL 60018
847.823.0500

CBBEL is a full-service consulting engineering and surveying firm that comprehensively meets the needs of our clients, whether in the public or private sector. Founded in 1986 by company president Christopher B. Burke, our Illinois-based staff of 209 consists of experienced and responsive professionals who provide engineering, surveying and environmental services on a personal level. Committed to delivering consistently accurate, timely and cost-effective solutions to a wide range of engineering and environmental challenges, our team's expansive list of specializations provide professionalism and a depth of expertise that promote project success.

Transportation Planning
KLOA
9575 W. Higgins Road
Suite 400
Rosemont, IL 60018
847.518.9990

KLOA, Inc. has considerable experience in the Village of Buffalo Grove, having completed more than 40 traffic studies, corridor studies, parking studies, and traffic signal design plans over the past 20 years directly for the Village or for private developments within the Village. Many of these projects required close coordination with IDOT, Lake County DOT, or Cook County Department of Transportation and Highways.

We have prepared Transportation Master Plans and the transportation elements of Comprehensive Plans and Subarea Plans for municipalities throughout the Chicagoland area and downstate Illinois. Our transportation plans are always multimodal and focus on roadway efficiency, transit access, and bicycle/pedestrian system continuity and safety. Complete Streets policies are utilized wherever possible to create more livable and accommodating environments for all modes of travel.



MUNICIPAL

The best engagement leads a community to action.

Municipal is a digital engagement platform that is helping thousands of people work together to shape the future of their communities.

FEATURE HIGHLIGHTS



SUBMIT IDEAS

Verified residents and business owners, as well as Village staff and the project team, submit ideas that address opportunities and challenges facing Buffalo Grove



GROW SUPPORT

Those who submit ideas work to attract feedback and support from others that share their vision and can help make them become a reality



MANAGE RELATIONSHIPS

The project team and Village staff can oversee and nurture connections between themselves, residents, and business owners that will advance the Comprehensive Plan



ORGANIZE VOLUNTEERS

From distributing flyers to attending a placemaking event, volunteer activities can be created & managed to help complete a task that will move ideas forward



SHARE UPDATES

As ideas advance and Comprehensive Plan events approach, the project team and Village staff can share news & reminders with the community



TRACK RESULTS

Dashboards show the results of all project activities (ideas, feedback, polling) & provide analysis that guides decision-making throughout the process

RELEVANT COLLABORATORS

GOVERNMENT

City
 City of Chicago - Mayor's Office
 City of Chicago - City Treasurer's Office
 Chicago Department of Transportation
 City of Indianapolis
 City of Peoria
 United City of Yorkville
 Village of Antioch
 Village of Glen Ellyn
 Village of Plainfield

State/Federal

US Environmental Protection Agency (IL)

CIVIC ORGANIZATIONS

Bike Walk Oak Park
 Chicago Architecture Center
 Chicago Loop Alliance
 City Tech Collaborative
 Congress for the New Urbanism
 Delta Institute
 Free Spirit Media
 LISC Chicago
 Metropolitan Planning Council
 Near North Unity Program
 North Branch Works
 Northwest Side Housing Center
 Peggy Notebaert Nature Museum
 Illinois Green Alliance

COMPANIES

Planning + Architecture
 Cannon Design
 Gensler
 KOO
 Muse Community & Design
 RATIO
Transportation Engineering
 Civiltech Engineering, Inc.
 Sam Schwartz Engineering
Real Estate
 Campbell Coyle Real Estate
 CBRE

FOUNDATIONS

The Chicago Community Trust
 MacArthur Foundation
 Mozilla Foundation
 Susan Crown Exchange

SCHOOLS

CCA Academy
 Chicago Quest
 Chicago Vocational
 Gwendolyn Brooks College Prep
 Lake View High School
 Northside College Prep
 Lindblom Math & Science Academy
 Walter Payton College Prep



RELEVANT EXPERIENCE

Comprehensive Plan
Manhattan, IL

Comprehensive Plan
New Lenox, IL

Comprehensive Plan
Oswego, IL

Comprehensive Plan
Streamwood, IL

Comprehensive Plan
Roselle, IL

Comprehensive Plan
Schiller Park, IL

Comprehensive Plan
Munster, IN

**Chicago Street Corridor
Plan & Square**
Joliet, IL



URBAN DESIGN PRINCIPAL
FERHAT ZERIN
FAICP



PROJECT LEADERSHIP

With over 20 years of planning and architectural design experience, Zerine has focused primarily on public sector projects both in urban downtowns and the suburbs. As founder of GINKGO Planning and Design, Inc., she is committed to bringing quality planning services that prioritize long term public needs over private interests. Her work experience includes lead planner roles both in the public and the private sectors, from transit oriented developments, comprehensive plans and codes, large master plans and implementation. She is a strong advocate of bringing change to prototypical planning practices in the region, shifting from planning “diagrams” that cannot be built to viable “designs” that can be realized. Zerine became a Fellow of the American Planning Association in 2018 for her contribution to innovation in planning and design.

EDUCATION & REGISTRATION

- University of Illinois at Chicago / Chicago, IL / Master of Architecture
- Bangladesh University of Engineering & Technology / Dhaka, Bangladesh / Bachelor of Architecture

RELEVANT EXPERIENCE

Comprehensive Plan
Manhattan, IL

Comprehensive Plan
New Lenox, IL

Comprehensive Plan
Oswego, IL

Comprehensive Plan
Streamwood, IL

Comprehensive Plan
Roselle, IL

Comprehensive Plan
Schiller Park, IL

Comprehensive Plan
Ottawa, IL

**Chicago Street Corridor
Plan & Square**
Joliet, IL



URBAN DESIGNER
**PERICLES
GEORGOPOULOS**



PROJECT LEADERSHIP

Pericles has served as the Senior Planner and Project Manager for significantly large and complex projects including Industrial Facilities, Business Parks, Retail Centers, Town Centers and Transit Oriented Developments for over twenty five years. He has had the opportunity to work on a wide variety of projects throughout the Chicago region, and be a member of the architectural, civil engineering and planning teams in various firms. In his eleven years with GINKGO, he has led the design of many public and private sector projects, including Comprehensive Plans, Downtown & T.O.D Plans, and Master Plans for development sites.

EDUCATION & REGISTRATION

– Illinois Institute of Technology / Chicago, IL / Bachelor of Architecture

RELEVANT EXPERIENCE

Transforming Wabash Avenue
Chicago, IL

A Vision for Division
Plainfield, IL

**Regenerate Chicago
Neighborhoods**
Chicago, IL

**A Vision for Downtown
Peoria + the Riverfront**
Peoria, IL

**Garfield Boulevard
Regeneration Planning Study**
Chicago, IL

**Main Street Triangle
Plan + Design Guidelines**
Orland Park, IL



PLANNER + DESIGNER
ZACH BORDERS
AICP



PROJECT LEADERSHIP

Zach Borders is a passionate, award-winning, industry leader that has been recognized for his work on projects ranging from the block to the regional scale; individual buildings to corridors; neighborhood regeneration to sub-urban retrofits, and the creation of entirely new sustainable communities.

EDUCATION & REGISTRATION

- University of Illinois at Urbana Champaign / Champaign, IL / Master of Urban Planning
- University of Illinois at Urbana Champaign / Champaign, IL / Master of Architecture
- University of Illinois at Urbana Champaign / Champaign, IL / Bachelor of Architectural Studies
- American Institute of Certified Planners
- Congress for the New Urbanism Accredited Professional

RELEVANT EXPERIENCE

Transforming Wabash Avenue
Chicago, IL

A Vision for Division
Plainfield, IL

**Regenerate Chicago
Neighborhoods**
Chicago, IL

**A Vision for Downtown
Peoria + the Riverfront**
Peoria, IL

**High-Level Youth Engagement
& Participation**
Chicago, IL

**Engaging & Education
Chicago Parents**
Chicago, IL



TECHNOLOGY
PETER JABBOUR



PROJECT LEADERSHIP

Peter Jabbour is a full-stack web developer with experience bringing ideas from concept to built reality. He has valuable skills in web development that coincide well with communities focused on building consensus decisions amidst difficult issues. He is passionate about solving interesting problems, learning new programming skills, and making the world better with technology.

EDUCATION & REGISTRATION

- University of Kansas at Lawrence / Lawrence, KS / Bachelor of Science in Business
- University of Kansas at Overland Park / Overland Park, KS / Bachelor of Science in Molecular Biology

RELEVANT EXPERIENCE

Downtown Redevelopment
Buffalo Grove, IL

Comprehensive Plan
New Lenox, IL

Comprehensive Plan
Streamwood, IL

**I-294 Industrial Park
Drainage Investigation**
Franklin Park, IL

**Lower Des Plaines River
Watershed Modeling**
Des Plaines, IL

Green Alleys
Harwood Heights, IL

Watershed Based Plan
Lower Des Plaines River |
Little Calumet River |
Cal-Sag Channel | Poplar Creek



WATER RESOURCES
PROJECT MANAGER
JEANA GOWIN
PE, CFM, CPSWQ



PROJECT LEADERSHIP

Senior Water Resources Engineer responsible for water resources engineering project analysis and design. Duties include performing the following hydrologic and hydraulic engineering tasks: land use characterization, floodplain/floodway delineation, detention and compensatory storage determination, steady state and unsteady state hydraulic analyses, and design of conveyance systems. Has prepared, submitted, and obtained IDNR floodway construction permits, dam safety permits, and FEMA LOMR, LOMR-Fs, and LOMA. Storm Sewerage Permits have been obtained from MWRDGC and Stormwater Permits from DuPage County Department of Economic and Development Planning. Has performed reviews for the communities of Addison, Carol Stream, Huntley, Inverness, Naperville, Orland Park, Prospect Heights, Rolling Meadows, Shorewood, and Wheeling.

EDUCATION & REGISTRATION

- University of Illinois at Urbana-Champaign / Champaign, IL / Bachelor of Science, Agricultural Engineering
- Professional Engineer, State of IL
- Certified Floodplain Manager, IAFSM
- Certified Professional in Stormwater Quality, Envirocert International

COMMUNITY LEADERSHIP & PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- Illinois Association for Floodplain and Stormwater Management
- Vice Chair, Environment and Water Resources Institute (EWRI)

RELEVANT EXPERIENCE

City Engineer
Highwood, IL

Village Engineer
Deer Park, IL

Village Engineer
Hawthorn Woods, IL

Depke Center
Lake County, IL

Lawrence Avenue Streetscape
Harwood Heights, IL

North Industrial SSA Program
Bensenville, IL

Braymore Force Main
Barrington, IL

Lake Cook Road Water Main
Barrington, IL



CIVIL ENGINEER
LEE FELL
PE



PROJECT LEADERSHIP

As Assistant Department Head in the Civil Engineering Design Department, Lee is responsible for the development of various design projects, including stormwater management systems, review of plans for compliance with local and state regulations, and roadway construction. He is experienced in roadway and utility design including Phase I and Phase II design and serves as main point-of-contact with clients/municipalities, contractors, architects, consultants and subcontractors while overseeing a team of civil engineers for projects ranging from \$100 thousand to \$25 million. Responsibilities also include monitoring internal design and construction budgets and project deadlines as well as acts as main resource for all project questions from inception to completion, attending Village Board Meetings, Public Hearings and Town Hall Meetings. Lee provides guidance to municipalities regarding State and Federal funding opportunities and strategic direction for yearly budgets and capital programs.

EDUCATION & REGISTRATION

- Purdue University / West Lafayette, IN / Bachelor of Science, Civil Engineering
- Professional Engineer, State of IL

COMMUNITY LEADERSHIP & PROFESSIONAL AFFILIATIONS

- American Public Works Association, Chicago Metro Chapter, Lake County Award Committee
- American Society of Civil Engineers IS-UP&DG
- International Erosion Control
- Member, Association Great Lakes Chapter

RELEVANT EXPERIENCE

Corridor Study
Buffalo Grove, IL

Traffic Circulation / Safety Study
Buffalo Grove, IL

Traffic Impact Study
Chicago, IL

Trailblazing Sign / Routing Plan
Highland Park, IL

Pedestrian Safety Plan
Oak Park, IL

Corridor Study
Rolling Meadows, IL

Traffic Circulation / Safety Study
Arlington Heights, IL

Trailblazing Sign / Routing Plan
Sugar Grove, IL



TRANSPORTATION PLANNING
PRINCIPAL
ERIC RUSSELL
PE, PTOE, PTP, LEED AP ND



PROJECT LEADERSHIP

Mr. Russell is a traffic and transportation engineer/planner with more than 25 years of experience. Prior to joining KLOA, Inc., Mr. Russell was a Principal Associate with Parsons Corporation (Barton-Aschman Associates, Inc.). He has served as project manager on a variety of public and private sector projects including multimodal transportation plans and corridor studies, traffic impact studies, parking demand studies, transportation management plans, roadway geometric concept plans, parking facility layouts, trailblazing sign and pavement marking plans, traffic signal warrant studies, pedestrian safety studies, and bicycle facility planning. He regularly appears as an expert witness at public hearings and community meetings and also serves as a Commissioner on the Village of Long Grove Economic Development Commission.

EDUCATION & REGISTRATION

- George Washington University / Washington, DC / Master of Business Administration (Real Estate Development)
- University of Cincinnati / Cincinnati, OH / Bachelor of Science, Civil Engineering
- Professional Traffic Operations Engineer (PTOE)
- Professional Transportation Planner (PTP)
- Traffic Signal Operations Specialist (TSOS)
- LEED Accredited Professional - Neighborhood Development

COMMUNITY LEADERSHIP & PROFESSIONAL AFFILIATIONS

- Institute of Transportation Engineers
- American Planning Association

RELEVANT EXPERIENCE

Prologis Park Traffic Impact Study
Lockport, IL

Naperville Crossing Parking Study
Naperville, IL

Packey Webb Ford Traffic Signal Warrent Study
Downers Grove, IL

Neighborhood Study Area 4 & 5
Downers Grove, IL

Town Square Shopping Center Data Collection
Wheaton, IL

Clarendon Hills Middle School Campus Circulation Study
Clarendon Hills, IL



TRANSPORTATION PLANNING
CONSULTANT
BRENDAN MAY



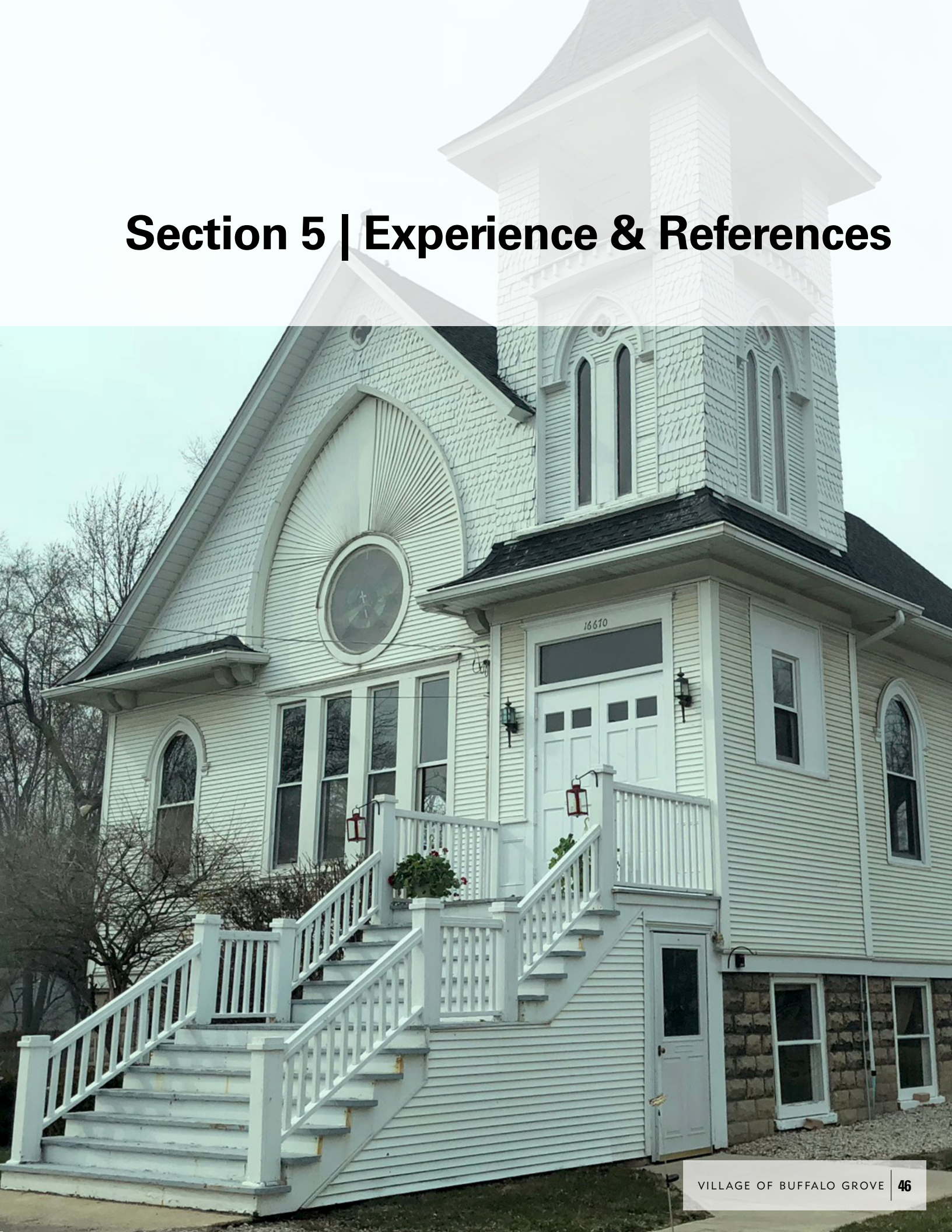
PROJECT LEADERSHIP

Mr. May is a traffic and transportation engineer with four years of experience. Prior to joining KLOA, Inc. Mr. May was a student at Bradley University with coursework focused on transportation engineering, performed transportation research under a Bradley University professor and had an internship with the engineering firm Christopher B. Burke Engineering Limited. During his time at KLOA, Inc. he has worked on a variety of public and private sector projects including multimodal transportation planning; traffic impact, parking demand, and shared parking studies; and traffic simulation and operations analysis.

EDUCATION & REGISTRATION

- Bradley University / Peoria, IL / Bachelor of Science, Civil Engineering
- Engineer-in-Training Certification

Section 5 | Experience & References



Click Here to See Document



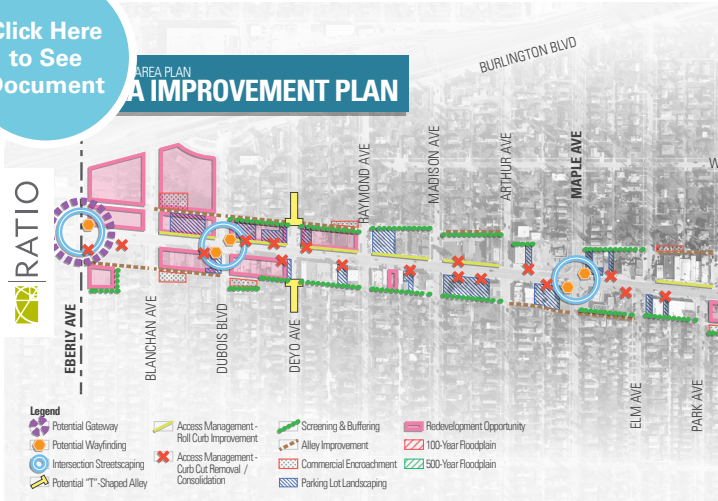
South Holland Town Center Master Plan South Holland, IL

Through this Master Plan, South Holland residents, business owners, and community leaders envisioned a new Town Center for this village of 22,000 southwest of Chicago.

As the authentic heart of the community, the Town Center aims to centralize development and increase density in the Village core, create a vibrant cultural destination, support existing retail and commercial activity, and attract new residents, visitors, and investment.

The Master Plan is designed to be flexible and can be implemented in phases, and prioritizes development that provides the greatest value and return for the Village and its residents.

Click Here to See Document



Comprehensive Plan Village of Brookfield | Brookfield, IL

Since the Village of Brookfield's previous comprehensive planning process in 2004, the community has undergone significant change and faces a variety of new challenges, including recovery from the economic downturn, maintenance and strengthening of the Village's character and identity, and implementation of planning policies.

Brookfield and CMAP engaged RATIO to develop a new Comprehensive Plan reflective of these challenges and the community's future opportunities, focused on the following areas:

- Economic Development
- Housing
- Transportation
- Natural Environment
- Implementation
- Subarea Design Guidelines

The Plan will serve as the Village's official policy guide and will assist in making informed decisions related to land use and development that best serve the community over the next 15 to 20 years.

Click Here to See Document



Prairie View Metra Station Area Plan Buffalo Grove, IL

The Prairie View Metra Station Area is an asset to the Village of Buffalo Grove. A cohesive vision for this area can unlock its potential by providing a framework for the future. The Station Area is primarily made up of residential, retail, and institutional uses. There are underutilized parcels and unincorporated land that have both economic development and quality of life potential. A diversity of tenancies ranging from scrap metal to banquet, from healthcare to residential, from school and church facilities to an active retail center.

The immediate station area is surrounded by residential development made up of primarily single-family homes with adjacent local small businesses. A historic mixed-use hamlet adds character and context to the study area. Connectivity between the Prairie View Metra Station and businesses along Half Day Road, the adjacent residential properties and commercial businesses that make up the Station Area could be improved to attract more investment.



Neil Street Corridor

Champaign, IL

As the primary entryway into the City of Champaign, the Neil Street corridor hosts welcomes thousands of visitors and residents each day. With a diverse and vibrant mix of uses, the corridor is a significant economic driver for the community.

To capitalize on Neil Street's potential and plan for future growth, the City embarked on a robust public engagement process to create a Corridor Improvement Plan that resulted in a beautiful and inviting user experience.

In addition to analyzing potential infrastructure improvements, the plan addresses six themes related to the area's design, character, and functionality: Corridor Identity, Beautification, Multi-Modal Function and Safety, Wayfinding and Accessibility, Entry Node/Gateway Design, and Sustainability.

Click Here to See Document



Comprehensive Land Use Plan Updates

Waukegan, IL

The City of Waukegan has changed significantly since the adoption of its previous Comprehensive Plan in 1987. With present-day challenges such as maintaining the community's character while expanding the tax base and increasing options for housing and aging in place, the City embarked on a new comprehensive planning process to create a framework to guide local decision making.

The new Comprehensive Plan for the City of Waukegan will outline how to best leverage present and future opportunities to preserve its authentic character and meet quality-of-life goals. The Plan includes recommendations that encourage appropriate development that will enhance the City's ability to attract businesses and transform the community into a destination for area residents and visitors.

RATIO's planning approach is grounded in innovative thinking about how to achieve the community's vision and goals for its future through planning strategies and policies grounded in market realities.

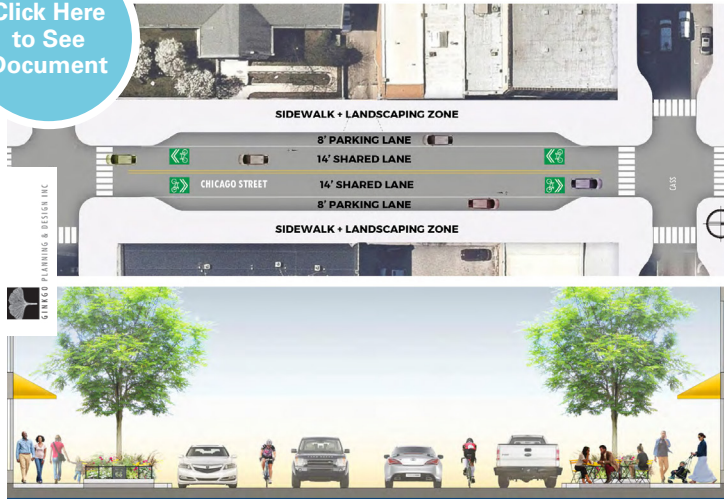


Avenue of the Cities Corridor Plan

Moline, IL

The Existing Conditions Report for the Avenue of the Cities Corridor Plan is one of the first milestones in the planning process. The consultant team conducted a series of outreach events and gathered data to understand the issues and opportunities of the Corridor. The report reflects the perspectives and opinions of Moline residents, Corridor stakeholders, and the City on the issues and opportunities the Corridor faces. This input informs future policy recommendations for land use, transportation, economic, and urban design.

Click Here to See Document



Chicago Street Corridor Plan Joliet, IN

Ginkgo led the redesign of Chicago Street, Downtown Joliet’s historic central spine and the original path of Route 66 as it made its way through the heart of the city. Along with the new street design, a key plan element was the design of a new public square as the central gathering place for Downtown and major anchors like the Joliet Public Library, Will County Court House, the University of St. Francis, the Rialto Square Theatre and Harrah’s Casino. The plan ties the street and square to the new public transportation center at Joliet’s Union Station.

Crafted with great community support, the plan provides sets of detailed drawings that can move seamlessly into the next Design Development and Construction Phases. With this ambitious plan, Chicago Street Corridor is poised to once again become one of the regions most vibrant urban spaces, well loved by the community and a memorable destination for tourists.

Click Here to See Document



90 ND West Master Plan Schaumburg, IN

GINKGO led the development of a detailed master plan, zoning codes and design guidelines for over 300 acres of the former Motorola Solutions Campus in Schaumburg, a catalytic redevelopment opportunity for the Chicago region. A 13 acre urban park defines the heart of this walkable and mixed-use district, envisioned to be a new “Global Place for Business” for the Chicago area. The new codes and guidelines were developed to set a new paradigm for design-focused regulations that are easy to administer and have the flexibility to respond to changing market trends.



Comprehensive Plan Roselle, IN

GINKGO led the development of a new Comprehensive Plan for the Village of Roselle and the Chicago Metropolitan Planning Agency (CMAP) that provided a bold and detailed plan for strengthening this mature and significantly builtup Chicago suburb. Master plans were developed with strong community participation for the Town Center, Metra Station Area and other key sub-areas that could balance community vision, best practice design and economic viability. Solutions to stormwater management and flooding challenges were incorporated into overall development strategies to create open space amenities that could add economic value. Adopted with great community support, the Village is already implementing key plan elements.



Comprehensive Plan

New Lenox, IL

GINKGO led the development of a new Comprehensive Plan for the Village of New Lenox which provides a detailed plan for managing future growth. Major elements were Master Plans for the Route 30 and Laraway Metra Station Areas and the Silver Cross area at the Route 6 / I 355 interchange . The plan offers a market viable approach for creating a real Downtown around the Route 30 station and provides a framework for a new mixed-use district around the hospital. A major feature of the plan is the 12 acre downtown park along Hickory Creek on both sides of Cedar Road. The Plan is based heavily on a detailed housing assessment and market based land use recommendations.



Comprehensive Plan

Oswego, IL

GINKGO led this innovative plan for this growing riverfront community that offers bold solutions for containing sprawl and preserving farmland and natural areas. Key elements included defining boundary agreements with adjacent communities, diversifying and strengthening the economic base, detailed subarea plans for Downtown, the Riverfront and other commercial corridors and a connected bike trail system to serve residents and connect to regional trails. The community started immediate implementation of this highly graphic and concise plan. A Downtown TIF is in place and redevelopment of key riverfront parcels is underway.



Comprehensive Plan

Ottawa, IL

Adopted with great community support, the new Comprehensive Plan for this beautiful historic riverfront City has captured community vision, and offered bold solutions for real economic and tourism development.

As part of the effort, GINKGO led the development of the master plan for a new mixed-use waterfront at the confluence of the Fox River and the Illinois River. This resilient city has historically experienced terrible flood damages, with disaster impacts increasing with every flood event. The waterfront plan provided a bold and buildable roadmap to transform stormwater and flooding challenges to new economic and redevelopment opportunities. The next phase of a detailed site and grading plan was completed by the team in 2016. Plans for mixed-use development and new community facilities on the parcels framing the park are currently underway.

Public Involvement

Public involvement is not simply a necessity of the planning process; it is foundational to the formation of community. Easily forgotten in the complexities of development is that, at their most basic, places are about facilitating relationships between people. Communities are at their best when, like tiles in a mosaic, distinct personalities join together to create a cohesive whole while not losing their individual identities.

Through our distinctive manner of public engagement, we are able to understand the most deeply held values of the community and translate them into urban form. Achieving this means going beyond public participation or collaboration. It requires a significant commitment to active listening, to education and a willingness to have the difficult conversations; in short, engagement.

Our project team has extensive experience in successful public engagement, not simply getting the word out but welcoming participation and creating exciting settings for meaningful interaction.





Economic Development and Placemaking Economics

At RATIO, we practice not only the design but also the economics of placemaking.

In today's world, where people and businesses are more mobile than ever, it is important to understand that truly great places are the result of many proactive decisions by the communities to which they belong.

The reality is that places don't just become great – great places are made.

This feat is accomplished through interventions in the public (and sometimes private) realm. Once local capacity and desire for change is established, the quality of a place – its design, its governance, its programming – can drive a business response many times its initial public investment, as it draws together people and the private investment that follows.

So how can the public realm be used to encourage private development? How should it respond to changes in consumer preferences, demographics, and demand? How can the private sector help? We specialize in helping communities create the conditions necessary to bridge these gaps in the market and spur revitalization.

By facilitating understanding between the public and private sectors and developing a framework for investment to occur, we help communities move beyond visioning and planning to implementation – an approach to placemaking that delivers economic benefits.

References



Nick Greifer

Community & Economic Development Director, Village of Brookfield

708.485.1113

ngreifer@brookfieldil.gov

Scope: Comprehensive Plan, Urban Planning, Economic Development, Housing, Transportation, Natural Environment, Implementation, Subarea Design Guidelines

Fee: \$104,000



Noel Kischer-Lepper

Director of Planning & Economic Development, City of Waukegan

874.599.2514

Noelle.Kischer-Lepper@waukeganIL.gov

Scope: Comprehensive Plan, Urban Planning, Economic Development, Implementation

Fee: \$225,000



Don Hughes

Downtown Development Coordinator, City of Aurora

630.256.3102

DonaldHughes@aurora-il.org

Scope: Comprehensive Plan, Urban Planning, Economic Development, Public Engagement, Implementation, Transportation

Fee: \$25,000



Julie Summers Fitzgerald

Director of Community Development, Village of Schaumburg

847.923.3867

jfitzgerald@ci.schaumburg.il.us

Scope: Development of detailed Master Plan, Zoning Codes, Design Guidelines and Developer Solicitation, various phases 2015-ongoing

Fee: \$176,000.00



Kendall Jackson

Director of Planning, City of Joliet

815.724.4050

kjackson@jolietcity.org

Scope: Development of detailed corridor plan, streetscape design and major public plaza design

Fee: \$126,000.00

Finance Department
Fifty Raupp Blvd.
Buffalo Grove, IL 60089-2198
Phone 847-459-2525
Fax 847-459-7906

Comprehensive Plan Addendum #1

TO: Prospective Respondents and Other Interested Parties

FROM: The Village of Buffalo Grove Finance Department

ISSUE DATE: April 26, 2019

SUBJECT: ADDENDUM #1

Note: This Addendum is hereby declared a part of the original RFP documents and in case of conflict, the provisions in the following Addendum shall govern.

The following changes and clarifications shall be made to the RFP Documents for a Comprehensive Plan.

1. Submittals page limitation has been revised to 60 pages of written material. This revision is specifically to allow consultant teams to provide high quality work excerpts and sample imagery (See question 16).

Q2. The due date for the proposal (found on its cover page) is listed at May 21, 2019. Pages 7-9 however, indicate that these separate pricing sheets are due by May 14th. Can you please confirm these two different submission deadlines?

A2. All elements of the proposal, including the pricing sheets, are due on May 21, 2019. The RFP has been updated to reflect this correction.

Q3. Has the Village, at this time, identified a budget (or range) that it would deem acceptable to complete the Buffalo Grove 2040 assignment?

A3. As this project spans multiple fiscal years, we have not finalized a budget for this project.

Q4. Has the Steering Committee been selected for the Comprehensive Plan project?

A4. The Steering Committee for the project has not been selected yet.

Q5. Does the Village anticipate meetings with adjacent communities to be a part of the study?

A5. The Village does anticipate meetings with adjacent communities to be part of the project. However, it may not be necessary for the consultant team to be in attendance for these types of meetings.

Q6. Please confirm the number of public workshops that are desired. Two are identified in the RFP narrative.

A6. The Village desires a minimum of two public workshops/public meetings however more meetings or workshops may be required as the plan progresses. The Village will look to the consultant to provide their expertise as to the recommended number of workshops/public meetings along with other outreach activities and events that would supplement these workshops.

Q7. Will the Village support the consultant team with communications and PR as a supplement to community outreach by other methods?

A7. The Village expects that the consultant team to achieve the communication objectives outlined in the RFP (Objective 3.). It is up to the consultant team to decide if a communication and PR sub-consultant is necessary to achieve those objectives. As outlined in the “Work Expectation and Collaboration Section,” outreach and communication will be a highly collaborative process between the Village and the consultant team.

Q8. The RFP states that the community engagement software proposed by the vendor shall be approved by the Village. Will this approval occur prior to submission of RFP responses or as a part of the evaluation of the responses?

A8. The Village anticipates that it will approve the community software proposed by the vendor as part of the evaluation of the responses.

Q9. Will the Village be hosting the “Interactive Website” as part of the existing Village website, or is it envisioned as a stand-alone site for this project?

A9. The Village anticipates an interactive website to be stand-alone website for the project and not housed on the Village’s current website. As outlined in the “Work Expectation and Collaboration Section” the Village will require direct access to the project webpages, communication, and community engagement materials.

Q10. Please describe the level of detail necessary for the analysis and plans for the Dundee Road and Milwaukee Avenue Corridors.

A10. The Dundee and Milwaukee Corridors analysis and plans should be more detailed than the rest of the Comprehensive Plan. The in-depth study, analysis, and plans for this area should include transportation, land use and development, high-level environmental concerns, as well as annexation issues. It should be anticipated that some of the project’s imagery and illustrations will be utilized for these corridors.

Q11. Is it anticipated that the development of the Dundee and Milwaukee Corridor plans will occur within the same process of village, public and stakeholder meetings for the Comprehensive Plan, or is it expected that a separate process would be set up for these two areas?

A11. The Village anticipates that the plan development process for Dundee and Milwaukee Corridors would be undertaken concurrently with the rest of the Comprehensive Plan. In other words, all of the outreach, studies, analysis, plans, and other deliverables for these two Corridors are folded into the outreach, studies, plans, and deliverables for the Comprehensive Plan. However, the consultant should consider separate outreach activities might be necessary for the Corridors.

Q12. The Dundee Road and Milwaukee Ave Corridors are primarily auto-oriented arterials today. Is the Village open to more pedestrian and multi-modal oriented design that can better respond to changing economic trends?

A12. Buffalo Grove is open and encourages multi-modal accessibility as noted in the Economic Development Strategic Plan. However, the Village is also realistic to the jurisdictional, cost, conventional suburban travel patterns, and public transit considerations and limitations. Buffalo Grove would like a plan that prioritizes, balances, and understands these opportunities and constraints for these corridors and the rest of the community.

Q13. How is the Lake Cook Corridor Plan being implemented, especially redevelopment plans for commercial sites that are privately owned?

A13. The implementation section of the Lake Cook Corridor Market Study and Plan outlines various recommendations and action steps for the Village to undertake to help implement this vision. These were crafted with the understanding that some of the property in the Lake Cook Corridor is privately owned. The Village is currently undertaking some of these implementation recommendations and action steps.

Q14. Please confirm on page 14 of the RFP that there is no missing Objective 5.

A14. All of the objectives are listed.

Q15. In Proposal Response Requirements on page 21, “Section V - Experience and References” states to provide five references, but on page 5 of the RFP the instruction #7 states to provide at least. Can you confirm the correct quantity of references?

A15. The Village seeks five references in total, three of which should be governmental references. When possible, please utilize references that are associated with the work samples. Most of the references should also be associated with work that was performed by the proposed project lead.

Q16. Please clarify the project experience vs work samples section of the RFP – Do you expect full reports with a brief introduction page in the RFP, or are you looking for multiple page project sheets? If the latter, are they counted against the total allowed page count?

A16. Under Section V. Experience and references, the RFP discusses two items “Related experience” and then “Work samples.” Both of these should be addressed in the submittal.

The “Related Experience” should provide a list of work as it relates to the four categories listed (Plan Design and Development; Community Outreach/Engagement; Market Analysis; and Comprehensive Planning, Corridor Planning and Design Guidelines). This is meant to show the breadth of work and experience the project team has had on these sorts of project. The list should include the name of the project, the client, and if necessary, how it relates to the categories. Projects over 10 years old should not be listed. This information will be counted towards the 60-page limit.

The “Work Sample” is meant to show depth and quality of work. As noted in the RFP, the Village requests three to six work samples that individually and/or collectively illustrate the consultant team’s expertise in the noted elements (imagery and visuals; comprehensive and corridor plans; writing and analysis; market analysis; and Design Guidelines). The samples should represent a comparable level of detail, effort, quality that can be expected for the Buffalo Grove Comprehensive Plan.

The work samples take two forms – the excerpt and the full document/project. The excerpt is a narrative excerpt or sample imagery/infographic taken from a larger document (plan/study). The excerpt should be included in the submittal and will count toward the 60 page limit. Please note the Village revised the page limit to 60 pages to specifically to allow consultant teams to provide high quality work excerpts and sample imagery. The full document/project should be electronically provided to the Village as part of the submittal. A flash drive or CD are acceptable formats to transmit this type of material. The full document/project will not count towards the page limit.

Q17. Do the forms requested in Section VI and VII count against the page limit? Does the table of contents and tabs count against the page limit?

A17. The page limit is not meant an overt technicality but instead intended to help the Village review proposals in the most efficient matter possible. Buffalo Grove requests that you keep the spirit of this intent in mind when developing your proposal. Our focus will be looking at your ability to succinctly communicate your understanding, approach, expertise, and experience.

Q18. Will the Village of Buffalo Grove be seeking design guideline zoning code language as part of the optional deliverable?

A18. The Village is considering creating design guidelines as a separate deliverable from the Comprehensive Plan. As the Village may or may not pursue these specific service, these services and their associated cost should be offered as a separate and optional element of any response. All submittals should clearly identify those proposed services associated with the design guidelines as optional services. A separate price proposal for the development of design guidelines services is required (pages 7-9).

Q19. In Proposal Response Requirements on page 20, "Section III - Company Profile" states to include the "Profile and Proposals Form located on pages 17-18). There is no such form in the RFP as shared, can you please confirm the form location?


A19. Submission of the Profile and Qualifications form on pages 22-23 will fulfill this requirement.

Q20. In Proposal Response Requirements on page 21, "Section VII – Disclosures" states to note any exceptions to the Agreement language in Appendix A. Is there a preferred format for providing these exceptions?

A20. There is no preferred format.

PROSPECTIVE RESPONDENTS ARE TO ACKNOWLEDGE RECEIPT OF ADDENDUM #1. PLEASE INCLUDE AND NOTE THIS ADDENDUM IN YOUR RESPONSE.

RESPONDENT: RATIO Architects, Inc.

SIGNED:  DATE: 05/20/2019

TITLE : Grace Rappe, Principal | Chicago Studio Leader



RATIO[®]

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Interior Design
Landscape Architecture
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Chicago, Illinois

RATIOdesign.com

Affiliates:
RATIO States, LLC
RATIO States - NC, PLLC
smdp, LLC



RATIO

To: Brett Robinson, Village of Buffalo Grove
 Date: July 1, 2019
 Subject: Village of Buffalo Grove Comprehensive Plan

Municipal Information

For the purposes of this project, *Municipal* will include a custom Terms of Service associated with the Buffalo Grove Comprehensive Plan platform. These terms will inform project participants that the email address they provide will only be used for Village related communications (eg: announcements, reminders, updates, etc.) and the personal information they provide (eg: limited demographics, location, business ownership, etc.) will only be used to validate outcomes and recommendations for the planning process. Personal privacy is an important part of the *Municipal* experience. Establishing and encouraging trust fosters increased public input. However, accountability and ownership for participant input (eg: support, comments, volunteerism, etc.) is also important. *Municipal* will work with the Village to ensure that the goals of the plan are met and Buffalo Grove residents have an opportunity to participate in the process and engage with the Village to the greatest extent possible. In addition to data collection that informs key decisions and recommendations during the planning process, *Municipal* will routinely monitor and manage the site for appropriate content to ensure conversations remain productive. At the completion of the comprehensive planning process, our team will share the email addresses of participants collected during the course of the planning process with the Village.

Minimum staffing for Steering Committees and presentations

Phase 1: Project Award and Kick-off

Meeting	Team member	Staff	
Kick off Meeting	RATIO	2	
	Consultants	4	
Steering Committee	RATIO	1	
	Consultants	1	*additional consultants can be added as necessary

Phase 2: Existing Conditions

Meeting	Team member	Staff	
Key Person Interviews	RATIO	2	
	Consultants	1	*consultants to provide questions for delivery by RATIO
Public Meeting #1	RATIO	3	
	Consultants	3	
Presentation	RATIO	1	
	Consultants	1	*additional consultants can be added as necessary

Phase 3: Visioning and Recommendations

Meeting	Team member	Staff	
Public Meeting #2	RATIO	3	
	Consultants	4	
Steering Committee	RATIO	1	*additional consultants can be added as necessary

Phase 4: Draft Plan

Meeting	Team member	Staff	
Civic Engagement	RATIO	1	
	Consultants	2	*activity and location TBD.
Steering Committee	RATIO	1	*additional consultants can be added as necessary

Phase 5: Final Plan

Village of Buffalo Grove Comprehensive Plan

Page 2

July 2, 2019

Meeting

Team member

Staff

Commission/Hearing

RATIO

1

*additional consultants can be added as necessary

Village Board

RATIO

1

Consultants

1

*additional consultants can be added as necessary

SCHEDULE OF PRICES

Comprehensive Plan

TO: THE VILLAGE OF BUFFALO GROVE, ILLINOIS

FULL NAME OF CONSULTANT: RATIO Architects, Inc.

MAIN BUSINESS ADDRESS: 101 S. Pennsylvania St.

Indianapolis, IN 46204

PLACE OF BUSINESS: Chicago, IL

The undersigned, declares that it has carefully examined the proposed work, the Contract Documents, and all other documents referred to or mentioned in the Contract Documents and it proposes and agrees, if this Proposal is accepted, that it will contract with the Village, in the form of the Contract attached, to complete the Work titled "Comprehensive Plan", and that it will take in full payment therefore the sums set forth in the following Schedule of Prices.

SCHEDULE OF PRICES

Phase I –Project Schedule Development - Kick off meetings	
A	Cost \$ 28,018
Phase II - Existing Conditions Market Assessment	
B	Cost \$ 66,910
Phase III – Future Land Use and Development Planning	
C	Cost \$ 45,728
Phase IV –Draft Recommendations	
D	Cost \$ 65,700
Phase V – Final Plan	
E	Cost \$ 17,300

Total Cost, Add Items A+B+C+D+E \$ 223,656

Written amount of Total Cost Two Hundred Twenty Three Thousand Six Hundred and Fifty Six Dollars

This page is to be submitted on or before Tuesday May 21 2019 at 10:00 am separate and apart from the proposal packet in a sealed envelope, failure to do so may result in the disqualification of the contractor's proposal.

SCHEDULE OF PRICES

COST BREAKDOWN

Scope	Percentage of Work	Cost	
<u>A. Phase I.</u>			
Consultant	66%	\$18,658	
Public Engagement	34%	\$9,360	
Subtotal	100%	\$28,018	
<u>A. Phase II.</u>			
Consultant	44%	\$26,724	*Includes Public Meeting 1
Public Outreach	29%	\$19,726	
Market Analysis	31%	\$20,460	*Includes detailed analysis of two corridors
Subtotal	100%	\$66,910	
<u>A. Phase III.</u>			
Consultant	78%	\$35,912	
Public Outreach	22%	\$12,312	*Includes Public Meeting 2
Subtotal	100%	\$45,728	
<u>A. Phase IV.</u>			
Consultant	78%	\$56,780	
Public Outreach	22%	\$12,312	*Includes Corridor Pop-up Workshop and Student Forum
Subtotal	100%	\$65,700	
<u>A. Phase V.</u>			
Consultant	97%	\$16,700	
Public Outreach	3%	\$600	
Subtotal	100%	\$17,300	
TOTAL COST		\$223,656	

This page is to be submitted on or before Tuesday May 21, 2019 at 10:00 am separate and apart from the proposal packet in a sealed envelope, failure to do so may result in the disqualification of the contractor's proposal.

SCHEDULE OF PRICES

Design Guidelines (Optional) \$ _____ cost included in base bid

Each Consultant shall be required to submit one original and two hard copies of pages 7-9 in a sealed envelope or box. Consultants wishing to submit a price proposal for the optional design guideline services shall include their price proposals in the envelopes or packages referenced above. All envelopes and packages containing prices shall be marked or endorsed:


VoBG-2019-02 Schedule of Prices for Village of Buffalo Grove, Illinois
Comprehensive Plan

05/20/2019

Date
GRappe@RATIOdesign.com

E-mail
312.763.7033

Phone Number



Signature
Grace Rappe, AIA, LEED AP

Printed Name
Principal | Chicago Studio Leader

Title

1. Design Guidelines. Ratio will prepare design guidelines for the Lake Cook Road Corridor as a part of our base bid. We were able to find economies in the reduction of the number of staff members participating in Steering Committee meetings and presentations to be able to include this scope task as a part of the planning process.

This page is to be submitted on or before Tuesday May 21, 2019 at 10:00 am separate and apart from the proposal packet in a sealed envelope, failure to do so may result in the disqualification of the contractor's proposal.

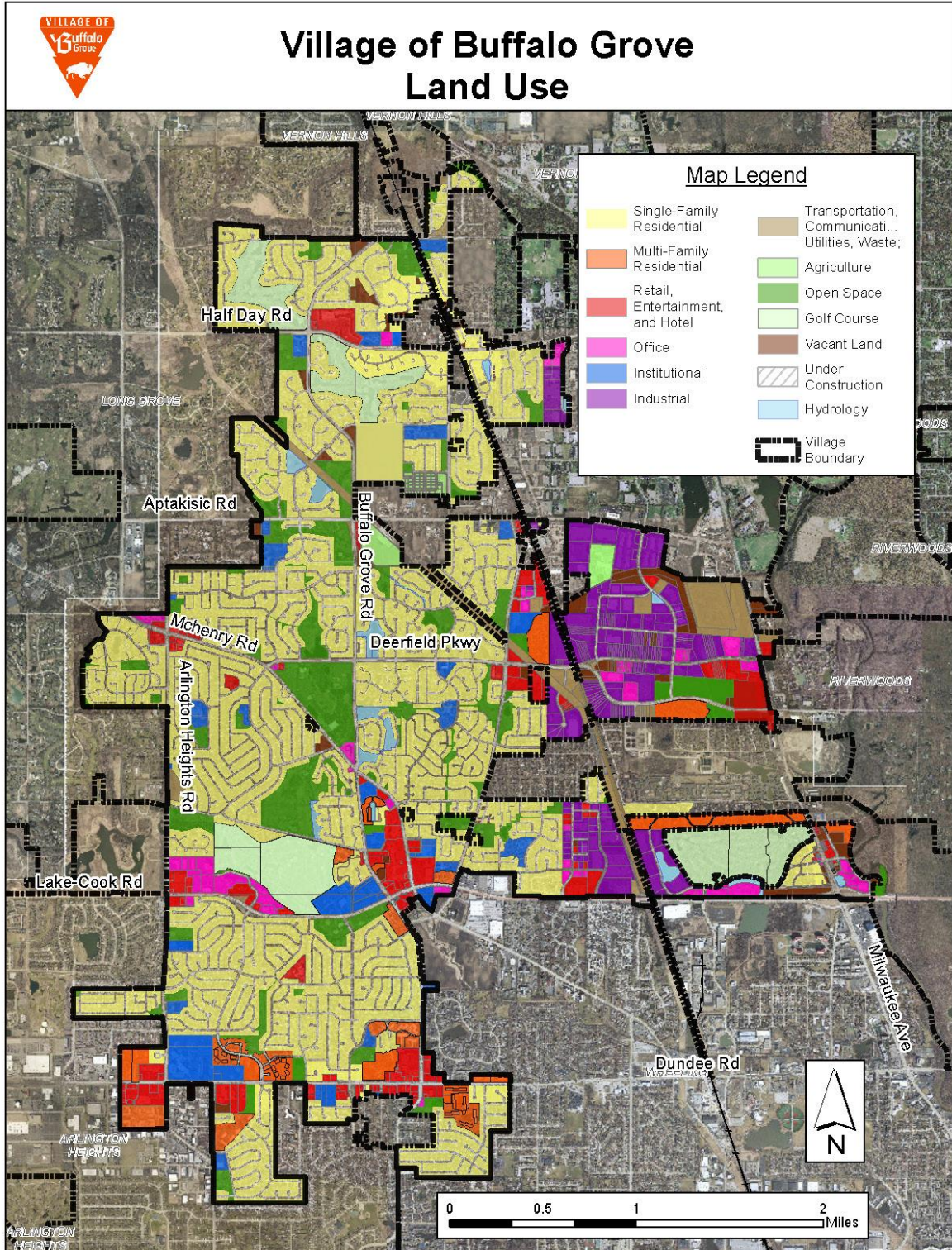
APPENDIX B
VILLAGE OF BUFFALO GROVE OVERVIEW MAP

[View the Village's Online Interactive Map.](#)

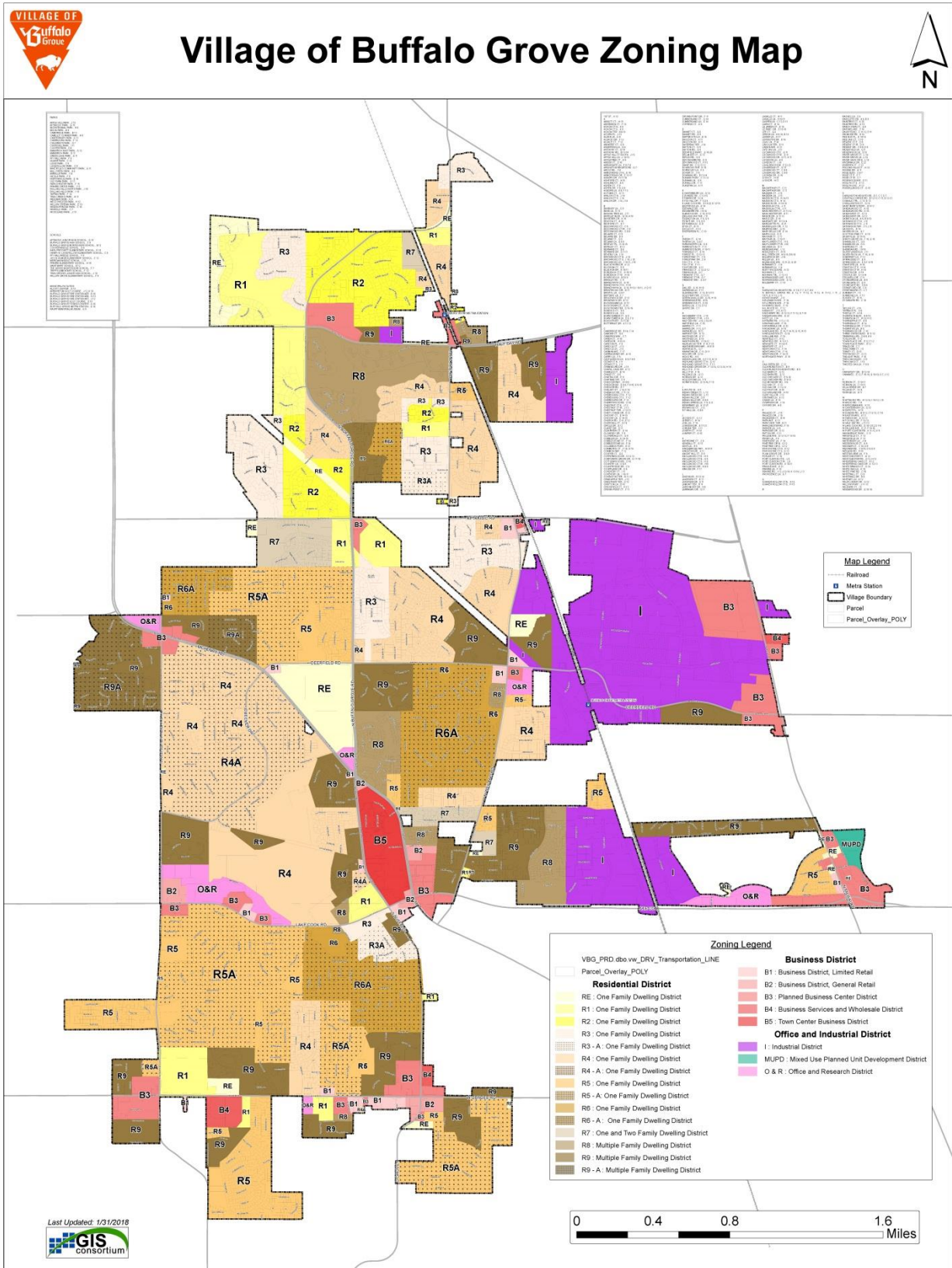


APPENDIX C
 VILLAGE OF BUFFALO GROVE LAND USE MAP

[View the Village's Online Interactive Map.](#)



APPENDIX D
 VILLAGE OF BUFFALO GROVE ZONING MAP
[View the Village's Online Interactive Zoning Map.](#)

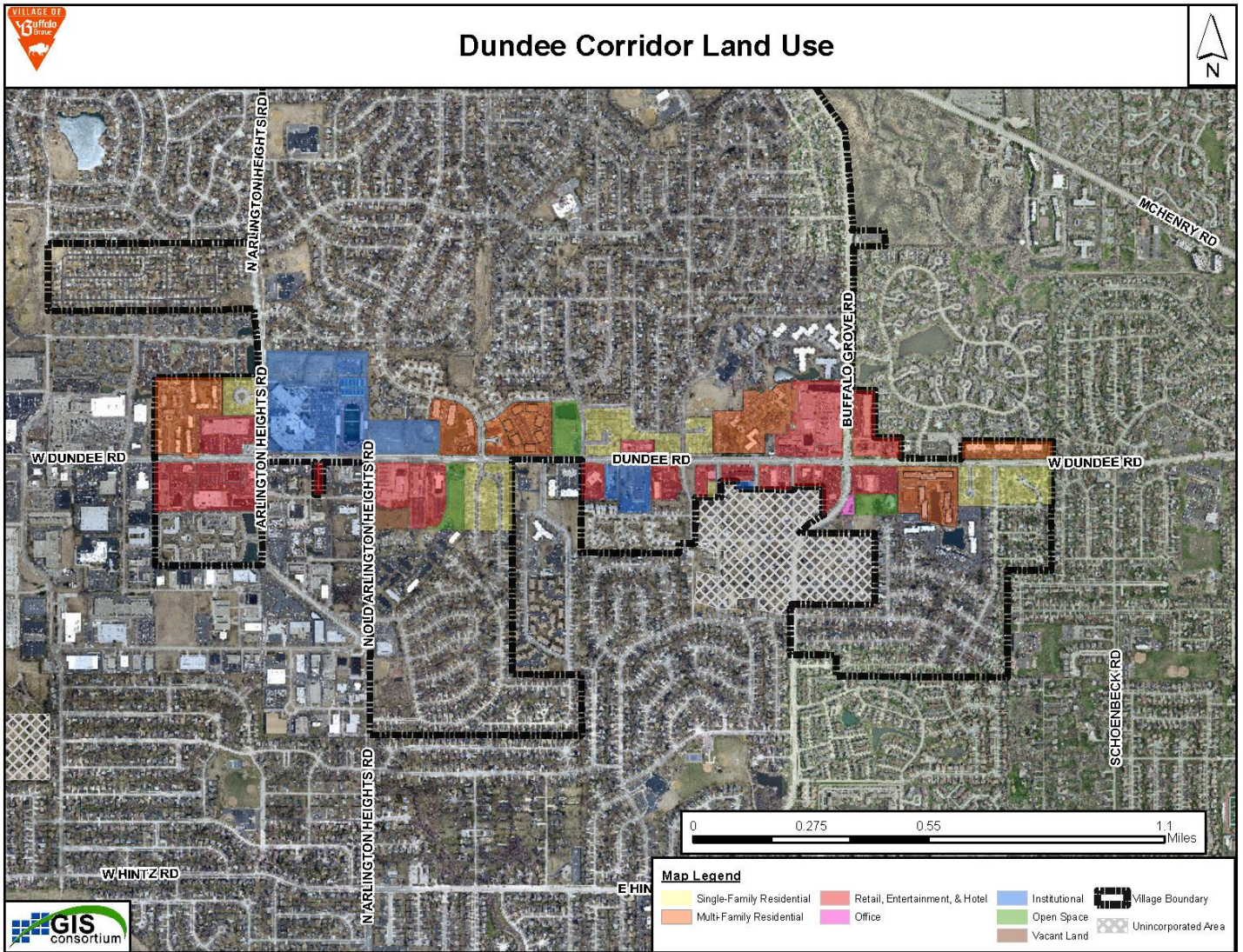


APPENDIX E

DUNDEE ROAD CORRIDOR STUDY AREA MAP

The map below shows the approximate Dundee Road Corridor Study Area as well as the study area's land uses.

[View the Village's Online Interactive Map.](#)

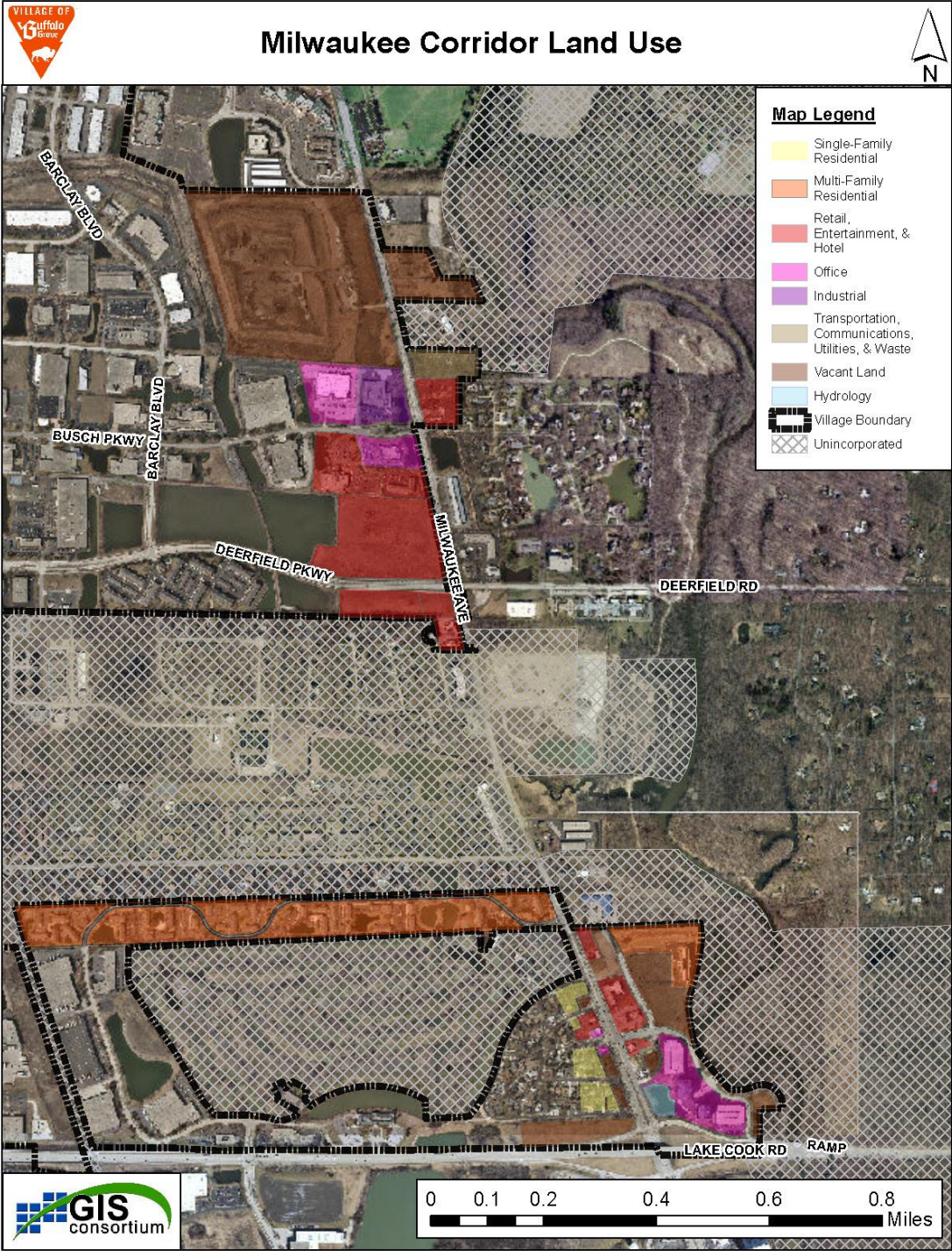


APPENDIX F

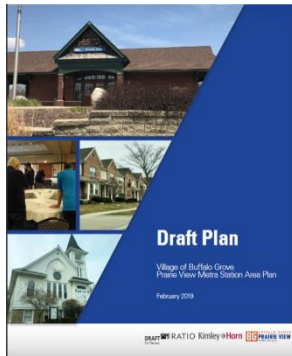
MILWAUKEE ROAD CORRIDOR STUDY AREA MAP

The map below shows the approximate Milwaukee Road Corridor Study Area as well as the study area's land uses.

[View the Village's Online Interactive Map.](#)



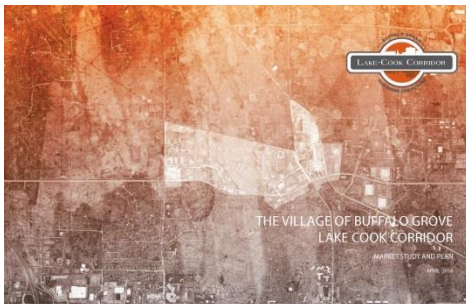
APPENDIX G PREVIOUS PLANS



Prairie View Metra Station Area Plan (Mid-April, 2019)

The Prairie View Metra Station Area Plan is scheduled to be completed and approved as a component and update to the Comprehensive Plan in mid-April, 2019. The plan provides a long-term framework plan that incorporates and unincorporated properties as well as residential, commercial, and open space areas within the general vicinity of the Prairie Grove Metra Station.

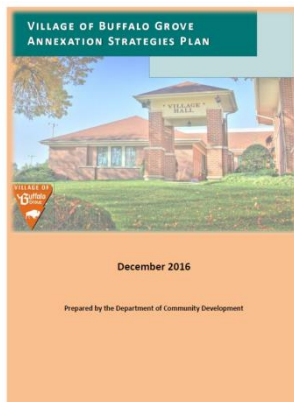
[View the highlight video and draft plan.](#)



Lake Cook Corridor Market Study and Plan (2018)

In 2018, the Lake Cook Corridor Market Study and Plan was completed and approved as a component and update to the Comprehensive Plan. The Plan is a realistic, comprehensive vision for the 470-acre Corridor, which will enhance the Village's identity, vitality, and fiscal sustainability.

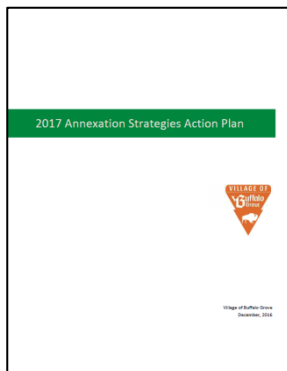
[View the highlight video and plan.](#)



Annexation Strategies Plan (2016)

The Annexation Strategies Plan identifies and prioritizes, which of the several hundred acres of unincorporated land dispersed in various locations within and adjacent to the Village should be considered for annexation. It classifies the unincorporated land into 14 separate sub-areas, describes each of the areas, and provides recommended actions.

[View the plan.](#)



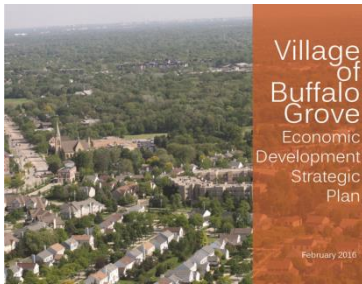
Annexation Strategies Action Plan (2017)

The Annexation Strategies Action Plan (2017) serves as a follow-up report to the Annexation Strategies Plan (2016). The Action Plan presents a deeper dive into four key areas of focus including Prairie View Area, Aptakisic Road, Northern Milwaukee and Southern Milwaukee Ave.

[View the plan.](#)

List of Previous Plans continued on the next page.

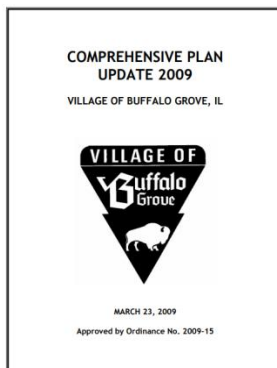
PREVIOUS PLANS CONTD.



Economic Development Strategic Plan (2016)

The Village of Buffalo Grove Economic Development Strategic Plan identifies how the Village can optimize its role to achieve long-term economic growth and serves as a platform to leverage funding, partnerships and programs with our private, public and non-profit partners.

[View the plan.](#)

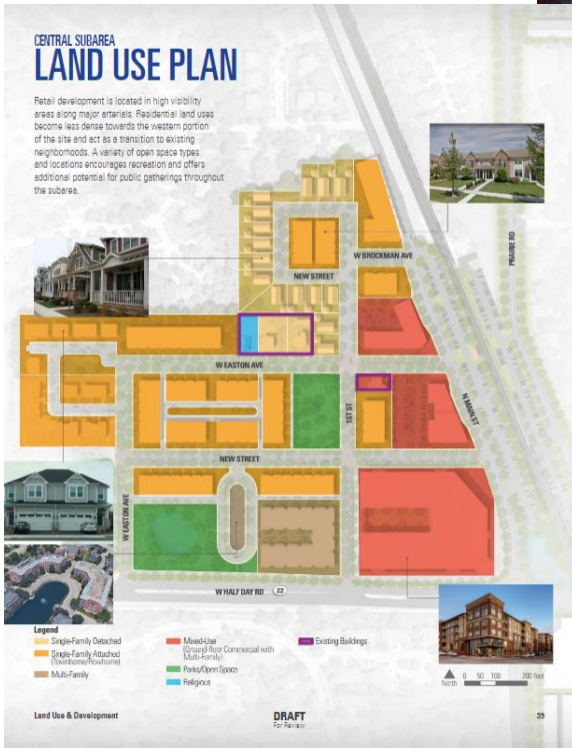


Comprehensive Plan (2009)

Buffalo Grove's Comprehensive Plan (2009) is the current comprehensive plan serving the Village. The Plan has reached the end of its shelf-life and does not sufficiently reflect the current challenges, complexities, and opportunities facing the Village. In 2016, the Lake Cook Corridor Market Study and Plan was approved as a component and update to the 2009 Comprehensive Plan. In April 2019, the Prairie View Metra Station Area Plan is scheduled to be completed and approved as a component and update to the Comprehensive Plan.

[View the plan.](#)

APPENDIX H SAMPLE IMAGERY



SAMPLE IMAGERY CONTD.



STAGE I - Redesigning Town Center

The Vision for Town Center is to TRANSFORM the shopping center into a WALKABLE, VIBRANT, CITY-CENTER for the community. The vision would be centered on a new two-way Main Street that is pedestrian-oriented where people can STROLL, SHOP and DINE.

A collage of images illustrating the vision for Stage I. On the left, there are four small images: two labeled 'Residential' showing multi-story apartment buildings, and two labeled 'Town Plaza' showing outdoor seating and public spaces. In the center is a large site plan diagram with colored overlays indicating different development zones. On the right, there are four more images: two labeled 'Retail Street' showing pedestrian-friendly streets with shops and cafes, and one labeled 'Entertainment + Retail' showing a modern building facade.