



Hoisington Koegler Group Inc.  
 Landscape Architecture  
 Planning  
 Urban Design

123 N. 3rd Street, Suite 100  
 Minneapolis, MN 55401  
 612-338-0800

COLLABORATE  
 LISTEN  
 EXPLORE  
 CREATE

*HKGi believes that design, when inspired by the character of the people and the land, can create a unique and identifiable sense of community.*

July 22, 2015

Tim Gladhill  
 City of Ramsey  
 7550 Sunwood Drive NW  
 Ramsey, MN 55303

Re: Planning Services

Dear Tim,

On behalf of Hoisington Koegler Group, Inc., we are pleased to provide you with this proposal to provide general land use planning and zoning administration services. HKGi is a Minneapolis-based firm of talented planners, landscape architects, and urban designers. Communities seek HKGi because of our ability to listen, work collaboratively, and creatively address complex issues. As identified in the included Firm Profile and further described on our services overview pages, HKGi is able to provide a wide range of services to meet the needs of the City of Ramsey.

We currently provide planning support services similar to what you have identified for the City of Mound (20+ years). We also serve as the primary planning staff for the cities of Greenfield (18 years) and Medicine Lake (14 years). In addition, over the years we have provided transitional planning services for communities such as Rogers, Hassan, Chanhassen, Faribault, Farmington, Hopkins, Hastings, Inver Grove Heights, Moorhead, and Wayzata.

On a day to day basis, Jeff Miller will be the Project Manager, responsible for coordinating and leading all land use planning and zoning administration services. Jeff has experience as a city planner (Chaska) and providing consultant planning services to communities (Mound, Rogers) while at HKGi. Rita Trapp, who is the Project Manager for the City of Mound and assistant planner for the City of Greenfield, will assist as needed to provide additional development review capacity. Other staff that we anticipate would assist with specific projects include Planner Chrissy Lee and Landscape Architect Jeff McMenimen. Information is also provided for Landscape Architects Paul Paige and Amy Bower, both of whom offer streetscape and parks expertise.

A copy of our typical Contract for Planning Services has been provided. If additional components are needed to meet City requirements, please let us know. The specific hourly rate would be \$105 for Jeff and Rita. Attachment A provides our standard hourly and reimbursable rates for other staff that may also assist with specific projects.

Thank you for the opportunity to explore providing services to the City of Ramsey. If you have any questions, please do not hesitate to give either Jeff or Rita a call.

Sincerely,

Jeff Miller, AICP  
 Planner  
 jmillier@hkgi.com 612-252-7123

Rita Trapp, AICP  
 Planner  
 rita@hkgi.com 612-252-7135

# FIRM PROFILE

## Hoisington Koegler Group Inc. (HKGi)



**Hoisington Koegler Group (HKGi)** is a firm of talented planners, landscape architects, and urban designers who share their passion for planning and design with clients striving to create lasting places of quality. HKGi has over thirty years of experience designing high quality and distinctive public and private spaces on budget and on time. Clients seek HKGi to lead their planning and design efforts because of our ability to creatively synthesize complex program needs and planning issues within a process of consensus-building.

### COLLABORATE

We strive to integrate diverse perspectives into all of our work. We bring together teams of professionals that thrive on a studio approach to planning and design and are passionate about the continuous process of teaching and learning.

### LISTEN

In order for design to reflect the unique character of any given place, the natural, cultural, and historical values need to be heard and understood. We will continually listen to clients and stakeholders to ensure we build upon the inherent strengths of the land and consistently provide direction that respects the context of the project at hand.

### EXPLORE

By embracing the complexities of our projects we can create new solutions that bring obvious and measurable value to our clients. Our thirst to seek out new connections between people and the land is at the heart of our explorations and is integral to our planning and design process.

### CREATE

Only by understanding how a planning principle evolves into a built community asset can we actually begin to see how our work affects the physical character of any given place. We will always strive to carry our conceptual planning ideas forward to built realities so that our plans can have a real and tangible contribution to communities and their cultures.



### Hoisington Koegler Group Inc.

123 North Third Street Suite 100  
Minneapolis, Minnesota 55401

p: 612.338.0800

f: 612.338.6838

e: [info@hkgi.com](mailto:info@hkgi.com)

w: [www.hkgi.com](http://www.hkgi.com)

Est. 1982

### Principals:

Mark Koegler, ASLA, CEO

Paul Paige, PLA, President

Brad Scheib, AICP, Vice President

Bryan Harjes, PLA, LEED AP, Vice  
President

### Associates:

Lil Leatham, PLA

### Staff:

- » 7 Licensed Landscape Architects
- » 3 Certified Planners
- » 1 Graduate Planner
- » 5 Graduate Landscape Architects
- » 1 Communications Staff

### Services:

- » Comprehensive Planning
- » Zoning Ordinances
- » GIS Analysis
- » Environmental Review
- » Land Use Planning
- » Schematic & Site Design
- » Public Participation
- » Urban Design
- » Landscape Architecture
- » Streetscape Design
- » Downtown Planning
- » Commercial Area Revitalization
- » Transit Oriented Development
- » Park Planning and Design
- » Corridor Studies
- » Strategic Planning
- » Greenway Planning
- » Bikeway and Trail Planning



**Years of Experience:** 15

**Education:**

- » Master of Planning - University of Minnesota
- » B.A., Economics - St. Olaf College, Northfield, MN

**Affiliations:**

- » American Planning Association, Minnesota Chapter
- » Sensible Land Use Coalition
- » Urban Land Institute, Minnesota Chapter

**Awards:**

- » 2014 MN APA Planning in Context Award - Chaska Downtown Signage Design Guidelines
- » 2002 MN APA Outstanding Plan Award - Northwest Corridor Planning and Design Framework

**Publications:**

- » "Reusing Brownfields: Obstacles and Opportunities for Inner-Ring Suburbs," article published in the *CURA Reporter* (Center for Urban and Regional Affairs), Author, October 2001

**Hoisington Koegler Group Inc.**

**Jeff Miller** AICP

**Planner - Senior Professional** | 612.252.7123 | [jmiller@hkgi.com](mailto:jmiller@hkgi.com)

Jeff provides expertise in the areas of land use planning, small area/master plans, comprehensive plans, corridor plans, redevelopment plans, urban design, community visioning, public participation, environmental review, historic preservation, and zoning. He has experience as a city planner, as a planning services consultant, and in the academic environment. Jeff also brings strong urban design knowledge and ideas to his projects thanks to his previous experience with the Design Center for the American Urban Landscape. This range of experience has enabled him to develop an integrated planning approach and understand the issues and opportunities communities face from a variety of perspectives.

**RELEVANT PROJECT EXPERIENCE**

- » General Planning Services | Rogers, MN
- » General Planning Services | Mound, MN
- » Zoning and Subdivision Ordinance Revision | Golden Valley, MN
- » Redevelopment Master Plan | Osseo, MN
- » Downtown Master Plan and Streetscape Schematic Design | Chaska, MN
- » Downtown Signage Design Guidelines and Zoning Ordinance | Chaska, MN
- » Northstar TOD TIF Redevelopment Master Plan | Fridley, MN
- » Cedar Ave BRTOD Zoning Ordinance & Design Guidelines | Apple Valley, MN
- » Town Center Design Guidelines and Zoning Ordinance | Eden Prairie, MN
- » Transit Oriented Development Zoning Ordinance | Eden Prairie, MN
- » Form-Based Zoning District - Gladstone Neighborhood Redevelopment Plan | Maplewood, MN
- » Downtown East/North Loop Rezoning Study | Minneapolis, MN
- » I-494 Corridor Study and Mixed-Use Zoning Ordinance | Richfield, MN
- » Louisiana Station Area Design Guidelines | St. Louis Park, MN
- » Exterior Lighting Zoning Ordinance | St. Louis Park, MN
- » Beltline Station Area Design Guidelines | St. Louis Park, MN
- » West Side Flats Master Plan and Development Guidelines | Saint Paul, MN
- » Urban Village Master Plan and Zoning Ordinance | Woodbury, MN
- » Grant Writing Services | Dakota and Anoka Counties, MN
- » Comprehensive Plan | Ramsey, MN
- » Comprehensive Plan | Rogers, MN
- » Comprehensive Plan | Roseville, MN
- » Comprehensive Plan | Osseo, MN
- » Comprehensive Plan | St. Louis Park, MN
- » Comprehensive Plan | Mound, MN
- » Comprehensive Plan | Chaska, MN
- » Comprehensive Plan | Eden Prairie, MN
- » Comprehensive Plan | Wahpeton, ND
- » Comprehensive Plan Amendments | Chaska and Inver Grove Heights, MN



**Years of Experience: 12**

**Education:**

- » B.S., Land Use Geography and Economics - University of Wisconsin-Eau Claire

**Memberships and Affiliations**

- » American Institute of Certified Planners (AICP)
- » Accredited Professional, Leadership in Energy and Environmental Design (LEED)
- » Professional Development Officer (PDO) for Minnesota Chapter, American Planning Association
- » Former Secretary of Board of Directors, Minnesota Chapter, US Green Building Council
- » Minnesota Design Team, past Chair and co-leader of Walker and Maple Plain visits
- » Former Vice Chair, Planning Commission, Vadnais Heights, Minnesota

**Hoisington Koegler Group Inc.**

**Rita Trapp, AICP, LEED AP**

**Planner - Senior Professional | 612.252.7135 | rita@hkgi.com**

Rita blends strong technical planning with exceptional communication and management skills. She is an effective communicator, comfortable organizing input processes and facilitating both large and small group activities. She has served on a multitude of planning teams addressing comprehensive planning, redevelopment, downtowns, zoning, parks and trails, active living, and strategic planning needs.

In addition to assisting communities in times of staff transition, she has provided day to day planning services for the City of Mound for 10 years. With her strong writing skills she has assisted more than a dozen local government agencies secure nearly \$5.8 million in grant funding. Her previous work in the public sector and on her local planning commission means she is able to approach planning projects with an understanding of the client's perspective.

**RELEVANT PROJECT EXPERIENCE**

- » General Planning Services | Mound, MN
- » General Planning Services | Greenfield, MN
- » General Planning Services | Faribault, MN
- » General Planning Services | Moorhead, MN
- » General Planning Services | Hassan Township, MN
- » Zoning and Subdivision Ordinance Study | Golden Valley, MN
- » Zoning and Subdivision Ordinance Update | Greenfield, MN
- » Zoning Ordinance Amendments | Bondurant, IA
- » Comprehensive Plan | Eagan, MN
- » Comprehensive Plan | Hassan Township, MN
- » Comprehensive Plan | Mound, MN
- » Comprehensive Plan | Monticello, MN
- » Comprehensive Plan | Moorhead, MN
- » Comprehensive Plan | Perry, Iowa
- » Comprehensive Plan | Richfield, MN
- » Comprehensive Plan | St. Michael, MN
- » Comprehensive Plan | Storm Lake, Iowa
- » Comprehensive Plan | Wahpeton, ND
- » Foley Boulevard Station Area Plan | Coon Rapids, MN
- » Highway Corridors Transition Study | Shoreview, MN
- » Growth Area Plans and AUARs | Moorhead, MN
- » SHIP Grant Writing | Anoka County, MN
- » SHIP Grant Writing | Dakota County, MN
- » Parks and Recreation System Master Plan | Maplewood, MN
- » Above the Falls Regional Park Master Plan | Minneapolis, MN
- » Rice Creek N Regional Trail Master Plan Amendment | Ramsey County, MN
- » Hwy 96 Snail Lake Marsh Master Plan Amendment | Ramsey County, MN



Hoisington Koegler Group Inc.

## Jeff McMenimen PLA

Director of Design - Associate | 612.252.7130 | jeff@hkgi.com

Jeff is Director of Design and a landscape architect/urban designer, credited with a range of complex and award winning design and planning assignments over twenty five years of practice. Jeff has a particular interest in campus planning, streetscape and public space design, urban design, and transit-oriented development. His goal is to create high-quality, engaging and distinctive environments that foster community and a strong sense of place. Jeff is an active member of the Urban Land Institute, serving on the Minnesota ULI Land Use and Transportation Committee. He has taught urban design and landscape architecture studios at the University of Colorado at Denver, and at the University of Minnesota College of Design.

**Years of Experience:** 25

### Education:

- » Bachelor of Landscape Architecture - University of Minnesota
- » Regional Planning and Urban Design - University of Colorado at Denver

### Registration:

- » Landscape Architect, Minnesota License No. 43941

### Memberships/Affiliations:

- » Urban Land Institute, MN Land Use and Transportation Committee

### Awards:

- » 2014 ASLA-MN Merit Award; 2014 MN APA Innovation in Planning Award; 2013 ASLA-CO Merit Award; and 2013 Honor Award from The Waterfront Center, Great River Passage, Saint Paul
- » 2011 ULI Award for Excellence, Riverfront Park, Denver
- » 2009 ASLA-MN Honor Award, UMore Park Master Plan, Rosemount
- » 2009 ULI Award for Excellence, Kierland Commons, Phoenix
- » 2004 ASLA-AZ Honor Award, Kierland Commons, Phoenix
- » 2003 CNU Charter Award, Riverfront Park, Denver
- » 2003 ASLA-CO Honor Award,

### RELEVANT PROJECT EXPERIENCE

- » Cedar Avenue Bus Rapid Transit Station Area Planning | Apple Valley, MN
- » TCAAP Redevelopment Master Plan | Arden Hills, MN
- » Downtown Master Plan | Chaska, MN
- » Southwest Area Growth and Development Plan | Chaska, MN
- » Foley Station TOD Master Plan | Coon Rapids, MN
- » St. Louis River Corridor Vision | Duluth, MN
- » SWLRT Station Area Concept Plans | Eden Prairie, MN
- » Town Center Design Guidelines and Redevelopment Plan | Eden Prairie, MN
- » Greater Southdale Area Land Use and Transportation Master Plan | Edina, MN
- » Rivers Edge Park and Plaza Design | Elk River, MN
- » MMPA Energy Park Master Plan and Site Design | Faribault, MN
- » Downtown Revitalization Plan | Grand Rapids, MN
- » Southwest LRT Transitional Station Area Action Plan | Hennepin County, MN
- » Penn Avenue Corridor Vision & Implementation Plan | Hennepin County, MN
- » Bottineau LRT Station Area Plan | Hennepin County, MN
- » Excelsior Boulevard Streetscape Design | Hopkins, MN
- » Bassett Creek Valley Master Plan | Minneapolis, MN
- » South Lyndale Corridor Master Plan & Design Guidelines | Minneapolis, MN
- » Minnehaha/Hiawatha Corridor Strategic Investment Plan | Minneapolis, MN
- » Linden Yards West Redevelopment | Minneapolis, MN
- » Upper Harbor Terminal Redevelopment Plan | Minneapolis, MN
- » Transit Center Site Design | Mound, MN
- » Business Park Master Plan | Northfield, MN
- » 494 Corridor Redevelopment Plan | Richfield, MN
- » Penn Avenue Redevelopment Plan | Richfield, MN
- » Soldiers Field Park Master Plan | Rochester, MN
- » UMore Park Concept Master Plan and Pattern Book | Rosemount, MN
- » Great River Passage Master Plan | Saint Paul, MN
- » West Side Flats Master Plan and Development Guidelines | Saint Paul, MN
- » Island Station Master Plan | Saint Paul, MN



**Years of Experience: 2**

**Education:**

- » Master of City Planning - University of Pennsylvania, Philadelphia, PA
- » B.A., Studio Art - Carleton College, Northfield, MN

**Memberships/Affiliations:**

- » American Planning Association
- » Minneapolis Bicycle Coalition

Hoisington Koegler Group Inc.

## Chrissy Lee

Planner - Professional I | 612.252.7126 | chrissy@hkgi.com

Chrissy is a planner and recent graduate from the University of Pennsylvania's Master of City Planning program. As a research fellow at PennPraxis, Chrissy helped develop a public realm action plan for Philadelphia's Benjamin Franklin Parkway, presenting short term goals and visions for the city's premiere civic space. Chrissy's capstone planning and design studio examined the issue of urban highway removal, proposing redevelopment schemes for prospective removals in six North American cities. In addition to her background in community and public space planning, Chrissy has several years of experience as an analyst and project manager for the New York City Department of Education. Chrissy draws on her diverse background in planning, visual arts, and public policy to provide integrated and people-centered approaches to planning and design.

### RELEVANT PROJECT EXPERIENCE

- » General Planning Services | Medicine Lake, MN
  - » Zoning Ordinance Update | Medicine Lake, MN
  - » Comprehensive Plan | Perry, IA
  - » Comprehensive Plan | Ironwood, MI
  - » Comprehensive Plan | Rochester, MN
  - » Comprehensive Plan | Rochester, MN
  - » Western Shakopee/Jackson Township Land Use Master Plan | Shakopee, MN
  - » Louisiana Station Area Planning and Design Guidelines | St. Louis Park, MN
  - » Cedar Avenue BRT Market and Development Study | Apple Valley, MN
  - » Bloomington Alternative Transportation Plan | Bloomington, MN
  - » Foley Boulevard Station Area Plan | Coon Rapids, MN
  - » Northstar TOD TIF District Master Plan | Fridley, MN
  - » SW LRT Transitional Station Area Action Plans | Hennepin County, MN
  - » Penn Avenue Corridor Vision Framework | Hennepin County, MN
  - » Bottineau LRT Station Area Planning | Hennepin County, MN
  - » Lanesboro Art Center Campus Master Plan | Lanesboro, MN
  - » Hiawatha Business Inventory | Minneapolis, MN
  - » \*More Park, Less Way: An Action Plan for the Benjamin Franklin Parkway | Philadelphia, PA
  - » \*Make Your Mark! The Lower Lancaster Revitaliation Plan | Philadelphia, PA
  - » \*Along the Avenue: The Economic Development Strategic Plan for Germantown and Lehigh | Philadelphia, PA
- \*Project completed prior to joining HKGi



**Years of Experience:** 23

**Education:**

- » Bachelor of Landscape Architecture, University of Minnesota

**Registration:**

- » Landscape Architect, Minnesota License No. 23594

**Memberships/Affiliations:**

- » Elk River Parks and Recreation Commission (former)
- » Sensible Land Use Coalition

**Awards:**

- » 2015 ACEC-MN Excellence in Engineering Honor Award - Buffalo Downtown Commons
- » 2014 MN APA Planning in Context Award - Chaska Downtown Streetscape Schematic Design
- » 2013 MN ASLA Merit Award and 2009 MRPA Award of Excellence - Rivers Edge Commons, Elk River, MN
- » 2003 Mpls AIA Merit Award - Bloomington Civic Plaza
- » 2002 MRPA Award of Excellence - Normandale Lake Bandshell
- » 1988 ASLA Honor Award for Student Work

**Hoisington Koegler Group Inc.**

**Paul Paige** PLA

**President - Principal | 612.252.7125 | ppaige@hkgi.com**

Paul possesses more than 20 years of experience completing public and private projects throughout the country. He has provided leadership as project manager on a wide range of planning and design projects, with a particular focus on planning, site design, and construction administration for park and recreation systems and facilities, downtown and commercial corridor streetscapes, civic and corporate campuses, and other public spaces. Paul has also frequently provided consultation and advisory services to public and private land owners to help them understand their development options to achieve the highest and best use of their land.

Paul's project management leadership and technical expertise have been critical ingredients in transforming paper plans and designs into built work. He has shepherded numerous construction projects through to completion, and the results of his work can be seen throughout Minnesota.

**STREETSCAPE AND PARK DESIGN EXPERIENCE**

- » River's Edge Commons Downtown Park Plan and Construction Administration | Elk River, MN
- » Broadway Avenue Streetscape and Wayfinding Design | Alexandria, MN
- » Little Canada Road Streetscape | Little Canada, MN
- » County Road 15 Realignment and Streetscape Design | Mound, MN
- » Bright KEYS Development - Town Center Gardens | Ramsey, MN
- » Excelsior Boulevard Streetscape and Community Gateway Signage | St. Louis Park, MN
- » Como Regional Park Signage | St. Paul, MN
- » Town Square Park | Blaine, MN
- » France Avenue/Old Shakopee Road Streetscape | Bloomington, MN
- » City Hall and Art Center Site Design | Bloomington, MN
- » Village Creek and Arbor Plaza | Brooklyn Park, MN
- » Shingle Creek Overlook | Brooklyn Park, MN
- » Downtown Commons | Buffalo, MN
- » Frontage Road Streetscape Design | Byron, MN
- » Highway 169 Corridor Enhancements | Champlin, MN
- » Veterans Memorial Park and Andrews Park Renovation | Champlin, MN
- » 15+ Park Improvement Projects over 15 years | Chanhassen, MN
- » Downtown Streetscape Schematic Design and Construction Documentation | Chaska, MN
- » Village Master Plan, Streetscape and Plaza Design | Circle Pines, MN
- » Bassett Creek Park Extension | Crystal, MN
- » North Urban Regional Trail Design | Dakota County, MN
- » Central Avenue Streetscape | Faribault, MN
- » Henry's Woods Memorial Park Plan | Hassan Township, MN
- » County Road 144 Trail Feasibility Study | Hassan Township, MN
- » Streetscape Plan | Red Wing, MN



Hoisington Koegler Group Inc.

## Amy Bower PLA

Landscape Architect - Professional II | 612.252.7121 | amy@hkgi.com

Amy has nearly two decades of experience developing plans, site designs and construction documentation for parks, public spaces, trails, recreational facilities, and streetscapes. She also designs wayfinding and monument signage for clients. Her background in industrial design, combined with her experience as a landscape architect, has enabled her to develop a particular expertise transforming planning and design concepts into built work. She provides clients with valuable cost estimation, landscape architecture, and construction administration services. Her award-winning work can be seen throughout the Twin Cities metropolitan area, including in Elk River, Osseo, and Hastings.

In addition to Amy's expertise transforming project designs into built products, she is skilled at working with clients and stakeholders during the design process, ensuring their input and needs are addressed during final design and implementation.

### Years of Experience: 18

#### Education:

- » Masters of Landscape Architecture, University of Minnesota
- » Bachelors of Science, Industrial Design, University of Wisconsin-Stout

#### Registration:

- » Landscape Architect, Minnesota Licence No. 41472

#### Awards:

- » 2015 MnDOT Stewardship Award - **River to River Greenway**
- » 2015 ACEC-MN Excellence in Engineering Honor Award - **Buffalo Downtown Commons**
- » 2014 MN APA Planning in Context Award - **Chaska Downtown Streetscape Schematic Design**
- » 2013 MN ASLA Merit Award and 2009 MRPA Award of Excellence - **Elk River Rivers Edge Commons**
- » 2012 MN ASLA Merit Award and 2011 CEA of MN Project of the Year Award - **Osseo Central Avenue Streetscape**
- » 2003 MN AIA Merit Award - **Bloomington Civic Plaza**
- » 2002 Minneapolis HPC Preservation Award - **Minneapolis Main Steet SE Streetscape**

### STREETSCAPE AND PARK DESIGN EXPERIENCE

- » Broadway Avenue Streetscape and Wayfinding Design | Alexandria, MN
- » Town Square Park Concepts | Blaine, MN
- » Blaine City Offices Landscape Plan | Blaine, MN
- » City Hall Campus Landscape Plan | Bloomington, MN
- » Old Shakopee Road/France Avenue Streetscape Design | Bloomington, MN
- » Shingle Creek Overlook | Brooklyn Park, MN
- » Village Creek and Arbor Plaza | Brooklyn Park, MN
- » Downtown Commons Improvements | Buffalo, MN
- » Frontage Road Streetscape | Byron, MN
- » Downtown Streetscape Design | Chaska, MN
- » Village Master Plan Streetscape and Plaza Design | Circle Pines, MN
- » Countryside Park and Ballfield Improvements | Edina, MN
- » Rivers Edge Commons Park Master Plan and Design | Elk River, MN
- » Gateway and Wayfinding Signage Design | Elk River, MN
- » Springbrook Nature Center Master Plan | Fridley, MN
- » Brookview Park Playground Improvements | Golden Valley, MN
- » General Seiben Drive Streetscape | Hastings, MN
- » Lock and Dam Road Streetscape | Hastings, MN
- » Excelsior Boulevard Streetscape | Hopkins, MN
- » Hopkins Crossroad/Minnetonka Boulevard Streetscape | Hopkins, MN
- » Harbor Drive Streetscape | Mound, MN
- » Hwy 10 Corridor Identity Concept Plan | Mounds View, MN
- » Bridge Square Downtown Park Plan | Northfield, MN
- » Downtown Streetscape Concept Design | Osakis, MN
- » Central Avenue Streetscape | Osseo, MN
- » Comprehensive Plan | Ramsey, MN

## ATTACHMENT A

### HOISINGTON KOEGLER GROUP INC.

#### 2015 HOURLY RATES

Principal .....	\$160-215/hr
Associate .....	\$110-155/hr
Senior Professional .....	\$90-155/hr
Professional II .....	\$80-100/hr
Professional I.....	\$50-80/hr
Technical .....	\$40-60/hr
Secretarial.....	\$55/hr
Litigation Services .....	\$190/hr
Testimony .....	\$275/hr

#### INCIDENTAL EXPENSES:

Mileage .....	current federal rate/mile
Photocopying BW.....	15¢/page
Photocopying Color .....	\$1.00/page
Outside Printing .....	Actual Cost
Large Format Scanning .....	Actual Cost
B/W Bond Plots.....	\$5.00 each
Color Bond Plots.....	\$20.00 each
Photo Paper Color Plots.....	\$40.00 each

# SAMPLE CONTRACT

[Date]

[Contact]

City of Ramsey

7550 Sunwood Drive NW

Ramsey, MN 55303

Re: Contract for Professional Planning Services

Attention:

This letter outlines an Objective, Fee Schedule and other elements which together constitute an agreement between the City of Ramsey, Minnesota, hereinafter referred to as the CITY, and Hoisington Koegler Group Inc., hereinafter referred to as the CONSULTANT for professional services.

The CITY and CONSULTANT agree as set forth below:

## A. OBJECTIVE

The CONSULTANT, will provide the CITY with planning services as requested by the CITY which may include any of the following items: review of land use applications, review of building permit applications for zoning compliance, preparation of conceptual site plans, preparation of applications for comprehensive plan amendments to the Metropolitan Council, assistance with review and update of The COR Development Plan, review and update of ordinances, responses to general questions, meetings related to the mentioned tasks, and associated expenses including copying, mileage, and other incidentals incurred by the CONSULTANT as approved by the CITY.

## B. FEE QUOTE

The fee is based on an hourly rate basis as stated in Attachment "A" plus reimbursable expenses which will be billed at cost.

## C. NONDISCRIMINATION

The CONSULTANT agrees not to discriminate by reason of age, race, religion, color, sex, national origin, or handicap unrelated to the duties of a position, of applicants for employment or employees as to terms of employment, promotion, demotion or transfer, recruitment, layoff or termination, compensation, selection for training, or participation in recreational and educational activities.

## D. EQUAL OPPORTUNITY

During the performance of this Contract, the CONSULTANT, in compliance with Executive Order 11246, as amended by Executive Order 11375 and Department of Labor regulations 41 CFR Part 60, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The CONSULTANT shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT shall post in conspicuous places available to employees and applicants for employment notices to be provided by the Government setting forth the provisions of this nondiscrimination clause. The CONSULTANT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. The CONSULTANT shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.

E. TERM, TERMINATION, SUCCESSORS AND/OR ASSIGNS

- 1. The Term of this Agreement shall be concurrent with the work authorized and shall be in accordance with the schedule to be established between the CITY and the CONSULTANT.
- 2. Either party may terminate this Agreement by written notice to the other party at its address by certified mail at least ten (10) days prior to the date of termination.
- 3. Neither the CITY nor the CONSULTANT shall assign, sublet or transfer its interest in this Agreement without the written consent of the other.
- 4. The time schedule shall not apply and/or time extensions will be allowed for any circumstances beyond the control of the CONSULTANT.
- 5. This Agreement shall be governed by all applicable laws.
- 6. Upon termination, Consultant shall be entitled to fees earned through the effective date of termination.

F. REVOCATION

If this agreement is not signed and accepted by both parties within 90 days of the contract date, it shall become null and void.

G. AUTHORIZATION

IN WITNESS WHEREOF, The CITY OF RAMSEY and the CONSULTANT have made and executed this Agreement for Professional Services,

This     day of             , 2015.

CITY OF RAMSEY

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Attest:

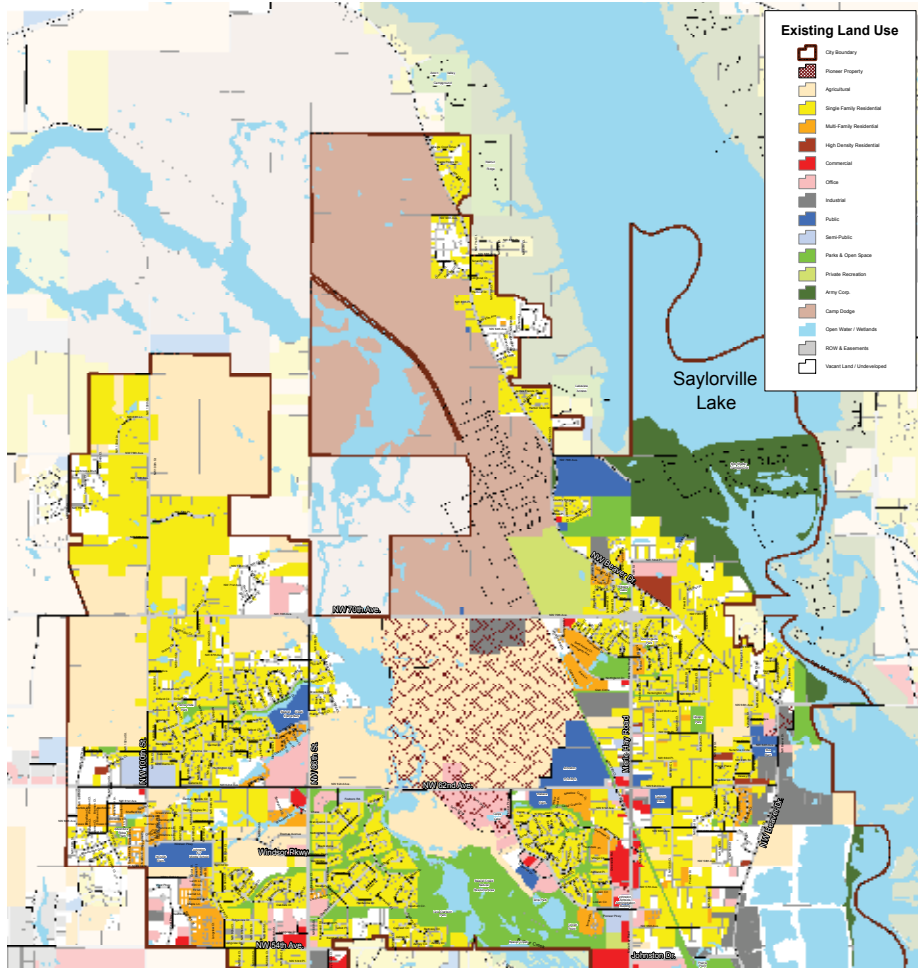
\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

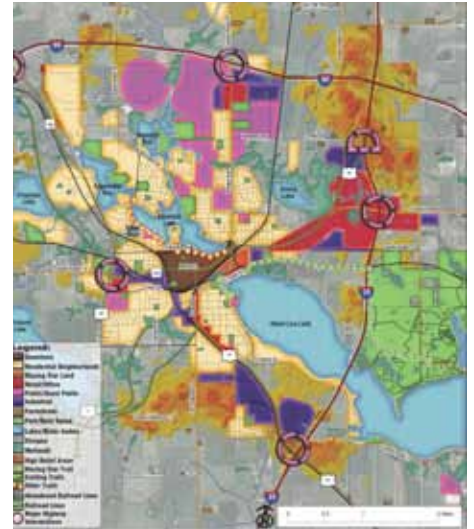
HOISINGTON KOEGLER GROUP INC.

\_\_\_\_\_  
Paul Paige, President

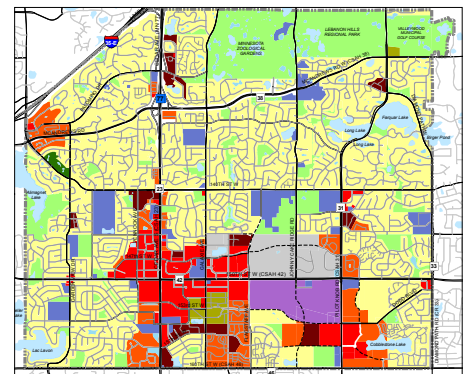
# Comprehensive Planning



Johnston, Iowa Comprehensive Plan



Albert Lea Comprehensive Plan



Apple Valley Comprehensive Plan



Rogers Comprehensive Plan



UMore Comprehensive Planning - Rosemount, Minnesota

A comprehensive plan is the primary tool used by communities to direct and manage future change. Creating a plan that truly helps a community advance its vision for the future requires creativity, experience and trust. For over thirty years, planners at Hoisington Koezler Group have been working with communities to assess their values, define their aspirations and reach consensus on actions and strategies to move them forward towards achieving their desired future vision. HKGi strives to inspire the kinds of ideas that lead to sustainable communities in which to live, work, and play.

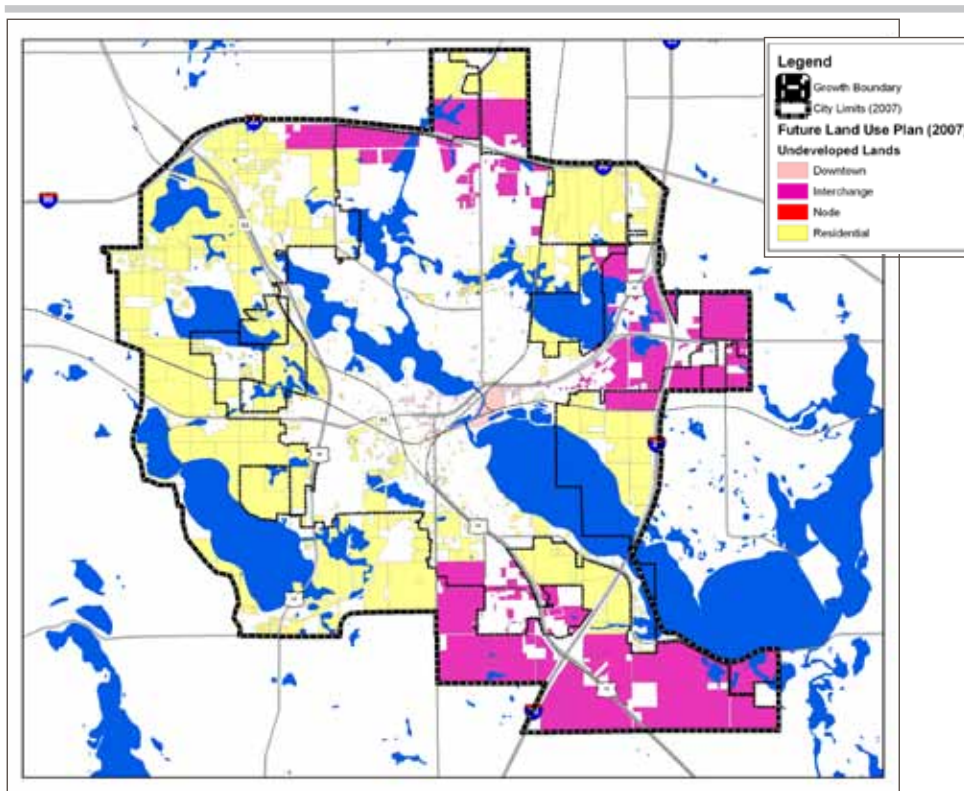
## Public Involvement and Communication



HKGi is known for its thoughtful and effective approach for engaging the public in planning projects. Over the past thirty-plus years, HKGi has crafted a variety of public input/involvement techniques designed to involve a wide variety of individuals, interest groups and citizen organizations.

There are no off-the-shelf public involvement and communications programs that will precisely work for every community. Instead, HKGi structures specific communications and public involvement plans that fit the dynamics of both the project and the community. We use the knowledge we have gained from over three decades of community engagement experience to craft appropriate engagement strategies that inspire meaningful, thoughtful public input.

# GIS Analysis



An analysis of downtown business uses in Red Wing, helped guide redevelopment and revitalization investments.

Future Land Use (2030)	Current City Limits		Growth Areas Only		Grand Total	
	Acres	% of Total	Acres	% of Total	Acres	% of Total
Residential	832	51.12%	3,566	65.76%	4,398	62.38%
Downtown	82	5.02%	0	0.00%	82	1.16%
Interchange	714	43.86%	1,857	34.24%	2,570	36.46%
Commerical Node	0	0.00%	0	0.00%	0	0.00%
<b>Total</b>	<b>1,627</b>	<b>100.00%</b>	<b>5,423</b>	<b>100.00%</b>	<b>7,050</b>	<b>100.00%</b>

Units Projections/Capacity					
Residential Units	2,495		10,699	13,194	
Commercial/Industrial (sq ft)	7,135,833		18,567,709	25,703,542	
<i>Growth Potential</i>					
Population (2.5 person/HH)	6,200		26,700	33,000	
Jobs at 1/1000 average	7,100		18,600	25,700	
Jobs at 1/500 average	14,300		37,100	51,400	

A page from the Albert Lea Comprehensive Plan illustrating use of the development database tool.



Land use management planning involves a sequence of steps including identifying constraint layers, consolidating layers and creating the core database.

HKGI has developed an innovative tool that enables a land use based approach to forecasting development and estimating population, household and employment while directly linking the forecasts to infrastructure demand (sanitary sewer, potable water, storm water runoff), trip forecasting, park service demand, school attendance, fiscal analysis or other district level analysis needs. The foundation of this tool merges existing parcel data with development constraints. This merged data is then organized into districts for analysis. By using Geographic Information System (GIS) software we are able to build a comprehensive data set that contains an extensive amount of information (attributes) associated with each individual parcel. Spreadsheet software is used to build associated assumptions that are linked to development forecasts and presented by district according to the type of data being analyzed. Once the system is set up, future changes to land use or changes in assumptions can be made quickly and presented on the fly allowing the user to quickly explore “what if” scenarios.

## Community Master Planning



Growth Area Plan - Moorhead, Minnesota



Chevalle - Chaska, Minnesota



UMore Park Master Plan - Rosemount, Minnesota

Graphics prepared by HKGi and UDA



Twin Cities Army Amunition Plant (TCAAP) - Arden Hills, Minnesota



Foster Ridge - Iowa City, Iowa

Our community planners and designers are experienced in planning new communities and revitalizing existing neighborhoods. The HKGi approach explores the full range of possibilities, fosters multi-party collaboration, and proposes thoughtful solutions for those who invest and live in the communities we create. Our master planning expertise has led to the development of successful master-planned communities and neighborhoods in Minnesota and throughout the Upper Midwest. We are experienced in resolving complex issues involving land use, transportation, open space and storm water management. In addition, we are effective facilitators, capable of reconciling diverse priorities and achieving timely approvals, assuring a sustainable, financially viable and quality project that is compatible with its setting.



## Site Design



*Plymouth City Hall*



*Faribault Energy Park - Faribault, Minnesota*



*Bloomington City Hall*



*Rivers Edge Commons - Elk River*



*Lost Lake Canal - Mound, Minnesota*

Designing livable outdoor environments requires the ability to interpret a client's vision, define functional needs, and link that to a specific place. The merging of nature with artistic imagination creates timeless landscapes for outdoor activity. Through a thoughtful and creative design process, Hoisington Kogler Group forms a connection between the site, the architecture and the landscape. Our expertise is all-inclusive, from the initial plan of the site to the planting of the landscape. We assess soils, slope, access, climate, vegetation, wildlife, views and every opportunity to engage in sound maintenance conservation practices. We pay meticulous attention to detail, construction methods and best practices. Throughout the Midwest, we have incorporated palettes of regional materials and have created inspiring landscapes.

## Urban Planning and Design



*Penn Avenue Revitalization - Richfield, Minnesota*



*Greater Southdale Area Study - Edina, Minnesota*



*Urban Village - Richfield, Minnesota*



*Bassett Creek Valley - Minneapolis, Minnesota*

Hoisington Koezler Group recognizes how important it is for communities and cities to build vibrant and attractive urban environments. During thirty-plus years of designing such urban environments, we have helped orchestrate successful urban centers throughout the Midwest. Our approach creates feasible plans that establish the foundation for memorable and remarkable places that draw communities together. Using an inclusive partnership process, we resolve issues of transportation, density, infill, accessibility, and water and energy conservation. We use expertise in market research, program development, urban planning, design and finance to inform participants and facilitate the process. The results are spirited districts and neighborhoods that are socially and economically dynamic.

## Parks, Trails, and Open Spaces



Hastings River Flats - Hastings, MN



Richard T. Anderson Conservation Area - Eden Prairie, MN



Thompson County Park - Dakota County, MN



Arbor Plaza - Brooklyn Park, MN



Tamarack Nature Center - Ramsey County, MN



Rice Marsh Lake Trail - Chanhassen, MN



Stewart Park - Minneapolis, MN

HKGi's award-winning landscape architects and park planners have helped create some of the best loved nature-based parks in Minnesota. We work with communities to define their needs and design parks to accommodate those needs in a functional and attractive manner. Our park plans respect and enhance natural resources while enabling park visitors to experience nature firsthand. We design with maintenance and life-cycle costs in mind to create sustainable, environmentally-friendly parks that fully meet community needs now and into the future.

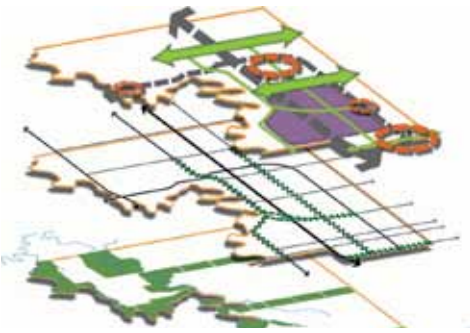
## Environmental Reviews



Chanhassen AUAR



Baxter AUAR and Land Use Planning



Moorhead Growth Area Plan & AUAR



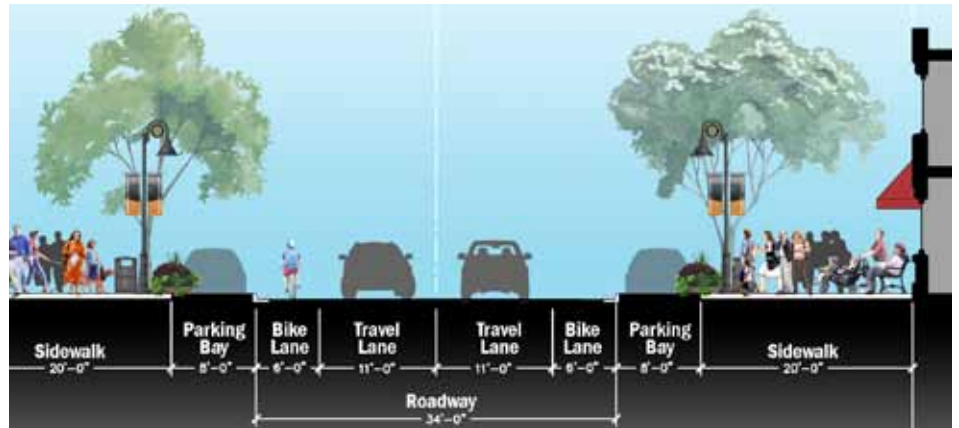
East Ravine Pre-Design and AUAR - Cottage Grove, Minnesota

HKGi has led multi-disciplinary teams in the completion of Alternative Urban Areawide Reviews (AUAR), in the cities of Moorhead, Chanhassen, Maplewood, Cottage Grove, and Mound and for Potlatch Forest Holdings. HKGi has played key roles or served in a review capacity for AUARs in Rochester, Woodbury, Inver Grove Heights, Farmington, Hassan Township, Hopkins and Chanhassen. We work with teams of planners, engineers, archeologists and geologists to complete these assessments, which, as alternatives to Environmental Assessment Worksheets, are used to address potential environmental and land use impacts based on future land use scenarios. Documents used as a basis for an AUAR include comprehensive plans, future transportation plans, proposed development plans and natural feature assessments.

## Streetscape Design



Excelsior Boulevard - Hopkins, Minnesota



Eden Prairie Town Center Design Guidelines - Eden Prairie, Minnesota



France and Old Shakopee Road - Bloomington, Minnesota



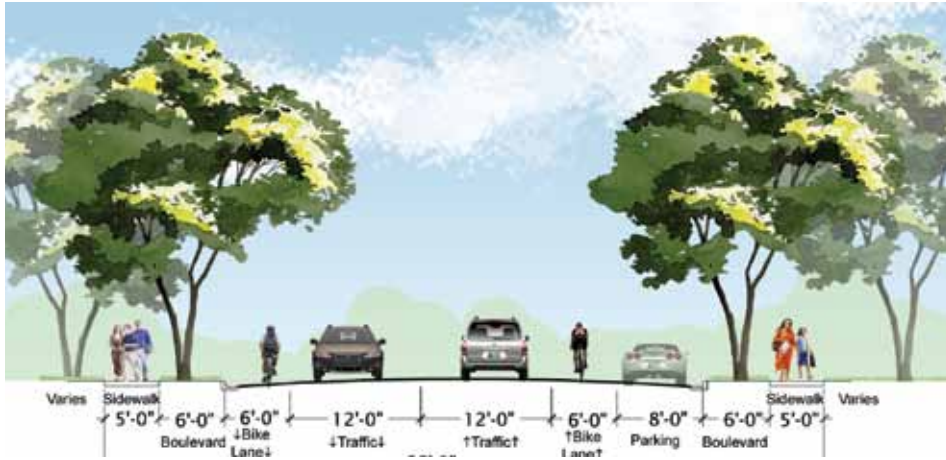
CR15 Streetscape - Mound, Minnesota



Excelsior Boulevard - St. Louis Park, Minnesota

Hoisington Koegler Group understands that streets serve many functions. They provide important corridors for the movement of cars, transit, bikes and pedestrians. They also provide places for social and commercial exchange. Alluring streetscapes are complete places that attract pedestrians, contribute to district identity and become assets to the community. Guided by this understanding and by classic principles of place-making, we design and implement streetscapes where people, movement and businesses flourish socially and economically in harmony with the natural and built environment.

Active Living



Community Trail Plan - Cloquet, Minnesota



Park & Recreation Master Plan - Duluth, Minn.



Walkability Evaluation and Community Connections Plan - Red Wing, Minnesota



Grand Rounds Scenic Byway Missing Link Parkway Development Plan - Minneapolis,



St. Paul Parks Vision Plan - St. Paul, Minnesota

HKGi recognizes the importance of healthy communities by embracing active living strategies and actions. Our planning principles focus on creating active lifestyles, vibrant places and vital environments by responding creatively to change. These principles resonate throughout our work by raising awareness of recreation facilities and programs; displaying the benefits of parks and recreation; and designing communities that provide connected walk and bicycle networks and access to community resources. The importance of active living in personal and community health has opened up new funding opportunities. HKGi works with communities to identify quality projects and align them with the best founding sources. HKGi’s planners have helped communities secure over \$6 million in grants related to active, healthy living initiatives.

## Ecological Planning



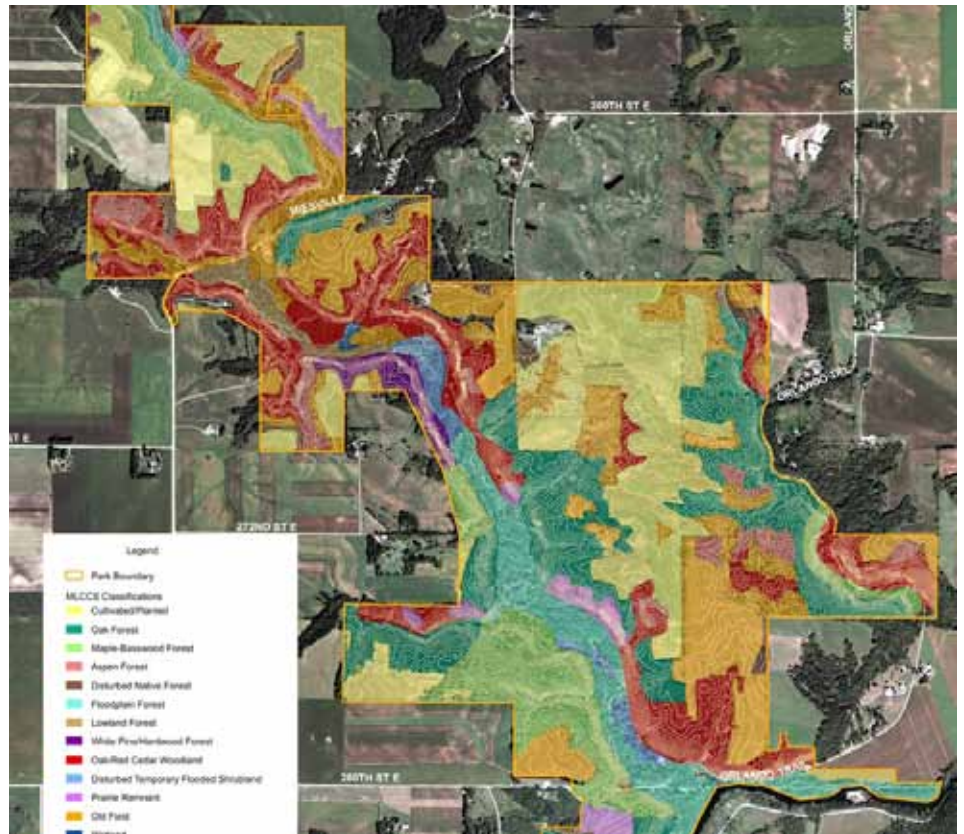
UMore Parks and Recreation Diagram - Rosemount & Empire Township, Minnesota



Mississippi River Greenway Strategic Plan



Dakota County Greenway Collaborative - Dakota County, Minnesota



Miesville Park Reserve Master Plan - Dakota County, Minnesota

HKGi creates projects that creatively intertwine human needs with ecologically-functioning landscapes. HKGi is well-recognized for a systemic approach to design and planning at all project scales. The national award-winning Mississippi River Greenway Strategic Plan proposes greenways as a framework for land protection and community growth on over 60,000 acres. HKGi has since gone on to collaborate with Dakota County on the creation of more than seven greenway master plans. The Lost Lake Greenway in downtown Mound, Minnesota employs construction techniques such as rainwater gardens, pervious pavement and rainwater cisterns and has garnered awards and literally millions of dollars in grants. These projects are a small sample of our integrated ecological planning approach.

# Awards

## 2015 STEWARDSHIP AWARD IN TRANSPORTATION AND THE NATURAL ENVIRONMENT

*Minnesota Department of Transportation*

**River to River Regional Greenway; Dakota County, MN**

## 2015 MERIT AWARD, ANALYSIS AND PLANNING

*American Society of Landscape Architects, Minnesota Chapter*

**Parks and Recreation Master Plan; Duluth, MN**

## 2015 ENGINEERING EXCELLENCE GRAND AWARD

*American Council of Engineering Companies of Minnesota*

**Designing a City for Zero Discharge; Inver Grove Heights, MN**

## 2015 ENGINEERING EXCELLENCE HONOR AWARD

*American Council of Engineering Companies of Minnesota*

**City of Buffalo Downtown Commons Enhancements; Buffalo, MN**

## 2014 INNOVATION IN ECONOMIC PLANNING AND DEVELOPMENT AWARD

*American Planning Association, Iowa Chapter*

**Merle Hay Road Gateway Redevelopment Master Plan; Johnston, IA**

## 2014 INNOVATION IN PLANNING AWARD

*American Planning Association, Minnesota Chapter*

**Great River Passage; Saint Paul, MN**

## 2014 PLANNING IN CONTEXT AWARD

*American Planning Association, Minnesota Chapter*

**Downtown Chaska Signage Design Guidelines; Chaska, MN**

## 2014 PEOPLE'S CHOICE AWARD

*American Society of Landscape Architects, Minnesota Chapter*

**Great River Passage; Saint Paul, MN**

## 2014 MERIT AWARD, PLANNING AND ANALYSIS

*American Society of Landscape Architects, Minnesota Chapter*

**Great River Passage; Saint Paul, MN**

## 2013 MERIT AWARD

*American Society of Landscape Architects, Colorado Chapter*

**Great River Passage; Saint Paul, MN**

## 2013 HONOR AWARD, PLANNING

*The Waterfront Center*

**Great River Passage Master Plan; St. Paul, MN**

## 2013 MERIT AWARD

*American Society of Landscape Architects, Minnesota Chapter*

**River's Edge Commons; Elk River, MN**

## 2012 HONOR AWARD

*American Society of Landscape Architects, Minnesota Chapter*

**Metropolitan Council Stormwater Reuse Guide**

## 2012 MERIT AWARD

*American Society of Landscape Architects, Minnesota Chapter*

**Osseo Central Avenue Streetscape; Osseo, MN**

## 2012 MERIT AWARD

*American Society of Landscape Architects, Minnesota Chapter*

**North Creek Greenway and Minnesota River Greenway Master Plans; Dakota County, MN**

## 2012 PARTNERSHIP IN PLANNING AWARD

*American Planning Association, Minnesota Chapter*

**Dakota County Greenway Collaborative; Dakota County, MN**

## 2011 PROJECT OF THE YEAR AWARD

*City Engineers Association of Minnesota*

**Osseo Central Avenue Reconstruction; Osseo, MN**

## 2010 PRESERVATION AWARD

*Minnesota Preservation Alliance*

**Red Wing Downtown Action Plan; Red Wing, MN**

## 2010 MERIT AWARD FOR PLANNING AND RESEARCH

*American Society of Landscape Architects, Minnesota Chapter*

**Red Wing Downtown Action Plan; Red Wing, MN**

## 2009 HONOR AWARD FOR PLANNING AND RESEARCH

*American Society of Landscape Architects, Minnesota Chapter*

**UMore Park: A University Founded Community; Rosemount, MN**

## 2009 HONOR AWARD FOR PLANNING AND RESEARCH

*American Society of Landscape Architects, Minnesota Chapter*

**Saint Paul Park and Recreation Vision Plan; Saint Paul, MN**

## 2007 MERIT AWARD FOR PLANNING

*American Society of Landscape Architects, Minnesota Chapter*

**Bassett Creek Valley Master Plan; Minneapolis, MN**

## 2007 MERIT AWARD FOR PRIVATE LANDSCAPE DESIGN

*American Society of Landscape Architects, Minnesota Chapter*

**Chevalle, A Country Estate; Chaska, MN**

## 2005 MINNEAPOLIS PRESERVATION AWARD

*Minneapolis Heritage Preservation Commission*

**University of Minnesota Southeast Heating Plant; Minneapolis, MN**