

DATE: December 6, 2022

**CONSENT**

**TO:** Mayor and City Council

**FROM:** Kristina Handt, City Administrator

**AGENDA ITEM:** Approve Landscape Architect Contract

---

**BACKGROUND:**

The city council interviewed three firms to provide landscape architect services at the November work session and directed staff to work with HKGi to bring back a contract for the next 5 years.

**ISSUE BEFORE COUNCIL:**

Should the Council approve the contract with HKGi for Landscape Architect Services for 2023-2027?

**PROPOSAL DETAILS/ANALYSIS:**

The contract proposal included on the HKGi submittal has been reviewed by the city attorney and is included in your packet.

**FISCAL IMPACT:**

As mentioned previously, most of the costs will be paid for through developer escrows. The general fund would cover any landscape architect services on city projects (medians, ordinance updates, etc) at the hourly rates noted in the contract.

**OPTIONS:**

- 1) Approve the contract with HKGi for landscape architect services
- 2) Amend and then approve the contract with HKGi for landscape architect services
- 3) Do not approve a contract for landscape architect services

**RECOMMENDATION:**

If removed from consent agenda:

***“Motion to approve the contract with HKGi for landscape architect services for 2023-2027”***

**ATTACHMENTS:**

- **HKGi Contract for 2023-2027**
- **HKGI Proposal (Attachment A)**

**AN AGREEMENT BETWEEN THE CITY OF LAKE ELMO, MINNESOTA AND  
HOISINGTON KOEGLER GROUP INC. FOR LANDSCAPE ARCHITECTURE SERVICES**

This Agreement outlines a Scope of Services, Fee Schedule and other elements which together constitute an agreement between the **City of Lake Elmo**, a Minnesota municipal corporation hereinafter referred to as the CLIENT, and **Hoisington Koegler Group Inc.**, a Minnesota corporation, hereinafter referred to as the CONSULTANT for professional services related to landscape architecture services, hereinafter referred to as the PROJECT.

The CLIENT and CONSULTANT agree as set forth below:

**A. TERM AND BASIC SERVICES**

The term of this Agreement shall be for a period of five years starting on January 1, 2023 and ending on December 31, 2027.

The CONSULTANT will work with the CLIENT staff to assist as needed with landscape architecture services as detailed in the CONSULTANT'S proposal that is attached to this Agreement as Exhibit A. In order to manage costs associated with this effort, all work must be authorized by the CLIENT'S Project Manager via email work order to the CONSULTANT'S project manager. The CLIENT'S project manager is the Planning Director. In the event the Planning Director is unavailable, the Planner will serve as back-up project manager. The CONSULTANT'S project manager is Paul Paige. In the event Paul Paige is unavailable, Bryan Harjes and Gabrielle Grinde, will serve as the back-up project managers for the CONSULTANT. The project manager will not be replaced on the project without the authorization via email from the CLIENT Project Manager.

**B. FEES FOR PROFESSIONAL SERVICES**

The CONSULTANT agrees to complete basic services as outlined in Section A of this Agreement and subsequent work orders above per this Agreement. The CLIENT agrees to pay the CONSULTANT for PROJECT services rendered based on the CONSULTANT'S current hourly rate schedule included in Exhibit A, as adjusted annually, plus incidental expenses or a negotiated fee as authorized by the CLIENT Project Manager.

Invoices will be submitted electronically (PDF form) to the CLIENT on a monthly basis as work is completed and shall be payable within 30 days in accordance with this Agreement.

**C. INSURANCE**

CONSULTANT shall maintain insurance of the kind and in the amounts shown below for the life of this Agreement. Certificates for General Liability Insurance should state that the CLIENT, its officials, employees, agents and representatives are Additional Insureds. The

CLIENT reserves the right to review CONSULTANT'S insurance policies at any time to verify that contractual requirements have been met.

1. Commercial General Liability Insurance
  - \$2,000,000 per occurrence
  - \$3,000,000 general aggregate
  - \$300,000 damage to rented premises
  - \$15,000 medical expenses
  
2. Umbrella Liability
  - \$1,000,000 per occurrence
  - \$1,000,000 general aggregate
  - \$10,000 self-insured retention
  
3. Worker's Compensation and Employer's Liability
  - a. Worker's Compensation per Minnesota Statutes
  - b. Employer's Liability
    - \$500,000 per accident;
    - \$500,000 per employee;
    - \$500,000 per disease policy limit.
  
4. Professional Liability Insurance
  - \$2,000,000 per claim
  - \$2,000,000 annual aggregate

D. **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.

E. **EQUAL OPPORTUNITY**

During the performance of this Agreement, 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 ensure 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 sub-consultants for such work to incorporate such requirements in all subcontracts for program work.

**F. INDEMNIFICATION**

CLIENT and CONSULTANT agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives, from and against liability for all claims, losses, damages, and expenses, including reasonable attorney's fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of the CLIENT and CONSULTANT, they shall be borne by each party in proportion to its negligence.

**G. 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 CLIENT 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 sixty (60) days prior to the date of termination.
3. Neither the CLIENT 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, the Consultant shall be entitled to fees earned through the effective date of termination.

**H. DISPUTES**

In the event the CLIENT and the CONSULTANT are unable to reach agreement under the terms of this Agreement, disputes shall be submitted to mediation prior to either party commencing suit regarding same.

**I. REVOCATION**

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

**J. DATA PRACTICES**

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the CONSULTANT because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended (“MGDPA”), the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

Most data created or provided by the CONSULTANT to the CLIENT will be considered to be public data under the MGDPA, with the exception of trade secret data as it is defined by Minnesota Statutes Section 13.37, subdivision 1 (b) and subdivision 2. Should the CLIENT receive a request for data that CONSULTANT wishes to assert is trade secret data, CONSULTANT shall immediately notify the CLIENT of its assertion and the reason for its assertion. The CONSULTANT shall be responsible for the costs of defending the assertion should it be challenged.

**K. RECORDS - AVAILABILITY AND RETENTION**

The CONSULTANT agrees that the CLIENT or any of its duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the CONSULTANT and invoice transactions relating to this Agreement.

The CONSULTANT agrees to maintain these records for a period of six (6) years from the date of termination of this Agreement.

**L. MERGER AND MODIFICATION**

It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

**M. INDEPENDENT CONTRACTOR**

All services provided pursuant to this Agreement shall be provided by the CONSULTANT as an independent contractor and not as an employee of the CLIENT for any purpose. Any and all officers, employees, subcontractors, and agents of the CONSULTANT, or any other person engaged by the CONSULTANT in the performance of the services pursuant to this Agreement, shall not be considered employees of the CLIENT. Any and all actions which arise as a consequence of any act or omission on the part of the CONSULTANT, its employees, subcontractors, or agents, or other persons engaged by the CONSULTANT in the performance of services pursuant to this Agreement, shall not be the obligation or responsibility of the CLIENT. The CONSULTANT, its employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the CLIENT's employees, except as otherwise stated in this Agreement.

**N. AUTHORIZATION**

IN WITNESS WHEREOF, the CLIENT and the CONSULTANT have made and executed this Agreement for Professional Services.

This \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**CLIENT:**

**City of Lake Elmo, Minnesota**

By: \_\_\_\_\_

Charles Cadenhead

Its: Mayor

By: \_\_\_\_\_

Julie Johnson

Its: City Clerk

**CONSULTANT:**

**Hoisington Koegler Group Inc.**



---

Name: Paul Paige

Title: President

**EXHIBIT A**

**Copy of Proposal**

**[to be attached]**





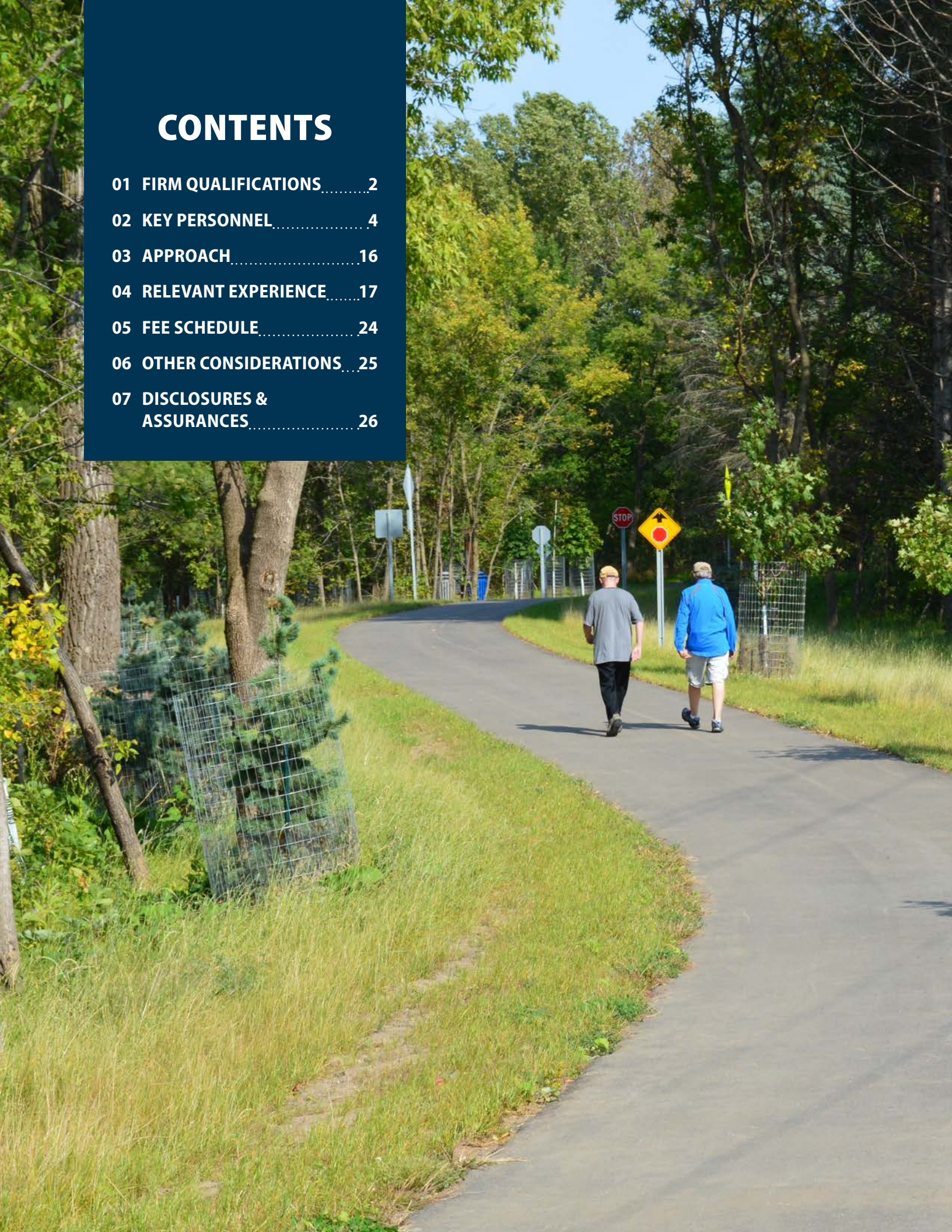
PROPOSAL FOR  
**CONTRACTED LANDSCAPE  
ARCHITECTURE SERVICES**  
**LAKE ELMO, MINNESOTA**



Prepared by HKGi  
October 5, 2022

# CONTENTS

01 FIRM QUALIFICATIONS.....	2
02 KEY PERSONNEL.....	4
03 APPROACH.....	16
04 RELEVANT EXPERIENCE.....	17
05 FEE SCHEDULE.....	24
06 OTHER CONSIDERATIONS.....	25
07 DISCLOSURES & ASSURANCES.....	26



October 5, 2022

Kristina Handt, City Administrator  
City of Lake Elmo  
3800 Laverne Ave. N.  
Lake Elmo, MN 55042

Dear Ms. Handt and Members of the Review Committee,

I am pleased to submit HKGi’s qualifications for consideration to provide the City of Lake Elmo with contracted Landscape Architecture services.

HKGi has been providing municipal and other public sector clients with community planning and design services since 1982. Our staff includes eight licensed landscape architects and four designers with degrees in landscape architecture. We pride ourselves on providing clients with reliable and responsive service, leveraging our creativity and experience to address each community’s unique character and needs. Our approach emphasizes listening to community members and stakeholders and using the design process to address their concerns and desires.

For this particular project, our firm’s qualifications are enhanced by the fact that our staff also includes four certified community planners and an additional three staff members who have training and experience as community planners. Much of the work anticipated under this contract resembles the day-to-day planning services that HKGi provides for multiple municipal clients. Several of our staff planners dedicate 80-90% of their billable time to day-to-day planning services, which involve development application reviews and reports to planning commissions, zoning ordinance reviews and revisions, and other general community planning topics. Our landscape architects frequently provide support for site reviews to ensure that proposed developments are in compliance with municipal development codes. Our staff understand the sensitive nature of these reviews, both from a timeliness standpoint and from a client service standpoint, and are well-prepared to provide these services to the City of Lake Elmo.

As you will see in this proposal and from speaking with current and past clients, HKGi also brings substantial experience and skill in a variety of community design topics. From park, trail and streetscape design to construction administration services, HKGi delivers reliable, high-quality client services.

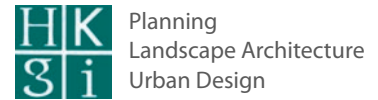
If you have questions about our qualifications, please don’t hesitate to contact me at the contact information listed below. We appreciate the opportunity to be considered to provide these services, and we look forward to speaking with you soon.

Sincerely,

**Paul Paige, PLA | President  
Principal in Charge**

612-940-5285

paul@hkgi.com



612.338.0800

www.hkgi.com

800 Washington Ave. N.  
Suite 103  
Minneapolis, MN 55401

**STAFFING**

- 4 Certified Planners
- 8 Licensed Landscape Architects
- 7 Planners/Urban Designers
- 1 Communications Staff



**COLLABORATE  
LISTEN  
EXPLORE  
CREATE**



## FIRM QUALIFICATIONS

### **HKGi**

HKGi was established in 1982 to provide community-based planning and landscape architecture services to clients throughout the Upper Midwest.

Our objective is to help clients build great places for people to live, work, and play. We achieve this objective by using a community-based approach that emphasizes listening to the ideas, needs, concerns and desires of community stakeholders, and then using that input as the foundation for our planning and design work.

Regardless of whether we are developing a park master plan, a set of streetscape improvements, or conducting development application reviews, our planning and design process emphasizes collaboration, clear and timely communication, listening to the community, and providing sound advice and guidance on community development issues to our public sector clients.

### **Other City Landscape Architecture Clients**

HKGi currently provides on-going planning and landscape architectural review services in varying capacities for the cities of Greenfield, Kasson, Lindström, Marine on St. Croix, Mound, St. Francis and Richmond.

For these clients, our services typically include coordinating with staff, reviewing applications for completeness, maintaining statutory review schedules, reviewing plans, preparing staff reports,

drafting resolutions or ordinances, coordinating with legal on development agreements or maintenance agreements, providing constructive feedback to applicants (both seasoned developer/designers as well as do-it-yourself applicants) and presenting materials to advisory boards and elected officials. In some cases, this work includes on-site inspection and construction administration to ensure landscape or grading installation is done according to approved plans.

For these communities, our landscape architects and planning staff also provide project specific work including:

- » Area master planning or redevelopment studies
- » Detailed or specialized zoning districts or strategies (such as shorelands ordinance or landscape ordinances)
- » CIP planning and asset management
- » Comprehensive planning
- » Park system planning
- » Park and trail master planning, design and construction documentation and administration
- » Streetscape design and construction

You will find that our team of landscape architects and planners have both breadth and depth of experience in community development, planning, and design. With this well-rounded array of experience, our staff not only reviews plans for conformance but also helps shape plans that benefit both the applicant and community.

In addition, we have provided services on an interim basis (during staff transitions, temporary leave, or periods of excessive project demands) for a number of clients including Carver, Richfield, Stillwater, and St. Louis Park.

## **Familiarity with City of Lake Elmo**

HKGI's experience working in the City of Lake Elmo includes conducting a development master plan study in Section 16 between 38th Street North and Stillwater Boulevard North east of Ideal Avenue North. This study was conducted in collaboration with FOCUS Engineering for the City of Lake Elmo and was completed in May, 2020.

HKGI also served as a subconsultant to Leo Daly for a Municipal Facility Site Study. This study was conducted for the City of Lake Elmo, and HKGI's involvement in that project concluded in May, 2022.

In addition to these two projects, HKGI was the lead author of the MOVE: Bicycle-Pedestrian Plan for Washington County. This project included an inventory of bicycle-pedestrian facilities throughout the county, including in Lake Elmo, and also identified potential improvements to Washington County's bicycle and pedestrian infrastructure. This project included engagement with county residents and municipal staff from cities within Washington County.

## **Client Service**

HKGI's approach emphasizes responsive client service, which means that our professionals are proactive in communicating with City staff and providing timely responses that meet client deadlines and expectations. Timeliness is particularly important when providing development application review services as legal statutes require review and response within a proscribed amount of time. HKGI's planners and landscape architects are accustomed to executing development application reviews according to both state and municipal requirements and guidelines and assign these reviews the highest priority.

HKGI's community-based approach also means that the firm's objective is to develop plans and designs that take their direction from the client and local stakeholders. We use the community's values, needs, and desires as the foundation for our work. We leverage our technical skills and knowledge to produce strategies, plans, and designs that are appropriate for the community and will help them achieve their long-term goals and vision.

For development application review services, it is HKGI's objective to provide clients with sound community planning and design advisory services. This charge means that we provide the City with professional guidance according to planning and design best practices and in adherence to legal and ethical guidance and practices. Our role is to provide information and guidance so local leaders can make well-informed decisions about development occurring in their communities.

## **Ethics and Conflicts of Interest**

As a consultant firm that works for both public and private sector clients, potential conflicts of interest can occasionally present themselves. HKGI is not currently conducting work for any private sector clients in Lake Elmo and the firm currently has no potential conflicts of interest that would impact the firm's ability to conduct development application reviews for the City of Lake Elmo. Should a potential conflict of interest arise, however, an HKGI Principal would notify the appropriate City staff member or members and engage them in a discussion regarding the appropriate course of action.

HKGI takes ethics and conflicts of interest seriously. As consultants to public sector clients, maintaining the trust of both our clients and the public is paramount. Therefore, we stress open communication and transparency to ensure that we avoid any conflicts of interest that might negatively impact our public sector clients' or the public's faith in our ability to act in their best interests.



## KEY PERSONNEL

### Key Personnel

HKGi offers a multi-disciplinary team of landscape architects and planners who will be available to conduct work under this contract. While the City of Lake Elmo is seeking licensed landscape architects for work under this contract, HKGi will also make planners available to provide advice and guidance as needed, particularly for development application review services. As indicated previously in this proposal, HKGi provides similar services for several metropolitan-area communities and our planning team has decades' worth of experience responding to development applications on behalf of municipalities.

The HKGi team members available for work related to this contract are listed below, along with their current availability for the first six months of this contract. Resumes for these staff members begin on page 6.

**Paul Paige, PLA**, is President of HKGi and will administer this contract. He will serve as the initial point of contact for this proposal and for work conducted under this contract. He will be responsible for assigning projects to HKGi staff members whose skill set and experience best fit the needs of the project.

Paul will also provide quality control services for landscape architecture-related review and design services, as needed. He could potentially serve as Project Manager for park, trail, site, or streetscape design projects if needed.

Availability - 40%

**Bryan Harjes, PLA**, Vice President, will provide quality control services as appropriate, and he will be available to provide project management and landscape architecture leadership for park, streetscape, and site design projects as well as for assignments related to design guidelines or other community design topics.

Availability - 40%

**Gabrielle Grinde, PLA**, Vice President, will provide quality control services as appropriate. She will also be available to provide project management and landscape architecture leadership for park, trail, and site design projects.

Availability - 60%

**Brad Scheib, AICP**, Vice President, will provide planning oversight and advisory services as needed. He will assist in identifying appropriate planning staff to assist in development application reviews and other planning services whenever they are required for work conducted under this contract.

Availability - 30%

**Sarah Evenson, PLA**, will provide landscape architecture services. She has experience conducting development application reviews and has developed planting plans, design guidelines, design documentation, and construction documentation for site improvements. Sarah also brings a background in natural resources planning.

Availability - 65%

**Tim Solomonson, PLA**, will provide landscape architecture services to the City. He has experience conducting development application reviews and has developed planting plans, design documentation, and construction documentation for site improvements, trail improvements, and wayfinding signage projects. He has also provided construction administration services on several projects, including cost estimation and bid support.

Availability - 40%

**Grace Chryssomallis, PLA**, will provide landscape architecture services for this contract. Grace has experience conducting development application reviews and is available to contribute to design projects as needed.

Availability - 60%

**Amy Bower, PLA**, will be available to provide landscape architecture services related to planting plans, cost estimation, site design, construction

documentation, bid support, and construction administration. She has more than two decades of experience providing design and construction services to clients throughout the state of Minnesota.

Availability - 60%

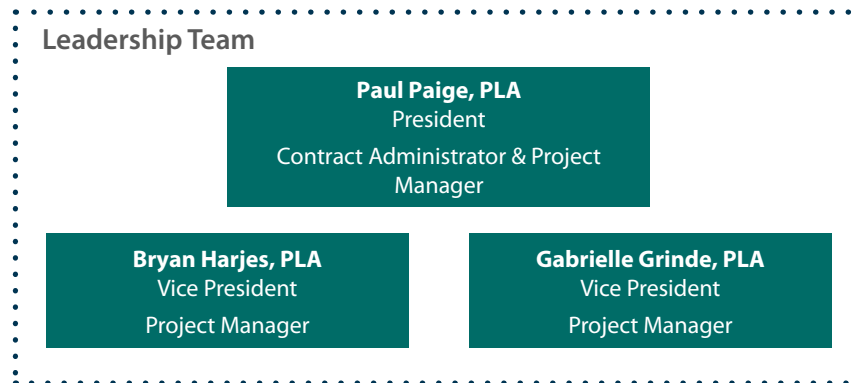
**Beth Richmond, AICP**, will provide planning services as needed for development application reviews. She provides planning services to several municipal clients and brings strong knowledge of zoning ordinances and other regulatory tools.

Availability - 40%

**Natalie Brown, Certified Planner Candidate**, will also provide planning services for development application reviews. Natalie has experience as a municipal planner and brings knowledge and experience working with development codes.

Availability - 65%

## Organizational Chart





Paul provides design and landscape architecture leadership for many of HKGi's streetscape and site design projects. He has provided quality control oversight and design guidance on a wide range of projects, with a particular focus on design and construction administration for streetscapes and public plazas, park and trail improvements, site improvements, and other public space design.

In addition to his design development and construction documentation development experience, Paul has also played a valuable creative design role in preliminary planning and design phases. His creativity during the concept development phase, combined with his implementation experience, enables the design team to more fully evaluate potential design directions and find the right balance between innovation, feasibility, functionality, and aesthetics.

### Relevant Project Experience


- » Veterans Memorial Park | Chaska, MN
- » Spring Lake Park Improvements and Pickleball Courts | Prior Lake, MN
- » Prairie Park Improvements and Pickleball Courts | Otsego, MN
- » Normandale Lake Bandshell | Bloomington, MN
- » Fire Station #1 Site Design | Burnsville, MN
- » River's Edge Commons | Elk River, MN
- » Downtown Streetscape and Public Space Design | Chaska, MN
- » Fernbrook Fields Athletic Complex | Maple Grove, MN
- » Twin Lakes Parkway Design | Roseville, MN
- » Lake Ann Park Improvements | Chanhassen, MN
- » Rice Marsh Lake Trail | Chanhassen, MN

## Paul Paige

PLA

### President

 612.940.5285

 paul@hkgi.com

### Years of Experience: 33

### Education

Bachelor of Landscape Architecture -  
University of Minnesota

### Registration

Landscape Architect, Minnesota, License No.  
23594

### Awards

- 2020 MRPA Excellence Award - River's Edge Commons Expansion - Elk River
- 2020 MRPA Excellence Award - Fernbrook Athletic Fields Complex - Maple Grove
- 2017 MN APA Success Stories in Implementation - Downtown Chaska Master Plan and Streetscape
- 2015 ACEC-MN Excellence in Engineering Honor Award - Buffalo Downtown Commons
- 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






# Bryan Harjes

PLA, LEED AP

Vice President

 612.252.7124

 bryan@hkgi.com

Bryan is experienced at providing leadership for a broad range of planning and design projects and his involvement in numerous award-winning projects attests to his expertise and creativity as an urban designer. He emphasizes high quality solutions that fulfill community needs such as enhancing connectivity and promoting sustainability and market and fiscal viability.

He brings creativity, an ability to lead and facilitate idea generation, and strong critical thinking skills to his project work. His contributions are particularly effective in public workshop and charrette environments, where his ability to listen to ideas and transform them into drawings enables participants to envision and evaluate potential development scenarios.

## Relevant Project Experience

- » Development Concept Planning | Lake Elmo, MN
- » Municipal Facility Site Study | Lake Elmo, MN
- » Springbrook Nature Center | Fridley, MN
- » Oxbow Nature Center | Olmsted County, MN
- » Holyoke Ave. Streetscape Improvements | Lakeville, MN
- » Landscape Median Guidelines | Bloomington, MN
- » Wayfinding and Signage Master Plan and Design | Hutchinson, MN
- » Vista Pines Neighborhood Park | Inver Grove Heights, MN
- » Minnehaha Park Refectory Site Plan - Sea Salt | Minneapolis, MN
- » Columbia Arena Redevelopment Study | Fridley, MN
- » Little Canada Road Streetscape | Little Canada, MN
- » Soldier's Field Memorial Park Master Plan | Rochester, MN

**Years of Experience: 23**

## Education

Master of Landscape Architecture and  
Bachelor of Environmental Design,  
University of Minnesota

## Registration

Landscape Architect, Minnesota, License No.  
42954; Michigan License No. 3901001779

## Awards

- 2022 MN APA Success Stories in  
Implementation Award - Woodbury Urban  
Village Master Plan
- 2021 ASLA-MN Honor Award for Planning  
and Urban Design - Minnehaha Parkway  
Regional Trail Master Plan
- 2018 ASLA-MN Merit Award for Planning  
and Urban Design - St. Louis River Estuary  
National Water Trail Master Plan - Duluth-  
Superior
- 2016 AIA Minneapolis Preservation Award  
- Minnehaha Park Refectory Renovation,  
Minneapolis
- 2015 ACEC-MN Engineering Excellence  
Honor Award - Buffalo Commons, Buffalo,  
MN
- 2014 APA-IA Innovation in Economic  
Planning and Development Award - Merle  
Hay Road Gateway Redevelopment Master  
Plan, Johnston, IA



# Gabrielle Grinde

ASLA, PLA

Vice President

 612.252.7141

 gabrielle@hkgi.com

Gabrielle's range of experience includes working with communities on large scale planning efforts as well as small scale site improvements. Comprehensive community park, trail, recreation, and open space planning have been important components of Gabrielle's work. She has been a key contributor to planning efforts for Dakota County's innovative greenway network, including the development of design guidelines for the countywide network and master planning for each of the greenways in the system.

Gabrielle's ability to engage with stakeholders is a key element in the success of greenway planning efforts as is her skill at working with community members to develop creative solutions to planning and design challenges.

## Relevant Project Experience

- » Park and Recreation System Plan | Maple Grove, MN
- » Lake Ann Park Improvements | Chanhassen, MN
- » Countryside Park Site Design | Edina, MN
- » Greenway Guidebook and Greenway Master Plans | Dakota County, MN
- » Minnehaha Park Refectory Site Design | Minneapolis, MN
- » Eckert Blufflands Park Master Plan | St. Croix County, WI
- » Lumberjack Landing Park Master Plan and Improvements | Stillwater, MN
- » MOVE: Countywide Bicycle-Pedestrian Plan | Washington County, MN
- » Parks, Recreation, and Community Education Master Plan | Hutchinson, MN
- » Park and Recreation System Plan | Otsego, MN
- » Lakefront Park Master Plan | Prior Lake, MN

**Years of Experience: 14**

## Education

Master of Landscape Architecture, University of Minnesota

Bachelor of Arts-Political Science, University of Wisconsin-Madison

## Registration

Landscape Architect, Minnesota  
License No. 50416

## Awards

2020 MRPA Award of Excellence -  
Hutchinson Parks, Recreation and  
Community Education System Plan

2015 MN APA Planning in Context Award -  
Moorhead River Corridor Plan

2015 MN APA Innovation in Planning Award  
- Lanesboro Arts Campus Vision Plan

2015 MNDOT Stewardship Award in  
Transportation and the Natural Environment  
- River to River Greenway, Dakota County,  
MN

2015 ASLA-MN Merit Award for Analysis and  
Planning - Parks and Recreation Master Plan,  
Duluth, MN

2015 ACEC-MN Engineering Excellence  
Honor Award - Downtown Commons  
Enhancements, Buffalo, MN




## Brad Scheib

AICP

Vice President

 612.252.7122

 brad@hkgi.com

Brad has provided leadership and service for community planning initiatives throughout his career. He has been a leader at HKGi in the innovative use of technology to create community planning solutions, and he has been at the forefront of the firm's efforts to continually monitor and enhance its approach to leverage new technologies and methods.

Brad's primary project experiences include comprehensive planning, neighborhood redevelopment master planning, transit-oriented development, and regulatory tools. He has also provided general planning services for several communities throughout the state and the metropolitan region, assisting them with development application reviews and zoning ordinance interpretation and revision.

### Relevant Project Experience

- » General Planning Services | Greenfield, MN
- » General Planning Services | St. Francis, MN
- » General Planning Services | Victoria, MN
- » Bluff Creek Zoning Overlay District | Chanhassen, MN
- » Growth Area AUAR | Chanhassen, MN
- » General Planning Services | Farmington, MN
- » General Planning Services | St. Louis Park, MN
- » Development Services/Plan Review | Inver Grove Heights, MN
- » Northwest Area PUD | Inver Grove Heights, MN
- » Zoning Ordinance Revisions | Kasson, MN
- » General Planning Services | Medicine Lake, MN
- » Zoning Ordinance Update | Moorhead, MN
- » Zoning Ordinance Updates | Newport, MN

**Years of Experience: 28**

### Education

B.S., Community and Regional Planning - Iowa State University

Minnesota Real Estate Certificate - Prosource Educational Services

Form-Based Codes Institute Certificate of Completion

### Registration

American Institute of Certified Planners - Cert. #013665

### Awards

2022 IA APA Burnham Award for a Comprehensive Plan, Thrive 2040, Johnston, IA

2019 WI APA Innovation in Planning Award - Comprehensive Plan for the City of New Richmond

2019 MN APA Excellence in Community Engagement Award - 2040 Red Wing Community Plan

2015 MI APA Daniel Burnham Award for a Comprehensive Plan - Comprehensive Plan for the City of Ironwood

2015 MN APA Planning in Context Award - Moorhead River Corridor Master Plan

2015 ACEC-MN Engineering Excellence Grand Award - Designing a City for Zero Discharge; Inver Grove Heights


2010 MN Preservation Award and 2010 MN-ASLA Merit Award for Planning and Research - Red Wing Downtown Action Plan



## Sarah Evenson

PLA

Landscape Architect

 sarah@hkgi.com

**Years of Experience: 11**

### Education

Master of Landscape Architecture and  
Bachelor of Environmental Design -  
University of Minnesota

### Registration

Landscape Architect, Minnesota  
License No. 53008

### Awards

2021 ASLA Honor Award in Planning and  
Urban Design, Minnehaha Parkway Regional  
Trail Master Plan, Minneapolis

2019 MN APA Excellence in Community  
Engagement Award, 2040 Community Plan,  
Red Wing

2015 MN APA Excellence in Community  
Engagement Award, Great River Passage  
Interpretive Plan, Saint Paul

Sarah's background in urban ecology and green infrastructure combines with her strong graphic skill set to make her an essential contributor to landscape planning and site design projects. Her ability to think across scales and understand the complex and interrelated factors that influence a site allows her to express those processes graphically in a way that heightens a concept's understanding.

Sarah's creativity and understanding of design best practices have enabled her to make critical design contributions on several recent projects. She excels at collaborating with others to generate and explore a variety of potential design directions, and she is able to bring fresh ideas to the process and building off of the ideas that other bring to the discussion. At HKGi, Sarah's experience spans a variety of public work, including development application reviews, park planning, and site design.

### Relevant Project Experience

- » He Mni Can-Barn Bluff Park Master Plan | Red Wing, MN
- » Oxbow Nature Center Site Design | Olmsted County, MN
- » Grams Park Concept Plan and Nature Play Area | Sherburne County, MN
- » Eckert Blufflands Park Master Plan | St. Croix County, WI
- » Lumberjack Landing Park Master Plan | Stillwater, MN
- » Byllesby Regional Park Master Plan | Goodhue County, MN
- » Dakota County Public Library Site Design | South St. Paul, MN
- » Grant Writing | Dakota County, MN
- » Thompson County Park Master Plan | Dakota County, MN
- » Natural Resources Program Plan | Duluth, MN



# Tim Solomonson

PLA

Landscape Architect

 tim@hkgi.com

Tim is skilled at providing landscape architecture services on site, streetscape, public space, and trail and park design projects. These services include conceptual design, design development, construction documentation, cost estimation, and construction administration. He also has experience conducting development application reviews.

Tim also provides planning support for a variety of community planning and urban design initiatives. He provides visualization, GIS mapping, graphic design, and report layout and coordination services for land use and redevelopment plans, comprehensive plans, and park and trail master plans.

Tim is a veteran who has worked and interacted with a diverse range of peoples and cultures. His experience and skills enable him to provide support for many of HKGI's community engagement initiatives.

## Relevant Project Experience

- » Gleason Fields Improvements | Maple Grove, MN
- » Veterans Park Site Design | Chaska, MN
- » Bassett's Creek Park Improvements | Minneapolis, MN
- » Fernbrook Fields Athletic Complex | Maple Grove, MN
- » Government Center Stillwater Campus | Washington County, MN
- » Minnehaha Parkway Improvements | Minneapolis, MN
- » South Valley Park Site Design | Inver Grove Heights, MN
- » Downtown Square Park | Ironwood, MI
- » Andrews Park Site Design | Champlin, MN
- » Rambling River Center Site Plan | Farmington, MN
- » River to River Greenway Trail Design | Dakota County, MN

**Years of Experience: 10**

## Education

Master of Urban and Regional Planning,  
Master of Landscape Architecture, and  
Bachelor of Environmental Design,  
University of Minnesota

## Registration

Landscape Architect, Minnesota, License No.  
53837

## Awards

- 2018 ASLA-MN Merit Award for Planning and Urban Design - St. Louis River Estuary National Water Trail Master Plan
- 2017 MN APA Success Stories in Implementation Award - Downtown Master Plan and Streetscape Reconstruction, Chaska, MN
- 2015 MN APA Planning in Context Award - Red River Corridor Master Plan, Moorhead, MN



# Grace Chrissyomallis

PLA

Landscape Architect

 [grace@hkgi.com](mailto:grace@hkgi.com)

**Years of Experience: 6**

## Education

Master of Landscape Architecture, University of Minnesota

Bachelor of Environmental Design, University of Minnesota

## Registration

Landscape Architect, Minnesota  
License No. 59088

## Professional Awards

2019 Placemaking Award of Excellence -  
Visionary Place Award for Stewart Indian  
School Master Plan, ULI Nevada

## Personal Accomplishments

2015 Student Commencement Speaker,  
College of Design Bachelor's Graduate with  
Distinction

Dean's List: Fall 2009, Fall 2010-Spring 2012,  
Spring 2013

## Professional Activities

Women in Landscape Architecture, MN  
Chapter Co-Chair

Kimley-Horn Diversity & Inclusion  
Committee Co-Chair

U of M Student Mentorship Program Mentor

Grace is a licensed landscape architect whose skills and experience include site and planting design, master planning, community engagement, graphic design, visualization, and development application review. She has provided landscape architecture service on several park design and park system planning projects while at HKGI, including projects in Rochester, Hutchinson, St. Francis, and Rice County. Grace is also an active member of ASLA-MN and served as co-chair for WxLA-MN (Womxn in Landscape Architecture).

Grace brings an outstanding skill set to her project work including 3D visualization, digital illustration, and hand illustration, all of which enhance the capacity to create compelling visual communications materials for engagement and implementation efforts. She also has experience as a project manager and brings a collaborative spirit to the planning and design process.

## Relevant Project Experience

- » Fire Station Site Design | Apple Valley, MN
- » SHIP Grant Writing | Anoka and Dakota Counties, MN
- » Downtown Development Review | Chanhassen, MN
- » Splash Pad Concept Plan | Hutchinson, MN
- » Park System Plan | Rice County, MN
- » Soldiers Field Master Plan | Rochester, MN
- » Park System Plan | St. Francis, MN
- » Arts, Culture, Education Corridor Study | White Bear Lake, MN
- » La Grange Park Improvements | Red Wing, MN
- » High Cliff Trail Connection | E. Central Wisconsin RPC



## Amy Bower

PLA

Landscape Architect

 amy@hkgi.com

Amy provides design expertise for the schematic, and design development, and construction documentation and administration phases of site improvement projects.

Amy has more than two decades of experience providing landscape architecture services for projects throughout the state and the metropolitan region. She has designed all kinds of site and streetscape improvements, wayfinding and monument signage, and trails, parks, and recreational facilities. Her award-winning work can be seen throughout the state of Minnesota. Her background in industrial design combined with her experience as a landscape architect enables her to understand how to transform planning and design concepts into built work.

Amy also provides clients with valuable cost estimation services that aid clients in planning and budgeting for planning improvements.

### Relevant Project Experience

- » Fire Stations #2 and #3 Site Design | Plymouth, MN
- » Fire Station #1 Site Design | Burnsville, MN
- » Veterans Memorial Park | Chaska, MN
- » River's Edge Commons | Elk River, MN
- » Lakeville Arts Center Site Design | Lakeville, MN
- » Lindbergh Historic Site Design | Little Falls, MN
- » Stillwater Service Center Site Design | Washington County, MN
- » Downtown Streetscape Design | Chaska, MN
- » Springbrook Nature Center | Fridley, MN
- » Fernbrook Fields Athletic Complex | Maple Grove, MN
- » Old West Main Streetscape Design | Red Wing, MN

**Years of Experience: 25**

### Education

Masters of Landscape Architecture,  
University of Minnesota

B.S., Industrial Design, University of  
Wisconsin-Stout

### Registration

Landscape Architect, Minnesota  
License No. 41472

### Awards

2020 MRPA Excellence Award - River's Edge  
Commons Expansion - Elk River

2020 MRPA Excellence Award - Fernbrook  
Athletic Fields Complex - Maple Grove

2017 MN APA Success Stories in  
Implementation Award - Downtown Master  
Plan and Streetscape - Chaska, MN

2015 MnDOT Stewardship Award - River to  
River Greenway

2015 ACEC-MN Excellence in Engineering  
Honor Award - Buffalo Downtown  
Commons

2013 MN ASLA Merit Award and 2009 MRPA  
Award of Excellence - Elk River Rivers Edge  
Commons



## Beth Richmond

AICP

Planner



beth@hkgi.com

**Years of Experience: 5**

### Education

Master of Urban and Regional Planning,  
University of Wisconsin-Madison

B.A., Political Science, College of St. Benedict  
(MN)

### Registration

American Institute of Certified Planners -  
Cert. #32948

Beth provides general planning services to several of HKGi's municipal clients. She has proven to be a skilled, knowledgeable, and efficient planner who provides her clients with outstanding service for the review of development proposals, ordinance writing, and planning communications. In addition to general planning services, Beth assists with comprehensive planning, grant writing, and zoning ordinance writing and amendments. In a very short time Beth has become a seasoned professional who is skilled at working with clients and presenting important information to community boards, commissions, and decision makers. She has a strong working knowledge of planning practices and trends.

### Relevant Project Experience

- » General Planning Services | St. Francis, MN
- » General Planning Services | Lindström, MN
- » General Planning Services | Stillwater, MN
- » Zoning Ordinance Update | Kasson, MN
- » Housing Study | Grand Marais, MN
- » Uniform Development Code/Zoning Ordinance | Onalaska, WI
- » General Planning Services | Greenfield, MN
- » General Planning Services | Victoria, MN
- » General Planning Services | Byron, MN
- » Comprehensive Plan | St. Francis, MN
- » Comprehensive Plan | White Bear Lake, MN
- » SHIP Grant Writing | Dakota County, MN
- » General Planning Services | Maplewood, MN
- » General Planning Services | Medicine Lake, MN





## Natalie Brown

Planner

 natalie.brown@hkgi.com

**Years of Experience: 8**

### Education

Master of Environmental Planning and Design - University of Georgia

B.A., Environmental and Sustainability Studies - University of Minnesota-Duluth

GIS Certification

Natalie's planning background includes a focus on comprehensive and long-range planning, equitable community engagement, research, and GIS mapping and analysis. Her recent planning experience prior to joining HKGi includes a variety of planning projects for the Neighborhood Planning and Community Development Department for the City of Alexandria, VA, and brownfield planning for the Minnesota Pollution Control Agency (MPCA). These projects have included updating neighborhood plans, coordination and research surrounding implementation of a rails-to-trails conversion, research and mapping of floodplain impacts on affordable housing and development, and development review of large-scale redevelopment projects.

Natalie has earned GIS certification and is proficient in both ArcGIS and QGIS. She is also fluent in Spanish and has broad experience in brownfield redevelopment planning, nonprofit management, and local government experience.

### Relevant Project Experience

- » General Planning Services | Chaska, MN
- » Highway 8 Corridor Study | Chisago County, MN
- » General Planning Services | Maplewood, MN
- » General Planning Services | Medicine Lake, MN
- » Purple Line BRT Station Area Planning | Ramsey County, MN
- » Comprehensive Plan | Sauk Rapids, MN
- » Comprehensive Plan | Sherburne County, MN
- » Development Code Audit | St. Louis Park, MN
- » Comprehensive Plan | St. Michael, MN
- » Comprehensive Plan | Winona, MN



# APPROACH

## Review of Development Applications

Our approach to facilitating review of land use and development related applications includes the following key elements:

- » **Coordination** – these applications require close collaboration with the city development team. Our approach includes putting systems in place to manage file sharing, ensure communications of issues early, and checking off when those issues have been fully vetted and addressed.
- » **Scheduling** – our process includes establishing standard timelines for application review to ensure efficient processing and to ensure deadlines are clear and met. This includes both statutory review timelines as well as responsibilities to push out staff reports leaving ample time for review.
- » **Checklists** – we maintain checklists and templates for various standard reviews and reports. We can adapt our templates to the City of Lake Elmo or we can work with existing templates. This allows for thorough review of criteria and ensures key items are not missed.
- » **Quality control** – our team includes review by professional staff and a check by a senior level licensed staff prior to issuing staff reports or review comments.

**Our firm personnel has long standing and current direct experience working with the FOCUS Engineering Inc. team and is familiar with the context of Lake Elmo.**

## Project Management Approach

Our staff will work collaboratively with the City to establish a process for taking a project through the process from accepting the application to signing off on an as-built or release of security. This process includes coordination of various disciplines and ensuring the right project element gets reviewed by the right qualified professional (PLA, AICP, or PE for example).



## RELEVANT EXPERIENCE

### On-Call Planning and Design Services

Throughout the firm’s history HKGi has provided general planning and design services to communities throughout the state of Minnesota. In this capacity our planners and landscape architects provide a variety of services on a day-to-day or an as-needed basis. One of the primary services HKGi provides under this type of contract is the review of development applications to ensure that development proposals are in compliance with applicable development codes, design guidelines, and other regulatory tools. HKGi’s planners provide review services and report back to the Planning Commission or the City Council.

Under this type of contract HKGi often also provides other community planning and design services such as the revision of zoning ordinances, creation of design guidelines, or development of other regulatory tools or policies. Under this type of contract, HKGi has also conducted larger planning and design initiatives such as comprehensive, redevelopment and growth area planning; grant writing; strategic planning; and community design consultation and review services.

HKGi’s wide variety of in-depth planning experience has allowed us to build a broad base of knowledge about how different communities address community development challenges and issues. We are able to draw on many examples from our work and can use those examples to assist the City of Lake Elmo in achieving its development goals.

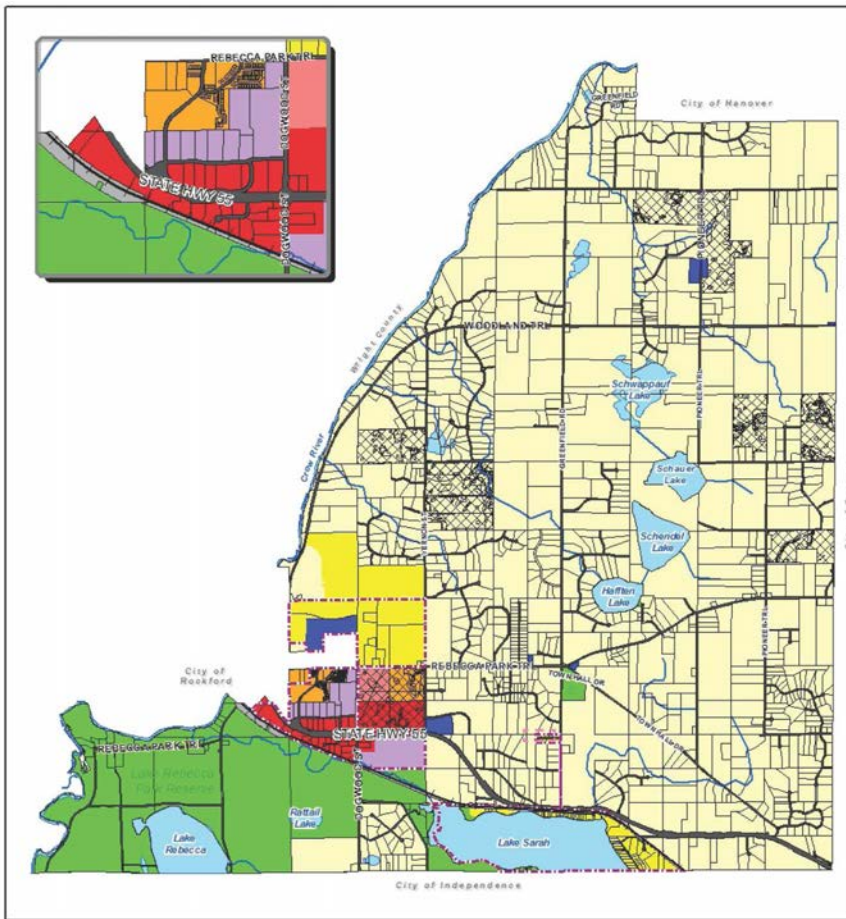
### Experience Examples

On the pages that follow, we have included examples from three of our current planning services clients. We have also included additional examples from communities in which we have provided more specialized landscape architecture services similar to some of the services identified in the City of Lake Elmo’s request for proposals.

Because of the scope of services provided in the example projects, several of HKGi’s staff members have been involved in project management and delivery.

#### CURRENT AND PAST GENERAL PLANNING AND DESIGN SERVICES CLIENTS

- » Bondurant, IA
- » Byron, MN
- » Chaska, MN
- » Faribault, MN
- » Greenfield, MN
- » Inver Grove Heights, MN
- » Kasson, MN
- » Lindström, MN
- » Maplewood, MN
- » Medicine Lake, MN
- » Monticello, MN
- » Moorhead, MN
- » Mound, MN
- » North Oaks Home Owner Association
- » Richmond, MN
- » Shoreview, MN
- » Shorewood, MN
- » St. Francis, MN
- » St. Louis Park, MN
- » Stillwater, MN
- » Victoria, MN



Source: Hennepin County Parcel Data, HKGi

## Future Planned Land Use



## Comprehensive Plan and General Planning Services

**Greenfield, Minnesota** - For several years HKGi has provided the City of Greenfield with planning services, which has included development application reviews, day-to-day planning services, and zoning ordinance revisions. HKGi also developed the City's 2040 Comprehensive Plan, which is designed to enable the community to preserve and maintain its rural residential character while also providing more diverse housing options.

Because Greenfield is experiencing suburban development pressures, HKGi has identified several strategies to help the community maintain its rural character even while new commercial and residential developments are being built. The attempt to protect natural resources and open spaces is one strategy to preserve the historic and desired rural character of the community. Using the guiding principle of "practice sustainability," this plan will encourage a development pattern and land use policy which endures over time, meeting both near-term and long-term needs through efficient, planned uses of land.



## HIGHLIGHTS

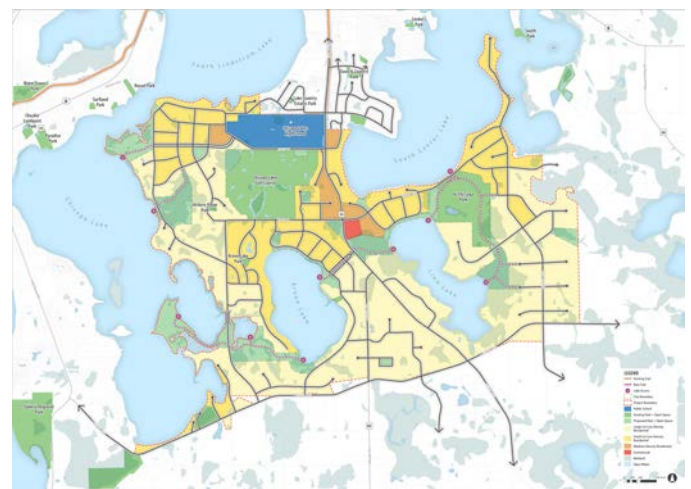
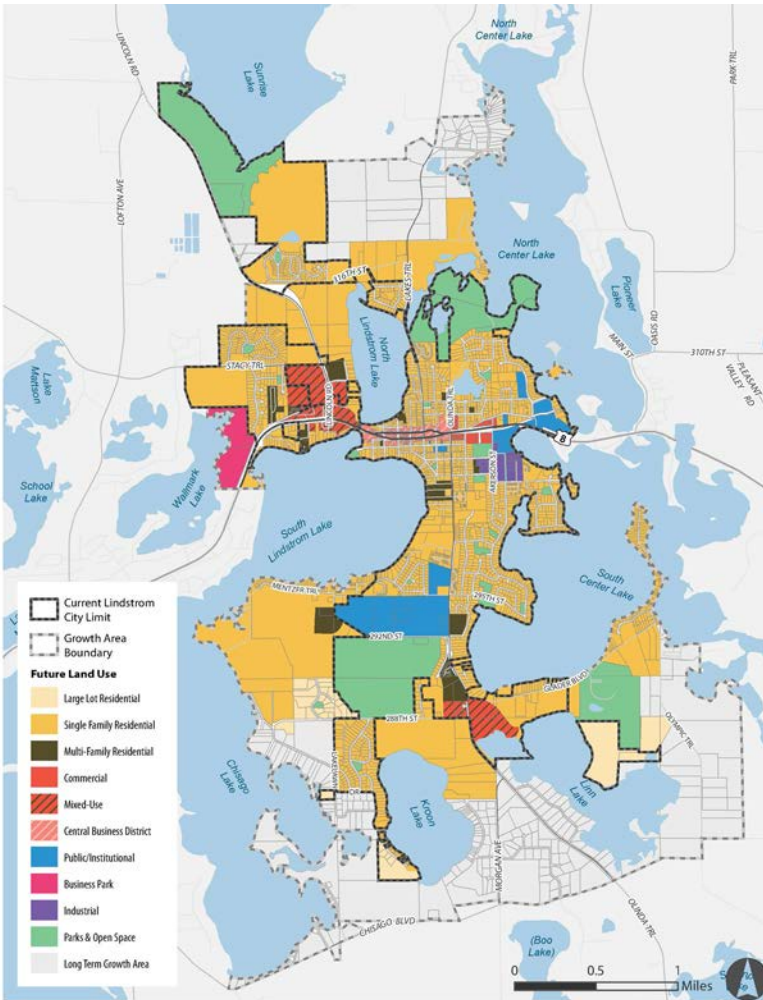
Strategies designed to preserve rural character by identifying open spaces, parks, and agricultural land

Village Center and medium-density residential land uses will help the community accommodate new residential uses

Denser commercial core located near Lake Rebecca Regional Park

## REFERENCE

Margaret Webb, City Administrator  
City of Greenfield  
763-477-6464  
mwebb@ci.greenfield.mn.us



## General Planning and Design Services

Lindström, Minnesota - HKGi has served as Lindström's consulting planner for the past five-plus years, providing general planning services including development application reviews, zoning ordinance writing, revision and review, and environmental reviews. In addition, HKGi's planners have conducted several special projects for the City including:

- » leading its current comprehensive plan update process, which is in the final stages of review and approval;
- » conducting a redevelopment study for a site along Highway 8;
- » developing the planning framework for future development of the City's growth area;
- » conducting a downtown redevelopment study;
- » conducting an analysis for a senior housing residential PUD;
- » conducting an orderly annexation study;
- » developing a subdivision concept for a small lakefront site; and
- » producing technical memoranda related to studies of vineyard and shoreline regulations.

## HIGHLIGHTS

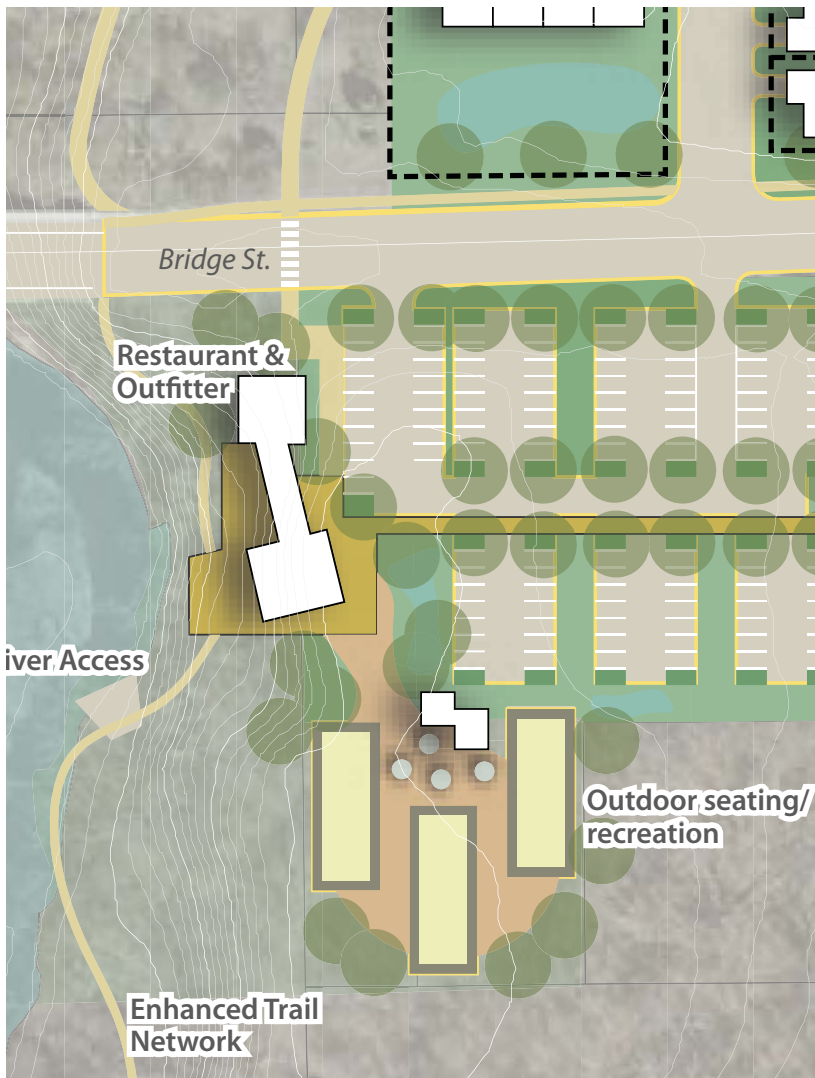
Assisting the City in planning for redevelopment in several key focus areas including the downtown and the Highway 8 corridor

Assisting the City in protecting its shorelines and other sensitive natural resources

Addressing the City's development growth issues, including development character and land use issues related to subdivision and annexation

## REFERENCE

John Olinger, City Administrator  
 City of Lindström  
 651-257-0625  
 jolinger@cityoflindstrom.us



Plan views and 3D renderings illustrate potential redevelopment concepts along the Rum River and new park improvements.



## Community Planning and Design Services

St. Francis, Minnesota - Since 2016, HKGi has provided the City with planning assistance both on a day-to-day basis as well as on individual park planning, park system planning, and comprehensive and downtown planning initiatives. Currently, HKGi is providing landscape architecture services for the creation of a new park, Siwek Park, and for improvements to other parks in the City's system. Recently, HKGi also helped the City write and implement zoning ordinance revisions and promote a redevelopment initiative at Bridge Street just east of the Rum River.

HKGi's day-to-day planning services include development application reviews and reports to Planning Commission and City Council, as needed. Assisting the City in balancing natural resource preservation with new development has been a key issue that HKGi has addressed as part of its planning services, including identifying strategies for leveraging the Rum River as an amenity to encourage and shape new growth.

HKGi's Downtown Master Plan for the City also provides a plan for improved safety and access to the downtown from Highway 47 and illustrates the community's desired character for new downtown development.

## HIGHLIGHTS

Projects have included a Downtown Master Plan, Comprehensive Plan, Park System Plan, Park Master Plans and Improvements, and Day-to-Day Planning Services

Visualizations developed by HKGi illustrate the community's desired development character

Zoning ordinance revisions and design guidelines intended to enhance and protect the character of the built environment in the downtown area

## REFERENCE

Kate Thunstrom, City Administrator  
City of St. Francis  
kate.thunstrom@stfrancismn.org  
763-267-6191



**INTERACTIVE MAPPING TOOL SUMMARY**

**LIKE THIS**

#	Likes	Dislikes	Comment
1	40	-	Please keep the walking trails.
2	20	1	Give the walking trails and ability to disappear into the woods. Would love to see sustainability efforts and education better integrated into this area.
3	16	-	Highest priority should be to maintain the natural wooded area. There are many facilities for activities in other parts of the park and in other places in Prior Lake. These woods are rare, valuable, and popular.
4	11	-	Love the sledding hill.
5	9	-	I think people that are unfamiliar with skateboarding and scootering tend to think of it in negative terms. Skateboarders get the wrong message from local authorities who limit or outlaw it at boarding and ignore its benefits. SKATEPARKS ARE THE SOLUTION! Young people need to feel like they are recognized and appreciated by their communities. Skateparks build healthy communities. For many of the kids, the skatepark becomes a home-away-from-home.
6	7	-	Community garden plots are great.
7	6	-	Plenty of parking.
8	6	-	Keep the baseball field in any case.
9	5	-	Butterfly garden is awesome!
10	2	-	Like that the park can be accessed by pedestrian walkways from numerous neighborhoods.
11	2	-	Like that the park can be accessed by pedestrian walkways from numerous neighborhoods.

## Park Planning and Improvements

Prior Lake, Minnesota - HKGi has provided planning and design services to the City of Prior Lake for several park improvements and long-term planning initiatives. Work conducted by HKGi includes working with a neighborhood to develop a vision and concept plan for Summit Ridge Park, a new neighborhood park; designing and conducting construction administration for new pickleball courts at Spring Lake Park; a concept plan for improvements at Watzl Beach; and a new master plan for Lakefront Park, which is one of the community's most popular parks and is the site of a variety of park program elements.

HKGi also conducted neighborhood engagement related to a series of park repurposing recommendations contained in the most recent system plan. The engagement process enabled community members to weigh in on the potential changes and helped city staff develop a better understanding of how each of the recommendations might impact community members and their use of each park.

## REFERENCE

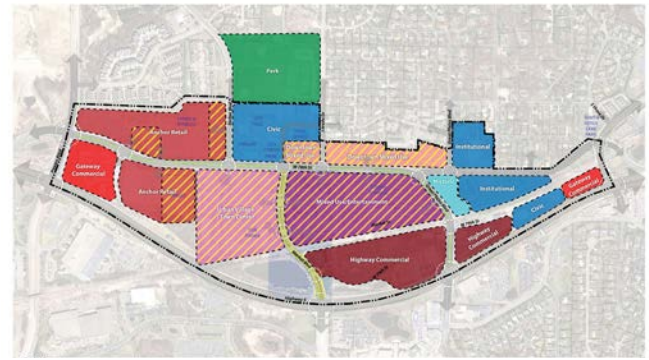
Andy Brotzler, Public Works Director  
City of Prior Lake  
952-447-9896  
abrotzler@priorlakemn.gov



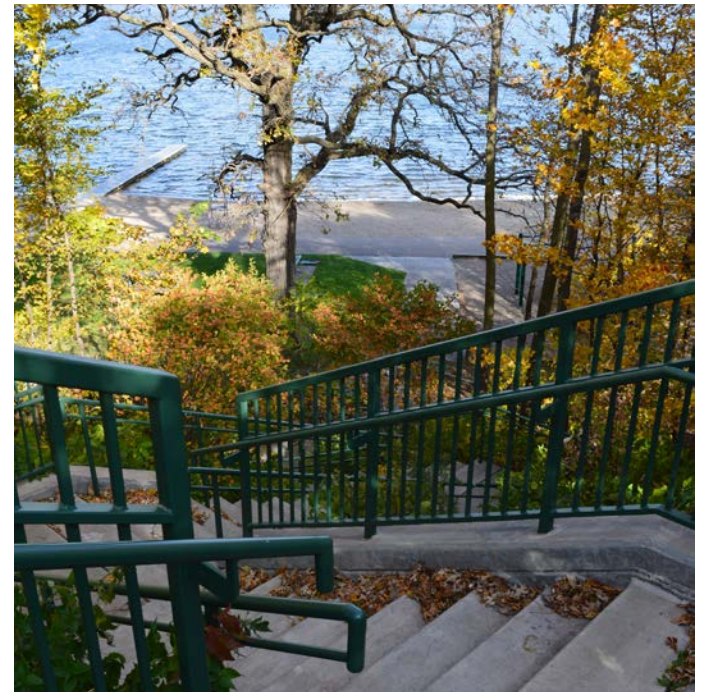
Click the link to visit the current StoryMaps site for the Lakefront Park Master Plan process  
(or visit <https://tinyurl.com/bp5trpyv>)



LAND USE AND SUB-DISTRICTS



DISTRICTS (LAND USE AND CHARACTER)



## Park, Trail, and Site Planning and Design

**Chanhassen, Minnesota** - HKGi has provided parks and recreation planning services for the City of Chanhassen since the firm's earliest days. Since that time, HKGi has also provided other design services for the City including growth area planning and design, downtown visioning, and civic campus concept planning. HKGi continues to provide high-quality service and has assisted the City with other special projects related to land acquisitions, community engagement, and feasibility studies.

The parks and recreation system plan HKGi developed for the City enabled the parks and recreation department to win City Council approval for establishing annual funding for parks maintenance and replacement. HKGi has continued to work with the City to implement maintenance and replacement of its park assets, saving money in the long-term while enabling them to maintain their outstanding parks facilities.

Other notable projects have included new pickleball courts, a high quality trail around Rice Marsh Lake, a reimagining of the City's civic campus, and a revised downtown vision that is compatible with the community's expectations for their downtown area.

## HIGHLIGHTS

- Design and construction of Rice Lake Marsh Trail
- Lake Ann Trail Feasibility Study of potential park expansion
- Coordinate annual park and playground maintenance/replacement

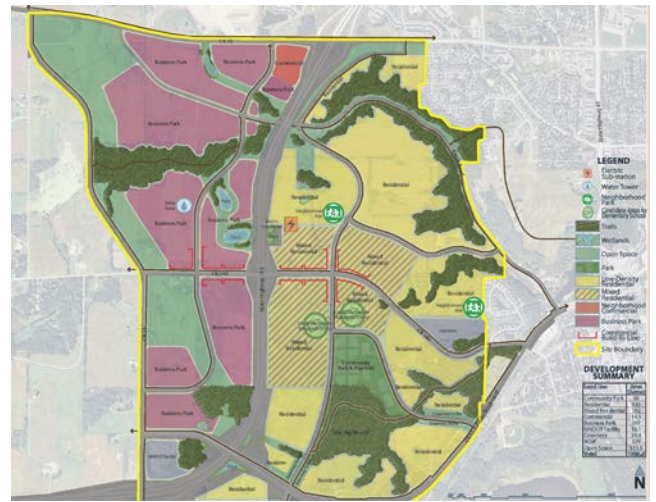
## REFERENCE

Jerry Ruegema  
Parks and Recreation Director  
City of Chanhassen  
JRuegema@ci.chanhassen.mn.us  
952-227-1121

Kate Aanenson  
Community Development Director  
City of Chanhassen  
KAanenson@ci.chanhassen.mn.us  
952-227-1139

Laurie Hokkanen  
City Manager  
City of Chanhassen  
952-227-1119  
LHokkanen@ci.chanhassen.mn.us





HKGI work includes (clockwise from top left): Historic Downtown Master Plan and Streetscape Planning and Reconstruction; Hwy. 41 Streetscape Reconstruction; Southwest Growth Area Plan; and Veterans' Memorial Park

## Community Redevelopment, Streetscape, Growth Area, and Park Planning and Design

Chaska, Minnesota - In recent years HKGI has provided leadership and planning expertise on several significant community projects in Chaska, which lies on the southwestern edge of the Twin Cities. Projects have included the 2040 Comprehensive Plan, Historic Downtown Master Plan, the Southwest Growth and Development Plan, downtown streetscape improvements, Veterans' Memorial Park, Lions Off-Leash Dog Park, community-wide wayfinding, the City Square West Redevelopment Design, a library site relocation study, a downtown signage ordinance, community-wide wayfinding planning, day-to-day planning services, and various land use planning studies.

HKGI's community design work in Chaska has focused on enabling the City to guide the character of new growth and facilitate redevelopment of downtown Chaska that will retain the area's historic character but increase pedestrian safety and comfort as well as opportunities for new housing and destination development. HKGI has also provided reliable and effective stakeholder engagement on behalf of the City and has helped shepherd several projects through to implementation.

### HIGHLIGHTS



MN APA 2014 Planning in Context for the Downtown Signage Design Guidelines

MN APA 2017 Success Stories in Implementation for the Downtown Master Plan

### REFERENCE

Nate Kabat  
Community Development Director  
City of Chaska  
nkabat@chaskamn.gov  
952-448-9200



Click the icon/text to see our Downtown Chaska video, or visit HKGI MN on YouTube.



# FEE SCHEDULE

## Fees and Rates

HKGi calculates fees for on-call planning and landscape architecture services based on the hourly rates listed in the right-hand column. Reimbursable expenses are billed according to the bottom half of the table.

If the need to conduct special projects arises, HKGi’s typical process is to work with the client to identify a scope and a fee for the project to ensure that both client and consultant have clear expectations regarding the project’s scope, schedule and budget. This approach also allows HKGi to tailor a scope to fit the client’s budget.

Invoicing from HKGi occurs on a monthly basis.

\*NOTE: Hourly rates listed are for 2022. Hourly rates are subject to 4% annual increases.

### HKGi Hourly Rates

Sarah Evenson	\$105/hr
Tim Solomonson	\$105/hr
Grace Chryssomallis	\$100/hr
Amy Bower	\$135/hr
Beth Richmond	\$95/hr
Natalie Brown	\$100/hr
Paul Paige	\$275/hr
Brad Scheib	\$250/hr
Bryan Harjes	\$250/hr
Gabrielle Grinde	\$190/hr

### Reimbursable Expenses

Mileage	Current Federal Rate/Mile
Photocopying BW	5¢/page
Photocopying Color	25¢/page
Outside Printing	Actual Cost
Large Format Scanning	Actual Cost



## OTHER CONSIDERATIONS

### Client Service

HKGi has developed long-term working relationships with several public sector clients partly due to the firm's emphasis on providing timely, professional, reliable, and efficient service that is responsive to the client's needs.

We create highly customized plans and designs that are rooted in our client communities. We take our direction from client and community input and strive to use our skills and knowledge to help them realize their visions for their communities.

Because we work with many public sector clients, we are also accustomed to collaborating with the client to determine a project work scope that fits within the client's desired timeline and within budget constraints. We maintain flexibility so we can conduct our work as efficiently as possible while still producing high quality service and deliverables.

### Broad-Based Services

HKGi staff members are versatile planners and landscape architects who have been able to provide a wide variety of community planning and design services. HKGi's staffing and level of expertise means the firm has the capability of ushering a project from planning concept or idea through to the completion of construction. Additional services HKGi provides include project management, grant writing, strategic planning, impact analyses, and needs assessments.

### Construction Services

HKGi's landscape architects provide experienced construction-related services including construction documentation, bid support, cost estimation, and construction administration. Staff have provided construction services on hundreds of projects throughout the state of Minnesota for more than thirty years.

HKGi's professionals are experienced at conducting field work and working with all kinds of vendors and contractors to ensure that they deliver durable, high-quality construction projects to our clients. We often serve as advocates for our clients, ensuring that the design intent that emerges from the community design process is represented in the final built project.

Our experience also means that we are able to deliver accurate, reliable cost estimates so our clients can better budget for future implementation initiatives. We take pride in seeing our plans and designs transformed into new parks, trails, and site improvements. We take a strategic approach from the very beginning of the design process to ensure that the plans and designs we create are feasible and can gain support from community members and leadership.

# DISCLOSURES & ASSURANCES

## **Applicant Authority**

As President of HKGi, Paul Paige is serving as signatory for this proposal and has the authority to represent the firm and to bind the firm to a contract. Other Principals listed in the proposal, Brad Scheib, Bryan Harjes, and Gabrielle Grinde, are also authorized to represent the firm and bind the firm to a contract.

## **Carrier and Coverage Limits**

HKGi's certificate of insurance is included on the facing page.

## **Conflict of Interest**

HKGi currently has no conflicts of interest that would interfere with the firm's ability to conduct the work outlined in this contract. HKGi will notify the appropriate City staff of any potential conflicts of interest, should any arise, if the firm is selected to execute this contract.

## **Proposed Contract Form**

Page 28 includes a sample contract that HKGi would propose to use as the foundation for an agreement for services. If selected for this project, HKGi would work with the City to modify the contract, as necessary.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/30/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Kraus - Anderson Insurance 420 Gateway Blvd Burnsville MN 55337	<b>CONTACT NAME:</b> Certificates Department	
	<b>PHONE (A/C. No. Ext):</b> 952-707-8200	<b>FAX (A/C. No):</b> 952-890-0535
<b>E-MAIL ADDRESS:</b> Certificates@kainsurance.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> RLI Insurance Company		13056
<b>INSURED</b> Hoisington Koegler Group Inc 800 Washington Ave N Suite 103 Minneapolis MN 55401	<b>HOISKOE-01</b>	<b>INSURER B:</b>
		<b>INSURER C:</b>
		<b>INSURER D:</b>
		<b>INSURER E:</b>
		<b>INSURER F:</b>

**COVERAGES**

CERTIFICATE NUMBER: 200479851


REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU <input checked="" type="checkbox"/> Broad Form PD GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			PSB0007398	5/12/2022	5/12/2023	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ Included
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PSA0002462	5/12/2022	5/12/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			PSE0003695	5/12/2022	5/12/2023	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	PSW0004281	5/12/2022	5/12/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Architects & Engineers' Professional Liability - Claims Made & Reported			RDP0047090	5/12/2022	5/12/2023	Per Claim Annual Aggregate	\$2,000,000 \$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

City of Lake Elmo 3880 Laverne Avenue North Lake Elmo MN 55042	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

**AN AGREEMENT BETWEEN THE CITY OF LAKE ELMO, MINNESOTA AND  
HOISINGTON KOEGLER GROUP INC.  
FOR LANDSCAPE ARCHITECTURE SERVICES**

This contract outlines a Scope of Services, Fee Schedule and other elements which together constitute an agreement between **Lake Elmo** hereinafter referred to as the CLIENT, and **Hoisington Koegler Group Inc.**, hereinafter referred to as the CONSULTANT for professional services related to municipal planning support services, hereinafter referred to as the PROJECT.

The CLIENT and CONSULTANT agree as set forth below:

**A. BASIC SERVICES**

The CONSULTANT will work with City staff to assist as needed with SERVICES TO BE INSERTED. In order to manage costs associated with this effort, all work must be authorized by the City Project Manager via email work order to Hoisington Koegler Group's project manager. The City's project manager is the TO BE INSERTED. In the event TO BE INSERTED is unavailable, the TO BE INSERTED will serve as back-up project manager. Hoisington Koegler Group's project manager is TO BE INSERTED, TO BE INSERTED. In the event TO BE INSERTED is unavailable, TO BE INSERTED, TO BE INSERTED, will serve as the back-up project manager for Hoisington Koegler Group. The project manager will not be replaced on the project without the authorization via email from the CLIENT Project Manager.

**B. FEES FOR PROFESSIONAL SERVICES**

The CONSULTANT agrees to complete basic services as outlined in Section A. and subsequent work orders above per this agreement. The CLIENT agrees to pay the CONSULTANT for PROJECT services rendered based on the CONSULTANT'S current hourly rate schedule included as Attachment A, as adjusted annually, plus incidental expenses or a negotiated fee as authorized by the City Project Manager.

Invoices will be submitted electronically (PDF form) to the CLIENT on a monthly basis as work is completed and shall be payable within 30 days in accordance with this Agreement.

**C. INSURANCE**

CONSULTANT shall maintain insurance of the kind and in the amounts shown below for the life of the contract. Certificates for General Liability Insurance should state that the CLIENT, its officials, employees, agents and representatives are Additional Insureds. The CLIENT reserves the right to review CONSULTANT's insurance policies at any time to verify that contractual requirements have been met.

1. Commercial General Liability Insurance
  - \$2,000,000 per occurrence
  - \$3,000,000 general aggregate
  - \$300,000 damage to rented premises
  - \$15,000 medical expenses

2. Umbrella Liability
  - \$1,000,000 per occurrence
  - \$1,000,000 general aggregate
  - \$10,000 self-insured retention
  
3. Worker’s Compensation and Employer’s Liability
  - a. Worker’s Compensation per Minnesota Statutes
  - b. Employer’s Liability
    - \$500,000 per accident;
    - \$500,000 per employee;
    - \$500,000 per disease policy limit.
  
4. Professional Liability Insurance
  - \$2,000,000 per claim
  - \$2,000,000 annual aggregate

D. **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.

E. **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 sub-consultants for such work to incorporate such requirements in all subcontracts for program work.

F. **INDEMNIFICATION**

CLIENT and CONSULTANT agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives, from and against liability for all claims, losses, damages, and expenses, including reasonable attorney's fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of the CLIENT and CONSULTANT, they shall be borne by each party in proportion to its negligence.

**G. 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 CLIENT 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 sixty (60) days prior to the date of termination.
3. Neither the CLIENT 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.

**H. DISPUTES**

In the event the CLIENT and CONSULTANT are unable to reach agreement under the terms of this contract, disputes shall be submitted to mediation prior to either party commencing suit regarding same.

**I. REVOCAION**

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

**J. DATA PRACTICES**

All data collected, created, received, maintained, or disseminated for any purposes by the activities of Consultant because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.



Trade Secrets: Assuming that the material that the organization would supply is not just proprietary, but also constitutes a trade secret under the Uniform Trade Secrets Act definition, it could be protected under Minn. Stat. Section 13.37 subd. 1(b) and subd. 2. The MGDPA definition of “trade secret information” tracks the language of the UTSA, and thus includes “government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.” If it meets this definition, then subd. 2 makes it nonpublic data with regard to data not on individuals, and private data with regard to data on individuals. Beyond the protections of this provision, it would be difficult for a city to keep a promise of confidentiality.

**K. RECORDS - AVAILABILITY AND RETENTION**

The Consultant agrees that the City or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Consultant and invoice transactions relating to this Agreement.

Consultant agrees to maintain these records for a period of three (3) years from the date of termination of this Agreement.

**L. MERGER AND MODIFICATION**

It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

**M. AUTHORIZATION**

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

This XXth day of month, 2022.

CLIENT:

**City of Lake Elmo, Minnesota**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed name

**CONSULTANT:**

**Hoisington Koegler Group Inc.**

\_\_\_\_\_  
Name: Brad Scheib  
Title: Vice President



**CREATING  
PLACES  
THAT  
ENRICH  
PEOPLE'S  
LIVES**