

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
DECEMBER 11, 2012 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Contract for Professional Services – Historic Building Survey	Resolution Ordinance ✓ Motion Discussion Only	Tom Dabareiner, AICP Community Development Director

SYNOPSIS

A motion is requested to authorize award of a contract to the Lakota Group, Inc. in the amount of \$25,000 for completion of a historic building survey.

STRATEGIC PLAN ALIGNMENT

The goals for 2011-2018 identified *Exceptional Municipal Services*. The historic building survey is a High Priority Action Item.

FISCAL IMPACT

The FY13 budget includes \$25,000 in the General Fund for this contract.

RECOMMENDATION

Approval on the December 11, 2012 consent agenda

BACKGROUND

The Village will be completing a historic building survey as part of the 2012 Work Plan. The project will help the Village of Downers Grove to identify its historic and architectural resources. A survey program is required to maintain the Village's Certified Local Government status. As a Certified Local Government, Downers Grove and its residents can participate as a partner in state and federal preservation activities including the following:

- Eligibility to receive matching grant funds to assist in the implementation of preservation programs
- Review of National Register of Historic Places nominations
- Resident eligibility in the Property Tax Assessment Freeze program
- Technical assistance from the Illinois Historic Preservation Agency (IHPA)

The Village budgeted \$25,000 for the 2013 budget to complete this survey. As part of this project, the Village applied for a grant from the State's CLG program. As such, the total cost to the Village may be reduced to \$15,000. The grants will be awarded on January 15, 2013.

The contract provides for surveying approximately 900 properties in the neighborhoods identified by the Village's Historic Preservation Plan. A request-for-proposal (RFP) was published for this work, for which the Village received three proposals.

Lakota Group, Inc.	\$25,000
Preservation Services & Technologies Group, LLC	\$24,800
Allen & Pepa Architects	\$49,935

The Lakota Group, Inc. is a planning and preservation firm in the Chicago region. They previously completed plans for the Village's Downtown and Ogden Avenue Corridor. Staff reviewed their proposal and qualifications, and also contacted references with respect to historic building surveys. Based on their proposal, qualifications and references, staff is satisfied that the Lakota Group will be the most effective firm.

The lowest cost proposal came from Preservation Services & Technologies Group, LLC located in Kentucky. While \$200 less than Lakota, they would spend significantly less time in the community and would rely more on second hand resources for their information. Staff recommends awarding the contract to the Lakota Group.

ATTACHMENTS

Contract Documents

Lakota Group, Inc. RFP Response



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: The Lakota Group, Inc.

Project Name: Downers Grove Historic Architectural Resources Survey
Proposal No.: RFP-0-37-2012/tt
Proposal Due: 4:00 pm, Wednesday, October 10, 2012
Pre-Proposal Conference: Monday, October 1, 2012 at 9:00 am 801 Burlington Avenue, Downers Grove, IL 60515 (informational purposes)

Required of Awarded Contractor:

Certificate of Insurance: Yes

Legal Advertisement Published: _____

Date Issued: 9/13/12

This document consists of 22 pages.

Return **original** and **two duplicate copies** of proposal in a **sealed envelope** marked with the Proposal Number as noted above to:

THERESA H. TARKA
PURCHASING ASSISTANT
VILLAGE OF DOWNERS GROVE
801 BURLINGTON AVENUE
DOWNERS GROVE, IL 60515
PHONE: 630/434-5530
FAX: 630/434-5571
www.downers.us

Village of Downers Grove

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at the Village Hall, 801 Burlington Avenue, Downers Grove, IL 60515.

SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.

The Village Council reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

The documents constituting component parts of this Contract are the following:

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSER'S RESPONSE TO RFP (Professional Services)
- V. PROPOSAL/CONTRACT FORM

DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT. Proposers MUST submit an original, and 2 additional paper copies of the total proposal. Upon formal award of the proposal this RFP document shall become the Contract, the successful Proposer will receive a copy of the executed Contract.

I. REQUEST FOR PROPOSALS

1. GENERAL

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to 4:00 pm on Wednesday, October 10, 2012.
- 1.2 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, ATTN: Theresa Tarka, in a sealed envelope marked "SEALED PROPOSAL". The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.
- 1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

2. PREPARATION OF PROPOSAL

- 2.1 It is the responsibility of the Proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to the Village's proposers of record.
- 2.3 In case of error in the extension of prices in the Proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any Proposal including any Proposer's travel or personal expenses shall be the sole responsibility of the Proposer and will not be reimbursed by the Village.
- 2.5 The Proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions

necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

3. MODIFICATION OR WITHDRAWAL OF PROPOSALS

3.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature or name of the person authorized for submitting a Proposal, provided that it is received prior to the time and date set for the Proposal opening. Telephone, email or verbal alterations of a Proposal will not be accepted.

3.2 A Proposal that is in the possession of the Village may be withdrawn by the Proposer, up to the time set for the Proposal opening, by a letter bearing the signature or name of the person authorized for submitting Proposals. Proposals may not be withdrawn after the Proposal opening and shall remain valid for a period of ninety (90) days from the date set for the Proposal opening, unless otherwise specified.

4. RESERVED RIGHTS

4.1 The Village reserves the exclusive right to waive sections, technicalities, irregularities and informalities and to accept or reject any and all Proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of Proposals will not be waived.

II. TERMS AND CONDITIONS

5. VILLAGE ORDINANCES

5.1 The successful Proposer will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

6. USE OF VILLAGE'S NAME

6.1 The Proposer is specifically denied the right of using in any form or medium the name of the Village for public advertising unless express permission is granted by the Village.

7. INDEMNITY AND HOLD HARMLESS AGREEMENT

7.1 To the fullest extent permitted by law, the Proposer shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Proposer, its employees, or its subcontractors, and the Proposer shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village in any such action, the Proposer shall, at its own expense, satisfy and discharge the same. This agreement shall not be construed as requiring the Proposer to indemnify the Village for its own negligence. The Proposer shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Proposer, its employees, or its subcontractors.

8. NONDISCRIMINATION

8.1 Proposer shall, as a party to a public contract:

- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.

8.2 It is unlawful to discriminate on the basis of race, color, sex, national origin, ancestry, age, marital status, physical or mental handicap or unfavorable discharge for military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Secs. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 et. seq., and The Americans With Disabilities Act, 42 U.S.C. Secs. 12101 et. seq.

9. SEXUAL HARASSMENT POLICY

9.1 The Proposer, as a party to a public contract, shall have a written sexual harassment policy that:

- 9.1.1 Notes the illegality of sexual harassment;
- 9.1.2 Sets forth the State law definition of sexual harassment;
- 9.1.3 Describes sexual harassment utilizing examples;
- 9.1.4 Describes the Proposer's internal complaint process including penalties;
- 9.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
- 9.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

10. EQUAL EMPLOYMENT OPPORTUNITY

10.1 In the event of the Proposer's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Proposer may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Proposer agrees as follows:

- 10.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity or an unfavorable discharge from military

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service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

- 10.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 10.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.
- 10.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 10.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

11. DRUG FREE WORK PLACE

Proposer, as a party to a public contract, certifies and agrees that it will provide a drug free workplace by:

- 11.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or Proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 11.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
- 11.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- 11.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace from an employee or otherwise receiving actual notice of such conviction.
- 11.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 11.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

12. PATRIOT ACT COMPLIANCE

- 12.1 The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Proposer further represents and warrants to the Village that the Proposer and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees,

agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

13. INSURANCE REQUIREMENTS

13.1 The Proposer shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance which, at a minimum, will protect the Proposer from the types of claims set forth below which may arise out of or result from the Proposer's operations under this Contract and for which the Proposer may legally liable:

13.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;

13.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;

13.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;

13.1.4 Claims for damages insured by the usual personal injury liability coverage which are sustained: (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Proposer, or (2) by another person;

13.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;

13.1.6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;

13.1.7 Claims for damages as a result of professional or any other type of negligent action by the Proposer or failure to properly perform services under the scope of the agreement between the Proposer and the Village.

13.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).

13.3 As evidence of said coverages, Proposer shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village.

14. CAMPAIGN DISCLOSURE

14.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.

14.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove

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Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

- 14.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.
- 14.4 By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

15. SUBLETTING OF CONTRACT

- 15.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Proposer from its obligation or change the terms of the Contract.

All approved subcontracts shall contain language which incorporates the terms and conditions of this Contract.

16. TERM OF CONTRACT

- 16.1 The term of this Contract shall be as set forth in the Detail Specifications set forth in Section III below. This Contract is subject to the Village purchasing policy with regard to any extensions hereof.

17. TERMINATION OF CONTRACT

- 17.1 In the event of the Proposer's nonperformance, breach of the terms of the Contract, or for any other reason, and/or that sufficient funds to complete the Contract are not appropriated by the Village, the Contract may be canceled, in whole or in part, upon the Village's written notice to the Proposer. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of default. Upon termination, the Proposer will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of termination.

18. BILLING & PAYMENT PROCEDURES

- 18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.
- 18.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the

Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.

- 18.4 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 801 Burlington, Downers Grove, IL 60515.

19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

- 19.1 The relationship between the Village and the Proposer is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

20. STANDARD OF CARE

- 20.1 Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.
- 20.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.
- 20.3 For Professional Service Agreements: Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contractor(s)' failure to perform its work in accordance with contract documents.

21. GOVERNING LAW

- 21.1 This Contract will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.

22. SUCCESSORS AND ASSIGNS

- 22.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

23. WAIVER OF CONTRACT BREACH

- 23.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce

at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Contract and will not be construed to be a waiver of any provision except for the particular instance.

24. AMENDMENT

24.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.

25. NOT TO EXCEED CONTRACT

25.1 The contract price is a "not-to-exceed" cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties who have executed the Contract.

26. SEVERABILITY OF INVALID PROVISIONS

26.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

27. NOTICE

27.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

**Village Manager
Village of Downers Grove
801 Burlington Ave.
Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

28. COOPERATION WITH FOIA COMPLIANCE

28.1 Contractor acknowledges that the Freedom of Information Act may apply to public records in possession of the Contractor or a subcontractor. Contractor and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act. (5 ILCS 140/1 et.seq.)

III. DETAIL SPECIFICATIONS

A. Purpose

The purpose of this document is to provide a framework for the development of proposals to assist in the creation of an Architectural Resources Survey (“Survey”) for the Village of Downers Grove. It should be noted that this document represents the product of input from the members of the Village of Downers Grove Architectural Design Review Board and the Village staff, but should not be construed as limiting further input during the consultant selection process and subsequent implementation process by the Consultant firm selected to produce the Survey.

B. Background

The Village of Downers Grove adopted a Historic Preservation Ordinance in 2007. Subsequently a Historic Preservation Plan was prepared and created in 2009. The Village was designated as a Certified Local Government by the State of Illinois in 2010. As such, the Village is beginning a building survey program. Downers Grove is located in DuPage County, approximately 25 miles from the City of Chicago, along the Burlington Northern Railroad. The Village has direct access to two major expressways, Interstates 88 and 355. It has a population of approximately 48,000 persons.

Downers Grove is a dynamic, mature community which saw substantial development in the early 20th Century and again in the 1960’s and 1970’s. For the last several decades, the Village has seen substantial redevelopment of its residential and downtown areas. Much of this redevelopment has had significant impacts on the character of the community’s residential neighborhoods. As such, Downers Grove adopted a Historic Preservation Ordinance in 2007 to provide an additional tool to residents seeking to protect their neighborhoods.

This project shall begin the Village’s building survey program. The Survey should document the community’s buildings and identify their status as a historic resource. The Survey shall include photographs, descriptions of architectural styles and details, identify potential boundaries for historic districts and identify whether buildings would be contributing or non-contributing to a historic district.

The Village seeks to produce a Survey using the Architectural Design Review Board (ADRB) and the Historic Preservation Plan as major sources of input. The ADRB serves as the Village’s Historic Preservation Commission. The Village envisions the Survey process to include input from the ADRB and the public. The Village also envisions the use of volunteers to gather data and photographs for the consultant.

C. Project Scope

- Identify, document and evaluate buildings located within the project area for their architectural significance.
- Prepare an inventory of significant features for each building. The inventory should minimally include:
 - Address & PIN
 - One digital photograph
 - Local significance determination
 - National significance determination

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- Date of construction
 - Determination of integrity
 - Architectural style
 - Architectural details – e.g. windows, foundations, roof, wall materials
 - Significant and unique features
 - Historic information – e.g. architect, historic name
 - Alterations made to each building
- Local significance determinations should include whether the building could contribute or not contribute to a local historic district and whether the property is individual significant or potentially significant.
 - If a local historic district is recommended, provide mapping for the district that includes the proposed boundary and properties which would be contributing and non-contributing.
 - Provide a determination if individual buildings have the potential to be listed on the National Register of Historic Places based on Criterion C, architectural significance.
 - Provide an overview of the architectural styles located throughout the survey area.
 - Provide a determination if individual buildings have the potential to be listed on the National Register of Historic Places based on Criterion A & B, historical events and persons.
 - The Village anticipates using volunteers to aid the research and data collection for this project. Volunteers will be providing information including but not limited to photographs, lists of historical structures and properties, historical background and narratives. The Community Development Department will coordinate volunteer activities and provide this data to the consultant; however, Community Development staff will coordinate needs and activity goals with the selected consultant.

D. Oversight

The Village of Downers Grove Community Development Department will be the lead entity for the execution of the Survey project. The Community Development Department anticipates the Architectural Design Review Board to oversee certain recommendations and determinations. The Department expects to be highly involved with the selected firm on this project, including setting project goals, providing direction on tasks, and generally directing the progress and decision-making. The Village will be using volunteers to aid the research and data gathering. The Community Development Department will guide and oversee the volunteers' activities. Data collected by volunteers will be forwarded to the consultant. The consultant shall play a highly important role in conducting research, providing analysis, and recommending alterations for consideration, but must be aware that they have a subordinate support role in the project.

E. Objective/Outline

The objective of the work covered under this Request for Proposals is to assist in the creation of a Downers Grove Architectural Resources Survey, which will include the following elements:

1. The Consultant will hold up to three public meetings in order to garner public input into the survey's creation. These meetings will be conducted by the Consultant and the Architectural Design Review Board. The Village of Downers Grove staff will be available to assist the consultant in organizing and facilitating community meetings.
2. The Consultant will lead all Architectural Design Review Board meetings, providing agendas, presentation materials, relevant handouts and facilitating the meetings.

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3. The Consultant will be available throughout the planning process to work in conjunction with and in cooperation with the Village on the creation of this survey.
4. Village staff will be available to assist the Consultant in arranging for local feedback and suggestions on historic designations and boundaries for potential historic districts.

F. Timing

It is expected that a contract with the Consultant recommended by the Village staff to be approved by Village Council will be executed by December 1, 2012 and that work will commence by December 1, 2012 on the Architectural Resources Survey detail to follow. The final Survey documents for which the consultant is responsible should be completed and reproduced and in the hands of the Village Council by December 1, 2013.

G. Milestones

The Consultant will meet with the ADRB in order for the Board to review the draft materials, at the following milestones (if appropriate, these meetings can be combined):

1. Initial meeting with the ADRB to introduce the project and discuss the defined scope and timeline.
2. A meeting before the development and analysis of potential historic district based on the Village's Historic Preservation Plan and public input.
3. A meeting to present the final draft survey to the ADRB.
4. The ADRB may request the Consultant's presence at the meetings other than those specified above.

I. Project Requirements

1. All relevant information, data, photographs, reports, literature or other material acquired by the Consultant in the course of study and having application to this survey, shall become the property of the Village of Downers Grove, unless prohibited by copyright or other applicable laws.
2. Brief progress reports shall be submitted by the Consultant to the Director of Community Development on a monthly basis, or more often as requested by the Director of Community Development.
3. Ten copies of all materials for the Architectural Resources Survey will be provided to the Community Development Department prior to all public meetings.
4. The Consultant will be required to attend all public meetings where the project is discussed.
5. The Consultant will provide the Community Development Department with one unbound and 22 bound copies of the final document. A digital copy of the final documents for which they are responsible (including maps) will also be provided in .PDF format and in an editable format compatible with Village of Downers Grove computer capabilities (Microsoft Word and ArcGIS).

IV. PROPOSER'S RESPONSE TO RFP (Professional Services)

(Proposer must insert response to RFP here. DO NOT insert a form contract, the RFP document including detail specs and Proposer's response will become the Contract with the Village.)

HISTORIC ARCHITECTURAL RESOURCES SURVEY

Village of Downers Grove

Request for Professional Services Proposal



LAKOTA

Prepared By:

THE LAKOTA GROUP
Jean Guarino
Douglas E. Gilbert, AIA

October 10, 2012

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CONTACT INFORMATION

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Jean Gaurino, Principal

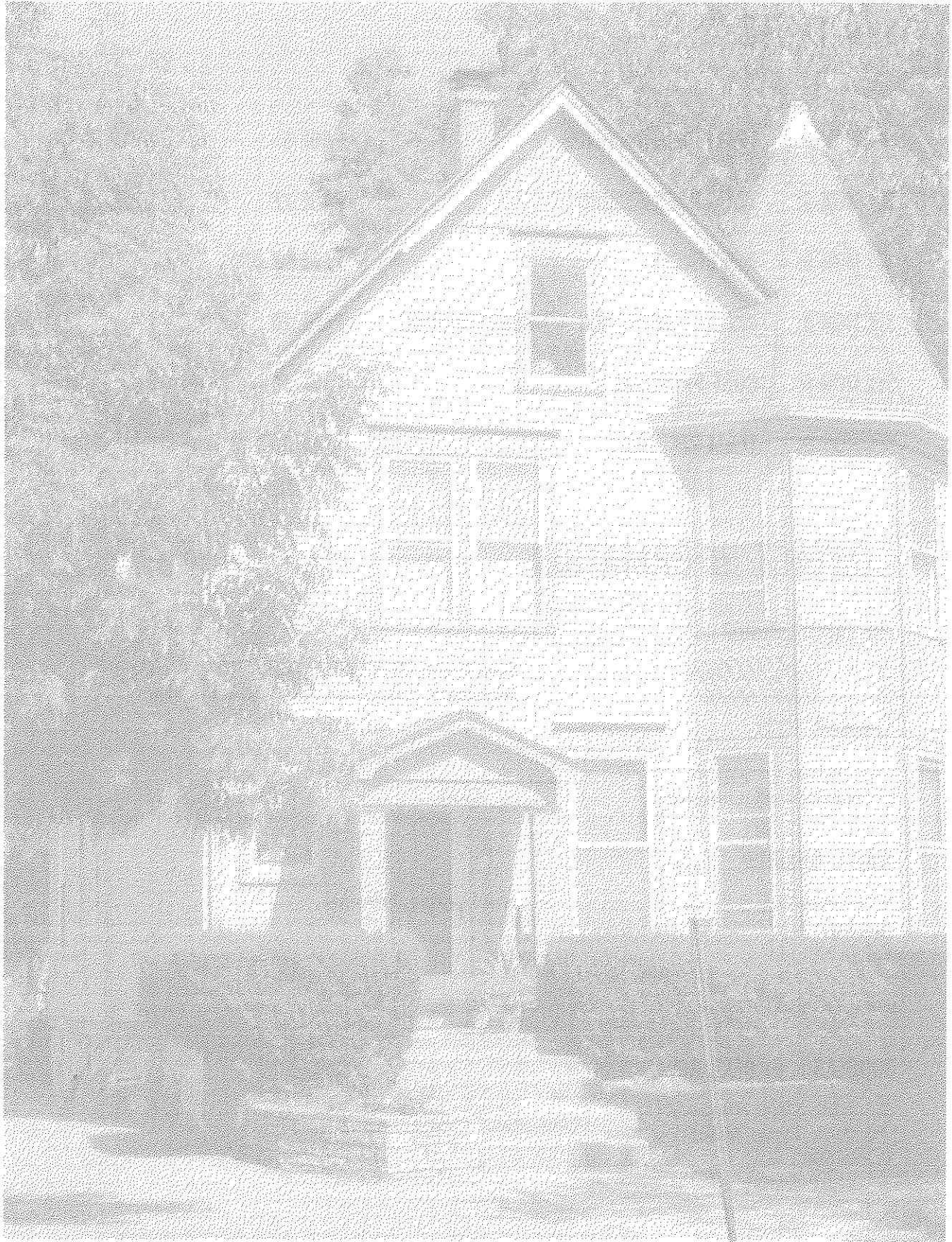
guarinoj@mail.com

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Douglas E. Gilbert, Principal

dgilbertarchitect.com
dgilbertarchitect@att.net



SECTION 1: TEAM IDENTIFICATION

An experienced and well-qualified preservation planning team has been assembled for the Village of Downers Grove Historic Architectural Resources Survey and includes the following team members:

- *The Lakota Group — survey support and management; volunteer training and coordination; research support; map production; project website and online survey database; architectural style essays, public relations and community outreach; final report writing, editing and production.*
- *Douglas E. Gilbert, AIA — survey support, volunteer training, public relations and community outreach, architectural style essays, draft and final report writing.*
- *Jean L. Guarino — Research support, historic context essays, architect essays, draft and final report writing and editing.*

The Lakota Team brings extensive experience in historical and architectural surveys, preservation planning, and community outreach, and will work closely with the Village of Downers Grove and its Architectural Design Review Board on the delivery of quality historic preservation consulting services.

THE LAKOTA GROUP (PROJECT MANAGER)

Profile

The Lakota Group, based in Chicago was established in 1993 to serve a wide range of public and private sector clients. Lakota's professionals are widely recognized for their experience and expertise in large and small scale planning and urban design projects, historic preservation planning, community relations and engagement. Historic preservation projects have included historic preservation plans, historic district design guidelines, architectural and historical surveys, master plans for historic districts, and Main Street revitalization consultations. Experienced Lakota staff have provided preservation planning services to more than 75 communities throughout the Midwest and nation. The firm's approach is reflected in its name, "Lakota", which is a Native American word meaning "allies". Lakota professionals share a strong respect for the land and built environment, a sense of community and a desire to bring people together to work together as allies for positive change.

Firm Services

- Planning
- Urban Design
- Landscape Architecture
- Historic Preservation
- Community Relations

The Lakota Group will be the overall team project manager for this assignment and will lead the Zoning Ordinance preparation process. The Lakota Group is an Illinois S-Corporation and employs 14 professionals. Scott Freres is Principal and President of the firm and is the primary point of contact for this professional services proposal. Lakota's FEIN is 36-58885664; Dun and Bradstreet number is 957044407.

Assigned Lakota Personnel

Nicholas P. Kalogeresis, AICP, Vice President

Nick Kalogeresis is a City Planner and Lakota Vice-President and currently manages Lakota's historic preservation planning and Main Street revitalization portfolio. Nick has provided preservation planning services to over 70 communities in Illinois, Michigan, Wisconsin, Iowa, South Carolina, California, Maryland, Virginia, Ohio, Oklahoma, Texas, Wyoming and Nebraska. His preservation planning projects have included the development of preservation plans, historic district design guidelines, National Register nominations and historic resource surveys. In 2008, Nick led the process for developing the City of San Antonio's first Strategic Historic Preservation Plan, which included an evaluation of the City's survey and documentation program. He is currently the project manager for the Village of River Forest's Village Wide Architectural and Historical Survey to be completed in November 2012. Nick recently completed two terms as a commissioner with the Village of Oak Park (IL) Historic Preservation Commission.

Nick is also a frequent writer, trainer and public speaker on topics related to preservation planning and downtown revitalization. Nick recently authored the article, "Incorporating Sustainability into Downtown Master Plans and Codes," for the May/June 2012 issue of *Main Street Now*, the quarterly journal of the National Trust Main Street Center. He recently completed a training series program on Creating Energy Efficient Main Streets for the Iowa Main Street Program and preservation planning for the Kansas Main Street Program. Prior to joining Lakota, Nick was for 10 years a Program Officer for Consulting Services with the National Trust Main Street Center (NTMSC). Nick is a member of the American Institute of Certified Planners and meets the National Park Service's Professional Qualifications for History under 36 CFR Part 61.

Education

BA, History, Elmhurst College

MUP, Urban and Regional Planning, University of Illinois at Urbana-Champaign

Project Responsibilities

Project team manager; lead surveyor, trainer and volunteer coordination; survey database management; community outreach and public meetings; final report writing, editing and production.

Michael Kritzman, RLA, Associate

Michael Kritzman is a Lakota Associate with experience in planning and landscape architecture, and map and report production, landscape architecture. His projects have included public, corporate, institutional, retail, and residential developments. Mike recently developed all survey maps for the River Forest Architectural and Historical Survey. He also has an extensive background in photography and database management.

Education

BLA, University of Illinois at Urbana-Champaign

Project Responsibilities

Map production and online database development

Ashley Lindsay, Associate

Ashley is a Lakota Associate with experience in information technology management and office administrative support. Ashley will be responsible for project website development, community outreach activities, and report production.

Education

BS, Information Sciences, University of Illinois at Chicago

Complete Lakota resumes and qualifications are included in the Team Resumes section.

JEAN L. GUARINO (SUBCONSULTANT)

Profile

Jean L. Guarino has worked as an independent architectural historian since 1998, specializing in building documentation and the preparation of National Register and local nominations, architectural survey work and Historic American Buildings Survey (HABS) reports. Ms. Guarino has authored nine National Register nominations for a variety of buildings, structures, landscapes, and districts, including the 500-acre Robert Allerton Estate in Piatt County (2006) and the Garden Homes District in Chicago. She has also completed ten Chicago landmark nominations for the Chicago Landmarks Commission and fifteen local landmark designation reports for the Village of Oak Park. In 2004, she conducted an architectural survey of 111 commercial buildings in downtown LaSalle, Illinois; and in 2010, completed a historical survey of the 5500-5800 blocks of Woodlawn and University Avenues in Hyde Park, which included 70 homes and institutions. In 2005, Ms. Guarino was hired by the City of Chicago to develop a survey of 30 historically and architecturally significant banks.

Ms. Guarino's clients have included municipalities, non-profit organizations, and architecture firms. She has served on the faculty of the School of the Art Institute of Chicago's Historic Preservation program from 2004-09 and has also taught architectural history courses at Columbia College and DePaul University. She is currently working to complete her doctorate in architectural history at the University of Illinois at Chicago with a focus on 20th century architecture and urbanism.

Firm Services

- Building Documentation and Landmark Nominations
- Architectural Surveys
- Historic American Building Survey Reports

Education

BA, Political Science, Saint Mary's College at the University of Notre Dame, Indiana

MA, Art History Department, University of Illinois at Chicago

Currently — Doctoral Candidate, Art History Department, University of Illinois at Chicago

Project Responsibilities

Coordinate historic building research; context and architect essay development; community outreach and public meetings; final report editing.

Complete Guarino resume and qualification are included in the Team Resumes section.

DOUGLAS E. GILBERT, AIA (SUBCONSULTANT)

Douglas Gilbert, AIA is an Oak Park, Illinois-based architect and preservation consultant with over 15 years experience in preservation and architecture fields. His practice focuses on residential and commercial restoration and rehabilitation, building assessments, historic structure reports, tax-credit consulting and architectural surveys and National Register nominations. Doug is the past chair of the Illinois Historic Sites Advisory Council, which reviews National Register nominations for the State of Illinois. Prior to starting his own firm in 2010, Mr. Gilbert was Project Architect at Harboe Architects for three years, at McClier Corporation for nine years and was the Illinois Main Street Chief Designer for three years. During his tenure with Illinois Main Street, Doug provided facade design services and preservation training for communities throughout the state. Doug served as chair of the Oak Park Historic Preservation Commission for seven years and regularly volunteers his expertise to the Frank Lloyd Wright Preservation Trust, the Pleasant Home Foundation and Landmarks Illinois.

Firm Services

- Historic Architectural Research
- Main Street Design Training
- Historic Preservation Training
- Tax Credit Consulting
- National Register Nominations

Education

BSAS, Architecture, University of Illinois at Urbana-Champaign
MArch, Architecture, University of Illinois at Urbana-Champaign

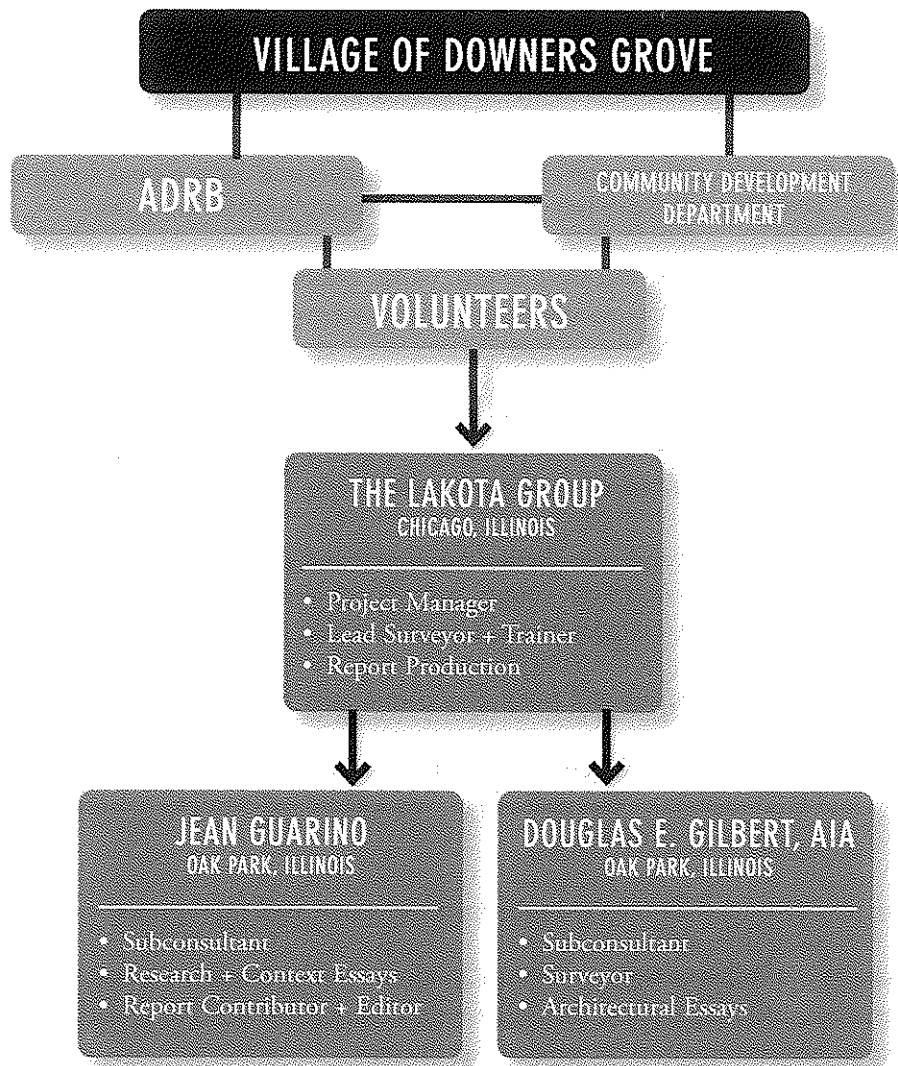
Project Responsibilities

Historic building surveys; volunteer training; architectural style essays, community outreach and public meetings; final report writing.

Complete Gilbert resume and qualification are included in the Team Resumes section.



TEAM ORGANIZATION CHART



WHY OUR TEAM

The Lakota Group, Jean Guarino and Douglas Gilbert, AIA, appreciate the opportunity to submit a professional qualifications submittal to assist the Village of Downers Grove complete an historical and architectural survey. Identifying and evaluating historic properties worthy of preservation has been established as an important community development goal by the Village and its Architectural and Design Review Board. The Lakota Team has the requisite skills, qualifications and experience to undertake this assignment, including:

- Diverse experience in historic preservation planning and historic resource surveys and inventories. Our Team has conducted historic building survey and documentation projects for some of the more significant historic buildings and landmarks in the Chicago metropolitan area.
- Extensive experience in working with historic preservation commissions, design review boards and volunteers in a variety of preservation planning and training assignments.
- Diverse knowledge sets in architectural history, building types and architectural styles, especially in Victorian, early 20th Century, Sears homes, and Mid-Century Modernism styles.
- Developing high quality reports that include text, tables, photos and illustrations — we are experienced technical report writers and editors and know how to write survey reports in “plain English” for the general public.
- Experience in developing on-line and internet survey databases that allow community residents ready access to survey information, which promotes a higher level of public understanding and awareness of the significance of local historic resources.
- Providing preservation advice and consultation for private and public sector clients, including local historic preservation commissions, county and state governments, developers, non-profit preservation organizations, and neighborhood groups and civic associations.
- Extensive experience in organizing and facilitating community meetings and public workshops.
- A “team building” philosophy with community leaders, municipal officials, historic preservation commissions and local residents. The goal of our “team-building” work to create a surveying process that achieves project goals and objectives.
- A multi-disciplinary team with involved principals and senior staff from project start to completion.
- A commitment to provide the Village of Downers Grove and its Historic Preservation Commission with high quality consulting services that achieve the community’s goals in preserving the Village’s most important historic resources for generations to come.



2. TEAM BACKGROUND

The following projects demonstrate the Lakota Team's experience and background relevant to the Downers Grove Historic Architectural Resource Survey:

- Village Wide Architectural and Historical Survey — *River Forest, Illinois (Lakota/Guarino/Gilbert)*
- Cermak Road Architectural and Historical Survey — *Berwyn, Illinois (Lakota)*
- Historic Building Design and Resource Manual — *Naperville, Illinois (Lakota)*
- Enos Park Neighborhood Conservation District Design Guidelines — *Springfield, Illinois (Lakota)*
- Strategic Historic Preservation Plan — *San Antonio, Texas (Lakota)*
- Creating Energy Efficient Main Streets — *State of Iowa (Lakota)*
- Hyde Park | Woodlawn-University Avenue Survey — *Chicago, Illinois (Guarino)*
- Historic Banks Architectural Survey — *Chicago, Illinois (Guarino)*
- Downtown Architectural and Historical Survey — *LaSalle, Illinois (Guarino)*
- St. James Farm Survey | Forest Preserve District of DuPage County — *Warrenville, Illinois (Guarino)*
- Garden Homes Historic District Survey — *Chicago, Illinois (Guarino)*
- Robert Allerton Estate Historic District Survey — *Piatt County, Illinois (Guarino)*
- East Downtown Tulsa Architectural Survey — *Tulsa, Oklahoma (Gilbert)*
- Downtown Plainfield National Register Nomination — *Plainfield, Illinois (Gilbert)*
- Illinois Institute of Technology Survey — *Chicago, Illinois (Gilbert)*

THE LAKOTA GROUP

Village Wide Architectural and Historical Survey — River Forest, Illinois

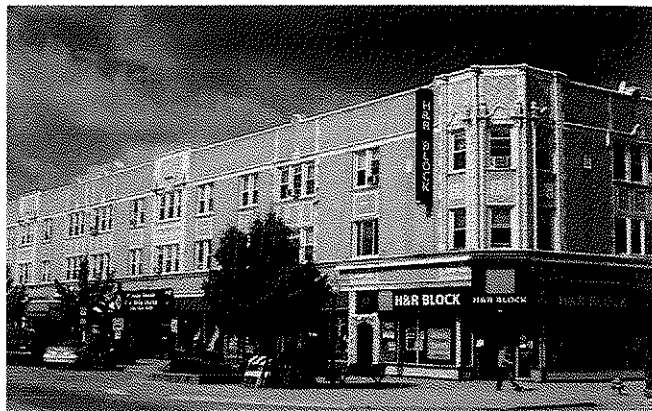
The Lakota Group, along with architectural historian Jean Guarino and preservation architect Douglas Gilbert, AIA, are in the process of completing a village-wide historical and architectural survey of the Village of River Forest. River Forest, located nine miles west of downtown Chicago and adjacent to Oak Park, is home to several early Frank Lloyd Wright homes along with a large collection of architect-designed Queen Anne, Prairie, Revival and Mid-Century Modern residences. The project involved a reconnaissance level survey of all properties within the Village, its existing National Register Historic District, and an intensive level survey of more than 250 significant properties identified during the reconnaissance phase. The survey was conducted in the field using customized software developed for use on the Apple iPad. In turn, the iPad transmitted survey results from the field to an online database accessible to members of the Historic Preservation Commission. A project website was developed, which, will include the online survey database, historic context essays, architectural style descriptions, and the project methodology once the project is completed. The survey is scheduled to be completed in November 2012.



French Eclectic, River Forest

Cermak Road Architectural and Historical Survey — Berwyn, Illinois

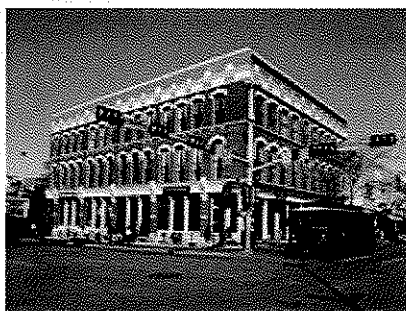
Lakota conducted an intensive level survey of architectural and historic building resources located along the Cermak Road commercial corridor in Berwyn. The survey included in-depth archival research and the field documentation and an evaluation of 155 properties for their potential eligibility for listing in the National Register of Historic Places individually or collectively as part of a district. A context statement was also prepared as a framework for understanding the



architectural and historical significance of Cermak Road's building resources. Cermak Road's architecture varies from the Classical and Tudor Revival buildings of the 1920s to sleek, glass wall Modern structures of the 1950s.

Strategic Historic Preservation Plan – San Antonio, Texas

Lakota prepared a Strategic Plan for the City of San Antonio to strengthen and enhance the City's historic preservation program and initiatives. Working with a 30-member Steering Committee, Lakota focused on several strategic historic preservation program areas including resource survey and landmark/district designation processes, neighborhood planning, incentives, zoning, economic development, advocacy and education. The City's historic and conservation district design guidelines were also reviewed for their effectiveness in achieving design review and historic preservation goals. The Plan includes strategic goals and action strategies for various City agencies and civic partners.

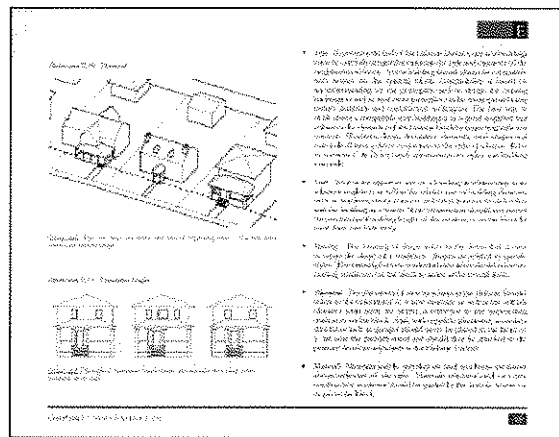
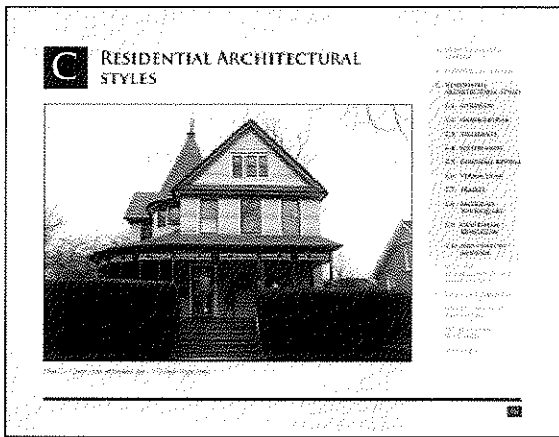


Village Revitalization Study and Preservation Plan — Brandywine, Maryland

Lakota was engaged by the Maryland-National Capital Park and Planning Commission (M-NCPPC) to prepare a plan for preserving the character of Brandywine, a small unincorporated community about 40 minutes southeast of Washington D.C. Two community workshops were conducted to identify community character issues and to test land use, streetscape and branding concepts, as well as market opportunities for local business development purposes. A set of historic preservation design guidelines were also developed.

Historic Building Design and Resource Manual – Naperville, Illinois

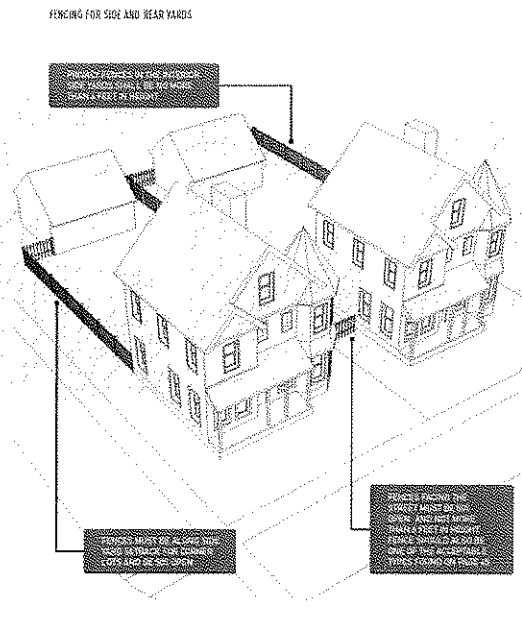
Lakota prepared a set of design guidelines for Naperville’s National Register and locally-designated Historic District. The District is composed primarily of historic homes and is also the location of North Central College’s main campus. District architectural styles ranged from Greek and Period Revivals, Italianate, Queen Anne and Craftsman bungalows. The guidelines address building rehabilitation and restoration methods, new additions and construction, landscape elements, and green and energy efficiency techniques. The document will be used by the Naperville Historic Preservation Commission for its Certificate of Appropriateness review processes and for preservation education activities. The Manual was based on the U.S. Secretary of the Interior’s Standards for Rehabilitation.



Selected pages from the Naperville Historic Building Design and Resource Manual

Enos Park Neighborhood Master Plan and Conservation District Design Guidelines – Springfield, Illinois

Lakota prepared a neighborhood revitalization plan and design guidelines for a disinvested traditional neighborhood located north of the downtown commercial district and the adjacent Abraham Lincoln Presidential Library and Museum. The neighborhood consisted of a mix of Italianate, Queen Anne, Folk Victorian and Craftsman bungalow homes. The Master Plan focused on creating a conservation plan and design guidelines focusing on the preservation of existing homes and new infill housing development. The Design Guidelines, based on the U.S. Secretary of the Interior’s Standards for Rehabilitation, include detailed sections on preservation and rehabilitation treatment, new construction, energy efficiency, and landscape conservation recommendations. Lakota has worked closely with the Enos Park Neighborhood Improvement Association on the guidelines’ development.



Enos Park Neighborhood Master Plan and Conservation District Design Guidelines

Creating Energy Efficient Main Streets – State of Iowa

Lakota conducted specialized training services to eight Main Street Iowa communities focusing on adapting sustainable design and energy efficiency practices for historic commercial buildings. Communities selected to receive the training included Bloomfield, Mount Vernon, Elkader, Colfax, Charles City, Jewell, Sac City and Corning. Training subject areas included the inherent sustainable design features of historic commercial buildings, exterior and interior building envelope improvements, and alternative energy generating equipment. A twenty-five page *Creating Energy Efficient Main Street Guide* was also developed as part of the training services. Lakota was assisted by Tom Liebel, FAIA of Marks-Thomas Architects, Baltimore, Maryland.

JEAN L. GUARINO

Hyde Park | Woodlawn-University Avenue Survey — Chicago, Illinois

This survey involved 70 residential and institutional buildings on the 5500 to 5800 blocks of Woodlawn and University avenues. A one-page description of each building's historical significance was developed, as well as contextual essays on the architects, neighborhood development, and architectural styles. The survey area was evaluated for its potential as a Chicago landmark district according to the City's criteria for designation.

Historic Banks Architectural Survey — Chicago, Illinois

This survey of 30 banks throughout the city involved developing one-page architectural and historical essays on the most significant banks, as well as contextual essays on the architects and the history of neighborhood banking in Chicago.

St. James Farm Survey | Forest Preserve District of DuPage County — Warrenville, Illinois

This survey included developing data forms for 40 residential and agricultural buildings on a 500-acre farm and developing an accompanying 70-page historical report on its significance.

Downtown Architectural and Historical Survey — LaSalle, Illinois

This survey involved completing a survey form for 111 commercial buildings and developing contextual essays on the architects and downtown LaSalle's development.

Garden Homes Historic District Survey — Chicago, Illinois

A survey of the district's 129 residential buildings was conducted as part of a National Register District nomination and a detailed physical description was developed for the area and its buildings.



Robert Allerton Estate Historic District Survey — Piatt County, Illinois

A survey of the 500-acre district's manor house and various outbuildings was conducted as part of a National Register District nomination.

DOUGLAS E. GILBERT, AIA

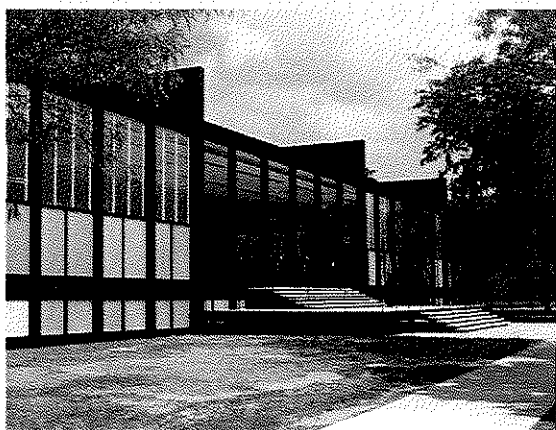
Downtown Plainfield National Register Nomination — Plainfield, Illinois

Since the 1950s, the Plainfield community has grown exponentially but it still retains its original downtown and historic center. The downtown consists of approximately four blocks along West Lockport Street. Within the downtown are some of the oldest commercial, residential and religious buildings in the community, dating from the 1840s and '50s. Most of the commercial development occurred after fires in the 1890s and early 1900s. There is also a Lincoln Highway gas station from 1928 and a Mid-Century Modernist bank building from the 1960s. The Village of Plainfield and its Historic Preservation Commission had previously completed an architectural survey in 2006 and listed the downtown as a local historic district. This project is to list the downtown on the National Register of Historic Places using Criteria A and C as the basis for significance. This project is funded in part by a Certified Local Government grant from the Illinois Historic Preservation Agency.



East Downtown Tulsa Architectural Survey — Tulsa, Oklahoma

This survey involved preparing survey forms and field work for over 100 commercial properties in a blighted downtown neighborhood of Tulsa, Oklahoma. The survey was part of a master planning process and intended to identify architecturally and historically significant properties worthy of preservation and rehabilitation. Several Route 66 resources were identified and one, a 1931 Phillips 66 gas station, has subsequently been listed on the National Register.



Illinois Institute of Technology Survey — Chicago, Illinois

This project involved completing a survey of approximately 40 buildings on the IIT campus as part of an evaluation of National Register Historic District eligibility. Although famous for its campus plan and architecture by Mies van der Rohe, the IIT campus also includes buildings dating from the late 19th century and by Modernist architects in the 1960s and '70s. A context statement to the surrounding African-American Bronzeville neighborhood was also included. A portion of the campus was subsequently listed on the National Register.

Survey Reviews

Examples of surveys and historic district nominations reviewed by Douglas include the Oak Park Gunderson Historic District, the Oak Park Downtown Architectural Survey, the Oak Park Madison Street Architectural Survey, the Chicago K-Town Historic District, the Chicago Pilsen Historic District and the Lake Forest West Park Neighborhood Historic District.



3. REFERENCES

THE LAKOTA GROUP

Lori Thielen, Chair, Historic Preservation Commission
City of Berwyn
6700 26th Street
Berwyn, Illinois 60402
T. 708-805-7089

Project: Cermak Road Architectural and Historical Survey – development of an intensive level architectural and historical survey for the Cermak Road corridor.

Bruce MacDougal, Executive Director
San Antonio Conservation Society
107 King William Street
San Antonio, Texas 78204
T. 210.224.6163

Project City of San Antonio Strategic Historic Preservation Plan – development of a comprehensive, city-wide historic preservation Plan for the City of San Antonio, Texas.

Steve Combs, President
Enos Park Neighborhood Improvement Association
837 North 8th Street
Springfield, Illinois 62702
T. 217.494.6668

Project: Enos Park Neighborhood Revitalization Plan – development of a comprehensive neighborhood revitalization plan with a historic preservation element for one of the oldest neighborhoods in Springfield.

JEAN GUARINO

Terry Tatum, Preservation Planner
Chicago Department of Housing and Economic Development – Landmarks Division
33 North LaSalle Street, Suite 1600
Chicago, Illinois 60602
T. 312.744.9147

Projects: Ten City of Chicago landmark designation reports, a National Register district nomination (Garden Homes), and a neighborhood bank survey

Jack Spicer, South Side Preservation Action Fund
5536 South Kimbark Avenue
Chicago, Illinois 60637
T. 773.324.6017

Project: Conducted an historical survey of about 70 residential and institutional buildings on the 5500-5800 blocks of Woodlawn and University Avenues in Hyde Park and developed contextual essays on the district's development, architects, architectural styles, and significant residents.

Andrea Hoyt
Forest Preserve District of DuPage County
35580 Naperville Road
Wheaton, Illinois 60189
T. 630.933.7243

Project: Developed a 70-page historical report for the 500-acre St. James Farm in Warrenville and an architectural survey of its 40 residential and agricultural buildings.

DOUGLAS E. GILBERT, AIA

Eleanor Gorski, Deputy Commissioner, Landmarks Division
City of Chicago Department of Zoning and Land Use Planning
30 North LaSalle Street
Chicago, Illinois 60602
T. 312.744.3201

Project: Submitted various historic preservation projects for design review to the City of Chicago Landmarks Commission and participated in various Commission hearings and activities.

Mike Jackson, FAIA, Chief Architect
Illinois Historic Preservation Agency
Old State Capitol Plaza
Springfield, Illinois 62701
T. 217.785.5031

Project: Delivered architectural and historic preservation services to various Illinois communities as part of the Illinois Main Street and the Federal Historic Preservation Tax Credit Programs.

Caroline Alderson, Program Manager, Center for Historic Buildings
Office of the Chief Architect, GSA Public Buildings Service
1800 F Street NW, Suite 3341
Washington, DC 20405
T. 202.501.9156

Project: Survey and National Register Nomination of the Chicago Federal Center

4. PROJECT UNDERSTANDING AND APPROACH

It is the Village of Downers Grove desire to identify and preserve its important historic and architectural resources that contribute to understanding Downers Grove's growth and development. This assignment will survey, document, evaluate and inventory those resources that are considered historically and architectural significant under the eligibility requirements for listing in the National Register of Historic Places and the landmark designation criteria outlined in the Village's Historic Preservation Ordinance. The Lakota Team understands that this assignment is an important step in establishing an effective municipal historic preservation program. The Lakota Team also understands that its role in this assignment is to support and coordinate a volunteer-driven survey effort led by the Village's Architectural Design Review Board (ADRB). To this end, our role for this assignment will include:

- Assist the ADRB in fine-tuning the field survey form
- Train and coordinate volunteers in conducting building and permit research, the development of historic contexts, survey photography, architectural styles and in the field survey methods.
- Integrating internet-based and software technologies into the survey process to facilitate timely completion of the survey process itself and ensure accurate survey findings.
- Conduct survey wrap-up meetings with the ADRB and survey volunteers in assessing survey results and their preservation planning implications
- Assist Village staff in conducting public meetings regarding project updates and survey findings.
- Work with the Village and the ADRB in completing and producing a final survey report.

METHODOLOGY

The Lakota Team proposes the following project methodology that can be adjusted according to local needs and preferences.

Research

The Lakota Team will assist and train the Village, the ADRB and volunteers in conducting research and documentation necessary for placing the Village's historic resources in their historical and architectural contexts, and for evaluating each resource's significance according to National Register and local evaluation criteria. Ideally, research should take place before or concurrently with on-site survey field work, with an aim to identifying significance as well as prepare a comprehensive context statement for inclusion in the final survey document and report.

The Team will assist and train survey volunteers fill out individual survey forms with background information such as date of construction for each building, previous owners, architects and builders, and changes and alterations to properties over time. Additional research may be needed and conducted during the field survey phase to follow up on specific historic resource issues and questions, to flesh out identified historic contexts, or to explore new ones. The Lakota Team will work with Village staff, the ADRB, the

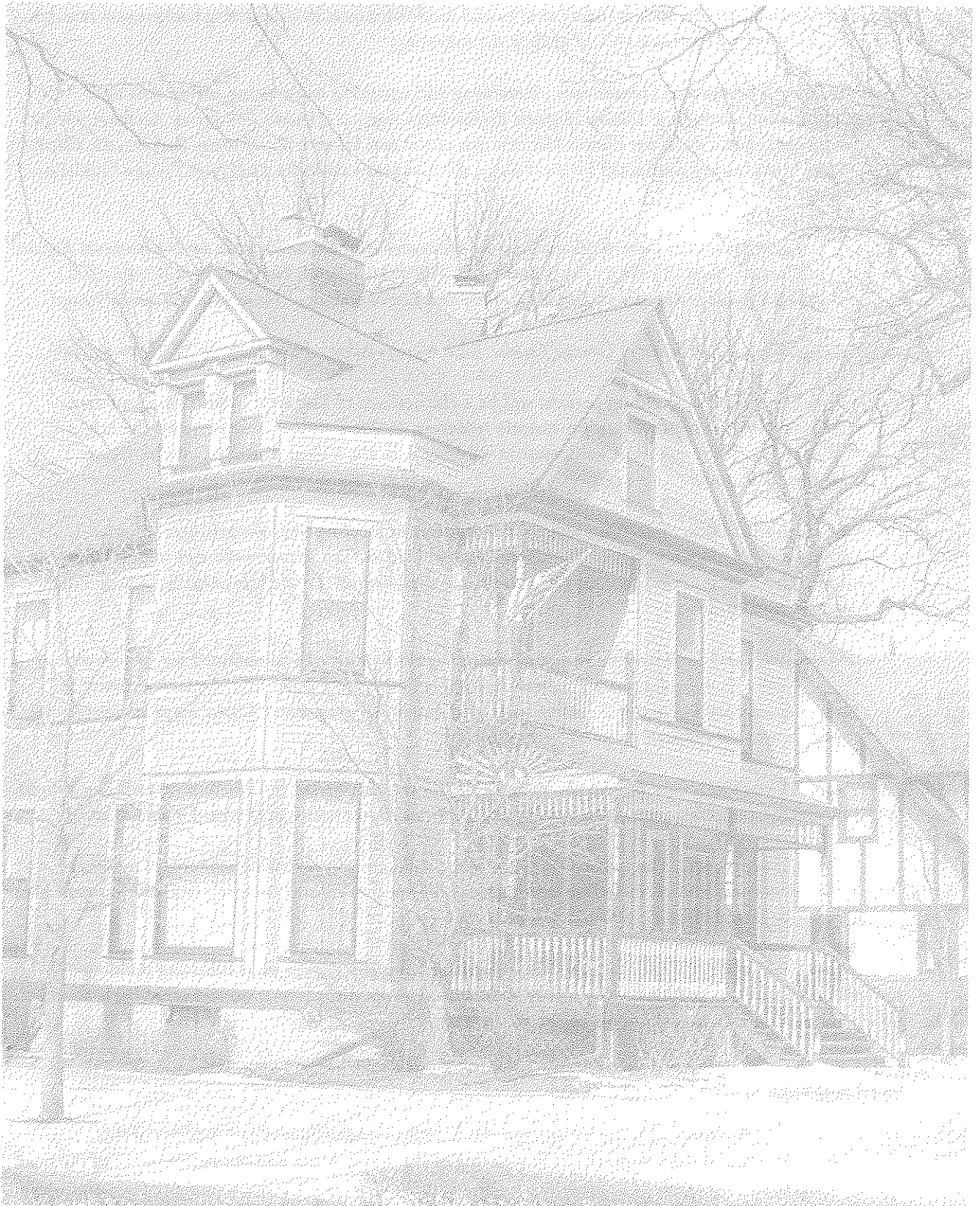
Downers Grove Historical Society, other entities and local volunteers in conducting background research resources to be used in research should include the following:

- **Existing Surveys and Documents.** Reviewing and analyzing any existing survey data and information, including: Illinois Historic Preservation Agency (HAARGIS) survey database for the resources identified in the Illinois Historic Structures and Historic Landmarks Surveys, the recent Sears home survey conducted by the Village, the Downtown Pattern Book and Design Guidelines.
- **Publications**
 - *Historic Residential Suburbs: Guidelines for Evaluation and Documentation for the National Register of Historic Places.* David L. Ames and Linda Flint McClelland, National Park Service, 2002.
 - *A Field Guide to American Homes.* Virginia and Lee Macalester. New York: Alfred A. Knopf, 1984.
 - *American House Styles: A Concise Guide.* John Milnes Baker. New York: W.W. Norton, 2002.
- **Building Permits.** Building permits will be a chief source of historical information and data regarding date of construction for historic resources, builders and/or architects and the original owner. The Team will assist volunteers in working with the Village and the Downers Grove Historical Society.
- **Biographical Files.** The Team will assist volunteers in locating files comprising obituaries, newspaper articles and original documents that will aid in filed survey work and in developing historic contexts. These files may be available at the Downers Grove Historical Society or other related institutions.
- **Maps.** Plat and Sanborn Fire Insurance Maps should be located and obtained for the survey area. Sanborn maps show street names, building addresses and other information necessary for documenting the history of the survey area and individual properties. Other maps atlases may be used in archival research on an as-needed basis.
- **City Directories.** City directories, as available, provide important information on building owners, businesses and other prominent citizens and historical figures associated with Downers Grove.
- **Other Documents.** The Lakota Team will assist volunteers in reviewing and analyzing other documents and studies, including existing neighborhood plans and any proposed development plans that may include historic resource information.

The Lakota Team will assist and train the Village and the volunteer groups on conducting building research and filling out portions of the survey form related to permit information and other background information. This training will occur before the field survey work begins.

FIELD SURVEY

The Team will work closely with the Village and the ADRB to undertake the survey phase of this assignment, including the development or fine-tuning of the survey form, and the performance of the field survey work itself.



- **Survey Form.** The Lakota Team understands that a survey form has already been developed by the Village; however, the Team can fine-tune the overall survey form for the purposes of conducting an intensive level survey. The form will collect information and documentation necessary for identifying significant historic resources and potential National Register and local historic districts. The Team will fine-tune the survey form according to the standards and guidelines set forth in *National Register Bulletin #24: Guidelines for Local Surveys*, and will be formatted for use in a Filemaker Pro or RuskinArc software system. The draft version of the survey form can be discussed with the Village during a Project Start Meeting. The form will include the following components:

- Resource Name
- Other Name/Site Number
- Address/Location
- Date of Construction
- Architect/Builder of Record
- Original and Current Owner
- Resource Type
- Location of Legal Description
- Representation in any Previous Historic Resource Surveys
- Description of Building
- General Building Conditions
- Digital Photographs\Current and Historic
- Evaluation Rating for National Register and Local Significance
- Other Comments

Only properties that can be clearly identified on the basis of established criteria as non-historic will not be subject to intensive research. It is important to note that non-historic properties will most likely be classified as “non-contributing” resources.

Survey volunteers will use and attach existing photographs supplied by the Village or other volunteers for each inventoried property. Additional photographs (in a JPEG format) may be taken by the Lakota Team if necessary. Village-taken images and photos will be provided to the Lakota Team on a compact disc, in a JPEG format, for inclusion in the survey report if necessary. All other digital photos taken by the Lakota Team will be provided to the Village in a compact disc at the conclusion of the assignment.

- **On-Site Survey.** The Lakota Team will conduct the field survey work, which is estimated to encompass 900 properties from previously identified areas, including the Village’s honorary historic districts and the Sears homes. All surveys will be conducted according to the standards, guidelines and information set forth in *National Register Bulletin #24: Guidelines for Local Surveys* and other publications and resources as deemed necessary. The Team will incorporate the Village’s survey form into an electronic format using Filemaker Pro or RuskinArc software for use with an iPad during field work. While the survey is undertaken, completed survey forms are uploaded to an internet-based database in real time, a database that can be accessed remotely by Village staff and ADRB members. As an option, the Team can train volunteer surveyors to participate in the survey work. One or two training sessions with the survey volunteers first before on-site field work commences.

- **Survey Evaluation Methodology.** All buildings within the Village will be analyzed and evaluated for architectural and historical significance according to criteria established by the National Register of Historic Places and the Village's Historic Preservation Ordinances. Team members will conduct one or two evaluation sessions with survey volunteers to complete an inventory of significant properties along with determining any preservation planning recommendations. In determining properties eligible for listing in the National Register of Historic Places, the Lakota Team will assess each property according to the National Register Evaluation Criteria as set forth in the *National Register Bulletin: How to Apply the National Register Criteria for Evaluation (revised 2002)*. Individual properties must be at least 50 years old, maintain their historic integrity and meet at least one of the following criteria:
 - The property is associated with significant historical trends or events.
 - The property is associated with the lives of significant persons.
 - The property represents distinctive design or construction.
 - The property has potential to reveal important archeological data.

Certain properties are not ordinarily considered for listing in the National Register include: buildings or structures moved from their original locations; reconstructed buildings; properties primarily commemorative in nature; buildings or structures that have had inappropriate and irreversible modifications; and properties that may have achieved significance within the last 50 years, although exceptions of high quality design and special significance will be made.

Surveyed buildings deemed "eligible" for listing will be marked "Yes" in the survey form and will be confirmed in consultation with the Village, the Village ADRB, and the Illinois Historic Preservation Agency. Properties that are not necessary deemed eligible for individual National Register listing but still possess historic and architectural integrity will be designated "C" as contributing to a potential National Register District. Those properties designated "NC" are considered non-contributing and may be less than 50 years old and/or have limited or no historical or architectural integrity.

- **Village Historic Preservation Ordinance.** The Lakota Team will use the evaluation criteria established for designating Historic Districts and Landmarks found within the Village's Historic Preservation Code. The criteria will be as follows:
 - Significant value as part of the historic, heritage or cultural characteristics of the community, county, State or Nation
 - Identification with a person or persons who significantly contributed to the development of the community, county, State or Nation
 - Representative of the distinguishing characteristics of architecture inherently valuable for the study of a period, type, method of construction or use of indigenous materials
 - Notable work of a master builder, designer, architect or artist whose individual work has influenced the development of the community, county, State or Nation
 - Unique location or singular physical characteristics that make it an established or familiar visual feature
 - Character as a particularly fine or unique example of a utilitarian structure, including but not limited to farmhouses, gas stations, or other commercial structures, with a high level of integrity or architectural significance

- Area that has yielded or may be likely to yield, information important in history or prehistory.
- A source of civic pride or identity for the community

Buildings will be inventoried and assessed, with suggested ratings system, as “Significant I” (property eligible for the National Register and local designation), “Significant II” (property eligible for Downers Grove landmark designation), “Contributing” (to a potential National Register or local district) or “Non-Contributing.” Significant buildings are those that meet the one or several of the criteria for individual designation mentioned above. Contributing buildings are potentially significant buildings but have some alterations and modifications that could be removed or reversed with rehabilitation or rehabilitation. Contributing buildings have substantial integrity and contribute to the overall architectural and historical development of Downers Grove but may have some level of change that does not have an impact its overall character and integrity. Non-contributing buildings may have substantial alterations and changes that preclude its rating as contributing or are not old enough to be considered historic. The rating system will be discussed and determined in collaboration with the Village and in consultation with the Illinois Historic Preservation Agency before the on-site survey work begins.

FINAL REPORT

The Final Report will be produced delivered in a hardbound-binder that will include the following components:

- Survey Purpose and Introduction
- Brief History of Downers Grove
- Survey Methodology
- Evaluation Criteria
- Architectural Styles and Building Types — detailed information along with sketches and illustrations will be provided on each architectural style and building type found in Downers Grove.
- Historic Context Essays — specific contexts may be identified and described for specific architects, significant developers and builders, and particular architectural styles.
- Architect Essays — essays on well-known architects that designed important buildings.
- Survey Summary and Recommendations (including quantitative survey summaries for each category of significance)
- Maps
- Bibliography
- Survey Form Sheets for all Surveyed Properties

Survey conclusions and recommendations will include a determination of potentially eligible properties and/or districts and next steps in the preservation planning process. The Team will also prepare a map(s) of the Village that documents significant historic resources, eligible National Register properties and potential historic district boundaries and the evaluation ratings of all surveyed properties. Lakota will prepare the map using any GIS-based maps, or other maps prepared by the ADRB or the Village. Properties will be color-coded according their evaluation ratings. The Final Report will be developed in Adobe InDesign; all individual building survey sheets will be delivered in an electronic format (Filemaker Pro, RuskinArc, MS Access or Excel)/compact disc.

ONLINE SURVEY DATABASE

At the conclusion of the on-site field work, the Lakota Team, with assistance from the Village, will prepare a Filemaker or RuskinArc-based database formatted for easy internet access. The database will include survey information for each surveyed property, a list of significant properties, photos and images, and a map denoting the location of each significant, contributing and non-contributing property. As mentioned earlier, survey data be inputted from the field into the database using an iPad based software program.

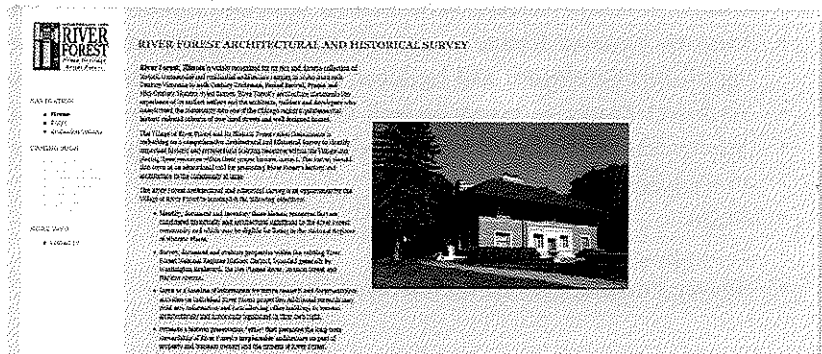
The online database will be designed to be interactive so that one can readily access survey information from an iPad, cell phone or a desktop. The Lakota Team will work with the Village on the design and format of the online database so that it is compatible and functional to the Village's website. Alternatively, the Lakota Group could host the database on behalf of the Village on a Lakota-developed project website.

COMMUNITY ENGAGEMENT

Our Team recognizes the need for a carefully crafted community engagement process that allows for appropriate citizen involvement and participation and to promote the comprehensive survey assignment to the Downers Grove community. Our project approach will include opportunities to disseminate information generated in each phase of this assignment and to gather additional community feedback where necessary. Information flyers, reports and other data could be regularly posted on a project web site to be developed by the Lakota Team in cooperation with the Village. Workshops or public information meetings can be scheduled and organized at different points during the survey process.

As part of our initial approach, our Team has identified the following community engagement strategies:

- **Project Web Site Development and other Digital Media Strategies.** The Team can develop a survey project website that provide information on the survey process, context essays and access to the survey database.. The Team can also establish and monitor a Facebook page and Twitter account to publicize the survey project, upcoming meetings and workshops and completed deliverables that have been posted to the project website.



Project website developed for the River Forest architectural survey.

- **Public Workshops.** Our Team will work closely with the Village in the planning of public workshops and meetings with the Historic Preservation Commission and the Village Board. The Lakota Team can assist in workshop logistics, including venue selection, set-up, preparation of meeting materials and PowerPoint presentation, facilitation, and production of meeting minutes. The agenda and structure for each workshop session or public meeting will be determined in advance in consultation with the Village.

WORK PLAN

The following is a suggested project work plan that can be adjusted and modified to accomplish local preservation planning and survey goals.

Task 1: Project Start Meeting

Conduct a project start meeting with Village|ADRB to introduce the Lakota Team and discuss the following:

- Project Work Plan and Schedule
- Project Duties for ADRB
- Volunteer Survey Team Members and Resources
- Survey Area Boundaries
- Historic Contexts
- Evaluation Criteria
- Draft Survey Form
- Technology Needs and Draft On-line Database Format
- Project Website and Community Engagement Activities
- Information Flyer Distribution
- Research and People Resources

The Project Work Plan and Schedule will be refined based on input received during the Project Start Meeting. A more specific calendar of meeting dates and work products will be developed and forwarded to the Village/ADRB. Discussion will specifically focus on the survey form, available volunteer survey team participants, the online survey database format and the evaluation criteria to be used during the survey process.

Task 2: Project Website

The Lakota Team will create a Project Website that will include an overall project description, project updates, draft documents, graphics, and workshop marketing materials for community access. This website can be linked to the Village's website to maximize exposure and participation in the planning process. The website may also include the following elements to be developed for the website over the course of the project:

- Historic Contexts Overview
- Important Architects
- Significant Resources
- Maps of the National Register District and Other Areas of Significance

Task 3: Final Survey Form and Evaluation Criteria

Lakota Team will assist the Village in preparing the final survey form and the overall evaluation criteria based on feedback provided by the Village/ADRB during the Project Start Meeting.

Task 4: Final Online Database Format

The Lakota Team will assist the Village in preparing the final format for the online survey database based on comments received from the Village/ADRB during the Project Start Meeting and afterward.

Task 5: Information Flyer

The Lakota Team will assist the Village in developing a well-designed information flyer that could be distributed by the Village as a method for informing residents on the survey project or during the on-site survey. The flyer could be distributed electronically or by paper. The Project website will be updated with the information flyer.

Task 6: Village/HPC Project Review Meeting

A public meeting with Village/ADRB to review the final survey forms, information flyer, evaluation criteria and the online database format. The Team will conduct additional revisions as necessary based on any feedback and suggestions. A Final Survey Project Schedule will also be established.

Task 7: Research and Context Development/Training Sessions

The Lakota Team will train the ADRB and/or volunteer committee in conducting in-depth research and information collection to provide background information for the intensive level survey and for context essays to be developed for the Final Report.

Task 8: On-Site Intensive Field Survey/Training Session.

An intensive resource survey of all properties will be conducted within the previously defined survey area boundaries. If volunteers are to be used for part of the survey efforts, the Lakota Team will conduct one or two training sessions for survey volunteers prior to the start of the on-site field work.

Task 9: Online Survey Database Input and Compilation

Completed surveys will be compiled in the online database.

Task 10: Mapping

Based on completed intensive survey information and other data, the Team will prepare a map(s) of the survey areas documenting resources by each property's evaluation rating and architectural significance. Alternatively, the Team can work with the Village in preparing if it desires to do so.

Task 11: Final Context Essays

With assistance from the Village, the Team will complete essays for context, architectural styles and architects for inclusion in the Survey Report.

Task 12: Draft Survey Report

Along with the Village/ADRB, the Lakota Team will prepare a Draft Survey Report.

Task 13: Village/ADRB Public Meeting

Conduct a public meeting with Village/ADRB to review the contents of the Draft Survey Report. The Team will revise the Report based on comments and feedback.

Task 14: Revised and Final Survey Report

A Revised and Final Survey Report will be prepared and delivered to the Village of Downers Grove in hardbound and electronic formats. The online survey database will also be revised and updated as necessary.

Task 15: Architectural and Design Review Board Presentation

Conduct a workshop presentation with the ADRB to discuss the Final Survey Report. The workshop will be presented in PowerPoint.

Task 16: Community Workshop

Conduct a community workshop to present the findings of the Survey, including research, context information and field survey results. The workshop will be presented in PowerPoint and other information materials can be developed for distribution to workshop attendees. Prior to the workshop, the Team can work with the Village in preparing a workshop announcement and press release.

Task 17: Village Board Meeting

The Lakota Team will present the Final Survey Report to the Village Board

Task 18: Website Update

Lakota Team will update project website to publicize any and all project deliverables including reports and other information.



COST PROPOSAL: DOWNERS GROVE ARCHITECTURAL AND HISTORICAL SURVEY

The Lakota Team will work closely with Village staff and leadership to refine the project scope and schedule. Lakota will be the project prime project consultant and manager. Jean Guarino and Douglas Gilbert, AIA, will be sub-consultants to Lakota.

Professional Fees

Professional fees for this assignment are as follows:

The Lakota Group	\$10,250
Jean Guarino	\$ 6,500
Douglas E. Gilbert, AIA	\$ 8,250
Total Professional Fees	<u>\$25,000</u>

Professional fee can be adjusted based on clarifications or changes to the work scope made by the Village of Downers Grove. The fee includes all the visits, meetings and workshops outlined in the Work Plan and all production materials and copies as requested in the RFP document. The Team will conduct the on-site survey of approximately 900 properties at \$15.00 per property. All other work will be billed at a \$110 an hour blended rate. Fees can be adjusted to any changes in the project work plan.

If requested for Village budgeting purposes, the Team will provide fee estimates for additional tasks. Any additional services requested of the Team will be billed on an hourly rate basis according to each firm's current hourly rates.

The Lakota Team has the resources, experience and expertise to conduct a survey and preservation planning assignment of this scope. The Lakota Group, Jean L. Guarino and Douglas E. Gilbert appreciate the opportunity to provide the Village of Downers Grove with Professional Preservation Services.



CERTIFICATE OF LIABILITY INSURANCE

LAKOT-1

OP ID: AB

DATE (MM/DD/YYYY)

11/19/12

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 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).

PRODUCER Associated Agencies, Inc. 1701 Golf Rd, Tower 3, 7th Flr Rolling Meadows, IL 60008-4267 Skip Schrayner	847-427-8400	CONTACT NAME:	
	847-427-3430	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Travelers Indemn of Amer	25666
INSURED The Lakota Group, Inc. 212 W Kinzie Street, 3rd Floor Chicago, IL 60654		INSURER B : Hartford, The	34690
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****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.

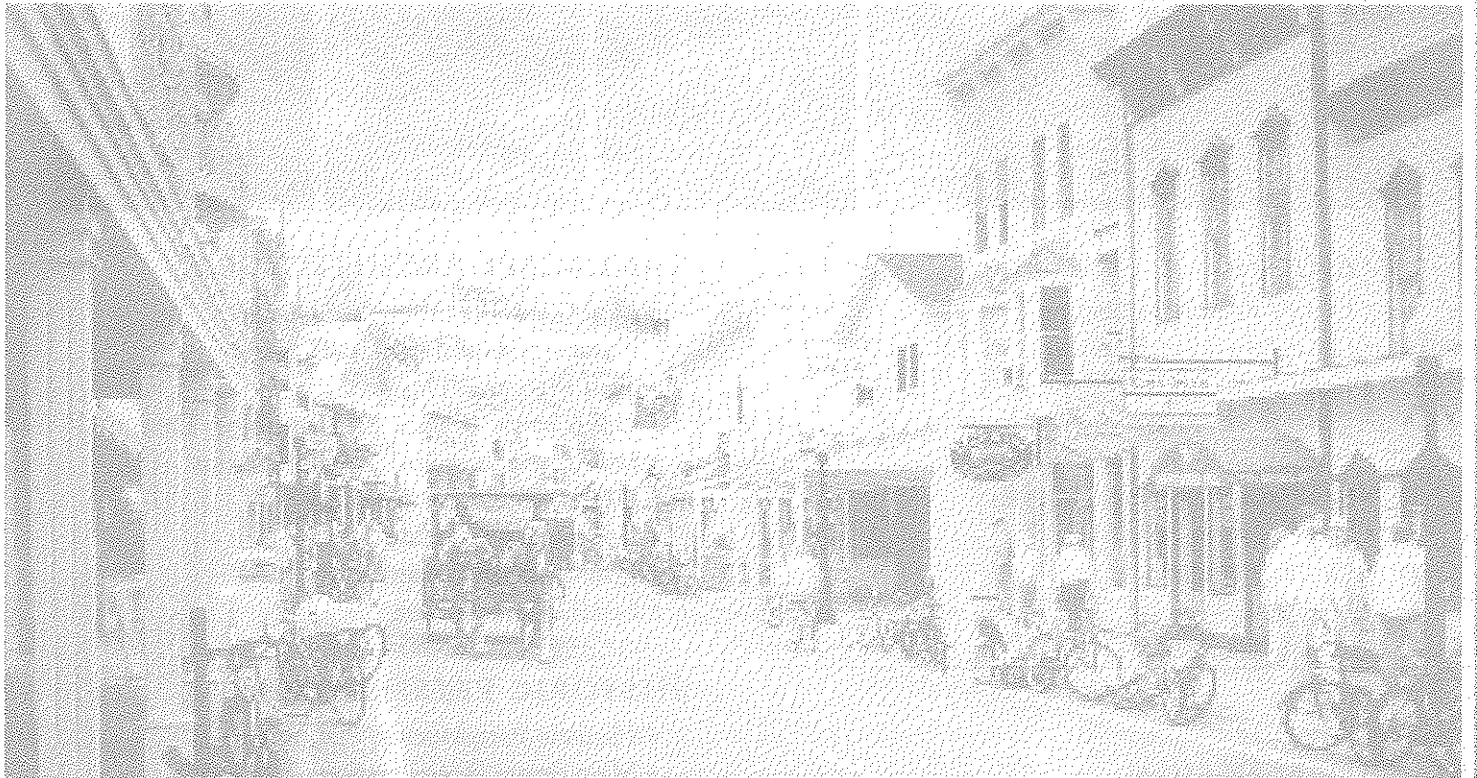
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC			6807B761624	05/01/12	05/01/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			6807B761624	05/01/12	05/01/13	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 type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000			CUP007B762111	05/01/12	05/01/13	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	83WECVP8565	05/01/12	05/01/13	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Prof Liability			LHR736185	10/20/12	10/20/13	Aggregate 2,000,000 Occurrenc 2,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

VILL062	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Village of Downers Grove 801 Burlington Avenue Downers Grove, IL 60515	AUTHORIZED REPRESENTATIVE

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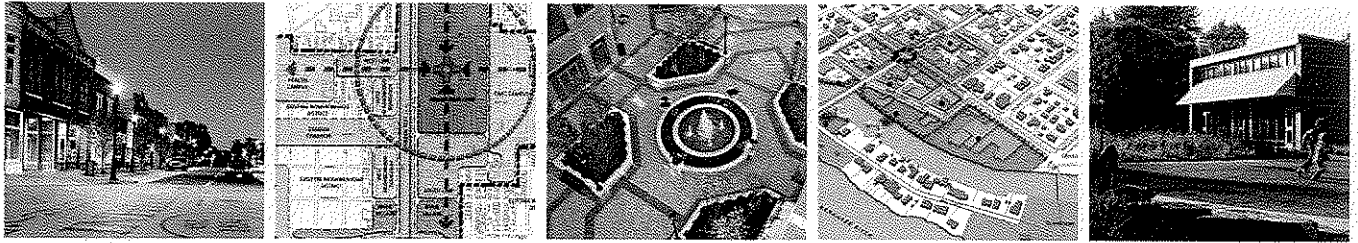


SECTION 6: TEAM RESUMES

LAKOTA

The Lakota Group is a team of professionals providing services in Planning, Urban Design, Landscape Architecture, Historic Preservation and Community Relations. The firm, located in Chicago, was established in 1993 to serve a wide range of public and private-sector clients in urban, suburban and rural settings.

In its first 17 years, Lakota completed more than 700 projects in 230 cities and villages involving approximately 70,000 acres, 52,000 housing units, and 60 million square feet of building space. These projects involved municipal officials, civic leaders, residents, institutions, developers, landowners, businesses and consultants.



PLANNING

- City & Regional Planning
- Comprehensive Planning
- Land & Master Planning
- Waterfront Planning & Design
- Commercial District Planning
- Site Capacity/Zoning Studies
- Site Location Studies
- Grants Planning
- Expert Testimony

URBAN DESIGN

- Building Massing Studies
- Context Sensitive Design
- Streetscape Planning/Design
- Design Guidelines
- Form Based Codes
- Wayfinding/Signage Systems
- Environmental Graphics
- Community Branding
- 3-D Simulations

LANDSCAPE ARCHITECTURE

- Landscape Planning/Site Design
- Environmental Planning/Design
- Trail Planning/Design
- Open Space & Park Programming/Design
- Landscape Standards/Specifications
- Design/Build Partnerships
- Contractor Selection
- Construction Observation
- LEED Certification

HISTORIC PRESERVATION

- Historic Preservation Planning
- Main Street Revitalization
- Historic/Cultural Resource Surveys
- National Register Nominations
- Building Feasibility Studies

COMMUNITY RELATIONS

- Community Mediation
- Community Outreach
- Visioning Sessions
- Charrette/Workshop Facilitation
- Government & Media Relations
- Program/Project Marketing Materials

LAKOTA is a Native American word meaning Allies. It represents our strong respect for land, sense of community and desire to bring people together to work as allies for positive change.

Nicholas P. Kalogeresis, AICP

Vice President | The Lakota Group 2008-Present

nkalogeresis@thelakotagroup.com



Nick is a City Planner and Vice President with more than 18 years of experience in historic preservation planning and traditional commercial district revitalization at the local, state and national levels. His project portfolio has included the development of community historic preservation plans, historic district design guidelines, historic building surveys, downtown and neighborhood master plans, and Main Street consultations. Prior to joining Lakota, he was a Program Officer with the National Trust for Historic Preservation's Main Street Center, where he worked with a wide range of clients, including the cities of Chicago, Milwaukee, Detroit, Miami, Philadelphia, Indianapolis, and various communities in Michigan, Kentucky, Missouri, Wisconsin, Iowa, Illinois, Washington, and South Carolina. Nick is also a frequent writer and public speaker, having contributed several articles for the National Trust's *Main Street Now* publication. He has also presented at various conferences, including the Congress for New Urbanism, American Planning Association, New Partners for Smart Growth, and La Fondation Rues Principales in Quebec City, Canada.

Signature Projects

Strategic Historic Preservation Plan - San Antonio, Texas
Cermak Road Architectural and Historical Survey - Berwyn, Illinois
Creating Energy Efficient Main Streets Guide and Training - State of Iowa
Texas Main Street Community Assessments - State of Texas
Main Street Technical Assistance Program - State of Oregon
Historic Building Design and Resource Manual - Naperville, Illinois
Six Corners Main Street Assessment - Chicago, Illinois
MacArthur Boulevard Master Plan - Springfield, Illinois
Enos Park Neighborhood Master Plan and Conservation District Design Guidelines - Springfield, Illinois
ULI Technical Assistance Panel, Pullman Palace Car Company State Historic Site - Chicago, Illinois

Previous Experience

Main Street Program Officer • National Trust for Historic Preservation (1998-2008)
Suburban Coordinator • State of Illinois Main Street Program (1995-1998)
Program Manager • Main Street Ottawa - Ottawa, Illinois (1991-1995)

Publications

"Incorporating Sustainability into Downtown Master Plans and Codes" • *Main Street Now* • National Trust Main Street Center • May/June 2011
Revitalizing Main Street • Chapter 16: Master Planning and Chapter 17: Zoning and Other Land Use Regulatory Tools • National Trust Main Street Center • 2009.
"Form-Based Zoning: The New Urbanism Comes to Main Street" • *Main Street News* • National Trust for Historic Preservation. March 2008
Zoning Practices in Traditional Commercial Districts • *Main Street News* • National Trust for Historic Preservation • November 2004.

Organizations

Advisory Committee Member • Municipal Design Review Network • Chaddick Institute at DePaul University
American Planning Association/American Institute of Certified Planners
National Trust for Historic Preservation
Village of Oak Park (Illinois) Historic Preservation Commission - 2003-2009
Society of Architectural Historians
DO.CO.MO.MO International

Education

Masters of Urban Planning, University of Illinois - Urbana-Champaign, Illinois (1991)
Bachelor of Arts, Urban Studies & History, Elmhurst College - Elmhurst, Illinois (1988)
Form Based Code Institute, Training - Year One (2008)
Persuasive Communications Workshop - University of Chicago (2004)

Douglas E. Gilbert, AIA _____ 220 South Maple Avenue #41
Oak Park, Illinois 60302
708.660.1749 cell: 708.822.7794
dgilbertarchitect@att.net www.dgilbertarchitect.com

Professional Experience _____ **Douglas E. Gilbert, Architect, Oak Park, Illinois**
Founded 2010
Principal

Douglas Gilbert, AIA is an award winning architect and preservation consultant with over 15 years experience in preserving and restoring historic architecture. His practice focuses on historic structure reports, tax credit consulting, National Register nominations, and preservation consulting. His expertise includes buildings of the Prairie and Chicago Styles, 20th century modern architecture, preservation design review, "Main Street" commercial design and revitalization, building assessments and historic research.

Harboe Architects, PC, Chicago, Illinois
2006 - 2009
Project Architect

Harboe Architects is an award-winning preservation firm with expertise on exterior façade restoration, historic structure reports, adaptive re-use, tax credit consulting, and preservation consulting. Project types include commercial and residential buildings and institutional facilities spanning from early Chicago skyscrapers to Frank Lloyd Wright designs to mid-20th century modernist landmarks.

Responsible for entire projects from conception through completion including extensive interaction with clients, consultants and contractors.

McCluer, Chicago, Illinois (later Austin/AECOM)
1997 - 2006
Project Architect, Preservation Group

The McCluer Preservation Group was a nationally recognized preservation team with project types including commercial and institutional buildings.

Responsible for design, documentation and detailing requiring significant interaction with clients, consultants and contractors.

Illinois Historic Preservation Agency, Springfield, Illinois
1994 - 1997
Chief Designer, Illinois Main Street Program

Illinois Main Street provides design assistance to downtown commercial building owners within statewide communities participating in the Main Street program. Services included façade design and restoration, design training, and financial incentive consultation.

Responsibilities also included Federal Tax Credit program reviews, federal and state preservation compliance reviews, as well as general preservation outreach throughout the State of Illinois.

Education _____ **University of Illinois at Urbana-Champaign**
Master of Architecture, May 1994
Preservation Option

University of Illinois at Urbana-Champaign
Bachelor of Science in Architectural Studies, May 1992
Study Abroad Program, Versailles, France, 1990/91

25 East Washington

Client: Aspire Properties

Location: Chicago, Illinois

Firm: Douglas E. Gilbert Architect

Preservation consulting for window replacement at the former Marshall Field's Men's Store, built 1911-13

Year Completed: 2010

S.R. Crown Hall

Client: Illinois Institute of Technology

Location: Chicago, Illinois

Firm: McClier

Author of the Historic Structure Report for Mies van der Rohe's 1956 National Historic Landmark Architecture Building at IIT

Year Completed: 2000

Preservation consulting for the restoration of the steel and glass exterior and terrace reconstruction

Year Completed: 2005

Chicago Federal Center National Register Nomination

Client: US General Services Administration

Location: Chicago, Illinois

Firm: Harboe Architects

Author of a National Register nomination of the Chicago Federal Center, designed by Mies van der Rohe in the 1960s and considered one of the most significant Modernist Style federal complexes

Year Completed: 2009

East Downtown Tulsa Architectural Survey

Client: Tulsa Development Authority

Location: Tulsa, Oklahoma

Firm: McClier

Historic resources survey of over 100 buildings in East End Tulsa, a district targeted for revitalization efforts

Year Completed: 1999

IIT Historic District Nomination

Client: Illinois Institute of Technology

Location: Chicago, Illinois

Firm: Austin AECOM

Co-authored the National Register Historic District nomination of the IIT academic campus, which was planned and largely executed by Mies van der Rohe in the 1940s and '50s

Year Completed: 2005

Sullivan Center/Carson Pirie Scott Store

Client: Joseph Freed and Associates, LLC

Location: Chicago, Illinois

Firm: McClier, Austin AECOM and Harboe Architects

Preservation consulting, including historic research, tax credit applications and Chicago Landmark submittals for conversion of Louis Sullivan's 1899 National Historic Landmark into mixed use office and retail

Year Completed: 2009

Lake Forest Train Station

Client: Lake Forest Preservation Foundation

Location: Lake Forest, Illinois

Firm: Harboe Architects

Co-author of the Historic Structure Report for a 1900 railroad station currently used as a Metra station and for various commercial tenants

Year Completed: 2009

Chicago Board of Trade

Client: Chicago Board of Trade Building

Location: Chicago, Illinois

Firm: Austin AECOM and Harboe Architects

Preservation consulting, including historic research, tax credit applications and Chicago Landmark submittals for an extensive renovation and restoration of the original Art Deco lobby

Year Completed: 2006

Thomson & Taylor Building National Register Nomination

Client: Private

Location: Chicago, Illinois

Firm: McClier

Author of a National Register nomination of the Thomson & Taylor Spice Company Building, an early 20th century warehouse structure along the Chicago River

Year Completed: 2004

Bjorklund Hotel

Client: Capital Development Board and Illinois Historic Preservation Agency

Location: Bishop Hill, Illinois

Firm: McClier

Author of the Historic Structure Report for an 1854 hotel, now a State of Illinois museum at the Bishop Hill Colony Historic Site

Year Completed: 2000

Wishnick Hall

Client: Illinois Institute of Technology

Location: Chicago, Illinois

Firm: McClier

Author of the Historic Structure Report for a Mies van der Rohe designed academic building at IIT

Year Completed: 2003

Licensure

State of Illinois, Licensed Architect

Professional Memberships / Community Service

American Institute of Architects, Chicago Chapter
Architect Member, 2002 - Present

Oak Park Historic Preservation Commission
Commissioner, 2001 - 2008
Chair, 2002 - 2008

Illinois Historic Sites Advisory Council
Council Member, 2005 - 2007
Chair, 2009 - Present

Landmarks Illinois
Preservation Funds/Easement Committee, 1999 - 2005

Frank Lloyd Wright Preservation Trust
Home & Studio Interpreter, 1998 - 2003
Wright Plus Volunteer, 1998 - Present
Restoration Committee, 2008 - Present

National Trust for Historic Preservation
Mies van der Rohe Society

Honors / Awards

University of Illinois, Urbana-Champaign
Francis J. Plym Traveling Fellowship, 2009
AIA Henry Adams Architecture Medal, 1994

Robert Emmond House, LaGrange, Illinois (Harboe Architects)
LPCI Driehaus Foundation Award for Restoration and Rehabilitation, 2008

Annie May Swift Hall, Evanston, Illinois (Harboe Architects)
Margery B. Perkins Preservation Award, 2009

Humboldt Park Stables, Chicago, Illinois (McClier)
LPCI Driehaus Foundation Award for Restoration and Rehabilitation, 1998

Reliance Building/Hotel Burnham, Chicago, Illinois (McClier)
AIA Honor Award for Architecture, 2001
National Trust for Historic Preservation Honor Award, 2001
LPCI Driehaus Foundation Award for Project of the Year, 2000
AIA Chicago Distinguished Building Citation of Merit, 2000

S.R. Crown Hall, Chicago, Illinois (Austin AECOM)
AIA Chicago Distinguished Building Citation of Merit, 2006
LPCI Driehaus Foundation Award for Project of the Year, 2006

Sullivan Center, Chicago, Illinois (Harboe Architects)
Chicago Landmarks Award for Preservation Excellence, 2006, 2009

Chicago Board of Trade, Chicago, Illinois (Harboe Architects)
IALD International Lighting Design Award Special Citation, 2007

Village of Oak Park
Volunteer of the Year, 2008

Speaker, "Saving 20th Century Architecture - Lessons From Europe"
AIA Chicago Historic Resources, April 2010

Seminar Speaker, "Uncovering Sullivan"
Faculty of Architecture - Technical University of Lisbon, November 2009

Seminar Speaker, "The Design and Restoration of the Reliance Building"
Chicago Architecture Foundation, NEH Educators Workshop, July 2009

Panelist, "Court Rules - Landmarks Ordinances Threatened?"
AIA Chicago Historic Resources, May 2009

Speaker, "Uncovering Sullivan"
Landmarks Illinois Preservation Snapshot Series, May 2009

Co-Speaker, "Window Restoration: Embodied Energy & Efficient Performance"
Traditional Building Conference, September 2008

Co-Speaker, "Crown Hall: Restoration, Greening & Renovation"
Green Build Conference, November 2007

Co-Speaker, "Enlightening Interiors: Chicago Board of Trade"
AIA Chicago Historic Resources, March 2007

Co-Speaker, "Standing Tall: 19th Century Skyscrapers in Chicago"
AIA National Convention, May 2005

Guest Lecturer Various Topics, Restoration Design Studio
School of the Art Institute, February 2004; March 2008; October 2008

Panelist, "Campus Heritage Preservation"
Restoration & Renovation Conference, September 2003

Author, "Renovations of Mies Icons at IIT Campus"
do_co,mo.mo_us National News, Spring 2003

Seminar Speaker, "Preservation Issues After the Nisqually Earthquake"
AIA Chicago Historic Resources, July 2002

Brochure Author, "Walking Tour of Historic Downtown Forest Park"
Forest Park Main Street Redevelopment Association, 2001

"A Universal Space with World Wide Appeal: Mies van der Rohe's Crown Hall"
Historic Illinois, December 2001

Panelist, "S.R. Crown Hall Conservation"
AIA Chicago Historic Resources, September 2000

Moderator, "Round Table on Historic Structure Reports"
Frank Lloyd Wright Conservancy Conference, May 1999

Author, "Down on Main Street: Downtown Renovations Looking Up"
Historic Illinois, August 1995

V. PROPOSAL/CONTRACT FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award

PROPOSER:

The Lakota Group
Company Name

212 W. Kinzie Street, Floor
Street Address of Company

Chicago, IL 60654
City, State, Zip

312-467-5445
Business Phone

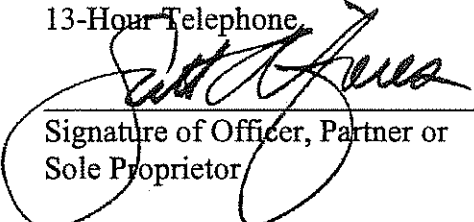
312-467-5484
Fax

Date: 10/9/2012

sziegelbauer@thelakotagroup.com
Email Address


Savannah Ziegelbauer
Contact Name (Print)

312-467-5445 x208
13-Hour Telephone


Signature of Officer, Partner or
Sole Proprietor

Scott Freres, RLA, ASLA, President
Print Name & Title

ATTEST If a Corporation


Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

Authorized Signature

Title

Date

ATTEST:

Signature of Village Clerk

Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within 90 calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.



VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

BUSINESS (PLEASE PRINT OR TYPE):

NAME: The Lakota Group, Inc.
ADDRESS: 212 W. Kinzie Street, Floor 3
CITY: Chicago
STATE: Illinois
ZIP: 60654
PHONE: (312) 467-5445 FAX: (312) 467-5484
TAX ID #(TIN): 36-3885664

(If you are supplying a social security number, please give your full name.)

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME:
ADDRESS:
CITY:
STATE: ZIP:

TYPE OF ENTITY (CIRCLE ONE):

- Individual
Sole Proprietor
Partnership
Medical
Charitable/Nonprofit
Limited Liability Company -Individual/Sole Proprietor
Limited Liability Company-Partnership
Limited Liability Company-Corporation
Corporation
Government Agency

SIGNATURE: [Handwritten Signature]

DATE: October 9, 2012

PROPOSER'S CERTIFICATION (page 1 of 3)

Downers Grove Historic Architectural
With regard to Resources Survey, Proposer The Lakota Group hereby certifies
(Name of Project) (Name of Proposer)
the following:

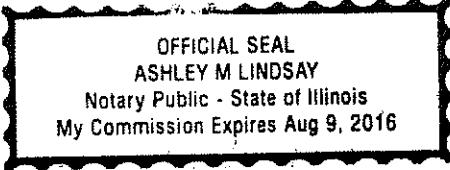
1. Proposer is not barred from bidding this Contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS 5/2-105(A)(4);
3. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
4. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

BY: *[Signature]*
Proposer's Authorized Agent

3 6 - 3 8 | 8 5 6 6 4

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number



Subscribed and sworn to before me
this 9th day of October, 2012.

Ashley M. Lindsay
Notary Public

PROPOSER'S CERTIFICATION (page 2 of 3)

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Proposer is a corporation organized and existing under the laws of the State of Illinois, which operates under the Legal name of The Lakota Group, Inc., and the full names of its Officers are as follows:

President: Scott Freres

Secretary: Andrea Freres

Treasurer: Andrea Freres

and it does have a corporate seal. (In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) Partnership

Signatures and Addresses of All Members of Partnership:

The partnership does business under the legal name of: _____ which name is registered with the office of _____ in the State of _____.

(c) Sole Proprietor

The Proposer is a Sole Proprietor whose full name is: _____ and if operating under a trade name, said trade name is: _____ which name is registered with the office of _____ in the State of _____.

5. Are you willing to comply with the Village's preceding insurance requirements within 13 days of the award of the contract? yes

Insurer's Name Hartford Casualty Insurance Company

Agent Skip Schrayner, Associated Agencies, Inc.

Street Address 1701 Golf Road, Tower 3, 7th Floor, Rolling Meadows, IL 60008-4267

PROPOSER'S CERTIFICATION (page 3 of 3)

Village of Downers Grove

City, State, Zip Code _____

Telephone Number _____

I/We affirm that the above certifications are true and accurate and that I/we have read and understand them.

Print Name of Company: The Lakota Group, Inc.

Print Name and Title of Authorizing Signature: Scott Freres, RLA, ASLA, President

Signature: 

Date: October 9, 2012

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the Proposer certifies to the best of its knowledge and belief, that the company and its principals:

- 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency;
- 2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- 4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

If the Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to this certification.

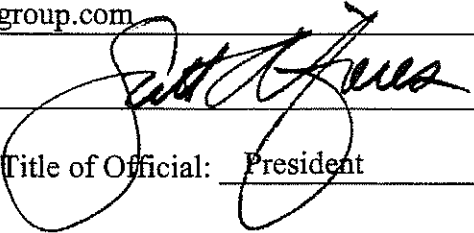
Company Name: The Lakota Group, Inc.

Address: 212 W. Kinzie Street, Floor 3

City: Chicago Zip Code: 60654

Telephone: (312) 467-5445 Fax Number: (312) 467-5484

E-mail Address: sfreres@thelakotagroup.com

Authorized Company Signature: 

(Print)Name: Scott Freres Title of Official: President

Date: October 9, 2012

Campaign Disclosure Certificate

Village of Downers Grove

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate.

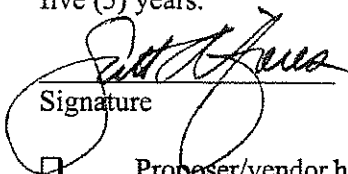
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Proposer/vendor has not contributed to any elected Village position within the last five (5) years.


Signature

Scott Freres
Print Name

Proposer/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name



CERTIFICATE OF LIABILITY INSURANCE

LAKOT-1

OP ID: AB

DATE (MM/DD/YYYY)

11/20/12

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 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).

PRODUCER Associated Agencies, Inc. 1701 Golf Rd, Tower 3, 7th Flr Rolling Meadows, IL 60008-4267 Skip Schrayner	847-427-8400	CONTACT NAME:	
	847-427-3430	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Travelers Indemn of Amer	25666
INSURED The Lakota Group, Inc. 212 W Kinzie Street, 3rd Floor Chicago, IL 60654		INSURER B : Hartford, The	34690
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X		6807B761624	05/01/12	05/01/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			6807B761624	05/01/12	05/01/13	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 type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000			CUP007B762111	05/01/12	05/01/13	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	83WECVP8565	05/01/12	05/01/13	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Prof Liability			LHR736185	10/20/12	10/20/13	Aggregate 2,000,000 Occurrenc 2,000,000

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

The Village of Downers Grove, its officers and employees are included as Add Insured as their interest may appear and as required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

VILL062 Village of Downers Grove 801 Burlington Avenue Downers Grove, IL 60515	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 

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