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June 15, 2015

Brad Lange
Village of Allouez
1900 Libal Street
Green Bay, WI 54301

Subject: Ongoing Planning Services Agreement

Dear Brad:

Per your request, Graef-USA Inc. (GRAEF) is pleased to provide this proposal for services to the Village of Allouez (Client). An executed copy of this proposal will become our Agreement.

This proposal is for ongoing planning services for the Village of Allouez (Project). This proposal is subject to GRAEF's Terms and Conditions, a copy of which is attached and incorporated by reference.

It is our understanding that the nature of the Project is to provide ongoing planning services as requested and approved by the Village.

For this Project, GRAEF proposes to provide the following Basic Services:

- Report to the Village Administrator and Village Zoning Administrator.
- Understand and interpret the Village's Comprehensive Plan and ordinances.
- Analyze existing codes and policies, and provide zoning and policy recommendations.
- Answer questions and make initial determinations for applicants and citizens.
- Work with staff to prepare reports on plats, plans, and developments.
- Assist in preparing supporting materials for Plan Commission or Board agendas and meetings.
- Attend Plan Commission meetings and provide presentations as needed.
- Assist with TIF and economic development decisions.
- Identify and apply for grants and other non-Village funding sources.
- Create rendered drawings of development scenarios.
- Facilitate and lead conversations with brokers and developers regarding the local marketplace.
- Create the Phase III: South Allouez Master Plan and integrate with the final plan for Phases I and II.

GRAEF will endeavor to perform the proposed Basic Services per the following schedule:

- Time and materials on an ongoing basis, with an end date to be determined by the Village.

For this Project, it is our understanding Client will provide the following services, items and/or information:

- Coordination with regard to Plan Commission and Board meeting details and needs.
- Review of prepared materials on an ongoing basis.

For all Basic Services, Client agrees to compensate GRAEF per the attached hourly rates, plus reimbursable expenses. Reimbursable expenses include mileage.



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To accept this proposal, please sign and date this agreement and return a copy to us. Upon receipt of an executed copy, GRAEF will commence work on the Project. Graef-USA Inc. looks forward to providing services to the Village of Allouez.

Sincerely,

Graef-USA Inc.

Accepted by: Village of Allouez

Stephanie R. A. Hacker, AICP, LEED AP
Senior Planner | Project Manager

(Signature)

(Name Printed)

Brent T. Pitcher, P.E., LEED AP
Vice President

(Title)

Date: _____