



REQUEST FOR PROPOSALS (RFP)

**Ridge Road and Calumet Avenue
Streetscape and Corridor Improvement Plan**

For the Town of Munster, Indiana

RFP Issued: October 1, 2019

**Response Deadline: 4:00 PM CST
October 30, 2019**

This document is posted on the Town of Munster website at www.munster.org.

Proposals shall be submitted to:

Town of Munster
Community Development Department
ATTN: Thomas Vander Woude
1005 Ridge Road
Munster, IN 46321

PROJECT OVERVIEW

Town of Munster is seeking a qualified consultant team to develop a streetscape and corridor improvement plan for the Ridge Road and Calumet Avenue corridors. The goal of the project is to redesign these corridors with walkable streets that incorporate urban forestry and streetscaping enhancements.

The key themes of the plan should include:

- A safe and comfortable pedestrian environment
- A functional streetscape providing stormwater benefits
- A consistent and beautiful public realm
- A sense of arrival and identity
- A multimodal system that balances access and mobility

The plan will provide list of short- and long-term investments that can be implemented as funding becomes available, private sector projects take place, and major projects such as the South Shore Westlake Corridor project are implemented.

The plan should provide recommendations for the following:

- Public right-of-way cross sections, with provisions for vehicular traffic, on-street parking, streetscaping zones, pedestrian zones, and bicycle infrastructure
- Access control
- Intersection realignments
- Utility relocations
- Street furniture
- Ornamental lighting
- Intersection geometries and treatments
- Gateway enhancements
- Wayfinding signage
- Specific green infrastructure elements including:
 - Locations and species of street trees
 - Designs for planters and raingardens
 - Permeable pavements
 - Traditional parkways and landscaped medians

The planning process must include at a minimum an interactive visioning type workshop with residents and business owners, open house style public meetings at key milestones, and stakeholder interviews conducted by the consultant.

This project is partially funded by a grant from the Lake Michigan Coastal Program, the mission of which is to protect and enhance natural, cultural, and historical coastal resources of the Lake Michigan region. Therefore, it is important that the plan integrate specific recommendations for enhancing tree canopy and the urban forest, implementing clean water BMPs and green infrastructure elements, and incorporating low-maintenance, native plantings into traditional placemaking strategies. More information about the Lake Michigan Coastal Program can be found here: <https://www.in.gov/dnr/6034.htm>.

A copy of the full grant application and grant timeline is attached for reference. All proposals must be consistent with the application. The timeline can be extended if the scope demands.



Potential transformation for Calumet Ave and Ridge Road Intersection

Figure 1. Illustration from 2010 Munster Comprehensive Plan

PROJECT AREA

The project area consists of two intersecting corridors: Calumet Avenue from the Little Calumet River to Ridge Road and Ridge Road from the IL/IN state Line to the Munster Town Hall.

RIDGE ROAD

Ridge Road is a 5-lane minor arterial that parallels Interstate 80/94 approximately .9 miles to the south. The project area extends 1.2 miles from the IL/IN state line to the Munster Town Hall, where it transitions from commercial land uses to single-family residential. Ridge Road is a segment of a continuous roadway that extends from Lansing, IL to Westville, IN and was formerly designated as US Route 6.

Ridge Road serves both local and regional traffic, carrying approximately 18,000 vehicles per day. It contains a mixture of small businesses on small parcels and larger modern commercial developments. Areas to the north and south are residential. An extension of the South Shore commuter railroad is planned to intersect Ridge Road at grade east of Manor Avenue, with a station north of that intersection.

CALUMET AVENUE

Calumet Avenue is a 5-lane major arterial that carries between 35,000 and 40,000 vehicles per day. It is a regional thoroughfare providing access to I-80/94 and multiple hospital and healthcare facilities. The study area for this project extends from the Little Calumet River, which is the northern border of the Town, to approximately Briar Lane, one block south of Ridge Road.

Limited redevelopment has taken place along the north end of Calumet Ave including a former indoor mall that was converted into a strip center anchored by a Target store and a former Carpetland warehouse store that has been redeveloped into a retail and office strip. Ongoing redevelopment in this corridor has been hampered by narrow, shallow lots and fragmented ownership.

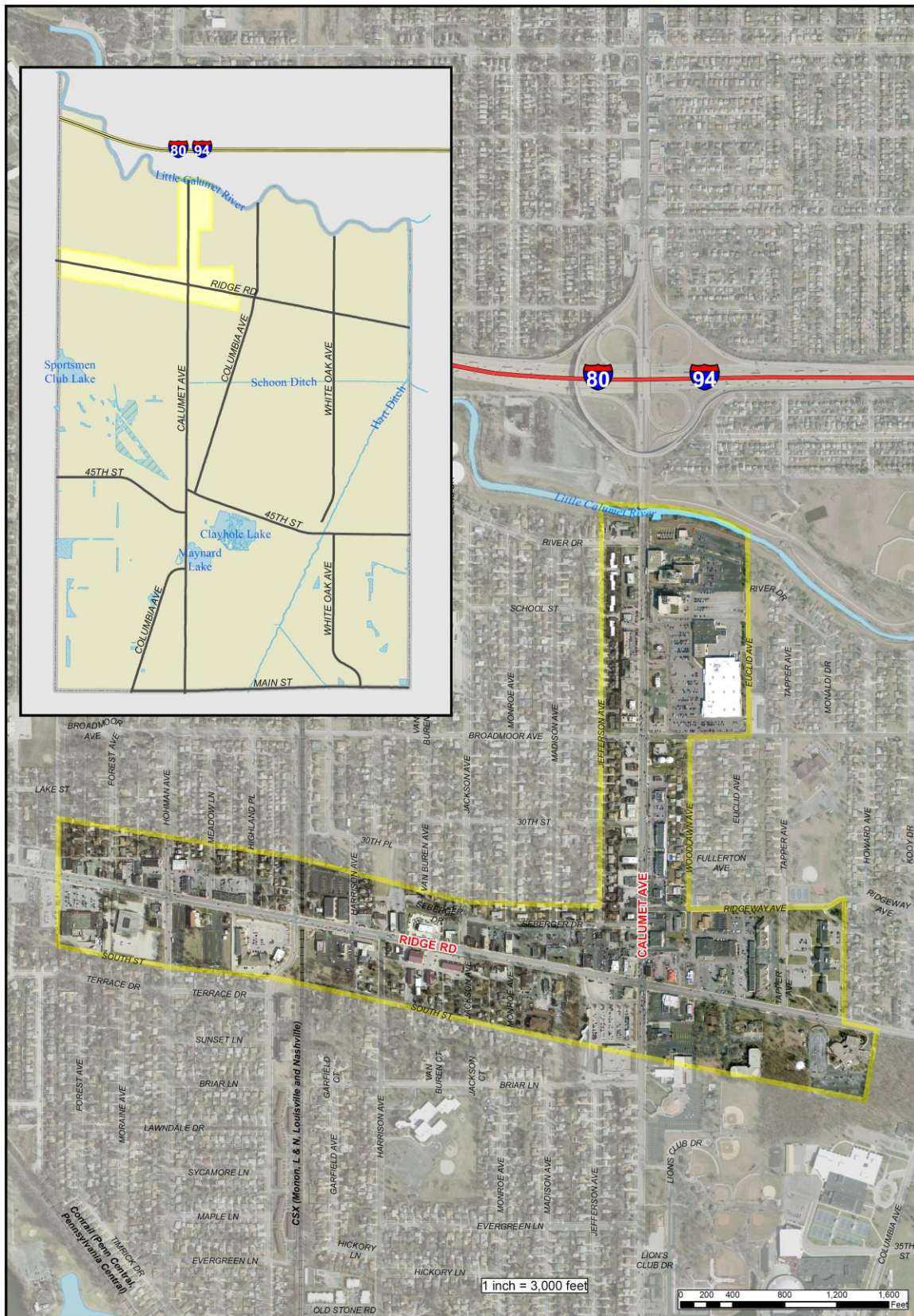


Figure 2. Project Study Area

ADDITIONAL BACKGROUND INFORMATION

Munster, Indiana is located in Lake County, Indiana, 30 miles southeast of the Chicago Loop. Since its incorporation in 1907, the Town of Munster has evolved into an established and prosperous community of 23,000 residents, serving as a cultural and medical hub for the greater Northwest Indiana region. Today, Munster is almost completely developed and exists as a stable, community of primarily mid to late 20th century neighborhoods with an extensive parks and trails system.

In 2010, the Town of Munster adopted a comprehensive plan that identified six guiding principles for its future development:

1. Promote Sustainable Growth
2. Support Transit as Critical to a Prosperous Town
3. Create a Legacy of Unique Parks and Open Spaces
4. Grow as A Hub of the Regional Trail System
5. Strengthen Infrastructure to Meet Future Needs
6. Redevelop Old Areas as Walkable, Mixed Use Centers

This vision plan marked a formal reconsideration of the future direction of the Town and a reorientation from an auto-oriented bedroom community to a community of walkable, mixed use centers linked together by complete streets. The plan can be viewed here: <https://www.munster.org/egov/docs/1340988647610.pdf>

Since 2010, the Town has made tangible progress towards achieving that vision. Three major projects that exemplify this progress are underway.

Centennial Village

Construction has begun on Centennial Village, a sustainable, mixed-use, walkable community at the intersection of Calumet Avenue and 45th Street built on the site of a former steel plant. This project will be completed in phases over the next 6-8 years. The redevelopment will also provide the Town of Munster the necessary land area to facilitate the design and construction of the 45th Street underpass and realignment. Additional information can be found here: <http://www.munster.org/category/subcategory.php?categoryid=28>.



Figure 3: Centennial Village Site Plan

Westlake TOD

The Northern Indiana Commuter Transportation District (NICTD) is developing the Westlake Corridor, an approximately 8-mile extension of the existing South Shore Line (SSL) between Dyer and Hammond, Indiana. This extension will provide commuter rail access from two stations in Munster to downtown Chicago. Working in partnership with the Northwest Indiana Regional Development Authority and NICTD, the Town undertook a public planning process to develop plans for transit-oriented development around two commuter rail stations. This project concluded in summer of 2017 with the completion of regulating plans and conceptual form-based zoning schemes for the station areas.

WHAT IS THE PREFERRED TOD VISION?

A MASTER PLAN BASED ON COMMUNITY INPUT

MUNSTER RIDGE ROAD



Figure 4: Westlake Station Area Regulating Plan

Additional information about the Westlake Corridor can be found here:
<http://www.nictdwestlake.com/>.

Livable Munster: Character-Based Code

In early 2018, the Town of Munster enlisted the services of the Town Planning and Urban Design Collaborative to rewrite the Town's zoning ordinance as a form-based code. The Town held multiple public involvement events during 2018 and is now in the process of finalizing the documents for public review.

The project website is online here:

<https://www.munster.org/category/subcategory.php?categoryid=30>

PROPOSAL REQUIREMENTS

1. **Cover Letter** – A cover letter introducing the firm(s), including the name of the firm(s) and the name and telephone numbers of the person(s) authorized to represent the company regarding all matters related to the proposal.
2. **Description of Approach** -- A summary of your firm(s)' project understanding, intended approach and methods, and community engagement efforts. The approach must be consistent with the attached grant application, specifically Sections 16 and 21.

3. **Project Experience** – The firm must have experience developing streetscaping and green infrastructure concepts that include native trees and plantings.
 - a. A description of firm(s)' experience in completing streetscape and corridor improvement plans or other similar projects.
 - b. Provide links to or electronic copies of at least three plans.
 - c. Provide references for at least three projects.

4. **Team Expertise** —The team should include members that represent the following disciplines: transportation planning, land use planning, environmental planning, landscape architecture, and transportation engineering.
 - a. Brief description of general qualifications.
 - b. Specific evidence of relevant experience completing streetscaping and corridor improvement plans.
 - c. Résumés of key personnel that may work with the Town. Resumes should list all relevant licenses and certifications.

5. **Schedule** -- Overview of timeline and important project milestones to ensure project delivery on time. The schedule must be consistent with the attached grant application and timeline.

6. **Project Costs** -- An outline of your professional fees for completing the work as described. Provide an estimate of projected hours and costs for each task.

SUBMITTAL PROCEDURES

Submittals must be received by the Town of Munster by no later than 4:00 p.m. (CST) on October 30, 2019.

Consultants must submit three (3) identical paper copies and one (1) electronic copy of their submittal package. Electronic copies may be submitted either as a saved document on a USB flash drive with the paper copies or via an email received prior to the deadline. Submissions must be in a sealed package or envelope marked "Ridge Road and Calumet Avenue Plan." The consultant organization's name and address shall appear in the upper left corner of the package. Documents submitted via email must include in the subject line the consultant organization's name and "Ridge Road and Calumet Avenue Plan."

Submissions must be delivered to Town Hall at the following address:

**Town of Munster
Community Development Department
ATTN: Thomas Vander Woude AICP
1005 Ridge Road
Munster, IN 46321**

Emailed submissions must be sent to:

tvanderwoude@munster.org

There will be no public opening for this RFP. Late submissions will be rejected and returned unopened. Respondents are responsible for ensuring that their submittals are received by the Town before the deadline. The Town reserves the right to reject any and all proposals.

Questions

Questions may be sent via email to Thomas Vander Woude at tvanderwoude@munster.org.

ANTICIPATED SCHEDULE

This schedule is subject to change.

Release RFP..... October 1, 2019
Responses Due..... October 30, 2019 at 4:00 p.m.
Interviews (if necessary) Week of November 11, 2019

EVALUATION OF SUBMITTALS

Proposals will be evaluated based upon the following:

- The quality and similarity of project experience.
- The qualifications (including education, training, licenses, experience and past performance) of team members.
- Understanding of the work to be completed based upon the clarity of the proposal. The Town will not assume that a responding firm will perform services not specifically detailed in its submitted proposal.
- Quality, clarity, completeness, and responsiveness of proposal.
- Ability to meet any required timelines or other requirements.
- Anticipated value.
- References.
- Ability to negotiate and execute a contract in a timely manner.

The Town of Munster will evaluate all submittals to determine which consultants have the experience and qualifications that are most suited for these services. The Town of Munster may request personal interviews with the highest-ranked consultants.

TERMS & CONDITIONS

1. The Town of Munster reserves the right to reject any and all responses and to waive minor irregularities in any response to the RFP.
2. The Town of Munster reserves the right to request clarification of information submitted and to request additional information from any firm submitting a response to the RFP.
3. The Town of Munster shall not be responsible for any costs incurred by any firm in preparing, submitted or presenting its response to the RFP.
4. By submitting a response, the responding firm acknowledges the proposal and all materials submitted in response to this RFP will become the property of the Town.
5. This project is funded in part by a grant from the U.S. Department of Commerce, National Oceanic and Atmospheric Administration, and is being administered by the Indiana Department of Natural Resources Lake Michigan Coastal Program. Compliance with all applicable federal, state, and local laws, rules, and regulations is required.
6. The Indiana Department of Natural Resources, the Indiana State Auditor, the U.S. Department of Commerce, the Comptroller General of the United States, or any of their duly authorized representatives, will have access to any books, documents, papers, and records of the contractor that are directly pertinent to that specific contract, for the purposes of making audit, examination, excerpts, and transcription. Such records must be maintained for three years after the closeout of the contract.

RIDGE ROAD AND CALUMET AVE RFP ATTACHMENT 1

Indiana Lake Michigan Coastal Grant Program

2019 FUNDING CYCLE FULL PROPOSAL



APPLICANT INFORMATION

1. Applying Organization: Town of Munster, Indiana	2. Type of Organization: Local Government
3. Project Manager and Title: Thomas Vander Woude, Planning Director Organization: Town of Munster, Indiana Address: 1005 Ridge Road, Munster, Indiana 46321 Phone: 219-836-6995 Email: tvanderwoude@munster.org	4. Grant Administrator: Thomas Vander Woude, Planning Director Organization: Town of Munster, Indiana Address: 1005 Ridge Road, Munster, Indiana, 46321 Phone: 219-836-6995 Email: tvanderwoude@munster.org
5. Grant Agreement Signatory: Dustin Anderson, Town Manager Organization: Town of Munster, Indiana Phone: 219-836-6900 Email: danderson@munster.org	6. DUNS Number: 0532116780000 7. Has your organization received a LMCP Grant in the Past? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

PROJECT CATEGORY

<p style="text-align: center;">Low Cost Construction §306A</p> <input type="checkbox"/> Other <input type="checkbox"/> Green Infrastructure and water quality improvement BMPs	<p style="text-align: center;">Land Acquisition §306A</p> <input type="checkbox"/> Other <input type="checkbox"/> Connecting fragmented habitat by ensuring long-term habitat/wildlife corridors
<p style="text-align: center;">Education and Outreach</p> <input type="checkbox"/> Other <input type="checkbox"/> Education Opportunities for the long-term maintenance of Green Infrastructure	<p style="text-align: center;">Applied Research</p> <input type="checkbox"/> Other <input type="checkbox"/> Groundwater resources threatened by pollution and the impacts of failing infrastructure
<p style="text-align: center;">Planning/Coordination/Management</p> <input type="checkbox"/> Other <input checked="" type="checkbox"/> Urban Forestry Planning	<p style="text-align: center;">Emerging Issues</p> <input type="checkbox"/> Planning/Coordination/Management <input type="checkbox"/> Education and Outreach <input type="checkbox"/> Applied Research <input type="checkbox"/> Updated emergency and ecological impairment response coordination and communication

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PROJECT INFORMATION

9. Project Title: Ridge Road and North Calumet Streetscape Plan			
10. County where project is located:	<input checked="" type="checkbox"/> Lake	<input type="checkbox"/> Porter	<input type="checkbox"/> LaPorte
11. Identify flood zone designation for project location using the FEMA Flood Map Service Center: Zone X			

12. Project Cost Total: \$ 100,000
LMCP Request: \$50,000
Applicant Share: \$50,000

13. Brief Project Summary: The Town of Munster seeks to develop the Ridge Road and North Calumet Streetscape Plan, a plan to redesign these corridors with urban forestry, landscaping, and streetscaping enhancements and to reshape them as environmentally sustainable, walkable, bikeable, and economically vibrant streets. The plan will provide design guidance on the location and use of low-maintenance, native trees, shrubs, and landscaping. Recommendations will include green infrastructure elements specifically selected to promote stormwater infiltration and retention in order to reduce stormwater runoff and improve stormwater quality. The greatest emphasis will be on planning for street trees. Examples of other elements that are expected to be included in the plan are rain gardens, bioswales, stormwater planters, permeable pavement, and traditional parkways and medians.

14. Full Description of Project Location (*street address, coordinates, buildings or structures*): The boundaries of the project are Ridge Road from the Indiana/Illinois state line (41.5634812 N, 87.5254618 W) east to the Munster Town Hall at 1005 Ridge Road (41.5605312 N, 87.5041272 W) and Calumet Avenue from the Little Calumet River (41.5711619 N, 87.5090015 W) south to Briar Lane (41.5593434 N, 87.5090392 W) in Munster, Indiana. The coordinates are approximate. A map depicting the location is attached.

15. What problem or issue does this project address? *Include important background information:* This project will provide a plan to address the lack of tree canopy and other green infrastructure within the Calumet Ave. and Ridge Road corridors. This condition results in increased stormwater runoff to the Little Calumet River, reduced water quality, and an uninviting streetscape that discourages walking and biking and lacks a sense of place. These problems have been known for some time. The north side of Munster was inundated by floodwaters when the Little Calumet River overtopped its levee in September of 2008. The levee project has since been completed, but the Town of Munster is now seeking innovative methods to reduce stormwater runoff into the river and improve stormwater quality as a way of building resiliency. At the same time, Munster is seeking to implement placemaking principles to develop a more livable community. The Munster Comprehensive Plan completed in 2010 called for the redevelopment of Ridge Road and Calumet Avenues. The Town of Munster recognizes that these goals are complementary. This streetscaping plan will include specific recommendations for the cultivation of an urban forest, implementing clean water BMPs and green infrastructure elements, and incorporation of low-maintenance, native plantings in landscaping features. These approaches will be integrated into the traditional placemaking strategies of enhancing gateways, implementing a wayfinding program, and improving street geometries and the pedestrian environment to promote walkability and bikeability.

16. What actions will be taken through this project to address the problem? *Only include information about tasks which are part of the funding request:* The Town of Munster seeks funding to hire a team of consultants to develop the Ridge Road and North Calumet Streetscape plan. The consultant team will be selected on the basis of qualifications through a competitive process. The request for proposals will state that the team must include members that represent the following disciplines: transportation planning, land use planning, environmental planning, landscape architecture, and transportation engineering. The team must have experience developing streetscaping and green infrastructure concepts that utilize native trees and plantings. The specific scope of work will be finalized and approved prior to signing any contract. Generally, the following tasks will be included: Task 1: Investigation and Site Analysis – this will include an inventory of the corridors, including existing tree canopy and green space, identification of strengths and weaknesses of the corridor, applicable regulations; it will also include public input opportunities, including stakeholder identification and interviews, public open house meetings, and an interactive workshop. Task

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2: Planning Concepts – Streetscaping and design alternatives for the corridors will be created and tested with stakeholders and the Town Council. Alternatives will address specific landscaping locations and concepts – including appropriate tree species; location recommendations, planting and maintenance specifications, and planting plans as well as hard infrastructure improvements. Task 3: Documentation – A visually rich final document will be delivered to the Town, it will include a list of short and long term investments that can be implemented as funding becomes available, private sector projects take place, and major projects such as the South Shore Westlake Corridor project are implemented.

17. Describe this project’s impact on Coastal Resources. *Explain the desired benefits, outcomes, or performance improvements expected:* This project will have several impacts on Coastal Resources. The Plan will provide the Town of Munster with specific guidelines to invest in infrastructure that will reduce stormwater runoff and improve stormwater quality – reducing flows into the Little Calumet River, which is the site of the USACE’s Little Calumet River, Indiana Flood Control and Recreation Project. Upon implementation, the plan will enhance the Town’s tree canopy, knitting together remnants of forest to create “urban habitat corridors” within the Town. Through the public planning process, it will educate the public and policymakers on the benefits of green infrastructure.

18. What are the estimated measurable results this project will produce? The anticipated work products include: technical memorandums/interim reports documenting existing conditions, graphic materials including slide shows, maps and photos for use as meeting exhibits, open house meetings, interactive workshops, a final planning document and an executive summary.

19. What are the project’s work products, goals, outcomes and/or deliverables? *For Applied Research projects, describe the end use of the research data and who will utilize the data collected, as well as for what purpose:* This plan will improve the quality of life for the 23,000 residents of the Town of Munster. It will enhance the streetscape for hundreds of business owners along Ridge Road and Calumet Ave. It will enhance the experience of the travelers in the more than 50,000 vehicles that travel Ridge Road and Calumet Avenue daily. Key measurables will be the area of impervious surfaces proposed to be converted to permeable surfaces and the number of trees planned for the corridor.

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PUBLIC INVOLVEMENT

20. List all partner organizations that will be involved in the proposed project and describe their roles. Describe the extent to which this project leverages other technical or financial resources: The Town of Munster is the sole sponsor of this project but will conduct extensive outreach to business and resident groups. As part of the planning process, Munster will work with Lake Michigan Coastal Program staff to assemble a stakeholder advisory committee to provide guidance and review plan recommendations.

21. Describe how this project will encourage public participation. Include the public's involvement in identifying the problem, developing the project, and/or contribution to the project's direction: The planning process will include an interactive visioning type workshop with local residents and business owners, open house style public meetings at key milestones, and stakeholder interviews. The meetings will be publicized through direct outreach to partners, publication on the Town website and facebook page, and an insert in the water bills. The plan will also build on the outreach conducted during the summer of 2018 for the Livable Munster: Character Based Code project which included a 5-day charrette called the Planapalooza, a resident survey, and individual stakeholder interviews. The Livable Munster project materials can be viewed on the Town website at <http://www.munster.org/category/subcategory.php?categoryid=30>

22. Explain how the final work product will be distributed, as appropriate, and how this project will benefit the public: The plan document will be posted online on the Town's website. Paper copies will be given to the Town of Munster staff and policymakers. The short term benefits to the public will be the opportunity to participate in the shaping of their community and improvement of their environment. The long term benefits to the public will include cleaner air and water, reduced risk of flooding, enhanced sense of place and greater health through safer, more comfortable streets.

23. Describe how the project addresses a need as identified in a state/regional recognized plans, local planning efforts, or your organization/agency's strategic plan. For Planning/Coordination/Management category projects, describe how this project fulfills a planning need identified by a community or organization. Identify the Plan where your project appears, as well as the page number, and provide the link where it may be found: Munster's 2010 Comprehensive Plan recommends reconfiguring Ridge Rd. and Calumet Ave. as a "Main Street Crossroads", through street improvements and enhanced streets featuring landscaped medians, a canopy of street trees, consolidated curb cuts and cross-access easements, and consistent building placement. The Town is updating its zoning code to address cross-access and building placement. The proposed plan will address the street improvements. Source: <https://www.munster.org/egov/docs/1340988647610.pdf>. pg. 69-75. Regional plans have recommended that municipalities address these issues in a complementary fashion through improved street design. Chapter 1 of the NIRPC 2040 Comprehensive Regional Plan identifies implementation of "Green Streets" as a priority to reduce storm runoff and enhance the built and natural environment. Among the strategies recommended are street trees, bioswales, and stormwater capturing curb extensions and sidewalk planters. Source: https://www.nirpc.org/wp-content/uploads/2017/01/ch.1_growthconservationpattern.pdf. pg. I-44 and I-45. NIRPC's Greenways + Blueways 2020 Plan recommends incorporating green infrastructure into transportation corridors as a way of connecting conservation areas through "heavily urbanized communities". Specifically, the plan suggests "the addition of requirements and design guidelines to incorporate green infrastructure and natural based stormwater management processes into roadway planning" to create "urban habitat corridors within cities. Rain gardens, bioswales, and properly planted street trees, as well as other stormwater best management practices, can provide important habitat for pollinators such as insects and butterflies, and food for songbirds." Source: <http://www.nirpc.org/wp-content/uploads/2018/04/NIRPC-GreenwaysBlueways-2020-Plan.pdf>. pg. 49.

24. Please provide an answer for each of the following:

This project will be open and/or available to the general public	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, provide explanation:	
The public will be charged a fee to access the project	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, provide explanation:	
The proposed project will be accessible to people with disabilities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, provide explanation:	
This project is consistent with applicable state and local laws	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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This project is located on or will affect Tribal lands	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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PROJECT METHODOLOGY

25. Describe the methods that will be used to accomplish your proposed project. Identify any contracts that will be charged to the grant and the Scope of Services for each contract. *For Education and Outreach projects, explain how the project meets State of Indiana Academic Standards:* The Town of Munster will develop a request for proposals document for the Ridge Road and North Calumet Streetscape Plan listing the required qualifications and instructions for submitting a proposal. The RFP will be forwarded to the LMCP staff for review and approval. Upon approval, the RFP will be published on the websites of the American Planning Association and its Indiana and Illinois chapters. The responses will be received and ranked, the most qualified consultant team will be awarded the project, and the Town will execute a contract with them. The consultant will then be expected to produce a detailed a project management plan that will address the general tasks of Investigation and Site Analysis, Development of Planning Concepts, and Documentation. The consultant will develop recommendations based on input from the Town staff, policymakers, subject matter experts, business owners, and town residents. Recommendations will be tested during open house meetings and by an advisory committee.

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PROJECT BUDGET

26. Provide a breakdown of the proposed project budget using the following required table:

Category	LMCP Request	Match: Cash	Match: In-kind	Total
Personnel				
Fringe				
Travel				
Supplies				
Contractual	\$50,000	\$50,000		\$100,000
Indirect Rate %				
Total	\$50,000	\$50,000		\$100,000

27. Provide detailed description of project activities that will be funded using LMCP federal funds for each category:

Personnel:

Fringe:

Travel:

Supplies:

Contractual: LMCP Federal Funds will be used to contract with an urban planning consultant to accomplish the work. The consultant will be selected on the basis of qualifications through a competitive process. The team will be expected to include members that represent the following disciplines: transportation planning, land use planning, environmental planning, landscape architecture, and transportation engineering. The team will conduct all public engagement, design, and documentation activities. The proposed TOTAL budget of \$100,000 is based on a survey of the costs of similar projects completed in the Midwest.

Indirect Rate:

28. Provide detailed description of project activities that will be funded using nonfederal cash and in-kind match for each category:

Personnel:

Fringe:

Travel:

Supplies:

Contractual: Local funds will be used to contract with an urban planning consultant to accomplish the work. The consultant will be selected on the basis of qualifications through a competitive process. The team will be expected to include members that represent the following disciplines: transportation planning, land use planning, environmental planning, landscape architecture, and transportation engineering. The team will conduct all public engagement, design, and documentation activities.

Indirect Rate:

29. Describe the composition and source of cash and in-kind match. Indicate whether nonfederal matching funds have been secured or committed:

The Town of Munster has budgeted \$50,000 in locally generated tax revenues to match a \$50,000 grant.

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LOW COST CONSTRUCTION CATEGORY PROJECTS

30. Describe the type of construction materials and methods to be used. Include any Best Management Practices which will be used both during and after construction to avoid, minimize, or mitigate any significant impacts:

31. If project is for Stormwater Best Management Practices

a. Discuss the potential pollutants the BMPs will address, and the source of these pollutants:

b. Provide a map that shows the location and approximate dimensions of the BMPs

c. Provide seeding/planting specifications:

d. Provide operation and maintenance guidelines for each BMP:

32. If the project is for Natural Area restoration, identify the restoration goals for the project area and provide information regarding past restoration work completed in the area, if applicable:

33. List all of the permits that may be required to undertake the proposed project:

LOW COST CONSTRUCTION AND LAND ACQUISITION CATEGORY PROJECTS

34. Provide the following information about your project:

a. Footprint of area affected:

b. Current site conditions (ex: natural habitat, already disturbed, degraded, etc.):

c. Coastal Resources present:

d. Coastal Uses present:

e. The presence of any FEDERALLY listed threatened or endangered species or their critical habitat:

f. The presence of any historic structures or archaeological resources, to your knowledge:

35. Describe the potential direct, indirect, or cumulative impacts – and their magnitude – the proposed project would have on:

a. Coastal Resources:

b. Coastal Uses:

c. Federally listed threatened or endangered species or critical habitat in the project area:

36. Describe how the project will be monitored and maintained for 20 years. Include who will be responsible for monitoring/maintenance, any funds allocated to the maintenance of the project, and the expected life of the project:

37. How does the project address an Area of Particular Concern for the Lake Michigan Coastal Program? Check all that apply on the following page.

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INDIANA LAKE MICHIGAN COASTAL PROGRAM AREAS OF PARTICULAR CONCERN

Areas of unique, scarce, fragile or vulnerable habitats

- Habitat of endangered or threatened plant or animal species
- Natural areas that contain high quality natural communities, and usually contain species of plants or animals considered endangered, threatened, or rare
- Areas that contain assemblages of rare species including one or more species of plant or animal considered rare, special concern, or watch list
- Areas that contain natural community types that are rare in the State of Indiana
- Dedicated state nature preserves
- Streams classified as natural, scenic, or recreational rivers

Areas of historical significance, cultural value, or substantial recreational value or opportunity

- Site, district, object, and building significant in the development of Indiana, local history, architecture, archaeology, and culture that possesses integrity of location, design, setting, materials, and workmanship
- Properties rated as "Outstanding" or "Notable" in the Indiana Historic Sites and Structures Inventory
- Property achieving historical significance within the past 50 years
- Archaeological sites whose contextual integrity has not been significantly altered by natural sources or human activities
- Existing public access sites to lakes, fishing along the shoreline, and boat ramp facilities
- Areas along the Lake Michigan shoreline and salmonid streams that are suitable to provide public fishing access, are not presently providing access, and would not interfere with other areas of concern
- Areas which are conducive to the expansion of interpretive and educational facilities
- Marshes, bogs, and swamps of significant recreational value for sport fishing, hunting, and/or wildlife viewing
- Areas suitable to trail opportunities for walking, hiking, bicycling, horseback riding, and cross country skiing
- Public lands managed by the Division of State Parks or the Division of Fish and Wildlife
- Offshore shipwrecks

Areas of high natural productivity or essential habitat for living resources, including fish, wildlife, endangered species, and the various trophic levels in the food web critical to their well-being

- Sites designated as salmonid streams and tributaries required for spawning and release sites
- Isolated marshes, bogs, and swamps including those not regulated by federal and state laws
- Offshore waters used by migratory waterfowl
- Stopover habitat used by migratory birds
- Public lands managed by the Division of Fish and Wildlife: Fish and Wildlife Areas or Wetland Conservation Area
- Shoreline waters required for the reproduction of fish species other than salmonids
- Riparian corridors and in-stream habitat
- Wetlands including marshes, bogs, fens, mesic and wet prairie, and swamps as identified by the U.S. Fish and Wildlife Service National Wetlands Inventory

Areas needed to protect, maintain, or replenish coastal lands or resources including coastal flood plains, aquifers and their recharge areas, sand dunes, and offshore sand deposits

- Areas eligible as filter strips under the Filter Strip Act
- Underdeveloped flood plains
- Wetlands as identified by the U.S. Fish and Wildlife Service National Wetlands Inventory
- Recharge areas mapped in the Atlas of Hydrogeologic Terrains and Settings of Indiana
- Sand Dunes
- Offshore Sand Deposits

RIDGE ROAD AND CALUMET AVE RFP ATTACHMENT 1

Indiana Lake Michigan Coastal Grants Program
2019 FUNDING CYCLE FULL PROPOSAL

ACCEPTANCE OF THE TERMS OF THE GRANT GUIDANCE

38. I HAVE READ AND ACCEPT THE TERMS OF THE LAKE MICHIGAN COASTAL GRANTS PROGRAM 2019 FUNDING CYCLE APPLICATION GUIDANCE DOCUMENT

SIGNATURE: Thomas Vander Woude

DATE: 12.12.2018

RIDGE ROAD AND CALUMET AVE RFP ATTACHMENT 2

Exhibit A – Timeline

Indiana Lake Michigan Coastal Grants Program Project Number: CZ 9_ _

Applicant: Town of Munster

Project Title: Ridge Road and North Calumet Streetscaping and Corridor Improvement Plan

Project Timeline: September 2019 – July 2020

Summary: The Town of Munster seeks to develop the Ridge Road and North Calumet Streetscaping and Corridor Improvement Plan, a plan to redesign these corridors with urban forestry and landscaping enhancements and to reshape them as environmentally sustainable, walkable, bikeable, and economically vibrant streets. The plan will provide design guidance on the location and use of low-maintenance, native trees, shrubs, and landscaping. Recommendations will include green infrastructure elements specifically selected to promote stormwater infiltration and retention in order to reduce stormwater runoff and improve stormwater quality. The greatest emphasis will be on street trees, and examples of other elements that are expected to be included in the plan are rain gardens, bioswales, stormwater planters, permeable pavement, and traditional parkways and medians.

TASK ONE: Project Planning

August 2019

1. Work with LMCP staff to identify potential advisory committee members
2. Reach out to potential advisory committee members
3. Prepare stakeholder outreach list

TASK TWO: Project Implementation

August 2019 – January 2019

1. Prepare and distribute request for proposals
2. Receive and review proposals
3. Select and enter into contract with preferred consultant

August 2019 – January 2019

1. Attend Grantee Startup Workshop with Lake Michigan Coastal Program Grants Specialist (September)
2. Develop webpage for posting project updates
3. Consultant will develop detailed project management plan and outreach plan
4. Investigate and analyze site – through field visits, interviews with staff, traffic analysis, and literature review, document existing conditions of the corridors including existing tree canopy, greenspace, pedestrian infrastructure, vehicular traffic volumes
5. Draft existing conditions document
6. Post document on website
7. Hold stakeholder interviews
8. Hold interactive public workshop

February 2019 – May 2020

1. Develop planning concepts – building on the input collected in task 2, streetscaping alternatives will be prepared by the consultant
2. Host public open house
3. Present alternatives to policymakers
4. Review alternatives with advisory committee
5. Post alternatives on website

RIDGE ROAD AND CALUMET AVE RFP ATTACHMENT 2

May 2020 – July 2020

1. Draft final report containing streetscape recommendations and short and long term investment scenarios
2. Present final report to policymakers
3. Post final report to website

TASK THREE: Public Outreach and Education

October 2019 – July 2020

1. Post project updates on website throughout duration of project
2. Stakeholder interviews to generate corridor ideas
3. Hold public open house to generate corridor ideas
4. Hold public open house to test alternatives
5. Present alternatives to policymakers
6. Present final report to policymakers

TASK FOUR: Administration

September 2019 – July 2020

1. Review and process monthly contractor invoices.
2. Hold regular project status update meetings or calls
3. Submit quarterly financial and progress reports, due to LMCP Grant Specialist 14 days after end of each quarter; beginning with your project start date.
4. Submit semi-annual NOAA Performance Measures reports, in January and July, due to LMCP Grant Specialist at the same time as financial and progress reports.
5. Submit Final Report at the conclusion of the project

Work Products:

1. Existing conditions report documenting the current state of the corridor
2. Final Ridge Road and North Calumet Streetscaping and Corridor Improvement Plan including short and long term investment scenarios