



TO: Patricia Abbott, Comptroller/Interim Town Manager  
FROM: Sergio Mendoza, Planning Director  
DATE: January 31, 2025  
RE: Planning Services Contract with HWC Engineering and proposed Scope of Work

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### **Background**

A previous contract with HWC Engineering for planning services expired in November 2024. The need for additional planning services was expressed at the Town Council Agenda Review on January 15, 2025 and January 29, 2025, and currently expressed below.

### **Briefing**

Planning Director is presenting an executed contract with HWC Engineering for planning services, with engagement through to December 31, 2025, in an amount not to exceed SIXTY THOUSAND DOLLARS AND ZERO CENTS (\$60,000.00) under Contractual Services Appropriation.

An initial request for planning service under the proposed contract includes a Scope of Work to update Rules and Regulations for the Munster Board of Zoning Appeals and Munster Plan Commission for a lump sum fee of TWO THOUSAN FIVE-HUNDRED THIRTY AND ZERO CENTS (\$2,530.00).

Future Scope of Work request for consideration may include an update to the Munster Zoning Map, compatible with town software, and in support of amendments to the Munster Zoning Code.

### **Recommendation**

The Planning Director requests that the Town Council authorize the Town Manager to execute the attached Planning Services Contract and propose Scope of Work between HWC Engineering and the Town of Munster.