



**To:** President and Members of the Munster Town Council

**From:** Dustin Anderson, Town Manager  
Tom Vander Woude, Planning Director

**Date:** February 27, 2020

**Re:** Request for approval of a professional services contract with Teska Associates, Inc.

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The purpose of this memo is to request Town Council approval of a service contract with Teska Associates, Inc. (Teska) of Evanston, Illinois in an amount not to exceed \$98,255 to develop a streetscaping and corridor improvement plan for the Ridge Road and north Calumet Avenue business districts.

**Background:** The Munster 2010 Comprehensive Plan identified the Ridge Road and Calumet corridors as one of its four high priority revitalization opportunities. Chapter 3.4 of the Comprehensive Plan is a framework plan for their redevelopment that includes recommendations for private development and for the public realm. In December 2019, the Town adopted a new zoning code which contains new design standards for new and redeveloped commercial and mixed-use properties. The proposed streetscaping and corridor improvement plan will address the public realm – the geometry and materials of streets and sidewalks, crosswalks, curb cuts, lighting, and landscaping.

Teska Associates was selected to complete this work through a qualifications-based, public process. In October 2019, after seeking input and direction from the Town Council and Plan Commission, staff distributed a request for proposals for the plan. We received fifteen responses. A selection committee composed of the Town Manager, Planning Director, Chief Building Inspector, Parks Director, and Public Works Director reviewed and scored the responses and selected two to interview. At the conclusion of the interviews, the committee determined that a team led by Teska was the most qualified.

Teska has extensive experience developing corridor and streetscaping plans for municipalities throughout the Chicago region. They are teaming with Sam Schwartz Engineering, which is a national leader in multimodal transportation planning. The attached proposal includes more details about their qualifications.

The attached contract includes a scope of services that includes an extensive level of public and stakeholder involvement. The plan will include recommendations for specific improvements and projects and a budget analysis organized as near term and long-range investments. The planning process will be guided by staff and a steering committee. The schedule calls for completion of the project in 10 months. Upon completion of the plan, we will present it to the Town Council for adoption.

The total cost of the project is not to exceed \$98,255. \$50,000 for this project has been budgeted by the Town in the Planning Services budget and the remainder of the cost will be funded through a \$50,000 grant from the IDNR Lake Michigan Coastal Program.

**Recommendation:** Authorize the Town Manager to enter into a services agreement with Teska Associates, Inc. in an amount not to exceed \$98,255 to develop a streetscaping and corridor improvement plan for the Ridge Road and north Calumet Avenue business districts.

**Attachments:**

1. Agreement Between Town of Munster and Teska Associates, Inc. including project scope
2. Teska Associates original proposal