



To: President and Members of the Munster Town Council

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

Date: April 17, 2020

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

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: Staff presented this contract to the Town Council at the April 6, 2020 meeting. After discussion, the Town Council requested an addendum to the scope of work that contemplated a public engagement process and a method of traffic counting that could be accomplished effectively under the current shelter-in-place orders in effect in Indiana and Illinois.

Project Manager Jodi Mariano of Teska coordinated with Town staff to develop the attached addendum which includes the following adjustments:

- (1) Incorporate preexisting traffic data obtained from Town and regional sources
- (2) Adjust sequence of transportation tasks to conduct on the ground counts in the fall
- (3) Distribute documents such as promotional cards through social media, rather than as paper
- (4) Conduct meetings via interactive video conference using screen sharing.
- (5) Expand use of meeting facilitation tools including Mind-Mapping and Mentimeter polling (<https://www.mentimeter.com/>)

The new elements of the scope will be implemented only if necessary and will parallel the original scope so that if or when the shelter in place restrictions are lifted, we can easily shift back. Ms. Mariano has noted that Teska uses these virtual public engagement tools extensively and that many of the original tasks such as development of a website, online polling, and e-newsletters can still be accomplished effectively.

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

As noted at the April 6 Town Council meeting, staff expects that this plan, upon completion, will increase the competitiveness of the Town's federal, state, and regional grant applications and thus increase our capacity to fund needed infrastructure improvements. Because it will also contain a list of projects within close proximity to the proposed South Shore station, staff expects that this plan will provide a framework for the use of Transit Development District funds as they become available. As such staff believes there will be a substantial return on the investment in this plan.

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. Ridge Road and Calumet Avenue Streetscape and Corridor Plan – Agreement Addendum
3. Teska Associates original proposal