

AGREEMENT BETWEEN
TOWN OF MUNSTER
AND
TESKA ASSOCIATES, INC.

This AGREEMENT made and entered into this _____ day of *MARCH, 2020* by and between *THE TOWN OF MUNSTER*, a *MUNICIPALITY* with offices at *1005 RIDGE ROAD, MUNSTER, IN, 46321*, hereinafter referred to as the "CLIENT" and Teska Associates, Inc., an Illinois Corporation with offices at 627 Grove Street, Evanston, Illinois 60201, hereinafter referred to as the "CONSULTANT".

WITNESSETH:

WHEREAS, the CLIENT desires to engage the services of the CONSULTANT to furnish professional and technical assistance in connection with *RIDGE ROAD AND CALUMET AVENUE STREETScape AND CORRIDOR PLAN* for *THE TOWN OF MUNSTER*, hereinafter referred to as the "PROGRAM", and the CONSULTANT has signified its willingness to furnish professional and technical services to the CLIENT:

NOW THEREFORE, the parties hereto do mutually agree as follows:

A. Scope of Consultant's Services

The CONSULTANT agrees to commence work upon execution of this AGREEMENT, and to perform those services outlined in Attachment "A", a copy of which is attached hereto and incorporated in this Agreement, utilizing the degree of skill and care exercised by practicing professionals performing similar services under similar conditions. CONSULTANT makes no other representations and no warranties of any kind, whether express or implied, with respect to its services rendered hereunder.

B. Services to be provided by the CLIENT

In the event that any information, data, reports, records and maps are existing and available and are useful for carrying out the work on this PROJECT, the CLIENT shall promptly furnish this material to the CONSULTANT. CONSULTANT shall be entitled to rely upon the accuracy and completeness of all information provided by the CLIENT and the CLIENT shall obtain any information reasonably necessary for the CONSULTANT to perform its work under this Agreement. The CLIENT will be responsible for the organization and conduct of all meetings necessary to carry out the services described in Attachment "A". The CLIENT designates *TOM VANDER WOUDE* to act as its representative with respect to the work to be performed under this Agreement, and such person shall have authority to transmit instructions, receive information, interpret and define the CLIENT's policies and provide decisions in a timely manner pertinent to the work covered by this Agreement until the CONSULTANT has been advised in writing by the CLIENT

that such authority has been revoked. The CONSULTANT shall assign *JODI MARIANO, PRINCIPAL* with respect to the work to be performed under this agreement.

C. Compensation

The CONSULTANT shall be compensated for services on the basis of hourly billing rates for professional and technical staff time devoted to the PROJECT, plus reimbursement for directly-related expenses such as travel (including use of automobiles at *\$0.545* per mile, tolls, reproduction, subcontractors, etc.). The billing rates for professional staff are:

<i>JODI MARIANO</i>	\$150/hour
Other Principals	\$150 -- \$190/hour
Senior Associates	\$115 - \$125/hour
Associates	\$100 -- \$110/hour
Clerical/Technical	\$60/hour

Based upon the Scope of Services in Attachment A, the maximum compensation for this project will not exceed *\$98,255*. An accurate accounting of the hours and expenses incurred on the assignment shall be kept by the CONSULTANT and the CLIENT will be invoiced accordingly.

D. Method of Payment

Method of payment shall be as follows: The CONSULTANT shall submit monthly invoices for costs incurred on the PROJECT during the billing period. Invoices are subject to the requirements of the Prompt Payment Act of the State of Illinois. To the extent permitted by applicable law, the CLIENT agrees to pay all costs and disbursements, including reasonable attorney's fees, incurred by the CONSULTANT in legal proceedings to collect for invoices which are delinquent and payable. No interest or collection costs shall be included in the upset maximum budget of this Agreement.

If the CLIENT fails to make any payment due the CONSULTANT within sixty (60) days from receipt of the invoice, the consultant may, after giving seven days' written notice to the CLIENT, suspend services under this AGREEMENT until it has been paid in full all amounts due.

E. Time of Performance

Work shall proceed in a timely manner according to mutually acceptable scheduling adopted between the CLIENT and CONSULTANT. The services of the CONSULTANT will begin upon delivery to the CONSULTANT of an executed copy of this Agreement and shall continue through [FEBRUARY 2021](#).

F. Excusable Delays

The CONSULTANT shall not be in default by reason of any failure in performance of this Agreement in accordance with its terms (including any failure by the CONSULTANT to make progress in the prosecution of the work hereunder which endangers such performance) if such failure arises out of causes beyond the reasonable control and without the fault or negligence of the CONSULTANT. Such causes may include, but are not restricted or limited to, acts of God, or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, illness, accidents, and unusually severe weather, but in every case the failure to perform must be beyond the control and without the fault or negligence of the CONSULTANT.

G. Termination

The CLIENT and the CONSULTANT shall have the right to terminate the Agreement by written notice delivered to the other party at least thirty (30) days prior to the specified effective date of such termination. In such event, all finished and unfinished documents prepared by the CONSULTANT under the Agreement shall become the property of the CLIENT upon payment of all invoices properly submitted and due the CONSULTANT under the terms of the Agreement. CLIENT acknowledges that incomplete documents are not represented as suitable for any use or purpose, and further agrees to defend, indemnify, and hold the CONSULTANT harmless from and against all claims, costs, suits, damages, liabilities, and expenses, including reasonable attorneys' fees, arising from or relating to any use, reuse, or modification of any CONSULTANT-authored documents that occurs without the CONSULTANT'S consent and professional involvement. This includes any subsequent use or completion of any incomplete documents.

H. Dispute Resolution

If mediation fails to resolve the matter, either party may initiate litigation in a court of competent jurisdiction in the State of- Indiana.

I. Conflict of Interest

The CONSULTANT certifies that to the best of his knowledge, no CLIENT's employee or agent interested in the Agreement has any pecuniary interest in the

business of the CONSULTANT or the Agreement, and that no person associated with the CONSULTANT has any interest that would conflict in any manner or degree with the performance of the Agreement.

J. Changes

The CLIENT may, from time to time, require or request changes in the scope or deadline of services of the CONSULTANT to be performed hereunder. Such changes, including any appropriate increase or decrease in the amount of compensation, which are mutually agreed upon by and between the CLIENT and the CONSULTANT, shall be incorporated in written amendments to this Agreement.

K. Hold Harmless

The CLIENT shall hold the CONSULTANT harmless, protect and defend the CONSULTANT against any claims brought by third parties in connection with the implementation of any recommendations made or services rendered by the CONSULTANT in accordance with the Agreement that are not the result of the CONSULTANT'S negligence.

To the fullest extent permitted by law, the total liability in the aggregate, of the CONSULTANT to the CLIENT or anyone claiming by, through, or under the CLIENT, whether arising in tort, breach of contract, or by virtue of any other cause of action or legal theory, shall be limited to the coverage and limits of the insurance required of CONSULTANT by this Agreement.

The CONSULTANT shall indemnify and hold the CLIENT from and against damages, costs, liabilities, and expenses, to the extent caused by the CONSULTANT'S negligence in the performance of its services under this Agreement.

L. Insurance

The CONSULTANT shall maintain and keep in force during the term of this Agreement Commercial General Liability and Automobile Liability coverage in the following minimum amounts:

Commercial General Liability

General Aggregate Limit	\$4,000,000
Products-Completed Operation Aggregate	\$4,000,000
Each Occurrence Limit	\$2,000,000
Medical expense Limit	\$10,000

Auto - Combined Single Limits (each Accident)	\$1,000,000
Excess/Umbrella Liability	\$1,000,000
Workers Compensation (statutory limits)	\$1,000,000

M. 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.

N. 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 closeout of the contract.

IN WITNESS WHEREOF, the CLIENT and the CONSULTANT have executed this Agreement on the date and year first above written.

CONSULTANT:
TESKA ASSOCIATES, INC.

CLIENT:
TOWN OF MUNSTER

BY: _____
LEE BROWN, FAICP
PRESIDENT

BY: _____
DUSTIN ANDERSON
TOWN MANAGER

Date: _____

Date: _____

ATTACHMENT A

PHASE 1 – COMMUNITY OUTREACH, SITE INVESTIGATION AND ANALYSIS

Community Outreach

Prior to project commencement, we will sit down with staff to ‘plan for the plan’. This includes defining the community outreach plan, identifying key players, setting project milestones and anticipated meeting and deliverables dates.

Planning for a complex corridor like Ridge Road / Calumet Avenue will not be a linear set of activities, but rather a sometimes winding, multi-layered process that requires engagement at multiple levels. Our outreach program is organized to make participation in the planning extremely accessible. As such we propose a three-tiered approach to outreach which includes digital communications, printed promotions and face-to-face interactions.

DIGITAL COMMUNICATIONS

Project logo. A logo will be created for the duration of the planning efforts. The logo will be developed as an attractive graphic identifier to visually connect planning activities, documents and events.

Project website. The website will be created using Wordpress or similar and will be mobile optimized. At a minimum the website will include the following functions: project introduction, news and events, photographs, contact page, documents and calendar. The site will have a feature to invite subscribers to receive updates when project milestones are reached.

E-newsletters. Graphics and summary narratives will be provided to staff for inclusion in e-newsletters, e-blasts or other similar features at key project milestones.

Community polls. Two (2) community polls will be prepared and conducted. Polling questions will be coordinated with staff and issued via Crowd Signal or similar. Data will be summarized and reported back to staff and community to inform the planning.

PRINTED PROMOTIONS

Posters and flyers. Graphically compelling posters will be prepared to promote each public meeting and event. Posters will be provided to staff in digital PDF and printed form for posting throughout the corridor area, such as business’ storefronts, Franciscan Health bulletin boards and others.

Counter cards. Business card sized promotional cards will be provided to promote the project. These cards are used to distribute quickly to the community during events and meetings and typically include the project website, a brief description of the project and the project logo.

FACE TO FACE INTERACTIONS

Steering Committee meetings. Four (4) committee meetings will be conducted at key milestones to guide the planning efforts from project conception to a final corridor and streetscape plan. Committee meetings are designed to be engaging and informative. Each meeting is approximately 1.5 hours and is organized to have a clear agenda, interactive group activities and defined outcomes. Meeting summaries are prepared to document the findings of the committee. A suggested organization for steering committee meetings follows:

- Committee meeting #1 – kickoff meeting and walking tour
- Committee meeting #2 – concept alternatives visioning
- Committee meeting #3 – draft corridor and streetscape planning workshop
- Committee meeting #4 – final corridor and streetscape plan review and implementation

Stakeholder interviews / focus groups. Two (2) days of stakeholder interviews / focus groups / school workshops are planned to interview interviews and/or groups who have a stakehold in the corridor development. Interviews should be scheduled and coordinated by staff and should take place in 45-minute increments at a public meeting venue, such as Town Hall. Interview feedback will be summarized and reported back to the Town to guide the planning.

School workshop. One (1) workshop activity is planned to engage school groups in the corridor plan. An interactive design workshop activity will be supplemented by exhibits and materials to engage students in the planning efforts. The workshop outcomes will be documented and summarized to guide the planning efforts.

Public meeting events. Three (3) public meeting events are planned to take place at key milestones throughout the planning assignment. Each event is organized to have a clear agenda, interactive group activities and defined outcomes. Meeting summaries are prepared to document community feedback. A suggested organization for public meeting events follows:

- Meeting event #1 – Pop up visioning event
- Meeting event #2 – Open house concept alternatives testing
- Meeting event #3 – Draft plan presentation

Town Council presentation. Two (2) presentations are planned to review the draft and final plans with Council towards finalization and adoption.

SITE INVESTIGATION AND ANALYSIS

CONSULTANT DELIVERABLES

EXISTING CONDITIONS ASSESSMENT

For the purposes of streetscape master planning, Teska will make use of the County's GIS information and aerial photography. This information will be supplemented by field reviews and site measurements. This level of base information is sufficient to generate conceptual level cost estimates to guide decision making.

The team will conduct an existing conditions assessment. The assessment will be a high level planning analysis that identifies influential and visually perceptible streetscape design features, such as street functions, traffic analysis, sidewalk and parkway conditions, including ADA compliance, lighting, curb cuts, overhead and underground utilities, adjacent land uses, critical views and mature trees. The assessment will quantify and assess the quality and condition of existing impervious surfaces and existing tree cover in the corridor. The assessment will be used to identify features that should be preserved and items to be enhanced and serve as baseline data to compare against corridor alternatives. The existing conditions assessment will be produced using the Town's existing GIS system, aerial photographs and site investigations. The assessment will be depicted as a series of illustrative maps, diagrams and photo exhibits.

PAST AND CURRENT PLANNING EFFORTS SUMMARY

A summary of past and current planning efforts will be produced to address the West Lake Corridor Transit-Oriented Development, Livable Munster Character Based Code and others as required. The purpose of this summary is to understand and communicate Munster's planning efforts and to coordinate them with the streetscape and corridor plan.

TRANSPORTATION ASSESSMENT SUMMARY

The study area will be reviewed and documented for transportation related operations and characteristics. Items that will be addressed include lane geometry, intersection control and regulatory signage, sidewalk widths, and pedestrian and bicycle infrastructure. Because the Ridge Road and Calumet Avenue corridors are both commuter routes and busy retail corridors, traffic counts will be collected during the weekday morning and evening peak periods and on Saturday at midday at up to nine key intersections. This information will provide the basis for a Synchro model to provide the team with insight into existing traffic operation and opportunities.

The existing pedestrian and bicycling environment will be reviewed with a focus on factors that affect the comfort of walking and bicycling along the corridors as well as crossing them at key locations, including:

- Presence or absence of facilities
- Facility type/width

- Surface condition
- Presence or absence of buffers from traffic
- Land use and site plans
- Consistency of pedestrian path
- Frequency of crossing opportunities
- Bicycle parking availability

LANDSCAPE AND HYDROLOGICAL CONTEXT SUMMARY

Landscape oriented themes which may be explored include the site's hydrology, including Ridge Road's location on the geological ridge line of Lake Michigan. The summary will include a high-level description of the corridor's stormwater infrastructure.

OUTREACH, MEETINGS AND EVENTS

STAFF KICKOFF AND COMMUNITY OUTREACH PLAN

The team will meet with staff to kickoff the project and review the public outreach plan. During this meeting we will discuss project goals, available data, steering committee development, and the upcoming schedule, including milestone dates for meetings and events.

STEERING COMMITTEE MEETING #1 – COMMITTEE KICKOFF MEETING AND CORRIDOR TOUR

The purpose of the first committee meeting is to review project scope. The meeting will include a mapping activity and a walking tour to understand corridor influences, issues and opportunities. Inputs will be collected and summarized for use throughout the planning assignment.

NEIGHBORHOOD POLL #1

Based on inputs gathered during the first committee meeting, a neighborhood poll will be developed to ask the community about issues and opportunities relative to the corridor. Poll questions will be coordinated with staff in advance and will be distributed via Crowd Signal or similar. Data will be summarized and reported back to the community via the project website.

STAKEHOLDER INTERVIEWS / FOCUS GROUPS / SCHOOL WORKSHOPS

Two (2) days of stakeholder interviews and focus groups will be conducted. Within this timeframe, school workshop(s) will also be conducted. Stakeholders may include businesses, property owners, residents and others who have an interest in the corridor. The purpose of these activities is to delve further into corridor issues specific to individuals or groups. Interviews shall be conducted at 45-minute increments in a public location, such as Town Hall. Meeting coordination shall be by staff. Meeting inputs and summaries will be documented and reported back to staff.

PUBLIC MEETING #1 – POP UP EVENT

The team will participate in a preexisting community event, such as the Holiday Arts and Crafts Fair at Munster High School. The purpose of this event is to build interest in the corridor and streetscape plan and to obtain community inputs. Interactive exhibits and materials will be provided, inputs will be documented and a summary report will be provided to staff.

PHASE 1 MEETINGS AND OUTREACH	PHASE 1 DELIVERABLES
<ul style="list-style-type: none">• Committee meeting #1: Kickoff and corridor tour• Neighborhood poll #1• Stakeholder interviews / focus groups / school workshop• Public meeting #1 – pop up event	<ul style="list-style-type: none">• Community outreach plan• Project logo, website and promotional materials• Existing conditions assessment (past planning efforts summary, transportation assessment summary, landscape & hydrological assessment summary)• Public outreach exhibits, materials and summary reports

PHASE 2 – PLANNING CONCEPTS AND ALTERNATIVES TESTING

CONSULTANT DELIVERABLES

Preliminary Streetscape and Corridor Concepts and Alternatives

Based on the research and outreach activities noted above, two (2) preliminary concept plans will be prepared and supported by alternatives. Alternatives may address opportunities that can function within each of the preliminary concept plans, such as flexible roadway management treatments, bike access and landscape treatment opportunities. Each preliminary concept plan will be developed as a technically accurate drawing enhanced as full color exhibits and illustrations. Preliminary Concepts may include, but are not limited to, the following:

- Overall corridor framework plan depicting land use patterns, corridor character zones and multi-modal transportation networks
- Typical roadway sections depicting corridor typologies and opportunities for enhancements
- Typical intersection enlargement conditions and opportunities for enhancements
- Comparable photographs from other similar corridors with a focus on multi-modal functions, transit hubs, a diversity of land uses and people places.
- Streetscape materials, including alternatives for street lighting, street furniture, bike racks, specific native plant palettes, planters and landscaping, banners, public art, and other products and plantings opportunities with a focus on sustainable streetscape treatments and stormwater BMPs, such as LED lighting, bioswales / raingardens, permeable pavements, recycled product materials, gateway/wayfinding/interpretive signage and native plantings.
- Concepts addressing the relocation of utilities
- Conceptual aesthetic standards for utilities, such as small cell 5G infrastructure and underground handholes and vaults, located in the public ROW

- Concept descriptions will include specific, quantifiable metrics such as tree canopy, impervious surfaces, to help the Town evaluate and compare alternatives.

Corridor concepts will be organized to depict near term and long range project opportunities. Near term projects will be evaluated early in the planning process for inclusion as a phase 1 pilot project at the end of the planning study. Sample near term projects may include:

- Corridor business map brochure
- Banner design
- Gateway sign design

As part of the team's overall assessment of the corridor, future traffic operations will be reviewed in order to identify opportunities to create a functional and well-balanced corridor. Synchro/SimTraffic models will be prepared for up to two (2) alternatives for the Ridge Road and Calumet Avenue corridors. With an existing ADT on Ridge Road of less than 20,000 vehicles per day (a decrease of up to 23 percent compared to prior years, according to data on the INDOT website), it is anticipated that a three-lane cross-section, or "road diet," will be evaluated in an effort to enhance the corridor with additional features such as on-street parking, pedestrian and bicycle accommodations, streetscaping and branded signage, and more. The analysis will include specific, quantifiable metrics to help Town officials evaluate and compare the alternatives. Metrics would be further defined during the planning and may include the following items:

TRAFFIC FLOW

- Corridor travel time
- Average vehicle delay
- Vehicle queues
- # or density of curb cuts
- # of parking spaces

BIKE / PEDESTRIAN FLOW

- Cyclist level of stress
- Pedestrian crossing distances
- Sidewalk width
- Distance between pedestrian crossings

GREEN SPACE

- Parkway width
- Impervious vs pervious surfaces
- # of trees
- Tree cover

This analysis will take area growth and development into account in order to align future recommendations with the Town's vision for future land uses along the study corridors and beyond. Based on this alternatives analysis, the project team will collaborate with Town officials and staff to select a preferred typology for Ridge Road and Calumet Avenue and for key intersections along these two corridors.

Based on the evaluation of pedestrian crossing frequency and level of comfort, the alternatives will include recommended locations for additional crossing treatments and options to improve those that exist.

OUTREACH, MEETINGS AND EVENTS

STEERING COMMITTEE MEETING #2 – CONCEPT ALTERNATIVES VISIONING

The purpose of the second committee meeting is to report back the outcomes of the phase 1 outreach activities and present the preliminary streetscape and corridor concepts. The meeting will include a presentation of the concept materials followed by an interactive visioning activity. The activity would include exhibits and materials to test alternatives and solicit committee feedback. Inputs will be collected and summarized for use throughout the planning assignment.

NEIGHBORHOOD POLL #2

Based on inputs gathered during the first poll, a second poll will be developed to delve further into specific corridor issues. Poll questions will be coordinated with staff in advance and will be distributed via Crowd Signal or similar. Data will be summarized and reported back to the community via the project website.

AGENCY MEETINGS

Prior to finalizing corridor plans, meetings with appropriate agencies will take place. The purpose of these meetings is to understand planned improvements, to discuss corridor concepts, and to understand relevant permitting processes. Agency coordination may include Northern -Indiana Commuter Transportation District (NICTD), Northern Indiana Public Service Company (NIPSCO), and the Little Calumet River Basin Development Commission. Meetings will take place in person or via telephone. Inputs will be summarized and provided to staff.

PUBLIC MEETING #2 – OPEN HOUSE CONCEPT ALTERNATIVES WORKSHOP

The team will participate in an open house format meeting with the community. The purpose of this meeting is to present summaries from the public outreach conducted to date and to present preliminary concept plans. The meeting will include a projector style presentation followed by open house format input stations. Input stations will include a variety of engagement activities designed to obtain input about a variety of plan opportunities. Inputs will be documented, and a summary report will be provided to staff.

PHASE 2 MEETINGS AND OUTREACH	PHASE 2 DELIVERABLES
<ul style="list-style-type: none">• Committee meeting #2: Concept alternatives testing• Neighborhood poll #2• Agency meetings	<ul style="list-style-type: none">• Preliminary streetscape and corridor plan• Public outreach exhibits, materials and summary reports

<ul style="list-style-type: none"> • Public meeting #2 – open house concept alternatives workshop 	
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PHASE 3 – FINAL PLAN DOCUMENTATION AND ADOPTION

CONSULTANT DELIVERABLES

Final Streetscape & Corridor Plan

Based on inputs gathered from the preliminary streetscape and corridor plan, a final streetscape and corridor plan will be prepared. Final plans will be developed as technically accurate drawings enhanced as full color exhibits and illustrations. Final concepts will address selections and refinements to the preliminary planning concepts identified in Phase 2, including but not limited to overall maps, enlargement plans, typical sections, typical intersection enlargements, recommendations for private frontage treatments that are compatible with the streetscape, select comparable photographs, recommended streetscape products and plantings, including specific manufacturers and models and specific native planting plans, plant lists and tree species

The streetscape plan will be supported by up to (4) photovisualizations. Photovisualizations will be selected to depict key views to planned improvements within the corridor area.

A budget analysis will be prepared to support the final streetscape plan. The budget analysis will be organized as a set of phased improvements, including near term and long-range projects, and the responsible party (i.e. private developer or Town).

Pilot Project Documentation

Based on committee and staff input, one pilot project would be further developed and documented for implementation. The purpose of this is to demonstrate the Town's commitment to the corridor and streetscape plan with implementation of a project immediately following the planning assignment. The project will be coordinated with staff. Sample pilot projects include a corridor business map brochure; banner design; gateway sign design plan or other as guided by the committee and approved by staff.

Draft and Final Plan Report

The Ridge Road and Calumet Avenue Streetscape and Corridor Improvement Plan Report will be prepared to document the final plan. All exhibits, recommendations and outreach summaries will be included in the report. The plan will be produced in Adobe InDesign as a graphically rich report. The report will be provided in draft and final versions for review and input by staff, committee and Council members. The final report will be summarized in a graphically rich executive summary documenting the key recommendations of the plan.

10 bound copies each of the final report and the executive summary will be provided to the Town. Full resolution copies of the final report and final plan exhibits and a reduced version suitable for posting on a website will be provided to the Town as pdf files.

OUTREACH, MEETINGS AND EVENTS

STEERING COMMITTEE MEETING #3 – DRAFT PLAN PRESENTATION

The purpose of the third committee meeting is to report back the outcomes of the phase 2 outreach activities and present the final draft streetscape and corridor concepts. The meeting will include a presentation of the plan materials followed by a guided discussion about plan implementation. The activity would include a discussion about budget costs and select priority projects. Inputs will be collected and summarized for use throughout the planning assignment.

PUBLIC MEETING #3 – DRAFT PLAN PRESENTATION

The team will participate in a presentation meeting with the community. The purpose of this meeting is to present the work of the committee and draft plan. The meeting will include a projector style presentation followed by open house format exhibit stations. Each exhibit station will invite comments about the plan. Inputs will be documented and a summary report will be provided to staff.

STEERING COMMITTEE MEETING #4 – DRAFT REPORT REVIEW

The purpose of the fourth committee meeting is to review the draft report. The draft report will be provided to committee members in advance of the meeting. The meeting will be a guided discussion about key components of the plan. Inputs will be collected and revisions made if / as required towards development of the final report.

TOWN COUNCIL MEETINGS

Two meetings with Town Council are planned to present draft and final plans to Council members. A projector style presentation will be made at a regularly scheduled Council meeting. Key team members will be available to answer questions and address clarifications towards approval of a Final Plan Report.

PHASE 3 MEETINGS AND OUTREACH	PHASE 3 DELIVERABLES
<ul style="list-style-type: none">• Committee meeting #3: Draft plan presentation• Public meeting #3: Draft plan presentation• Committee meeting #4: Draft report review• Town Council Meetings (2)	<ul style="list-style-type: none">• Final streetscape and corridor plan supported by budget costs and photovisualizations• Pilot project documentation• Public outreach exhibits, materials and summary reports• Draft and final plan report• An executive summary report

Next Steps

Following approval of the Streetscape Master Plan, Teska is capable to assist with preparation of Permit/Bid Documentation and assistance with construction phase activities. These items would be coordinated with the first phase of implementation.

Staff Assistance Requested

During the planning efforts, our team will work with you as an extension of staff. As such we will be coordinating and communicating throughout to ensure the planning efforts meet expectations. We would recommend assigning one point of contact throughout the assignment to assist with day-to-day management. Teska requests assistance with the following from the Town:

- **Data Sharing** - The team would request planimetric data available by the Town. During the kickoff meeting, we will identify the types of information available.
- **Public Outreach Platforms** - During outreach activities, we request assistance to integrate the project message into preexisting community outreach platforms, such as websites, e-blasts, notifications and newsletters.
- **Meeting Scheduling** - We request the Town's assistance in coordinating meetings with stakeholders, committee members and the public.
- **Document Review** - During the planning process, the Team will produce documentation in the form of interim deliverables. We request the Town's assistance in reviewing submittals and providing input towards the plan development.