



To: Dustin Anderson, Town Manager, Town of Munster, [danderson@munster.org](mailto:danderson@munster.org)

From: Jodi Mariano, Principal, Teska Associates, [JMariano@TeskaAssociates.com](mailto:JMariano@TeskaAssociates.com)

Cc: Tom Van Der Woude, Planning Director, Town of Munster, [tvanderwoude@munster.org](mailto:tvanderwoude@munster.org)  
Sara Disney Haufe, Sam Schwartz Associates, [sdisneyhaufe@samschwartz.com](mailto:sdisneyhaufe@samschwartz.com)

Date: November 12, 2020

**RE: Ridge Road and Calumet Avenue Streetscape and Corridor Plan – TOD Planning addendum**

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Dear Dustin,

On behalf of the Teska and Sam Schwarz team, and as requested, we are pleased to present the enclosed proposal for staff and Council's consideration.

The proposal addresses Transit Oriented Development studies at the planned station area. These studies would identify concept level public rights of way recommendations that may be made to support the planned Munster station improvements. Planning work would be conducted with staff and would include outreach to stakeholders and agencies, culminating in a Council presentation. The final deliverable would be a technical memorandum supported by maps, graphics and narrative text to describe the recommendations.

If this proposal is acceptable, it may be considered as an addendum to Teska's current Streetscape Planning agreement, dated April 20, 2020.

We are happy to discuss these materials further and we are available to begin immediately upon notice to proceed.

Thank you,

A handwritten signature in blue ink that reads 'Jodi Mariano' with a long horizontal line extending to the right.

Jodi Mariano, PLA, ASLA  
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## SCOPE OF SERVICES

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**Introduction.** The study area includes public rights of way located generally from Hohman Ave (west) to Jackson Ave (east) and from Broadmoor Ave (north) to Briar Ln (south).

Planning work will be conducted primarily with staff and includes discussions with the stakeholders, Council members, Northwest Indiana Regional Development Authority (RDA), and Northern Indiana Commuter Transportation District (NICTD). Meetings would be conducted via zoom or another teleconference. Meeting logistics shall be the responsibility of staff. The following items are anticipated:

1. **Review data.** Obtain and review materials produced to date, including station area planning documents from the RDA/NICTD; Munster’s past market analysis documents; Munster’s adopted Character Based Zoning document; and the Calumet-Ridge Streetscape Planning materials Teska and Sam Schwartz Consulting (SSC) currently have on file.
2. **Prepare a draft framework plan.** Illustrative graphics and maps would be prepared to combine best practices for character, placemaking and transportation within a TOD area. Transportation recommendations would be developed to support the TOD, including high-level recommendations for multimodal network connectivity and potential cross-sections identifying allocation of space for on-street parking, travel lanes, sidewalks/landscaped parkways, and bike facilities. Recommendations would be presented in the form of annotated maps, text, and photographs.
3. **Participate in workshop meetings with staff and invited guests.** The purpose of these meetings would be to review the draft framework and find opportunities for strengthening the transportation system. Teska would make refinements to maps and graphics as required. A total of two (2) meetings are anticipated. Meetings shall occur via teleconference with shared screens.
4. **Participate in Agency meetings with RDA and NICTD.** Review draft framework plan, including refined maps and graphics, with representatives of the RDA and NICTD. Meetings shall occur via teleconference with shared screens. Two (2) meetings are anticipated for this task.
5. **Prepare a draft technical memo to staff for review and input.** Based on the materials prepared above and discussions held to date, a draft technical memo would be prepared. The memo would include narrative text, graphics, and maps to describe the transportation recommendations and alternatives. The draft memo will be shared with staff and revisions would be submitted for Council packets and presentation.
6. **Participate / present to Town Council.** Participate in one (1) Council meeting to review and discuss the technical memo. Teska and SSC would be available to make a presentation and address questions during the meeting.
7. **Finalize the technical memo.** Based on outcomes of the Council meeting, make modest revisions if/as required. Deliver the final memo to staff in PDF format.

**PROFESSIONAL FEES**

Professional fees for the above shall not exceed: **\$17,800**. A breakdown of fees follows below:

	<b>Teska Associates</b>	<b>Sam Schwartz Consulting</b>	<b>TOTAL FEE</b>
Station area planning	\$10,500	\$7,300	\$17,800

Hourly rates for staff follow below:

Teska Associates:

- Principal Landscape Architect: \$150/hr
- Senior Associate Landscape Architect: \$115/hr
- Associate Landscape Architect: \$100 – 105/hr

Sam Schwartz Consulting:

- Principal: \$190/hr
- Associate: \$159/hr
- Senior Planner: \$106/hr
- Engineer: \$113/hr