

April 26, 2016

RE: Town of Munster
Munster Asset Management Plan
Preparation
SEH No. MUNST 137051 14.00

Dustin Anderson
Town Manager
Town of Munster
1005 Ridge Road
Munster, IN 46321

Dear Mr. Anderson:

SEH of Indiana (SEH) appreciates this opportunity to provide this Supplemental Letter Agreement to prepare Munster's Asset Management Plan. Asset Management Plans like this are very useful in aiding municipalities with budgeting scarce resources used toward improving its roadway infrastructure. SEH recently similar work for the Towns of Porter, Burns Harbor and Lowell.

PROJECT BACKGROUND

The Indiana General Assembly recently passed two road funding bills in the 2016 session to help municipalities maintain their roadways: HB 1001 and SB 67. This legislation (1) established a Local Road and Bridge Matching Grant; (2) created a special distribution to local agencies from the Local Option Income Tax; (3) increased the amounts that counties can charge for the wheel tax and the excise surtax; (4) allows municipalities with populations over 10,000 to establish a wheel tax; and (5) requires local agencies to have an asset management plan to be eligible for some of these new funding sources.

Munster wishes to engage an engineering consultant to prepare an Asset Management Plan (Plan) to be approved by INDOT so it can be eligible to receive funding through these new funding sources. The purpose of the Plan is to qualify the condition of the community's roadways and propose a multi-year treatment plan that optimizes funding and asset inventory condition. The Plan must be completed prior to June 30th to receive revenue beginning in January of 2017. Munster has approximately 160 centerline miles of roadway and 226 individual streets and alleys. Most of its roadways are asphalt surfaced.

PROJECT SCOPE OF WORK

Indiana Local Technical Assistance Program (LTAP), with input from INDOT and local agencies, developed asset management plan requirements for roadway pavements. LTAP's method was subsequently approved by INDOT. The Plan requirements include the following tasks:

Task 1: Pavement Asset Inventory

- A. Develop a complete Roadway Inventory including the following information:
 - a. Road Designation
 - b. Road - Name and Suffix
 - c. From - Name and Suffix
 - d. To - name and Suffix
 - e. Length in miles,

Engineers | Architects | Planners | Scientists

SEH of Indiana, LLC, 9200 Calumet Avenue, Suite N300, Munster, IN 46321-2885
SEH of Indiana is an Indiana-based company | sehinc.com | 219.513.2500 | 888.908.8166 fax

- f. Width in feet,
- g. Surface type – asphalt, concrete, gravel, etc.,
- h. Rating,
- i. Year rated,
- j. Functional Classification

- B. Development of a listing of proposed planned treatments (Treatment Plan) by ratings by year for the next five years including the information listed below:
 - a. Rating
 - b. Treatment used
 - c. Estimated cost per mile,
 - d. Estimated miles,
 - e. Estimated cost

Task 2: Objectives and Measures

- A. Define the Agency's performance goals and expected level of service for pavements.
- B. Define the system used to rate the roadways.
- C. Describe the process used to develop the Treatment Plan.
- D. Describe the monitoring program and plan for making updates and adjustments.
- E. Describe roadway drainage and right-of-way conditions.

To accomplish this work, SEH proposes to partner with ATC Associates, a Highland based geotechnical/materials engineering firm. For safety and ease of data recording, SEH proposes to utilize four teams consisting of two engineering professionals each to complete the field work. Teams will utilize proprietary, web-based application software installed on cell phones to input field roadway evaluation data directly into a GIS database.

We propose to utilize the PASER (Pavement Surface Evaluation and Rating) System to rate the roadway pavements. The PASER rating, together with the roadway inventory data will be collected for each roadway segment. Roadways will be segmented by intersection or according to similar surface characteristics. Roadway surface conditions will be documented with representative photographs, geo-located in the GIS database. The GIS database information will be utilized to populate the Roadway Inventory (Task 1A). Other roadway attributes desired by Munster will also be collected in addition to those required by LTAP.

We will prepare the Treatment Plan (Task 1B) by determining appropriate treatments for the various roadway ratings and estimates of costs per mile for the proposed treatments. This work will be completed with the assistance of Munster Public Works Staff.

A final report summarizing the data collected in Task 1 and addressing the Objectives and Measures discussed in Task 2 will be prepared for submittal to INDOT. Munster will be provided with both printed and digital copies of the Plan and accompanying data.

PROJECT SCHEDULE

SEH understands the Munster Town Council intends to address this proposal at their May 2nd regular meeting. Assuming notice to proceed is issued on May 3rd, SEH proposes to complete this work on or before June 10.

Dustin Anderson
April 26, 2016
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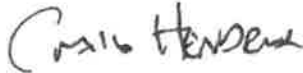
PROJECT FEE

SEH will complete the work described above for a lump sum cost of \$54,435. This work can be completed in accordance with our Master Agreement.

SEH appreciates the opportunity to submit this Supplemental Letter Agreement for your consideration. We are interested and available to discuss the agreement at your convenience. If you have any questions or concerns, feel free to contact me by telephone at 219.513.2529 or by email at chendrix@sehinc.com.

Sincerely,

SEH OF INDIANA, LLC



Craig Hendrix, PE
Senior Project Manager

CH

Attachment

c: David Westland
Chris Spolnik



Project Task Budget

Client Town of Munster Project Town Roadway Evaluation
 Project No. P-137051 Phase
 Service Area Municipal Engr Prepared By CLH

Variables used in computations		
Labor Multiplier	3.10	
O H Multiplier	1.82	
Exp Multiplier	1.10	
Mileage	\$0.560	per mile
Note: Hourly Rates to Include Insurance Brft (\$3.12)		
Hourly rates are also variables		

Task	Direct Labor Hours							CADD	Miles	Expenses (Robot/Truck)	Total Hours	Total Fee
	Project Mngr	Project Engr	Field Engr	Project Engr	Admin. Assist.	GIS	GIS					
	\$54.65	\$38.18	\$30.00	\$39.07	\$26.64	\$48.88	\$41.85					
	Craig	Adam	SEH / ATC	Akhtar	Alizabeth	Dan	Andrew					
CONCEPT / SURVEY / INVESTIGATIVE PHASE			(8 Staff x1wk)									
Field / Data Collection and Evaluation	4	20	320	2		12	12		600		370	36,422.21
DATA EVALUATION												
Data Evaluation / Database Construction	4	4	16			20					44	5,669.65
Proposed Treatments		8	8	10							26	2,902.03
Cost Estimates for Repairs/Maint.	2	4	4								10	1,184.26
REPORT WRITING												
Final Report	8	16	16	8	4						52	6,036.32
MISC.												
QA / QC	2										2	338.83
Total Hours	20	52	364	20	4	32	12		600		504	
Total Direct Labor	\$1,093.00	\$1,985.36	\$10,920.00	\$781.40	\$108.56	\$1,564.16	\$502.20		\$336.00		\$16,952.68	
Total Labor x Multiplier	\$3,388.30	\$6,154.62	\$33,852.00	\$2,422.34	\$330.34	\$4,848.90	\$1,556.82		\$369.60		\$52,922.91	52,553.31
Project Fee											\$54,434.91	

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Town of Munster ("Client"), and SEH of Indiana, LLC ("Consultant"), effective September 10, 2014, this Supplemental Letter Agreement dated May 2, 2016 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **Roadway Asset Management Plan**.

Client's Authorized Representative: Dustin Anderson, Town Manager
Address: 1005 Ridge Road
Munster, IN 46321
Telephone: 219.836.6900 **email:** danderson@munster.org

Project Manager: Craig Hendrix, PE
Address: 9200 Calumet Avenue
Munster, IN 46321
Telephone: 219.513.2529 **email:** chendrix@sehinc.com

Scope: The Basic Services to be provided by Consultant:

Scope as defined in attached proposal dated April 26, 2016.

Schedule: Work to be substantially complete by June 10, 2016.

Payment:

The lump sum fee is \$54,435 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

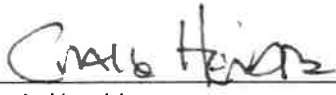
Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:

None.

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SEH of Indiana, LLC

Town of Munster

By: 
Craig Hendrix
Title: Client Service Manager/Project Manager

By: _____
Title: _____

Exhibit A-2
to Supplemental Letter Agreement
Between Town of Munster (Client)
and
SEH of Indiana, LLC (Consultant)
Dated May 2, 2016

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the lump sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Other special expenses required in connection with the Project.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

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