



Building a Better World  
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April 1, 2021

RE: Town of Munster  
Proposal for Engineering Services  
2021-1 CCMG Street Improvements  
River Drive, N. Delaware Parkway,  
E. Delaware Parkway, Potomac  
Drive  
SEH No. 159525 14.00

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

Dear Mr. Anderson:

The Town of Munster recently applied for Community Crossing Matching Grant (CCMG) funds from INDOT during the first call for funding in 2021. The grant is a 50/50 grant with Munster providing 50 percent of the funds to repave or reconstruct streets in poor condition. The Town staff met to determine the streets to be paved under this round of funding and the CCMG application was submitted in January. The Town wishes to engage SEH of Indiana, LLC (SEH) to prepare engineering plans and specifications to rehabilitate these streets which are listed in Table 1 below.

#### PROJECT SCOPE

Table 1 on the Page 2 lists the streets to be reconstructed/repaved as well as the anticipated level of rehabilitation necessary. Proposed work on River Drive includes replacement of the water main which is in poor condition and the subject of frequent main breaks. Using the grant money to pay for a portion of the resulting repaving necessary for this project is a good use of Town funds.

A project location map is also attached.

#### TRAFFIC CALMING

As you know, the Town Manager's office receives many calls concerning speeding on residential streets. SEH has been working with the Town staff to develop a list of potential traffic calming measures that would be appropriate for implementation in Munster. These measures can be as simple as new pavement markings or as complex as a mini traffic circle constructed in an intersection.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 9200 Calumet Avenue, Suite N300, Munster, IN 46321-2885

219.513.2500 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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The CCMG paving project is a great way to begin to implement these traffic calming measures as some of them require changes to the geometrics of the roadway.

As requested by the Town Manager, we will include traffic calming measures along River Drive as part of this project. Working with the Town staff, SEH will investigate a range of options including curb bump outs, realigned intersections, striped bike lanes, raised crosswalks, and other traffic calming measures suitable to the geometry of River Drive. As resident buy-in to any change in the roadway alignment is important, concept drawings will be developed and presented to the community for input.

Table 1 – Project Scope

Street	From	To	Rehabilitation Work
River Drive	Columbia	Greenwood	Water Main replacement Majority - full depth mill and overlay. Full reconstruction in one block. Curb repair as necessary. Traffic Calming Measures. Limited topographic survey.
North Delaware Parkway	West Delaware Parkway	East Delaware Parkway	Majority - full depth mill and overlay. Full reconstruction for one block. Curb repair as necessary. Limited topographic survey.
East Delaware Parkway	Washington Circle	North Delaware Parkway	Full depth mill and overlay. Curb repair as necessary. Limited topographic survey.
Potomac Drive	Washington Circle	North Delaware Parkway	Full depth mill and overlay. Curb repair as necessary. Limited topographic survey.

SEH proposes to prepare the following work tasks:

*Task 1.1: Topographical Survey* – SEH will complete topographic survey of the project streets as indicated in the table above. Limited topographic survey will consist of locating sanitary manholes, storm structures, water valves, and fire hydrants, and grades and locates necessary for ADA curb ramp design and general roadway geometrics. Municipal utility locations, and sanitary and storm sewer pipe sizes, slopes, and materials will be provided to the Town for inclusion in the GIS system.

*Task 1.2: Project Plan Sheets* – SEH will prepare project plan sheets utilizing both field survey and aerial photography. Plan sheets will clearly identify the limits of construction, areas of curb and ADA ramp removal and replacement, proposed pavement markings and item planned quantities. ADA curb ramps will be individually field surveyed and clearly detailed to assure compliance with ADA construction standards. Munster Public Works personnel shall identify all curbs to be replaced. Water main design on River Drive is included in this task. The successful contractor will be responsible for preparing maintenance of traffic plans prior to beginning work.

*Task 1.3: Traffic Calming Measures* - Under this task, SEH will also develop two (2) concepts for traffic calming and prepare materials to obtain public input on these concepts. Using feedback from residents, one traffic calming concept will be incorporated into the design.

*Task 1.4: Project Contract Documents* – SEH will prepare contract documents including specifications, bidding documents and an engineer's estimate of proposed construction costs. SEH will prepare the Notice to Bidders for the Town of Munster to advertise.

*Task 1.5: Bid Phase Services* – SEH will conduct a pre-bid conference and prepare meeting minutes, issue addenda, tabulate contractor bids and prepare a written recommendation, recommending the most responsible and responsive contractor.

*Task 2: Resident Project Representative Services* – SEH will provide onsite RPR services as requested during the construction phase. SEH will conduct a preconstruction meeting with the contractor, verify installed quantities and conformance with plans and specifications, review and recommend contractor pay applications for approval, assemble final construction records, and prepare INDOT closeout documents.

## PROJECT SCHEDULE

SEH proposes to the following schedule:

Award by Town Council	April 19, 2021
Survey/Design	May/June 2021
Public Input on Traffic Calming Measures	Late June 2021
Final Plan Set for Town Review	Late June 2021
Advertisement for Bids*	July 15, 2021
Bid Opening*	August 5, 2021
Contract Award*	August 16, 2021
Contracting*	August/September 2021
Begin Construction*	September/October 2021

\* Bidding schedule subject to INDOT award of CCMG funds.

SEH proposes to complete Task 2 as requested. Final record documents will be prepared within 45 days of the contractor's final completion date.

As requested, a Gantt chart showing the project schedule is enclosed for your information.

## PROJECT FEE

SEH proposes to complete work on Tasks 1.1-1.4 for a lump sum fee of \$51,000. SEH proposes to complete work on Task 2 on an hour rate basis not exceeding of \$21,000 without prior authorization by the Town of Munster. All work will be completed pursuant to our Master Agreement for Professional Services and its conditions dated September 10, 2014.

Mr. Dustin Anderson  
April 1, 2021  
Page 4

As always, we appreciate this opportunity to provide design services to the Town of Munster and work to complete projects that improve our town. If you have any questions, feel free to contact me by email at [jditommaso@sehinc.com](mailto:jditommaso@sehinc.com) or by telephone at 219.688.0497.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in black ink, appearing to read "Jill E. DiTommaso". The signature is fluid and cursive, with the first name "Jill" and last name "DiTommaso" clearly distinguishable.

Jill E. DiTommaso, PE (Lic. IN, IL)  
Engineer

c: Steve Gunty, Director of Public Works  
Chris Spolnik, Superintendent of Public Works  
Anton Petrashevich, Utility Crew Leader  
David White, Water and Sewer