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February 13, 2023

RE: Town of Munster  
Proposal for Engineering Services  
Paving and Water Main Improvements  
CCMG 23-1  
Treadway, Tudor, Tamarack,  
Pasturegate, Thicket, Azalea  
SEH No. MUNST 171567

Jill DiTommaso  
Deputy Town Manager  
Town of Munster  
1005 Ridge Road  
Munster, IN 46321

Dear Ms. DiTommaso:

The Town of Munster recently applied for the Community Crossing Matching Grant (CCMG) funds from INDOT during the first call for funding in 2023. 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 complete topographic survey, prepare engineering plans and specifications, provide bid services, and provide RPR services to rehabilitate the streets listed in Table 1 and as shown in the attached project location map.

## PROJECT SCOPE

Table 1 on page 2 lists the streets included in the project as well as the anticipated level of rehabilitation necessary. Proposed work on Tamarack Place, Pasturegate Lane, Thicket Lane, and Azalea 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 and reconstruction necessary for this project is a good use of Town funds.

## TRAFFIC CALMING

The Town is interested in implementing traffic calming measures along Treadway Road and Azalea Drive. SEH will work with The Town staff to identify their goals of these measures and determine the most suitable locations to meet those goals. The following traffic calming measures will be evaluated; curb bump outs, traffic tables, striping and additional signage, chicanes, and speed humps. SEH will determine the most suitable options for the geometry of Treadway Road and Azalea Drive and develop two concept drawings per street to be presented to the Town of Munster for input. SEH will attend a

Engineers | Architects | Planners | Scientists

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

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meeting with the Town of Munster staff to review these concepts drawings before finalizing design for the preferred alternative.

SEH assume that the traffic calming measures are not intended to significantly modify the geometry of the roadways and it is expected that roadway drainage will remain the same.

Table 1 – Project Scope

Street	From	To	Length of Improvements (MI)	Rehabilitation Work
Treadway Road	Calumet Avenue	Boxwood Drive	0.52	Full Depth Mill and Overlay Traffic Calming Measures Curb Repair as Necessary ADA Curb Ramps Limited Topographic Survey
Tudor Court	Treadway Road	North End	0.06	Reconstruction Curb Repair as Necessary ADA Curb Ramps Limited Topographic Survey
Tamarack Place	Redbud Road	Pasturegate Lane	0.11	Full Depth Mill and Overlay Water Main Replacement Curb Repair as Necessary ADA Curb Ramps Limited Topographic Survey
Pasturegate Lane	Tamarack Place	North End	0.10	Full Depth Mill and Overlay Water Main Replacement Curb Repair as Necessary ADA Curb Ramps Limited Topographic Survey
Thicket Lane	Pasturegate Lane	Redbud Road	0.15	Full Depth Mill and Overlay Water Main Replacement Curb Repair as Necessary ADA Curb Ramps Limited Topographic Survey
Azalea Drive	Columbia Avenue	Southwood Drive	0.48	Full Depth Mill and Overlay Traffic Calming Measures Water Main Replacement Curb Repair as Necessary ADA Curb Ramps 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, fire hydrants, and grades and locates necessary for ADA curb ramp design and

general roadway geometrics. Municipal utility locations, along with sanitary and storm sewer pipe sizes, slopes, and materials will be provided to the Town of Munster 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 planned quantities. ADA curb ramps will be individually field surveyed and clearly detailed to assure compliance with ADA construction standards. Sidewalk improvements will be limited to those adjacent to curb ramp work as needed to meet ADA requirements. Munster Public Works personnel shall identify all curbs and sidewalks to be replaced. The successful contractor will be responsible for preparing maintenance of traffic plans prior to beginning work. Water main design on Tamarack Place, Pasturegate Lane, Thicket Lane, and Azalea Drive is included in this task.

*Task 1.3: Traffic Calming Measures* – Under this task, SEH will develop two (2) concepts for traffic calming per street and prepare materials to obtain input from the Town of Munster employees. Using feedback from the Town of Munster, one traffic calming concept per street 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 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	February 15, 2023
Survey/Design	February - April 2023
Anticipated date of CCMG Award Announcement	March/April 2023
Traffic Calming Concepts for Town Review	March 15, 2023
Final Plan Set for Town Review	April 5, 2023
Advertisement for Bids*	April 12, 2023
Bid Opening*	May 4, 2023
Construction Contract Award*	May 9, 2023
Contracting*	May 2023

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Begin Construction\* June 2023

\* 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.

**PROJECT FEE**

SEH proposes to complete work on Tasks 1.1-1.5 for a lump sum fee of \$75,200.00. SEH proposes to complete work on Task 2 on an hourly basis not exceeding \$37,100.00 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.

As always, we appreciate this opportunity to provide design services to Munster and work to complete projects that improve our town. If you have any questions, feel free to contact me by email at [kwenzel@sehinc.com](mailto:kwenzel@sehinc.com) or by telephone at (219) 513-2508.

Sincerely,

SEH OF INDIANA, LLC



Kimberly Wenzel, PE (IL, IN)  
Professional Engineer

c: Steve Gunty, Director of Public Works  
Chris Spolnik, Superintendent of Operations  
David White, Water/Sewer Division Supervisor

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