



Building a Better World
for All of Us®

July 8, 2024

RE: Town of Munster
Paving and Water Main Improvements
CCMG 23-1
Treadway, Tudor, Tamarack,
Pasturegate, Thicket, Azalea
SEH No. MUNST 171938

David Nellans
Town Council President
Town of Munster
1005 Ridge Road
Munster, IN 46321

Short Elliott Hendrickson Inc. is providing this letter which summarizes our request for additional fees for services to be completed beyond the scope of our original agreement, dated February 13, 2023, for the services related to the Paving and Water Main Improvements Project CCMG 23-1 (herein after referred to as 'The Project').

We are requesting additional fees based on the incurred and additional effort related to resident project representative (RPR) services for The Project.

We feel comfortable that the additional effort can be adequately quantified at this time and with your concurrence, we would like to obtain authorization for compensation for the additional services. The basis for our request is described below.

ADDITIONAL SERVICES

Our original scope of services estimated level of effort, and RPR services were based on providing an average of one hour of on-site representation per day, spanning 30 weeks, which was the estimated construction timeline. The Town was successful in expanding the scope of The Project which resulted in a greater overall project magnitude and longer schedule from the originally estimated timeline. This has resulted in increase in project staffing costs due to a longer construction time and staff salary increase which is reflected in our request.

Redesign of Treadway Traffic Calming

The original traffic calming design on Treadway Road was revised during construction based on input from The Town. The design modifications included removing proposed curb bump outs and installing raised crosswalks at the intersections of Treadway Road and Sutton Place, Windsor Place, and Oxford Place. Removing the proposed raised crosswalk at Treadway Road and Tudor Court and installing a speed bump at the east limit of the park. These design modifications required multiple meetings with The Town and SEH, modifications to the design plans, and revisions to the quantities.

Engineers | Architects | Planners | Scientists

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Increased RPR Time

The original scope of services accounted for an average of one hour of on-site representation per day, spanning 30 weeks, which was the estimated construction timeline. Subsequent to executing the original contract The Town expanded the scope of work to include improvements at the intersection of Fran-Lin Parkway and Oriole Drive and the installation of a Bike Path along Treadway Road. These scope expansions necessitated an additional effort of on-site representation. Furthermore, the construction timeline of the project extended beyond the estimated 30-weeks and to better assist The Town SEH has been on-site for an average of six hours per day for the duration of construction.

CCMG Closeout

SEH has taken on the full responsibility of completing the INDOT closeout for The Project. This additional effort has resulted in additional RPR costs above that originally estimated.

ADDITIONAL FEES BREAKDOWN

We request additional fees of \$14,700.00 for completion of the services identified above.

Item	Fee
Redesign of Treadway Traffic Calming	\$2,700.00
Increased RPR Time	\$8,500.00
CCMG Closeout	\$3,500.00

As always, we appreciate this opportunity to work with The Town of Munster and complete projects that improve your town. If you have any questions, feel free to contact me by email at kwenzel@sehinc.com or by telephone at (219) 513-2508.

Sincerely,
Short Elliott Hendrickson, Inc.



Kimberly Wenzel, PE (IL, IN)
Professional Engineer

Approved: Town of Munster

By:

David Nellans, Town Council President

Date:
