



Building a Better World
for All of Us®

July 26, 2024

RE: Town of Munster
Paving Improvements CCMG 24-2
Broadmoor Avenue
SEH No. MUNST 180213

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

SEH of Indiana, LLC (SEH). is providing this letter which summarizes our request for additional fees for services to be completed beyond the scope of our original agreement, dated July 8, 2024, for the design services related to the CCMG 24-2 Paving Improvements Project (hereinafter referred to as “The Project”)

We are requesting additional fees based on the additional effort related to design services for paving improvements along Broadmoor Avenue from Calumet Avenue to Columbia Avenue. 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 proposed additional services. The basis for our request is described below.

ADDITIONAL SCOPE DETAILS

SEH understands the Town of Munster would like to add Broadmoor Avenue from Calumet Avenue to Columbia Avenue to The Project. Broadmoor Avenue from Calumet Avenue to Columbia Avenue is approximately 2,370 linear feet. The scope of basic services includes limited topographic survey of the area and design detailing the anticipated level of rehabilitation which includes pavement reconstruction, curb repair and ADA curb ramps replacement as necessary.

SEH will complete the following tasks under the scope’s basic services for CCMG 24-2 Paving Improvements:

Task 1.1: Topographical Survey – SEH will complete topographic survey of Broadmoor Avenue from Calumet Avenue to Columbia Avenue. 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.

SEH will also walk Broadmoor Avenue with a Town employee to determine curb and gutter and sidewalk removal and replacement locations.

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

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 931 Ridge Road, Suite E, Munster, IN 46321-2885

219.513.2500 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

individually field surveyed. 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.

Task 1.3: Project Contract Documents – SEH will prepare contract documents including specifications, bidding documents and an engineer's estimate of proposed construction costs.

Task 2: Resident Project Representative Services – SEH will provide onsite RPR services during the construction phase. This will involve an average of 5 hours of on-site representation per day, spanning 8 weeks, which is the anticipated construction timeline. SEH will 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.

ADDITIONAL FEES BREAKDOWN

We request additional fees of \$19,300.00 for completion of the services identified above.

Task	Fee
Tasks 1.1-1.3	\$9,300.00
Task 2	\$10,000.00

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 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:
