

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** August 5, 2024

**Re:** Change Order: CCMG 2024-2 Design Engineering

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At the July 15, 2024, meeting, Council approved the engagement letter from SEH to perform the design and construction engineering work needed for the CCMG 2024-2 project at a cost not to exceed \$115,000.00. At the time of award, the project included Cardinal Drive, Oakwood Court, Heather Drive, and Woodlawn Avenue.

During the application process, it was discovered that the total request for CCMG funds was under the maximum allowed. Staff and SEH were directed to identify other roadwork to be performed in order to maximize the possible grant funding. As a result, Broadmoor Avenue from Calumet Avenue to Columbia Avenue was added to the scope of work. This change requires additional work not included in the agreement with SEH.

SEH has presented the cost breakdown for Broadmoor and is requesting an increase in fees of \$19,300.00.

**Recommendation:**

By motion and voice vote, approve the additional fees as outlined in the July 26, 2024, proposal from SEH bringing the total authorized for CCMG 2024-2 engineering services to \$134,300.00.