



To: Board of Parks and Recreation
From: Mark Heintz – Director of Parks and Recreation
Date: May 20, 2025
Re: Professional services supplemental agreement for electrical redistribution

The attached supplemental letter agreement attached is from the professional services consultant, SEH. As the Town's engineer we're looking to further engage them to complete the work as detailed within the SLA for the Centennial Park Clubhouse electrical and communications redistribution.

This is the work that needs to be completed prior to demolition of the building to ensure electrical amenities in the park continue to operate once the building is removed by redistributing those lines from the current building to a new power panel. Some of these amenities include the site lighting, dog park gates, the irrigation pumps and the three fountains in the pond.

Recommendation:

Staff recommends approval of the attached supplemental letter agreement from SEH dated May 2, 2025 and authorizes the Director to sign it.

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Town of Munster ("Client"), and SEH Inc ("Consultant"), effective September 10, 2014, this Supplemental Letter Agreement dated May 2, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **Centennial Clubhouse Electrical and Communication Redistribution.**

Client's Authorized Representative: Mark Heintz
Address: 1005 Ridge Road
Munster, IN 46321
Telephone: 219.836.6925 **email:** mheintz@munster.org

Project Manager: Jon Kruse
Address: 931 Ridge Road, Suite E
Munster, Indiana 46321
Telephone: 612.805.6871 **email:** jkruse@sehinc.com

Scope: The Basic Services to be provided by Consultant:

See proposal letter below.

Schedule: Work can begin immediately.

The estimated fee is subject to a not-to-exceed amount of \$51,000 including expenses. The breakdown of this fee is as follows:

Contract Documents	\$35,850
Bidding Assistance	\$5,900
Post Construction Tasks & Punchlist Inspection	<u>\$9,250</u>
Total Estimated Fees	\$51,000

The payment method, basis, frequency and other special conditions are subject to terms of the professional services agreement between the Town and Consultant.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

SEH Inc.

Town of Munster

By: T.s.Srinivas
Satya Tallamraju
Title: Client Services Manager

By: _____
Mark Heintz
Title: Director of Parks and Recreation

Dear Mr. Heintz:

Thank you for the opportunity to submit this proposal to the Town of Munster for electrical engineering services. This letter serves as our understanding of the project scope and fee.

Scope: The Basic Services to be provided by Consultant:

The Town of Munster has requested construction documents for the redistribution of electrical and communication circuitry from the clubhouse building within Centennial Park. The project described to us consists of identifying existing electrical and communication infrastructure outside the building that is currently fed from the clubhouse and re-feeding that equipment from new sources to allow for the demolition of the existing clubhouse building. In preparation for this proposal SEH has met with the Town virtually, reviewed as-built plans to identify and understand existing electrical and communication infrastructure, and performed a preliminary site visit with Town staff to gain additional insight.

SEH will perform the following tasks as part of the project:

- Virtual kick-off Meeting
- Coordinate further with Town maintenance and electrical staff
- Coordinate with Town IT staff
- Coordinate with NIPSCO
- Coordinate with Town staff and HWC Engineering for appropriate placement of proposed outdoor electrical cabinets and future clubhouse site electrical needs
- Perform one additional site visit (if needed)
- Prepare CAD base files consisting of existing topography and above-grade infrastructure
- Prepare removal and proposed construction plans detailing the removal and installation of communication and electrical infrastructure
- Prepare special provisions that incorporate standard Town furnished front end specifications and contract documents
- Provide 90% estimate, plan set, and specifications for Town review
- Provide 100% plans, specifications, and estimate
- Provide bidding assistance and assist the town with answering contractor questions
- Attend pre-bid meeting
- Attend pre-construction meeting
- Review and process pay requests and change orders (if needed)
- Provide shop drawing review
- Provide part time construction observation
- Provide one final punchlist inspection and one follow-up inspection

It is our understanding that the following items and/or tasks will be furnished and/or performed by the Town:

- Provide review and approval of construction documents
- Award project
- Review and process pay requests and change orders (if needed)

Schedule:

Anticipated Project Schedule		
Item No.	Item Description	Item Key Milestone Date
1	Receive Approval to Begin Project	May 2025
2	Complete 90% Design	July/August 2025
3	Complete Final Design	August/September 2025
4	Construction	September 2025

Fee:

The estimated not-to-exceed cost to the Town for this scope of work is \$51,000 and includes reimbursable expenses.

Contract Documents	\$35,850
Bidding Assistance	\$5,900
Post Construction Tasks & Punchlist Inspection	<u>\$9,250</u>
Total Estimated Fees	\$51,000

Compensation for these tasks is based upon the actual hours worked for personnel assigned to the project. The total includes our reimbursable expenses. We will bill the Town monthly for reimbursable expenses and on an hourly basis for labor. We will provide these services in accordance with our Agreement for Professional Engineering Services dated September 10, 2014.

SEH will furnish Additional Services due to changes in the scope of services, or as requested by the Town. We will provide an estimated fee for Additional Services as requested.

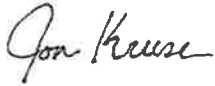
SEH can begin engineering services immediately upon receiving authorization to proceed. It is assumed that all work will be completed no later than November 30th, 2025.

If you are in agreement with the scope of work and the fees for the tasks outlined above, please email a signed copy of the letter to us as our formal notice to proceed with the work.

We appreciate the opportunity to provide engineering services to the Town. Feel free to contact me directly at 612-805-6871, if you have any questions or comments regarding this proposal.

Respectfully submitted,

SHORT ELLIOTT HENDRICKSON INC.



Jon Kruse, Project Manager

c: Satya Tallamraju – SEH
Jeff Mathis – SEH

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