



Building a Better World
for All of Us®

September 26, 2025

RE: Town of Munster
Proposal for Engineering and
Construction Services
CCMG 26: Paving and Watermain
Improvements
SEH No. MUNST 1861

George Shinkan
Town Council President
Town of Munster
1005 Ridge Road
Munster, IN 46321

Dear Mr. Shinkan,

The Town of Munster will be applying for the Community Crossing Matching Grant (CCMG) funds from INDOT during the 2026 call for funding. 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 will be submitted to INDOT in October.

The Town wishes to engage SEH to complete topographic survey, prepare engineering plans and specifications, provide bid services, and provide construction services to rehabilitate the streets listed in Table 1 and as shown in the attached project location maps.

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 Singleton Drive, Ridgeway Avenue, Baring Avenue, Primrose Lane, Cedar Court, Oakwood Avenue, Southwood Drive, State Line Road, Indiana Parkway, Progress Avenue, Valparaiso Avenue, New Devon Street, River Drive, and Exeter Road includes repaving of the streets which are in poor condition. Using the grant money to pay for a portion of the reconstruction necessary for this project is a good use of Town funds.

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

Table 1 – Project Scope

Street	From	To	Length of Improvements (MI)	Rehabilitation Work
Singleton Drive	Columbia Avenue	Calumet Avenue	0.14	Two-inch Mill and Fill Curb, Sidewalk, and ADA Ramps as Necessary, Limited Topographic Survey
Ridgeway Avenue	Calumet Avenue	Tapper Avenue	0.20	Two-inch Mill and Fill Curb, Sidewalk, and ADA Ramps as Necessary, Limited Topographic Survey
Baring Avenue	Lambert Lane	Ada Lane	0.15	Two-inch Mill and Fill Curb, Sidewalk, and ADA Ramps as Necessary, Limited Topographic Survey
Primrose Lane	Camellia Drive	Azalea Drive	0.10	Full Depth Road and Curb Reconstruct, Sidewalk and ADA Ramps as Necessary, Limited Topographic Survey
Cedar Court	Harrison Avenue	End	0.05	Two-inch Mill and Fill Curb, Sidewalk, and ADA Ramps as Necessary, Limited Topographic Survey
Oakwood Avenue	33 rd Avenue	Fairway Avenue	0.24	Partial Road Reconstruct with Mill and Fill, Curb, Sidewalk, and ADA Ramps as Necessary, Watermain and Services, Full Topographic Survey
Southwood Drive	Oriole Drive	Tulip Lane	0.23	Two-inch Mill and Fill Curb, Sidewalk, and ADA Ramps as Necessary, Limited Topographic Survey
State Line Road	Ridge Road	Adelaide Place	0.72	Two-inch Mill and Fill Curb, Sidewalk, and ADA Ramps as Necessary, Limited Topographic Survey
Indiana Parkway	Superior Avenue	Progress Avenue	0.19	Two-inch Mill and Fill Curb, Sidewalk, and ADA Ramps as Necessary, Limited Topographic Survey
Progress Avenue	Indiana Parkway	Valparaiso Avenue	0.24	Full Depth Road and Partial Curb, Sidewalk, and ADA Ramps as Necessary, Limited Topographic Survey
Valparaiso Avenue	Progress Avenue	Superior Avenue	0.19	Full Depth Road and Partial Curb, Sidewalk, and ADA Ramps as Necessary, Limited Topographic Survey
New Devon Street	Carnaby Place	Leicester Road	0.48	Two-inch Mill and Fill Curb, Sidewalk, and ADA Ramps as Necessary, Limited Topographic Survey
River Drive	Frederick Avenue	Harrison Avenue	0.08	Two-inch Mill and Fill Curb, Sidewalk, and ADA Ramps as Necessary, Limited Topographic Survey
Exeter Road	Margo Lane	Norwich Drive	0.08	Two-inch Mill and Fill Curb, Sidewalk, and ADA Ramps as Necessary, 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 necessary for ADA curb ramp design and general roadway geometrics. On roads with underground work full topographic survey will be utilized with 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 each street with a Town employee to determine curb and gutter, sidewalk, and ADA ramp 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 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. SEH will prepare the Notice to Bidders for Munster to advertise.

Task 1.4: Bid Phase Services – SEH will conduct a bid opening meeting, issue addenda, tabulate contractor bids and prepare a written recommendation, recommending the most responsible and responsive contractor. SEH will also prepare INDOT CCMG notification of contractor award and request for funding documents to be submitted to INDOT by the Town.

Task 2: Resident Project Representative (RPR) Services – SEH will provide onsite RPR services during the construction phase. This will involve an average of 4 hours of on-site representation per day, spanning 24 weeks, which is the anticipated construction timeline. 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	October 6, 2025
Survey/Design	October 2025 -January 2026
Anticipated Dates:	
CCMG Call for Projects	October 1-31, 2025
CCMG Award Announcement*	December 1, 2025
Final Plan Set for Town Review*	January 12, 2026
Advertisement for Bids*	January 22, 2026
Bid Opening*	February 12, 2026

Construction Contract Award*	February 25, 2026
Contracting*	March 2026
Begin Construction*	May 2026

* Bidding schedule subject to INDOT award of CCMG funds.

PROJECT FEE

SEH proposes to complete work on Tasks 1.1-1.4 for a lump sum fee of \$128,450.00. SEH proposes to complete work on Task 2 on an hourly basis not exceeding \$89,000.00 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 eallore@sehinc.com or by telephone at (231) 286-8043.

Sincerely,

SEH Inc.



Erik Allore, PE (IN, MI, WI)
Professional Civil Engineer

cc: Jim Marino, Town Manager
Patricia Abbott, Controller/Interim Town Manager
Robert Valois, Director of Operations

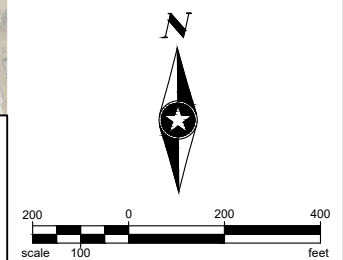
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**CCMG 26
IMPROVEMENTS**

**EXHIBIT
NO. 1**



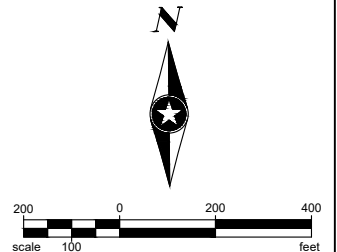
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**CCMG 26
IMPROVEMENTS**

**EXHIBIT
NO. 2**



ROADWAY IMPROVEMENTS

ADA LN.
MIRMAR RD.
LAMBERT LN.
BARING AVE.

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**CCMG 26
IMPROVEMENTS**

**EXHIBIT
NO. 3**



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IMPROVEMENTS**

**EXHIBIT
NO. 4**



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**CCMG 26
IMPROVEMENTS**

**EXHIBIT
NO. 5**



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**CCMG 26
IMPROVEMENTS**

**EXHIBIT
NO. 6**



ROADWAY IMPROVEMENTS

TULIP LN.

BLUEBIRD LN.

HOLLY LN.

SOUTHWOOD DR.

ORIOLE DR.



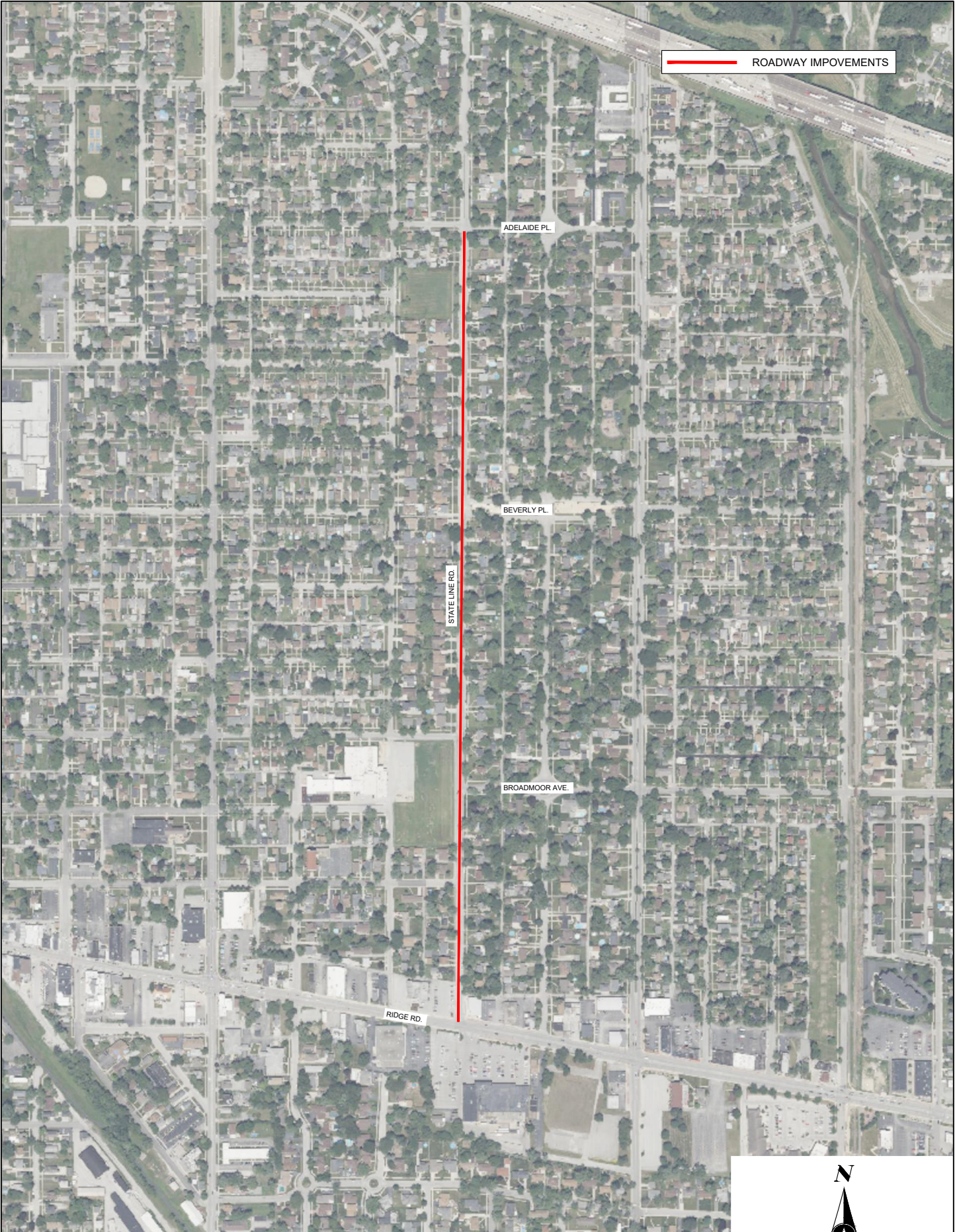
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**CCMG 26
IMPROVEMENTS**

**EXHIBIT
NO. 7**



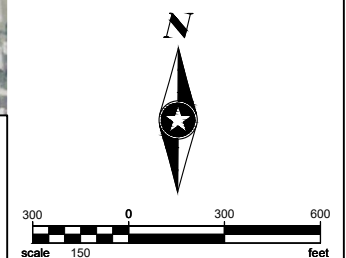
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**CCMG 26
IMPROVEMENTS**

**EXHIBIT
NO. 8**



ROADWAY IMPROVEMENTS

SUPERIOR AVE

INDIANA PARKWAY

VALPARAISO AVE

PROGRESS AVE

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**CCMG 26
IMPROVEMENTS**

**EXHIBIT
NO. 9**



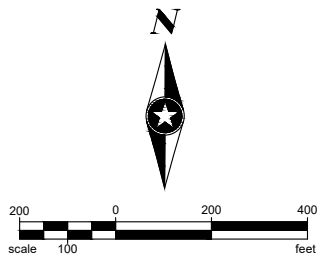
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**CCMG 26
IMPROVEMENTS**

**EXHIBIT
NO. 10**



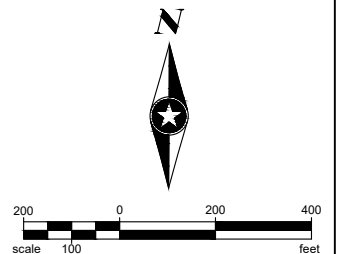
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**CCMG 26
IMPROVEMENTS**

**EXHIBIT
NO. 11**



Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Town of Munster ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective September 10, 2014, this Supplemental Letter Agreement dated September 26, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: CCMG 26 Paving and Watermain Improvements

Client's Authorized Representative: George Shinkan

Address: 1005 Ridge Rd, Munster, Indiana 46321, United States

Telephone: (291) 836-6900

email: gshinkan@munster.org

Project Manager: Erik Allore

Address: 931 Ridge Road, Suite E, Munster, Indiana 46321

Telephone: (231) 286-8043

email: eallore@sehinc.com

Scope: The Services to be provided by Consultant:

See attached proposal letter dated September 26, 2025

Schedule: See attached proposal letter dated September 26, 2025

Payment:

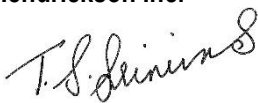
The lump sum fee for Task 1 is \$128,450.00 including expenses and equipment. The payment method, basis, frequency, and other special conditions are set forth in attached Exhibit A-2 (Lump Sum Basis Option).

The fee for Task 2 is hourly, subject to a not-to-exceed amount of \$89,000.00 including expenses and equipment. The payment method, basis, frequency, and other special conditions are set forth in attached Exhibit A-1 (Hourly Basis Option).

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.

Short Elliott Hendrickson Inc.

By:



Full Name: Satya Tallamraju

Title: Client Servies Manager

Town of Munster

By:

Full Name: George Shinkan

Title: Town Council President

Exhibit A-1
to Supplemental Letter Agreement
Between Town of Munster, Indiana (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated September 26, 2025

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

If authorized in advance by the Client, the utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

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Exhibit A-2
to Supplemental Letter Agreement
Between Town of Munster, Indiana (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated September 26, 2025

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance, if authorized in advance by the Client.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

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Exhibit B
to Supplemental Letter Agreement
Between Town of Munster (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated September 26, 2025

A Listing of the Duties, Responsibilities and
Limitations of Authority of the Resident Project Representative

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

A. General

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
 - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples*:
 - (a) Record date of receipt of shop drawings and samples.
 - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
 - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
 - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
 - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
8. Records:
- (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
 - (b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
 - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
9. Reports:
- (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
 - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
 - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
 - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
12. Completion:
- (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
 - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
 - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.