



December 1, 2020

RE: Town of Munster
2021 Street Paving and Water Main
Improvements Project
Elliott, Timrick, Crestwood, Bluebird
SEH No. MUNST 157657 14.00

Dustin Anderson
Town Manager
Town of Munster
1005 Ridge Road
Munster, IN 46321

Dear Mr. Anderson:

The Town of Munster recently applied for Community Crossing Matching Grant (CCMG) funds from INDOT during the second call for funding in 2020. The grant is a 50/50 grant with Munster providing 50 percent of the funds to repave or reconstruct streets in poor condition. Staff met to determine the streets to be paved under this round of funding and the CCMG application was submitted in October. The Town wishes to engage SEH of Indiana, LLC (SEH) to prepare engineering plans and specifications to rehabilitate these streets which are listed below.

PROJECT SCOPE

The table below lists the streets to be reconstructed as well as the anticipated level of rehabilitation necessary. A project location map is also attached.

Street	From	To	Rehabilitation Work
Elliott Drive	Columbia	White Oak	Full depth mill and overlay. Curb and sidewalk repair as necessary. ADA curb ramps. Limited topographic survey.
Timrick Drive	Forest	Fisher	Full depth mill and overlay. Curb and sidewalk repair as necessary. ADA curb ramps. Limited topographic survey.
Crestwood Avenue	Azalea	Bluebird	Water main replacement. Full depth mill and overlay. Curb and sidewalk repairs as necessary. ADA curb ramps. Limited topographic survey.
Bluebird Lane	White Oak	Foliage	Full depth mill and overlay. Curb and sidewalk repair as necessary. ADA curb ramps. Limited topographic survey.

Engineers | Architects | Planners | Scientists

SEH of Indiana, LLC, 9200 Calumet Avenue, Suite N300, Munster, IN 46321-2885

SEH of Indiana is an Indiana-based company | sehinc.com | 219.513.2500 | 888.908.8166 fax

Proposed work on Crestwood Avenue includes replacement of the water main which is in poor condition and the subject of frequent main breaks. Using the grant money to pay for a portion of the resulting repaving necessary for this project is a good use of Town funds.

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, and fire hydrants, and grades and locates necessary for ADA curb ramp design and general roadway geometrics. Municipal utility locations, and sanitary and storm sewer pipe sizes, slopes, and materials will be provided to the Town for inclusion in the GIS system.

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 item planned quantities. ADA curb ramps will be individually field surveyed and clearly detailed to assure compliance with ADA construction standards. Limited sidewalk improvements will be included in the project. 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. Water main design on Harrison Street is included in this task.

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 pre-bid conference and prepare meeting minutes, issue addenda, tabulate contractor bids and prepare a written recommendation, recommending the most responsible and responsive contractor.

Task 2: Resident Project Representative Services – SEH will provide onsite RPR services as requested during the construction phase. 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	December 7, 2020
Survey/Design	December 2020/January 2021
Final Plan Set for Town Review	February 2021
Advertisement for Bids*	March 3, 2021
Bid Opening*	March 24, 2021
Contracting*	March/April 2021
Begin Construction*	May 2021

* Bidding schedule subject to INDOT award of CCMG funds.

SEH proposes to complete Task 2 as requested. Final record documents will be prepared within 45 days of the contractor's final completion date.

PROJECT FEE

SEH proposes to complete work on Tasks 1.1-1.4 for a lump sum fee of \$48,000. SEH proposes to complete work on Task 2 on an hour rate basis not exceeding of \$21,000 without prior authorization by

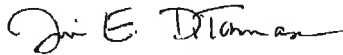
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the Town of Munster. All work will be completed pursuant to our Master Agreement for Professional Services and its conditions dated September 10, 2014.

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 jditommaso@sehinc.com or by telephone at 219.688.0497.

Sincerely,

SEH OF INDIANA, LLC



Jill E. DiTommaso, PE (IN, IL)
Engineer

c: Steve Gunty, Director of Public Works
Chris Spolnik, Street Superintendent
Anton Petrashevich, Utilities Crew Leader

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