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July 27, 2021

RE: Town of Munster, IN  
Munster Municipal Center  
Generator System Upgrades  
SEH No. MUNST 158600

Dustin Anderson  
Town Manager  
Town of Munster  
1005 Ridge Rd  
Munster, Indiana

Dear Mr. Anderson:

Thank you for the opportunity to submit this proposal for professional services to the Town of Munster (Town) for engineering services to upgrade the existing standby generator system. This project will provide a new generator, automatic transfer switch(es) (ATS) and switchboard. This letter serves as our understanding of the project scope and fees for this project.

## PROJECT UNDERSTANDING

The Municipal Center current has a 55kW generator set that provide standby power to the Administration Building, Department of Police, and Fire Station. The generator serves each of these three facilities through three separate ATSs and Standby panelboards. None of the three facilities are fully backed up by the generator set. These standby panels appear to serve a multitude of loads.

The Town has a desire to have the entire municipal center backed up by the generator. This can be accomplished by installing a new generator sized for the center. It is assumed that the new generator will be a diesel generator set located outdoors on a new concrete pad. One or two new automatic transfer switches and service switchboard will be located outdoors, or indoors if space allows.

It is noted that the drawings for the upgrade project in year 2000 show that the panels served by the generator set feed emergency loads and non-emergency loads. The National Electrical Code does not allow combining of emergency circuits with non-emergency circuits. This project will not address or try to correct this possible code issue. It should be noted that this may not be a code issue as we are unsure if the necessary life safety systems are also backed up by on-site battery sources.

## SCOPE OF SERVICES

The following is a scope of services for the design phase.

### Task 1.0: Design Services

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc. | 3535 Vadnais Center Drive | Saint Paul, MN 55110-5196

SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

The following services are proposed for the design phase of this project.

*Task 1.1. Kick-off-meeting and site investigation*

Lead a Kick-off meeting with project team and other stakeholders to review the project objectives, scope, schedule, and budget:

- Meeting to be held at the Municipal Center.
- Electrical staff member to be present.
- Following meeting, perform field investigation at the project sites.

*Task 1.2 90% Design*

Prepare drawings to a 90% design level and submittal to the Town for review.  
90% Deliverables:

1. Prepare the following drawings
  - a. General Title Sheet.
  - b. Electrical Symbols Sheet
  - c. Electrical One-Line - Removal
  - d. Electrical One
  - e. Electrical Site Plan – Removal
  - f. Electrical Site Plan
  - g. Electrical Plan – Removal
  - h. Electrical Plan
  - i. Details
2. Division 01, 02, and Technical Specifications to a 90% level.
3. Opinion of probable construction costs
4. Calculations: Generator Sizing.

*Task 1.3 90% Design Review Meeting*

SEH process and electrical engineer will lead a review meeting over online conference service to discuss outstanding issues and Owner comments. We anticipate that this meeting will last two (2) hours. Electrical staff member will attend this meeting. Following this review meeting, we will make changes to finalize the bidding documents.

*Task 1.4 Internal Quality Assurance (QA)*

SEH will utilize an electrical engineer to provide QA review of the documents and provide written QA comments to be incorporated.

*Task 1.5 Final Deliverable*

Final signed drawings and project manual will be provided for electronic advertisement.

**Task 2.0 Bidding Phase Services:**

We have included the following services for the bidding phase:

*Task 2.1 RFIs and Addendums*

We have included two (2) hours to respond to contractor RFIs and prepare addendums as needed.

*Task 2.2 Pre-Bid Meeting*

We will lead a pre-bid meeting with the contractors and Town over online video conference service.

**Task 3.0 Construction Inspection:**

*Task 3.1 RFI*

We have included eight (8) hours to answer Contractor questions during construction.

*Task 3.2 Shop Drawings*

We have included eight (8) hours to review Contractor shop drawing submittals.

*Task 3.3 Construction Site Visit/Punch List*

We have included one (1) on-site construction meetings during construction to occur at the same time as punch list and testing. Other meetings will be by online video conference service

*Task 3.4 Project Closeout*

We have included four (4) hours to review and provide closeout documents.

*Task 3.5 Project Record Drawings*

We have included six (6) hours to prepare final record drawings at the conclusion of the project.

**ASSUMPTIONS AND CLARIFICATIONS**

1. SEH will provide all documentation electronically and has not included any printing costs.
2. SEH has not included any fees associated with project bidding and advertising. SEH will post the bidding documents electronically.
3. Electrical engineering services are the only technical discipline engineering services included. Services are not included for architectural, civil, or structural, or mechanical engineering services.
4. SEH has included the following trips to the Municipal Center:
  - a. Design phase kick-off meeting
  - b. One site visit during construction phase.

**ADDITIONAL SERVICES**

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. Additional Services not included in the proposal include, but are not limited to, the following:

1. Site visits in excess of those noted above.
2. Preparing Change Orders or other services and supporting data or providing other services in connection with changed project conditions which are inconsistent with the original design intent including, but not limited to, changes in project size, complexity, Owner's schedule, character of construction or method of financing.
3. Additional services not otherwise provided for in this Agreement.

## PROJECT SCHEDULE

### Task 1.0 Design – 10 Weeks

August 2, 2021 – Project award at Council Meeting  
August 9, 2021 – Project kick-off meeting  
August 30, 2021 – 90% submittal  
September 7, 2021 – 90% review meeting  
September 28, 2021 – Bidding documents

Task 2.0 and 3.0 schedule to be determined during design phase.

## COMPENSATION

SEH is prepared to complete this scope of work and is prepared to begin these efforts upon receipt of your written authorization. Attached is a services agreement that you can use to authorize us to begin this work. Based on the scope of services described above, SEH proposes to complete the work for a fee of \$26,600.

## SUMMARY

SEH is excited to work with the Town of Munster on this important project. Please contact John with any questions or requests for additional information at 651.256.0434, or Jill DiTommaso at 219.688.0497. Thank you for the opportunity to submit this proposal.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

*John Carlson*

John Carlson, PE  
Project Manager, Electrical Engineer

dmk

*T. S. Tallamraju*

Satya Tallamraju, PE  
Client Service Manager

c: Stephen Gunty, Director of Public Works  
Chris Spolnik, Superintendent of Public Works  
Chad Westbrook - SEH