Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Town of Munster ("Client"), and SEH of Indiana, LLC ("Consultant"), effective September 10, 2014, this Supplemental Letter Agreement dated February _____, 2016 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: ADA Compliant Curb Cuts Community Wide.

Client's Authorized Representative: Dustin Anderson
Address: 1005 Ridge Road
Munster, IN 46321
Telephone: 219.836.6900 **email:** danderson@munster.org

Project Manager: Craig Hendrix, PE
Address: 9200 Calumet Ave., Suite N 300
Munster, IN 46321
Telephone: 219.513.2529 **email:** chendrix@sehinc.com

Scope: The Basic Services to be provided by Consultant:

Client wishes to construct or reconstruct sidewalk ramps utilizing CDBG grant funds from Lake County. Client has identified fifty ramps at various locations throughout the Town in need of construction/reconstruction. These locations are identified on the attached map exhibit. Consultant shall design the sidewalk ramps meeting current PROWAG sidewalk guidelines. Consultant's work shall include:

1. Conduct field survey,
2. Prepare engineering drawings and specifications,
3. Prepare an engineer's estimate of probable construction costs,
4. Prepare Contract Documents for bidding by Client utilizing EJCDC format,
5. Schedule and attend one pre-construction meeting,
6. Respond to bidder questions and prepare addenda (as necessary),
7. Attend bid opening and prepare award recommendation.

Consultant's work does not include:

1. Geotechnical or environmental investigations,
2. Resident Project Representative services,
3. Right-of-way investigations or boundary work,
4. Utility relocation coordination.

Schedule:

According to the Lake County Community Economic Development Department, 70 to 80 percent of the grant funds need to be spent by June 17, 2016 and all of the funds spent by the end of June. We have developed the following preliminary schedule to meet the June 17, 2016 completion date. The schedule is aggressive and assumes utility relocation isn't necessary. It may also be influenced by inclement weather.

Notice to Proceed to begin engineering services	February 22, 2016
Notice to Bidders for construction	March 30, 2016
Construction bid opening	April 18, 2016
Notice of Award for construction	April 25, 2016

Notice to Proceed to begin construction	May 2, 2016
Construction complete	June 17, 2016

Payment:

Consultant shall complete this work on an hourly basis. The fee shall not exceed $35,000 (product of 50 ramps and $600 per ramp) including expenses and equipment, without prior authorization by Client.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1. Additional work, if required, shall be compensated in accordance with the rate schedule attached hereto as Attachment 1.

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.

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SEH of Indiana, LLC	**Town of Munster**
By: Craig Hendrix	By:
Craig Hendrix, PE	
Title: Client Service Manager	Title:

Exhibit A-1
to Supplemental Letter Agreement
Between Town of Munster (Client)
and
SEH of Indiana, LLC (Consultant)
Dated February _____, 2016

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.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

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

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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SEH Hourly Billable Rate Range

Classification	*Billable Rate*[1]
Office Staff	
Principal	$155.00 - $240.00
Project Manager	$120.00 - $215.00
Senior Project Specialist	$140.00 - $195.00
Senior Project Engineer	$125.00 - $200.00
Project Engineer	$100.00 - $160.00
Staff Engineer	$75.00 - $120.00
Senior Project Architect	$125.00 - $195.00
Project Architect	$95.00 - $140.00
Staff Architect	$75.00 - $115.00
Senior Project Scientist	$120.00 - $160.00
Project Scientist	$70.00 - $115.00
Staff Scientist	$60.00 - $90.00
Senior Project Planner	$125.00 - $190.00
Project Planner	$90.00 - $135.00
Staff Planner	$70.00 - $90.00
Project GIS Analyst	$70.00 - $140.00
Lead Technician	$90.00 - $150.00
Senior Technician	$75.00 - $130.00
Technician	$65.00 - $100.00
Word Processor	$55.00 - $90.00
General Clerical	$55.00 - $90.00
Graphic Designers	$80.00 - $100.00
Field Staff	
Licensed Land Surveyor	$100.00 - $140.00
Lead Project Representative	$90.00 - $150.00
Sr. Project Representative	$75.00 - $125.00
Project Representative	$65.00 - $115.00
Survey Crew Chief	$80.00 - $115.00
Survey Instrument Operator	$60.00 - $90.00

(1) The actual rate charged is dependent upon the hourly rate of the employee assigned to the project. The rates shown are subject to change.

Effective: January 1, 2016
Expires: December 31, 2016

Town of Munster
ADA Sidewalk Inventory

Hammond
Dyer
Schererville
Lansing
Lynwood
Highland
Legend
Non-Compliant ADA Sidewalk
Little Calumet River
Schoon Ditch
Hart Ditch
Clarkdale Lake
Maynard Lake
RIVER DR
I-80
I-94
HOLLYWOOD DR
ADELAIDE PL
GREGORY AVE
FAIRBANKS PL
SUNNYSIDE AVE
BEVERLY PL
BEACON PL
BELDEN PL
BELMONT PL
SCHOOL ST
BROADMOOR AVE
RIDGEWAY AVE
SEBERGER DR
RIDGE RD
SOUTH ST
TERRACE DR
SUNSET LN
BRIAR LN
LAWNDALE DR
SYCAMORE LN
MAPLE LN
EVERGREEN LN
HICKORY LN
FISHER PL
FISHER ST
CAMBRIDGE CT
ELLIOTT DR
MACARTHUR BLVD
MELBROOK DR
TULIP LN
BLUEBIRD LN
HOLLY LN
MAGNOLIA LN
FRAN-LIN PKWY
CAMELLIA DR
BROOKSIDE DR
THICKET LN
FITZGERALD DR
TIMBERWOOD LN
DAY LILY LN
THISTLE LN
POPLAR LN
COVENTRY LN
REDWOOD LN
SOMERSET DR
TREADWAY RD
BOXWOOD DR
WESTMINSTER LN
CORNWALLIS LN
BRANDYWINE DR
MAIN ST
SUPERIOR AVE
PROGRESS AVE
S. CENTENNIAL DR
BOWEN DR
SINGLETON DR
HAGBURG DR
JENNA DR
LUCY LN
DONNA DR
EXETER RD
CARNABY PL
GLASTONBURY ST
LEICESTER RD
SALISBURY DR
NORWICH CT
CORNWALL CIR
W 45TH ST
MARGO LN
CALUMET AVE
STATE LINE AVE
FOREST AVE
HOHMAN AVE
HARRISON AVE
VAN BUREN AVE
MONROE AVE
JEFFERSON AVE
MADISON AVE
JACKSON AVE
EUCLID AVE
TAPPER AVE
MONALDI DR
HOWARD AVE
KOOY DR
COLUMBIA AVE
LINDEN AVE
SCHREIBER DR
GREENWOOD AVE
BEECH AVE
WALNUT DR
KRAAY DR
CASTLE DR
OAKWOOD AVE
NORTHCOTE AVE
BARING AVE
CRESTWOOD AVE
PARKVIEW AVE
HAWTHORNE DR
ALTA VISTA AVE
3RD ST
OAK PARK DR
PARK DR
WILSON ST
35TH ST
ADA LN
MIRMAR RD
LAMBERT LN
FISHER ST
N DELAWARE PKWY
MARTHA ST
ROBIN DR
BLUEBIRD LN
ORIOLE DR
WREN DR
AZALEA DR
CYPRESS AVE
ROSEWOOD LN
TIMBERWOOD LN
WHITE OAK AV
WHITE OAK AVE
WHITE OAK CIR
LAUREL LN
LAUREL CT
WILDWOOD CT
WILDWOOD CIR
WILD ROSE LN
WILDFLOWER LN
TANGLEWOOD LN
SEQUOIA LN
CEDAR WOOD CIR
ASHWOOD LN
BRIARWOOD CIR
REDWOOD LN
SOMERSET DR
ST. JAMES PL
FOX RUN
SANDY LN
MARLOU DR
PARK WEST CIR
TWIN CREEK BLVD
FOLIAGE LN
CHESTNUT LN
WINDFIELD DR
DEVONSHIRE LN
WELLINGTON TERR
SEA BREEZE CT
CHERRYWOOD LN
ROSEWOOD LN
CHERRYWOOD CT
APPLE BLOSSOM CT
CLARK CT
CARDINAL CT
CARDINAL DR
HEATHER CT
HEATHER DR
WREN CT
OAKWOOD CT
NORTHCOTE AVE
CYPRESS AVE
CRESTWOOD AVE
HAWTHORNE DR
ALLISON RD
COLUMBIA AVE
MEGAN WAY
ANDREW LN
BARBARA LN
MCCLAUGHRY DR
POWERS DR
CALUMET AVE
LIONS CLUB DR
34TH ST
30TH ST
30TH PL
FULLERTON AVE
RIDGEWAY AVE
KENNEDY CT
MEADOW LN
HIGHLAND PL
TIMRUCK DR
MORAINE DR
GARFIELD AVE
JANEWAY AV
OLD STONE RD
CEDAR CT
FISHER PL
CAMELLIA DR
BRIARWOOD CIR
WILDWOOD CT
WILDWOOD CIR
NEW DEVON ST
PADDINGTON CRES
WHITEHALL GARDEN
MAYFAIR CT
KNIGHT-BRIDGE PL
KNIGHT-BRIDGE CT
WESTMIN-STER PL
MAYFAIR WAY
BANBURY PL
MILFORD HAVEN WAY
INDIANA PKWY
VALPARAISO DR
TUCKAHOE PL
CEDAR CREST DR
CRIMSON TREE LN
ROSE LN
IVY LN
MARACK DR
REDBUD RD
PARKSIDE DR
HEMLOCK CT
PASTURE GATE LN
TWIN CREEK BLVD
DRIFT-WOOD DR
SANTA ANA LN
ZEPHYR LN
SEA BREEZE CT
CHERRY WOOD CIR
APPLE WOOD CT
CLARK CT
JAMES EDWARD DR
CHERRY BLOSSOM DR
CRICKET CT
APPLE BLOSSOM CT
ROSEWOOD LN
ROSEWOOD CT
WHITE OAK CIR
CHERRY WOOD CT
BIRCH WOOD CT
MAPLEWOOD LN
BURLWOOD DR
SOMERSET DR
CREST-WOOD CT
ROBIN DR
TULIP LN
BLUEBIRD LN
HOLLY LN
ORIOLE DR
MAGNOLIA LN
WREN DR
AZALEA DR
HAWTHORNE DR
CRESTWOOD AVE
BAKKER CT
CHESTNUT CT
MELBROOK CT
WASHINGTON CIR
INDEPENDENCE
BUNKER HILL DR
REVERE CT
HUDSON CT
POTOMAC DR
E DELAWARE PKWY
W DELAWARE PKWY
SUTTON PL
WINDSOR PL
OXFORD PL
YORK PL
TUDOR CT
ROYAL CT
COBBLESTONE RD
WEST-MINSTER CT
VICTORIA CT
CHESTER CT
CLARK CT
CAMELLIA DR
ELMWOOD DR
DOGWOOD DR
GREENWOOD AVE
WALNUT DR
MARIGOLD LN
SOUTHWOOD DR
ORIOLE DR
VERBENA DR
COTTONWOOD DR
PRIMROSE LN
LILAC LN
LARCH DR
HEATHER LN
AZALEA DR
FRAN-LIN PKWY
ELMWOOD DR
WHITE OAK AVE
WHITE OAK CIR
BIRCH AVE
HOLLY LN
FOLIAGE LN
CHESTNUT LN
BLUEBIRD LN
TULIP LN
MELBROOK DR
MELBROOK CT
MARTHA ST
CRESTWOOD CT
ROBIN DR
HAWTHORNE AVE
BRADEN WAY
COMMERCE LN
VERBENA DR
HOLLY LN
BLUEBIRD LN
TULIP LN
MELBROOK DR
SOUTHWOOD DR
UNIVERSITY DR
COLUMBIA AVE
MACARTHUR BLVD
ELLIOTT DR
FISHER ST
PARK DR
INDIAN PATH
TWELVE OAKS DR
OAK PARK DR
RIDGE RD
BEATRICE LN
VIVIAN CT
GREENLAWN DR
KRAFT DR
JANICE LN
ANNE ST
NORTHCOTE AV
BARING AVE
FISHER ST
SCHOOL ST
RIVER BEND DR
VAN BUREN AVE
VAN BUREN CT
JACKSON AVE
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