SEH of Indiana
Building a Better World for All of Us®

January 9, 2020

RE: Town of Munster
2020 Street Improvements Project
SEH No. MUNST 153591 14.00

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

Dear Mr. Anderson:

The Town of Munster plans to apply for Community Crossing Matching Grant (CCMG) funds from INDOT during the first call for funding in 2020. The grant is a 50/50 grant with Munster providing 50 percent of the funds. Staff has met and determined the streets that will be on the application for funding. Munster 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 constructed as well as the anticipated level of rehabilitation necessary.

| Street | From | To | Rehabilitation Work |
|---|---|---|---|
| Margo Lane | Salisbury | Carnaby | Full pavement replacement.<br>Curb and sidewalk repair as necessary.<br>ADA curb ramps.<br>Limited topographic survey. |
| Harrison Street | River | Broadmoor | Water main replacement.<br>Full pavement replacement.<br>Curb and sidewalk repairs.<br>ADA curb ramps.<br>Limited topographic survey. |
| Hohman Avenue | Terrace | Evergreen | Full depth mill and overlay.<br>Curb and sidewalk repair as necessary.<br>ADA curb ramps.<br>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, 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 roadway reconstruction plan sheets utilizing both field survey and aerial photography. Plan sheets will clearly identify the limits of reconstruction, 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 verify installed quantities, 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 complete work identified in Tasks 1.1-1.4 above by late March. This schedule will allow Munster to bid the project as soon as funding awards are announced, typically in early April. Construction of the project could begin as early as July 2020.

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 $53,200. SEH proposes to complete work on Task 2 on an hour rate basis not exceeding of $23,000 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 jditommaso@sehinc.com or by telephone at 219.513.2503.

Sincerely,

SEH OF INDIANA, LLC

Jill E. DiTommaso

Jill E. DiTommaso
Graduate Engineer

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