

October 22, 2021

RE: Town of Munster
CDBG Alley Repaving Project
SEH No. MUNST P163777

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

Dear Mr. Anderson:

The Town of Munster has received a Community Development Block Grant from the Lake County Community Economic Development Department for repaving five (5) residential alleys on the northwest side of town. A map of the proposed project area is attached.

The Town wishes to engage SEH of Indiana, LLC (SEH) to prepare bidding documents to rehabilitate these alleys. According to the grant application, the construction cost estimate for the proposed work is approximately \$251,000. The grant amount is \$103,712. The Town wishes to prepare documents for bidding in the beginning of 2022, with construction to be completed in the spring/summer.

PROJECT SCOPE

The table below lists the alleys to be constructed and the proposed rehabilitation work for each.

Alley	From	To	Rehabilitation Work
Forest – Hohman	Adelaide Place	Town Line	Porous Asphalt
Belmont – Belden	Hohman	Manor	HMA Asphalt
Broadmoor – Belmont	Hohman	Manor	HMA Asphalt
Sunnyside – Fairbanks	Hohman	Manor	HMA Asphalt
Hollywood			Porous Asphalt

It is our understanding that the Town wishes to continue to use a design of a porous pavement section that has been installed in other alleys in town. Town personnel are happy with its performance to date. Therefore, SEH will not conduct soil borings or provide subgrade treatment recommendations or design services for the design of the porous pavement.

SEH proposes to prepare the following work tasks:

Task 1.1: Topographical Survey – SEH will complete topographic survey of the project alleys including locating sanitary manholes, storm structures, and grades and locates needed for drainage 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 plan sheets utilizing both field survey and aerial photography. Plan sheets will show proposed grades to ensure proper drainage in the repaved alleys. Plan sheets will clearly identify the limits of reconstruction.

Task 1.3: Project Contract Documents – SEH will prepare contract documents in accordance with the requirements of CDBG projects 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. This work will be coordinated with Lake County.

Task 2: Construction Phase Services – Under this task SEH will provide onsite resident project representative 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 any closeout documentation necessary for the grant. These services will be provided on a time and materials basis.

PROJECT SCHEDULE

Conditions of the grant award require that the construction be completed by June 15, 2022.

November/December – topographic survey and plan preparation
December/January – bidding
January/February – project award
March – begin construction

PROJECT FEE

SEH proposes to complete the work outlined in Task 1 for a lump sum fee of \$25,500. Task 2, Construction Phase Services, will be completed on an hour rate basis not exceeding \$7,900 without prior authorization from the Town of Munster. All work will be completed in accordance with our Master Agreement for Professional Services dated September 10, 2014 and its General Conditions.

Dustin Anderson
October 22, 2021
Page 3

As always, we appreciate this opportunity to assist the town in making improvements that provide real value to the community. 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

A handwritten signature in black ink, appearing to read "Jill E. DiTommaso". The signature is fluid and cursive, with the first name "Jill" and last name "DiTommaso" clearly distinguishable.


Jill E. DiTommaso, PE
Project Engineer

Attachment


c: Steve Gunty, Director of Public Works
Chris Spolnik, Superintendent of Operations


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Munster Service Area

 service area


Low Mod Pct by Block Group


 0.00 - 0.46


 0.46 - 0.96


Based on 2011-2015 ACS Data

LEGEND

 Priority

 Proposed Porous Asphalt

 Proposed Regular HMA

 Alleys paved in 2020



TOWN OF MUNSTER
2021-22 CDBG APPLICATION
PROPOSED ALLEY PAVING