



Building a Better World
for All of Us®

February 11, 2022

RE: Town of Munster
Proposal for Engineering Services
2022-1 CCMG Street Paving and
Water Main Improvements Project
White Oak, Camellia, Hawthorne,
Cypress, Crestwood
SEH No. MUNST 165496

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

Dear Mr. Anderson:

Munster recently applied for \$589,801.73 in Community Crossing Matching Grant (CCMG) funds from INDOT during the first call for funding in 2022. 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 January.

The Town wishes to engage SEH of Indiana, LLC (SEH) to prepare engineering plans and specifications to rehabilitate these streets which are listed in Table 1 and shown in the attached project location map.

PROJECT SCOPE

Table 1 on page 2 lists the streets included in the project as well as the anticipated level of rehabilitation necessary. Proposed work on Camellia Drive and Hawthorne Drive 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.

TRAFFIC CALMING

Included in the scope of the project are traffic calming measures along White Oak Avenue. Working with staff, SEH will investigate a range of options including curb bumps out, realigned intersections, striping, and other traffic calming measures suitable to the geometry of White Oak Avenue. As resident buy-in to any change in the roadway alignment is important, concept drawings will be developed and presented to the community for input.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 9200 Calumet Avenue, Suite N300, Munster, IN 46321-2885

219.513.2500 | 888.908.8166 fax | sehinc.com

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Table 1 – Project Scope

Street	From	To	Rehabilitation Work
Camellia Drive	Fran Lin Parkway	Hawthorne	Reconstruction Water main replacement Curb repair as necessary ADA curb ramps Limited topographic survey
Hawthorne Drive	Camellia	Azalea	Full depth mill and overlay Water main replacement Curb repair as necessary ADA curb ramps Limited topographic survey
Cypress Avenue	Camellia	Azalea	Full depth mill and overlay Curb repair as necessary ADA curb ramps Limited topographic survey
Crestwood Avenue	Camellia	Cypress	Full depth mill and overlay Curb repair as necessary ADA curb ramps Limited topographic survey
White Oak Avenue	33rd	Fairway	Full depth mill and overlay Curb repair as necessary ADA curb ramps Limited topographic survey
White Oak Avenue	Fairway	River	Reconstruction Curb repair as necessary ADA curb ramps 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 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. Sidewalk improvements will be limited to those adjacent to curb ramp work as needed to meet ADA requirements. 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 Camellia Drive and Hawthorne Drive is included in this task.

Task 1.3: Traffic Calming Measures – Under this task, SEH will develop two (2) concepts for traffic calming and prepare materials to obtain public input on these concepts. Using feedback from residents, one traffic calming concept will be incorporated into the design.

Task 1.4: 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 1.5: 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	February 21, 2022
Survey/Design	March – May 2022
Anticipated date of CCMG Award Announcement	April/May 2022
Final Plan Set for Town Review	May 2, 2022
Advertisement for Bids*	May 10, 2022
Bid Opening*	June 1, 2022
Construction Contract Award*	June 6, 2022
Contracting*	June 2022
Begin Construction*	July 2022

* 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 1.1-1.5 for a lump sum fee of \$59,600. SEH proposes to complete work on Task 2 on an hour rate basis not exceeding of \$28,100 without

Mr. Dustin Anderson
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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 219.688.0497.

Sincerely,

SEH OF INDIANA, LLC

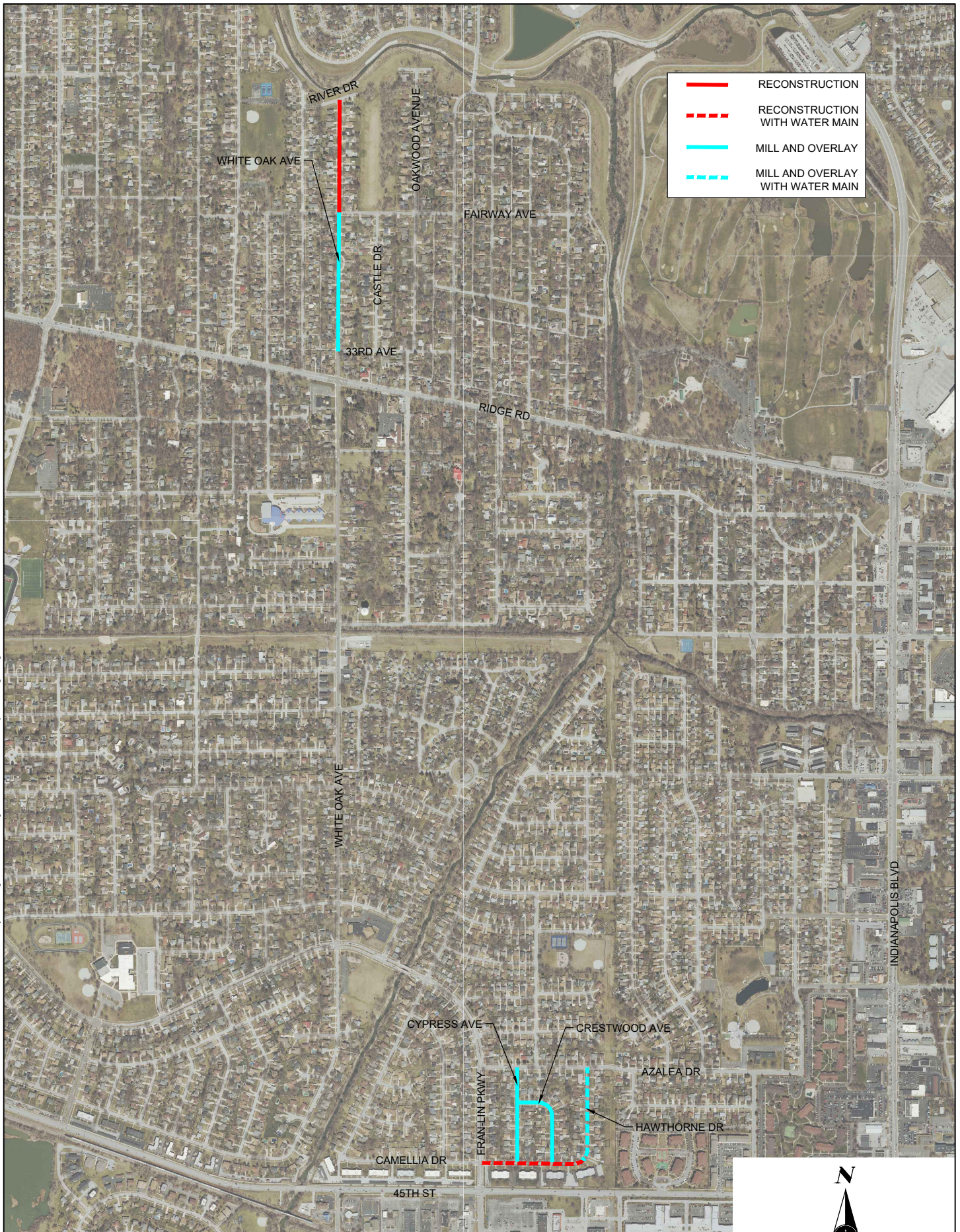
A handwritten signature in black ink, appearing to read "Jill E. DiTommaso". The signature is fluid and cursive, with the first name "Jill" and last name "DiTommaso" clearly distinguishable.

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

c: Steve Gunty, Director of Public Works
Chris Spolnik, Superintendent of Operations
David White, Water/Sewer Division Supervisor

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FILE NO.
158600
DATE:
1/31/2022

**PROPOSED STREET PAVING AND
WATER MAIN REPLACEMENT
2022-1 COMMUNITY CROSSINGS**

**EXHIBIT
NO. 1**

