

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Town of Munster, Indiana ("Client"), and SEH of Indiana, LLC ("Consultant"), effective September 10, 2014, this Supplemental Letter Agreement dated December 19, 2023 authorizes and describes the scope, schedule, and payment conditions for Consultant's services described as: Treadway Road Bike Path Extension

Client's Authorized Representative: Jill DiTommaso
Address: 508 Fisher Street
Munster, IN 46321
Telephone: 219.836.6957 **email:** jditommaso@munster.org

Project Manager: Kimberly Wenzel
Address: 9200 Calumet Avenue
Munster, IN 46321
Telephone: 219.513.2508 **email:** kwenzel@sehinc.com

Scope: The Basic Services to be provided by Consultant:

The Client has requested SEH to include the design services for the extension of the existing bike path along the north side of Treadway Road to Calumet Avenue as part of the CCMG 23-1 project. The bike path extension is approximately 110 linear feet from Calumet Avenue to the existing parking lot. The scope of basic services includes survey of the area and design of the bike path extension including a grading plan.

SEH will complete the following tasks under the scope's basic services for Treadway Road Bike Path Extension

Task 1.1: Survey – SEH will complete topographic survey of the bike path expansion area including locating sanitary manholes, storm structures, water valves, fire hydrants, and grades and locates necessary for ADA curb ramp design and general bike path geometrics. Other existing features including trees will be located and included on the Project area survey.

Task 1.2: Plan Sheets – SEH will prepare a Treadway Road Bike Path Extension plan sheet that details the proposed bike path extension limits, pavement type, grading plan, tree removal, curb ramp details, and details necessary to facilitate construction.

Task 1.3: Contract Documents – SEH will prepare an engineer's estimate of proposed construction costs.


Payment:

The lump sum fee for Task 1 is \$5,500.00 including expenses and equipment. The payment method, basis, frequency, and other special conditions are set forth in attached Exhibit A-2 (Lump Sum Basis Option).

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

By: 
Satya Tallamraju
Title: Client Services Manager

Town of Munster, Indiana

By: _____
Jill DiTommaso
Title: Director of Public Works

Exhibit A-2
to Supplemental Letter Agreement
Between Town of Munster, Indiana (Client)
and
SEH of Indiana, LLC (Consultant)
Dated December 19, 2023

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. 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 not included in the Lump Sum amount.

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