

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 December 4, 2024 authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project described as: **SS4A Grant Application for the Town of Munster**.

Client’s Authorized Representative: Patricia Abbott
Address: 1005 Ridge Road
Munster, IN 46321
Telephone: 219.836.6946 **email:** Pabbott@munster.org

Project Manager: Satya Tallamraju, PE
Address: 931 Ridge Road, Suite E
Munster, IN 46321
Telephone: 630.697.9451 **email:** Stallamraju@sehinc.com

Scope: The Basic Services to be provided by Consultant:

The Town of Munster is interested in pursuing the Safe Streets for All Grant Funding and requested SEH to assist in the preparation and filing the grant application. The Application will include all required documents for application to develop an Action Plan. SEH will perform the following tasks as part of the grant application preparation:

Preparation of the Application

1. Initiation of the Application process with SAM.gov. The Town will need to obtain UEI number.
2. Development of the planning approach for the Application
3. Identification of funding match source (required 20% local non-federal share)
4. Preparation of the Application for Federal Assistance, including completion of SF Forms:
 - FORM SF-424 (Application for Federal Assistance)
 - FORM SF SF-424A (Budget Information for Non-Construction Programs)
 - FORM SF SF-424B (Assurances for Non-Construction Programs)
 - FORM SF SF-LLL (Disclosure of Lobbying Activities)
5. Key Information Table
6. Narrative
7. Project Location Map
8. Project Budget, including leverage of local and other sources of funding
9. Submission to the Town of Munster for review and comment
10. Finalize the Application for submittal
11. Assist the Town with submission of the Application to ValidEval

Schedule: The exact grant application deadline is currently not known. The deadline will be announced soon by FHWA and it could be between January and March of 2025. These are the steps SEH will follow to assist the Town in filing the grant application.

- SEH begins application preparations
- SEH will provide a draft application to the Town for review and comment
- Town will review the draft and provide comments

- SEH will incorporate the comments received from the Town and will perform a final review of the finalized application with the Town
- Town will submit the application on ValidEval

Payment:

The data collection will be done for a lumpsum fee of **\$8000** 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

Town of Munster

By: *T.s.Srinivas*
Satya Tallamraju
Title: Client Services Manager

By: _____
Patricia Abbott
Title: Interim Town Manager

Exhibit A-2
to Supplemental Letter Agreement
Between Town of Munster (Client)
and
SEH of Indiana, LLC (Consultant)
Dated December 10, 2024

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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