



Building a Better World
for All of Us®

February 28, 2025

RE: Town of Munster
Proposal for Engineering Design
Services
Paving Improvements CCMG 25-1
Timberwood Ln., Lilac Ln., Somerset
Dr., Harrison Ave., Cobblestone Rd.,
Cornwallis Ln., and Westminster Ln.
SEH No. MUNST 179695

George Shinkan
Town Council President
Town of Munster
1005 Ridge Road
Munster, IN 46321

Dear Mr. Shinkan,

The Town of Munster recently applied for the Community Crossing Matching Grant (CCMG) funds from INDOT during the first call for funding in 2025. The grant is a 50/50 grant with Munster providing 50 percent of the funds to repave or reconstruct streets in poor condition. The Town staff met to determine the streets to be paved under this round of funding and the CCMG application was submitted to INDOT.

The Town wishes to engage SEH to complete topographic survey, prepare engineering plans and specifications and provide bid services to rehabilitate the streets listed in Table 1 and as shown in the attached project location maps.

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 Timberwood Lane, Lilac Lane, Somerset Drive, Harrison Avenue, Cobblestone Road, Cornwallis Lane, and Westminster Lane includes repaving of the streets which are in poor condition. Using the grant money to pay for a portion of the reconstruction necessary for this project is a good use of Town funds.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 931 Ridge Road, Suite E, Munster, IN 46321-2885

219.513.2500 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Table 1 – Project Scope

Street	From	To	Length of Improvements (MI)	Rehabilitation Work
Timberwood Lane	White Oak Avenue	Ashwood Lane	0.45	Full Depth Mill and Overlay Curb Repair as Necessary ADA Curb Ramps Limited Topographic Survey
Lilac Lane	Camellia Drive	Azalea Drive	0.08	Full Depth Mill and Overlay Curb Repair as Necessary ADA Curb Ramps Limited Topographic Survey
Somerset Drive	White Oak Avenue	Redwood Lane	0.55	Full Depth Mill and Overlay Curb Repair as Necessary ADA Curb Ramps Limited Topographic Survey
Harrison Avenue	Fisher Street	Ridge Road	0.72	Full Depth Mill and Overlay Curb Repair as Necessary ADA Curb Ramps Limited Topographic Survey
Cobblestone Road	Boxwood Drive	Main Street	0.25	Full Depth Mill and Overlay Curb Repair as Necessary ADA Curb Ramps Limited Topographic Survey
Cornwallis Lane	Westminster Lane	Westminster Lane	0.40	Full Depth Mill and Overlay Curb Repair as Necessary ADA Curb Ramps Limited Topographic Survey
Westminster Lane	Cornwallis Lane	Cornwallis Lane	0.40	Full Depth Mill and Overlay 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, fire hydrants, and grades and locates necessary for ADA curb ramp design and general roadway geometrics. Municipal utility locations, along with sanitary and storm sewer pipe sizes, slopes, and materials will be provided to the Town of Munster for inclusion in the GIS system. SEH will also walk each street with a Town employee to determine curb and gutter and sidewalk removal and replacement locations.

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 planned quantities. ADA curb ramps will be individually field surveyed. 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.

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. SEH will also prepare INDOT CCMG notification of contractor award and request for funding documents and submit the documents to INDOT on behalf of the Town.

PROJECT SCHEDULE

SEH proposes to the following schedule:

Award by Town Council	March 17, 2025
Survey/Design	March-May 2025
Anticipated date of CCMG Award Announcement	April 2025
Final Plan Set for Town Review	May 15, 2025
Advertisement for Bids*	May 22, 2025
Bid Opening*	June 5, 2025
Construction Contract Award*	June 16, 2025
Contracting*	June 2024
Begin Construction*	July 2024

* Bidding schedule subject to INDOT award of CCMG funds.

PROJECT FEE

SEH proposes to complete work on Tasks 1.1-1.4 for a lump sum fee of \$99,000.00. 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 kwenzel@sehinc.com or by telephone at (219) 513-2508.

George Shinkan
February 28, 2025
Page 4

Sincerely,

SEH, LLC

A handwritten signature in black ink that reads "Kim Wenzel". The signature is written in a cursive, flowing style.

Kimberly Wenzel, PE (IL, IN)
Professional Engineer

cc: Patricia Abbott, Controller/Interim Town Manager
Robert Valois, Director of Operations

[https://sehincazure-my.sharepoint.com/personal/kwenzel_sehinc_com/Documents/Desktop/CCMG 25-1/Proposal/Design Proposal ONLY_CCMG 25-1.docx](https://sehincazure-my.sharepoint.com/personal/kwenzel_sehinc_com/Documents/Desktop/CCMG%2025-1/Proposal/Design%20Proposal%20ONLY_CCMG%2025-1.docx)

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Town of Munster ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective September 10, 2014, this Supplemental Letter Agreement dated February 28, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Paving Improvements CCMG 25-1 - Design.

Client's Authorized Representative: George Shinkan

Address: 1005 Ridge Rd, Munster, Indiana 46321, United States

Telephone: (291) 836-6900 **email:** gshinkan@munster.org

Project Manager: Kimberly Wenzel

Address: 931 Ridge Road, Suite E, Munster, Indiana 46321

Telephone: (219) 513-2508 **email:** kwenzel@sehinc.com

Scope: The Services to be provided by Consultant:

See attached proposal letter dated February 28, 2025

Schedule: See attached proposal letter dated February 28, 2025

Payment:

The lump sum fee is \$99,000.00 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.

Short Elliott Hendrickson Inc.

By: 

Full Name: Satya Tallamraju

Title: Client Services Manager

Town of Munster

By: _____

Full Name: George Shinkan

Title: Town Council President

Exhibit A-2
to Supplemental Letter Agreement
Between Town of Munster (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated February 28, 2025

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.

FULL DEPTH MILL AND OVERLAY

WHITE OAK AVENUE

WILD ROSE LANE

TIMBERWOOD LANE

WILDFLOWER LANE

TANGLEWOOD COURT

SEQUOIA LANE

ASHWOOD LANE

WHITE OAK AVENUE

WINDFIELD DRIVE

SOMERSET DRIVE

CHERRYWOOD LANE

BURLWOOD DRIVE

REDWOOD LANE

SOMERSET COURT

SOMERSET DRIVE

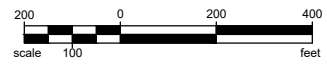
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179695
DATE:
02/21/2025

**CCMG 25-1
PAVING IMPROVEMENTS**

**EXHIBIT
NO. 4**



FULL DEPTH MILL AND OVERLAY



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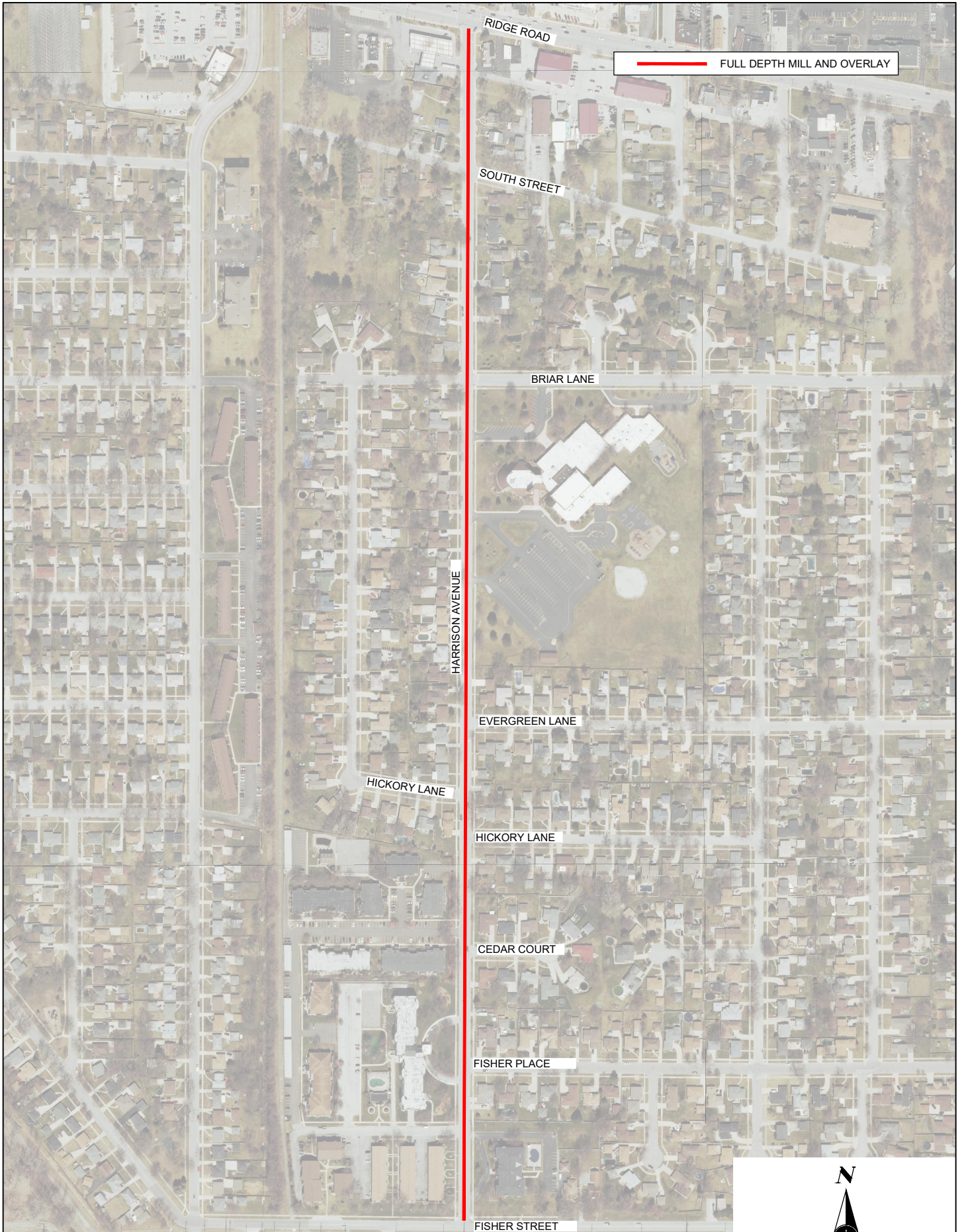
**CCMG 25-1
PAVING IMPROVEMENTS**

**EXHIBIT
NO. 3**



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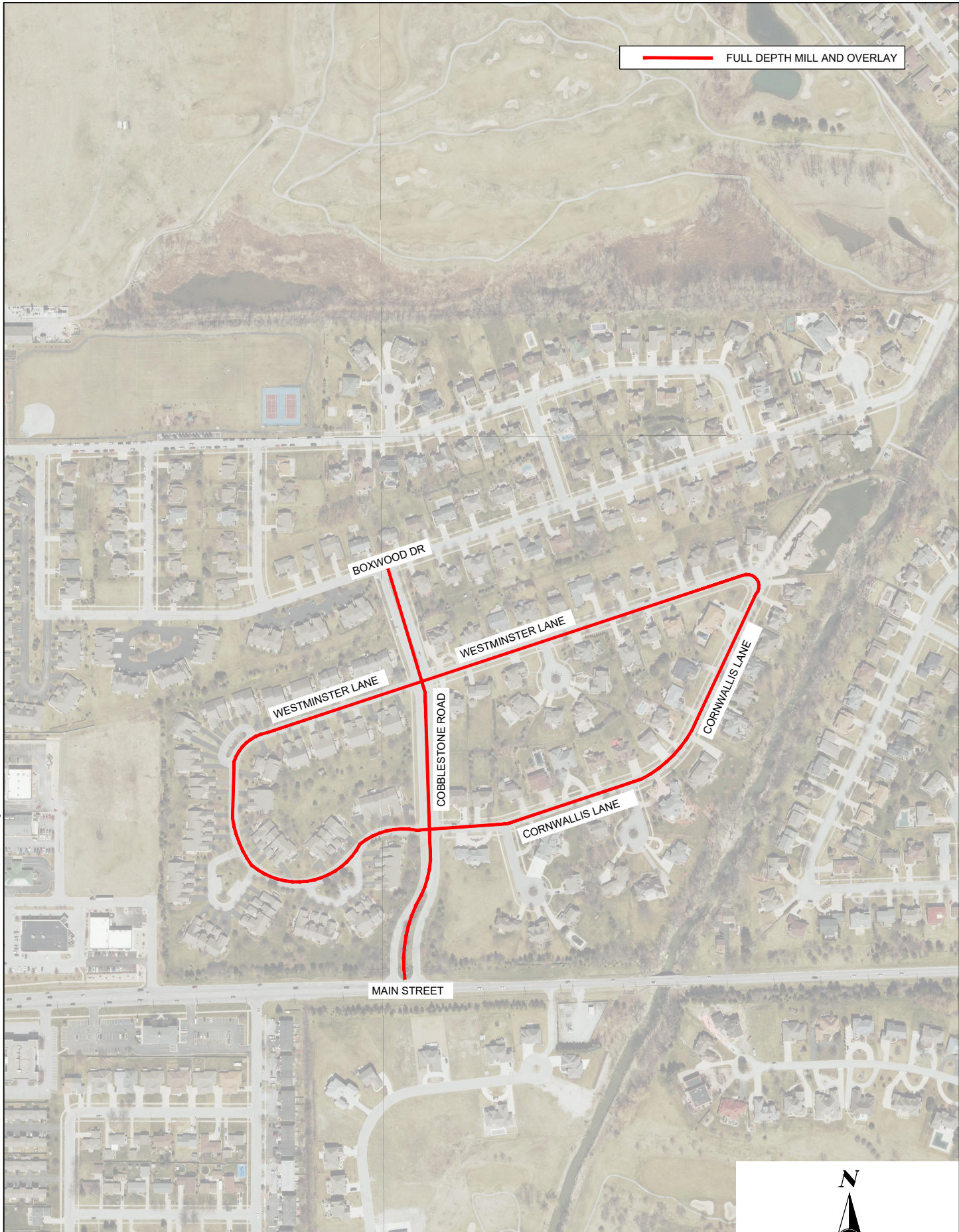
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**CCMG 25-1
PAVING PAVING IMPROVEMENTS**

**EXHIBIT
NO. 1**



— FULL DEPTH MILL AND OVERLAY



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**CCMG 25-1
PAVING IMPROVEMENTS**

**EXHIBIT
NO. 2**

