

# Supplemental Letter Agreement No. 2025-1

December 16, 2024

Mayor Connelly  
City of Grand Rapids  
420 North Pokegama Avenue  
Grand Rapids, MN 55744

RE: 7<sup>th</sup> Avenue SE Overlay Project  
City Project 2025-1

Dear Mayor Connelly,

City Project 2025-1 includes the milling and overlaying of 7th Avenue SE from 17th Street SE to just south of 11th Street SE. This project uses state funds, which are managed by the Minnesota Department of Transportation and require state documentation.

The City Engineer has requested the preparation of this Supplemental Letter Agreement (SLA) for the design and construction administration of the project area. The estimated work scope and fees for this project are listed below.

## **SEH Work Scope**

The services included in this SLA are for design, construction services, and miscellaneous services as listed in accordance with the Master Engineering Services Contract between The City of Grand Rapids ("Client") and Short Elliott Hendrickson Inc. ("Consultant"), effective January 4, 2021.

## **Proposed Project Schedule**

Council considers approval of this SLA	December 2024.
Council orders preparation of plans and specifications	January 2025.
Council approves plans and specifications and authorizes bid (based on approval of plans by MnDOT)	February 2025.
Advertise in Herald Review (GR – official newspaper)	Spring 2025.
Bid opening	Spring 2025.
Council considers award of contract	Summer 2025.
Construction – (assuming permits are approved)	Summer 2025.
Substantial completion	August 2025.

**Fee Schedule**

The fee for design will be as listed in the Master Engineering Services Contract with MSAS requirements (design fee = 6.0% of low construction bid and the construction fee = 6% of actual project cost). The current construction estimate for this work is \$315,000 which equates to an estimated design fee of \$18,900 and an estimated construction administration fee of \$18,900.

The fees for the miscellaneous services are listed in the Master Engineering Services Contract (hourly work as shown in Exhibit "B"). The estimated fee for this work is \$5,000.00.

In accordance with the Master Engineering Services Contract between The City of Grand Rapids ("Client") and Short Elliott Hendrickson Inc. ("Consultant"), effective January 4, 2021, this Supplemental Letter Agreement dated December 19, 2022, authorizes and describes the scope and schedule for the Consultant's work on the project described.

We are excited to collaborate with you on this project. If the terms of this SLA are agreeable, kindly sign in the designated area and return a copy to us. We will start working right away upon receipt. Should you have any inquiries about this supplemental letter agreement, please feel free to reach out to us.

Sincerely,  
Short Elliott Hendrickson Inc.



Sara Christenson, PE (Lic. MN)  
Client Service Manager/Project Manager

**City of Grand Rapids Authorization:**

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Kimberly Gibeau  
City Clerk

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Tasha Connelly  
Mayor of Grand Rapids

C: SEH contract file

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