

**Contract  
Amendment No. 1  
Between**

**The City of Grand Rapids (Owner) and  
Short Elliott Hendrickson Inc. (SEH) (Consultant)**

**Dated: April 19, 2023**

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The Contract between the Owner and Consultant dated January 9, 2023 shall be amended to include construction administration, observation, and closeout for the 2023 North Taxilanes Reconstruction at the Grand Rapids-Itasca County Airport (Grand Rapids, MN).

Unless specifically modified by this Amendment, the original contract provisions remain in effect. A description of the additional services is included in Attachments A-I and A-II.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$56,800.

Detailed estimates of labor cost and expenses is enclosed (Attachments B-I and B-II).

**APPROVED:**

**City of Grand Rapids**

**Short Elliott Hendrickson Inc.**



Shawn McMahon,

PE

**4.19.23**

Date

\_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Date

Attest Title: \_\_\_\_\_

# ATTACHMENT A SUMMARY

## 2023 North Taxilanes Reconstruction GRAND RAPIDS-ITASCA COUNTY AIRPORT (GPZ) CITY OF GRAND RAPIDS, MN

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This scope of work consists of construction administration services for North Taxilanes Reconstruction. The taxilanes will be constructed to accommodate FAA design standards for taxilanes.

Additional pavement will be reconstructed between the edge of the taxilane and existing hangars. This portion of work is not included in the FAA grant, these items are eligible for MnDOT state funding only.

Compensation by the Owner to the Consultant shall be a lump sum amount as follows:

2023 North Taxilanes Reconstruction – FAA Eligible Items	\$50,100.00
2023 North Taxilanes Reconstruction – MnDOT-Eligible Items	\$ 6,700.00
<b>Total Contract Amount</b>	<b>\$56,800.00</b>

A description of the services to be provided is included in Attachments A-I, A-II.

A detailed estimate of labor cost and expenses is included in Attachments B-I, B-II.

### PROJECTED DATES

The anticipated dates are:

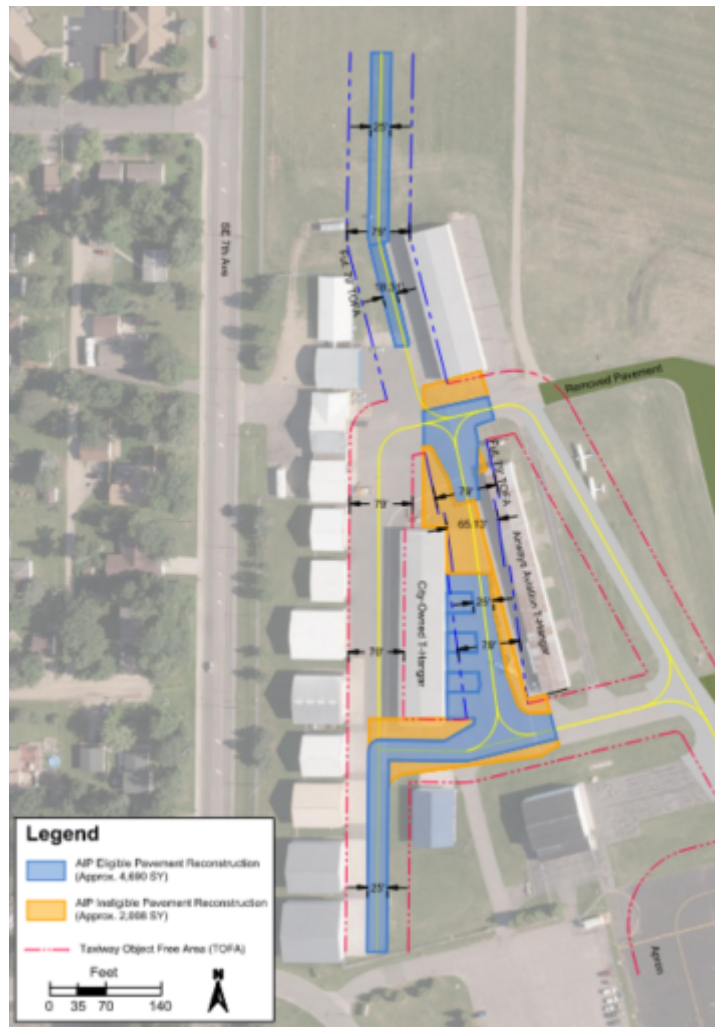
April 18, 2023	Bid Opening
April 24, 2023	Contract Award Recommendation
May 1, 2023	Grant Request Submittal
August/September 20213	Construction

**ATTACHMENT A-1**  
**Grand Rapids-Itasca County Airport (GPZ)**  
**2023 North Taxilanes Reconstruction**  
**Scope of Work**  
**Schedule A (FAA Eligible Tasks)**  
**(Construction Administration, Observation, Closeout)**

PROJECT SCOPE:

This project consists of pavement reconstruction of the north taxilane pavement. The previous pavement maintenance project was completed in this area of the airport in 1990. The areas of reconstruction include approximately 4,700 square yards of FAA eligible pavement in the north building area. The work will include reconstruction of the existing pavement areas. The north building area taxilanes are in poor condition with a PCI rating of 20, or less. The pavement needs reconstruction. The existing pavement and base materials will be removed and replaced with new materials meeting current design standards and specifications.

A taxilane extension to the north may also be included with this project.



This proposal will provide engineering services associated with the construction phase of the project. The time of substantial completion for construction is 28 calendar days. It is anticipated that work will be performed during the weekdays, with occasional work on Saturday. Materials are expected to be ordered upon receipt of the grant and construction is anticipated to start dependent on the schedule of the materials.

SCOPE OF SERVICES:

Services to be provided under this proposal include professional engineering for construction observation, management and administration. Specific tasks to be performed by SEH include the following:

1. Establish Survey Control. SEH will provide survey control for the project. Control points for horizontal and vertical control will be established and provided to the Contractor.
2. Preconstruction Activities. A preconstruction conference will be held prior to beginning construction to outline and discuss project requirements, administration procedures, and other construction related information. SEH will administer the preconstruction conference, issue notifications, and record meeting minutes.
3. Submittal and Shop Drawing Review. SEH will review product and material data, shop drawings, mix design, samples, and other items required to be submitted by the contractor.
4. Construction Observation. SEH will provide construction observation for the duration of construction. A Resident Project Representative (RPR) will be on-site to assist in ensuring that construction is performed in accordance with contract documents. The RPR will document and record construction progress through a daily journal and weekly progress reports.
5. Pay Estimates. SEH will prepare partial pay estimates and one final pay estimate upon completion of construction. Actual completed quantities will be tabulated for use in preparing pay estimates.
6. Final Inspection / Punchlist. A final inspection will be conducted by SEH after completion of the project. SEH will issue notifications and prepare a punchlist of any outstanding items needing correction.
7. Record Drawings. Record drawings will incorporate any modifications or additions that occurred during construction. A final plan set will be plotted and distributed to the City for their records.
8. As-Built ALP Update. The Airport Layout Plan Sheet will be updated and routed to the City, MnDOT and FAA as needed.
9. FAA Project Closeout Report. The Consultant will prepare a "Project Closeout Report" as required by the FAA and using "Sponsors Guide to Quality Project Closeout Report Requirements" (FAA Publication).
10. Project Management. Time required for the overall administering of the project, including preparing contract modifications, reviewing quality control and testing results, and coordination with the City, Contractor, FAA, Mn/DOT, and other regulatory agencies and utilities.

Subconsultants performing work under this proposal include the following:

1. Braun Intertec, Inc. Quality assurance testing for compaction and paving work will be performed by Braun Intertec of St. Cloud, Minnesota.

**ATTACHMENT A-2**  
**Grand Rapids-Itasca County Airport (GPZ)**  
**2023 North Taxilanes Reconstruction**  
**Scope of Work**

**Schedule B (FAA Ineligible Tasks)**

**(Construction Administration, Observation, Closeout)**

**General** – Schedule B reflects the same overall project description as Schedule A, but specifically focuses on the portion of the tasks that are not federally eligible and required to complete the federally ineligible portions of work. These tasks include the construction administration effort required to construct the taxilanes outside the federally eligible areas.

**SCOPE OF SERVICES:**

Services to be provided for under this proposal include professional engineering for construction observation, management and administration. Specific tasks to be performed by SEH include the following:

1. Construction Observation. SEH will provide construction observation for the duration of construction. A Resident Project Representative (RPR) will be on-site to assist in ensuring that construction is performed in accordance with contract documents. The RPR will document and record construction progress through a daily journal and weekly progress reports.
2. Pay Estimates. SEH will prepare multiple partial pay estimates and one final pay estimate upon completion of construction. Actual completed quantities will be tabulated for use in preparing pay estimates.
3. Final Inspection / Punchlist. A final inspection will be conducted by SEH after completion of the project. SEH will issue notifications and prepare a punchlist of any outstanding items needing correction.
4. Record Drawings. Record drawings will incorporate any modifications or additions that occurred during construction. A final plan set will be plotted and distributed to the City for their records.
5. Project Management. Time required for the overall administering of the project, including preparing contract modifications, reviewing quality control and testing results, and coordination with the City, Contractor, FAA, Mn/DOT, and other regulatory agencies and utilities.

**ATTACHMENT B-I**  
**ESTIMATED FEES AND EXPENSES**  
**2023 North Taxilanes Reconstruction**  
**Construction Observation, Administration and Closeout**  
**Grand Rapids-Itasca County Airport**

Task No.	Task Description	Project Manager	Project Engineer	Airport Planner	Administrative Assistant	
1	Establish Survey Control	0	2	0	0	
2	Preconstruction Activities	2	4	0	0	
3	Submittal and Shop Drawing Review	0	4	0	0	
4	Construction Observation	2	140	0	0	
5	Pay Estimates	2	2	0	4	
6	Final Inspection/Punchlist	2	2	0	0	
7	Record Drawings	1	2	0	0	
8	As-Built ALP Update	0	2	10	0	
9	FAA Project Close-out Report	1	4	0	2	
10	Project Management	4	2	0	2	
	Total hours per labor category	14	164	10	8	

**ESTIMATE OF LABOR COSTS:**

Labor Category	Hours	Rate	Extension
Project Manager	14	\$77.88	\$1,090.29
Project Engineer	164	\$47.04	\$7,715.02
Airport Planner	10	\$38.74	\$387.43
Admin Technician	8	\$34.40	\$275.18
Total Direct Labor Costs:	196		\$9,467.92
Direct Salary Costs plus Overhead (72%)			\$16,284.82
<b>Total Labor Costs</b>			<b>\$25,752.74</b>
Fixed Fee on Labor Costs (15%)			\$3,862.91

**ESTIMATE OF EXPENSES:**

Direct Expenses	Quantity	Rate	Extension
Employee Mileage	2000	\$0.65	\$1,300.00
Construction Auto Allowance	20	\$16.00	\$320.00
Per Diem	20	\$131.00	\$2,620.00
Quality Assurance Testing (Braun Intertec)	1	\$14,930.00	\$14,930.00
Equipment Usage	196	\$5.80	\$1,136.80
Reproductions / Miscellaneous	1	\$200.00	\$200.00
<b>Total Expenses</b>			<b>\$20,506.80</b>

**SUMMARY:**

Total Labor Costs + Expenses + Fees	\$50,122.45
<b>Estimated Total</b>	<b>\$50,100.00</b>

**ATTACHMENT B-II**  
**ESTIMATED FEES AND EXPENSES**  
**2023 North Taxilanes Reconstruction – FAA Ineligible Items**  
**Construction Observation, Administration and Closeout**  
**Grand Rapids-Itasca County Airport**

Task No.	Task Description	Project Manager	Project Engineer	Administrative Assistant		
1	Construction Observation	1	24	0		
2	Pay Estimates	1	2	1		
3	Final Inspection/Punchlist	0	1	0		
4	Record Drawings	0	2	0		
5	Project Management	2	1	1		
	Total hours per labor category	4	30	2		

**ESTIMATE OF LABOR COSTS:**

Labor Category	Hours	Rate	Extension
Project Manager	4	\$77.88	\$311.51
Project Engineer	30	\$47.04	\$1,411.28
Admin Technician	2	\$34.40	\$68.79
Total Direct Labor Costs:	36		\$1,791.59
Direct Salary Costs plus Overhead (72%)			\$3,081.54
<b>Total Labor Costs</b>			<b>\$4,873.13</b>
Fee (15%)			\$730.97

**ESTIMATE OF EXPENSES:**

Direct Expenses	Quantity	Rate	Extension
Employee Mileage	500	\$0.65	\$325.00
Construction Auto Allowance	4	\$16.00	\$64.00
Per Diem	4	\$131.00	\$524.00
Equipment Usage	36	\$5.80	\$208.80
<b>Total Expenses</b>			<b>\$1,121.80</b>

**SUMMARY:**

Total Labor Costs + Expenses + Fees	\$6,725.90
<b>Estimated Total</b>	<b>\$6,700.00</b>

March 23, 2023

Proposal QTB174390

Lindsay Reidt, PE  
SEH, Inc.  
3535 Vadnais Center Drive  
Saint Paul, MN 55110

Re: Proposal for Construction Materials Testing Services  
2023 Taxilane Reconstruction and Extension  
Grand Rapids/Itasca County Airport  
1700 7<sup>th</sup> Avenue Southeast  
Grand Rapids, Minnesota

Dear Ms. Reidt:

Braun Intertec Corporation respectfully submits this proposal to provide quality control observation and testing services during site grading, aggregate base placement, and asphalt paving for the taxilane reconstruction and extension project at the Grand Rapids/Itasca County Airport in Grand Rapids, Minnesota.

We have completed the geotechnical evaluation for this project, so we have a unique understanding of the site and construction challenges. We can aid the construction team by applying this experience and transferring our knowledge developed during the design phase which will provide professional continuity to the construction. Our work on the project to date gives us familiarity with the project team and design development which allows us to understand some of the considerations used when developing the project's design.

## **Our Understanding of Project**

We understand the project will consist of the reconstruction of the taxilanes north of the GA Apron and construction of a taxilane extension north of the existing pavements. The pavement section of the reconstructed taxilanes will consist of recompacted subgrade (P-152), geotextile fabric, 8 inches of aggregate base course (P-208), and 3 inches of asphalt mix pavement (MnDOT 2360). The pavement section of the taxilane extension will consist of recompacted subgrade (P-152), geotextile fabric, 24 inches of granular subbase (P-154), 6 inches of aggregate base course (P-208), and 4 inches of asphalt mix pavement (MnDOT 2360).



## Available Project Information

This proposal is based on our review of the documents described below. We will submit a revised scope of services and cost if the project changes.

- 90% Draft Plans of the typical sections of the taxilanes prepared by SEH, dated January 23, 2023.
- Project sketch showing the proposed reconstruction and extension areas prepared by SEH, dated January 2023.
- Geotechnical reports prepared by Braun Intertec Corporation under project numbers B2211652 and B2300692.

## Scope of Services

Services are performed under the direction of a licensed professional engineer. Observation and testing services will be performed on a full-time or an on-call, as-needed basis as requested and scheduled by you or your on-site project representative. After reviewing available information to determine compliance with project plans and/or specifications and other design or construction documents, our scope of services for the project will be limited to the tasks defined below.

### Soil Related Services

- Measure the in-place dry density, moisture content and relative compaction of recompacted subgrade, granular subbase, and aggregate base course placed for pavement support for compliance with the project documents. This task includes performing laboratory Proctor tests to provide maximum dry densities from which the relative compaction of fill can be determined, as well as the use of a nuclear density gauge to measure in-place dry densities and moisture contents.
- Sample and test granular subbase and aggregate base materials for compliance with the project documents. This task includes laboratory gradations.

### Bituminous Related Services

- Perform full-time bituminous paving observation during placement of bituminous pavement.
- Perform verification testing in accordance with MNDOT 2360 specifications.

### Consulting, Project Communication and Reporting Services

- Project management, including scheduling of our field personnel.
- Review observation and test reports and communicating with you and the parties you may designate such as the project contractor(s), and other project team members, as needed.
- Transmit test results to the project team on a weekly basis.

## Scheduling Assumptions

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- It will take 6 trips to complete the compaction testing by nuclear density gauge method for the project.
- We have provided 2 trips for sample pick up for proctors and gradations of the subgrade and aggregate materials during placement.
- Bituminous paving will be completed in 3 days for the project.
- We assume the project engineer of record will review and approve contractor's quality control submittals and test results.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.
- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

If the work is completed at different rates than described above, this proposal should be revised. If the pace of construction is different than described above, this proposal should be revised.

## Cost and Invoicing

We will furnish the services described herein for an estimated fee of **\$14,930**. **Our estimated costs are based on industry averages for construction production. Depending on the contractor's performance, our costs may be significantly reduced or slightly higher than estimated.** A tabulation showing our estimated hourly and/or unit rates associated with our proposed scope of services is also attached. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 4:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule **outside** our normal business hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays

will be 1.5 times the listed hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges based on conversations with the contractor. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all of the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you on a monthly basis.

## **General Remarks**

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. After reviewing this proposal, **please sign and return one copy to our office as notification of acceptance and authorization to proceed.** If anything in this proposal is not consistent with your requirements, please let us know immediately. Braun Intertec will not release any written reports until we have received a signed agreement.

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

Our services will be provided under the terms of our Agreement for Professional Services dated July 2, 2008.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Aaron Tast at 320.980.3504 or email at [atast@braunintertec.com](mailto:atast@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Colin L. Anderson, PE  
Project Engineer



Aaron M. Tast  
Aviation Account Leader, Senior Project Manager



Joseph C. Butler, PE  
Business Unit Leader, Senior Engineer

Attachments:  
Estimated Cost Tabulation

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The proposal is accepted. We will reimburse you in accordance with this agreement, and you are authorized to proceed:

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**Authorizer's Firm**

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**Authorizer's Signature**

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**Authorizer's Name (please print or type)**

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**Authorizer's Title**

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**Date**

# Project Proposal

QTB174390

## 2023 Taxilane Reconstruction/Extension

**Client:**

Short Elliott Hendrickson, Inc.  
Lindsay Reidt  
3535 Vadnais Center Dr  
Saint Paul, MN 55110

**Work Site Address:**

Grand Rapids/Itasca County-Gordon Newstrom  
Airport  
1700 Seventh Avenue Southeast  
Grand Rapids, MN

**Service Description:**

Construction Materials Testing  
Grand Rapids Itasca County Airport  
Grand Rapids, MN

	Description	Quantity	Units	Unit Price	Extension
<b>Phase 1</b>	<b>MnDOT Testing</b>				
<b>Activity 1.1</b>	<b>Soil Testing</b>				<b>\$4,095.00</b>
207	Compaction Testing - Nuclear	21.00	Hour	90.00	\$1,890.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Granular Borrow	2.00	Trips	3.50	7.00
	Aggregate Base	2.00	Trips	3.50	7.00
	Subgrade	2.00	Trips	3.50	7.00
1308	Nuclear moisture-density meter charge, per hour	21.00	Each	15.00	\$315.00
1861	CMT Trip Charge	8.00	Each	50.00	\$400.00
209	Sample pick-up	5.00	Hour	90.00	\$450.00
1318	Moisture Density Relationship (Proctor)	4.00	Each	185.00	\$740.00
1162	Sieve Analysis with 200 wash, per sample	2.00	Each	150.00	\$300.00
<b>Activity 1.2</b>	<b>Pavement Testing</b>				<b>\$6,870.00</b>
222	Bituminous Verification Testing	36.00	Hour	110.00	\$3,960.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Bituminous Plant	3.00	Trips	8.00	24.00
	Bituminous Density	3.00	Trips	4.00	12.00
1861	CMT Trip Charge	6.00	Each	50.00	\$300.00
2689	MnDOT Bituminous Verification, per sample	3.00	Each	750.00	\$2,250.00
1542	Thickness and Density of Bituminous Core	6.00	Each	60.00	\$360.00
<b>Activity 1.3</b>	<b>Project Management</b>				<b>\$3,965.00</b>
238	Project Assistant	4.00	Hour	90.00	\$360.00
226	Project Manager	8.00	Hour	155.00	\$1,240.00
228	Senior Project Manager	8.00	Hour	180.00	\$1,440.00
1862	PM Trip Charge	1.00	Each	175.00	\$175.00
1230	MnDOT Final Report	1.00	Each	750.00	\$750.00
<b>Phase 1 Total:</b>					<b>\$14,930.00</b>

<b>Proposal Total:</b>	<b>\$14,930.00</b>
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