

# Contract Amendment No. 1 Between

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

Dated: June 18, 2025

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The Contract between the Owner and Consultant dated April 14, 2025, shall be amended to include wetland delineation, CATEX submittal, obstruction evaluation, and Exhibit A Property map updates for the 2025 Taxiway A (North) Reconstruction – Phase 2 Design project 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 Attachment A2.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$34,000.

Detailed estimates of labor cost and expenses are enclosed (Attachment B2).

## APPROVED:

City of Grand Rapids

Short Elliott Hendrickson Inc.



Shawn McMahon, PE

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

6.18.2025

Date

Date

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

# ATTACHMENT A2

## Grand Rapids – Itasca County Airport (GPZ)

### Taxiway A (North) Reconstruction Phase 2 – Design Amendment

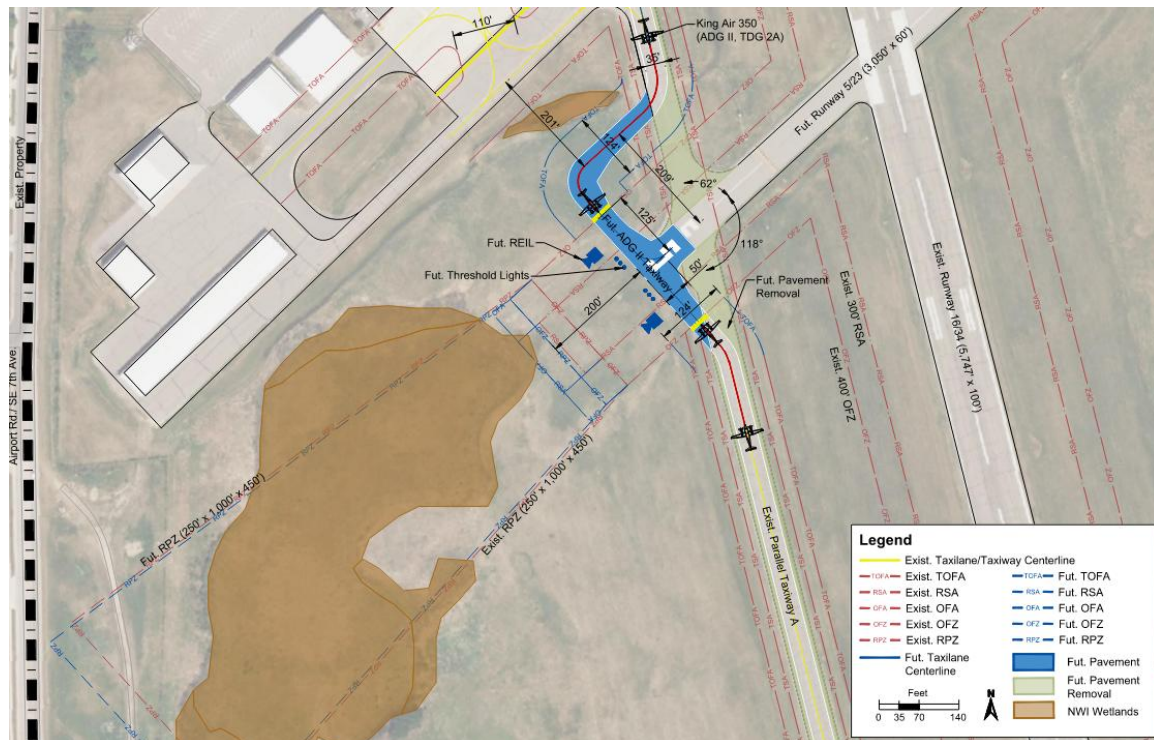
#### Scope of Work Amendment

(Wetland delineation, CATEX, obstruction evaluation, and Exhibit A  
Property map update)

General – The existing taxiway is at the end of its useful life and the 2025 project will consist of the design for the reconstruction of the north end of the taxiway, with bidding proposed in 2026 and construction proposed to occur in 2027. A planning study was conducted on the north half of the taxiway to evaluate current design standards, specifically direct access from the apron at Taxiway A1 and the intersection of Taxiway A and Runway 5/23.

Based on the results of the planning study, the Runway 5 threshold is extending 50 feet to the west to accommodate a 90 degree hold line for aircraft along Taxiway A at the runway intersection. To receive federal funding for the shift in the runway threshold, the following planning elements need to be completed including a wetland delineation, submittal of a CATEX, obstruction evaluation, and the Exhibit A property map update.

Proposed project limits are included in the figure below.



This work scope amendment includes wetland delineation, submittal of a CATEX, obstruction evaluation, and finalizing the Exhibit A property map.

The project schedule includes completing the planning elements in 2025 to prepare for bidding in Spring 2026.

**Project Deliverables** – The project deliverables of this scope include the following:

1. Wetland delineation report
2. CATEX submitted to the FAA for approval
3. Obstacle Action Plan
4. Approved Exhibit A property map and 'clean' GPZ ALP & Exhibit A Property Map sheet set for FAA review, approval, and acceptance

**This work scope amendment includes:**

**Work Element 1: Project Formulation**

**Task 1.1 – Scoping, Review, and Coordination** – Short Elliott Hendrickson (SEH and/or Consultant) will coordinate with the Federal Aviation Administration (FAA), City of Grand Rapids, and the Grand Rapids-Itasca County Airport (GPZ) (sponsor) to develop the appropriate scope of work. Additional coordination will include task definition and establishment of project goals and objectives. The scoping effort includes two (2) meetings and meeting preparation effort to determine approved FAA alignment. Each meeting will anticipate two (2) hours for the meeting and meeting prep and attended by a Principal and Project Manager. The scope of work will be presented to FAA for review and will be updated based on input received.

**Task 1.2 – Project Formulation** – SEH will complete the project and grant pre-application documentation, cost breakdowns, and eligibility determinations for the approved scope of work.

**Deliverables:** Project scope, fee, agreement, and meetings.

**Work Element 2: Wetland Delineation**

**Task 2.1 – Wetland Delineation** – This task includes wetland delineation, reporting, and agency coordination services for the project. Field delineation will cover approximately 11 acres of open field to the southwest of Runway 5. Field procedures for mapping wetlands will follow the 1987 U. S. Army Corps of Engineers *Wetlands Delineation Manual* and the methods set forth in the applicable *Regional Supplement*. SEH will copy the FAA EPS on submittals and correspondence with the wetland regulatory authorities.

**Task 2.2 – Application Documents** – This task includes preparation of permit application documents suitable for submittal to the WCA LGU requesting exemption, no loss, or replacement plan approval, and to the USACE for approval under Section 404 of the Clean Water Act. This scope assumes the project will be eligible for coverage by a General or Nationwide permit from the USACE.

**Task 2.3 – Wetland Mitigation Coordination** – This task includes coordination and assistance with documents for withdrawal of credits from an established wetland mitigation bank. This scope assumes that any required mitigation for unavoidable wetland impacts will take place through the purchase of wetland bank credits. This scope does not include the purchase price or fees for wetland mitigation credits.

**Deliverables:** Wetland delineation report, wetland permit application documents, and agency decisions.

**Work Element 3: Documented Categorical Exclusion (CATEX) Form**

**Task 3.1 – Prepare Documented CATEX Form** – This task includes the preparation of a Documented CATEX for the tree removal and runway extension projects. SEH staff will review all 14 impact environmental categories included in FAA Order 1050.1F, *Environmental Impacts: Policies and Procedures*.

**Task 3.2 – Northern Long-Eared and Tricolored Bat IPAC submittals and assessments** – This task includes IPAC submittals for consultation with the U.S. Fish and Wildlife Services (USFWS). The project is expected to lead to a determination of “May Affect, Not Likely to Adversely Affect” the Northern Long-Eared Bat.

**Deliverables:** Documented CATEX and Northern Long-Eared Bat memo.

#### **Work Element 4: Airspace Analysis & Obstacle Action Plan (OAP)**

**Task 4.1 – Obstruction Analysis** – The AGIS data collected during the 2018 Airport Master Plan project will be used to evaluate obstructions to the Part 77 imaginary surfaces, the approach and departure surfaces identified in Advisory Circular 150/5300-13B, *Airport Design*, and the PAPI OSC/LSCS surfaces for the future Runway 5 end.

**Task 4.2 – Obstacle Action Plan (OAP)** – To maintain clear approach surfaces, an OAP will be developed for all unmitigated obstacles to the future Runway 5 end. The OAP will identify obstacles as defined in: FAA Advisory Circular 150/5300-13B, *Airport Design*; 14 CFR Part 77 Imaginary Surfaces; and the PAPI OCS/LSCS surfaces.

The OAP will summarize and detail unmitigated obstacles and will identify how and when the surfaces will be cleared and maintained cleared for the future Runway 5 end. The OAP will identify the obstacle reference number, type, latitude, longitude, elevation (AMSL), height, surface penetrated, penetration amount, if the obstacle is on or off airport property, if the obstacle is under sponsor control, proposed maintenance action, when each of the obstacles will be cleared (i.e. date), and the triggering event if associated with a particular project.

**Task 4.3 – OEAAA Airspace Case Submittals** – Obstructions identified as to remain in the near-term in **Task 5.1** and **Task 5.2** will be submitted for a determination through OEAAA. The determinations will be documented in the Obstacle Action Plan and incorporated into the Airport Layout Plan at the next opportunity.

**Deliverables:** OAP, OEAAA airspace case submittals

#### **Work Element 5: Exhibit A Property Map Update**

**Task 5.1 – Exhibit A Property Maps Update** – Comments were received from the FAA regarding the Exhibit A Property Map and changes made since the previous ALP update. This task involves addressing the comments and bringing the existing Exhibit A Property Map up to date. The FAA Standard Operating Procedure (SOP) for FAA Review of Exhibit ‘A’ Airport Property Inventory Maps (ARP SOP 3.00, effective October 1, 2013) will be utilized. The Exhibit A Property Maps will be prepared in AutoCAD. Coordinates will be shown in NAD 83 datum and elevations in NAVD 88 datum.

**Deliverables:** Updated Exhibit A Property Maps. The conclusion of this project will result in a ‘clean’ GPZ ALP & Exhibit A Property Map sheet set for FAA review, approval, and acceptance.

**ATTACHMENT B2**  
**ESTIMATED FEES AND EXPENSES**  
**TAXIWAY A (NORTH) RECONSTRUCTION PHASE 2 - DESIGN AMENDMENT**  
**GRAND RAPIDS-ITASCA COUNTY AIRPORT (GPZ)**  
**GRAND RAPIDS, MINNESOTA**

Task No.	Task Description	Project Manager	Airport Planner	Environmental Scientist	Survey Crew Chief	Admin Technician
<b>Work Element 1: Project Formulation</b>						
1.1	Scoping, Review, and Coordination	10				6
1.2	Project Formulation	2	6			2
<b>Work Element 2: Wetland Delineation</b>						
2.1	Wetland Delineation		2	16		
2.2	Application Documents	1		10		2
2.3	Wetland Mitigation Coordination	2		4		
<b>Work Element 3: Documented Categorical Exclusion (CATEX) Form</b>						
3.1	Prepare Documented CATEX Form	1	8	2		
3.2	Northern Long-Eared and Tricolored Bat IPAC submittals	1	2	4		
<b>Work Element 4: Airspace Analysis &amp; Obstacle Action Plan (OAP)</b>						
4.1	Obstruction Analysis	2	8			
4.2	Obstacle Action Plan (OAP)	4	8			
4.3	OEAAA Airspace Case Submittals	1	4			
<b>Work Element 5: Exhibit A Property Map Update</b>						
5.1	Exhibit A Property Map Update	4			75	
<b>Total hours per labor category</b>		<b>28</b>	<b>38</b>	<b>36</b>	<b>75</b>	<b>10</b>

**TOTAL LABOR COSTS:**

Labor Category	Hours	Rate	Extension
Project Manager	28	\$80.69	\$2,259.39
Airport Planner	38	\$41.06	\$1,560.09
Environmental Scientist	36	\$47.24	\$1,700.62
Survey Crew Chief	75	\$49.09	\$3,681.56
Admin Technician	10	\$37.21	\$372.12

Total Direct Labor Costs:	187	\$9,573.78
Direct Salary Costs plus Overhead		\$18,293.59
<b>Total Labor Costs</b>		<b>\$27,867.37</b>
<b>Fixed Fee on Labor Costs (15%)</b>		<b>\$4,180.11</b>

**ESTIMATE OF EXPENSES**

Direct Expenses	Quantity	Rate	Extension
Computer Charge	187	\$6.00	\$1,122.00
Survey Equipment (GPS)	1	\$120.00	\$120.00
Wetland Review Fee	1	\$550.00	\$550.00
Survey Truck	8	\$7.50	\$60.00
Report Reproductions / Miscellaneous	1	\$75.00	\$75.00

<b>Total Expenses</b>	<b>\$1,927.00</b>
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**SUMMARY**

Estimated Total	\$33,974.48
<b>Total</b>	<b>\$34,000.00</b>