

Supplemental Letter Agreement No. 2010-1

January 8, 2024

Mayor Christy
City of Grand Rapids
420 North Pokagama Avenue
Grand Rapids, MN 55744

RE: 3rd Avenue NE & 7th Street NE
City Project 2010-1

Dear Mayor Christy,

City Project 2010-1 includes 3rd Avenue NE and 7th Street NE. 3rd Avenue NE is located from 4th Street NE to 8th Street NE and includes the reconstruction of 0.30 miles of street, storm sewer, sanitary sewer, water main, and sidewalks. The project also includes 7th Street NE, from 3rd Avenue NE to 5th Avenue NE, which includes the reconstruction of 0.14 miles of street, storm sewer, sanitary sewer.

The City Engineer has requested that we prepare this Supplemental Letter Agreement (SLA) for the design and construction administration of the project area for your consideration. Our 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, 2024

Project Schedule

Accept Feasibility Report	January 2024
Council orders plans and specifications	January 2024
Council approves plans and specifications and authorizes bid	March 2024
Advertise in Herald Review (GR – official newspaper)	March/April 2024
Bid opening	May 2024
Council considers award of contract	May/June 2024
Construction	Summer 2024
Substantial Completion	September 2024
Final Completion	June 2025

Fee Schedule

The fees for design will be as listed in the Master Engineering Services Contract for a Reconstruction Project (design fee = 7.0% of low construction bid, construction administration fee = 7.5% of actual construction cost). The current estimate of the construction cost is estimated to be \$2,600,000 which equates to an estimated SEH design fee of \$182,000 and an estimated SEH construction administration fee of \$195,000.

The fees for the miscellaneous services are listed in the Master Engineering Services Agreement that is in place between The City of Grand Rapids and Short Elliott Hendrickson, Inc. (SEH) (hourly work as shown in Exhibit "B"). The estimated fee for this work is \$15,000.00.

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 January 8, 2024 authorizes and describes the scope and schedule for the Consultant's work on the project described.

We look forward to working with you on this project. If this SLA is acceptable, please sign in the space provided and return a copy to us. We will then begin work immediately. Please contact us if you have any questions regarding this Supplemental Letter Agreement.

Sincerely,
Short Elliott Hendrickson, Inc.



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

City of Grand Rapids Authorization:

Kim Johnson-Gibeau
City Clerk

Dale Christy
Mayor of Grand Rapids

C: SEH contract file
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