

# Supplemental Letter Agreement No. 2022-4

April 25, 2022

Mayor Christy  
City of Grand Rapids  
420 NE 4<sup>th</sup> Street  
Grand Rapids, MN 55744

RE: 7<sup>th</sup> Avenue SE and 10<sup>th</sup> Street SE  
City Project 2022-4  
SLA for Design and Construction Administration

Dear Mayor Christy,

City Project 2022-4 involves the milling and overlaying of 10<sup>th</sup> Street SE from Pokegama Avenue to 7<sup>th</sup> Avenue SE as well as milling and overlaying of 7<sup>th</sup> Avenue SE from the roundabout to the newly proposed roundabout at River Road. This project involved state funds, which are managed by the Minnesota Department of Transportation and require state documentation.

The City Engineer has requested that we prepare this Supplemental Letter Agreement (SLA) for design and construction administration of all of these improvements for your consideration. Our estimated work scope and fee for this project are listed below and are in accordance with the Master Engineering Services Agreement that is in place between the City of Grand Rapids and Short Elliott Hendrickson Inc. (SEH).

## **Design**

Short Elliott Hendrickson (SEH) will perform engineering tasks as required to design the listed city projects. This includes topographic survey, design of proposed infrastructure, preparation of required permits and paperwork for necessary agencies (excluding wetland permitting), specification preparation, bidding documents, answer questions during bidding phase, bid opening, tabulation of bids, and letter of recommendation based on bids.

## **Construction Administration**

SEH will complete construction engineering, full time resident project representation, pay estimate preparation, agency documentation, prevailing wage review, as-built record drawings (as necessary) in electronic format, and documentation of any work related to these tasks.

## **Miscellaneous Services**

SEH will coordinate any additional activities outside of the scope of Design and Construction Administration as requested by The City Engineer.

**SEH Work Scope**

The services included in this SLA are for design services as listed in the Master Agreement in place between the City and SEH.

**Proposed Project Schedule**

Council considers approval of this SLA	April 25, 2022
Council orders preparation of plans and specifications	April 25, 2022
Council approves plans and specifications and authorizes bid (based on approval of plans by MnDOT)	May/June 2022
Advertise in Herald Review (GR – official newspaper)	Summer 2022
Bid opening	Summer 2022
Council considers award of contract	Summer 2022
Construction – (assuming permits are approved)	Summer 2022
Substantial completion	September 2022

**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, construction fee = 6% of actual project cost). The current construction estimate for this work is \$440,000 which equates to an estimated design fee of \$26,400 and an estimated construction fee of \$26,400 for a total estimated fee of \$52,800.00.

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.

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

04.25.2022

Date

**City of Grand Rapids Authorization:**

\_\_\_\_\_  
Kim Johnson-Gibeau  
City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dale Christy  
Mayor of Grand Rapids

\_\_\_\_\_  
Date

C: SEH contract file

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