



Building a Better World
for All of Us®

December 22, 2022

RE: The City of Grand Rapids
Airport Utilities Extension & Grading

Matt Wegwerth
Grand Rapids Economic Development
420 North Pokegama Avenue
Grand Rapids, MN 55744

Dear Mr. Wegwerth:

Thank you for the opportunity to submit this Proposal for Professional Services for the proposed utilities extension and grading for the Grand Rapids Airport. Short Elliott Hendrickson Inc. (SEH) is pleased to present you with the following professional service fee proposal for the above referenced project. This proposal is based on providing design and construction administration on a lump-sum fee basis and is in response to the email received by you on December 22, 2022. Please review our proposal letter and if acceptable we will provide an agreement for execution referencing this letter.

PROJECT UNDERSTANDING:

It is understood that water main and sanitary sewer main would be extended across 7th Avenue SE to the east at the intersection of 13th Street SE to approximately 330 feet south of intersection. The proposed utilities also include approximately five services with the availability for an expansion for future hangers. The project may also include preliminary sitework grading for a hanger with an approximate dimension of 180' x 60'.

PROPOSED TASKS:

Task 1: Design:

SEH to perform engineering tasks as required to design the listed city project. 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 the bids. The fee for design will be as listed in the City of Grand Rapids Master Engineering Services Contract. The current estimate of the construction cost is estimated at \$265,000 which equates to an estimated SEH design fee of \$18,550 (actual will equate to 7% of the awarded bid).

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1200 SE 4th Avenue, Suite 200, Grand Rapids, MN 55744-4304

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Task 2: Construction Administration

SEH to complete construction engineering, full time resident project representation, pay estimate preparation, agency documentation, prevailing wage review, as-built record drawings in electronic format, and documentation of any work related to these tasks. The fee for construction will be as listed in the City of Grand Rapids Master Engineering Services Contract. The current estimate of the construction cost is estimated at \$265,000 which equates to an estimated SEH construction fee of \$19,875 (actual equates to 7.5% of the final construction cost).

Task 3: Miscellaneous Services

This task is set up for small items out of the scope of the previous tasks and are requested by the client. These tasks will require a request from the client to complete. The fee is hourly and will be set up to have a hard limit of \$5,000 including expenses and equipment. Notification will be provided if services go over the hard limit. The hourly rates are as listed in the Grand Rapids Master Engineering Services Contract (hourly work as shown in Exhibit "B").

Thank you for the opportunity to provide this proposal. We would be excited to work on this project that would greatly benefit our community. If you have any questions regarding our scope of services or how they may be modified to meet your project needs, please feel free to give me a call to discuss. Please contact me at schristenson@sehinc.com or 218.360.0463 (mobile) to discuss.

Sincerely,
SHORT ELLIOTT HENDRICKSON INC.



Sara Christenson, PE (Lic. MN)
Associate | Civil Engineer II (Mgr)

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