

Supplemental Letter Agreement No. 2015-1 Phase 1

January 9, 2023

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

RE: Sylvan Bay
City Project 2015-1 Phase 1

Dear Mayor Christy,

City Project 2015-1 Phase 1 includes 12th Avenue SW and 11th Avenue SW from 4th Street SW to 1st Street SW, and from Sylvan Bay landing and all of 1st Street SW. 12th Avenue SW would include a partial reconstruct, 11th Avenue SW and 1st Street SW would include a full reconstruct and new utilities including water, sanitary sewer, and storm sewer. 11th Avenue SW may also include a sidewalk. 10th Avenue SW from 4th Street SW to 1st Street SW will be included as an Add Alternate as a partial reconstruct.

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, 2021

Project Schedule

Accept Feasibility Report	January 2023
Council orders plans and specifications	January 2023
Council approves plans and specifications and authorizes bid	March 2023
Advertise in Herald Review (GR – official newspaper)	March/April 2023
Bid opening	May 2023
Council considers award of contract	May/June 2023
Construction	Summer 2023
Substantial completion	September 2023

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 \$3,233,634 which equates to an estimated SEH design fee of \$226,354.38 and an estimated SEH construction administration fee of \$242,522.55.

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 \$5,000.00.

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 December 19, 2022 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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