



Building a Better World  
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December 13, 2022

RE: Grand Rapids Economic Development  
Forest Lake Site  
Parcels 91-555-0910 & 91-420-0510

Rob Mattei  
Grand Rapids Economic Development  
420 North Pokegama Avenue  
Grand Rapids, MN 55744

Dear Mr. Mattei:

Thank you for the opportunity to submit this Proposal for Professional Services for the proposed Forest Lake Development Project. 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 a Preliminary Plat and Final Plat on a lump-sum fee basis and is in response to the email received by you on behalf of Grand Rapids Economic Development on Wednesday 16, 2022. Please review our proposal letter and if acceptable we will provide an agreement for professional services for execution referencing this letter.

**PROJECT UNDERSTANDING:**

The site includes Parcels 91-555-0910 and 91-420-0510 located in Grand Rapids, Minnesota. It is understood the two parcels are proposed to be split up into approximately 22 single family homes, with an alley located in the center of the existing Parcel 91-55-0910 and then returning to the intersection of 7<sup>th</sup> Avenue NW and 7<sup>th</sup> Street NW. The site currently has no existing structures. Utilities will need to be extended through the site to extend services to the proposed single-family homes which will be designed by The City of Grand Rapids.

**PROPOSED TASKS:**

**Task 1: Preliminary Plat:**

Provide a topographic survey to locate existing monuments, benchmarks, topography (1' contour intervals), trees (6" diameter or greater), fencing, miscellaneous structures, grade of adjacent streets and top of curb (including grade at existing driveways), invert elevations for storm and sanitary drainage structures, overhead utilities, Gopher State One Call located utilities, paved and/or gravel surfaces. The topographic survey will extend 100' feet beyond the tract. Drafting and submittal of a preliminary plat per The City of Grand Rapids Ordinance and State of Minnesota Statutes for Parcels 91-555-0910 and 91-420-0510 located in Itasca County, Minnesota. SEH will coordinate with The City of Grand Rapids and will be given the Title Commitment by the owner, which will inform the survey. The site design will be provided by The City of Grand Rapids. The proposed lump sum fee is \$19,500.

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: Final Plat**

Drafting and submittal of the final plat and setting boundary monuments for recording for Parcels 91-555-0910 and 91-420-0510 located in Itasca County, Minnesota. The proposed lump sum fee is \$7,500.

**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. Such items may include attending City meetings or Client/Owner meetings. 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.

**ASSUMPTIONS:**

- Grand Rapids Economic Development will provide a letter from the Itasca County Soil and Water Conservation District stating that there are no wetlands located on the property prior to the submittal of the preliminary plat.
- Any permit fees, agency review fees, and filing fees are not included in the scope of SEH.
- Grand Rapids Economic Development will file the proper documents and fees to The City of Grand Rapids for the Preliminary and Final Plat. SEH will provide hard and or digital copies of the proposed plats.

**PROPOSED FEES:**

The proposed fees are outlined in each task; however, they are reiterated below for ease of interpretation. Lump Sum fees would include expenses and equipment. These fees will be current until January 27, 2023.

**Task 1: Preliminary Plat:** The lump sum fee is \$19,500.

**Task 2: Final Plat:** The lump sum fee is \$7,500.

**Task 3: Miscellaneous Services:** The fee is hourly and would be set up to have a hard limit of \$5,000.

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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