

Supplemental Letter Agreement No. 2024-1

November 12, 2024

Mayor Connelly
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744

RE: Sylvan Bay Phase 2
City Project 2024-1

Dear Mayor Connelly,

City Project 2024-1 Phase 2 covers the areas of 10th Avenue SW, 9th Avenue SW, and 8th Avenue SW, stretching from 4th Street SW to 1st Street SW. Initially, 10th Avenue SW was designed as an add-alternate but was not constructed. The project includes a complete reconstruct and new utility installations for all three streets, providing water, sanitary sewer, and storm sewer services. Additionally, the utility expansion will continue eastward along 2nd Street SW, extending to the dead end beyond 8th Avenue SW.

The City Engineer has requested that we prepare this Supplemental Letter Agreement (SLA) for the design 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 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

Council approves plans and specifications and authorizes bid	Jan/Feb 2025
Advertise in Herald Review (GR – official newspaper)	Early Spring 2025
Bid Opening	Early Spring 2025

Fee Schedule

Design fees will follow the Master Engineering Services Contract for a Reconstruction Project: 7.0% of the low construction bid for new design. The October 2024 estimate put 10th Avenue SW at \$833,920 and the total project at \$3,171,435, resulting in an estimated SEH design fee of \$163,626.05.

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 are excited to collaborate with you on this project. If the terms of this SLA are agreeable, kindly sign in the designated area and return a copy to us. We will start working right away upon receipt. Should you have any inquiries about this supplemental letter agreement, please feel free to reach out to us.

Sincerely,
Short Elliott Hendrickson Inc.



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

City of Grand Rapids Authorization:

Kimberly Gibeau
City Clerk

Tasha Connelly
Mayor of Grand Rapids

C: SEH contract file

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