

**Contract
Amendment No. 1
Between**

**The City of Grand Rapids (Owner) and
Short Elliott Hendrickson Inc. (SEH) (Consultant)**

Dated: May 14, 2025

The Contract between the Owner and Consultant dated March 10, 2025 shall be amended to include construction administration, observation, and closeout for the 2025 Vehicle Gate Replacement at the Grand Rapids-Itasca County Airport (Grand Rapids, MN).

Unless specifically modified by this Amendment, the original contract provisions remain in effect. A description of the additional services is included in Attachment A.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$54,300.

Detailed estimates of labor cost and expenses are enclosed (Attachment B).

APPROVED:

City of Grand Rapids

Short Elliott Hendrickson Inc.



Shawn McMahon,
PE

Title: _____

5.14.25

Date

Date

Attest Title: _____

ATTACHMENT A
Grand Rapids-Itasca County Airport (GPZ)
2025 Vehicle Gate Replacement
Scope of Work
(Construction Administration, Observation, Closeout)

PROJECT SCOPE:

This project consists of the replacement of the existing powered vehicular gates serving the Grand Rapids-Itasca County Airport. There are two gates included in this project, as shown in the below sketch. The gates and their components have exceeded their useful life, thereby posing ongoing maintenance challenges for the airport. The components evaluated for replacement on each gate will include the gate itself, drive rail, operator, entry system, lighting, photo eyes, vehicle detecting loops, among others. New gate infrastructure will provide an improved experience for airport users, as well as reduced maintenance expenses to the airport.



This proposal will provide engineering services associated with the construction phase of the project. The time of substantial completion for construction is 20 calendar days. It is anticipated that work will be performed during the weekdays, with occasional work on Saturday. Materials are expected to be ordered upon receipt of the grant and construction is anticipated to start dependent on the schedule of the materials.

SCOPE OF SERVICES:

Services to be provided under this proposal include professional engineering for construction observation, management and administration. Specific tasks to be performed by SEH include the following:

1. Preconstruction Activities. A preconstruction conference will be held prior to beginning construction to outline and discuss project requirements, administration procedures, and other construction related information. SEH will administer the preconstruction conference, issue notifications, and record meeting minutes.
2. Submittal and Shop Drawing Review. SEH will review product and material data, shop drawings, mix design, samples, and other items required to be submitted by the contractor.
3. Construction Observation. SEH will provide construction observation for the duration of construction. A Resident Project Representative (RPR) will be on-site to assist in ensuring that construction is performed in accordance with contract documents. The RPR will document and record construction progress through a daily journal and weekly progress reports.
4. Pay Estimates. SEH will prepare partial pay estimates and one final pay estimate upon completion of construction. Actual completed quantities will be tabulated for use in preparing pay estimates.
5. Final Inspection / Punchlist. A final inspection will be conducted by SEH after completion of the project. SEH will issue notifications and prepare a punchlist of any outstanding items needing correction.
6. Record Drawings. Record drawings will incorporate any modifications or additions that occurred during construction. A final plan set will be plotted and distributed to the City for their records.
7. FAA Project Closeout Report. The Consultant will prepare a "Project Closeout Report" as required by the FAA and using "Sponsors Guide to Quality Project Closeout Report Requirements" (FAA Publication).
8. Project Management. Time required for the overall administering of the project, including preparing contract modifications, reviewing quality control and testing results, and coordination with the City, Contractor, FAA, Mn/DOT, and other regulatory agencies and utilities.

Subconsultants performing work under this proposal include the following:

1. Barr Engineering Electrical circuitry and component design will be performed by Barr Engineering, of Minneapolis, Minnesota.

ATTACHMENT B
ESTIMATED FEES AND EXPENSES
2025 Vehicle Gate Replacement
Construction Observation, Administration and Closeout
Grand Rapids-Itasca County Airport

| Task No. | Task Description | Project Manager | Project Engineer | Administrative Assistant | | |
|----------|-----------------------------------|-----------------|------------------|--------------------------|--|--|
| 1 | Preconstruction Activities | 4 | 4 | 0 | | |
| 2 | Submittal and Shop Drawing Review | 2 | 8 | 0 | | |
| 3 | Construction Observation | 4 | 160 | 0 | | |
| 4 | Pay Estimates | 2 | 4 | 4 | | |
| 5 | Final Inspection/Punchlist | 4 | 8 | 0 | | |
| 6 | Record Drawings | 2 | 8 | 0 | | |
| 7 | FAA Project Close-out Report | 2 | 6 | 2 | | |
| 8 | Project Management | 10 | 4 | 2 | | |
| | | | | | | |
| | Total hours per labor category | 30 | 202 | 8 | | |

ESTIMATE OF LABOR COSTS:

| Labor Category | Hours | Rate | Extension |
|------------------|-------|---------|-------------|
| Project Manager | 30 | \$85.47 | \$2,564.10 |
| Project Engineer | 202 | \$53.02 | \$10,710.04 |
| Admin Technician | 8 | \$37.21 | \$297.68 |

Total Direct Labor Costs: 240 \$13,571.82

Direct Salary Costs plus Overhead (72%) \$23,343.53

Total Labor Costs \$36,915.35

Fixed Fee on Labor Costs (15%) \$5,537.30

ESTIMATE OF EXPENSES:

| Direct Expenses | Quantity | Rate | Extension |
|--|----------|------------|------------|
| Employee Mileage | 2000 | \$0.70 | \$1,400.00 |
| Construction Auto Allowance | 20 | \$16.00 | \$320.00 |
| Per Diem | 15 | \$200.00 | \$3,000.00 |
| Electrical Engineer (Barr Engineering) | 1 | \$5,500.00 | \$5,500.00 |
| Equipment Usage | 240 | \$6.00 | \$1,440.00 |
| Reproductions / Miscellaneous | 1 | \$200.00 | \$200.00 |

Total Expenses \$11,860.00

SUMMARY:

Total Labor Costs + Expenses + Fees \$54,312.65

Estimated Total \$54,300.00

May 8, 2025

Ms. Lindsay Reidt, PE
Short, Elliott, Hendrickson, Inc.
3535 Vadnais Center Drive
St. Paul, Minnesota 55110

**Re: GRAND RAPIDS, MN AIRPORT (GPZ) – VEHICLE ACCESS GATES
PROPOSAL FOR CONSTRUCTION PHASE ELECTRICAL ENGINEERING SERVICES**

Dear Lindsay:

Thank you for contacting us regarding construction phase services for the Grand Rapids, MN Airport (GPZ) Vehicle Access Gates project. We are providing this letter to outline our understanding of the project, our proposed scope of services, and our proposed fees for the construction phase of this project.

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| PROJECT DESCRIPTION |
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Our understanding is this project is the continuation of the recently designed Grand Rapids, MN Airport (GPZ) Vehicle Access Gates project, for the construction phase services of this project. Below we outline the proposed scope of services, and associated fees.

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| SCOPE OF SERVICES |
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In support of your efforts, Barr proposes to provide the following subconsultant services to SEH:

1. Provide submittal review.
2. One site visit for construction observation at final completion with associated memorandum.
3. Respond to RFI's as they arise, including assistance with electric utility coordination.
4. Provide record drawing AutoCAD edits as requested.

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| PROPOSED FEES |
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Barr Engineering proposes to provide the outlined scope of services to SEH on an hourly basis to a limit of \$5,500 for the indicated scope.

Reimbursable amounts such as automobile mileage are included, and services are billed monthly according to the work completed.

We appreciate this opportunity to continue working with you on this project. Please call with any questions or comments.

Sincerely,

BARR ENGINEERING CO.

A handwritten signature in black ink, appearing to read 'Mark E. Ziemer', with a long horizontal flourish extending to the right.

Mark E. Ziemer, P.E.
Senior Electrical Engineer