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June 16, 2026

Matt Wegwerth, Public Works Director / City Engineer
City of Grand Rapids
420 N. Pokegama Ave.
Grand Rapids, MN 55744

Via Email: mwegwerth@grandrapidsmn.gov

Subject: IFE for Consultant Construction Administration Services
Taxiway A - Phase 2 Reconstruction (North Portion)
Grand Rapids / Itasca County Airport, Grand Rapids, Minnesota

Dear Mr. Wegwerth:

Thank you for the opportunity to serve the Grand Rapids / Itasca County Airport. Becher Hoppe has completed an Independent Fee Estimate for the subject project per the Agreement dated June 9, 2026. Deliverables include this letter and attachments.

Becher-Hoppe Associates, Inc. was not considered in competition for these Professional Services and has no interest in the design of these facilities. Becher-Hoppe Associates, Inc. has been actively involved in the design and construction of aviation facilities in the State of Wisconsin for over 70 years and is familiar with the processes and requirements of the Federal Aviation Administration regarding grant funding and the associated Sponsor Assurances.

Becher-Hoppe has evaluated the consultant's Scope of Work for the subject project, included as Attachment A. We have estimated the level of effort by employee labor classification for each scope task and estimated a fee range for the project scope based on the estimated regional consultant wage rates, and consultant overhead rate as provided. Those estimates are included on spreadsheet Attachment B.

The estimated range of consultant fees for the subject project is \$324,400 to \$396,400.

If you have questions or would like to discuss this IFE in more detail, please contact me at your convenience.

Sincerely,

A handwritten signature in black ink that reads "Randy Van Natta". The signature is fluid and cursive, with a long horizontal stroke at the end.

Randy Van Natta, PE, FACEC
Senior Consultant

Attachments: Attachment A – Consultant's Scope of Work
Attachment B – Estimated Effort and Fee Spreadsheet

ATTACHMENT A – CONSULTANT’S SCOPE OF WORK

This scope of engineering services includes construction administration, construction observation, reporting and closeout services, as well as public outreach and project management.

Construction is anticipated to occur in summer and autumn of 2027, with a total construction time of approximately 35 consecutive calendar days as described in the Project Manual.

Engineering consultant services will be performed under a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant in accordance with Advisory Circular (AC) 150/5100-14E, *Architectural, Engineering, and Planning Consulting Services for Airport Grant Projects*.

Project Deliverables – The project deliverables of this scope include the following:

1. Construction Administration Services
2. Construction Observation
3. Material Testing
4. FAA Reporting and Project Closeout
5. Public Outreach and Project Management.

This work scope includes:

Work Element 1: Construction Administration Services

Task 1.1 – Scope Development – Short Elliott Hendrickson (SEH and/or its Subconsultant(s)) will coordinate with the City of Grand Rapids and the Grand Rapids-Itasca County Airport (GPZ) (Sponsor) to develop the appropriate scope of consultant services for this project. Scope development will include coordination with the FAA for scope review, fee proposal development, and contract negotiations. This includes efforts by SEH to obtain scope and fee estimates for subconsultant work, including quality assurance testing.

Scope development is estimated to include up to two (2) meetings to establish alignment between the FAA, MnDOT Office of Aeronautics, City of Grand Rapids, GPZ, and SEH (estimated as 4 hours each for an SEH Principal and Project Manager/Professional Engineer).

Task 1.2 – Project Administration Services – SEH engineering staff, CADD personnel, and administrative staff will assist the construction project team as necessary during construction in response to requests for information, plan or specification clarifications, change orders, and other issues that may arise. Other administrative tasks include project setup and invoicing, bi-weekly internal meetings (estimated as four (4) meetings), progress reports, subconsultant coordination, and contract management.

Task 1.3 – Construction Management Plan (CMP) – SEH will obtain the Contractor’s Quality Control Plan (QCP) and complete a thorough review of the document for completeness. Any recommended revisions or updates will be submitted to the Contractor. Following review of the QCP, SEH will update the draft CMP by extracting data from the QCP and combining it with Sponsor and Engineer information for project responsibilities. A final CMP will be submitted to the Sponsor and FAA for approval.

Task 1.4 – Preparation of Project Files – SEH will develop construction contracts, review the Contractor’s bonding information, and ensure that all insurance requirements have been met. SEH will coordinate routing and signature of the construction contracts by the Sponsor and the Contractor. Plans, contract documents, and technical specifications will

ATTACHMENT A – CONSULTANT’S SCOPE OF WORK

be updated to include all addenda items issued during bidding. SEH will ensure that the Contractor is supplied with adequate copies of the construction plans and project manual.

Task 1.5 – Establish Survey Control – SEH will establish the necessary horizontal and vertical control for construction staking for the project. (The Contractor is required to provide the subsequent construction staking.)

Task 1.6 – Pre-Construction Activities – SEH will conduct one (1) coordination meeting in the spring of 2027 to plan for construction in summer/autumn of 2027. The purpose of the coordination meeting will be to organize submittals, schedules, and work flow for the 2027 construction season.

SEH will then conduct one (1) pre-construction meeting, including the development/distribution of the related agenda, participant notifications, and meeting summary. Invitees will include the Sponsor, FAA, MnDOT Office of Aeronautics, Contractor, Subcontractors, SEH (Project Manager/Professional Engineer and Resident Project Representative(s) (RPR)), and Subconsultants (electrical engineer and material testing firm). Meeting topics will include project requirements, administrative procedures, airport disruptions, taxiway closure procedures, schedules, project responsibilities and communication, Contractor submittals, and other related FAA and MnDOT Office of Aeronautics requirements, as necessary.

Task 1.7 – Permit Coordination – SEH will coordinate and review all applicable permits related to the project construction. This includes, at a minimum, the MPCA General Stormwater Permit for Construction Activity.

Task 1.8 – Submittal and Shop Drawing Review – SEH will review product and material data, shop drawings, bituminous material testing and bituminous mix design, material samples, and other items required to be submitted by the Contractor.

Task 1.9 – Progress Meetings – SEH will conduct weekly construction progress meetings while project construction is being performed on the airfield (estimated as four (4) meetings during the period of construction). The progress meetings will be attended by SEH staff, including the Project Manager/Professional Engineer, RPR, and other staff as needed or required.

Task 1.10 – Pre-Paving Conference – SEH will one conduct one (1) pre-paving conference as required in part of Section 100 “Quality Control Program” of the Project Manual. The pre-paving conference will address Quality Control and Quality Assurance requirements of the project specifications.

Task 1.11 – Review of Quality Control Testing – All quality control test results performed by the Contractor will be monitored on a daily basis and summarized by SEH. In the event of a failed test result, the Contractor will be required to take corrective action and a retest will be taken until passing results are achieved. SEH will review all quality control testing performed by the Contractor for compliance with the specifications. This will be conducted prior to submission to the FAA. Should any additional testing need to be accomplished, this will be coordinated with the Contractor who will be responsible for completion.

Task 1.12 – Review of Quality Assurance Testing – All quality assurance test results performed by the material testing subconsultant will be monitored on a daily basis and summarized by SEH. In the event of a failed test result, the Contractor will be required to take corrective action and a retest will be taken until passing results are achieved. SEH will review final quality assurance testing for compliance with the specifications. This will be conducted prior to submission to the FAA. Should any additional testing need to be

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accomplished, this will be coordinated with the subconsultant who will be responsible for completion.

Task 1.13 – Review of Contractor Payroll Forms – SEH will review weekly payroll reporting by the Contractor to ensure that wage rates comply with the requirements of the federal and state wage rates for the work being performed. The RPR will conduct compliance monitoring of the Contractor’s Davis-Bacon Act contractual obligations, including recording the Contractor/Subcontractor employees, type of work being completed, and conducting random interviews.

Task 1.14 – Calculate Construction Quantities – SEH will review quantities with the Contractor on a weekly basis. Any discrepancies or disagreements regarding completed quantities will be resolved in advance of any partial pay application process. Periodic cost estimates will be developed by SEH to ensure compliance with the overall project budget.

Task 1.15 – Contractor Pay Applications – SEH will prepare partial pay applications once each month during construction, a final pay application including final agreed upon quantities for all work components, and a pay application releasing retainage to the Contractor once all closeout requirements have been met. Actual completed quantities will be tabulated for use in preparing all pay applications.

Task 1.16 – Daily Reports – SEH will maintain a daily log of the construction activities and maintain construction photos for record keeping purposes.

Task 1.17 – Weekly Reports – SEH will prepare a weekly status report using the FAA’s standard form. The report will be developed by the RPR, reviewed by the Project Manager/Professional Engineer, and submitted to the Sponsor, FAA, and MnDOT Office of Aeronautics via electronic submittal (PDF).

Task 1.18 – Change Orders / Supplemental Agreements – SEH will review and provide recommendations to the Sponsor of proposed changes to the contract documents, technical specifications, and plans. As necessary, SEH will issue supplemental details, design data, drawings, and modifications to the Contractor for change order pricing. The Project Manager/Professional Engineer will prepare change orders/supplemental agreements. All Change Orders and Supplemental Agreements require FAA approval prior to being issued. In the case where new materials may be required in addition to those in the bid documents, new bid items will be added to the project and a Request for Pricing from the Contractor will be proposed.

Task 1.19 – Final Inspection and Punchlist – SEH will conduct a final inspection after completion of the construction. SEH will issue notifications and prepare a punchlist of any outstanding items requiring correction. A tracking document will be prepared and progress on the punchlist items will be recorded until all issues are resolved.

Task 1.20 – Record Drawings – SEH will utilize Contractor and engineering drawings made during construction to complete record drawings for the project. The record drawings will incorporate any modifications or additions/subtractions that occurred during construction. Three (3) final plan sets will be plotted and distributed to the Airport Commission for

ATTACHMENT A – CONSULTANT’S SCOPE OF WORK

records. Electronic (PDF) copies of the record drawings will be provided to GPZ, MnDOT Office of Aeronautics, and FAA.

Task 1.21 – Final Quality Control / Quality Assurance Summary – SEH will prepare and submit the final QC/QA summary for the project.

Task 1.22 – Update Airport Layout Plan (ALP) – SEH will complete an update to the GPZ ALP to reflect any project-related as-built conditions.

Task 1.23 – Warranty Inspection Site Visit – SEH will complete a warranty inspection site visit prior to the expiration of the warranty period to identify and document any issues to be resolved by the Contractor as part of the warranty guarantee.

Work Element 2: Construction Observation

Construction expected to occur during normal construction hours of 7:00 AM until 7:00 PM. To correspond with the scope of work and the project schedule, construction observation services are anticipated to include a full-time RPR, a supportive RPR during peak periods of construction, and a Professional Engineer on a periodic basis, as calculated:

A **full-time RPR #1** will be on-site for the full period of construction (estimated as 72 hours/week for five (5) weeks) as well as for two (2) weeks before and after construction for preparatory and final cleanup (estimated as 40 hours/week for four (4) weeks).

A **supportive RPR #2** will be on site during peak periods of construction, such as during removals and paving (estimated as 12 hours/day for 12 days).

A **Professional Engineer** will provide periodic construction observation during critical elements of the work (estimated as 60 hours over the duration of project construction).

Task 2.1 – Construction Observation – SEH will provide daily construction observation for the duration of construction. This project is projected to occur for 35 consecutive calendar days during the summer/autumn of 2027. RPRs and the Project Manager/Project Engineer, according to the schedule above, will be available to assist in ensuring that construction is performed in accordance with contract documents. The RPRs will document and record construction progress through a daily journal. A collective weekly progress report will be developed at the end of each week and submitted to the Sponsor, FAA, MnDOT Office of Aeronautics, and other individuals/organizations.

Construction observation by on-site engineering staff will also include monitoring the Contractor’s schedule, safety plan implementation, security plan compliance, adherence to technical specifications, project drawings preparation, and general coordination. This includes up to three (3) drone flights to observe project conditions before/during/after construction.

Task 2.2 – Construction Coordination – The Project Manager/Professional Engineer will make periodic site visits to assist the Sponsor and on-site engineering staff with construction coordination and for the review of construction activities.

Work Element 3: FAA Reporting and Project Closeout

Task 3.1 – FAA Quarterly Report – SEH will complete the required FAA quarterly reports, starting with grant acceptance and continuing through grant closeout.

Task 3.2 – FAA Closeout Report – SEH will complete the required FAA closeout report following completion of the project to reconcile all project related costs and closeout the FAA grant for the work.

Task 3.3 – Project Closeout – SEH will work with the Contractor to ensure that all necessary closeout documents are submitted by the Contractor. These include, but are

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not limited to, IC-134 documentation, lien waivers, wage rate compliance, and other documentation as identified in the specifications.

Work Element 4: Public Outreach and Project Management

The tasks described below include public outreach and overall project management associated with Work Elements 1 through 3.

Task 4.1 – City of Grand Rapids City Council Meetings – SEH will attend City Council Meetings to provide project updates as requested (estimated as three (3) meetings).

Task 4.2 – Public Outreach Plan – SEH will prepare a detailed public outreach plan which will identify airport stakeholders and best methods of outreach (direct meetings, email updates, construction notices, etc.), as well as the relevant project information to be shared.

Task 4.3 – Project Management – SEH will provide overall project management services, including project coordination and administration, Sponsor and agency communication, internal meetings, airport stakeholder coordination, subconsultant oversight, progress reports, and budget updates.

Subconsultants – Subconsultants performing work under this proposal include the following:

1. Braun Intertec, Inc. for quality assurance material testing.
2. Barr Engineering for observation and inspection of airfield electrical systems.

**ATTACHMENT B
GRAND RAPIDS - ITASCA COUNTY AIRPORT (GPZ)
TAXIWAY A (NORTH) RECONSTRUCTION PHASE 2 - CONSTRUCTION ADMINISTRATION**

**ESTIMATED FEES AND EXPENSES
(CONSTRUCTION ADMINISTRATION, OBSERVATION, AND CLOSEOUT)**

Task No.	Task Description	Principal	Project Manager/ Professional Engineer	Project Engineer/ Full-Time RPR #1	Project Engineer/ Supportive RPR #2	Senior CAD Technician	Survey Crew Chief	Instrument Operator	Aviation Planner	Admin Technician
Construction Administration Services										
1.1	Scope Development	12	16						8	2
1.2	Project Administration Services	8	12						8	4
1.3	Construction Management Plan (CMP)		1	4						
1.4	Preparation of Project Files		4	12	12					2
1.5	Establish Survey Control		2	4		8	12	12		
1.6	Pre-Construction Activities		12	10	10	6				
1.7	Permit Coordination		2	4		2			1	
1.8	Submittal and Shop Drawing Review		2	12	12					
1.9	Progress Meetings		22	4	4	4			2	
1.10	Pre-Paving Conference		2	2	2					
1.11	Review of Quality Control Testing		4	4						
1.12	Review of Quality Assurance Testing		4	4						
1.13	Review of Contractor Payroll Forms		2	12	12					
1.14	Calculate Construction Quantities		4	16	12	8				
1.15	Contractor Pay Applications		4	10						4
1.16	Daily Reports		5	25	12					
1.17	Weekly Reports		2	5	4					
1.18	Change Orders / Supplemental Agreements	2	4	12	4	16				2
1.19	Final Inspection and Punchlist		10	12						
1.20	Record Drawings	1	4	12	4	16	2	2		
1.21	Final Quality Control/Quality Assurance Summary	1	2	4						2
1.22	Update Airport Layout Plan (ALP)		4			24			8	
1.23	Warranty Inspection Site Visit		4	10						
Construction Observation										
2.1	Construction Observation		60	520	144					
2.2	Construction Coordination	8	40							
FAA Reporting and Project Closeout										
3.1	FAA Quarterly Reports		4							
3.2	FAA Closeout Report		4	4						
3.3	Project Closeout	4	4	4						
Public Outreach and Project Management										
4.1	Grand Rapids City Council Meetings	4	4						4	
4.2	Public Outreach Plan		4	2		4			6	4
4.3	Project Management	12	32						4	
Total hours per labor category		52	280	708	232	88	14	14	41	20

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal	52	\$90.30	\$4,695.60
Project Manager/ProfessionalEngineer	280	\$77.70	\$21,756.00
Project Engineer/Full-TimeRPR #1	708	\$54.60	\$38,656.80
Project Engineer/SupportiveRPR #2	232	\$47.30	\$10,973.60
Senior CAD Technician	88	\$50.40	\$4,435.20
Survey Crew Chief	14	\$48.90	\$684.60
Instrument Operator	14	\$41.80	\$585.20
Aviation Planner	41	\$74.60	\$3,058.60
Admin Technician		\$20.00	\$36.00
Total Direct Labor Costs:	1,449		\$85,581.60
Direct Salary Costs plus Overhead			\$163,529.32
Total Labor Costs			\$249,110.92
Fee (15%) on Total Labor Costs:			\$37,366.64

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Quality Assurance Material Testing Subconsultant - Braun Intertec	1	\$25,000.00	\$25,000.00
Electrical Engineering Subconsultant - Barr Engineering	1	\$15,000.00	\$15,000.00
Drone Flights	3	\$600.00	\$1,800.00
Employee Mileage	8440	\$0.72	\$6,076.80
Employee Per Diem	69	\$200.00	\$13,800.00
Computer Charge	1,449	\$6.00	\$8,694.00
Employee Auto Allowance	69	\$16.00	\$1,104.00
Survey Equipment - Total Station	14	\$50.00	\$700.00
Survey Equipment - GPS	14	\$50.00	\$700.00
Reproductions / Miscellaneous	1	\$1,000.00	\$1,000.00

Total Expenses **\$73,874.80**

SUMMARY:

Total Labor Costs + Expenses + Fee \$360,352.36

Estimated Total **\$360,400.00**

Estimated Fee Range = \$324,400 TO \$396,400