



Building a Better World
for All of Us®

July 21, 2025

RE: Grand Rapids Economic Development
ISD 318 Administrative Building Site
Parcel 91-585-2910

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 platting of the existing ISD 318 Administrative Building 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. 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 Parcel 91-585-2910 located in Grand Rapids, Minnesota. It is understood the parcel is proposed to be split up into approximately 6 single family homes, with an alley located in the center of the existing parcel. The site is currently zoned Public Use and is proposed to be rezoned for One- and Two-Family Residence. The parcel has an existing building and parking lot which will be demolished prior to platting. 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, and paved and/or gravel surfaces. The topographic survey will extend 100' feet beyond the tract. This includes drafting and submittal of a preliminary plat per The City of Grand Rapids Ordinance and State of Minnesota Statutes for Parcel 91-585-2910 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 would need to be provided by The City of Grand Rapids and would be required to be submitted with the preliminary plat. The fee is hourly and will be set up to have a hard limit of \$14,500 including expenses and equipment.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1200 SE 4th Avenue, Suite 200, Grand Rapids, MN 55744-4304

218.322.4500 | 888.908.8166 fax | sehinc.com

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Task 2: Final Plat

Drafting and submittal of the final plat, and setting boundary monuments for recording for Parcel 91-585-2910 located in Itasca County, Minnesota. The fee is hourly and will be set up to have a hard limit of \$5,500 including expenses and equipment.

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.
- The Utility/Site Design is not included in the scope of services.
- Mylars will be paid for by the client under the Miscellaneous Services task.

PROPOSED FEES:

The proposed fees are outlined in each task; however, they are reiterated below for ease of interpretation. These fees will be current until December 31, 2025.

Task 1: Preliminary Plat: The fee is hourly and would be set up to have a hard limit of \$14,500.

Task 2: Final Plat: The fee is hourly and would be set up to have a hard limit of \$5,500.

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 218.322.4513 to discuss.

Sincerely,
SHORT ELLIOTT HENDRICKSON INC.



Sara Christenson, PE (Lic. MN)
Associate | Civil Engineer II (Mgr)

SLC

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