



August 21, 2020

Submitted via email: [jason.anderson@ci.marshall.mn.us](mailto:jason.anderson@ci.marshall.mn.us)

Mr. Jason Anderson, PE  
Director of Public Works/City Engineer  
City of Marshall  
344 W Main Street  
Marshall, MN 56258

Re: *Revised* Proposal for Architectural and Engineering Services  
Bridge 42566 Rehabilitation  
Marshall, Minnesota

Dear Mr. Anderson:

In response to your Request for Proposal, TKDA is pleased to submit this Proposal to provide Architectural and Engineering Services in connection with the Madrid Street Bridge No.42566 Rehabilitation in Marshall, Minnesota, hereinafter called the Project. Our services will be provided in the manner described in this Proposal subject to the terms and conditions set forth in our Professional Services Agreement–Southwest Minnesota Regional Airport, hourly rate authorization dated March 10, 2020, and excluding Exhibit B, FAA Airport Improvement Program Required Contract Provisions.

## **I. PROJECT DESCRIPTION**

In 2009, the City retained TKDA for the design of the Madrid Street Bridge over the Redwood River Diversion Channel. The bridge was assigned Bridge No.42566 by the State of Minnesota Department of Transportation Bridge Office. Construction of the bridge was completed in 2011 and opened to traffic.

A recent bridge safety inspection performed at the City's direction revealed distress and spalling in the Type P-1 barrier concrete along the sidewalk. The City desires TKDA to approach this Project in two Phases. Phase I will take place in 2020 and will include a special inspection, and preparation of repair plan construction documents. Phase II will occur in 2021 and will include providing the City with response to bidders questions, RFI's, and to make several site observations during construction.

## **II. SERVICES TO BE PROVIDED BY TKDA**

Based on TKDA's understanding of the Project, we propose to provide the following services:

### **A. BRIDGE SPECIAL INSPECTION**

1. Project management and administration of the TKDA team.
2. Perform special inspection of the Type P-1 concrete barrier measuring crack widths, removing loose spalled concrete, and sounding the surface for additional delamination or spalling (one trip).
3. Map the field information for additional recourse during repair design.
4. Provide copy of field documentation (PDF) to the City.

### **B. CONSTRUCTION DOCUMENTS**

1. Project management and administration of the TKDA team.
2. Prepare repair plans for the Type P-1 concrete barrier.
3. Prepare special provisions to the Minnesota Department of Transportation STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2018 edition.
4. Participate in a design review Skype meetings (1 assumed).

5. Provide a set of certified repair plans (PDF) and certified special provisions (PDF) to the City for their use in obtaining a construction contract.

C. CONSTRUCTION PHASE

1. Project management and administration of the TKDA team.
2. Participate in weekly construction Skype meetings (2 assumed).
3. Review bidder questions and provide written response to City for any clarifications.
4. Provide site visits (two 2-day trips included).
5. Review required project submittals; shop drawings and product data.
6. Review Contractor Requests for Information and respond to City.

**III. ADDITIONAL SERVICES**

If authorized in writing by Owner/Client, TKDA will furnish or obtain from others Additional Services of the types listed below which are not considered as basic services under this Proposal. Additional Services shall be billable on an Hourly Rate basis per our Master Contract, and such billings shall be over and above any maximum amounts set forth herein.

- A. Rental equipment (Mobile Elevated Work Platforms, generator, hammer drill, traffic control)
- B. Subconsultant services of a testing agency (ground penetrating radar, core samples)
- C. Additional site visits requested during design and/or construction beyond those noted herein

**IV. CLIENT RESPONSIBILITIES**

These responsibilities shall be as set forth in our Master Contract and as further described or clarified below:

- A. Designate one individual to act as a representative with respect to the work to be performed. Such person shall have complete authority to transmit instructions, receive information, interpret and define policies, and make decisions with respect to critical elements pertinent to the Project.
- B. Provide TKDA with access to the site and appropriate photographs of existing conditions as required to perform services listed herein.
- C. Provide City boom truck and operator during the Bridge Special Inspection to position TKDA staff on the out-board side of the Type P-1 concrete barrier with Metal Rail.
- D. Provide timely direction regarding any specific requirements.
- E. Provide reproduction of bid package(s) and construction drawings and specifications.
- F. Provide reviews of materials furnished by TKDA in a reasonable and prompt manner so the Project schedule can be maintained.

**V. PERIOD OF SERVICE**

We would expect to start our services promptly upon receipt of a Purchase Order and Notice to Proceed, and to complete all services within twelve (12) months thereafter. The Bridge Special Inspection could commence within two weeks of the NTP with Construction Documents two to three months later.

**VI. COMPENSATION**

Compensation to TKDA for services provided as described herein shall be on an Hourly Rate basis plus reimbursable expenses for the not-to-exceed amount of \$6,500 for Phase I services in 2020, and \$8,200 for Phase II services in 2021. Our detailed Project fee estimates are attached.



The level of effort required to accomplish SECTION II services can be affected by factors beyond our control. Therefore, if it appears at any time charges for services rendered under SECTION II will exceed the above, TKDA agrees we will not perform services or incur costs which will result in billings in excess of such amount until we have been advised by you additional funds are available and our work can proceed.

**VII. CONTRACTUAL INTENT**

We thank you for the opportunity to submit this Proposal. If acceptable, please sign and return or issue a Purchase Order citing this proposal as our authorization to proceed. This Proposal will be open for acceptance for 30 days, unless the provisions herein are changed by us in writing prior to that time. Please contact Jim Bellefeuille directly at 651.292.4427 or [james.bellefeuille@tkda.com](mailto:james.bellefeuille@tkda.com) if you should have any questions.

We appreciate the opportunity to serve you on your project.

Sincerely,



James J. Bellefeuille, PE  
Project Manager



Kevin R. Cullen, PE  
Vice President, Surface Transportation

JJB:KRC:amc:sfs

c: Jessie Dehn – City of Marshall [[jessie.dehn@ci.marshall.mn.us](mailto:jessie.dehn@ci.marshall.mn.us)]  
John Peterson – TKDA

ATTACHMENT: PROJECT FEE ESTIMATE – Phase I Services  
PROJECT FEE ESTIMATE – Phase II Services

ACCEPTED FOR THE CITY OF MARSHALL, MINNESOTA

By: \_\_\_\_\_  
(signature) Printed Name/Title Date





## Project Fee Estimate

<b>Client:</b>	City of Marshall	<b>Date:</b>	8/21/2020			
<b>Project:</b>	Bridge 42566 Rehabilitation - Phase I - Engineering Design	<b>Prepared By:</b>	JJB			
Task	Task Description	Estimated Person Hours Required			Total Hours	Total Dollars
		SR Reg Eng	Grad Eng	Grad Eng		
<b>A</b>	<b>BRIDGE SPECIAL INSPECTION</b>					
	PM - Set up project, first invoice, inspection access	2			2	\$ 398
	Special Inspection	14			14	\$ 2,786
	Deliverables to City	1			1	\$ 199
<b>B</b>	<b>CONSTRUCTION DOCUMENTS</b>					
	PM	2			2	\$ 398
	Repair plans and special provisions	2	4	12	18	\$ 1,730
	Design Review Skype Meeting	1	1		2	\$ 289
	Final certified plans and special provisions	1	2		3	\$ 379
<b>Total Person Hours</b>		23	7	12	42	
<b>Billing Rate/Hr x Multiplier</b>		\$ 199	\$ 90	\$ 81		
<b>Total Billable for Charged Time</b>		\$ 4,577	\$ 630	\$ 972		\$ 6,179
<b>Expenses:</b>						
Travel & Subsistence (TS)					\$ 363.00	
Miscellaneous (MI)					\$ -	
<b>Total Project Fees</b>					<b>\$ 6,542</b>	
<b>Total Not to Exceed</b>					<b>\$ 6,500</b>	



## Project Fee Estimate

<b>Client:</b>	City of Marshall	<b>Date:</b>	8/21/2020			
<b>Project:</b>	Bridge 42566 Rehabilitation - Phase II - Construction Support	<b>Prepared By:</b>	JJB			
Task	Task Description	Estimated Person Hours Required			Total Hours	Total Dollars
		SR Reg Eng	Grad Eng	Grad Eng		
<b>C</b>	<b>CONSTRUCTION PHASE</b>					
	PM	2			2	\$ 412
	Weekly construction Skype meetings (2 assumed)	2	2		4	\$ 598
	Bidder questions and responses to City	1			1	\$ 206
	Site visits (two 2-day trips included)	20	20		40	\$ 5,980
	Review required project submittals		1		1	\$ 93
	Review RFI's and respond to City		1		1	\$ 93
<b>Total Person Hours</b>		25	24	-	49	
<b>Billing Rate/Hr x Multiplier</b>		\$ 206	\$ 93	\$ 84		
<b>Total Billable for Charged Time</b>		\$ 5,150	\$ 2,232	\$ -		\$ 7,382
<b>Expenses:</b>						
Travel & Subsistence (TS)						\$ 796.00
Miscellaneous (MI)						\$ -
<b>Total Project Fees</b>						<b>\$ 8,178</b>
<b>Total Not to Exceed</b>						<b>\$ 8,200</b>