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August 22, 2025

Patrick Loomis, PE-Project Manager
City of Duluth--Engineering
City Hall Room 240
411 West 1st Street
Duluth, Minnesota 55802

Re: 2024 Street Preservation Project Amendment 2 Work Scope Summary

Dear Mr. Loomis,

Per your request, I recently submitted a list of work scope items and associated fee that MSA is requesting be amended to our contract for the City's 2024 Street Preservation project. From our telephone call earlier this week, I am sending this letter as a summary of the additional scope and costs for the work MSA provided as part of the 2024 Street Preservation project:

Additional Onsite Construction Observation

Our original contract called for 26 weeks of onsite observation time—with 3 staff members. Due to contractor scheduling and the number of sites under construction as well as number of operations requiring observation, we had as many as 5 RPRs onsite some days/weeks. Staff were on site until near the end of November to finalize concrete pours and some punch list work.

- Additional RPR time over 3 staff: \$45,486.34
- Additional RPR time past 26 weeks: \$26,643.48

Additional Contract Administration

These hours were spent closing out the project in November 2024 to April 2025 with work scope including:

- Visiting project sites and creating punch list items in October and November of 2024. There were also several iterations of site visits and punch list progress reviews. The sporadic nature of Hovland Masonry's schedule and the quality of workmanship in making necessary repairs and changes required an excessive amount of time be spent working through this process: \$5,000
- Working with City staff to resolve contractor questions and final pay quantities, develop final pay application. MSA staff attended Teams, in-person, and onsite meetings over and above normal project construction meetings; researched construction documentation and photos to help City staff resolved claims and quantities disputes (December-February): \$11,846
- Reviewing and updating punch list in April of 2025 at City's request to assist in documenting work left to complete before final payment: \$6,720

2024 Street Preservation Amendment 2 request: \$95,695.82

Contract including Amendment 1: \$989,622.23

New Total: \$1,085,318.05

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MSA appreciates the opportunity to provide service to the City of Duluth on this project. Please contact me if you have any questions regarding our amended scope of work or fee. Thank you!

Sincerely,
MSA Professional Services, Inc.

A handwritten signature in blue ink, appearing to read "Jeff Goetzman", with a stylized flourish at the end.

Jeff Goetzman, PE
Project Manager
jgoetzman@msa-ps.com | (218) 390-9295