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May 15, 2025

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

Re: 2025 Street Preservation Project Summary

Dear Patrick,

Per your recent requests for assistance with the City's 2025 Street Preservation project, MSA submitted two letter proposals for service—onsite construction observation and topographic survey and staking. From our telephone call this morning, I'm sending this letter as a summary of the staffing and hours we are proposing to provide to the City of Duluth as part of the 2025 Street Preservation project:

### **1. Onsite Construction Observation**

MSA will provide engineering staff to support the City of Duluth's 2025 Street Preservation Project and/or other related projects by serving as Resident Project Representative (RPR) onsite while contractors are performing construction work. MSA's scope of work will be to observe contractor work, maintain notes and photographs, provide reports documenting the work completed and help to ensure compliance with project plans and specifications.

As discussed, MSA is proposing to staff the project with Luke Dobbelaere, Graduate Engineer II, working out of our Duluth, MN office:

- Onsite for 22-week period from May 12 to October 17, 2025
- 1,100 hours of observation time estimated at 50 hrs/week (estimated by City of Duluth)
- Luke's hourly rate is \$135/hr
- Estimated total fee includes reimbursables (mileage, copies, equipment use)

Proposed Fee for Onsite Construction Observation: \$151,000

### **2. Topographic Survey and Staking Services**

MSA will provide staff to support the City of Duluth's 2025 Street Preservation Project and/or other related projects by providing survey and construction staking services during construction work. MSA's scope of work will be to perform topographic survey work or to

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utilize staking files provided by the City to stake new curbs, pedestrian ramps, or storm sewer structures.

We are proposing to staff the project with Scott Olson, Project Surveyor and are estimating the work scope for this contract as follows:

- Work hourly as needed for staking/survey, with an estimated 250 hours of field work to be performed on approximately 20 site visits (estimated by City of Duluth)
- Scott's hourly billing rate is \$145/hour
- Time budgeted for reviewing/loading/creating staking files if needed
- Project management and coordination time
- Reimbursable costs will include mileage, copies, equipment use

Proposed Fee for Topographic Survey and Staking: \$44,260

MSA appreciates the opportunity to provide service to the City of Duluth on this project. Please contact me if you have further questions regarding our proposed scope of work or fee. Thank you once again for considering MSA!

Sincerely,  
MSA Professional Services, Inc.



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Project Manager  
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