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March 30, 2018

Via Email: jshoberg@DuluthMN.gov

Mr. Jim Shoberg, PLA
Parks and Recreation Department
City of Duluth
411 West 1st Street
Duluth, Minnesota 55802

Re: Request for Amendment No. 1 to Agreement L30019
Additional Engineering Services-Construction Phase
GANC Cross Country Ski Trail Grading Design - City Project 17-0649
TKDA Project No. 16585.000

Dear Mr. Shoberg:

Per our recent discussion, we propose to provide Additional Engineering Services for the GANC Cross Country Ski Trail Grading Design Project. We understand that the City intends to award the project construction to Stack Brothers Inc. Our Team has been involved with the trail grading design, has reviewed project plans and specifications, and we are familiar with the Project needs. We have professionals available in our Duluth office to perform construction observation for all of grading, electrical, mechanical, and storm water elements to ensure that the contractor performs this work in accordance with project plans and specifications, and as directed by the City.

The City is seeking Professional Engineering Services for the Construction Observation and Administration portion of the Project. In providing these services TKDA will act as a representative of the City and provide information to the City in regards to construction progress, recommended changes, and project closeout.

This proposal includes provisions for construction observation and administration services related to Phases 1 and 2 of cross country ski trail construction at the Grand Avenue Nordic Center. We have assumed a schedule of approximately 12 weeks for completing the construction work identified as a part of the contract at this time. Our proposed scope of work includes the following:

Phase 1 (1.5 km loop) Construction

- Regular site visits to observe grading, underground water and electrical work, and above ground storm water control and hydrant construction
- Construction staking for utilities and wetland boundaries using information from the plans and the coordinates for established wetland boundaries as supplied by the City. We understand that the trail alignment will be staked by others.

Phase 2 (1.0 km loop) Construction

- Regular site visits to observe grading and above ground storm water control and hydrant construction

Contract Administration

- Review shop drawings and submittals
- Review change orders and pay applications
- Compilation of weekly work summaries
- Facilitate weekly construction meetings and provide meeting minutes
- Final close out and acceptance of the project
- Create record drawings to reflect project construction

We propose to provide these services as described in the original Agreement L30019, amending Phases F and G as indicated herein. The additional services under Phase F include field staking utility construction and wetland limits to provide a working guide for the selected Contractor. Phase G additional services include construction observation of the work and contract administration. These hours are included to be used as needed on an hourly basis to supplement City staff time in managing and observing the construction of the project to ensure the work meets City specifications. The hours will be utilized and billed only to the extent required to complete the design work and to assist the City during construction of the project.

TKDA can begin work on the project upon receipt of written approval of this request by the City, and are anticipating all work to be completed within six (6) months thereafter. It is anticipated that trail construction work will be completed during the summer and fall of 2018.

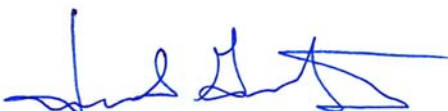
We are requesting modification to our compensation as summarized below. Our Amendment No. 1 Fee Estimate is attached.

Original Agreement Amount L30019	\$16,600
Amendment 1 Amount for Additional Services by TKDA	\$40,000
<hr/> Total Revised Agreement Amount	<hr/> \$56,600

Compensation to TKDA for Additional Services as described herein shall be on an Hourly Time and Materials basis as summarized on the attached Fee Estimate, in an amount not to exceed \$40,000, for an amended Project total of \$56,600.

We thank you for the opportunity to submit this request. If this is agreeable, please provide an Amendment for execution. If you have any questions or need clarification on our proposed contract amendment, please contact Jeff Goetzman at jeff.goetzman@tkda.com or (218) 491-7385.

Sincerely,



Jeffrey S. Goetzman, PE
Project Manager



Dennis M. Postler, PE
Vice President, Municipal Services

JSG:DMP:sfs
ATTACHMENT: AMENDMENT 1 FEE ESTIMATE





Project Fee Estimate

Client:		City of Duluth Parks and Recreation Department				Date:	3/30/2018
Project:		GANC Trail Construction Observation/Administration, Amendment No. 1				By:	WDD
			Estimated Person Hours Required				
Task	Phase	Task Description	Sr Reg Eng	Reg Eng	Reg Eng	Reg Eng	Total Hours
1 Project Preconstruction Conference							
	G	Kick-off meeting with Contractor and City	1	2	1	1	5 \$ 585
2 Construction Observation							
	G	Onsite observation	4	140	10	24	178 \$ 16,610
	F	Construction staking		96			96 \$ 8,160
3 Construction Administration							
	G	Shop Drawing review	1	4	6	12	23 \$ 2,679
	G	Weekly Construction meetings	12	20	4	4	40 \$ 4,648
	G	Pay applications, change orders	2	12			14 \$ 1,342
	G	Project close out	2	8			10 \$ 1,002
4 Construction Documentation & Record Drawing							
	G	Record drawings, GPS/survey information	1	32	4	8	45 \$ 4,333
Total Person Hours			23	314	25	49	411
Billing Rate/Hr x Multiplier			\$ 161	\$ 85	\$ 145	\$ 109	
Total Billable for Charged Time			\$ 3,703	\$ 26,690	\$ 3,625	\$ 5,341	\$ 39,359
Expenses: Mileage							\$ 600
Amendment No. 1 Total Fees							\$ 39,959
ROUNDED TO							\$ 40,000
ORIGINAL FEE							\$ 16,600
NEW TOTAL FEE							\$ 56,600