



April 4, 2023

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Project Manager  
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**3<sup>RD</sup> STREET RECONDITIONING  
CONSTRUCTION ADMINISTRATION AND ADDITIONAL DESIGN SERVICES**

The City has requested LHB provide construction administration services for the 3<sup>RD</sup> Street Reconditioning project. This is a federal aid project (118-126-022) and must be administered in accordance with MnDOT's DCP and federal aid requirements. The overall project length is approximately 8,000 lineal feet and includes mill and overlay, concrete CPR, curb and gutter replacement, ADA improvements, and storm sewer work.

We have assumed construction will start on or about June 1, 2023 and October 15, 2023 for a duration of 19 weeks (93 working days). We have solicited proposals from geotechnical firms for construction materials testing per MnDOT SALT requirements that will apply to the various soils, concrete, and bituminous testing required for the project.

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## WORK PLAN

The following is a general project work plan. Included where applicable are project deliverables and required City responsibilities and action items.

| <b>Task 1 Construction Project Management</b> |  |
|---|--|
| LHB   | <ul style="list-style-type: none"><li>• Prepare and distribute project correspondence.</li><li>• Monitor project budget.</li><li>• Communication with City staff and the public.</li></ul> |
| City  | <ul style="list-style-type: none"><li>• Assist with communication with City Staff and the public.</li></ul>  |
| Deliverable(s)                                | <ul style="list-style-type: none"><li>• Project correspondence.</li></ul>  |

| <b>Task 2 On Site Observation</b> |   |
|-----------------------------------|---|
| LHB                               | <ul style="list-style-type: none"><li>• Monitor the Contractor's performance and quality/conformance of materials utilized.</li><li>• Lead construction meetings including preconstruction and weekly construction meetings between the Contractor, Owner(s), Engineer, and other interested parties such as utility owners, permitting agencies and area residents.</li><li>• Observe all aspects of the construction.</li><li>• Provide experienced personnel on-site with required Mn/DOT training and certification to assure the work is monitored properly and that funding requirements are met.</li></ul> |
| City                              | <ul style="list-style-type: none"><li>• Participation in pre-construction and weekly meetings.</li><li>• Provide input and feedback on construction issues.</li></ul>   |
| Deliverable(s)                    | <ul style="list-style-type: none"><li>• Meeting minutes.</li></ul>  |

| <b>Task 3 Construction Staking</b> |  |
|------------------------------------|--|
| LHB                                | <ul style="list-style-type: none"> <li>Establish project benchmarks and working points.</li> <li>Detailed field survey staking of necessary control and grades to facilitate construction of the project.</li> <li>Creation of staking data files.</li> <li>Staking of ADA curb, concrete paving, and utility structures.</li> </ul> |
| City                               | <ul style="list-style-type: none"> <li>Utility locate services.</li> <li>Facilitate coordination with City survey staff.</li> </ul>  |
| Deliverable(s)                     | <ul style="list-style-type: none"> <li>Survey files and data, as required.</li> </ul>  |

| <b>Task 4 Construction Documentation</b> |  |
|--|--|
| LHB                                      | <ul style="list-style-type: none"> <li>Prepare and distribute project correspondence.</li> <li>Documentation and record keeping of construction conformance, construction progress and payment processing.</li> <li>Daily and Weekly Diaries.</li> <li>Quantity Measurements and Computations.</li> <li>Preparation and updating of Quantity Item Record Accounts.</li> <li>Review and processing of Materials Testing Reports.</li> <li>Preparation of Work Orders, Change Orders, Supplemental Agreements and Pay Estimates.</li> <li>Final Record Drawings and completion of the One-Year Warranty Inspection.</li> </ul> |
| City                                     | <ul style="list-style-type: none"> <li>Review and approve contract changes, partial estimates and final estimate.</li> <li>Participate in final inspection and walk-through.</li> </ul>  |
| Deliverable(s)                           | <ul style="list-style-type: none"> <li>Project documentation.</li> <li>Material data and testing reports.</li> <li>Project Record Drawings.</li> </ul>   |

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## **COST PROPOSAL**

A cost proposal and summary of hours and proposed work plan are attached.

Please review and comment. We are available to review and reconsider any items within this proposal at your convenience.

We appreciate the opportunity to work on this project and look forward to delivering a successful project.

LHB



Brad Scott, Project Principal

### Attachments:

1. Work Plan & Summary of Hours by Task
2. Construction Materials Testing Proposal (13 pages)

c: File #220226

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# LHB COST PROPOSAL

Project Name **3rd Street Construction Administration**  
 Client **City of Duluth**  
 Preparer **LHB**

Project Number **220226**  
 Date **4/4/2023**

| Work Task                 |                                   | Project Principal | Project Manager | Stormwater Engineer | Inspector | Asst. Inspector | Licensed Surveyor | Survey Tech                   | Survey Tech | Admin Asst. | Total Labor |
|---------------------------|-----------------------------------|-------------------|-----------------|---------------------|-----------|-----------------|-------------------|-------------------------------|-------------|-------------|-------------|
|                           | Description                       | \$ 175            | \$ 155          | \$ 128              | \$ 113    | \$ 88           | \$ 148            | \$ 91                         | \$ 85       | \$ 75       | (\$)        |
| 1                         | Construction - Project Management | 4                 | 25              | 0                   | 0         | 0               | 0                 | 0                             | 0           | 0           | \$ 4,575    |
| 2                         | On-Site Observation               | 6                 | 128             | 4                   | 932       | 465             | 0                 | 0                             | 0           | 16          | \$ 168,838  |
| 3                         | Construction Staking              | 0                 | 0               | 0                   | 0         | 0               | 8                 | 171                           | 122         | 0           | \$ 27,115   |
| 4                         | Construction Documentation        | 7                 | 61              | 0                   | 52        | 8               | 0                 | 0                             | 0           | 0           | \$ 17,260   |
| TOTALS                    |                                   | 17                | 214             | 4                   | 984       | 473             | 8                 | 171                           | 122         | 16          | \$ 217,788  |
| OTHER DIRECT COSTS (ODC)  |                                   |                   |                 |                     |           |                 |                   | SUMMARY                       |             |             |             |
| Description               | Cost                              |                   |                 |                     |           |                 |                   | LHB Labor Cost \$ 217,788     |             |             |             |
| Travel                    | \$ -                              |                   |                 |                     |           |                 |                   | Other Direct Costs \$ 12,355  |             |             |             |
| Mail / Delivery           | \$ -                              |                   |                 |                     |           |                 |                   | Total LHB Est Cost \$ 230,143 |             |             |             |
| Printing                  | \$ -                              |                   |                 |                     |           |                 |                   |                               |             |             |             |
| Supplies                  | \$ -                              |                   |                 |                     |           |                 |                   | Subconsultant Costs           |             |             |             |
| Survey Equipment          | \$ -                              |                   |                 |                     |           |                 |                   | Matls. Testing \$ 39,118      |             |             |             |
| Construction (See Task 6) | \$ 12,355                         |                   |                 |                     |           |                 |                   |                               |             |             |             |
| Total ODC                 | \$ 12,355                         |                   |                 |                     |           |                 |                   | Total Est Costs \$ 269,261    |             |             |             |