



Building a Better World
for All of Us®

June 2, 2025

RE: Railroad Street Reconstruction
Construction Services
Duluth, MN

Mr. Joe Jurewicz
Project Manager
City of Duluth
411 West First Street
City Hall Room 240
Duluth, MN 55802

Dear Mr. Jurewicz:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal to continue providing services for the Railroad Street Reconstruction Project. This proposal to provide construction observation and contract administration is based on our design work provided for the project and discussions with City staff.

Project Overview

In the Spring of 2024, SEH was hired to provide engineering design services for the reconstruction of Railroad Street from 5th Avenue West to Canal Park Drive. Design work is nearly finished and the project will soon be advertised for construction bidding. The City has asked SEH to continue working on the project as it transitions to the construction phase of implementation. This work includes full-time on-site construction observation and contract administration.

We have developed the following work plan and fee estimate based on our project understanding.

Work Plan

Construction Services:

The work to be provided under this proposal includes the following tasks:

- Preparing for and facilitating a preconstruction meeting
- Reviewing project submittals
- Engineering support to address questions during construction
- Attendance at weekly construction meetings
- Full-time on-site construction observation to track quantities, monitor quality, and verify compliance with the construction contract
- Punchlist coordination at substantial completion
- Preparation and delivery of "as-built" construction drawings
- Construction staking
- Construction materials testing
- Internal project management and coordination

Assumptions / Exclusions

Our work plan was built on the following assumptions:

- Construction will include 18 weeks of active construction
- Up to 900 hours of onsite observation is allocated. If additional hours are required, this will require an amendment.
- Only one on-site representative will be needed to adequately monitor construction
- Contractor will not destroy construction staking and no re-staking will be needed
- Materials testing will be in accordance with MnDOT State-Aid standards and will be provided by subconsultant Braun Intertec

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 418 West Superior Street, Suite 200, Duluth, MN 55801-0229

218.279.3000 | 888.722.0547 | 888.908.8166 fax | sehinc.com


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Fee Estimate

Based on the outlined workplan, our proposed fee for this work is \$236,500 and will be billed on an hourly basis.

We look forward to the opportunity to work with you on this project and to discuss this proposal with you further. If you have any questions, please contact me at **218.260.0798** or **dhinzmann@sehinc.com**.

Sincerely,
SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in black ink, appearing to read "Dan Hinzmann", written over a horizontal line.

Dan Hinzmann, PE (Lic. MN, WI)
Project Manager
drh/mh

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Project Name: Railroad Street Construction Services

Client: City of Duluth

SEH Project #: 179621

July 11, 2025

Billing Title	PM	PE	PE	RPR	PE	PE	Survey Crew Chief	Survey Tech	Accounting Rep	Admin Tech	Subconsultant & Expenses	Total
Employee Name	Hinzmann	Henderson	Ascheman	Sundquist	Lighting: Taillon	Signals: Gray	Anderson	Yeats	Babb	Hayes		
Task #2 - Construction Services												
2.1 Preconstruction Activities												
Submit NPDES permit												
Project management (invoicing, QC, communications)	8	5							8			21
Subconsultant management	2	2										4
Funding agency coordination	6	6										12
2.2 Preconstruction Activities												
Preconstruction meeting agenda, attendance, minutes	4	2	2	2	1	1				4		16
Review shop drawings	2	12	4		8	8						34
2.2 Construction Administration												
CA & Engineering Support, site visits	20	20	8		20	40					\$ 1,700.00	108
Weekly construction meetings	10		10									20
Materials testing coordination	1		2	4								7
2.3 Construction Staking												
Verify & Set Survey Control							1	6			\$ 270.00	7
Sawcuts							1	4			\$ 180.00	5
Curb & Gutter							3	16			\$ 720.00	19
Light Pole Bases, Equipment Pads, Handholds							4	24			\$ 1,080.00	28
Signal Systems							3	20			\$ 900.00	23
2.4 Construction Observation												
Full time observation			40	900								940
RPR Per Diem & Mileage											\$ 430.00	
Materials Testing Subconsultant											\$ 37,500.00	
2.5 Project Closeout												
Site closeout walkthrough & develop punchlist	4			16								20
Punchlist coordination	4				3	3						10
Complete as built drawings	2			20	8	8						38
Final application for payment & contractor closeout letter	4											4
Create agency closeout submittal	4											4
1 year warranty walkthrough and follow up	4											4
Project Summary												
Project Hours Summary	75	47	66	942	40	60	12	70	8	4	N/A	1,324
Project Fee Summary											\$42,780.00	\$236,500.00