



SRF No. 15531.PP

February 25, 2022

Mr. Chris Majerle
Network Administrator
City of Duluth - IT
411 West 1st Street
Duluth, MN 55802

Subject: Proposal for Professional Services for Duluth Fiber Expansion Phase II

Dear Chris Majerle:

Based on your request, SRF Consulting Group, Inc. (SRF) is pleased to submit this proposal to provide professional services for the design and construction support of a Duluth fiber expansion. This project will include new fiber optic connections to the following locations:

- West Police Department (5830 Grand Avenue)
- Fleet Services (4825 Mike Colalillo Drive)
- Maintenance (4000 W 1st Street)
- Duluth Transit Authority (2402 W Michigan Street)
- Facilities Management (1532 W Michigan Street)
- Fire Hall 2 (2627 W Superior Street)
- Two SCADA facilities
- Traffic signal cabinets located along the route

Scope of Services

We propose to carry out the services described as follows:

Task 1 – Project Management

Throughout the project, SRF will monitor the schedule, budget, and deliverables. SRF will regularly coordinate and communicate with project stakeholders including City IT. Each month SRF will prepare and submit an invoice and associated progress report.

Task 1 deliverables include:

- Monthly invoices and status reports

Task 2 – Meetings

SRF will conduct three meetings (via teleconference) throughout the course of the project:

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Equal Employment Opportunity/Affirmative Action Employer

- Kickoff Meeting. SRF will conduct a kickoff meeting with the City and any other project stakeholders identified by the City to go over the project goals and objectives. The project schedule and any project risks will also be discussed.
- Preliminary Design Review Meeting. SRF will conduct a meeting with the project team to review preliminary design documents.
- Fiber Optic Infrastructure Standards Meetings. SRF will conduct up to six meetings with representatives from the fiber optic industry to determine best practices.
- Final Design Review Meeting. SRF will conduct a final meeting with the project team to go over comments on the final bid documents before they are issued for bid.

Task 2 deliverables include:

- Meeting documentation

Task 3 – Preliminary Design

SRF will prepare a conceptual layout to depict the new fiber optic connections. As part of this effort, SRF will coordinate with the City to ensure the fiber optic network can be extended to other City facilities in the future.

Task 3 deliverables include:

- Conceptual layout and associated cost estimate

Task 4 – Fiber Optic Infrastructure Standards

SRF will develop a set of specifications for the City to use on fiber optic infrastructure projects. These specifications will focus on materials and equipment such as conduit, vaults, fiber optic cable, fiber optic splice enclosures, fiber optic panels, fiber optic testing, and the associated documentation.

As part of this effort, SRF will work with industry representatives (contractors, vendors, etc.) to determine best practices that should be incorporated by the City.

Task 4 deliverables include:

- Fiber optic infrastructure specifications

Task 5 – Final Design

SRF will complete the final design of the fiber optic connection and prepare bid documents for the City. Specific tasks include:

- Utility Coordination. SRF will complete design locates to identify any potential utility conflicts along the fiber route and modify the fiber design accordingly. Utility conflicts will also be noted in the plans.

- Field Visit. SRF will visit facilities to be connected to fiber with City staff to determine fiber paths into the buildings and fiber termination details.
- Plans. SRF will prepare plans that depict the fiber route. Plans will also include detailed drawings such as construction details and communication schematics.
- Special Provisions. SRF will prepare special provisions for any detailed requirements that need to be conveyed to the contractor that are not included in the plans.
- Quantities/Estimate. SRF will prepare a detailed quantity tabulation to be used by contractors for bidding. SRF will also prepare an engineer's estimate for the City's use.

Task 5 deliverables include:

- Bid documents (plans, special provisions, quantities, and cost estimate)

Task 6 – Construction Engineering

SRF will provide up to 20 hours of construction engineering support during the bidding and construction process. The City will direct SRF as to how these hours should be used. Example tasks include answering questions during the bidding process, reviewing contractor submittals, helping resolve issues during construction, or reviewing fiber optic test results.

Task 6 deliverables include:

- Miscellaneous construction documentation.

Assumptions

The following assumptions were used when preparing this proposal:

- All meetings will occur via teleconference. This includes up to six meetings with representatives from the fiber optic industry to determine best practices.
- SRF will conduct a field visit (coordinated with City staff) to visit all facilities. This field visit will occur over one day.
- City has adequate right-of-way along fiber optic connection route for construction (easements not required).
- SRF will perform design (not field) locates for utility coordination.
- SRF will prepare plans on aerial imagery.
- SRF will prepare communications schematics with input from City IT.
- SRF has budgeted 20 hours for miscellaneous support needed during bidding or construction.

Schedule

We will complete this work within a mutually agreed-upon time schedule.

Basis of Payment/Budget

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses such as printing, supplies, reproduction, etc., will be billed at cost and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 35 days.

Based on our understanding of the project and our scope of services, we estimate the cost of our services to be \$49,844.00, which includes both time and expenses.

Changes in Scope of Services

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

Standard Terms and Conditions

The attached Standard Terms and Conditions (Attachment A), and Scope of Services (Attachment B), together with this proposal for professional services, constitute the entire agreement between the Client and SRF and supersede all prior written or oral understandings. This agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

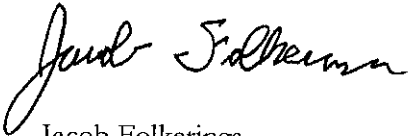
Acceptance/Notice to Proceed

A signed copy of this proposal, mailed or emailed to our office, will serve as acceptance of this proposal and our notice to proceed. The email address is jfolkeringa@srfconsulting.com.

We appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.



Jacob Folkeringa
Project Director – ITS/CAV

KH/JF/jwm

Attachments:

Attachment A: Standard Terms and Conditions

Attachment B: Work Tasks and Person-Hour Estimates

Approved: City of Duluth

(signature)

Name _____

Title _____

Date _____

This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal.

SRF Consulting Group, Inc.

Client: City of Duluth

Project: Fiber Expansion Phase II

Work Tasks and Person-Hour Estimates



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<u>TASK NO.</u>	<u>SUMMARY OF TASKS</u>
1.0	Project Management
2.0	Meetings
3.0	Preliminary Design
4.0	Fiber Optic Infrastructure Standards
5.0	Final Design
6.0	Construction Engineering

Project Overview:

This project will include new fiber optic connections to the following locations: West Police Department (5830 Grand Avenue), Fleet Services (4825 Mike Colavito Drive), Maintenance (4000 W 1st Street), Duluth Transit Authority (2402 W Michigan Street), Facilities Management (1532 W Michigan Street), Fire Hall 2 (2627 W Superior Street), Two SCADA facilities, and traffic signal cabinets located along the route.

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates

Client: City of Duluth
 Project: Fiber Expansion Phase II



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TASK NO.	TASK DESCRIPTION	PROF. VIII-VI	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
1.0	Project Management											
	<u>Assumptions:</u> -The project will begin in March 2022 and will be completed by June 2023 (16 months)											
1.1	Coordination	8	-	-	-	-	8	-	-	-	16	\$2,528.00
	<u>SRF Deliverables:</u> Monthly invoices and progress reports											
	SUBTOTAL - TASK 1	8	0	0	0	0	8	0	0	0	16	\$2,528.00
2.0	Meetings											
	<u>Assumptions:</u> All meetings will occur via teleconference. This includes up to six meetings with representatives from the fiber optic industry to determine best practices.											
2.1	Kickoff Meeting	3	-	-	-	-	3	-	-	-	6	\$948.00
2.2	Preliminary Design Review Meeting	3	-	-	-	-	3	-	-	-	6	\$948.00
2.3	Fiber Optic Infrastructure Standards Meetings	18	-	-	-	-	18	-	-	-	36	\$5,888.00
2.4	Final Design Review Meeting	3	-	-	-	-	3	-	-	-	6	\$948.00
	<u>SRF Deliverables:</u> Meeting documentation											
	SUBTOTAL - TASK 2	27	0	0	0	0	27	0	0	0	54	\$8,632.00
3.0	Preliminary Design											
	<u>Assumptions:</u> None											
3.1	Conceptual Layout	2	2	-	-	-	8	-	-	-	12	\$1,782.00
3.2	Cost Estimate	2	-	-	-	-	2	-	-	-	4	\$632.00
	<u>SRF Deliverables:</u> Conceptual layout and associated cost estimate											
	SUBTOTAL - TASK 3	4	2	0	0	0	10	0	0	0	16	\$2,414.00

SRF Consulting Group, Inc.

Client: City of Duluth
Project: Fiber Expansion Phase II

Work Tasks and Person-Hour Estimates



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TASK NO.	TASK DESCRIPTION	PROF. VIII/VI	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
4.0	Fiber Optic Infrastructure Standards											
	<u>Assumptions:</u> None											
4.1	Information Gathering	4	4	-	-	-	8	-	-	-	16	\$2,556.00
4.2	Fiber Optic Infrastructure Standards Meetings (see task 2.3 for hours)	-	-	-	-	-	-	-	-	-	0	\$0.00
4.3	Specifications	8	8	-	-	-	16	-	-	-	32	\$5,112.00
	<u>SRF Deliverables:</u> Fiber optic infrastructure specifications											
	SUBTOTAL - TASK 4	12	12	0	0	0	24	0	0	0	48	\$7,568.00
5.0	Final Design											
	<u>Assumptions:</u> -SRF will conduct a field visit (coordinated with City staff) to visit all facilities. This field visit will occur over one day. -City has adequate right-of-way along fiber optic connection route for construction (easements not required). -SRF will perform design (not field) locates for utility coordination. -SRF will prepare plans on aerial imagery. -SRF will prepare communications schematics with input from City.											
5.1	Utility Coordination	2	-	-	-	-	30	-	-	-	32	\$4,160.00
5.2	Field Visit	12	-	-	-	-	12	-	-	-	24	\$3,792.00
5.3	Plans	12	-	-	-	20	80	-	-	-	112	\$14,880.00
5.4	Special Provisions	4	-	-	-	-	4	-	-	-	8	\$1,264.00
5.5	Quantities/Estimate	2	-	-	-	-	6	-	-	-	8	\$1,136.00
	<u>SRF Deliverables:</u> -Bid documents (plans, special provisions, quantities, and cost estimate)											
	SUBTOTAL - TASK 5	32	0	0	0	20	132	0	0	0	184	\$25,232.00
6.0	Construction Engineering											
	<u>Assumptions:</u> -SRF has budgeted 20 hours for miscellaneous support needed during bidding or construction.											
6.1	Construction Engineering Support	10	-	-	-	-	10	-	-	-	20	\$3,160.00
	<u>SRF Deliverables:</u> -Miscellaneous construction documentation											
	SUBTOTAL - TASK 6	10	0	0	0	0	10	0	0	0	20	\$3,160.00

Work Tasks and Person-Hour Estimates

SRF

TOTAL ESTIMATED FEE (SRF and Subconsultants combined)	\$49,844.00
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