



11 East Superior Street, Suite 420  
Duluth, MN 55802  
218.724.8578  
tkda.com

March 30, 2018

Via Email: [jshoberg@DuluthMN.gov](mailto: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](mailto: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**

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