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August 12, 2026

RE: City of Duluth Washington Square
Apartments Retaining Wall and
Concrete Street Design
SEH No. DULUT 188417

Mr. Alex Popp, PE
Senior Engineer
City of Duluth - Public Works & Utilities
411 West First Street, Room 240
Duluth, MN 55802

Dear Mr. Popp:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal for the retaining wall replacement at the Washington Square Apartments and the conversion of 4th Street from bituminous pavement to concrete pavement in Duluth, Minnesota.

Project Background

The existing retaining wall adjacent to the Washington Square Apartments is proposed to be replaced. The intended layout places the face of the new wall approximately two (2) feet from the edge of the existing parking lot. The wall height will be established to allow a maximum 2:1 slope from the top of wall to the right-of-way while maintaining a 2-foot clear zone adjacent to the trail. The City has also directed SEH to revise the 4th Street design from a bituminous street section to a concrete street section based on the Life Cycle analysis provided to the City.

Work Plan

SEH will coordinate the retaining wall, civil, structural, geotechnical, electrical, property, and concrete pavement design needs and prepare construction documents for the proposed improvements. The work will include the following:

- Provide additional geotechnical exploration and coordinate supplemental borings and a foundation report with Braun Intertec. It is assumed the City will secure access for the borings.
- Develop the retaining wall layout, profile, wall type, foundation concept, drainage, backfill, and grading required to fit the proposed wall between the parking lot and right-of-way.
- Design the wall termination or connection at the apartment building and transition the proposed improvements to existing grade along Lake Avenue.
- Design a fence or railing at the top of the slope, as required.
- Design replacement lighting associated with the wall. Wall-mounted fixtures are assumed where the wall height and layout are suitable. Pole-mounted lighting may be required within the 2-foot area between the wall and the edge of bituminous pavement.
- Prepare easement exhibits and legal descriptions for areas needed to construct, operate, and maintain the improvements. The City will lead easement negotiations and acquisitions.
- Prepare preliminary and final opinions of probable construction cost for the retaining wall and the overall project. The cost information needed to support a STIP change will be provided by November 2026.
- Prepare final wall, grading, lighting, and railing plans and specifications.
- Revise the 4th Street roadway design from a bituminous pavement section to a concrete pavement section, including updates to layouts and cost estimates.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 418 West Superior Street, Suite 200, Duluth, MN 55802-1512

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- Prepare a concrete pavement jointing plan for 4th Street, including joint layout, joint types, dimensions, and tie-bar or dowel requirements.
- Prepare additional concrete pavement details for each intersection, including jointing, pavement transitions, curb and gutter interfaces, pedestrian ramp interfaces, and connections to adjoining pavement.

Deliverables

- Geotechnical borings and foundation report (Braun Intertec).
- Preliminary retaining wall layout, profile, and opinion of probable construction cost.
- Permanent and temporary easement exhibits and legal descriptions.
- Final plans, technical specifications, bid quantities, and opinion of probable construction cost.
- Concrete pavement jointing plan, intersection details, and an updated opinion of probable construction cost.

Schedule

Braun would be able to perform the borings the week of September 7th. We anticipate the retaining wall design, estimate, and memorandum would take up to four weeks. It is assumed the City will secure access to the property by August 31st for the borings. The concrete pavement design revisions will be coordinated with the overall project design schedule.

Fee Estimate

SEH proposes to complete the retaining wall design services described above for a lump-sum fee of **\$47,200**. (SEH - \$33,900, Braun - \$13,300)

SEH proposes to complete the 4th Street concrete pavement jointing plan for a lump sum fee of **\$32,400**.

SEH proposes to complete the work described above for a lump sum fee of **\$79,600**.

We look forward to continuing our work with you and the City of Duluth. If you have any questions, please contact me at 218.260.9551 or via email at **mbolf@sehinc.com**.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Matt Bolf, PE
Principal | Project Manager
(Lic. MN, WI)

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