



November 17, 2025

Via Email: [cpedersen@duluthmn.gov](mailto:cpedersen@duluthmn.gov)

Cari Pedersen  
Chief Engineer of Transportation  
City of Duluth  
411 W First Street Room 240  
Duluth MN 55802

Re: Proposal for Additional Services—Amendment No.1  
2025 Street Preservation  
City of Duluth, Minnesota  
TKDA Project No. 0022008.000

Dear Ms. Pedersen:

Larry Poppler and I greatly appreciate the time you and Cindy Voigt took to meet with us last week regarding the 2025 Street Preservation Project, hereinafter called the Project. As we discussed, several items on the Project led to additional work. There were many challenges involved in completing this Project, and we are grateful for your acknowledgement that the hours and costs incurred likely exceed the amount for which we are requesting payment. We value our relationship with the City of Duluth and understand that these situations often require flexibility from both parties; we hope this is valued by the City as well when you consider TKDA for future consulting work. In response to our discussions, TKDA requests reimbursement for the following engineering services requested by City staff. This reimbursement request would be an amendment subject to the terms and conditions set forth in our original Contract Agreement No. 2197 dated October 4, 2024, for the Project, as hereinafter stated.

Based on our understanding of the Project, TKDA requests payment for the following Additional Engineering Services:

1. **PARKWOOD REVISIONS:** Parkwood revisions that included curb, drain-tile, and design changes that were requested in red lines and provided on March 12, 2025. This task took 43.25 hours to complete at a cost of **\$6,204.25**.
2. **TRIGGS AVENUE ADDITIONAL SURVEY:** Supplemental survey was needed for the Triggs Avenue turnaround grading and for the Clyde Avenue storm sewer structure tie-in near 8819 Clyde Avenue. This task took 23 hours to complete at a cost of **\$2,544.39**.
3. **CONSTRUCTION STAKING FILE:** A CAD file of points was prepared for the City's use in staking the Project. Points were separated into groups by street segment. This task took 32.5 hours to complete at a cost of **\$5,547.75**.
4. **CLIFFS AVENUE – IVY TO HIGH STREET:** The area of Cliffs Avenue between Ivy Street and High Street, including High Street 2, had a large area of curb being constructed where there was no curb previously. This area needed to be modeled with a 3D surface to accurately calculate fill quantities for earthwork tie ins and grading behind the new curb. While the RFP did state that work would include urbanizing the section of rural street from High Street to Rice Lake Road, which is also where Ivy Street intersects with Rice Lake Road. The expectations for the design work outlined in the RFP were vague. The Project was presented as a rehabilitation project, not a reconstruction project. Installing new curb on both sides of the existing street while milling the center of the existing pavement is not a common construction approach. This made it difficult to discern how best to proceed with the design of the new curb, wanting to keep the street symmetrical without completely reconstructing it. There were multiple discussions during the design phase about whether the area would be included in the Project, or whether it should be removed from the scope and included in a future drainage correction project that was being planned downhill on Ivy Street. Ultimately, it was decided to keep the curb in the design, but there was a lack of clear direction from City staff on what was desired for this area, resulting in additional time spent on discussion and coordination efforts. This task took 34.75 hours to complete at a cost of **\$4,425.38**.

5. **1<sup>ST</sup> STREET ALLEY REVISIONS:** The alley grading was redesigned twice at the request of City staff. The City's desired plan for the 1<sup>ST</sup> Street alley was first discussed at the weekly meeting on November 19, 2024. A screenshot was included in the minutes to show added storm sewer and structures and notes for mountable curb. The weekly meeting minutes from December 3, 2024, show an updated note to extend the storm sewer so that a sump and roof drain could be connected. A concept design was shared with the City via screenshare at some point during this time, in which I had tried to place the structures further to the west within the alley due to the close proximity of the gas line and to eliminate curb to save cost. This option was dismissed by City staff. We were then directed to go with the original layout requested and informed that the gas line in conflict would be relocated. The first storm sewer layout and grading design was provided on check set dated February 27, 2025, and was designed to the initial wishes of City staff. Comments were provided on March 3, 2025, by City staff but none addressed the geometric layout of the structures designed. Another check set was supplied on March 17, 2025, with the same layout of structures, and the same layout of structures was shown in the bid set on March 27, 2025. Between the bid set and Addendum 1, I was informed that the designed layout was no longer desired by City staff. A redesign was done to offset the mainline further west into the alley, adding two structures. This redesign was completed and issued with Bidding Addendum 1 on April 8, 2025. This task took 29 hours to complete at a cost of **\$4,950.30**.
6. **PEDESTRIAN RAMP REVISIONS:** Our budget assumed two design revisions for each pedestrian ramp on the Project. All ramps were designed to accommodate ADA grades while tying into existing site constraints. Some ramps were redesigned for a third time at the request of City staff, with adjustments made to the adjacent catch basin rim elevations to promote increased drainage along the curb flow lines. This task took 29 hours to complete at a cost of **\$4,950.30**.
7. **LONDON ROAD STRIPING PLAN REVISIONS:** A striping design was developed for London Road that included striping on the north side of 26<sup>th</sup> Avenue East to account for temporary accommodations until the roundabout was constructed at the intersection of London Road and 26<sup>th</sup> Avenue East. City staff commented that the transition in striping needs to occur on the south side of the intersection and that no striping should be done on the north side, so the plans had to be revised. This task took 25.5 hours to complete at a cost of **\$3,011.04**.
8. **TRIGGS AVENUE TURNAROUND:** The dead end at the north end of Triggs Avenue had a makeshift turnaround area that required a small grading design to accomplish the desired improvements. Points were also provided on the plans for staking information. This task took 15.25 hours to complete at a cost of **\$2,603.18**.
9. **ADDITIONAL BIDDING ASSISTANCE:** Our budget included hours during the bidding phase to assist in the preparation of addenda. Due to the struggles of the Project, a larger-than-normal number of addenda were required (four), and the addenda narratives and Appendix A were prepared by TKDA rather than City staff. This task took 8.5 hours to complete at a cost of **\$1,450.95**.
10. **INTERMEDIATE REVIEW SETS:** Intermediate review sets were provided between the 30% stage and the 90% stage on January 27, February 10 and 27, and March 17, 2025, at the request of City staff. This is the additional time required for document preparation, plotting, coordination, and document sharing and transfer. This task took 49 hours to complete at a cost of **\$6,015.15**.

TKDA respectfully requests compensation for these Additional Services in the amount of **\$41,702.69**, resulting in a revised contract total of **\$410,774.69**, as summarized below:


Description	Amount
Original Contract Amount	\$369,072.00
<b>Amendment 1</b>	<b>\$41,702.69</b>
<b>Revised Total Contract Amount through this Amendment</b>	<b>\$410,774.69</b>


This amendment request includes items that were requested to be revised or were out of scope from the original proposal. It should be noted that TKDA incurred approximately \$40,000 worth of other time not charged to the City of Duluth. The large volume of work needed for this project led to many TKDA team members involved which lowered our overall efficiency. We have learned from this project and have been updating our CAD standards to better manage large scale projects.

If this Proposal is acceptable, please sign where indicated below and return a copy, or respond in writing with your approval. We agree, with City of Duluth acceptance, this Proposal will constitute Amendment 1 to our Project contract, dated October 4, 2024.

We thank you for the opportunity to submit this Proposal and look forward to continuing to work with you on this important Project. If you have any questions or concerns, please do not hesitate to contact Emily Major at 218.216.3142 or [emily.major@tkda.com](mailto:emily.major@tkda.com).

Sincerely,

  
Emily Major, PE  
Project Manager

  
Matthew Christiansen, PE  
Vice President – Surface Transportation

ACCEPTED FOR CITY OF DULUTH

By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

ERM:MJC:lmf:jae