

## AGREEMENT FOR PROFESSIONAL SERVICES BY AND BETWEEN

### SHORT ELLIOTT HENDRICKSON, INC. & CITY OF DULUTH

THIS AGREEMENT, effective as of the date of attestation by the City Clerk (the “Effective Date”), by and between the City of Duluth, hereinafter referred to as City, and Short Elliott Hendrickson, Inc. (SEH) located at 418 West Superior Street, Suite 200, PO Box 229, Duluth, MN 55802-0229, hereinafter referred to as Consultant for the purpose of rendering services to the City.

WHEREAS, the City has requested consulting services for an ATV Route Study, (the “Project”); and

WHEREAS, Consultant has represented itself as qualified and willing to perform the services required by the City; and

WHEREAS, Consultant submitted a proposal to provide services for the Project (the “Proposal”), a copy of which is attached hereto as Exhibit A; and

WHEREAS, the City desires to utilize Consultant’s professional services for the Project;

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereto agree as follows:

#### I. Services

Consultant will provide services related to the Project as described in Consultant’s Proposal (the “Services”). Consultant agrees that it will provide its services at the direction of the Assistant Manager, Parks and Recreation (“Manager”) or his designee. In the event of a conflict between the Proposal and this Agreement, the terms and conditions of this Agreement shall be deemed controlling.

#### II. Fees

It is agreed between the parties that Consultant’s maximum fee for the Project and Services shall not exceed the sum of One Hundred Seventy-Two Thousand, Six and 85/100 Dollars (\$172,006.85) inclusive of all travel and other expenses associated with the Project, payable from Fund 205-130-1220-5310, CM205-ATVTRL-25ATV. All invoices for services rendered shall be submitted monthly to the attention of the Manager, with a copy to AccountsPayable@DuluthMN.gov. Payment of expenses is subject to the City’s receipt of reasonable substantiation/back-up supporting such expenses. Payment terms shall be net 35 per Minnesota Statutes §471.425.

III. General Terms and Conditions

a. Amendments

Any alterations, variations, modifications or waivers of terms of this Agreement shall be binding upon the City and Consultant only upon being reduced to writing and signed by a duly authorized representative of each party.

b. Assignment

Consultant represents that it will utilize only its own personnel in the performance of the services set forth herein; and further agrees that it will neither assign, transfer or subcontract any rights or obligations under this Agreement without prior written consent of the City. The Primary Consultant(s) assigned to this project will be Jason Chopp, PE (the "Primary Consultant"). The Primary Consultant shall be responsible for the delivery of professional services required by this Agreement and, except as expressly agreed in writing by the City in its sole discretion, the City is not obligated to accept the services of any other employee or agent of Consultant in substitution of the Primary Consultant. The foregoing sentence shall not preclude other employees of Consultant from providing support to the Primary Consultant in connection with Consultant's obligations hereunder.

c. Data and Confidentiality, Records and Inspection

a. The City agrees that it will make available all pertinent, non-privileged information, data and records under its control for Consultant to use in the performance of this Agreement, or assist Consultant wherever possible to obtain such records, data and information.

b. All reports, data, information, documentation and material given to or prepared by Consultant pursuant to this Agreement will be confidential and will not be released by Consultant without prior authorization from the City.

c. Consultant agrees that all work created by Consultant for the City is a "work made for hire" and that the City shall own all right, title, and interest in and to the work, including the entire copyright in the work ("City Property"). Consultant further agrees that to the extent the work is not a "work made for hire" Consultant will assign to City ownership of all right, title and interest in and to the work, including ownership of the entire copyright in the work. Consultant agrees to execute, at no cost to City, all documents necessary for City to perfect its ownership of the entire copyright in the work. Consultant

represents and warrants that the work created or prepared by Consultant will be original and will not infringe upon the rights of any third party, and Consultant further represents that the work will not have been previously assigned, licensed or otherwise encumbered.

1. Records shall be maintained by Consultant in accordance with requirements prescribed by the City and with respect to all matters covered by this Agreement. Such records shall be maintained for a period of six (6) years after receipt of final payment under this Agreement.
2. Consultant will ensure that all costs shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible.
3. Consultant shall be responsible for furnishing to the City records, data and information as the City may require pertaining to matters covered by this Agreement.
4. Consultant shall ensure that at any time during normal business hours and as often as the City may deem necessary, there shall be made available to the City for examination, all of its records with respect to all matters covered by this Agreement Consultant will also permit the City to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement.

- d. Consultant Representation and Warranties. Consultant represents and warrants that:
- a. Consultant and all personnel to be provided by it hereunder has sufficient training and experience to perform the duties set forth herein and are in good standing with all applicable licensing requirements.
  - b. Consultant and all personnel provided by it hereunder shall perform their respective duties in a professional and diligent manner in the best interests

of the City and in accordance with the then current generally accepted standards of the profession for the provisions of services of this type.

- c. Consultant has complied or will comply with all legal requirements applicable to it with respect to this Agreement. Consultant will observe all applicable laws, regulations, ordinances and orders of the United States, State of Minnesota and agencies and political subdivisions thereof.
- d. The execution and delivery of this Agreement and the consummation of the transactions herein contemplated do not and will not conflict with, or constitute a breach of or a default under, any agreement to which the Consultant is a party or by which it is bound, or result in the creation or imposition of any lien, charge or encumbrance of any nature upon any of the property or assets of the Consultant contrary to the terms of any instrument or agreement.
- e. There is no litigation pending or to the best of the Consultant's knowledge threatened against the Consultant affecting its ability to carry out the terms of this Agreement or to carry out the terms and conditions of any other matter materially affecting the ability of the Consultant to perform its obligations hereunder.
- f. The Consultant will not, without the prior written consent of the City, enter into any agreement or other commitment the performance of which would constitute a breach of any of the terms, conditions, provisions, representations, warranties and/or covenants contained in this Agreement.

e. Agreement Period

The term of this Agreement shall commence on the Effective Date and performance shall be completed by June 30, 2027, unless terminated earlier as provided for herein.

Either party may, by giving written notice, specifying the effective date thereof, terminate this Agreement in whole or in part without cause. In the event of termination, all property and finished or unfinished documents and other writings prepared by Consultant under this Agreement shall become the property of the City and Consultant shall promptly deliver the same to the City. Consultant shall be entitled to compensation for services properly performed by it to the date of termination of this Agreement. In the event of termination due to breach by Consultant, the City shall retain all other remedies available to it, and the City shall

be relieved from payment of any fees in respect of the services of Consultant which gave rise to such breach.

f. Independent Contractor

- a. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting Consultant as an agent, representative or employee of the City for any purpose or in any manner whatsoever. The parties do not intend to create any third-party beneficiary of this Agreement. Consultant and its employees shall not be considered employees of the City, and any and all claims that may or might arise under the Worker's Compensation Act of the State of Minnesota on behalf of Consultant's employees while so engaged, and any and all claims whatsoever on behalf of Consultant's employees arising out of employment shall in no way be the responsibility of City. Except for compensation provided in Section II of this Agreement, Consultant's employees shall not be entitled to any compensation or rights or benefits of any kind whatsoever from City, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Worker's Compensation, Unemployment Insurance, disability or severance pay and P.E.R.A. Further, City shall in no way be responsible to defend, indemnify or save harmless Consultant from liability or judgments arising out of intentional or negligent acts or omissions of Consultant or its employees while performing the work specified by this Agreement.
- b. The parties do not intend by this Agreement to create a joint venture or joint enterprise, and expressly waive any right to claim such status in any dispute arising out of this Agreement.

g. Indemnity

To the fullest extent permitted by law, Consultant agrees that it shall indemnify and hold harmless the City, its officers, employees, and agents, past or present, from and against any and all claims including but not limited to claims for contribution or indemnity, demands, suits, judgments, costs, and expenses (including attorneys' fees and incurred defense costs) asserted by itself or any person or persons including agents or employees of the City of Duluth or Consultant by reason of death or injury to person or persons or the loss or damage to property to the extent attributable to, or by reason of, any act, omission, operation or work of Consultant or its employees while engaged in the execution or performance of services under this Agreement. Said obligations to indemnify and hold harmless shall include, but not be limited to the obligation to indemnify and hold harmless the City in all matters where claims of liability against the City arise out of, relate to, are attributable to, are passive or derivative of, or vicarious to the negligent, intentional, or wrongful acts or omissions of Consultant, including but not limited to the failure to supervise, breach of warranty, the failure to warn, the failure to prevent such act or omission by Consultant, its employees, or its agents, and any other source of liability. Said obligations to indemnify and hold harmless shall be triggered upon the assertion of a claim for damages against City. Consultant shall not be required to indemnify City for amounts found by a fact finder to have arisen out of the sole negligent or intentional acts or omission of the City unless Consultant should fail to comply with its insurance obligations in this contract to the detriment of City, in which case Consultant shall indemnify, defend, and hold harmless the City for any and all amounts except amounts attributed to intentional, willful or wanton acts of the City.

This Section, in its entirety, shall survive the termination of this Agreement if any amount of work has been performed by Consultant. Nothing in this provision shall affect the limitations of liability of the City as set forth in Minnesota Statutes Chapter 466. **Consultant understands this provision may affect its rights and may shift liability.**

Consultant shall hold and save the City, its officers, employees, representatives and agents, and the Architect, harmless from liability of any nature or kind, including costs and expenses and reasonable attorney's fees and incurred defense costs to the extent attributable to Consultant's intellectual property infringement of any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the Contract, including its use by the City.

Nothing herein is intended to impose an obligation on Consultant that is void and unenforceable under Minnesota Statutes Section 604.21.

h. Insurance

a. Consultant shall obtain and maintain for the Term of this Agreement the following minimum amounts of insurance from insurance companies authorized to do business in the State of Minnesota.

5. Workers' compensation insurance in accordance with the laws of the State of Minnesota.

i. Commercial General Liability and Automobile Liability Insurance with limits not less than **\$1,500,000** Single Limit, shall be in a company approved by the City of Duluth; and shall provide for the following: Liability for Premises, Operations, Completed Operations, Independent Contractors, and Contractual Liability. Umbrella coverage with a "form following" provisions may make up the difference between the commercial general and auto liability coverage amounts and the required minimum amount stated above.

ii. Professional Liability Insurance in an amount not less than \$1,500,000 Single Limit; provided further that in the event the professional malpractice insurance is in the form of "claims made," insurance, Consultant hereby commits to provide at least 60 days' notice prior to any change to the Professional Liability Insurance policy or coverage; and in the event of any change, Consultant agrees to provide the City with either evidence of new insurance coverage conforming to the provisions of this this paragraph which will provide unbroken protection to the City, or in the alternative, to purchase at its cost, extended coverage under the old policy for the period the state of repose runs; the protection to be provided by said "claims made"

insurance shall remain in place until the running of the statute of repose for claims related to this Agreement.

- iii. **City of Duluth shall be named as Additional Insured** under the Commercial General Liability and Automobile Liability. Consultant shall also provide evidence of Statutory Minnesota Workers' Compensation Insurance. Consultant to provide Certificate of Insurance evidencing such coverage with notice to City of cancellation in accordance with the provisions of the underlying insurance policy included. The City of Duluth does not represent or guarantee that these types or limits of coverage are adequate to protect the Consultant's interests and liabilities.
  
- b. Certificates showing Consultant is carrying the above described insurance in the specified amounts shall be furnished to the City prior to the execution of this Agreement and a certificate showing continued maintenance of such insurance shall be on file with the City during the term of this Agreement.
- c. The City shall be named as an additional insured on each liability policy other than the professional liability and the workers' compensation policies of the Consultant.
- d. The certificates shall provide that the policies shall not be cancelled during the lift of this Agreement without advanced notice being given to the City at least equal to that provided for in the underlying policy of insurance.
- e. Except as provided for in Section 8.a.iv above, Consultant hereby commits to provide notice to City at least 30 days in advance of any change in the insurance provided pursuant to this Section 8 or in advance of that provided for in the underlying insurance policy or policies whichever is longer. For the purposes of Section 8 of this Agreement, the term, "changed", shall include cancellation of a policy of insurance provided hereunder and any modification of such policy which reduces the amount of any coverage provided thereunder below the amounts required to be provided hereunder or otherwise reduces the protections provided under such policy to City

i. Notices

Unless otherwise expressly provided herein, any notice or other communication required or given shall be in writing and shall be effective for any purpose if served, with delivery or postage costs prepaid, by nationally recognized commercial overnight delivery service or by registered or certified mail, return receipt requested, to the following addresses:

**City:** City of Duluth  
411 W First Street  
City Hall Room G40  
Duluth MN 55802  
Attn: Cliff Knettel

**Consultant:** Short Elliott Hendrickson, Inc.  
418 W Superior Street, Suite 200  
Duluth, MN 55802  
Attn: Jason Chopp, PE

j. Civil Rights Assurances

Consultant, as part of the consideration under this Agreement, does hereby covenant and agree that:

- a. No person on the grounds of race, color, creed, religion, national origin, ancestry, age, sex, marital status, status with respect to public assistance, sexual orientation, and/or disability shall be excluded from any participation in, denied any benefits of, or otherwise subjected to discrimination with regard to the work to be done pursuant to this Agreement.
- b. That all activities to be conducted pursuant to this Agreement shall be conducted in accordance with the Minnesota Human Rights Act of 1974, as amended (Chapter 363), Title 7 of the U.S. Code, and any regulations and executive orders which may be affected with regard thereto.

k. Laws, Rules and Regulations

Consultant agrees to observe and comply with all laws, ordinances, rules and regulations of the United States of America, the State of Minnesota and the City with respect to their respective agencies which are applicable to its activities under this Agreement.

l. Applicable Law

This Agreement, together with all of its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

m. Force Majeure

Neither party shall be liable for any failure of or delay in performance of its obligations under his Agreement to the extent such failure or delay is due to circumstances beyond its reasonable control, including, without limitation, acts of God, acts of a public enemy, fires, floods, wars, civil disturbances, sabotage, accidents, insurrections, blockades, embargoes, storms, explosions, labor disputes, acts of any governmental body (whether civil or military, foreign or domestic), failure or delay of third parties or governmental bodies from whom a party is obtaining or must obtain approvals, franchises or permits, or inability to obtain labor, materials, equipment, or transportation. Any such delays shall not be a breach of or failure to perform this Agreement or any part thereof and the date on which the party's obligations hereunder are due to be fulfilled shall be extended for a period equal to the time lost as a result of such delays.

n. Severability

In the event any provision herein shall be deemed invalid or unenforceable, the remaining provision shall continue in full force and effect and shall be binding upon the parties to this Agreement.

o. Entire Agreement

It is understood and agreed that the entire agreement of the parties including all exhibits is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. Any amendment to this Agreement shall be in writing and shall be executed by the same parties who executed the original agreement or their successors in office.

p. Counterparts

This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original as against any party whose signature appears thereon, but all of which together shall constitute but one and the same instrument. Signatures to this Agreement transmitted by facsimile, by electronic mail in "portable document format" (".pdf"), or by any other electronic means which preserves the original graphic and pictorial appearance of the Agreement,

shall have the same effect as physical delivery of the paper document bearing the original signature.

*[Remainder of this page intentionally left blank. Signature page to follow.]*

IN WITNESS WHEREOF, the parties have hereunto set their hands on the date of attestation shown below.

**CITY OF DULUTH**

By: \_\_\_\_\_  
Mayor

Attest:

By: \_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

Countersigned:

\_\_\_\_\_  
City Auditor

Approved as to Form:

\_\_\_\_\_  
City Attorney


**SHORT ELLIOTT HENDRICKSON, INC.**

By: \_\_\_\_\_

Its: \_\_\_\_\_  
Title of Representative

Date: \_\_\_\_\_

**APPENDIX A – Proposal Cover Sheet  
(complete and submit with proposal)  
CITY OF DULUTH  
RFP# 26-99436 RFP for ATV Route Study**

<b>Bidder Information:</b>	
Submitter Name	Short Elliott Hendrickson Inc. (SEH®)
Mailing Address	418 West Superior Street, Suite 200, P.O. Box 229 Duluth, MN 55802-0229
Contact Person	Jason Chopp, PE
Contact Person's Phone Number	218.305.4733
Contact Person's E-Mail Address	jchopp@sehinc.com
Federal ID Number	41-1251208
Authorized Signature	
Name & Title of Authorized Signer	Matt Bolf, Principal
Email of Authorized Signer	mbolf@sehinc.com

**ACKNOWLEDGEMENT OF ADDENDA**

ADDENDUM # NA	INITIAL/DATE
ADDENDUM #	INITIAL/DATE
ADDENDUM #	INITIAL/DATE
ADDENDUM #	INITIAL/DATE

PROPOSAL FOR PROFESSIONAL SERVICES

# ATV Route Study



Building a Better World  
for All of Us™

JUNE 3, 2026 | DULUTH, MINNESOTA

City of Duluth | Attn: Purchasing Division  
City Hall, Room 120, 411 West 1st Street, Duluth, MN 55802

## RE: Technical Proposal | ATV Route Study

Dear Members of the selection committee:

The City of Duluth is undertaking a complex planning effort to evaluate ATV route connections within western Duluth. This study must identify routes that are environmentally responsible, publicly supportable, and realistic to implement within an existing urban trail system that serves a wide range of recreational users.

**Short Elliott Hendrickson Inc. (SEH®)** brings a strong understanding of both the project area and the challenges associated with integrating motorized recreation into sensitive community and environmental settings. Our team assisted the City and the Head of the Lakes ATV Club with the early project scoping efforts, giving us familiarity with the project history, corridor opportunities, and key stakeholder considerations. In addition, members of our environmental team regularly work within Duluth's park and trail systems and understand the natural resource sensitivities that will influence route evaluation and project development.

Not every route that appears feasible on a map will be practical, environmentally acceptable, or publicly supported. Our approach focuses on identifying realistic opportunities early so project discussions remain focused on implementable alternatives. We're committed to delivering success for these critical factors:

- Identifying routes that are environmentally responsible, publicly supportable, and realistic to implement
- Balancing ATV connectivity with the needs of adjacent neighborhoods and existing trail users
- Delivering a clear evaluation framework that supports defensible City decision-making and future funding efforts

We value our ongoing partnership with the City of Duluth and are committed to helping deliver a successful and well-supported ATV route study. Please contact me at [jchopp@sehinc.com](mailto:jchopp@sehinc.com) or **218.780.1988** with questions or for additional information. We are ready to get to work!

Respectfully submitted,

**Jason Chopp** PE (MN)  
Project Manager

**Matt Bolf** PE (MN)  
Client Service Manager



"We look forward to continuing  
our partnership with the City  
of Duluth by delivering an ATV  
route study that supports  
decision making, promotes  
safety, and considers all  
user needs."

### Jason Chopp, PE | Project Manager

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

SEH is a registered trademark of Short Elliott Hendrickson Inc.

DULUTH 181056

Engineers | Architects | Planners | Scientists

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

218.279.3000 | 888.722.0547 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

# Goals and Objectives

## Background

The City of Duluth and the Head of the Lakes ATV Club propose studying potential routes within city limits to create ATV connectivity in western Duluth. Led by the City's Parks and Recreation Division in partnership with the ATV Club, the study will focus on the West Duluth area with connections to existing or planned ATV trails in Carlton and St. Louis counties.

The study area includes an active urban trail network used by hikers, mountain bikers, horseback riders, cross-country skiers, and other recreational users, creating challenges related to safety, compatibility, and long-term sustainability.

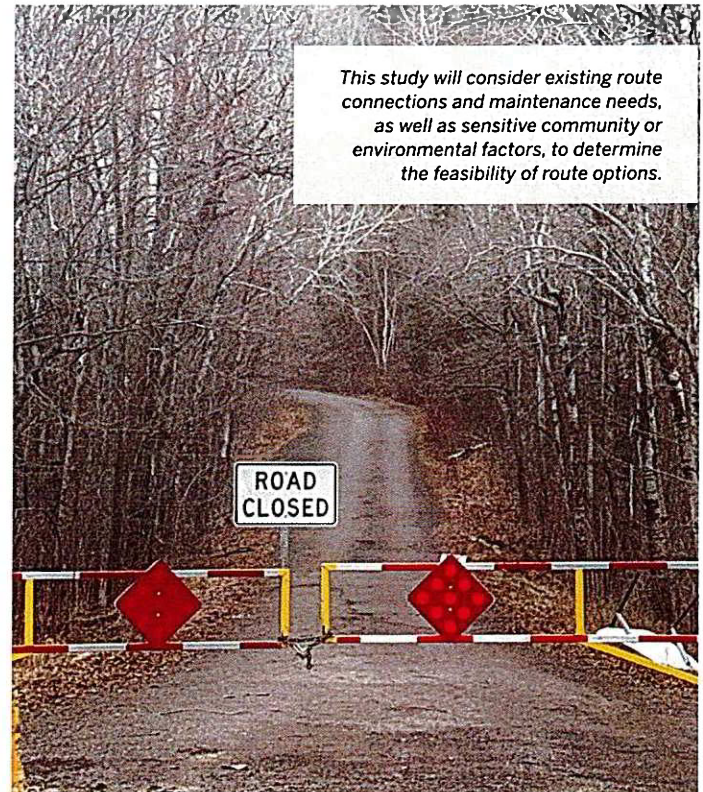
The study will evaluate previously identified route segments and associated environmental, engineering, and stakeholder considerations. Key factors influencing route feasibility include:

- Existing multi-use trail conflicts and user safety
- Wetlands, streams, steep terrain, and sensitive natural resources
- Adjacent neighborhoods and community concerns
- Route feasibility, constructability, and long-term maintenance
- Connectivity to existing and planned regional ATV systems
- Environmental review and permitting requirements

Because ATV use is currently prohibited within Duluth city limits, this study must also provide the City with a clear and defensible evaluation process to support future route decisions and potential ordinance considerations. Public and stakeholder engagement will be important to identifying concerns early, understanding tradeoffs, and defining practical route options.

Not every route that appears feasible on a map will be practical, publicly supported, or environmentally acceptable. Our team understands these challenges and brings direct familiarity with the project area, trail system, and stakeholder considerations

**Project Manager Jason Chopp and Environmental Review and Natural Resources Lead Ericka Massa assisted the City with early project scoping as part of the NE Regional ATV Master Plan project. This gives us context and familiarity to hit the ground running with this study.**



## Goals

The following section details your long-term vision, and the methods we will use to accomplish those goals:

- ① Provide legal and safe ATV connectivity
  - ✓ Evaluate route options that improve connectivity to existing and planned regional ATV systems
  - ✓ Identify opportunities to improve user safety and reduce conflicts along shared or adjacent trail corridors
  - ✓ Focus discussions on routes that are practical to implement within Duluth's urban trail network
- ② Enhance connectivity to the NE Regional ATV Trail System
  - ✓ Evaluate connections between local routes and regional trail systems in St. Louis and Carlton Counties
  - ✓ Consider how route options support long-term recreation access and regional connectivity goals
  - ✓ Identify opportunities to improve continuity between existing trail segments and destinations
- ③ Minimize environmental and community impact
  - ✓ Avoid or reduce impacts to wetlands, streams, steep terrain, and sensitive natural resources
  - ✓ Evaluate neighborhood compatibility, trail user conflicts, and maintenance considerations early in the study process
  - ✓ Identify route constraints and tradeoffs before advancing alternatives for further consideration







- ④ Support tourism, recreation, and local economic development
  - ✓ Evaluate route opportunities that support tourism, recreation access, and local businesses
  - ✓ Consider how ATV connectivity may complement existing recreational assets in western Duluth
  - ✓ Develop recommendations that are realistic to maintain and support long-term use

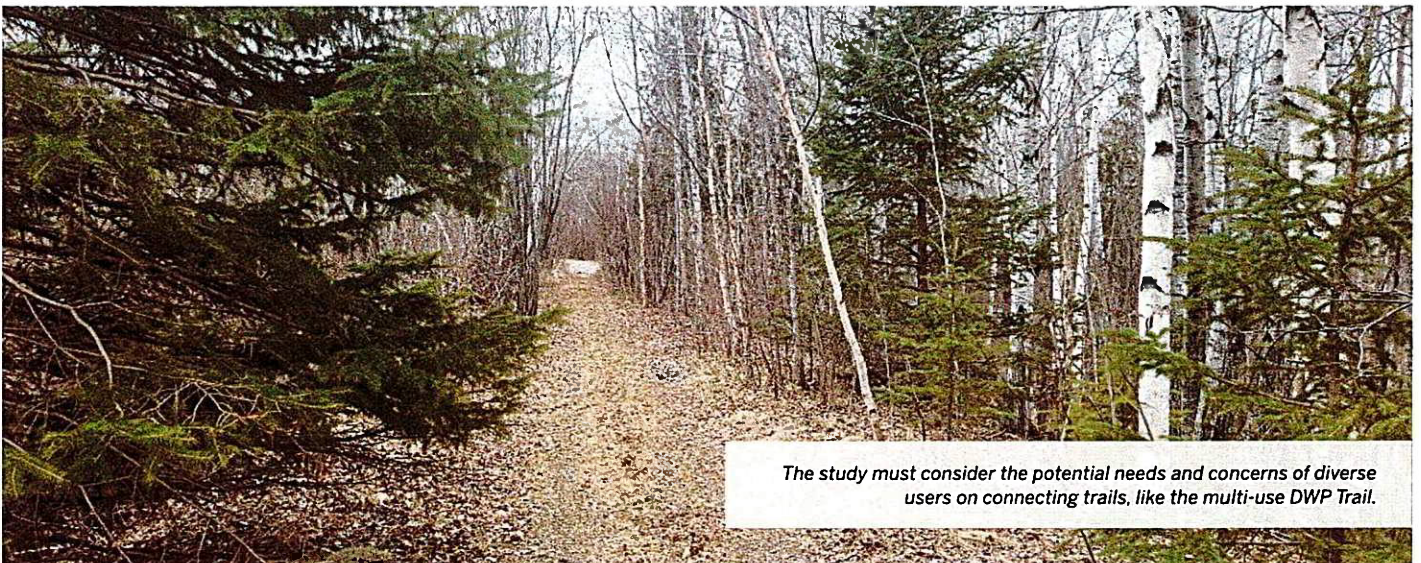
- ⑤ Develop a defensible and implementable planning framework
  - ✓ Provide a clear and transparent route evaluation process to support future City decision-making
  - ✓ Use stakeholder and public input to help narrow practical and publicly supportable alternatives
  - ✓ Deliver a planning document that supports future funding, environmental review, and project development efforts

## ▲ Objectives

Achieving these goals will require a clear and defensible evaluation process that balances environmental considerations, stakeholder concerns, user safety, and long-term implementation realities. Our approach is focused on identifying realistic opportunities early, documenting tradeoffs clearly, and providing the City with information needed to support future route decisions and potential ordinance considerations.

To achieve these goals, our team will:

-  Establish a clear route evaluation framework that compares connectivity, safety, environmental constraints, public input, construction feasibility, and long-term maintenance needs
-  Use local knowledge and field review to identify route constraints early, including wetlands, streams, steep terrain, existing trail conflicts, access limitations, and sensitive natural resources
-  Engage stakeholders and the public in a way that supports decision-making, not just participation, by documenting concerns, explaining tradeoffs, ultimately clarifying practical route options
-  Integrate environmental, natural resource, and cultural resource review into route evaluation so the City understands permitting needs, mitigation requirements, and potential challenges before advancing recommendations
-  Develop realistic cost estimates and implementation recommendations based on extensive ATV trail planning and construction experience in northeastern Minnesota
-  Deliver a planning document that supports future City decisions, including potential ordinance considerations, funding pursuits, environmental review, and next steps for design and construction



*The study must consider the potential needs and concerns of diverse users on connecting trails, like the multi-use DWP Trail.*

# PROJECT CONSIDERATIONS | CITY OF DULUTH ATV ROUTE STUDY



**DWP Trail:** The location represents a connection to the DWP Trail and the need to address and manage potential conflicts among diverse trail user groups.

**Skyline Parkway:** The project will require agreements between the City of Duluth and the Head of the Lakes of the Lakes ATV Club regarding long-term maintenance plans for trails.

**Buffalo House:** The project will expand opportunities for camping and recreation, including improved connections to neighboring ATV trail systems and nearby local businesses.

**Magney-Snively:** During ATV trail design, consideration of wetland, rare species, and archaeological resources is needed to minimize environmental impacts as much as possible.

**Future Connection to Neighboring Communities:** Public engagement will be essential in determining the desirability of these connections and identifying preferred routes.

**Existing Snowmobile Trail:** The project will apply established design standards so that trails support safe, sustainable ATV use while minimizing erosion and sedimentation impacts.

**W Gary Street:** This location will serve as a key connection to the Gary neighborhood.

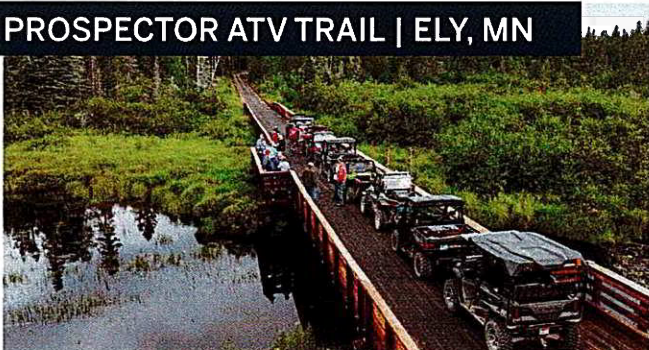
- Existing Roads
- Existing Snowmobile Trail
- Existing Snowmobile Trail to DWP Trail
- ▬ Equestrian Trails
- ▬ Superior Hiking Trail
- ▬ Existing Connection to DWP Trail

# Experience

Our team brings a vast portfolio of projects related to trail planning and design. **Each of the projects below represent examples of off-highway/recreational trail projects completed with accurate costing and designed and constructed for longevity.** A key focus of many of these projects is working with diverse stakeholder groups to develop improvements that fit the needs of all users and the broader community.

CLIENT	PROJECT	TRAIL LENGTH	EAW	Planning	Design	Permitting	Bridges	Boardwalk	Wayside Structure
Prospector ATV	Phase 1 (7 Segments)	250.0			✓	✓	✓	✓	
Prospector ATV	Bear Run	12.5	✓		✓	✓		✓	
Prospector ATV	Peyla to Pfeiffer	6.0	✓		✓	✓	✓		
Prospector ATV	Pike River Bridge Trail	1.1	✓		✓	✓	✓		
Prospector ATV	Range River Trail	2.0	✓						
Voyageur ATV	Vermilion River Bridge	NA		✓	✓	✓	✓		
Voyageur ATV	Buyck to Shuster	3.9	✓		✓	✓	✓		
Voyageur ATV	Black Duck Trail	2.3	✓		✓	✓	✓		
Voyageur ATV	Pelican River Rd to Arrowhead	3.0	✓		✓	✓			
Voyageur ATV	Remote Vaulted Privies	N/A							✓
Voyageur ATV	CR 23 to Johnson Rd	0.2	✓		✓	✓			
Voyageur ATV	Kabetogama to CR 3	2.7	✓		✓	✓			
Voyageur ATV	Winchester Lake Shelter	N/A	✓		✓	✓			✓
Voyageur ATV	Black Duck Shelter	N/A	✓		✓	✓			✓
Ranger ATV	Moose Trail	6.6			✓	✓		✓	
Ranger ATV	Bird Lake Trail	6.4			✓	✓			
Ranger ATV	Skibo Rd Trail	3.0			✓	✓			
Ranger ATV	Seven Beavers Bridge	N/A			✓	✓	✓		
Ranger ATV	Seven Beavers Trail	3.6			✓	✓			
Alborn ATV	Aerie Lake Trail	2.9			✓	✓			
Aborn ATV	CR 166 to Benson Rd	3.6			✓	✓	✓	✓	
Twig ATV	EAW/Preliminary Engineering	~511	✓		✓				
Lake County	Wild Country to Two Harbors	30.5		✓					
St. Louis County	NE Regional Master Plan	~325		✓					
MN DNR	ATV Master Plan			✓					
MN DNR	ORV Master Plan			✓					

## PROSPECTOR ATV TRAIL | ELY, MN



SEH provided full-service engineering, permitting, and project management for the development of approximately \$6 million in ATV trails, bridges, and boardwalks that spread over 250 miles of public land in St. Louis and Lake County. Collaborating closely with the Prospector ATV Club, SEH overcame logistical and environmental challenges to develop a unique bridge system that traverses the Beaver River and surrounding wetlands.

# Personnel

Our team brings together experienced professionals, lead by a dedicated project manager. This team frequently works together on trail planning, environmental review, engineering, and public engagement efforts for recreational routes. **Our team includes a public involvement lead from SE Group – a trusted partner with extensive experience in ATV trail planning across northeastern Minnesota.** SE Group’s experience includes leadership of an ATV Master Plan, strengthening our ability to deliver a community-supported, data-driven study. We’ve intentionally assembled this team to meet your goals for a safe, feasible route that is ecologically sensitive and addresses stakeholder concerns.

## Project Organizational Chart



The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.



**Jason Chopp** PE (MN, IN, OH)  
Project Manager and Single Point of Contact | SEH  
**Jason will be your primary point of contact and oversee project delivery, including management of team, budget, and schedule.**

Jason is a project manager in the civil engineering field. His experience includes project planning, design, and construction related services. With special expertise in trail and ATV route planning, design, permitting, and construction, Jason has managed projects throughout the Midwest and has served as the project manager for a wide variety of civil infrastructure projects over the past 23 years.

**Jason’s local trail planning and project management expertise, proven through a deep portfolio of similar projects, positions the City of Duluth to move forward with viable, publicly accepted route solutions.**

Relevant experience includes:

- o Prospector ATV Trail – Ely, MN
- o Mesabi Trail, CR 88 to Ely (Saint Louis Lake County Rail Authority) – Ely, MN
- o Ranger ATV Trail – St. Louis County, MN
- o Voyageur ATV Trail – St. Louis and Koochiching County MN



**Ericka Massa** CMWP  
Environmental Review and Natural Resources Lead | SEH  
**Ericka will lead environmental review, outlining MEPA, NEPA, and NHPA Section 106 requirements, and identifying mitigation strategies.** Ericka

is a biologist who regularly completes wetland delineation, wetland and aquatic resource permitting, floristic inventories and plant community mapping, and habitat restoration for large- and small-scale natural resource projects. She is highly familiar with environmental review processes on trail projects across Minnesota and Wisconsin, and brings a wealth of local Duluth area knowledge. Relevant experience includes:

- o ATV Master Plan – St. Louis County, MN
- o Prospector ATV Trail – Ely, MN
- o Cross City Trail – Duluth, MN



**Natalie White** PWS, CMWP  
Environmental Review and Natural Resources Support | SEH  
**Natalie will support Ericka with Environmental review and natural resources preservation.** Natalie is a professional wetland

scientist and SEH’s Natural Resources Practice Center Leader, and brings extensive career experience in the Duluth area. Natalie is a Minnesota-certified wetland professional. She has expertise in wetland plant ecology; wetland delineations; NEPA and MEPA reviews, agency coordination, and conservation management plan development. Relevant experience includes:

- St. Louis River Natural Area Corridor Survey (Minnesota Land Trust) – Duluth MN
- ATV Master Plan – St. Louis County, MN
- Mesabi Trail, CR 88 to Ely (Saint Louis Lake County Rail Authority) – Ely, MN



**Austin Kalisch** PE (MN)

Preliminary Engineering | SEH

**Austin will lead design and preliminary engineering layout of preferred trail routes.**

Austin is a professional engineer in the civil engineering field with extensive experience in design and construction on a variety of projects, including trails and ATV trails, pedestrian trails, roadways and utilities, and site grading/drainage. Relevant experience includes:

- Prospector ATV Trail – Ely, MN
- Silver Lake Trail Phases I, II, and III – Virginia, MN
- Mesabi Trail, CR 88 to Ely (Saint Louis Lake County Rail Authority) – Ely, MN



**Karyn Luger** PLA (MN, NE, WI), PE (MN),

CLARB, ASLA

Landscape Architect | SEH

**Karyn will lead landscape architecture tasks associated with trail planning.**

Karyn's broad and varied background includes public park, trail, streetscape, trailhead, raingarden, and architectural-based work. With broad experience from schematic to detailed design for small and large projects, she frequently incorporates the needs of the public and other stakeholders, as well as environmental and cultural aspects. Relevant experience includes:

- Doyle-Kennefick Regional Park Hiking Trail, Scott County, MN
- West Superior Street – Duluth, MN
- North Creek Greenway Trail Gap Connection (Apple Valley and Dakota County) – Apple Valley, MN



**Ayden Eickhoff** CPRP

Public Engagement | SE Group

**Ayden will lead public engagement efforts, developing conflict mitigation strategies and using stakeholder input to develop community support.**

Ayden is an Associate Community & Recreation Planner who supports a range of recreation and community planning projects. She guides complex project processes with clients and teams to facilitate strong contributions and outcomes. With a focus on context and clarity, she distills information into concise, useful formats. Her recent work includes helping municipal, state, and federal land managers develop collaborative recreation strategies that address resource impacts, capacity, and community development goals. Relevant experience includes:

- ATV Statewide Master Plan (MN DNR) – MN
- ORV Statewide Master Plan (MN DNR) – MN
- ATV Master Plan – St. Louis County, MN



**Duluth Archeology Center**

Sue Mulholland | Archeology Historic Reviews | Duluth Archeology Center

Sue is a local archaeologist with a long history of partnering with SEH on both

Motorized and non-motorized trail projects. Relevant

experience includes:

- Prospector ATV Trail – Ely, MN
- Mesabi Trail, CR 88 to Ely (Saint Louis Lake County Rail Authority) – Ely, MN
- Ranger ATV Trail – St. Louis County, MN
- Voyageur ATV Trail – St. Louis and Koochiching County MN

**Work Plan**

**PROJECT MANAGEMENT AND COMMUNICATION PLAN**

Project Manager **Jason Chopp** will serve as the primary point of contact for the City and will be responsible for overall coordination, internal team management, quality control, and progress tracking.

Jason will provide proactive project management and communication to reduce friction and increase efficiency including:

- Project kickoff meeting to identify early challenges, establish decision-making protocols, and define team roles and responsibilities, ensuring alignment and efficiency from the outset
- Hold bi-weekly check-in calls with City Project Manager to flag questions and maintain momentum
- Develop a joint project management and communication plan, documented in kick-off meeting minutes and updated as needed
- Limit review cycles through early alignment on standards and by flagging issues before formal submittals

**PROJECT MANAGEMENT APPROACH**

Project Manager **Jason Chopp** will serve as the primary point of contact for the City and will be responsible for overall coordination, internal team management, quality control, and progress tracking. Our technical staff will coordinate regularly to align on route evaluation, environmental review, preliminary engineering, and stakeholder input so findings from each task inform the overall study.

**TEAM COORDINATION AND CITY COMMUNICATION**

SEH will maintain routine communication with the City's Parks and Recreation Division through scheduled check-in meetings at key milestones and additional coordination

as needed. In these meetings, we will confirm study assumptions, review interim findings, identify risks or emerging issues, and establish next steps. Written summaries of major decisions, action items, and schedule updates will be provided following key meetings for transparency and continuity.

## STAKEHOLDER ENGAGEMENT

Because ATV use is currently prohibited within Duluth city limits, stakeholder engagement and public communication will be critical to understanding concerns, evaluating tradeoffs, and identifying route alternatives that are realistic and publicly supportable.

Our approach will focus on gathering input early, identifying potential conflicts, and refining alternatives before advancing routes that may not be feasible or supported. Engagement will include coordination with the City, the Head of the Lakes ATV Club, adjacent property owners, trail user groups, regulatory agencies, and other stakeholders within the study area.

Key elements of our approach include:

- Providing clear information regarding route opportunities, constraints, and tradeoffs
- Documenting stakeholder concerns and areas of support throughout the study
- Coordinating public input with route evaluation milestones and alternative refinement
- Focusing discussions on realistic and implementable route alternatives

## PLANNING ALIGNMENT & PRECEDENT RESEARCH

Substantial work has been completed in recent years related to state, regional, and local ATV trail planning. Motorized recreation is known nationally to create substantial economic impact, but it does not come without important considerations related to safety, user conflict, noise, environmental impact, and maintenance.

Our team has been heavily involved in state and regional ATV planning efforts and has national experience supporting recreation development in community contexts. We will align the Duluth ATV planning efforts with relevant planning documents, including the NE Regional ATV Master Plan and the Minnesota ATV Strategic Master Plan in addition to considering national best practices related to route planning, user conflict, and long-term maintenance. We will develop four to six case studies that showcase how communities or regions have planned successful motorized routes that have minimized community impact, increased economic impact, and generated a culture of stewardship and collaboration among user groups.



## PUBLIC COMMUNICATION

Public communication will be designed to keep stakeholders informed and provide meaningful opportunities for input during the study. Communication methods will depend on your preferences and project needs, and may include:

- Public meetings
- Stakeholder interviews
- Online updates
- Mapping exhibits
- Review of draft study materials

Information will be presented in a clear and accessible format so that route options, constraints, and tradeoffs can be understood by both technical and non-technical audiences.

## ROUTE EVALUATION FRAMEWORK

Not every route that appears feasible will actually be practical, publicly supported, environmentally acceptable, or realistic to implement. Our approach focuses on identifying constraints, tradeoffs, and implementation considerations early so project discussions remain focused on realistic route alternatives.

The evaluation process will build from previous planning efforts, stakeholder input, field review, environmental constraints, and preliminary engineering considerations to compare potential route alternatives within the study area. Routes will be evaluated based on factors such as:

- User safety and compatibility with existing trail uses
- Environmental constraints and permitting considerations
- Neighborhood compatibility and stakeholder concerns
- Connectivity to existing and planned regional ATV systems

- Route feasibility, constructability, and long-term maintenance
- Potential right-of-way, access, or crossing challenges

Our team will use this framework throughout the study to identify challenges early and narrow down the list of alternatives as additional information becomes available. We will document tradeoffs associated with each route option. This process will help the City focus future discussions, public engagement, and investment decisions on alternatives that are realistic and implementable.

This framework will also provide a transparent basis for future ordinance considerations, environmental review, funding pursuits, and subsequent project development efforts.

## PRELIMINARY ENGINEERING

Preliminary engineering evaluations will support the Route Evaluation Framework by helping the City understand constructability, environmental impacts, user conflicts, and implementation challenges associated with potential route alternatives.

Our team will conduct field review and preliminary engineering evaluations of potential route segments to identify constraints, assess feasibility, and support comparison of alternatives. This effort may include:

- Review of trail geometry, grades, crossings, drainage, and terrain constraints
- Identification of potential conflicts involving wetlands, streams, utilities, adjacent properties, and existing trail uses
- Evaluation of roadway crossings, trail separation needs, and shared-use pinch points
- Assessment of access limitations, maintenance considerations, and long-term operational impacts
- Identification of areas that may require structures, retaining walls, boardwalks, or erosion mitigation measures
- Identify potential easement, right of way, and access needs

Preliminary layouts, mapping, and planning-level cost estimates will be developed for route alternatives advanced through the evaluation process. We will utilize our in-house ATV trail costing tool that has been developed from dozens of completed projects in Northeastern Minnesota.

The level of engineering detail will be appropriate to help the City compare alternatives, understand implementation challenges, and identify realistic next steps for future project development.



*We will assess potential conflicts, including wetlands and streams in undeveloped areas.*

## STAKEHOLDER ENGAGEMENT AND PUBLIC OUTREACH

Once route analysis maps and supporting background materials have been created, we will begin the public outreach process. This process will start by sharing analysis materials through an interactive map site where the public can review proposed routes and an initial summary of route development considerations. This mapping tool will help communicate the proposed routes, which routes are not being considered based on previous analysis, and the potential for further modifications and refinements based on public input.

We propose two open houses – one in-person and one virtual – to gather public comment. In addition, we propose four to six virtual stakeholder meetings. Open-house events will be designed as drop-in events where people can review the concepts, provide feedback, and speak to members of the project team.

## ENVIRONMENTAL AND NATURAL RESOURCES CONSIDERATIONS

### LEVEL 2 WETLAND DELINEATION

This task includes wetland delineation, reporting, and agency coordination along approximately 3.0 miles of existing snowmobile trails, within a 40-foot-wide corridor centered on the trail. Delineation is not proposed along Becks Road and Skyline Parkway as no improvements are anticipated.

The delineation will follow the U.S. Army Corps of Engineers Wetlands Delineation Manual and the Northcentral and Northeast Regional Supplement. Fieldwork will be conducted by a Certified Minnesota Wetland Professional (CMWP) and will include identifying, flagging, and mapping (sub-meter accuracy) wetland boundaries, and collection of upland and wetland data.

SEH will prepare a delineation report including wetland descriptions, maps, datasheets, photographs, and precipitation data.

The report will be submitted to the City of Duluth (WCA authority) and the U.S. Army Corps of Engineers (Section 404 authority). SEH will attend one field review if requested.

Wetland permit application preparation is not included.

### **THREATENED AND ENDANGERED SPECIES SURVEY**

SEH will complete the threatened and endangered species surveys. Our in-house support staff specialist is both certified and experienced, holding qualifications as a surveyor Minnesota DNR Division of Ecological and Water Resources' Qualified Surveyors list for Plants-LMF, Plants-EBF, Plants-PPP, Botrychium species, Rubus species, and lichens. Our staff has extensive experience leading botanical surveys across 16 states for private and public sector projects, holds a MNDNR permit for the taking and possession of endangered and threatened plant taxa (Special Permit No. 32117), and has experience curating voucher collections that meet the standards of the Bell Museum of Natural History.

The survey will be conducted in two visits and will follow the DNR's Guidance on Documenting and Collecting Rare Plants. One visit should take place in June 2027 and one in late July or early August 2026, as this would best overlap the best search time for potential target species. Should state-listed species be found, GPS point location(s) of any individual species will be collected using a GPS device capable of sub-meter accuracy. Detailed field data associated with each detection will also be collected, suitable for submission to NHIS. Diagnostic photographs will also be collected in the field and/or from pressed specimens. Should a voucher specimen need to be collected, this would be coordinated with City staff, and the voucher specimen would be sent to the Bell Museum of Natural History with an archival label.

The final report will include a table with the following fields: unique record number, species name, species state and federal status, number of individuals, and type of documentation (e.g., photograph or specimen) The report will also include photographic vouchers, if any, and a statement why a specimen was not collected; and electronic data (GIS shapefile and spreadsheet) of listed species locations. Data collected in 2026 will be submitted to NHIS in 2026. Data collected in 2027 will be submitted to NHIS in 2027.

### **PHASE IA REVIEW AND PHASE I FIELD SURVEY**

A Phase IA archaeological assessment and optional Phase I survey are proposed for a portion of the Head of the Lakes ATV Trail (T59N R15W sections 15, 22, 27) in the city of Duluth, St. Louis County, Minnesota. The Area of Potential Effects (APE) is the approximate 3-mile existing snowmobile trail north of Skyline Parkway and extending from Stewart Creek to Knowlton Creek. The APE does not include Becks Road or Skyline Parkway, as these existing routes are not anticipated to require improvements to allow for safe and non-erosive ATV use.

Standard Phase IA archaeological review will determine:

- ① if historic properties have been previously recorded in or adjacent to the project APE,
- ② if the topography and other environmental characteristics indicate potential for unrecorded historic properties within the project APE,
- ③ if previous disturbance of project ground surfaces can be documented, and 4) potential impacts of the proposed project on recorded or possible unrecorded historic properties. Recommendations as to any further archaeological investigations will be made.

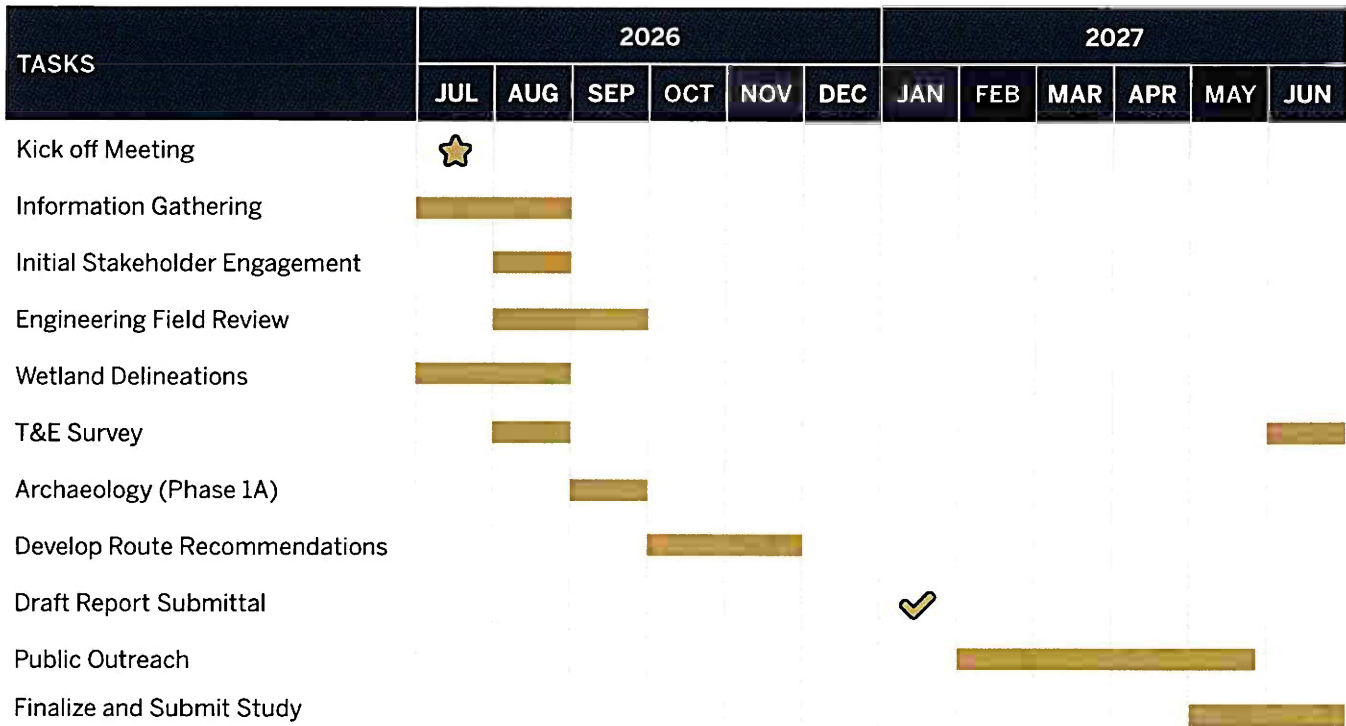
**OPTIONAL** Phase I archaeological survey would provide field survey of the APE to OSA/SHPO standards (Anfinson 2011) by pedestrian walkover with shovel testing of suitable terrain. Previously disturbed areas, steep slopes, and water saturated areas do not require shovel testing but are reviewed. Investigations will be reported to SHPO standards including all activities as well as recommendations for any additional work. If survey is recommended, a combined report will be made..

### **DNR HYDROLOGIST COORDINATION**

Coordination with the DNR Hydrologist will be ongoing through the preparation of the Planning Document to maintain that preliminary design elements are consistent with DNR recommendations and requirements for trout streams.

# Work Schedule

Assuming work may commence in July, we propose the schedule as shown below. Adherence to this schedule is dependent on the date that a signed contract is received from the City.



## References



**Ron Potter**  
Prospector ATV  
rgpotter109@gmail.com  
218.235.0382



**Jim Olcott**  
Alborn Dirt Devils  
albornatvclub@gmail.com  
218.390.1197



**Roy Beauregard**  
Ranger ATV  
rangernowatv@gmail.com  
218.290.1531



**Nathan Eide**  
Lake County  
Nate.Eide@co.lake.mn.us  
218.830.9681



**Tom Daugherty**  
Voyageur ATV  
harbormaster.1982@hotmail.com  
218.244.5606



**Eric Fallstrom**  
St Louis County  
FallStromE@StLouisCountyMN.gov  
218.742.9821



**Chris Rokke**  
Twig Area Trail Riders  
twigatvclub@gmail.com  
218.591.2602



Building a Better World  
for All of Us®

June 3, 2026

RE: Request for Proposal  
ATV Route Study  
**COST PROPOSAL**  
RFP Number 26-99436  
SEH No. DULUT P-181056

City of Duluth Purchasing  
City Hall  
411 West 1<sup>st</sup> Street, Room 120  
Duluth, MN 55802

Short Elliott Hendrickson Inc. (SEH®) is pleased to provide this cost proposal for the ATV Route Study project. This cost proposal is based on the scope of services outlined and discussed in our separate proposal. The fee breakdown is as follows:

<b>ATV Route Study</b>	
Project Management	\$18,937.04
Route Analysis	\$38,540.13
Environmental Review	\$22,239.36
Cost Estimating	\$10,287.93
Planning Report	\$39,309.67
Public Outreach	\$42,692.72
<b>Total Cost</b>	<b>\$172,006.85</b>

The requested detailed work plan with identified efforts and hourly rates are enclosed.

The assumptions used to generate these costs are outlined as follows:

- No formal geotechnical investigation efforts are included. SEH will conduct manual hand probing for preliminary engineering review.
- Meetings and Public Meeting will be limited to those listed within the workplan.
- No boundary survey or title research will be required to verify right-of-way.
- City to provide all available city GIS data on existing trail network and parcel lines.
- Preliminary engineering analysis will be based on available MNTopo LIDAR data.
- Environmental evaluation will be desktop level except where specifically listed in the proposed workplan.

Additional services that may become necessary during the study will be discussed when they arise. For this work we will charge our standard hourly rates.

The terms of this cost proposal are valid for the proposed trail length of this project.

By selecting SEH, the City of Duluth can be assured that we will focus our energies on providing quality services for a successful and exceptional project outcome for this project!

City of Duluth Purchasing  
June 3 2026  
Page 2

Respectfully submitted,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in black ink, appearing to read "Jason Chopp". The signature is fluid and cursive, with the first name "Jason" and the last name "Chopp" clearly distinguishable.

Jason Chopp  
Project Manager



Task #1 - Project Management	Employee Name	Billing Title	PM	PE	Grad Eng	Scientist	Scientist	Scientist	LA	Planner	Planner	Planner	Accounting Rep	Admin Tech	Subconsultant & Expenses	Total
1.1		Contract and General	J. CHOPP	A. KALISCH	N. MOORS	N. WHITE	E. MASSA	J. THAYER	K. LUGER	DC	AE	AO	C. STANFORD	H. RUOTSALAINEN		
		Develop contract & subconsultant agreements	4										1			5
		Create project in accounting system											2			2
		Develop Quality Control Plan	3													3
		Coordinate subconsultant services/invoices	4													4
		Project schedule and fee review	6													6
		Invoice management	6													12
		Subtotal Hours	23										9			32
		Subtotal Fees	\$5,675.85										\$1,146.68			\$6,722.53
1.2		Meetings (Notice, Agenda, Materials, Minutes)														
		Kickoff meeting with Client	1	1					1							4
		Kickoff meeting with SEH Staff	1	1					1							5
		Internal meetings	8	8		4			4					1		37
		Client update meetings (4)	8	4												16
		Subtotal Hours	18	14		4			6					1		62
		Subtotal Fees	\$4,563.71	\$2,382.99	\$686.96	\$974.60	\$2,257.81	\$1,158.96	\$98.03				9	1		\$11,923.05
		Task Fee Summary	41	14	5	4	14	6	6				9	1		94
		Task Fee Summary	\$9,839.56	\$2,382.99	\$686.96	\$974.60	\$2,257.81	\$1,158.96	\$98.03				\$1,146.68	\$98.03	\$291.45	\$18,937.04
2.1		Route Analysis														
		Field maps setup		4												4
		Evaluation spreadsheet setup		2		4										6
		Identify existing routes and gather data from City	4	8												12
		Evaluation of existing routes - desktop	2	24		6			4							36
		Identify new route opportunities	4	8												12
		Evaluation of new routes - desktop	4	24		6			4							38
		Field review		16		40										56
		Field points import				4										4
		Alignments creation (existing and new)				16										16
		Wetland impacts				12										12
		Right-of-way/property ownership review and summary (using GIS info only)				8										24
		Subtotal Hours	30	118		64			8							220
		Subtotal Fees	\$7,272.85	\$20,085.18	\$8,793.07				\$1,545.28							\$37,696.38
		Task Fee Summary	30	118	64			8								220
		Task Fee Summary	\$7,272.85	\$20,085.18	\$8,793.07			\$1,545.28							\$843.75	\$38,540.13



Task #3 - Environmental Review	Billing Title	PI	PE	Grad Eng	Scientist	Scientist	Scientist	LA	Planner	Planner	Planner	Accounting Rep	Admin Tech	Subconsultant & Expenses	Total
	Employee Name	J. CHOPP	A. KALLSICH	N. MOORS	N. WHITE	E. MASSA	J. THAYER	K. LUGER	DC	AE	AO	C. STANFORD	H. RUOTSALAINEN		
3.1	Environmental Review														
	Weiland Deirrektion (field survey, reporting)					48									
	T&E Species Survey						28								48
	Other Route Reconnaissance (Horse, XC Ski, Bike)					10	10								28
	Tribal Coordination					12									20
	Phase Ia Archaeology (in Expenses Tab)					4									12
	Coordination with DNR Hydro re: Trout Streams				2	6									4
															8
	Subtotal Hours				2	80	38								120
	Subtotal Fees				\$487.30	\$12,901.74	\$6,113.32								\$19,502.36
	Task Hours Summary				2	80	38								120
	Task Fee Summary				\$487.30	\$12,901.74	\$6,113.32								\$27,737.00
															\$22,239.36
Task #4 - Cost Estimating															
4.1	Preliminary Cost Estimating														
	Estimate sheets soup		2			12									14
	Quantity takeoff		4			28									32
	Cost estimates		4			8									12
	Cost estimates QC		4												4
	Formalizing pdf's		6												6
	Subtotal Hours		4	16		48									68
	Subtotal Fees		\$969.71	\$2,723.41		\$8,594.80									\$10,287.93
	Task Hours Summary		4	16		48									68
	Task Fee Summary		\$969.71	\$2,723.41		\$8,594.80									\$10,287.93
Task #5 - Planning Report															
5.1	Planning Report														
	Report writing and formatting		20	40		16									104
	Report exhibits			8		40									48
	Report tables			2		12									14
	Report QC		4	4		4									12
	GIS mapping of all routes/figures					4									44
	Accessibility														20
	Subtotal Hours		24	54		72									242
	Subtotal Fees		\$5,818.28	\$9,191.52		\$8,892.20									\$11,766.41
	Task Hours Summary		24	54		72									242
	Task Fee Summary		\$5,818.28	\$9,191.52		\$8,892.20									\$11,766.41



City of Duluth ATV Route Study

City of Duluth

SEH Project # DULUT P-181056

May 27, 2026

Prepared by: Austin Kalisch/Jason Chopp

Reviewed By: Jason Chopp

Prepared Date: 5/27/2026

Reviewed Date: 5/27/2026

Billing Title	PM	PE	Grad Eng	Scientist	Scientist	Scientist	LA	Planner	Planner	Planner	Accounting Rep	Admin Tech	Subconsultant & Expenses	Total
Employee Name	J. CHOPP	A. KALISCH	N. MOORS	N. WHITE	E. MASSA	J. THAYER	K. LUGER	DC	AE	AO	C. STANFORD	H. RUOTSALAINEN		
<b>Task #6 - Public Outreach</b>														
6.1	<b>Public Outreach</b>													
	Project Coordination							2	22	16				40
	Planning Alignment							2	12					14
	Case Study Research								20					20
	Engagement - Webmap and Website								16	24				40
	Engagement - Open House (In Person) and Survey								36	2				38
	Engagement - Open House (Virtual) and Survey							2	10	2				14
	Engagement - Stakeholder Meetings							4.5	20					24.5
	Documentation - Cartography and Signage Recs							4	2	16				22
	Documentation Support - Accessibility								16					16
	<b>Subtotal Hours</b>							14.5	154	60			N/A	228.5
	<b>Subtotal Fees</b>							\$3,099.38	\$29,230.74	\$10,362.60				\$42,692.72
	<b>Task Hours Summary</b>							14.5	154	60			N/A	228.5
	<b>Task Fee Summary</b>							\$3,099.38	\$29,230.74	\$10,362.60				\$42,692.72
<b>Task #1 - Project Management</b>														
	<b>Task Hours Summary</b>	41	14	5	4	14		6			9	1	N/A	94
	<b>Task Fee Summary</b>	\$9,939.56	\$2,382.99	\$686.96	\$974.60	\$2,257.81		\$1,158.96			\$1,146.68	\$98.03	\$291.45	\$18,937.04
<b>Task #2 - Route Analysis</b>														
	<b>Task Hours Summary</b>	30	118	64				8					N/A	220
	<b>Task Fee Summary</b>	\$7,272.85	\$20,085.18	\$8,793.07				\$1,545.28					\$843.75	\$38,540.13
<b>Task #3 - Environmental Review</b>														
	<b>Task Hours Summary</b>				2	80	38						N/A	120
	<b>Task Fee Summary</b>				\$487.30	\$12,901.74	\$6,113.32						\$2,737.00	\$22,239.36
<b>Task #4 - Cost Estimating</b>														
	<b>Task Hours Summary</b>	4	16	48									N/A	68
	<b>Task Fee Summary</b>	\$969.71	\$2,723.41	\$6,594.80										\$10,287.93
<b>Task #5 - Planning Report</b>														
	<b>Task Hours Summary</b>	24	54	72	4	76						12	N/A	242
	<b>Task Fee Summary</b>	\$5,818.28	\$9,191.52	\$9,892.20	\$974.60	\$12,256.66						\$1,176.41		\$39,309.67
<b>Task #6 - Public Outreach</b>														
	<b>Task Hours Summary</b>							15	154	60			N/A	228.5
	<b>Task Fee Summary</b>							\$3,099.38	\$29,230.74	\$10,362.60				\$42,692.72
<b>Project Summary</b>														
	<b>Project Hours Summary</b>	99	202	189	10	170	38	14	15	154	60	9	13	502
	<b>Project Fee Summary</b>	\$24,000.41	\$34,383.11	\$25,967.02	\$2,436.49	\$27,416.21	\$6,113.32	\$2,704.24	\$3,099.38	\$29,230.74	\$10,362.60	\$1,146.68	\$1,274.45	\$172,006.84