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December 20, 2024

Mr. Sean Simonson
Engineering Manager
801 Washington St.
Northfield, MN 55057

RE: Engineering for Wall Street Road Improvements Project
Amendment 2 - Additional Project Scope

Dear Mr. Simonson:

Throughout the final design and property acquisition processes on the Wall Street Road Improvements projects, there have been several additions to the project scope of services which has resulted in additional design fees being accrued, as well as anticipated additional construction fees. We have been tracking these fees and updating the City of Northfield and Rice County so the project team could continue to progress the final construction plans and easement exhibits to stay on schedule for property acquisition, to submit to State Aid in a timely manner to receive State Bridge Funds, and ultimately to finalize project documents for bidding on schedule.

Below is a list of several of the major changes to the project scope since the original contract and amendment 1 was approved:

- As the project's street final design was nearing completion of the approved feasibility design concept and alignment (including a mini-roundabout), the project team determined that additional conceptual design options were necessary to evaluate the best alternative for the project corridor due to public concerns. An additional four street design options were designed at a high-level to evaluate impacts with a goal of mitigating impacts to surrounding properties and this additional scope of work was approved on September 6th, 2023. Each additional design option required a base layout, high-level corridor designs, right-of-way analysis, tree impact analysis, and associated figures for each. The results of these additional street design options were brought to the City Council on October 3rd, 2023 where the city council provided direction to move forward with a new street design option. As a result, the design team was authorized to move forward with re-design of the new approved street design, including the city council directed removal of the sidewalk west of Spring Creek Road which required shifting the roadway corridor and re-setting up the associated design files for the new alignment. All of this work required additional time to complete detailed final design and re-evaluation of new right-of-way and easement needs.
- The final design plans included additional specialty design at the box culvert outlet to better accommodate aquatic organism passage. Due to the hydraulics and grade associated with the existing condition, there were limited options available so a design that best accommodates these improvements were implemented until such time that a future stream restoration project can be completed to even better meet these requests. A rock cross vane was designed to withhold a natural stream bottom within the box culvert and includes flat rocks that are traversable by turtles

coming from the side banks. The waterfall effect will not be mitigated due to increased stream velocity that would cause greater erosion to the stream banks, both upstream and downstream.

- In early December 2023, Rice County became aware of available State Bridge Funds through the State Transportation Fund that could be utilized for construction of the new box culverts on the project. The design team was authorized to proceed with development of two separate plan sets to submit to the MnDOT District 6 State Aid office on a quick timeline to take advantage of these available funds. Due to some confusion and mis-direction from the DSAE, these separate bridge plans required three iterations to comply with State Aid's requirements to be eligible for the State Bridge Funds and the plans are required to meet State Aid standards, which has more requirements than standard municipal plan sets that had to be adhered to. In the end, this resulted in a completely separate plan set, with temporary utility and street plans, and an additional traffic control plan included. The plans were approved and the application was successful in obtaining nearly \$800,000 in grant funds, based on anticipated eligible expenses.
- Around mid-summer of 2024, the city requested further concept graphics to minimize the footprint of the proposed plaza areas. This ultimately led to authorization of a re-design of the plazas and incorporation of the updated design into the final plans and specifications.
- Over the course of 2024, property acquisition negotiations resulted in the need for updates to both the plan drawings, and the easement exhibits themselves for a few of the properties. The final easement acquisition need resulted in the authorization to completely re-design the entire stormwater pond located at the northeast corner of the project to better accommodate anticipated future needs of the property owner. This required a complete re-design of the pond and associated features, incorporation and updates to the plan drawings, and updates to the specifications/project manual, as well as updates to the easement exhibit itself.
- The original contract included one staking of construction limits and proposed easements. Preliminary construction limits have already been staked once for the entire project corridor. Updated construction limits and proposed easements have also been staked once for the box culvert project. It is expected that the construction limits and proposed easements will require staking for the entire project corridor to aide in property acquisition efforts again, prior to commencement of construction operations. Additionally, it is anticipated that private utility relocations will also necessitate additional staking to ensure there aren't conflicts with the proposed improvements, most notably for Xcel Energy's pole relocations.
- As a result of these additional design scopes of service and delays related to property acquisition efforts, the project was delayed a year. This in and of itself has resulted in additional project management efforts to keep the project moving and all parties informed on current project updates. Additionally, with the project now planned to be bid as two separate projects with the bridge project being completed first and then the greater street project to follow, this required the development of two separate sets of contract documents, plans, and specifications.
- With the overall project being split into two individual project contracts, it required them to be bid separately which increased the associated bidding administration fees. It is also expected that additional construction services will be required to serve the additional bridge project being constructed separately. Further, the expanded scope of the overall project is anticipated to extend the estimated construction schedule compared to that originally estimated by the city. As a result, the associated construction administration, field staking, and construction observation fees will increase accordingly to get through the estimated duration of construction, however, the actual construction schedule, and therefore the associated construction services, will be dictated by the successful project contractor and will vary from contractor to contractor. The following is our best reasonable estimate for the construction schedule, in coordination with city staff. The

anticipated additional construction scope of work for the additional project elements includes the following:

- Construction Administration (Street) – After reviewing the final project documents, it is anticipated that construction will require a schedule in excess of the 14-weeks originally allocated by the city. In consultation with city staff, but with the contractor and their associated construction still unknown, we are assuming the street project will roughly be constructed from June 1st, 2025 through November 1st, 2025. This will require a 22-week construction schedule (an increase of 8-weeks) and we are allocating five hours per week for construction administration throughout the assumed construction schedule (to conduct weekly construction meetings and answer questions by phone, as needed, to support city staff leading administration efforts). An additional 20 hours will be allocated for the preconstruction meeting and submittals review.
- Construction Administration (Bridge) – Since the two projects won't take place concurrently, the overall project schedule to accommodate the two projects will be extended. We are assuming the bridge project will require a six-week construction schedule and are allocating ten hours per week for construction administration throughout the assumed construction schedule. An additional 20 hours will be allocated for the preconstruction meeting and submittals review.
- Construction Field Staking – Staking for the box culvert was included in our original proposal, however, the new bridge project will require staking for additional temporary storm sewer installations, temporary grading, and temporary concrete curb, gutter installations, and other features specific to the bridge project that may require re-staking with the street project. This will also require the staking of the additional rock cross vane.
- Construction Observation (Street) - Continuing with the assumptions stated for construction administration services, we are assuming the street project will require a 22-week construction schedule (an increase of 8-weeks) and are allocating 50 hours per week for construction observation throughout the assumed construction schedule. We are also allocating an additional 50 hours to inspect the completion of remaining construction elements in the spring of 2026, including final wear course paving.
- Construction Observation (Bridge) – Continuing with the assumptions stated for construction administration services, we are assuming the bridge project will require a six-week construction schedule and are allocating 50 hours per week for construction observation throughout the assumed construction schedule.
- Construction Materials Testing – WSB reviewed the final project documents for each project and provided a revised estimate for completion of construction materials testing services on each project that are more representative of the work anticipated on the final project.

The assumptions as to the hours necessary to complete the construction phase of the project above are estimates based on experience with similar projects, however, the actual construction schedule will dictate the hours necessary to complete the project. If additional time is required, our project staff will be available to complete additional construction services for an additional fee based on the submitted hourly rate. Additionally, we are assuming that no construction materials testing will be required for the temporary facilities (temporary storm sewer, temporary base materials, temporary concrete curb and gutter, temporary pavement, etc.) being installed as part of the bridge project. We are also assuming that record drawings will not be required individually for the bridge project and will be combined/ incorporated into the greater street project record drawings, as originally planned.

Each of these items added, or will add, significant time and associated fees to the overall projects. The current contract amount for the project, including the original proposal and amendment 1, is in the total amount of \$606,751. All of the project scope additions described above have resulted in an increase to the overall fees that encompasses the scope of work we were approved for on these tasks. We are requesting an amendment for \$316,712. Please see the attached spreadsheet with our breakdown of estimated hours that have been accrued and are remaining to accommodate the described scope changes. This will bring the total project fee to \$923,463.

TOTAL PROJECT AMENDMENT FEE = \$316,712

We appreciate your trust in us to complete the project changes that have come up over the course of the project to date. We look forward to the construction phase of these two projects that will bring the project concept to life for the City of Northfield and Rice County.

Sincerely,

BOLTON & MENK, INC.



Brad Fisher, P.E.

Principal Engineer

This document shall serve as an amendment to the Consultant Service Contract between the parties, dated November 15, 2022 (the "Contract"), pursuant to Section I.B. thereof. All other provisions of the Contract shall remain in full force and effect except as herein modified.

By: _____

By: _____

Erica Zweifel, Its Mayor
City of Northfield

Lynette Peterson, Its City Clerk

cc: Brian Hilgardner, P.E., Principal Engineer

Detailed Cost Estimate

Client: City of Northfield & Rice County Project: Wall Street Road Improvements Amendment #2		Bolton & Menk, Inc.												
Task No.	Work Task Description	Project Manager	Design Engineer	Water Resources Engineer	Water Resources Design Engineer	Senior Structural Engineer	Structural Technician	Landscape Architect	Project Surveyor	Survey Technician	Survey Crew	Admin/Coordination	Totals	Costs
6.0 Design														
6.1	Existing Plans												0	\$0.00
6.2	Final Design Plans	77	143	17	54			59				7	357	\$54,499.00
6.3	Sanitary Sewer & Watermain Design												0	\$0.00
6.4	Bridge Culvert Plans	34	114		2	9	31					13	203	\$29,866.00
6.5	Contract Documents & Specifications	46	16	4	8							4	78	\$12,644.00
6.6	Submit to City for Review & Approval												0	\$0.00
6.7	Prepare Opinion of Probable Construction Costs	12	8			4							24	\$3,976.00
6.8	Permitting												0	\$0.00
6.9	Project Meetings	25	5										30	\$5,150.00
6.10	Four Additional Concept Designs	20	89										109	\$16,020.00
6.11	Additional Easement & Limits Staking								11	18	32		61	\$11,123.00
Subtotal Hours - Task 6		214	375	21	64	13	31	59	11	18	32	24	862	\$133,278.00
7.0 Bidding Administration														
7.1	Prepare Advertisement for Bids	2	2										4	\$636.00
7.2	Answer Bidder's Questions	6	2										8	\$1,348.00
7.3	Issue Addenda	4	4										8	\$1,272.00
7.4	Prepare Letter of Award Recommendation	2											2	\$356.00
7.5	Prepare Final Cost Split	2	2										4	\$636.00
Subtotal Hours - Task 7		16	10	0	0	0	0	0	0	0	0	0	26	\$4,248.00
8.0 Construction Services														
8.1	Construction Administration	60										12	72	\$11,952.00
8.2	Field Staking								8	16	46		70	\$12,946.00
8.3	Construction Observation		450										450	\$63,000.00
8.4	Construction Administration - Bridge	80										8	88	\$15,088.00
8.5	Construction Observation - Bridge		300										300	\$42,000.00
Subtotal Hours - Task 8		140	750	0	0	0	0	0	8	16	46	20	980	\$144,986.00
9.0 Project Closeout														
9.1	Conduct Final Review of Project	8	20										28	\$4,224.00
9.2	Obtain Record Information		2										2	\$280.00
9.3	Record Drawings	2	6										8	\$1,196.00
Subtotal Hours - Task 9		10	28	0	0	0	0	0	0	0	0	0	38	\$5,700.00
10.0 Construction Materials Testing														
10.1	Construction Materials Testing													\$20,500.00
10.2	Construction Materials Testing - Bridge													\$8,000.00
Subtotal Hours - Task 10		0	0	0	0	0	0	0	0	0	0	0	0	\$28,500.00
Total Hours		380	1163	21	64	13	31	59	19	34	78	44	1906	
Average Hourly Rate		\$178.00	\$140.00	\$180.00	\$134.00	\$180.00	\$148.00	\$165.00	\$205.00	\$146.00	\$195.00	\$106.00		
Subtotal		\$ 67,640.00	\$162,820.00	\$ 3,780.00	\$ 8,576.00	\$ 2,340.00	\$ 4,588.00	\$ 9,735.00	\$ 3,895.00	\$ 4,964.00	\$ 15,210.00	\$ 4,664.00		
Total Fee														\$316,712.00