

January 15, 2026

Dave Bennett  
Public Works Director and City Engineer  
City of Northfield, MN  
801 Washington Street  
Northfield, Minnesota 55057  
507.645.3006



**RE: Mill Town State Trail Construction Services Fee Revision  
to Consultant Service Contract, Dated October 17, 2023 (ISG Project 30059) Rev.01**

Dave,

**Anticipated Additional Construction Services to Existing Contract**

Following the summary of construction services provided by ISG on December 2, 2025, the City of Northfield (Owner) requested a fee revision to account for additional services for the Construction Phase Services for the 2025-2026 Mill Towns State Trail (MTT) Project contract dated October 17, 2023. This fee revision documents the projected increase in ISG's administration and observation hours based on estimates provided by ICON, LLC's (Contractor) current construction schedule and the anticipated additional effort required for both administration and observation activities.

The estimated time remaining for construction is based on our understanding of the remaining construction work and contractor updates, and the weekly hours requested by the Owner for part-time inspection coverage through Substantial Completion, June 26, 2026. ISG can continue to adjust as the contractor provides revised schedules throughout construction. Based on construction observations and coordination to date, ISG understands the Owner would like ISG to provide observation services on a part-time basis through winter work on the cast-in-place retaining wall, and part-time observation for the project (three to four days per week) up to the Substantial Completion date of the construction contract (6/26/2026) as requested by the Owner. All work will be billed on a time and materials (T+M) basis.

**Estimated Additional Effort for ISG Construction Services**

*2025 Construction and Estimated Remaining 2026 Construction Based on the Contractor's Provided Schedule*

Services	Weeks	Hours Per Week	Rate Per Hour	Total Hours	Cost
<b>Construction Observation</b>					
2025 Work Beyond Original Contract	7	Avg. 48	\$121	336	\$40,656
Cast-In-Place Wall (Jan/Feb. 2026)	9	25	\$121	225	\$27,225
Remaining Work (May/June 2026)	8.5	32	\$121	272	\$32,912
<b>Total</b>					<b>\$100,793</b>
<b>Construction Administration</b>					
2025 Work Beyond Original Contract	7	5	\$194	35	\$6,790
Cast-In-Place Wall (Jan/Feb. 2026)	9	2.5	\$194	22.5	\$4,365
Remaining Work (May/June 2026)	8.5	5	\$194	42.5	\$8,245
<b>Total</b>					<b>\$19,400</b>
<b>Total Proposed Increase to Existing Contract</b>					<b>\$120,193</b>



ISG appreciates the opportunity to provide a solution tailored to the needs of the City of Northfield. Upon acceptance, please sign the acknowledgment box and return a copy of the fee revision to our office. We look forward to continuing to provide you with responsive service, a collaborative experience, and timely delivery.

Please let me know if you would like to discuss any of the project time estimates or anticipated schedule noted above.

Regards,

Kyle Renneke, PE  
Civil Engineer

[Kyle.Renneke@ISGInc.com](mailto:Kyle.Renneke@ISGInc.com)

**Acknowledgement of Acceptance**

*This proposal is valid for 30 days.*

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Company (Print): \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title (Print): \_\_\_\_\_

Signature: \_\_\_\_\_