



Building a Better World
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February 19, 2024

RE: City of Northfield
2023 Reclamation and Overlay
Contract Adjustment – Amendment 1
SEH No. NFIEL 170094 10.00

David Bennett, PE
Public Works Director/City Engineer
City of Northfield
801 Washington Street
Northfield, MN 55057

Dear Mr. Bennett:

Thank you for reviewing a potential amendment to our contract regarding extra services performed for the subject project. The amount is detailed below among four different additional scopes of work: preliminary engineering, topographic survey, design, and construction services. We respectfully request the City approve this request. If approved, our fees will increase by \$55,709, resulting in a total amended contract amount of \$452,149.

The additional services provided to the City and associated fees included the following:

Preliminary Engineering \$ 3,773
SEH completed City requested pre- and post-construction bicycle and pedestrian counts on Maple Street and Roosevelt Drive. This included a summary memorandum discussing our findings.

Topographic Survey \$ 5,131
SEH completed topographic survey in the following locations that were not included in the original project scope:

- *Prairie Street*
- *Roosevelt Drive (shared use path design)*
- *Hidden Valley Road (roadway profile adjustment)*

Design \$ 11,367

SEH completed design services for the following that were not included in the original project scope:

- *Pedestrian crossing analysis and design at Woodridge Apartments (Roosevelt Drive)*
- *Roosevelt Drive shared use path*
- *Hidden Valley Road profile adjustment*
- *Adams Street bikeway re-design (moved bikeway to south side of street)*
- *Hydraulic analysis and multiple design iterations with MnDOT for TH 246 trail segment*

Construction Services \$ 35,438

The original project scope did not include weekly site visits during construction. SEH provided this service that consisted of 22 trips totaling 90 miles per trip. In addition, due to contractor inefficiencies during construction, SEH also exceeded the construction staking budget. This also caused the materials testing subcontractant, WSB, to exceed their budget. As WSB's services are on-call, they could not have anticipated the number of trips for materials testing services that were required.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10400 Yellow Circle Drive, Suite 500, Minnetonka, MN 55343-9229

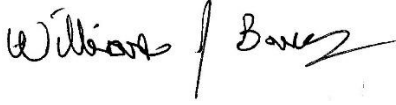
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Total SEH construction services request: \$ 5,548.24
Total WSB construction services request: \$ 29,890.04

Total amendment requested = \$55,709

Respectively submitted,



William J. Bauer, PE (Lic. IA, MN, SD)
Project Manager
952.912.2629
wbauer@sehinc.com

Accepted this _____ day of _____, 2024

City of Northfield

By _____

Title _____



Building a Better World
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March 12, 2024

RE: City of Northfield
2023 Reclamation and Overlay
Contract Adjustment – Amendment 2
SEH No. NFIEL 170094 10.00

David Bennett, PE
Public Works Director/City Engineer
City of Northfield
801 Washington Street
Northfield, MN 55057

Dear Mr. Bennett:

Thank you for reviewing a potential amendment to our contract regarding additional construction observation and administration services associated with the subject project. The additional fee required for these services is estimated at \$116,411. If approved, we request the City increase the value of our existing contract from \$452,149 (including Amendment 1) to a total amended contract amount of \$568,560.

Because construction was not completed in the 2023 construction season, City staff requested that SEH provide construction services through project closeout in the 2024 construction season. The remaining work to be completed consists of Hidden Valley Road, Thomas Court, Peterson Drive, Lincoln Street (from Peterson Drive to Adams Street), and the trail segment on TH 246. This amendment includes the following:

- Construction observation (assumed at 50 hours/week for 8 weeks)
- Construction administration (assumed at 5 hours/week for 8 weeks). Includes leading weekly, on-site meetings with City staff and the Contractor, preparation of applications for payment and change orders, and clarification of project plans and specifications (as needed).
- Construction staking
- Materials testing (provided by WSB)
- Punch list walk through and coordination
- As-built survey and developing as-built drawings (included in our original scope)
- Reimbursable expenses

A detailed summary of our scope of work is provided in the attached task hour budget.

Respectively submitted,

A handwritten signature in black ink, appearing to read 'William J. Bauer'.

William J. Bauer, PE (Lic. IA, MN, SD)
Project Manager
952.912.2629
wbauer@sehinc.com

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10650 Red Circle Drive, Suite 500, Minnetonka, MN 55343-9229

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David Bennett, PE
March 12, 2024
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Accepted this _____ day of _____, 2024

City of Northfield

By _____

Title _____



**Project Name: 2023 Reclamation and Overlay Project - 2024
Construction Services**

Client: City of Northfield, MN

SEH Project Approach and Task Hour Budget (THB)

Date: March 12, 2024

Billing Title		PM	RPR	Admin Tech	Survey Crew Chief	Reimbursable Expenses	Total
Task #1 - Project Management/Meetings							
1.1	Contract and General						
	Develop & execute City agreement	4		1			5
	Invoice management	3		3			6
1.2	Meetings						
	2024 Construction Kickoff	6	3				9
	<i>Assumptions: SEH will lead in-person 2024 construction kickoff meeting. Includes preparation of meeting agenda and minutes</i>						
1.3	Project Correspondence						
	Client email updates & phone calls	6					6
Task #2 - Construction Services							
2.1	Construction Observation						
	Construction Observation		400				400
	<i>Assumptions: Assumes 50 hours/week for 8 weeks</i>						
2.2	Construction Staking/Administration						
	Construction administration	40					40
	Staking				52		52
	Punch list walk through and development	6	8				14
	Coordinate punch list completion	4	12				16
	Materials testing subconsultant (WSB)						
	<i>Assumptions: Construction administration assumed at 5 hours/week for 8 weeks.</i>						
Task #1 - Project Management/Meetings Summary							
	Task Hours Summary	19	3	4			26
	Task Fee Summary	\$3,980.03	\$469.54	\$508.93		\$285.12	\$5,243.62
Task #2 - Construction Services Summary							
	Task Hours Summary	50	420		52		522
	Task Fee Summary	\$10,473.78	\$65,735.04		\$6,910.51	\$28,048.05	\$111,167.38
Project Summary							
	Project Hours Summary	69	423	4	52	N/A	548
	Project Fee Summary	\$14,453.81	\$66,204.58	\$508.93	\$6,910.51	\$28,333.17	\$116,411.00