



Building a Better World
for All of Us®

SUPPLEMENTAL LETTER AGREEMENT

February 18, 2020

RE: City of Edina
Yorktown Park Sanitary Sewer
Extension – Construction Phase
Services
SEH No. EDINA150646 10.00

Mr. Chad Millner, PE
Director of Engineering
City of Edina
Engineering and Public Works Facility
7450 Metro Boulevard
Edina, MN 55439

Dear Chad:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit the attached proposal for the construction phase portion of the referenced project.

If accepted, this supplemental letter agreement describes how we will provide these services for a not-to-exceed fee of \$87,124.00. This amount is detailed in the attached Task Hour Budget (THB) and includes reimbursable expenses. Similar to previous projects, we assume the City will contract independently with a materials testing company and make those services available to our staff during construction. We will bill the City monthly for reimbursable expenses and on an hourly basis for labor.

We will provide these services in accordance with our Agreement for Professional Engineering Services dated June 4, 2013, herein called the Agreement. This Supplemental Letter Agreement, THB, and the Agreement represent the entire understanding between the City of Edina and SEH in respect to the project and may only be modified in writing if signed by both parties.

We look forward to starting the next phase of this project. Please contact me at 952.912.2616 or tmuse@sehinc.com with questions regarding this proposal.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in blue ink, appearing to read "Toby Muse", is written over the typed name.

Toby Muse, PE
Project Manager

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10901 Red Circle Drive, Suite 300, Minnetonka, MN 55343-9302
SEH is 100% employee-owned | sehinc.com | 952.912.2600 | 800.734.6757 | 888.908.8166 fax

Mr. Chad Millner, PE
February 18, 2020
Page 2

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Accepted on this ____ day of _____, 2020

City of Edina, Minnesota

By: _____
Name

Director of Engineering
Title



**Project Name: Yorktown Park Sanitary Sewer Trunk Pipe Extension-
Construction Phase Services**

Client: City of Edina

SEH Project #150646

Date: February 18, 2020

	Billing Title	PM	Grad Eng	Survey Crew Chief	Survey Tech	Admin Tech	Reimbursable Expenses (12) (13)	Total
Task #1 - Construction Phase Services								
1.1	Construction Staking							
	Provide Construction Staking Services (1)		8	8	8			24
1.2	RPR							
	Provide RPR Services (3) (4) (5) (6) (7)		390					390
1.3	Construction Administration							
	Construction Administration (8) (9) (10)	150	10			25		185
	Provide As-Built Drawings (11)	4	40	4	4	5		57
Project Summary								
	Project Hours Summary	154	448	12	12	30	N/A	656
	Project Fee Summary	\$29,694.67	\$47,465.60	\$1,354.08	\$1,207.05	\$3,320.02	\$4,082.58	\$87,124.00

Notes:

- (1) Includes hours to verify the control used for the topographic survey, set new control if needed, and compute staking points from design files.
- (2) Not used
- (3) SEH will use the City's format for a Daily Construction Report.
- (4) This task assumes that the City will secure separate material inspection services and make these services available to SEH.
- (5) Hours listed are estimated based on previous City reconstruction projects and assume similar construction timeframes. The actual effort required by SEH field staff will be dictated by the contractor's schedule during construction.
- (6) Based on the contractor-provided preliminary schedule, SEH will provide 1 RPR for 25 hours per week for 3 weeks during project start up (March-April), 30 hours per week for 8 weeks during project construction (April-June), and 25 hours per week for 2 weeks for punchlist inspection (June-July). An additional 25 hours will be allotted for the RPR to inspect turf restoration and schedule any additional work necessary in late Summer/Fall of 2020 and Spring 2021, if necessary.
- (7) RPR duties include providing electronic construction inspection notes of contractor activities, specific work items and communications using the City's format for a Daily Construction Report..
- (8) SEH will track monthly quantities by each separate City funding source, and utilize the City's application for payment form.
- (9) Includes communications with property managers and residents required during construction.
- (10) Task includes scheduling and conducting a pre-construction meeting, preparation of weekly construction meeting agenda and minutes, shop drawing review, preparing applications for payments, preparing any necessary change orders and reviewing and approving final contractor payment, paperwork and project close-out documentation.
- (11) As-built drawing requirements concerning labeling, required data, and submittal materials will follow the City of Edina record drawing procedure.
- (12) Reimbursable expenses include computer charges for electronic construction documentation, auto allowances, mileage, and survey equipment.
- (13) Costs for material testing services are not included with this proposal.