

August 6, 2025

Trish Bremer
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Dakota County
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Email: trish.bremer@co.dakotamn.us

RE: Wentworth Library Refresh: Request for Additional Compensation for
Extended Construction Phase Schedule and Additional Scope

Trish,

This letter is in follow-up to our recent conversations regarding two areas where we observe the need for design services beyond the currently contracted amounts. These areas include A) Construction Administration (CA) duration, B) Miscellaneous scope changes. In summary detail, those three items consist of the following.

A) Construction Administration (CA) Duration

The original RFP had a stated Construction Duration that started in March 2025 and extended through July 2025. This amounted to a 5-month duration and is what the LEO A DALY's team used as a basis in determining our fees for services.

The current contractor schedule shows construction beginning May 2025 and extending through January 23, 2026. This is a total of 9 months and an increase of 4 months over the original RFP.

This construction schedule extension will affect certain activities but not others. For example, we've excluded Project Close-out efforts from this request. While the proposed close-out period is only marginally longer than the original RFP and our effort should be generally unchanged. Also, it's unlikely that shop drawing reviews would be impacted.

The extension in construction phase activities will, however, increase LEO A DALY's effort with regular ongoing activities including but not limited to attendance at OAC meetings, site progress visits, providing supplemental requests, processing change orders and providing ongoing correspondence and review and processing of contractor pay applications.

Averaging out the work spread over this duration, we calculate that the original contract value for CA services of \$73,058 / 5 months = \$14,612 per month. Given the longer duration, using this average, \$14,612 x 9 months = \$131,504. The

The logo for LEO A DALY, featuring the company name in white, uppercase letters on a red rectangular background.

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INTERIORS

August 6, 2025

Trish Bremer

Page 2

difference between the original duration and the longer duration = \$131,504 - \$73,058 = \$58,446. We are thereby requesting an additional **\$58,446.00** to cover the extended construction schedule.

B) Miscellaneous Scope Changes

In addition, the owner team has recently requested additional design services including mechanical side stream filters, plumbing fixture changes, break room changes, revised room numbering, and addition of the east door to the project. Design time for these, utilizing hourly rates as set forth in the contract, and with quantities of hours as discussed, totals **\$13,640**.

Reimbursable Expenses

We originally proposed a value for reimbursable expenses for the project which is included in the current contract total. At this point in the project, we will not use all of those funds for reimbursable expenses. We request to reallocate \$4,535 of the reimbursable expense funds to fees. This amount will offset the request for additional fees as summarized above.

Taking the three above times together, we formally submit this additional services request of **\$67,551** as an amendment to invoice our contract amount for services.

We welcome the opportunity to discuss this at your convenience.

Sincerely,



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