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## SUPPLEMENTAL LETTER AGREEMENT

October 7, 2024

RE: Dakota County  
IVC Creek Stabilization and Water  
Quality Best Management Practices  
Amendment for Professional Services  
for Construction Services  
SEH No. DAKOT 167782 10.00

Tony Wotzka  
Senior Project Manager  
Dakota County Physical Development Division - Transportation  
14955 Galaxie Avenue  
Apple Valley, MN 55124

Dear Mr. Wotzka:

Short Elliott Hendrickson Inc. (SEH®) respectfully requests approval of this Supplemental Agreement for Engineering Services (agreement) for the above referenced project. The agreement is needed to provide construction services for the project as requested by Dakota County that was not included in our professional services design contract (#C0035212.1) amendment.

SEH is currently completing the final design and 100% bid documents for this project. In anticipation for bidding and awarding a contract this fall, we are pleased to submit this proposal to provide full construction services, including contract administration, field observation (RPR) and staking. The following provides our Scope of Services and Proposed Fee to provide these services.

### BIDDING SERVICES

1. Prepare ad for bid and advertise in official site (QuestCDN).
2. Manage the bid documents the QuestCDN site using the SEH account. Open bids.
3. Respond to bidder questions and attend pre bid/project walk thru with contractors.
4. Open bids, prepare bid tabulation and a letter of recommendation.

### CONTRACT ADMINISTRATION/PROJECT MANAGEMENT

SEH will provide engineering technical support for contract administration and construction project management. This task includes the following tasks:

1. Prepare for and run the preconstruction meeting.
2. Prepare for and run the weekly construction meetings
3. Provide shop drawing and submittal review as needed.
4. Prepare monthly pay applications.
5. Review and recommend approval for any field change orders. Provide revised plan sheets to accompany change orders as needed.
6. Coordination with private utilities as needed.

Engineers | Architects | Planners | Scientists

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

952.912.2600 | 800.734.6757 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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7. Answer design related questions that arise during construction.
8. Coordinate all final close out activities – punch list, documentation, etc.

### **Assumptions**

1. Dakota County to prepare conformed contracts once the project is awarded, including reviewing bonds, insurance and fully executed contracts with the contractor. If desired, SEH can provide this task.
2. Assume 12 weekly construction meetings.

### **Deliverables**

1. Agendas, minutes and follow up documentation for all meetings.
2. Contract Administration documentation – pay applications, change orders, shop drawing and submittal reviews, etc.

## **CONSTRUCTION OBSERVATION/RESIDENT PROJECT REPRESENTATIVE (RPR)**

SEH to provide a “full time” RPR. Full time is defined as being out on the project as needed during essential construction activities. This would include:

1. Documentation of construction activities to make sure they conform to the plans and specifications.
2. Reviewing and approving quantities for monthly pay applications.
3. Coordination with all utility companies.
4. Tracking all field revisions for the final as built record drawings.

### **Assumptions**

1. Assume the project will last 12 weeks total with construction occurring over two periods during the fall, 2024 and again in the spring, 2025.
2. Assume an average of 20 hours per week over the total time of the project. While some weeks may be more intense overall, we feel this average is sufficient.

### **Deliverables**

1. Construction documentation – daily and weekly reports, photographs.
2. Quantity tracking.

## **CONSTRUCTION STAKING/SURVEYING**

### **Construction Staking/Surveying**

1. SEH to provide staking of all project elements as needed by the contractor – removals, erosion control, construction limits, weir, storm culverts, filtration basins, and creek alignment. We will also provide control point information to the contractor.
2. It was assumed that all staking would be completed by a two-person survey crew.
3. Staking is anticipated in both 2024 and 2025.
4. Travel time, equipment and mileage expenses included as reimbursable expenses.
5. Preparation of final As-built Record Plans.
  - a. Documentation of field changes during construction.
  - b. Provide electronic as built plans in AutoCad or pdf format.
6. Army Corps of Engineers wetland permitting

**Assumptions:**

1. Equipment and vehicle costs include per our standard rates. This also includes an ATV rental to get back to some of the locations.
2. We have 80 hours total budgeted for staking.
3. Permitting fees will be paid by SEH and reimbursed by Dakota County.

**PROPOSED TEAM/STAFF**

SEH proposes to use the following staff members on this project:

Dave Hutton will be the overall Construction Project Manager for the County and will guide the SEH team. Dave has over 30 years' experience working on street and utility plans in Minnesota and is a former City Engineer. Dave will be assisted by Jeremy Walgrave on the technical support for water resources related design questions during construction. For construction inspection/RPR staff, we will divide our services into two areas. Our civil/site related RPR will be handled by Spencer Szymonowicz and our streambank/water resources related activities will be handled by Mark Christianson. The hours in our proposal will be split between the two of them depending on the activities going on.

**FEE BREAKDOWN**

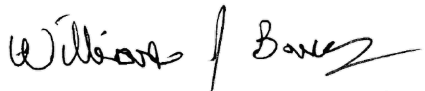
The following is a summary of the additional scope items and associated fees (including permits) and reimbursable expenses.

<b>Task</b>	<b>Associated Fees/Expenses</b>
Task 1 – Project Management	\$4,797
Task 2 – Bidding Services	\$4,957
Task 3 – Construction Administration	\$20,776
Task 4 – RPR/Construction Observation	\$54,198
Task 5 – Staking/Surveying	\$15,453
Task 6 – As-builts/Closeout	\$3,890
Task 7 – Permitting and Coordination	\$1,494
<b>Total Supplemental Agreement Amount</b>	<b>\$105,565</b>

If this agreement is acceptable, our total contract amount will increase from \$1,073,167 to \$1,178,732. If approved, please prepare and process a contract amendment for execution. Please contact me at [952.912.2629](tel:952.912.2629) or [wbauer@sehinc.com](mailto:wbauer@sehinc.com) if you have any questions or need additional information.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



William Bauer, PE, ENV SP (Lic. IA, MN, SD)  
Project Manager



Toby M. Use, PE (Lic. MN)  
Client Service Manager

Attachment: Task Hour Budget



Date: October 7, 2024

Billing Title	Sr. Water Resources	Water Resources	Engr. Tech	Surveyor - 2 Person Crew	Survey Crew Chief	Civil PE	Accounting Rep	Admin Tech	Expenses	Total
<b>TASK 1 - PROJECT MANAGEMENT</b>										
Project Management	4					12	2	2		20
Task 1 Hours Summary	4					12	2	2	N/A	20
Task 1 Fee Summary	\$975.39					\$3,215.94	\$247.39	\$246.87	\$111.20	\$4,796.79
<b>TASK 2 - BIDDING SERVICES</b>										
Prepare Ad for Bid and Electronic Bid Documents						1		1		2
Manage Bid Document Site (QuestCDN)								1		1
Respond to Bid Questions and Prepare Addenda. Attend prebid meeting and walk thru	4	8				4				16
Attend Bid Opening						1		1		2
Prepare Tabulation of Bid and Award Recommendation Letter						2		1		3
Task 2 Hours Summary	4	8				8		4	N/A	24
Task 2 Fee Summary	\$975.39	\$1,210.82				\$2,143.96		\$493.74	\$133.20	\$4,957.11
<b>TASK 3 - CONSTRUCTION ADMINISTRATION</b>										
Preconstruction meeting	2	4				4				10
Weekly construction meetings		24				24		4		52
Shop drawing review and approval	4	4				4				12
Pay Applications, change order processing		8				4		4		16
Coordination with stakeholders		4				4				8
Task 3 Hours Summary	6	44				40		8	N/A	98
Task 3 Fee Summary	\$1,463.09	\$6,659.51				\$10,719.80		\$987.48	\$945.90	\$20,775.78
<b>TASK 4 - RPR/CONSTRUCTION OBSERVATION</b>										
Field inspection to ensure conformance with plans and specifications		4	300							304
Quantity tracking and pay applications			12			6		6		24
Utility coordination			4					2		6



Date: October 7, 2024

Billing Title	Sr. Water Resources	Water Resources	Engr. Tech	Surveyor - 2 Person Crew	Survey Crew Chief	Civil PE	Accounting Rep	Admin Tech	Expenses	Total
Engineering/Water Resource support from design team	4	12								16
Task 4 Hours Summary	4	16	316			6		8	N/A	350
Task 4 Fee Summary	\$975.39	\$2,421.64	\$44,253.43			\$1,607.97		\$987.48	\$3,952.50	\$54,198.41
<b>TASK 5 - STAKING/SURVEYING</b>										
Staking (C&G, Silt, weir, control for contractor, creek alignment, storm, const. limits)					86					86
Task 5 Hours Summary					86				N/A	86
Task 5 Fee Summary					\$10,750.00				\$4,702.70	\$15,452.70
<b>TASK 6 - AS-BUILTS/CLOSEOUT</b>										
Field surveying				8						8
Preparation of as built plans			8							8
Close out documentation		2				2				4
Task 6 Hours Summary		2	8	8		2			N/A	20
Task 6 Fee Summary		\$302.71	\$1,120.34	\$1,820.00		\$535.99			\$111.00	\$3,890.04
<b>TASK 7 - PERMITTING AND COORDINATION</b>										
USACE Wetland Permitting						2				2
NPDES Construction Stormwater permit						2				2
Task 7 Hours Summary						4			N/A	4
Task 7 Fee Summary						\$1,071.98			\$422.20	\$1,494.18
<b>TASK 1 - PROJECT MANAGEMENT</b>										
Task Hours Summary	4					12	2	2	N/A	20
Task Fee Summary	\$975.39					\$3,215.94	\$247.39	\$246.87	\$111.20	\$4,796.79



Date: October 7, 2024

Billing Title	Sr. Water Resources	Water Resources	Engr. Tech	Surveyor - 2 Person Crew	Survey Crew Chief	Civil PE	Accounting Rep	Admin Tech	Expenses	Total
<b>TASK 2 - BIDDING SERVICES</b>										
Task Hours Summary	4	8				8		4	N/A	24
Task Fee Summary	\$975.39	\$1,210.82				\$2,143.96		\$493.74	\$133.20	\$4,957.11
<b>TASK 3 - CONSTRUCTION ADMINISTRATION</b>										
Task Hours Summary	6	44				40		8	N/A	98
Task Fee Summary	\$1,463.09	\$6,659.51				\$10,719.80		\$987.48	\$945.90	\$20,775.78
<b>TASK 4 - RPR/CONSTRUCTION OBSERVATION</b>										
Task Hours Summary	4	16	316			6		8	N/A	350
Task Fee Summary	\$975.39	\$2,421.64	\$44,253.43			\$1,607.97		\$987.48	\$3,952.50	\$54,198.41
<b>TASK 5 - STAKING/SURVEYING</b>										
Task Hours Summary					86				N/A	86
Task Fee Summary					\$10,750.00				\$4,702.70	\$15,452.70
<b>TASK 6 - AS-BUILTS/CLOSEOUT</b>										
Task Hours Summary		2	8	8		2			N/A	20
Task Fee Summary		\$302.71	\$1,120.34	\$1,820.00		\$535.99			\$111.00	\$3,890.04
<b>TASK 7 - PERMITTING AND COORDINATION</b>										
Task Hours Summary						4			N/A	4
Task Fee Summary						\$1,071.98			\$422.20	\$1,494.18
<b>PROJECT SUMMARY</b>										
Project Hours Summary	18	70	324	8	86	72	2	22	N/A	602
Project Fee Summary	\$4,389.26	\$10,594.68	\$45,373.77	\$1,820.00	\$10,750.00	\$19,295.64	\$247.39	\$2,715.57	\$10,378.70	\$105,565.00