



June 19, 2026

Mr. Michael Honer
Dakota County Greenways Project Manager
14955 Galaxie Ave, Apple Valley, MN 55124

RE: Contract Modification for Completing the Mississippi Greenway
Contract No.: DCA21482
DF Project No.: 24-116

Dear Michael,

With construction documents nearing completion, we have developed an expanded scope and corresponding fee that better align with the needs of construction administration for a project of this scale. The original proposal included a base fee of \$10,000 for limited bidding and construction administration services, consistent with the RFP and the County's initial intent to self-perform most of the construction administration with limited support from the design team. This updated approach includes more comprehensive submittal review, enhanced coordination, and increased on-site observation by our team. We believe this level of effort will help support a smoother construction process and ensure the project meets expectations. We have also been holding a few additional scope items that we would propose including in the same amendment. A summary is below:

1. Additional construction administration services associated with the expanded scope noted above in the amount of \$79,809. See the overview and detailed scope of services below for this effort.
2. Additional design refinements for the Fisher Avenue Trailhead and Hastings Bridge interpretive sites, including modification of the Hastings Bridge site location and additional study of bridge structure reuse. The proposed fee for these refinements and associated services is \$16,000.
3. Development of the no-rise certificate package for the Kaposia landing. This scope was not anticipated at project start, and we are requesting an additional service fee of \$12,460. Tyler at HDR has indicated this work is nearing completion and is currently in QA/QC, with submittal anticipated next week.

Construction Administration Scope Overview

As the design team finalizes bidding documents for this project, it is clear Dakota County will benefit from additional construction administration support to successfully deliver the work, particularly given the number of custom elements and the need for timely, well-documented decisions during construction. The original proposal included a base fee of \$10,000 for limited bidding and construction administration services per the RFP, reflecting the County's initial intent to self-perform most construction administration with light design team support. Based on the completed construction documents and current project needs, we have developed an expanded scope and fee that is commensurate with a project of this type and includes more involved review, coordination, and on-site observation by the design team. This work plan assumes a 6–8 month construction duration. If construction extends into a second season, we will coordinate to support the extended timeline. However, additional construction administration effort may be required depending on the duration and complexity of the extended period.

Task 12 – Construction Administration (Detailed scope of services)

Services are intended to support Dakota County's construction management staff by providing clarifications, timely reviews, and field observation/documentation. This task includes periodic construction observation only. The DF/HDR team will not control or be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction. It is assumed that the County will also provide routine on site observation and will have ultimate approval authority on the construction contract.

Preconstruction Meeting

At the preconstruction meeting, we will confirm communication pathways, roles/responsibilities, and decision-making authority among the County, contractor, design team, and subconsultants. We will review the contract documents and identify critical and custom elements (such as specialty structures, mockups, and wall/finish details) that warrant early coordination and prioritized submittals.

RFIs, Submittals, and Shop Drawing Review

For RFIs, submittals, and shop drawings, we will leverage the contractor's construction management software (ie procore) to organize and review workflow that supports quality control and timely field progress. We will perform technical reviews of contractor submittals and shop drawings for conformance with the contract documents, with particular attention to custom project elements and required mockups and product data. Reviews will focus on design intent and contract compliance. The contractor remains responsible for means/methods, safety, and fabrication/installation procedures. 50 submittals are assumed including shop drawing review of pergola structures, pavement and wall mock ups. We will respond to RFIs with written clarifications and, when appropriate, sketches, coordinating internally across disciplines to provide consistent direction. 10 RFI responses are assumed.

Attend Construction Meetings (Biweekly / 6 Months)

We will participate in construction progress meetings throughout the active construction period (assumed 6–8 months). Meetings are anticipated to occur on a biweekly cadence, with a mix of in-person and virtual attendance as appropriate for the agenda and project needs. Our participation will focus on timely issue resolution and maintaining alignment with design intent, including coordination on upcoming work, open RFIs/submittals, field clarifications, and any potential impacts to cost or schedule. We will track decisions, action items, and open issues, confirming responsible parties and due dates to reduce the risk of schedule impacts.

Engineering During Construction

Engineering during construction will focus on timely responses to field conditions and constructability questions, with discipline coordination to maintain a clear and consistent design position. When needed, we will develop clarifying sketches and limited design refinements to support the intent of the contract documents and resolve field conflicts that are not fully addressed through an RFI response alone. We will support change management by reviewing contractor proposals for scope, schedule, and technical appropriateness and coordinating with the County on required documentation and decision timing. As requested by the County, we can also support review of progress payment documentation to help verify that requested payments align with observed progress and documented completion.

Construction Observation

Construction observation will consist of periodic site visits during key activities and milestones to evaluate general conformance with the contract documents and to identify items that require clarification or correction. We will coordinate observations around critical custom features (such as mockups, specialty structures, interpretive/wayfinding installations, concrete/finishes, and electrical features). Following observations, we will document progress, questions, and follow-up items in concise observation reports, including photos as appropriate. The design team does not direct construction means/methods and is not responsible for site safety programs.

Punch Lists

Punch list support will include substantial completion and closeout walkthrough participation, with attention to completeness, functionality, finish quality, and conformance with approved submittals and contract requirements. We will prepare and/or review punch list documentation as coordinated with County procedures, including clear locations, descriptions, responsible party, and target completion dates. As requested, we will verify punch list completion and support closeout documentation coordination, including warranties, O&M information for electrical/charging components, and final record documentation.

Prepare As-Built (Record) Drawings

For as-built (record) drawings, we will compile record information from contractor redlines, approved change documentation, RFI responses, and field directives. We will coordinate across disciplines to incorporate final constructed conditions and ensure record drawings reflect approved modifications and final locations of key project elements.

Please let me know if you have any questions or would like to discuss the scope or fees in more detail. See the following page for a breakdown of subtasks and associated fees.

Sincerely,

Damon Farber Landscape Architects

A handwritten signature in black ink, appearing to read 'Andrew Montgomery', with a stylized flourish at the end.

Andrew Montgomery, PLA

Senior Associate

d. 612-455-6996

- See following page for fee table and subtasks -

Completing the Mississippi River Greenway Fee Table Updated: 6/16/2026		DF			HDR					
		Principal Landscape Architect	Project Landscape Architect / PM	Associate	Project Manager/ Civil Lead	Civil Engineer I	Electrical Engineer I	Senior Structural Engineer	TOTAL HOURS	BASE FEE
TASK XII - CONSTRUCTION ADMINISTRATION										
	Preconstruction Meeting		2	2	2				6	\$1,110
	RFI's, submittals, shop drawing review, etc	2	24	24	6		6	14	76	\$14,218
	Attend construction meetings (biweekly/6mo)	4	20	20	8		2	4	58	\$10,578
	Engineering During Construction	2	24	24	8	8	8	8	82	\$14,496
	Construction Observation	6	60	40	24	16		24	170	\$31,788
	Punch lists	2	8	16	4			4	34	\$6,208
	Prepare as-built drawings		4	8		4		2	18	\$2,964
Total Hours		16	138	126	52	24	16	54	426	\$78,398

SUBTOTAL FEE	DF			HDR					
Subtotal Hours	16	138	126	52	24	16	54	426	\$78,398
Cost Per Hour	\$220	\$175	\$150	\$230	\$135	\$155	\$262		
Total Cost	\$3,520	\$24,150	\$18,900	\$11,960	\$3,240	\$2,480	\$14,148		
								Mileage	\$1,411.16
								Subtotal Fee	\$79,809.16

Construction Services hours are based on a series of assumptions on meetings, submittals, and duration that are documented in the scope.