

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Minot, North Dakota ("Client"), and Short Elliot Hendrickson Inc. ("Consultant"), effective _____, this Supplemental Letter Agreement dated _____ authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as:

Runway 13/31 Pavement Evaluation

The primary runway at Minot International Airport, Runway 13/31, is experiencing surface deterioration in isolated areas. The deterioration at the surface has led to concerns regarding conditions below the pavement surface. An evaluation of the concrete pavement and subsurface conditions is recommended, including providing the services indicated below and in the attached documents.

Client's Authorized Representative: Deanna Stoddard, Airport Operations Manager

Address: Minot International Airport (MOT)
305 Airport Road Suite 216, Minot ND 58703

Telephone: 701-857-4725 **email:** deanna.stoddard@minotnd.org

Project Manager: Shawn McMahon

Address: 3535 Vadnais Center Dr.
St. Paul, MN 55110-5196

Telephone: 651-925-7541 **email:** smcmahon@sehinc.com

Scope: The Basic Services to be provided by Consultant:

Task 1: Project Management – This task includes the overall project management. Project Management includes administration of the project, project team and Sponsor meetings, subconsultant coordination, and related project administration tasks.

Task 1.1 – Project Team & Sponsor Meetings –This task includes meetings by the team to discuss project elements, schedule, issues, and provide coordination between team members.

Task 1.2 – Site Visits –This task includes coordination of a project site visit to discuss the project development, schedule, and any other related items.

Task 1.3 – Recommendation Memo –This task includes preparation of a project memo to summarize the findings from the pavement evaluation and recommend actions based on the findings.

Task 1.4– Overall Project Management –This task includes project coordination and administration, including Sponsor communication, progress updates, subconsultant management, budget updates and invoices.

Exclusions:

- Radio car escort for SEH and/or subconsultant Braun Intertec
- Detailed design and obtaining quotes
- Construction inspections
- Contractor coordination
- Post design services

Schedule: Services to be initiated at the direction of the City of Minot, with a service completion date of September 30, 2021.

Payment:

The lump sum fee is \$16,000.00 including expenses and equipment. See Attachment B reflecting the estimate of labor, fees, and expenses.

The payment method, basis, frequency, and other special conditions are set forth in attached Exhibit A-2.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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Short Elliot Hendrickson Inc.

City of Minot, North Dakota

By: _____
Shawn McMahon
Title: Regional Practice Center Leader

By: _____
Title: _____

Exhibit A-2
to Supplemental Letter Agreement
Between City of Minot, North Dakota (Client)
and
Short Elliot Hendrickson Inc. (Consultant)
Dated _____

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

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ATTACHMENT B
ESTIMATED FEES AND EXPENSES
RUNWAY 13/31 PAVEMENT EVALUATION
MINOT INTERNATIONAL AIRPORT (MOT)
MINOT, NORTH DAKOTA

| Task No. | Task Description | Principal | Project Manager | Airport Engineer |
|--------------------------------|-----------------------------------|-----------|-----------------|------------------|
| <i>Work Element 1</i> | | | | |
| 1.1 | Project team and Sponsor Meetings | 2 | 4 | 4 |
| 1.2 | Site Visits | 0 | 0 | 16 |
| 1.3 | Prepare Recommendation Memo | 1 | 2 | 8 |
| 1.4 | Overall Project Management | 1 | 6 | 2 |
| Total hours per labor category | | 4 | 12 | 30 |

ESTIMATE OF LABOR COSTS:

| Labor Category | Hours | Rate | Extension |
|---------------------------------------|-------|---------|-------------------|
| Principal | 4 | \$75.16 | \$300.64 |
| Project Manager | 12 | \$64.38 | \$772.56 |
| Airport Engineer | 30 | \$62.52 | \$1,875.60 |
| Total Direct Labor Costs: | 46 | | \$2,948.80 |
| Direct Salary Costs plus Overhead | | | \$5,071.94 |
| Total Labor Costs | | | \$8,020.74 |
| Fee (15%) on Total Labor Costs | | | \$1,203.11 |

ESTIMATE OF EXPENSES:

| Direct Expenses | Quantity | Rate | Extension |
|--------------------------------|----------|------------|-------------------|
| Flight | 1 | \$600.00 | \$600.00 |
| Per Diem | 1 | \$175.00 | \$175.00 |
| Computer Charges | 46 | \$3.00 | \$138.00 |
| Subconsultant - Braun Intertec | 1 | \$6,250.00 | \$6,250.00 |
| Total Expenses | | | \$7,163.00 |

SUMMARY:

| | |
|------------------------------------|--------------------|
| Total Labor Costs + Expenses + Fee | \$16,386.85 |
| Estimated Total | \$16,000.00 |



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Project Proposal

QTB140336

Runway 13-31 Concrete Pavement Evaluation

Client:

Short Elliott Hendrickson, Inc.
Lindsay Reidt
3535 Vadnais Center Dr
Saint Paul, MN 55110

Work Site Address:

Minot International Airport
305 Airport Road
Minot, ND 58703

Service Description:

Pavement Evaluation
Minot International Airport

| | Description | Quantity | Units | Unit Price | Extension |
|-----------------------|--|----------|-------|------------|-------------------|
| Phase 1 | Initial Investigation | | | | |
| Activity 1.1 | GPR (Ground Penetrating Radar) | | | | \$3,515.00 |
| 1801 | GPR Equipment, High Frequency (per day) | 1.00 | Each | 175.00 | \$175.00 |
| 196 | GPR Technician (onsite) | 6.00 | Hour | 140.00 | \$840.00 |
| 5150 | GPR Mobilization (travel, mileage, per diem) | 1.00 | Each | 2,500.00 | \$2,500.00 |
| Activity 1.2 | Reporting | | | | \$675.00 |
| 196 | GPR Technician | 3.00 | Hour | 140.00 | \$420.00 |
| 168 | Project Assistant | 1.00 | Hour | 80.00 | \$80.00 |
| 198 | Senior Engineer | 1.00 | Hour | 175.00 | \$175.00 |
| Phase 1 Total: | | | | | \$4,190.00 |

| | | | | | |
|-----------------------|--|------------|--------------|-----------------|-------------------|
| Phase 2 | Additional Services | | | | |
| Activity 2.1 | Pavement Coring | | | | \$1,370.00 |
| 298 | Concrete Coring (2-man crew / Equipment) | 8.00 | Hour | 160.00 | \$1,280.00 |
| | <i>Work Activity Detail</i> | <i>Qty</i> | <i>Units</i> | <i>Hrs/Unit</i> | <i>Extension</i> |
| | Coring | 1.00 | Trips | 8.00 | 8.00 |
| 1464 | Rapid Set Grout, each | 2.00 | Each | 30.00 | \$60.00 |
| 1861 | CMT Trip Charge | 1.00 | Each | 30.00 | \$30.00 |
| Activity 2.2 | Project Management | | | | \$690.00 |
| 138 | Project Assistant | 1.00 | Hour | 80.00 | \$80.00 |
| 118 | Staff Engineer | 1.00 | Hour | 140.00 | \$140.00 |
| 125 | Project Control Specialist | 1.00 | Hour | 150.00 | \$150.00 |
| 129 | Senior Project Manager | 2.00 | Hour | 160.00 | \$320.00 |
| Phase 2 Total: | | | | | \$2,060.00 |

| | |
|------------------------|-------------------|
| Proposal Total: | \$6,250.00 |
|------------------------|-------------------|