

October 9, 2025

Cory Bienfang, PE

Interim City Engineer

City of Mankato
10 Civic Center Plaza
Mankato, MN 56001

507.387.8634
CBienfang@mankatomn.gov

**RE: Proposed Contract Amendment for
Bassett Drive Extension**
Mankato, Minnesota

ISG

Cory,

As the City of Mankato continues with construction of the Bassett Drive Extension project, I & S Group, Inc. (ISG) stands eager and ready to assist as your local and dedicated partner. ISG recognizes that the original construction contract was scheduled to be substantially completed on or before November 26th, 2025, and has been modified by Construction Change Order 02 to be substantially completed on or before August 31st, 2026.

ISG is committed to delivering excellence through the collective expertise of our multi-disciplinary team. With this collaborative approach, we propose to provide the following scope of services as an amendment to the existing contract dated 7/31/25.

SCOPE OF SERVICES

Construction Administration

ISG will provide additional construction administration services through winter 2025 into the 2026 construction season. This includes review of shop drawings and submittals, review and recommend approvals for change orders and payment requests, coordination and attendance at weekly site meetings, and completion of project close-out activities, including a site walk-through and preparation of a final punchlist. Site visits and observations requested by the City will be provided on an hourly time and materials (T+M) basis.

Construction Observation

ISG will perform additional full-time construction observation of the extension's public infrastructure, including water main, sanitary sewer, storm sewer, and street construction. This will include ongoing documentation through photography and written field report narratives of critical construction processes, testing activities and results, and general progress.

ASSUMPTIONS

The proposed scope and fee amendment includes the following assumptions:

- 10 to 15 hours for construction administration will be provided in addition to the original contract to support tasks for winter construction shutdown, spring start-up, on-going project updates, and additional documentation.
- Two (2) days at 10 hours per day of weekend construction observation will be provided in addition to the original contract to support paving in the spring of 2026 during off-peak traffic times.

ISG recommends review of the above anticipated hours following the project bid award and receipt of the contractor's schedule.

Applicable Contract

The General Terms and Conditions applicable to this Proposal are available at the link below and are hereby accepted and incorporated herein by reference. Upon acceptance of this Proposal, the parties can proceed with the project based on this signed Proposal, per its General Terms and Conditions, or for more complex projects, ISG, at its discretion, will prepare and require the use of an AIA or EJCDC Contract that will govern the project. ISG's compensation does not include sales or use taxes. Additional information can be found in our General Terms and Conditions.

bit.ly/termsconditions_isg



COMPENSATION

ISG proposes to provide the scope of work described within this proposal for compensation of T+M, estimated to be **\$5,500**. Anticipated reimbursable expenses such as travel time, mileage, and printing costs are included.

ADDITIONAL SERVICES

ISG's goal for this proposal, like its services, is to be flexible in meeting the requirements of this project. Upon request, ISG can provide a subsequent proposal to assist with additional professional design and construction phase services needed to support this project as it moves forward.

ISG appreciates the opportunity to provide a solution tailored to the needs of the City of Mankato. Upon acceptance, please sign the acknowledgment box and return a copy of the proposal to our office. We look forward to providing you with responsive service, a collaborative experience, and timely delivery.

Sincerely,



Kyle Renneke, PE

Civil Engineer

Acknowledgment of Acceptance

This proposal is valid for 30 days.

Accepted this 15th day of December, 2025.

Company (Print): City of Mankato

Name (Print): Susan MH Arntz

Title (Print): City Manager

Signature: Susan MH Arntz