



April 9, 2026

Mr. Shawn Schloesser
Associate Director – Transportation Planning
City of Mankato
10 Civic Center Plaza
Mankato, MN 56001

Re: Proposal for Additional Professional Engineering Services – Amendment No. 1
Airport Perimeter Road Construction – Phase 1
TKDA Project No. 0022273.000

Dear Mr. Schloesser:

Following up on our discussions, TKDA proposes to provide Additional Engineering Services in connection with the Airport Perimeter Road Construction (Phase 1) Project, as detailed below.

TKDA will provide the following Additional Services during the Project Formulation Phase:

1. Provide additional coordination with the FAA and engage a new cultural resources subconsultant to obtain a Phase 1 Archaeological Reconnaissance Survey to satisfy state and federal requirements.

PERIOD OF SERVICE: TKDA estimates these Additional Services will be completed in coordination with the current project schedule and no schedule adjustment is requested at this time.

TKDA respectfully requests compensation for these Additional Services in the lump sum amount of **\$48,700**, resulting in a revised contract total of **\$137,300**, as summarized below:

Description	Amount
Original Contract Amount	\$88,600
<i>Project Formulation Phase</i>	\$26,300
<i>Design Phase</i>	\$25,000
<i>Construction Phase</i>	\$33,400
<i>Closeout Phase</i>	\$3,900
This Amendment 1	\$48,700
Revised Total Contract Amount through this Amendment	\$137,300

If this Proposal is acceptable, please sign where indicated below and return a copy, or respond in writing with your approval. We agree, with the City's acceptance, this Proposal will constitute Amendment 1 to our Project contract, authorized April 25, 2025.

We thank you for the opportunity to submit this Proposal and look forward to continuing to work with you on this important Project. If you have any questions or concerns, please do not hesitate to contact John Peterson at 651.292.4558 or john.peterson@tkda.com.

Sincerely,

John N. Peterson, PE
Project Manager

John W. Ahern, PE
Vice President – Aviation

Attachment: Revised Project Fee Estimate

ACCEPTED FOR THE CITY OF MANKATO

By: _____	Susan MH Arntz, City Manager	April 29, 2026
(Signature)	Printed Name/Title	Date

Project Fee Estimate

Project Fee Estimate

Project Fee Estimate

Client:		City of Mankato					Date:		4/9/2026	
Project:		Perimeter Road Construction - Phase 1					By:		RDR	
Task	Task Description	Estimated Person Hours Required						Total Hours	Total Dollars	
		Project Manager	Civil Engineer	Graduate Engineer	Airport Planner	Surveyor	Admin			
	Billing Rate/Hr x Multiplier		\$ 235	\$ 143	\$ 112	\$ 143	\$ 98			\$ 111
C CONSTRUCTION PHASE										
1	Assist with Contract Documents	2						2	\$ 470	
2	Conduct Pre-Construction Conference	6	6	6				18	\$ 2,940	
3	Establish Survey Control					8		8	\$ 784	
4	Construction Consultation (5 weeks)	5	5					10	\$ 1,890	
5	Plan and Spec Interpretation (5 weeks)	5	5					10	\$ 1,890	
6	RFI Administration (2 RFIs)	2	4					6	\$ 1,042	
7	Contractor Submittal Reviews (10 submittals)		10					10	\$ 1,430	
8	Proposal Requests / Change Orders (1 assumed)	2	4					6	\$ 1,042	
9	Construction Progress Meetings (2 Meetings)		16					16	\$ 2,288	
10	Construction Observation (5 site visits)			50				50	\$ 5,600	
11	Construction Verification Surveys			8		8		16	\$ 1,680	
12	Coordinate Material Testing & Special Inspections		2					2	\$ 286	
13	Contractor Payroll Reviews						5	5	\$ 555	
14	Contractor Partial Payments		4					4	\$ 572	
15	Funding Administration Assistance	2						2	\$ 470	
16	Final Inspection		8	8				16	\$ 2,040	
	SUBTOTAL HOURS	24	64	72	-	16	5	181		
	DIRECT LABOR RATE	\$ 77	\$ 47	\$ 36.60	\$ 46.90	\$ 32.00	\$ 36.50			
	DIRECT LABOR COSTS	\$ 1,848	\$ 3,008	\$ 2,635	\$ -	\$ 512	\$ 183			
	Overhead (165.2%)	\$ 3,053	\$ 4,969	\$ 4,353	\$ -	\$ 846	\$ 301			
	Fixed Fee (15%)	\$ 735	\$ 1,197	\$ 1,048	\$ -	\$ 204	\$ 73			
	SUBTOTAL COST	\$ 5,636	\$ 9,174	\$ 8,037	\$ -	\$ 1,561	\$ 557		\$ 24,965	
Expenses:										
Travel & Subsistence (TS)									\$ 2,500	
Miscellaneous (MI)									\$ 250	
Reproduction & Reprographics (RR)									\$ 200	
Subconsultant - Construction Testing									\$ 5,000	
Subconsultant Mark-up									10% \$ 500	
Subtotal Expenses									\$ 8,450	
Subtotal Phase C HOURLY COST PLUS FIXED FEE									\$ 33,415	
ROUNDED									\$ 33,400	

Project Fee Estimate

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A PROPOSAL FOR CULTURAL RESOURCES SERVICES

Mankato Regional Airport

City of Mankato, Minnesota

DECEMBER 12, 2025

Westwood Project: 0076308.00

PREPARED BY:

Westwood

PREPARED FOR:

 **TKDA**

Scope of Cultural Resources Services

The Minnesota State Historic Preservation Office (MN SHPO) requires that archaeological investigations be conducted by a qualified archaeologist who meets the Secretary of the Interior's qualifications as outlined in 36CFR61, which identifies standards and guidelines for conducting work in the state. Mr. Rigden Glaab and Mr. Ryan Steeves will serve as co-Principal Investigators for archaeological compliance work. Mr. Glaab has an M.A. in anthropology from the University of Texas-Austin and more than 25 years of archaeological experience. Ryan Steeves has an M.A. in anthropology from Florida Atlantic University and more than eight years of archaeological experience. Both meet the Secretary of the Interior's Professional Qualification Standards (PQS) for prehistoric archaeology and historical archaeology. Mr. Ryan Grohnke will serve as Cultural Resources Manager for the Project. He is a Registered Archaeologist with 20 years of archaeological experience and routinely assists clients in compliance with federal, state and local cultural resource laws.

As the Project is subject to permitting by the Federal Aviation Administration (FAA) the work is being completed to comply with review under Section 106 of the National Historic Preservation Act (NHPA) of 1966 (as amended). The FAA will serve as federal lead agency. Additionally, as the Project is located on land owned by a non-federal public entity, the City of Mankato, the Project is subject to review under the Field Archaeology Act (Minnesota Statutes 138.31-.42). As part of Section 106 responsibilities, the FAA is asking for tribal coordination with the Upper Sioux Community. Prior to developing a scope and schedule for field investigations, Westwood is recommending coordinating with the FAA and the Upper Sioux Community to come to an agreement on the Area of Potential Effect (APE) and the appropriate field methods to complete necessary investigations.

1. Agency Coordination

Section 106 and its governing regulations in 36 CFR 800, require federal agencies to consider the effects of federal undertaking upon historic properties. In support of Section 106 review, Westwood will coordinate with the FAA to determine and achieve agreement on the APE and the appropriate field methods to complete future field investigations.

Additionally, Westwood will coordinate with the Upper Sioux Community to obtain their opinion on the APE and field methods. This will be informal coordination as requested by the FAA and will not constitute formal government to government consultation. The Upper Sioux Community may decline to coordinate with Westwood and instead have full consultation with the FAA. If useful, Westwood will coordinate a call between the FAA and Upper Sioux Community to discuss the topics and achieve concurrence.

A. Schedule:

1. Agency and Tribal coordination will begin in January 2026. Timelines are not set as they are subject to agency and Upper Sioux Community responsiveness.
2. The intention is to have APE and methods determined by early March 2026. This will allow time to obtain the required Minnesota Office of the State Archaeologist (OSA) permit so that field investigations can commence when field conditions allow.

B. Deliverables:

1. Updates and the results of the coordination would be summarized in emails. Updated proposal for field investigations based on this coordination will be submitted once coordination is complete.

C. Assumptions:

1. The Client will provide the appropriate contact information for personnel at the FAA. They will also provide contact information for the Upper Sioux Community, if available.
2. No field investigations at this stage.
3. All meetings with agencies will be virtual. Additional fees will be necessary should the agencies ask for in-person meetings

Fee and Schedule Summary

Westwood proposes to complete the basic services described herein on an hourly basis in accordance with our standard hourly rate schedule with reimbursable expenses identified separately, if applicable, ~~per General Conditions of Agreement~~. Reimbursable expenses would include items such as mileage, color printing, delivery, and application/permit fees. The project would be billed monthly on work completed. Work done in subsequent years is subject to inflationary increases. Proposal is valid for three months from the date of this letter, and the work is to be completed within a 12-month time period. Our scope and fee are based upon our current understanding of the project and scope outlined. Any additional work, as authorized, is to be invoiced hourly or as agreed upon between parties.

Task	Description	Fee	Fee Type
1	Agency Coordination	\$3,200	HR

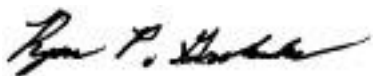
Fee Type

HR – Estimated Hourly

Thank you for the opportunity to submit this proposal. ~~To accept, please sign and return the attached General Conditions.~~ We will proceed with this work upon receipt of your approval. If you have any questions or need additional information, please contact me at (612) 209-3352 or email at ryan.grohnke@westwoodps.com.

Respectfully,

WESTWOOD PROFESSIONAL SERVICES, INC.



Ryan P. Grohnke
Cultural Resources Manager



Rigden A. Glaab, MA, RPA
Senior Archaeological Principal Investigator

Attachments

1. Exhibit A: Project Boundary
2. Exhibit B: Westwood Fee Table

Exhibit A: Project Areas of Potential Effect

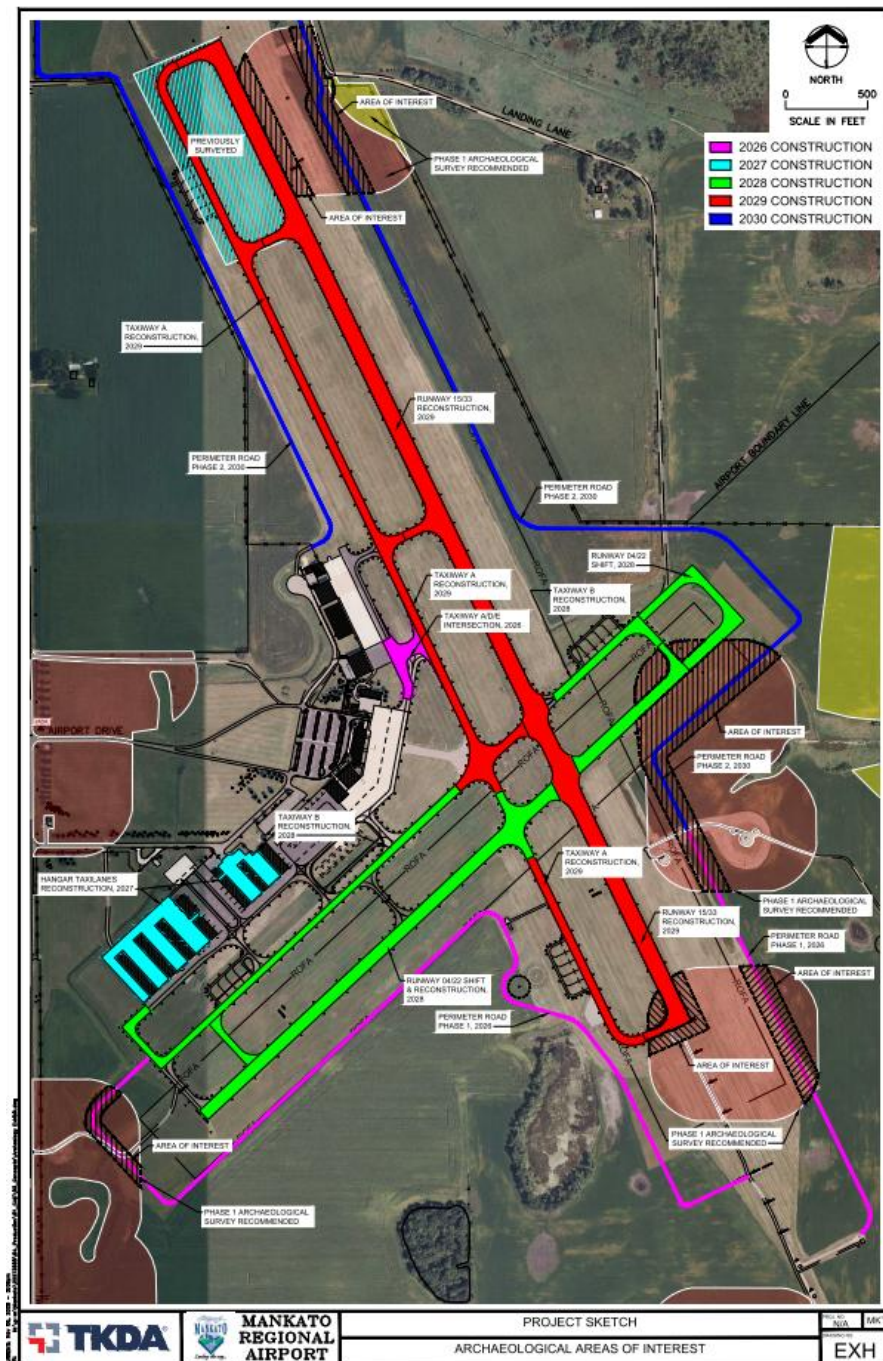


Exhibit B: Westwood Fee Table

FEE SCHEDULE FOR RENEWABLE DIVISION SERVICES 2026 RENEWABLE DIVISION

The following is the fee schedule for all work performed under an hourly agreement.

Classification	Hourly Rate
Survey Technician	\$135.00 - \$205.00
Graduate Surveyor	\$160.00 - \$200.00
Surveyor	\$175.00 - \$300.00
Survey Supervisor, Coordinator & Field Manager	\$180.00 - \$200.00
One-Person Survey Crew	\$200.00
Two-Person Survey Crew	\$220.00 - \$280.00
Three-Person Survey Crew	\$280.00 - \$310.00
Remote Sensing Technician	\$135.00 - \$200.00
Remote Sensing Manager	\$200.00 - \$240.00
Remote Sensing Field Tech	\$115.00 - \$220.00
Engineering Technician	\$125.00 - \$210.00
Graduate Engineer	\$165.00 - \$190.00
Engineer	\$195.00 - \$290.00
Field Engineer	\$115.00 - \$155.00
GMS Technician	\$90.00 - \$130.00
Environmental Scientist	\$120.00 - \$260.00
Environmental Field Technician	\$80.00 - \$125.00
GIS	\$130.00 - \$260.00
Landscape Architect	\$160.00 - \$240.00
Administrative Support	\$100.00 - \$140.00
Intern	\$115.00 - \$140.00
Project Assistant	\$115.00 - \$160.00
Assistant Project Manager	\$185.00 - \$210.00
Project Manager	\$215.00 - \$300.00
Expert Witness – Court Appearance/Deposition	2 x rate
Westwood Current™ (Geospatial Project Management Tool) – Project Licensing	\$100.00 - \$600.00

Charges for Other Direct Costs, Outside Services, and facilities furnished by Westwood are computed on the basis of actual cost plus 15 percent.

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A PROPOSAL FOR ARCHAEOLOGICAL SERVICES

Mankato Regional Airport

City of Mankato, Minnesota

FEBRUARY 13, 2026

Westwood Project: 0076308.00

PREPARED BY:

Westwood

PREPARED FOR:

 **TKDA**

Scope of Cultural Resources Services

The Minnesota State Historic Preservation Office (MN SHPO) requires that archaeological investigations be conducted by a qualified archaeologist who meets the Secretary of the Interior's qualifications as outlined in 36CFR61, which identifies standards and guidelines for conducting work in the state. Mr. Rigden Glaab and Mr. Ryan Steeves will serve as co-Principal Investigators for archaeological compliance work. Mr. Glaab has an M.A. in anthropology from the University of Texas-Austin and more than 25 years of archaeological experience. Ryan Steeves has an M.A. in anthropology from Florida Atlantic University and more than eight years of archaeological experience. Both meet the Secretary of the Interior's Professional Qualification Standards (PQS) for prehistoric archaeology and historical archaeology. Mr. Ryan Grohnke will serve as Cultural Resources Manager for the Project. He is a Registered Archaeologist with 20 years of archaeological experience and routinely assists clients in compliance with federal, state and local cultural resource laws.

As the Project is subject to permitting by the Federal Aviation Administration (FAA) the work is being completed to comply with review under Section 106 of the National Historic Preservation Act (NHPA) of 1966 (as amended). The FAA will serve as federal lead agency. Additionally, as the Project is located on land owned by a non-federal public entity, the City of Mankato, the Project is subject to review under the Field Archaeology Act (Minnesota Statutes 138.31-.42), which will necessitate a license to be obtained from the Office of the State Archaeologist (OSA).

Westwood coordinated with the FAA and in an email dated February 9, 2026, the FAA concurred with the proposed Area of Potential Effect (APE) (**Exhibit A**). Approximately 20 acres of APE will need to be reviewed. Additionally, the communication with the FAA indicated that coordination with the Upper Sioux Tribal Historic Preservation Office (THPO) is not required at this time and architectural history investigations may already be complete.

1. Phase 1 Archaeological Reconnaissance Survey

Prior to field investigations, Westwood will apply for an OSA license to perform archaeological survey on non-federal public lands per the Field Archaeology Act. After the license has been obtained, Westwood archaeologists will conduct an archaeological survey in the APE for the proposed Project. The APE for this investigation will be the entirety of areas indicated as needing archaeological survey in the exhibit provided by the Client, reviewed by the FAA and attached to this document. The APE will consist of approximately 20 acres. The field methods for archaeological survey of the APE for this project will consist of pedestrian survey and subsurface shovel testing. Archeological resources fieldwork will be executed during good weather conditions (e.g., dry, snow-free ground).

Based on information provided by the Client, approximately 10 acres of the Project are located in fields under active cultivation. A pedestrian survey will be performed in cultivated fields or other areas with ground surface visibility greater than 25%. Pedestrian survey consists of walking the APE in transect intervals no greater than 10 meters and examining the exposed ground surface for archaeological features and artifacts. Up to 20 subsurface shovel tests may be excavated to identify subsurface cultural resources and examine soil profiles. If ground surface visibility is not 25% or greater in these areas, then additional shovel testing of these areas will be needed. This will necessitate a change to schedule and fee.

Approximately 10 acres of the APE will have poor ground surface visibility necessitating subsurface testing. Subsurface shovel testing consists of hand-dug tests that are approximately 35 centimeters in diameter and will be excavated to no deeper than one meter. It is assumed no deep testing will be necessary. Shovel tests will be excavated in a 15x15-meter grid over the APE. It is assumed no more than 180 shovel tests will be required in this area. Shovel test protocols may be amended at the Principal Investigator's discretion to efficiently complete the investigations should the on-site visit provide additional information. This may include less testing if previous disturbance is observed, or the ground surface visibility is sufficient for pedestrian survey. All materials excavated from shovel tests will be screened by archaeologists through ¼" hardware mesh. Soil profiles will be noted and excavated shovel tests will be backfilled. Artifacts recovered during shovel testing will be collected and returned to the laboratory to be cleaned, cataloged, and analyzed.

Should an artifact and/or site be identified, additional shovel tests will be placed in 15-meter intervals in the cardinal directions from the positive probe until a negative test is encountered. At that point, site boundaries will be delineated by performing tests at 5-meter intervals between the last positive test and first negative test. Site delineations will only occur within areas of the Mankato Regional Airport. The locations of positive and negative shovel tests, archeological sites, isolated finds, and artifacts will be photographed and documented using GPS equipment. Following fieldwork, Westwood will complete archaeological site forms for updated and newly documented resources and then submit them to the OSA to obtain formal site numbers.

If artifacts are identified during survey, they will be photographed and recorded with handheld GPS devices and collected for future analysis and curation. Artifacts will be curated at the Minnesota Historical Society (MnHS) with whom Westwood maintains a repository agreement (#1147). If an unavoidable or potentially significant archeological resource site is identified during the survey, Westwood will recommend a subsequent evaluation to determine the site's eligibility for the National Register of Historic Places (NRHP) or offer preliminary recommendations for archeological resource site avoidance or impact minimization. Depending on the level of work required, evaluations or mitigations may be performed under a separate contract if necessary.

Per MN SHPO standards for negative surveys under 40 acres, Westwood will prepare a Phase I Archaeological Reconnaissance Survey letter report that follows SHPO letter report guidelines and summarizes the site conditions, field methods, survey results, conclusions, and recommendations. Mapping will be included. The letter will be submitted to the Client in PDF format and revised as necessary based on comments from the Client. It is assumed that the Client will submit to FAA. If required, Westwood can submit to SHPO at the request of the FAA. Also, Westwood will submit to OSA in compliance with the MN Field Archaeology Act. Should a site be identified, a full Phase I Archaeological Reconnaissance Survey report will need to be developed and artifacts will need to be curated which will necessitate additional time and fees.

A. Schedule:

1. The OSA license application will be submitted in winter 2026. OSA licenses are good for the calendar year so the application will be made in advance of spring fieldwork.
2. License applications are generally processed within 30 days of application, but responsiveness of OSA could increase processing time.
3. Survey will be completed in spring of 2026 following license approval and as soon as field conditions allow.
4. All necessary permits will be needed prior to commencement of field investigations.

5. Fieldwork is anticipated to take two weeks. Reporting will be completed four to six weeks after fieldwork.
6. Comments and revisions to the draft report will be completed within one week of receipt.

B. Deliverables:

1. The results of the survey review would be summarized in a technical memorandum. This report and associated mapping will be delivered in electronic format, with a hard copy available upon request.
2. If an archaeological site is identified, a full report will be required which may necessitate a fee change.

C. Assumptions:

1. The survey location is based on approximately 20 acres of APE as indicated in the exhibit provided by the Client.
2. Land is owned by the City of Mankato. A license will be required by the OSA for survey on non-federal, public lands.
3. No more than 200 shovel tests will be needed to investigate the APE. Should additional tests be needed, a change order will be required. If less tests are required, the fee will come in less.
4. Tests will be excavated to a depth no deeper than three feet (1 meter). It is assumed no deep testing will be required.
5. Westwood is not responsible for delays outside of their control including land access and weather/field conditions. Delays that occur once fieldwork has commenced may incur additional costs.
6. Weather and field conditions will be conducive to survey. Survey must be performed in snow-free and frost-free conditions.
7. Work is necessary to comply with Section 106 review with FAA as the federal lead agency. Client will be responsible for most interaction with FAA, but Westwood will be available for meetings and support as needed.
8. No archaeological sites will be identified and a letter report per MN SHPO guidelines will be acceptable. If a site is identified, a change order will be required to complete a full report.
9. This scope does not cover formal NRHP testing or mitigation for any sites discovered.
10. Artifacts will be collected if identified. Artifacts will be returned to MnHS per the OSA license. Fees for artifact preparation and curation will be out of scope.
11. The report will require one round of edits by the Client and one round of edits by the lead federal agency.

Fee and Schedule Summary

Westwood proposes to complete the basic services described herein on an hourly basis in accordance with our standard hourly rate schedule with reimbursable expenses identified separately, if applicable, per the Master Subcontract Agreement dated July 18, 2018. Reimbursable expenses would include items such as mileage, color printing, delivery, and application/permit fees. The project would be billed monthly on work completed. Work done in subsequent years is subject to inflationary increases. Proposal is valid for three months from the date of this letter, and the work is to be completed within a 12-month time period. Our scope and fee are based upon our current understanding of the project and scope outlined. Any additional work, as authorized, is to be invoiced hourly or as agreed upon between parties.

Task	Description	Fee	Fee Type
1	Cultural Resources Services	\$44,500	HR

*See individual task description above for additional schedule details

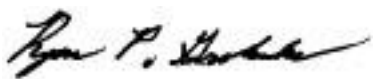
Fee Type

HR – Estimated Hourly

We will proceed with this work upon receipt of your approval. A Master Subcontract Authorization provided to Westwood by the Client will serve as notice to proceed. If you have any questions or need additional information, please contact me at (612) 209-3352 or email at ryan.grohnke@westwoodps.com.

Respectfully,

WESTWOOD PROFESSIONAL SERVICES, INC.



Ryan P. Grohnke
Cultural Resources Manager



Rigden A. Glaab, MA, RPA
Senior Archaeological Principal Investigator

Attachments

1. Exhibit A: Project Boundary
2. Exhibit B: Westwood Fee Table

Exhibit A: Project Areas of Potential Effect



Exhibit B: Westwood Fee Table

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