



April 21, 2025

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

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

Dear Mr. Schloesser:

Pursuant to our Professional Services Agreement dated March 1, 2023, TKDA is hereby authorized to proceed with the Engineering Services in connection with the **Perimeter Road Construction – Phase 1 at Mankato Regional Airport (MKT)** hereinafter called the Project. Hereinafter, City of Mankato is referred to as the OWNER.

I. PROJECT DESCRIPTION

This project provides for the construction of a perimeter road approximately 10,000 feet in length in the southwestern and southeastern quadrants of Mankato Regional Airport to facilitate safe movement around aircraft operation areas by airport ground vehicles, provide enhanced access to navigational aids, and aid in inspection and maintenance of future perimeter fence sections. This project includes planning, design engineering, and construction services.

Professional Services to be provided by TKDA for the Project include the following major items of work:

- Part A – Project Formulation
- Part B – Design & Bidding Phase
- Part C – Construction Phase
- Part D – Closeout Phase

The Project is to be funded with Federal (FAA) Airport Improvement Program (AIP), State (MnDOT Aeronautics), and Local funding sources.

II. SERVICES TO BE PROVIDED BY TKDA

The OWNER has requested that TKDA provide the following services for the Project:

A. Project Formulation – Phase A.1 Basic

1. Conduct Site Visit to evaluate existing terrain for compatibility with planned road alignment. (1 trip by Civil Engineer)
2. Develop preliminary project scope and schedule for consideration by the OWNER.
3. Develop preliminary project cost estimates and exhibits for consideration by the OWNER.
4. Conduct topographic survey of Project area and develop Project base maps. (1 trip by Graduate Engineer and Surveyor)
5. Assist OWNER with Project-specific Capital Improvement Program (CIP) updates. Provide CIP information to MnDOT Aeronautics and the FAA.
6. Coordinate with the OWNER, MnDOT Aeronautics, and the FAA regarding the eligible Project scope, cost, and schedule.
7. Prepare Airport Layout Plan (ALP) Updates and coordinate review and approval with FAA.
8. Prepare Exhibit A property map updates and coordinate review and approval with FAA.

B. Project Formulation – Phase A.2 Special

1. Prepare and coordinate with the FAA to obtain a NEPA Categorical Exclusion under the requirements of FAA Order 5050.4B, Airport Environmental Handbook, and Minnesota Statutes Chapter 4410, Airport Quality Board Environmental Review. Coordinate with environmental subconsultant to conduct Phase 1 Archaeological Survey of project areas.
2. Prepare Project Feasibility Report and submit to the OWNER.
3. Assist the OWNER in establishing Project-specific goals for Disadvantaged Business Enterprise (DBE) utilization in accordance with the City DBE Program in place. Submit DBE goals to the FAA for concurrence.
4. Prepare and submit to MnDOT Aeronautics and the FAA, the FAA AIP Grant Pre-Application Package in accordance with FAA Airports District Office (ADO) requirements.

C. Design – Phase B

1. Prepare Design Scope and Schedule for the Project.
2. Conduct Agency Coordination Meeting with FAA and MnDOT during design (virtual). (2 meetings attended by Project Manager and Civil Engineer)
3. Conduct site visit to determine final Project details. (1 trip by Civil Engineer and Graduate Engineer)
4. Perform Civil Design Engineering including design of earthwork; grading; storm drainage; pavement; erosion control; and site restoration compliant to FAA, State, and Local standards current at the time of this Authorization.
5. Prepare submittal and transmit 90% plans and specifications (90%) to the FAA ADO for general review.
6. Prepare Final Plans (100%).
7. Prepare Final Specifications (100%).
8. Prepare Engineer's Design Report.
9. Prepare Construction Safety Phasing Plan.
10. Provide Quality Assurance and Quality Control review for final construction plans and specifications.
11. Prepare final opinion of probable construction costs and develop project bid schedule.
12. Reproduce the final plans and specifications for the bidding purposes. Provide two paper copies and an electronic copy to the OWNER.
13. Coordinate with the OWNER to prepare Advertisement of Bid and place in the appropriate legal publication(s). Upload plans and specifications to QuestCDN for contractors to obtain bidding documents.
14. Provide Bidding Assistance to contractors.
15. Conduct Pre-Bid conference and conduct Site Visit with bidders. (1 trip by Project Manager and Civil Engineer)
16. Assist in securing bids, tabulation, and analysis of bid results, then forward the results to MnDOT and FAA for their use in preparing state and federal funding documents.

D. Construction – Phase C

1. Assist the OWNER in the execution of Construction Contract Documents.
2. Conduct Pre-construction Conference. (1 trip by Project Manager, Civil Engineer, and Graduate Engineer)
3. Set Horizontal & Vertical Survey Control (1 trip by Surveyor)
4. Consult with and advise the OWNER during construction and act as the OWNER's representative as provided in the Construction Contract Documents, including project management of the engineering services. (Estimate based on construction consultation provided by the Project Manager and Civil Engineer for up to 2 hours per week each for a construction duration of 5 weeks)
5. Interpret Plans and Specification during construction.
6. Respond to Requests for Information (RFIs). (Estimate based on review requirement of one hour for Project Manager and two hours for Civil Engineer per RFI for two RFIs)
7. Review and process required Submittals & Shop Drawings to determine compliance with the Construction Contract Documents. (Estimate based on requirement of 1 hour for Civil Engineer per Submittal for 10 Submittals)

8. Review Proposal Requests and Issue Change Orders, if necessary (PR/CO). (Estimate based on requirement of 2 hours for Project Manager and 4 hours for Civil Engineer per PR/CO for 1 PR/CO)
 9. Conduct Construction Progress Meetings. (1 trip by Civil Engineer per meeting for 2 meetings)
 10. Provide a Resident Project Representative (RPR) at the site for up to 5 days (10 hours per day) for general construction. The Resident Project Representative will be TKDA's agent or employee under TKDA's supervision. The Resident Project Representative's dealings in matters pertaining to the on-site work shall be only with the OWNER and the Contractor, and dealings with Subcontractors shall only be through or with full knowledge of the Contractor. Written communication with the OWNER will only be through or as described by TKDA. Through the observations of the work in progress and field checks of materials and equipment by the Resident Project Representative, TKDA shall endeavor to provide further protection for the OWNER against defects and deficiencies in the work of the Contractor, but the furnishing of such Resident Project Representative will not make TKDA responsible for construction means, methods, techniques, sequences or procedures, or for the safety precautions or programs, or for the Contractor's failure to perform its work in accordance with the Contract Documents.
 11. Provide construction verification survey to ensure compliance with Construction Contract Documents. (1 trip by Graduate Engineer and Surveyor)
 12. Coordinate Material Testing and Special Inspections with Geotechnical Subconsultant to ensure compliance with project specifications.
 13. Review Weekly Payrolls of prime Contractor and all subcontractors, and advise Contractor of deficiencies. (assume 5 weeks)
 14. Review and make recommendations on request for Partial Payments. (Estimate based on requirement of 2 hours for Civil Engineer per Partial Payment for 2 Partial Payments)
 15. Provide administrative assistance relative to state and federal airport funding. Administrative assistance includes, but is not limited to, preparation and submittal of Sponsors Quarterly Performance Reports to the FAA, and assistance with submittal of credit applications to MnDOT Aeronautics.
 16. Perform Final Inspection of Project Site. (1 trip by Civil Engineer and Graduate Engineer)
- E. Closeout – Phase D
1. Prepare the Project Record Drawings and submit to OWNER
 2. Prepare FAA Grant Closeout Report and submit to MnDOT and the FAA for approval.
 3. Conduct As-Built Survey. (1 trip by Surveyor)

III. ADDITIONAL SERVICES

If authorized in writing by the OWNER, we will furnish or obtain from others Additional Services of the types listed below which are not considered as basic services under this Proposal. Additional Services shall be billable on an Hourly Time and Materials basis and such billings shall be over and above any maximum amounts set forth in this Proposal.

- A. Registered land or right-of-way surveys, legal descriptions, or related services
- B. Preparation of DBE Program (beyond Contract-specific goals)
- C. Environmental Assessments other than CATEX and Phase 1 Archaeological Survey.
- D. Professional Land Surveyor Services, other than those listed in SECTION II.
- E. Additional Site visits to Mankato, other than those required for services listed in SECTION II.

IV. OWNER RESPONSIBILITIES

These responsibilities shall be as set forth in Article 9 of our Professional Services Agreement and as further described or clarified hereinbelow:

- A. Designate one individual to act as a representative with respect to the work to be performed, and such person shall have complete authority to transmit instructions, receive information, interpret and define policies, and make decisions with respect to critical elements pertinent to the Project. This individual shall be identified in the signature block area of this Proposal.

- B. Provide TKDA with access to the site as required to perform services listed in SECTION II.
- C. Provide reviews of materials furnished by TKDA in a reasonable and prompt manner so the Project schedule can be maintained.

V. PERIOD OF SERVICE

We would expect to start our services promptly upon receipt of your written acceptance of this Proposal and to complete SECTION II services in accordance with the schedules to be established for the Project.

VI. COMPENSATION

Compensation to TKDA for services provided as described in SECTION II of this Proposal shall be in accordance with Article 4 of our Professional Services Agreement, summarized as follows:

Section II.A: Project Formulation Phase (Lump Sum)	\$26,300.00
Section II.B: Design Phase (Lump Sum)	\$25,000.00
Section II.C: Construction Phase (Hourly Cost Plus Fixed Fee)	\$33,400.00
Section II.D: Closeout Phase (Lump Sum)	\$3,900.00
Total Not to Exceed Amount	\$88,600.00

The level of effort required to accomplish SECTION II services can be affected by factors which are beyond our control. Therefore, if it appears at any time charges for services rendered under SECTION II will exceed the above, we agree we will not perform services or incur costs which will result in billings in excess of such amount until we have been advised by you additional funds are available and our work can proceed.

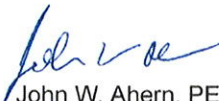
VII. CONTRACTUAL INTENT

We thank you for the opportunity to submit this Authorization request. We agree this letter will constitute an authorization under our Professional Services Agreement upon signature by an authorized official of the City of Mankato and the return of a signed original to us. This Authorization request will be open for acceptance for 60 days, unless the provisions herein are changed by us in writing prior to that time. Please feel free to contact Dan Sherer directly at 651.219.2224 or daniel.sherer@tkda.com if you have any questions.

Sincerely,



Daniel A. Sherer, PE
Project Manager



John W. Ahern, PE
Vice President-Aviation

Attachments: Project Fee Estimate
2025 Rate Sheet

ACCEPTED FOR THE CITY OF MANKATO

By: SUSAN M H ARNTZ SUSAN M H ARNTZ 04/25/2025
Signature Printed Name/Title Date

OWNER DESIGNATED REPRESENTATIVE:

SHAWN SCHLOESSER 507 387 8655 SSchloesser@mankato.mn.gov
Name/Title Phone Email
Asst Dir Trans Plan Svc

Project Fee Estimate

Client:		City of Mankato					Date:		4/21/2025	
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			
A.1 PROJECT FORMULATION - BASIC										
1	Conduct Site Visit		8					8	\$ 1,144	
2	Prepare Project Scope	2	2		4			8	\$ 1,328	
3	Prepare Preliminary Cost Estimates	2	4	4				10	\$ 1,490	
4	Topographic Survey and Base Maps			8		8		16	\$ 1,680	
5	Project-Specific CIP Updates	4						4	\$ 940	
6	Project Funding Coordination	4						4	\$ 940	
7	Prepare ALP Update	2	2		16			20	\$ 3,044	
8	Prepare Exhibit 'A' Update	2	2		16			20	\$ 3,044	
A.2 PROJECT FORMULATION - SPECIAL										
1	Prepare & Obtain NEPA Categorical Exclusion	2	8		2			12	\$ 1,900	
2	Project Feasibility Report		4				2	6	\$ 794	
3	Project Specific DBE Goal Update		2	2				4	\$ 510	
4	Grant Pre-Application Package	2	2					4	\$ 756	
SUBTOTAL HOURS		20	34	14	38	8	2	116		
SUBTOTAL COST		\$ 4,700	\$ 4,862	\$ 1,568	\$ 5,434	\$ 784	\$ 222		\$ 17,570	
Expenses:										
Travel & Subsistence (TS)									\$ 500	
Subconsultant - Environmental Phase 1 Archaeological Survey									\$ 7,500	
Subconsultant Mark-up								10%	\$ 750	
Subtotal Expenses									\$ 8,750	
Subtotal Phase A LUMP SUM									\$ 26,320	
ROUNDED									\$ 26,300	

Project Fee Estimate

Client:		City of Mankato					Date:		4/21/2025	
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			
B DESIGN PHASE										
1	Prepare Design Scope and Schedule	1	2					3	\$ 521	
2	Agency Coordination Meetings	2	2					4	\$ 756	
3	Conduct Site Visit		8	8				16	\$ 2,040	
4	Civil Design Engineering		32	12				44	\$ 5,920	
5	Prepare 90% Document Submittal to FAA		4					4	\$ 572	
6	Prepare Final Plans (100%)		8	8				16	\$ 2,040	
7	Prepare Final Specifications (100%)	2	10				6	18	\$ 2,566	
8	Prepare Engineer's Design Report	1	8	2			2	13	\$ 1,825	
9	Prepare Construction Safety Phasing Plan	1	8	2				11	\$ 1,603	
10	Final QA/QC	4						4	\$ 940	
11	Construction Cost Estimate	1	4	2				7	\$ 1,031	
12	Reproduce Final Plans			2			4	6	\$ 668	
13	Prepare Electronic Bidding on QuestCDN		2					2	\$ 286	
14	Bidding Assistance	2						2	\$ 470	
15	Conduct Pre-Bid Conference & Site Visit	6	6					12	\$ 2,268	
16	Prepare Bid Tabulation & Submit to FAA/MnDOT	1	2					3	\$ 521	
	SUBTOTAL HOURS	21	96	36	-	-	12	165		
	SUBTOTAL COST	\$ 4,935	\$ 13,728	\$ 4,032	\$ -	\$ -	\$ 1,332		\$ 24,027	
Expenses:										
Travel & Subsistence (TS)									\$ 500	
Miscellaneous (MI)									\$ 250	
Reproduction & Reprographics (RR)									\$ 200	
Subtotal Expenses									\$ 950	
Subtotal Phase B LUMP SUM									\$ 24,977	
ROUNDED									\$ 25,000	



Client:		City of Mankato					Date:		4/21/2025	
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

Client:		City of Mankato					Date:		4/21/2025	
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			
D CLOSEOUT PHASE										
1	Record Drawings		4	4				8	\$ 1,020	
2	FAA Grant Closeout	2	4				4	10	\$ 1,486	
3	As-Built Survey					10		10	\$ 980	
	SUBTOTAL HOURS	2	8	4	-	10	4	28		
	SUBTOTAL COST	\$ 470	\$ 1,144	\$ 448	\$ -	\$ 980	\$ 444		\$ 3,486	
Expenses:										
Travel & Subsistence (TS)									\$ 200	
Reproduction & Reprographics (RR)									\$ 200	
Subtotal Expenses									\$ 400	
Subtotal Phase D LUMP SUM									\$ 3,886	
ROUNDED									\$ 3,900	
TOTAL									\$ 88,598	
TOTAL (ROUNDED)									\$ 88,600	



2025 SCHEDULE OF ACTUAL HOURLY BILLING RATES

<u>Classification</u>	<u>Range of Direct Hourly Billing Rates*</u>		
Senior Management (Chief Officer, Vice President, Program Director)	\$ 90.00	to	\$ 110.00
Senior Professional Staff (Registered Engineer, Architect, Landscape Architect, Scientist, GIS Analyst, Planner, and Technical or Market Manager)	\$ 45.00	to	\$ 105.00
Radio Car Operator	\$ 42.00	to	\$ 97.00
Engineering, Architectural, Planning, or GIS Specialist II	\$ 40.00	to	\$ 95.00
Engineering, Architectural, Planning, or GIS Specialist I	\$ 35.00	to	\$ 60.00
Professional Staff (Registered Engineer, Architect, Landscape Architect, Planner, GIS Analyst, Land Surveyor, Scientist, or Certified Interior Designer)	\$ 30.00	to	\$ 75.00
Graduate Staff (Professional-Track Engineer, Architect, Landscape Architect, Planner, GIS Analyst, Land Surveyor, Scientist, or Interior Designer)	\$ 25.00	to	\$ 55.00
Technician III	\$ 30.00	to	\$ 65.00 **
Technician II	\$ 20.00	to	\$ 45.00 **
Technician I	\$ 20.00	to	\$ 40.00 **
Administrative Staff (Controls, Accounting)	\$ 30.00		\$ 68.00

* Rates effective until December 31, 2025.

** For hours worked over 40 hours per week individuals are billed at one and one-half times the above rates.

In addition to hourly charges, TKDA shall be reimbursed for direct expenses actually incurred. Unless otherwise approved by the Client, direct expenses for travel and subsistence will be billed at or up to applicable IRS and US GSA published rates. TKDA shall be reimbursed for subconsultant fees at the amount billed TKDA plus 10%.

Notes:

1. Overhead Costs shall be calculated as the Direct Hourly Rate times TKDA's Overhead Multiplier Rate of 165.2%. This is slightly lower than our MnDOT audited rate.
2. For Hourly Rate Authorizations, Direct Rates will be subject to an Hourly Rate Multiplier of 3.05, which includes Overhead Costs and Fee (Profit).
3. For Hourly Cost Reimbursement Plus Fixed Fee Authorizations, the Fixed Fee shall be 15% of the Direct Salary Costs and Overhead Costs amount initially approved under the Authorization.

City of Mankato, MN

