

August 10, 2025

Bryan Brown – Facilities Manager
Duluth Public School District 709
Via email: bryan.brown@isd709.org

RE: Duluth News Tribune Building Renovation – Structural Additional Services Proposal

Dear Mr. Brown:

Thank you for the continued opportunity to work with you on the Duluth News Tribune Building Renovation into a new ISD 709 Education Center. We would like to request additional services related to the project based on additional structural engineering scope of work to evaluate the structural impact on proposed re-roofing of the entire existing roof (multiple buildings) for the subject project. This work represents an additional structural scope as no changes to typical roof framing were anticipated until the Owner elected to re-roof the building(s). Our scope of work includes the following:

- Site visit on 6/18/2025 to observe and document existing structural roof framing conditions and member sizes
- Evaluate existing roof structural members to verify capacity for support of existing and proposed new dead loads, code-required live (snow) loads and new (or relocated) mechanical equipment loads.
- Modify structural roof framing plans to document existing conditions and identify areas that currently require reinforcing.
- Identify areas within the existing roof framing that the contractor must conduct additional field observations to confirm assumptions. Additional reinforcing resulting from these observations should not be ruled out.
- Design and detail new roof openings and existing roof infills resulting from MEP and roofing changes.
- Design and detail new reinforcing as required to accommodate new loads; we do not anticipate a second phase of work to address required reinforcing, as the scope of work is currently minimized.
- Construction administration phase work associated with these tasks.

Fees for Proposed Services

Design Tree Engineering will provide additional engineering services as listed below for the lump sum fee:

Professional Engineering Services

Added Structural scope: \$7,500.00

Total Lump Sum Fee: \$7,500.00

Project Schedule

1. The anticipated project schedule will have final CD documents available for bidding by August 6, 2025.

If you have any questions or see a need for modifying the above services, please feel free to contact our office. When you find this proposal is acceptable, please sign and date the space below and return to our office.

DTE PROPOSAL

Duluth News Tribune Building Renovation – Structural Additional Services Proposal

Sincerely,

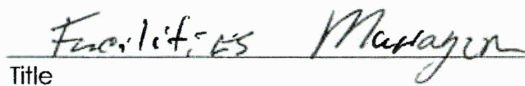
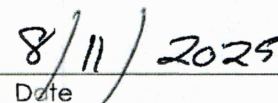
DESIGN TREE ENGINEERING & LAND SURVEYING



Paul E. Quirin, P.E.
Mechanical Team Leader
Phone: 763-270-6304
Email: peq@DTE-LS.com

Acceptance of Proposal:

The total proposed fee amount of \$7,500.00 is accepted and I hereby authorize Design Tree Engineering to proceed with the proposed work contained in this proposal.


Signature
Title
Date



Project: 1-25-0029 - Denfeld High School
401 N. 44th Street
Duluth, Minnesota 55807

Prime Contract Change Order #001: CE #001 - 800grit 3M Trizact Polish Level & Seal

TO:	Independent School District #709 Duluth Public Schools 709 Portia Johnson Drive Duluth, Minnesota 55811	FROM:	WTG Terrazzo & Tile, Inc. 12100 Riverwood Drive Burnsville, Minnesota 55337-1545
DATE CREATED:	8/18/2025	CREATED BY:	Tony Grazzini (WTG Terrazzo & Tile, Inc.)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:	Jeremy DeGraef	LOCATION:	
DESIGNATED REVIEWER:	Tony Grazzini (WTG Terrazzo & Tile, Inc.)	REVIEWED BY:	
DUE DATE:	08/22/2025	REVIEW DATE:	08/19/2025
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	Client Request
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	1 day
SIGNED CHANGE ORDER RECEIVED DATE:		REVISED SUBSTANTIAL COMPLETION DATE:	
FIELD CHANGE:	No	CONTRACT FOR:	1:Terrazzo Repair & Refinishing
		TOTAL AMOUNT:	\$9,450.00

DESCRIPTION:

CE #001 - 800grit 3M Trizact Polish Level & Seal

To upgrade the terrazzo finish on the "refinishing" to an 800-grit polish level with three (3) coats of 3M Scotchguard Stone Protector Seal and burnishing, in lieu of the 400-grit polish level & water-based acrylic seal originally quoted.

ATTACHMENTS:

CHANGE ORDER LINE ITEMS:

#	Budget Code	Description	Amount
1		Upgrade Polish Level & Seal (800grit & 3M Scotchguard)	\$9,450.00
Grand Total:			\$9,450.00

The original (Contract Sum)	\$76,410.00
Net change by previously authorized Change Orders	\$0.00
The contract sum prior to this Change Order was	\$76,410.00
The contract sum will be increased by this Change Order in the amount of	\$9,450.00
The new contract sum including this Change Order will be	\$85,860.00
The contract time will be increased by this Change Order by 1 day.	

Independent School District #709 Duluth Public Schools
709 Portia Johnson Drive
Duluth, Minnesota 55811

WTG Terrazzo & Tile, Inc.
12100 Riverwood Drive
Burnsville, Minnesota 55337-1545

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



Project: 1-25-0029 - Denfeld High School
401 N. 44th Street
Duluth, Minnesota 55807

Prime Contract Change Order #002: CE #002 - Credit for Owner Supplied Seal

TO:	Independent School District #709 Duluth Public Schools 709 Portia Johnson Drive Duluth, Minnesota 55811	FROM:	WTG Terrazzo & Tile, Inc. 12100 Riverwood Drive Burnsville, Minnesota 55337-1545
DATE CREATED:	8/18/2025	CREATED BY:	Tony Grazzini (WTG Terrazzo & Tile, Inc.)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:	Jeremy DeGraef	LOCATION:	
DESIGNATED REVIEWER:	Tony Grazzini (WTG Terrazzo & Tile, Inc.)	REVIEWED BY:	
DUE DATE:	08/22/2025	REVIEW DATE:	08/19/2025
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	Client Request
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	
SIGNED CHANGE ORDER RECEIVED DATE:		REVISED SUBSTANTIAL COMPLETION DATE:	
FIELD CHANGE:	No	CONTRACT FOR:	1:Terrazzo Repair & Refinishing
		TOTAL AMOUNT:	(\$750.00)

DESCRIPTION:

CE #002 - Credit for Owner Supplied Seal

Denfeld High School custodial staff had units of Seal that were available for WTG to use on the refinishing of the terrazzo work. This is a credit back to the school for the material that was used by the WTG team.

ATTACHMENTS:

CHANGE ORDER LINE ITEMS:

#	Budget Code	Description	Amount
1		Owner Supplied Seal (3M Scotchguard Stone Protector Seal)	\$(750.00)
Grand Total:			\$(750.00)

The original (Contract Sum)	\$76,410.00
Net change by previously authorized Change Orders	\$9,450.00
The contract sum prior to this Change Order was	\$85,860.00
The contract sum will be decreased by this Change Order in the amount of	(\$750.00)
The new contract sum including this Change Order will be	\$85,110.00
The contract time will not be changed by this Change Order.	

Independent School District #709 Duluth
Public Schools
709 Portia Johnson Drive
Duluth, Minnesota 55811

WTG Terrazzo & Tile, Inc.
12100 Riverwood Drive
Burnsville, Minnesota 55337-1545

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

Superior Masonry Inc.

DBA Bedrock Flint

4204 Enterprise Circle, Duluth, MN 55811 | Phone. 218.720.3948

Construction Change Order

Dated: 8/22/2025

Attention: ISD 709 Purchasing

Project: 2518- East High School

Scope of Work:

Order new Metal Decking to space the gap under the concrete. The existing decking was too weak and deteriorated.

Price: \$1,200.00

Breakdown

Labor: \$0.00

Materials: \$1,200.00

Name: Travis Stelp

Title: President

Date: 8/22/25

 8/25/2025