



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303

Phone (763) 433-2851 • Fax (763) 427-0833

www.bolton-menk.com

June 5, 2012

Mr. Kurtis Ulrich
City Administrator
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Re: Interim City Engineering Support Services

Dear Mr. Ulrich:

Bolton & Menk, Inc. is pleased to submit this proposal for interim City Engineering Support Services to the City of Ramsey. We understand you are looking for Engineer staffing in City Hall for 40 hours per week. The services would begin on approximately July 2 (or as scheduled) and run for approximately three months.

As you know, Bolton & Menk is a member of the Engineering Consultant Pool for the City and we are fully prepared to provide engineering services in full conformance with our Statement of Qualifications (SOQ) dated May 27, 2011. I've also attached an updated organization chart from that SOQ for your use and review.

In order to provide additional assistance to your current City Engineering needs, we propose to staff the City Engineer's office on a 40 hour-a-week basis. For that purpose, we propose to utilize a combination of Kevin Bittner, a Principal Engineer in our firm with over 26 years of engineering experience, and Jason Cook, a Professional Engineer with over eight years of experience in municipal engineering design and construction. Both engineers are conveniently located in our Ramsey office across the street from City Hall.

We would propose to utilize Kevin to staff City Hall on a 20 to 30 hour a week basis. Kevin's focus would be on overall project and engineering staff management, miscellaneous city engineering needs, as well as City Council meetings and associated meeting documentation requirements. Kevin would also be available for other staff and City meetings.

Jason Cook would be utilized for City Hall staffing on 10 to 20 hour per week basis. Jason's focus will be on technical project design and construction oversight and support as well as any other "hands-on" technical needs in the office or in the field. We would evaluate the City's schedule on a weekly basis and provide our office hours schedule each Thursday for the following week.

We would also propose that if and when there is no City business to attend to during office hours, we would attend to our other consultant workload utilizing our own computer resources and networks. We therefore can be very cost effective to the City and thus charge for only those hours which we work on City business, while still being fully available and present to attend to City issues as needed. In addition, both Kevin and Jason and other Bolton & Menk support staff can provide service to the City from our Ramsey office and can quickly attend to the City's needs.

Kevin's billing rate for these general municipal engineering services would be at a reduced rate of \$125 per hour and Jason's rate would be \$90 per hour. All other support services would be performed in accordance with our billing schedule provided in our Statement of Qualifications.

DESIGNING FOR A BETTER TOMORROW

Bolton & Menk is an equal opportunity employer



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We would be happy to sit down with you to discuss our proposal and your needs in greater detail. Thank you for this opportunity to submit this proposal for City Engineering Support Services. Please feel free to call me at 612-756-1032 if you need additional information or have any questions. We look forward to continued service to the City of Ramsey.

Sincerely,

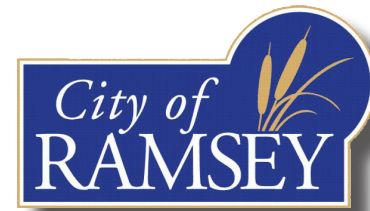
BOLTON & MENK, INC.

A handwritten signature in black ink, which appears to read "Bradley C. DeWolf". The signature is written in a cursive, flowing style.

Bradley C. DeWolf, P.E.
President/CEO

Encl.

C: Tim Himmer, City Engineer



Kurt Ulrich
City Administrator

Brad DeWolf, P.E.
Principal-in-Charge
Team Leader

Bob Brown, P.E.
QA/QC Manager

General Municipal Engineering

Kevin Bittner, P.E.
Principal Manager

Jason Cook, P.E.
Project Engineer

Cody Holmes, E.I.T.
Project Engineer

John Sundell
Construction RPR
and Engineering Technician

Alan Spilles
Construction RPR

Karl Anderson
Engineering Technician

Technical Specialty Services Team

Water/Wastewater Services

Bob Brown, P.E.
Senior Principal Manager

Paul Saffert, P.E.
Project Manager

Herman Dharmarajah, Ph.D., P.E., BCEE
Senior Principal Engineer

Kelly Yahnke
Project Engineer

Greg Johnson, P.E.
Project Engineer

Steve Nelson, P.E.
Project Engineer

Traffic Engineering & Transportation Planning

Brad DeWolf, P.E.
Senior Principal Manager

Chris Chromy, P.E., P.T.O.E.
Principal Engineer

Bryan Nemeth, P.E., P.T.O.E.
Project Manager

Eric Johnson, P.E.
Project Engineer

Aaron Warford, P.E.
Project Engineer

Gina Mitchell, AICP
Transportation Planner

Registered Land Surveying Activities

Kevin Bittner, P.E.
Principal Manager

Craig Johnson, L.S., CFedS
Survey Manager

Ric Williams, Jr., L.S.
Survey Manager

Mark Schulz, GISP
GIS Coordinator

Nate Stadler, L.S., CFedS
Laser Scanning Manager

Josh McDonald
Crew Chief

Greg Duerr
Crew Chief

Natural Resources & Environmental Services

Kevin Bittner, P.E.
Principal Manager

Bill Douglass, P.E.
Principal Engineer

Lanol Leichty, P.E.
Project Manager

Chantill Kahler-Royer, P.E., LEED® AP
Project Manager

Todd Javens
Wetland Delineator

Mechanical & Electrical Engineering

Brad DeWolf, P.E.
Senior Principal Manager

Sheldon Sorenson, P.E.
Electrical Engineer

Tom Wentz, P.E.
Mechanical Engineer

Stuart Stevens
Electrical Engineer

Mark Ziemer
Electrical Engineer

Landscaping, Urban Design, & Urban Planning

Brad DeWolf, P.E.
Senior Principal Manager

Paul Paige, RLA
Landscape Architect

Bryan Harjes, Associate RLA LEED® AP
Landscape Architect

Lillian Leatham, RLA
Landscape Architect

Right-of-Way Services

Brad DeWolf, P.E.
Senior Principal Manager

Dan Wilson
Right-of-Way Specialist

Julie Jeffrey-Schwartz
Appraiser

