



BOLTON & MENK, INC.®

Consulting Engineers & Surveyors

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November 17, 2015

Mr. Bruce Westby, P.E.
City Engineer
City of Ramsey
7550 Sunwood Drive NW
Ramsey, Minnesota 55303

RE: Proposal for Engineering Services
Riverdale Drive Extension Project

Dear Mr. Westby:

We appreciate the opportunity to present this scope of services for the Riverdale Drive Extension project. Our scope and fees were prepared based on our understanding of the project scope and our previous experience in delivering Municipal Agreement projects.

We understand the importance of delivering this project to set the stage for future funding opportunities. We have assembled a team of professionals to assist with the project, including members of the T.H. 10 Corridor Study.

If there are any questions related to the scope and/or fee portion of this submittal, please call me at the number listed below.

Respectfully submitted,

Bolton & Menk, Inc.

Kevin P. Kielb, P.E.
Senior Project Manager
(651) 968-7760

Proposed Scope of Services

Riverdale Drive Extension Project

City of Ramsey
November 17, 2015

Location: The proposed 0.4 mile Riverdale Drive extension along the south side of T.H. 10 will connect Traprock Street and Ramsey Boulevard and remove an existing uncontrolled access to TH 10 at Traprock Street.

The project will be constructed in right-of-way which will be acquired by the City through agreement with Anoka County. Anoka County owns the Mississippi West Regional Park and will be a participant in the project planning and design.

General Scope Description: Bolton & Menk will complete stakeholder engagement, surveying, preliminary design, final design plans, project specifications, cost estimate and permits.

Bolton & Menk Proposed Team:

- Project Manager – Kevin Kielb, P.E.
- Design Engineer – Jason Cook, P.E.
- Water Resources – Tim Olson, P.E.
- Traffic Engineer – Bryan Nemeth, P.E., P.T.O.E.
- Resources – Chris Chromy and Eric Johnson were key parties in the T.H. 10 Corridor Study and will serve as internal and external resources on an as-needed basis.

Key City Staff:

We anticipate assistance from several individuals at the City of Ramsey to lead to a successful project:

- City Project Manager – Bruce Westby, P.E.
- Drainage, Permitting, Plan Review – Leonard Linton, P.E.
- Constructability Review and Utility Assistance – Mike McDowall

Schedule: The FY 2017 Municipal Agreement Funding (state funds) have been awarded to this project. To meet the needs of the City and requirements for use of these state funds, this project will adhere to a schedule that will include 2016 construction.

Detailed Scope Tasks:

Task 1: Project Management / Meetings

- A. Coordination - Bolton & Menk will have ongoing coordination with the City's Project Manager. Bolton & Menk will also coordinate with Anoka County and MnDOT staff as necessary. This task includes coordinating with the City to gather base map data, complete the permitting process and plan review.

- B. Agency Coordination – Bolton & Menk will coordinate with agencies as needed to discuss issues, concerns, and proposed improvements.

Deliverables: Meeting Agendas, Minutes, Ongoing Coordination.

Task 2: Data Collection

Bolton & Menk will utilize previously gathered information to the extent possible for the project. We have assumed the City will provide all drawing files for the recently completed Riverdale Drive Extension project which ended at Traprock Street. We have assumed we will use the existing City files as a base along the T.H. 10 right-of-way in the area of the Traprock Street connection. Additional surveying across the Mississippi West Regional Park will be required to provide a complete base map.

Our tasks are anticipated to include the following:

- A. Research
 - Gather section corner information available from County Surveyor's office/on-line
 - Gather section lines, plats, rights-of-way and easements from MnDOT
 - Gather copies of plats as needed from City
 - Gather existing CAD files from the City for recently completed project(s)
 - Initiate Gopher One Call utility locate requests
 - Ground markings
 - Maps
- B. Horizontal and Vertical Control Surveys
 - Establish intermediate horizontal control points along project area
 - Establish bench marks along the project area

Deliverables: Field Review, Base Map, Topographic Survey

Task 3: Preliminary Design

- A. Geometric Layout
 - Based upon our initial conversations with MnDOT, a geometric layout will not be required for the project.

Task 4: Utility Coordination

- A. Utility Identification – Bolton & Menk will identify the location and potential impacts of known existing public and private utilities within the project area.
- B. Utility Impacts and Relocation – Bolton & Menk will send final design plans to utility owners for relocation planning and coordination at the 60% and 95% plan levels. Further correspondence and coordination with utility owners may be necessary to understand and resolve potential issues.
- C. Utility Coordination Meetings – Bolton & Menk will prepare for and facilitate utility coordination meetings with public and private utility owners. Our scope accommodates up to two meetings.

- D. Groundwater Monitoring Points – We understand there are several groundwater monitoring points in the project area. We will work with the City to identify the locations and determine the potential project impacts.

Deliverables: Utility Coordination and Meeting Facilitation

Task 5: Geotechnical

We will utilize Northern Technologies Inc. for the geotechnical exploration and assistance with the preparation of a Materials Data Report for the project.

- A. Geotechnical Engineering Coordination - Bolton & Menk will have regular communications with Northern Technologies Inc. to ensure the proper areas are tested and that the results are integrated into the project design.
- B. Bolton & Menk will prepare the Materials Data Report, which will include the pavement design and discussion of any other materials related issues that may impact project design.

Deliverables: Coordination with Northern Technologies Inc., Materials Data Report

Task 6: Final Design and Plan Preparation

Our team will complete the detailed design of the proposed improvements consistent with the latest MnDOT design requirements, Americans with Disabilities Act (ADA) requirements, and Public Rights of Way Accessibility Guidance (PROWAG) guidelines, and in accordance with all Federal and State laws, rules, and regulations. Plan preparation will be consistent with the requirements of the Municipal Agreement Program Plan Preparation, Design and Construction Guide (November 2012).

- A. Plan Sheets - Our team of engineers and technicians are committed to providing a complete plan set to ensure proper roadway design, utility design, ADA curb ramp design, and drainage design. Comprehensive, detailed construction plans that are legible and constructible will be produced. Construction plan details will be consistent with State Aid requirements. This task includes preparation of applicable plan sections such as:

- Title Sheet
- Earthwork Summary and Tabulations
- General Layout
- Legend
- Statement of Estimated Quantities
- Tabulations
- Typical Sections / Construction Details
- Existing Conditions and Utilities Plans
- Right of Way Plans
- Removal Plans
- Roadway Construction & Grading Plans
- Sanitary Sewer and Watermain Plans and Details
- Staging and Traffic Control Plans

- Turf Establishment and Erosion Control Plans
 - Signing and Striping Plans
 - Sanitary, Water, and Drainage Plans
- B. Staging and Traffic Control Plans – As a portion of the final design, we will prepare traffic control and staging plans for work in the T.H. 10 right of way. There is the potential that the work can be completed using short-term closures, however, since this is a high speed roadway, we believe MnDOT will require complete staging and traffic control plans for this project. We have assumed that the only work required within the right of way will be removing the right-in/right-out access on the south side of the T.H. 10 eastbound lanes. Our services will include:
- Traffic Analysis
 - Traffic Management Plan
 - Traffic Control Plans
 - MnDOT Meetings
 - Specifications
- C. Project Specifications – Bolton & Menk will prepare special provisions to submit with the final construction plan.
- D. Engineer’s Estimate – Bolton & Menk will prepare an engineer’s cost estimate with breakdowns provided for the various funding sources and participating/non-participating items where necessary.
- E. Submittals - Bolton & Menk will submit final design plans and other documents for review at the following stages of completion:
- 60% Plan Review – submittal to include final design plans and a format/index for the special provisions.
 - 95% Plan Review – submittal to include final design plans, specifications, and engineer’s estimate. We will incorporate the City comments from the 60% plan review.
 - Final Plan Approval – submittal of final design plans, specifications, and engineer’s estimate for approval and signatures. Any final City comments will be addressed in this submittal.
- F. Permits - Bolton & Menk will prepare and coordinate all necessary permits for the project, including the permit required by the Lower Rum River Watershed Management Organization (LRRWMO).
- G. Bidding Documents - Bolton & Menk will prepare and assemble bidding documents which will include project specifications, instructions to bidders, bid proposal form, labor/wage requirements, and MnDOT attachments.

Deliverables: 60%, 95%, and final plans, engineers estimate (95% and final), special provisions (95% and final). Complete final construction plans on 11" x 17" signed by licensed Bolton & Menk engineer and all approving agencies. All permits required for the project, including the LRRWMO permit.

Task 7: Property Acquisition

At this time we do not anticipate property acquisition as a need. Our team is able to assist the City with property acquisition for this project if needed. At this time, we understand the City will acquire an easement from Anoka County and our roll will be limited to:

- A. Parcel Sketches - Prepare parcel sketches and proposed easement descriptions.
- B. View Stakes - Stake proposed easements in the field for viewing purposes.

Deliverables: None anticipated

Task 8: Bidding Services

Our team will lead contract bidding and award activities in accordance with State Aid requirements.

- A. Advertisement for Bid - Bolton & Menk will prepare and publish the advertisement for bid.
- B. Distribute Bidding Documents - Bolton & Menk will distribute bid documents.
- C. Responses to Questions - Bolton & Menk will provide responses to contractor questions.
- D. Issue Addenda - Bolton & Menk will issue addenda as required.
- E. Bid Opening and Tabulation - Bolton & Menk will attend the bid opening and assist the City in preparing bid tabulation and verification.
- F. Bolton & Menk will prepare a Letter of Recommendation based on a review of the Bids received.

Deliverables: Advertisement for bid, distribution of bid documents, responses to contractor questions, issue addenda, Bid Tabulation, and Letter of Recommendation.

DETAILED COST ESTIMATE

CLIENT: City of Ramsey **BOLTON & MENK, INC.**
PROJECT: Riverdale Drive Extension Project

WORK TASK DESCRIPTION	Project Manager	Project Engineer	Design Engineer	Sr. Traffic Engineer	Technician	Survey	Clerical	Total Hours	Cost
	\$155	\$110	\$95	\$120	\$105	\$110	\$60		

Preliminary and Final Design

1.0 Project Management / Meetings	40	16	0	0	0	0	0	56	\$7,960
2.0 Data Collection / Base Map	6	4	0	0	0	32	0	42	\$4,890
3.0 Preliminary Design (Not Required)	0	0	0	0	0	0	0	0	\$0
4.0 Utility Coordination	8	12	16	0	8	0	6	50	\$5,280
5.0 Geotechnical Coordination	0	2	16	0	0	0	2	20	\$1,860
6.0 Final Design and Plan Preparation	32	52	152	44	300	0	50	630	\$64,900
7.0 Property Acquisition	0	0	0	0	8	4	0	12	\$1,280
8.0 Bidding Services	10	12	10	0	0	0	7	39	\$4,240
Subtotal Bolton & Menk Design	86	86	184	44	316	36	58	810	\$86,170

SUBCONSULTANT - Northern Technologies \$3,000
TOTAL for Design through Bidding \$89,170