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April 18, 2018

Mr. Mark Riverblood
Parks & Assistant Public Works Superintendent
City of Ramsey
7550 Sunwood Drive NW
Ramsey, Minnesota 55303

RE: City of Ramsey COR Area Parks Analysis
Scope of Services and Fee Estimate for Civil Engineering

Dear Mr. Riverblood:

The City is in the process of considering park related improvements for “Municipal Plaza” and “The Waterfront”. We have prepared this proposal based on our understanding of those improvements, along with our general understanding of The COR. Our scope of services is also aligned with, and required to support, the December 5, 2017 Scope of Services prepared by Bruce Jacobson, Landscape Architect.

SCOPE OF SERVICES

Topographical Survey

Our work would include performing a topographical survey on the subject properties. We will coordinate and augment our survey with information from the Affinity site, and also from other survey work performed in the area.

Geotechnical Exploration

Geotechnical exploration is proposed to be completed by using a series of borings to determine the material type on the site, and suitability of the material for use in building pads throughout The COR. We will coordinate with Northern Technologies (NTI) to perform the work. Five deep borings will be performed in the area of the regional pond, and 3 additional shallow borings will be performed on the east and west ends of the regional pond. This task is intended to add a level of certainty for the assumption that the soils can be used for structural foundations both on the site and in other areas of The COR.

Preliminary Grading and Drainage Plan

We will work with the City and the Landscape Architect, beginning at the schematic design phase of the process. Our work scope is anticipated to include the following:

- Prepare a topographic background drawing using current/existing topographic data files. We will use aerial photography and topographical survey data to complete the base map.
- Convert the conceptual site plan layout, per direction from Owner and Landscape Architect, into AutoCAD Civil 3D format.
- Prepare preliminary design drawings for site improvements, including stormwater management.
- Incorporate anticipated surface improvements, including erosion control and other project elements, into the preliminary drawings.

- Review potential site constraints, submittal process requirements, and other project requirements with the City and Landscape Architect.
- Attend meetings with Owner, Landscape Architect and applicable agencies as needed.

SEQUENCE OF IMPROVEMENTS

Based on our understanding of improvements currently being considered, design of the park related improvements will need to be closely coordinated with other substantial work in the area. Our thoughts related to proceeding with design work are as follows:

1. Complete the topographical survey work and geotechnical exploration work as described above.
2. Receive sketch drawings from the Landscape Architect and incorporate the concepts into the base map created during the topographical surveying process.
3. Complete the preliminary grading and drainage plan based upon the schematic design of the park features as prepared by the Landscape Architect.
4. Based on the park related grading plan, verify that the regional storm water pond can be constructed to the volume and depth required for storm water purposes and also for parks related needs. This task will also quantify the amount of suitable backfill material available for use in other areas of The COR. We will also alert the City of any inconsistencies noted between the proposed park related improvements and the proposed Affinity site improvements.

No further work would be performed until the regional pond is constructed, as the significant disturbances related to pond construction are anticipated to greatly alter the conditions at the site.

After the regional pond is constructed, additional services would then be proposed, including: Topographical verification surveys (based on pond construction), adjustments to the schematic design which may be required due to pond construction, and final design services for the park related features.

SUMMARY OF FEES

We have prepared preliminary fee estimates based on our understanding of the work to be performed. These fees could change based upon work associated with the concept preparation portion of the overall work plan. We estimate the Civil related design fees will be as presented below:

<u>Task</u>	<u>Fees</u>
Topographical Survey	\$ 5,400
Geotechnical Exploration	\$ 6,000
<u>Schematic Design</u>	<u>\$ 18,680</u>
Not-To-Exceed Fees	\$ 30,080

If there are any questions or concerns, please call me at (651) 968-7760.

Sincerely,

Bolton & Menk, Inc.



Kevin P. Kielb, P.E.
Project Manager