



Real People. Real Solutions.

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Bolton-Menk.com

February 5, 2019

Bruce Westby, P.E.
City Engineer
7550 Sunwood Drive NW
Ramsey, MN 55303

RE: Proposal for Construction Staking Services
City of Ramsey Improvement Project #18-14, Riverdale Drive Trunk Utility Improvements

Dear Mr. Westby:

We appreciate the opportunity to assist the City of Ramsey with the construction survey for the above referenced project. We have reviewed the February 4, 2019 RFP email, and the January 25, 2019 plans for the project and developed our scope and fee based on those documents.

SCOPE OF WORK

Bolton & Menk will complete the following survey related tasks associated with the project:

- Establish Horizontal and Vertical Control,
- Create Stakeout Files,
- Sanitary Sewer (winter staking) – 2,500 ft, 11 MHs, one crossing,
- Water Main (winter staking) – 2,500 ft, 5 hydrants, 5 valves, one crossing,
- Concrete Curb and Gutter (200 ft – one side), and
- Miscellaneous pavement, striping and restoration.

ASSUMPTIONS

We have made the following assumptions in preparing this proposal:

- All work will occur in winter conditions with frozen ground, except for curb staking,
- We will be supplied with existing control that was used for the topographic survey,
- We will be supplied with AutoCAD files of the design, including alignments and profiles of the watermain, and Pipe Networks of the sanitary sewer,
- We will be supplied with the existing topographic survey files, to allow for staking the curb for reinstatement,
- We will stake all utilities in one site visit,
- We will stake both utilities at the same time (regardless of whether they are on the same hub or not),
- No allowances are included for as-built surveys,

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PROPOSED FEES

Bolton & Menk proposes to perform the staking based on the hours and rates presented in the following table:

Personnel	Hours	Rate/Hr	Total
Licensed Surveyor	1.0	\$165.00	\$ 165.00
Survey Technician	8.5	\$100.00	\$ 850.00
Survey Crew Chief	54.0	\$105.00	\$ 5,670.00
Totals	63.5		\$ 6,685.00

No additional fees for stakes, mileage, equipment, etc. will be invoiced to the City, but are included in our hourly rates. Additional services, if required, will be performed at the rates presented in the table above. The rates above are valid through the 2019 construction season. Our 2019 Schedule of Fees is attached as requested.

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

Sincerely,

BOLTON & MENK, INC.



Kevin P. Kielb, P.E.

Principal Engineer

ATTACHMENT: 2019 Schedule of Fees

2019 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2019. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	Hourly Billing Rates
Senior Principal	\$150-270/Hour
Principal Engineer/Surveyor/Planner/GIS/Landscape Architect	\$140-195
Senior Engineer/Surveyor/Planner/GIS/Landscape Architect	\$110-175
Project Manager (Inc. Survey, GIS, Landscape Architect)	\$100-190
Project Engineer/Surveyor/Planner/Landscape Architect	\$85-175
Design Engineer/Landscape Designer/Graduate Engineer/Surveyor	\$80-185
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	\$60-165
Senior Technician (Inc. Construction, GIS, Survey ¹)	\$85-175
Technician (Inc. Construction, GIS, Survey ¹)	\$65-140
Administrative	\$45-100
Structural/Electrical/Mechanical/Architect	\$120-150
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.