



Real People. Real Solutions.

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March 3, 2021

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

RE: Proposal for Construction Related Services – 2021 Riverdale Drive Improvement Project –
Feldspar Street to 140 Feet West of Sunfish Lake Boulevard

Dear Mr. Westby:

We appreciate the opportunity to present this scope of services for the Riverdale Drive Improvement project. Our scope and fees were prepared based on our understanding of the project and our previous experience in assisting the City of Ramsey with similar project types. Our proposed services will be as described below:

Contract Preparation – Assist with Notice of Award, Contracts, and Notice to Proceed. Prepare sets of contract documents (plans and specifications) for City and Contractor.

Pre-Construction Conference – Attend Pre-Construction Conference to address questions that may arise related to project design or construction staking.

Shop Drawing / Submittal Review – Review submittals for key project components.

Construction Staking – Includes setting survey control and staking curb, storm sewer, fire hydrants, pedestrian curb ramps, and trail.

Pay Application Assistance – Work with City and Contractor to complete payment documents.

As-Built Survey and Record Drawings – Survey key project components after completion of construction and prepare of Record Drawings.

Construction Revisions / Plan Updates – To be performed as needed during construction. We have assumed a total of 26 hours for this task. We will not invoice for this task unless requested by City.

We have attached a fee spreadsheet depicting hours, rates, and total compensation on a per task basis. Our proposed Not-To-Exceed fees for the work are \$21,682.00.

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

Sincerely,

Bolton & Menk, Inc.

Kevin P. Kielb, P.E.
Principal Engineer

DETAILED COST ESTIMATE

CLIENT: City of Ramsey
PROJECT: 2021 Riverdale Drive Extension Project

BOLTON & MENK, INC.

WORK TASK DESCRIPTION	Project Manager	Project Engineer	Design Engineer	EIT	Survey Technician	Survey	Clerical	Total Hours	Cost

Preliminary and Final Design

Contract Preparation	1	0	0	0	0	0	4	5	\$539
Pre-Con	1	0	1	0	1	0	0	3	\$482
Construction Staking	0	0	4	0	12	64	0	80	\$12,548
Shop Drawing Review	0	1	4	4	0	0	1	10	\$1,284
Pay Application Assistance	0	0	8	0	0	0	0	8	\$1,136
As-Built Survey	0	0	0	0	2	4	0	6	\$930
Record Drawings	0	1	4	4	0	0	0	9	\$1,198
Revisions / Plan Updates	1	1	16	8	0	0	0	26	\$3,565
Subtotal Bolton & Menk Design	3	3	37	16	15	68	5	147	\$21,682

TOTAL for Staking and Construction Admin \$21,682