



Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

March 17, 2022

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

RE: Proposal for Construction Related Services – 2022 Riverdale Drive Trunk Utility Improvements
City Project No. 22-05

Dear Mr. Westby:

We appreciate the opportunity to present this scope of services for the Riverdale Drive Trunk Utility Improvements. 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. We are proposing to use Barr Engineering to augment our staff for lift station related items. 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 the following:

- Staking Calculations and Preparation of Data,
- Establishing Survey Control,
- Staking of Erosion Control,
- Staking of Road Centerline for Rough Grading,
- Staking of Grading for Pond,
- Staking of Sanitary Gravity and Force Mains, and Fittings,
- Staking of Water Main and Fittings, and
- Staking of Storm Sewer.

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.

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Construction Revisions / Plan Updates / O & M Manual Reviews – To be performed as needed during construction. We have assumed a total of 26 hours for site civil related items and 32 hours for lift station related items.

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 \$45,615.00.

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

Sincerely,

Bolton & Menk, Inc.

A handwritten signature in blue ink that reads "Kevin P. Kielb". The signature is written in a cursive style with a horizontal line underneath.

Kevin P. Kielb, P.E.
Principal Engineer

