



Real People. Real Solutions.

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Bolton-Menk.com

June 22, 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 Roadway Improvements
City Project No. 20-05

Dear Mr. Westby:

We appreciate the opportunity to present this scope of services for the Riverdale Drive Roadway 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. 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 Roadways (Edge of Bituminous and Curblines),
- Staking of Sanitary Gravity and Water Services,
- Staking of Water Main and Fittings, and
- Staking of Storm Sewer.

Railroad Monitoring – Our survey crews will monitor the rails during the directional drilling process. We have assumed 10 days monitoring plus initial setup and reporting.

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 / O & M Manual Reviews – To be performed as needed during construction. We have assumed a total of 58 hours for this task.

Bruce Westby, P.E.

June 22, 2022

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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 \$49,775.00.

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 long horizontal stroke at the end.

Kevin P. Kielb, P.E.

Principal Engineer

ATTACHMENT – Fee Spreadsheet

DETAILED COST ESTIMATE

CLIENT: City of Ramsey **BOLTON & MENK, INC.**
PROJECT: 2022 Riverdale Drive Roadway Improvements

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

Contract Preparation	1	0	2	0	0	0	4	7	\$850
Pre-Con	1	2	2	0	1	0	0	6	\$1,015
Construction Staking	0	0	4	0	18	74	0	96	\$16,310
Railroad Monitoring	0	0	8	0	2	58	0	68	\$11,370
Shop Drawing Review	2	8	16	4	0	0	1	31	\$4,710
Pay Application Assistance	0	0	12	0	0	0	0	12	\$1,740
As-Built Survey	0	0	0	0	2	8	0	10	\$1,710
Record Drawings	0	2	12	6	0	0	0	20	\$2,840
Revisions / Plan Updates	4	24	24	6	0	0	0	58	\$9,230
Total Bolton & Menk Hours	8	36	80	16	23	140	5	308	
TOTAL for Staking and Construction Admin									\$49,775