



Real People. Real Solutions.

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March 9, 2023

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

RE: Proposal for Construction Related Services – HY-10 Ramsey Improvements
City Project No. 23-12

Dear Mr. Westby:

We appreciate the opportunity to present this scope of services for the HY-10 Ramsey 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 – Facilitate the Pre-Construction Conference and address questions that may arise related to project design or construction staking. Prepare Agenda and Minutes.

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.

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 44 hours for this task.

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 \$34,881.00.

Bruce Westby, P.E.
March 9, 2023
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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 large initial 'K'.

Kevin P. Kielb, P.E.
Principal Engineer

ATTACHMENT – Fee Spreadsheet

DETAILED COST ESTIMATE

CLIENT: City of Ramsey
PROJECT: 2023 HY-10 Ramsey Improvements

BOLTON & MENK, INC.

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

Contract Preparation	1	2	0	0	0	4	7	\$902
Pre-Construction Conference	1	4	0	1	0	0	6	\$1,040
Construction Staking	0	4	0	16	68	0	88	\$15,960
Shop Drawing Review	2	16	4	0	0	1	23	\$3,625
Pay Application Assistance	0	12	0	0	0	0	12	\$1,932
As-Built Survey	0	0	0	2	8	0	10	\$1,824
Record Drawings	0	12	6	0	0	0	18	\$2,742
Revisions / Plan Updates	4	24	16	0	0	0	44	\$6,856
Total Bolton & Menk Hours	8	74	26	19	76	5	208	

TOTAL for Staking and Construction Admin								\$34,881
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