



Real People. Real Solutions.

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June 1, 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 – COR Tree Clearing Project
City Project No. 23-17

Dear Mr. Westby:

We appreciate the opportunity to present this scope of services for the COR Tree Clearing 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.

Shop Drawing / Submittal Review – Review submittals for clearing plan and equipment.

Construction Staking – Includes: Staking Calculations and Preparation of Data, Establishing Survey Control, Staking of Erosion Control, and Staking Right-of-Way, where required.

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

As-Built Survey and Record Drawings – No survey anticipated.

Construction Revisions and Plan Updates – To be performed as needed during construction. We have assumed a total of 8 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 \$7,075.00. 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

ATTACHMENT – Fee Spreadsheet

DETAILED COST ESTIMATE

CLIENT: City of Ramsey PROJECT: COR Tree Clearing	BOLTON & MENK, INC.									
WORK TASK DESCRIPTION	Project Manager	Project Engineer	Design Engineer	Licensed Surveyor	Survey Technician	Surveyor	Clerical	Total Hours	Cost	

Construction Services Assistance

Contract Preparation	1	2	0	0	0	0	4	7	\$906
Pre-Con	1	4	0	0	0	0	0	5	\$860
Construction Staking	0	0	0	1	1	12	0	14	\$2,520
Shop Drawing Review	0	4	0	0	0	0	0	4	\$652
Pay Application Assistance	0	4	0	0	0	0	0	4	\$652
As-Built Survey	0	0	0	0	0	0	0	0	\$0
Record Drawings	0	1	2	0	0	0	0	3	\$453
Revisions / Plan Updates	2	2	2	0	0	0	0	6	\$1,032
Total Bolton & Menk Hours	4	17	4	1	1	12	4	43	
TOTAL for Staking and Construction Admin									\$7,075