



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

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 – Lift Station #10 Improvements
City Project No. 23-11

Dear Mr. Westby:

We appreciate the opportunity to present this scope of services for the Lift Station #10 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 Forcemain, and
- Staking of Lift Station Erosion Control, Grading, Roadway, Slab, and Structures.

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 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 \$39,277.00.

Bruce Westby, P.E.

June 1, 2023

Page 2 of 2

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 at the end.

Kevin P. Kielb, P.E.

Principal Engineer

DETAILED COST ESTIMATE

CLIENT: City of Ramsey PROJECT: Lift Station #10 Improvements	BOLTON & MENK, INC.								
WORK TASK DESCRIPTION	Project Manager	Environmental Engineer	Project Engineer	Licensed Surveyor	Survey Technician	Surveyor	Clerical	Total Hours	Cost

Construction Services Assistance

Contract Preparation	1	0	2	0	0	0	4	7	\$906
Pre-Con	1	0	4	0	1	0	0	6	\$1,020
Construction Staking	0	0	4	2	1	38	0	45	\$8,066
Shop Drawing Review	2	8	16	0	0	0	1	27	\$4,621
Pay Application Assistance	0	0	12	0	0	0	0	12	\$1,956
As-Built Survey	0	0	0	1	1	10	0	12	\$2,158
Record Drawings	0	4	24	0	0	0	0	28	\$4,664
Revisions / Plan Updates	4	32	26	0	0	0	0	62	\$11,086
Subtotal Bolton & Menk Design	8	44	88	3	3	48	5	199	\$34,477
Barr Engineering									\$4,800
TOTAL for Staking and Construction Admin									\$39,277