



Real People. Real Solutions.

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Bolton-Menk.com

June 22, 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 – 167<sup>th</sup> Avenue Reconstruction Project  
City Project No. 23-04

Dear Mr. Westby:

We appreciate the opportunity to present this scope of services for the 167<sup>th</sup> Avenue Reconstruction 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 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 Storm Sewer,
- Staking Right-of-Way,
- Staking Drainage Ditch Grading,
- Staking Curblines for Grading and also for Final Curb & Gutter Construction,
- Staking Blue Tops for Subgrade and Class 5 Aggregate Base Course, and
- Staking Pavement Markings.

**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 and Plan Updates** – To be performed as needed during construction. We have assumed a total of 48 hours for this task.

Bruce Westby, P.E.

June 22, 2023

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**Project Inspection Services** – We will assist the City of Ramsey with project inspection on an as needed basis during construction. We will only perform services under this task when directed by the City. We have budgeted 100 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 \$53,699.00.

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 fluid and cursive, with the first name "Kevin" being the most prominent.

**Kevin P. Kielb, P.E.**

Principal Engineer

ATTACHMENT – Fee Spreadsheet

## DETAILED COST ESTIMATE

**CLIENT:** City of Ramsey  
**PROJECT:** 167th Avenue Roadway Reconstruction

**BOLTON & MENK, INC.**

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

Contract Preparation	1	2	0	0	0	0	4	7	\$906
Pre-Con	1	4	0	0	1	0	0	6	\$1,020
Construction Staking	0	4	0	7	9	96	0	116	\$20,784
Shop Drawing Review	0	12	0	0	0	0	1	13	\$2,049
Pay Application Assistance	0	12	0	0	0	0	0	12	\$1,956
As-Built Survey	0	0	0	1	1	8	0	10	\$1,796
Record Drawings	0	8	8	0	0	0	0	16	\$2,464
Revisions / Plan Updates	4	24	24	0	0	0	0	52	\$8,224
Inspection Services (As Needed)	0	0	100	0	0	0	0	100	\$14,500
<b>Total Bolton &amp; Menk Hours</b>	<b>6</b>	<b>66</b>	<b>132</b>	<b>8</b>	<b>11</b>	<b>104</b>	<b>5</b>	<b>232</b>	
<b>TOTAL for Staking and Construction Admin</b>									<b>\$53,699</b>