



Real People. Real Solutions.

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Bolton-Menk.com

June 5, 2024

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

RE: Proposal for Rivers Bend Park Pond Modification Design Services

Dear Mr. Westby:

We appreciate the opportunity to assist the City of Ramsey with the design of the Rivers Bend Park pond.

SCOPE OF WORK

Bolton & Menk will assist the City with design, bidding, and construction related services for the project. We will work with Design Tree as a sub-consultant for services related to electrical and controls. Our work will include the following tasks:

- **Survey**
 - Right-of-way research.
 - Topographic survey.
 - Drone image of the site.
 - Tree outlines only. Individual trees not identified.
- **Design**
 - Attendance at design meetings.
 - Stormwater calculations and design.
 - Site visits to review the existing pond conditions.
 - Construction Documents for the use of permitting, bidding and construction.
- **Geotechnical Coordination**
 - Determine number of borings needed.
 - Coordinate with Geotechnical sub-consultant.
 - Needed to determine excavation limits. Mobile drill rig and hand augers.
- **Permitting**
 - Lower Rum River WMO submittal.
 - NPDES permit.
- **Bidding**
 - Solicit bids for the work using Quest CDN.
 - Tabulate bids and make award recommendation to City.

SCHEDULE

We understand the City is proposing to construct the project in 2024. We will work diligently to complete the plans and the approval process according to the following schedule:

<u>Date</u>	<u>Action</u>
June 12, 2024	Notice to Proceed / Order Borings
June 21, 2024	Survey Complete
July 19, 2024	80% Design and Calcs Complete / Submit to LRRWMO
July 19, 2024	Geotechnical Complete
August 2, 2024	100% Plans Complete Based on Geotechnical
August 13, 2024	City Council Approves Plans / Authorizes Bids
August 16 & 23, 2024	Advertise
August 15, 2024	LRRWMO Approval
September 6, 2024	Open Bids
September 10, 2024	Award Construction Contract
September 23, 2024	Begin Construction
November 22, 2024	Substantial Completion (Dormant Seed)
June 2025	Final Completion and Closeout

PROPOSED FEES

Bolton & Menk proposes to perform the services on a not-to-exceed amount, based on the estimated fees per task in the table below:

<u>Task</u>	<u>Fees</u>
Survey	\$ 6,200
Stormwater Design and Calculations	\$31,600
Geotechnical (Estimated)	\$12,500
Site Design (Bolton & Menk)	\$17,600
Reviews and Updates	\$ 3,200
Permit Package for LRRWMO	\$ 7,400
<u>Specifications and Bidding</u>	<u>\$ 5,400</u>
Total Fees	\$83,900

The fees listed above are estimates based on each task. The Geotechnical Services amount is an estimate based on previous projects. The actual fees required for each task may vary, however, the total amount of \$83,900 is considered a Not-to-Exceed amount, exclusive of the Geotechnical Services estimate.

City of Ramsey – Rivers Bend Park Pond

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SCHEDULE

We are prepared to begin services immediately after authorization from the City is received.

If there are any questions, 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