



Real People. Real Solutions.

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September 12, 2024

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

RE: Proposal for CP 25-01 - Rivers Bend Park Pond Modification Construction Services

Dear Mr. Westby:

We appreciate the opportunity to assist the City of Ramsey with construction services related to the Rivers Bend Park pond.

SCOPE OF WORK

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 and Removals,
- Staking of Storm Sewer, including Flared End Sections,
- Staking Right-of-Way, and
- Staking Pond Grading.

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 16 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.

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>
Contract Preparation	\$ 963
Pre-Construction Conference	\$ 1,059
Shop Drawing/Submittal Reviews	\$ 1,493
Construction Staking	\$ 4,206
Pay Application Assistance	\$ 2,088
Record Drawings, with Survey	\$ 2,805
Plan Revisions, if Needed	\$ 2,626
Total Fees	\$15,240

The fees listed above are estimates based on each task. The actual fees required for each task may vary, however, the total amount of \$15,240 is considered a Not-to-Exceed amount.

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.



Kevin P. Kielb, P.E.
Principal Engineer