



Real People. Real Solutions.

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May 2, 2025

Joe Feriancek, P.E.
Assistant City Engineer
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

RE: Proposal for Construction Related Services – Dickenson’s Mississippi Estates – IP 25-04

Dear Mr. Feriancek:

We appreciate the opportunity to present this scope of services for the Dickenson’s Mississippi Estates 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. 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 – Facilitate the Pre-Construction Conference and address questions that may arise related to project design or construction staking. Prepare Agenda and Minutes.

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 Roadways (Edge of Bituminous and Curblines),
- Staking of Water Services,
- Staking of Water Main and Fittings, and
- Staking of Storm Sewer.

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 – To be performed as needed during construction. We have assumed a total of 24 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 \$33,940.00.

Joe Feriancek, P.E.

May 2, 2025

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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 large initial 'K'.

Kevin P. Kielb, P.E.

Principal Engineer

ATTACHMENT – Fee Spreadsheet

DETAILED COST ESTIMATE

CLIENT: City of Ramsey
PROJECT: Dickenson's Mississippi Estates IP 25-04

BOLTON & MENK, INC.

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

Contract Preparation	1	2	0	0	0	4	7	\$1,027
Pre-Construction Conference	1	4	0	0	1	0	6	\$1,187
Construction Staking	0	4	0	18	67	0	89	\$16,902
Shop Drawing Review	0	8	0	0	0	0	8	\$1,512
Pay Application Assistance	0	16	0	0	0	0	16	\$3,024
As-Built Survey	0	0	0	2	12	0	14	\$2,696
Record Drawings	0	12	6	0	0	0	18	\$3,216
Revisions / Plan Updates	2	14	8	0	0	0	24	\$4,376
Total Bolton & Menk Hours	4	60	14	20	80	4	182	

TOTAL for Staking and Construction Admin \$33,940