



Real People. Real Solutions.

2035 County Road D East
Maplewood, MN 55109-5314

Ph: (651) 704-9970
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Bolton-Menk.com

October 1, 2020

Ryan Stempski, Denmark Township Engineer

RE: 2021 Street Improvements Proposal
Denmark Township, MN

Dear Mr. Stempski,

Bolton and Menk is pleased to provide this proposal for the design, bidding, and construction phase services of the 2021 Street Improvements project. We understand the general scope of services as outlined in the Request for Proposals. For further clarification, we assumed the following regarding the scope of services:

- a. Topo survey for the Eagles Watch and 66th/67th/68th neighborhoods:
 - i. Topo shots for rural section streets would typically include ditch backslope, ditch bottom, edge of road, and centerline. Areas with curb would include shots on centerline, curb, and a shot in the boulevard.
 - ii. Survey shots on driveways, driveway culverts, and storm sewer (if applicable) would be included for both rural and curbed areas.
 - iii. The topo survey does not include shots for landscaping, mailboxes, trees, or private utilities. Private utilities will be drawn in the plans per maps provided by utility companies
- b. Design
 - i. Neal Avenue will not receive a topographic survey and the design level of effort is expected to be similar to other areas to be reclaimed, graded, and paved.
 - ii. The Eagles Watch neighborhood will require the development of plan and profile sheets with cross-sections. Existing driveway grades and elevations will need to be reviewed to determine if the existing drainage issues can be addressed. Existing ditch profiles along with culvert elevations will also need to be reviewed to determine the level of effort that is required to provide positive drainage.
- c. Construction staking:
 - i. Edge of bit stakes at 50' intervals on both sides of the street for the Eagles Watch area
 - ii. Curb stakes at 25'-50' intervals on both sides of the street for the 66th/67th/68th St area
 - iii. No storm sewer staking is anticipated to be required
 - iv. No ditch staking is anticipated to be required
- d. We anticipate an NPDES permit and associated SWPPP will be required. No other permits are anticipated.
- e. No record plan survey is anticipated to be required

Our project manager and team leader will be Mike Warner. Mike will oversee all aspects of the project and be the primary contact for Focus and the Township team. Mike will work together with one of several EIT's within the Maplewood office with experience on Focus projects and understanding of the Focus team and expectations.

Our estimated hourly fee for the above-described work is \$75,827 as shown in the attached breakdown of our fee. Included in our fee is a lump sum project discount of \$8,000. 75% of the discount would be applied toward the Design Phases of the project fee. Should the project proceed to construction, the remaining 25% of the discount would be applied toward the Construction Phase Services portion of the project fee. The project discount would be prorated based on the final scope and fee but would be capped at \$8,000.

Thank you for the opportunity for Bolton and Menk to assist the Township on this exciting project. Please contact me if you have any questions or concerns.

Sincerely,

Bolton & Menk, Inc.



Michael Warner, PE

Project Manager

(651) 728-3172

2035 County Road D East

Maplewood, MN 55109

Michael.Warner@bolton-menk.com

Attachments: Estimated Fees (2 pages)

Estimated Hours

Client: Denmark Township Project: 2021 Street Improvements		Bolton & Menk, Inc.						
Task No.	Work Task Description	Project Manager Mike Warner	Design Engineer	Survey Manager Ron Alwin	Survey Crew Chief	Survey Technician Dan Schaible	Clerical Courtney Maul	Totals
1.0 Project Management								
1.1	Project Management	20						20
Subtotal Hours - Task 1		20	0	0	0	0	0	20
2.0 Preparations of Plans and Specs, and Contract Documents								
2.1	Project kickoff with FOCUS Township Team	2						2
2.2	Develop critical success criteria for the project	2						2
2.3	Conduct road tour	4	4					8
2.4	Site visit	6						6
2.5	Topo Survey and coordinate Gopher State One Call	2	6	8	80	12	4	112
2.6	Field verify street lengths/widths and other improvements	4	4					8
2.7	Prepare constructions plans							0
2.8	Identify small utility conflicts	1	2					3
2.9	60% plans, specs, and design memo	40	100					140
2.10	90% plans, specs, and design memo	30	60					90
2.11	Revised and final plans, specs, and design memo	20	30					50
2.12	Prepare opinion of probable construction costs	8	2					10
2.13	Identify permits	1						1
2.14	Prepare and submit permit applications	2	8					10
Subtotal Hours - Task 2		122	216	8	80	12	4	442
3.0 Bidding Phase Services								
3.1	Submit "advertisements for bids"	1					1	2
3.2	Repond to bidders' questions	4					2	6
3.3	Tabulate bid in electronic format	2					4	6
3.4	Prepare contract award recommendation letter	2					1	3
Subtotal Hours - Task 3		9	0	0	0	0	8	17
4.0 Construction Phase Services								
4.1	Attendance at preconstruction meeting	2						2
4.2	Provide technical and construction admin support	30					4	34
4.3	Coordinate and provide construction staking	4	4	8	67	12		95
4.4	Prepare and submit record drawings in electronic and hard copy format	2	8					10
Subtotal Hours - Task 4		38	12	8	67	12	4	141

Totals

Client: Denmark Township Project: 2021 Street Improvements					Bolton & Menk, Inc.				
Task No.	Work Task Description	Project Manager Mike Warner	Design Engineer	Survey Manager Ron Alwin	Survey Crew Chief	Survey Technician Dan Schaible	Clerical Courtney Maul	Total Hours	Total Cost
1.0	Project Management	20	0	0	0	0	0	20	\$3,080
2.0	Preparations of Plans and Specs, and Contract Documents	122	216	8	80	12	4	442	\$57,984
3.0	Bidding Phase Services	9	0	0	0	0	8	17	\$2,170
4.0	Construction Phase Services	38	12	8	67	12	4	141	\$20,593
Total Hours		189	228	16	147	24	16	620	
Average Hourly Rate		\$154.00	\$110.00	\$158.00	\$155.00	\$115.00	\$98.00		
Subtotal		\$29,106	\$25,080	\$2,528	\$22,785	\$2,760	\$1,568		
Subtotal Fee								\$83,827	
Project Discount								(\$8,000)	
Total Fee								\$75,827	