



**BOLTON  
& MENK**

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January 19, 2021

Stefan Higgins, P.E.  
Assistant City Engineer  
City of Blaine  
10801 Town Square Drive NE  
Blaine, MN 55449

RE: Proposal 99<sup>th</sup> Avenue/101<sup>st</sup> Avenue Rehabilitation (Design and Construction Services)  
City of Blaine, MN

Mr. Higgins:

The project scope and proposed fees have been prepared as requested to complete the rehabilitation of the following project:

**99<sup>th</sup> Avenue/101<sup>st</sup> Avenue**

This project consists of rehabilitation of approximately 1.5 miles of 99<sup>th</sup> Avenue and 101<sup>st</sup> Avenue, from University Avenue to Highway 65, consisting of full width mill and overlay. The project would also include spot curb and concrete sidewalk repairs and minor storm sewer improvements to meet Municipal State Aid design standards.

The preliminary survey and report were prepared under our original contract as Tasks 1 and 2. This proposal is for Design and Construction Services.

**Project Scope**

**Task 3 – Design**

As part of Task 3, we will perform the following:

- Final design and watershed permit application
- Preparation of plans and specifications
- Assistance with bidding by answering contractor questions and preparing addendums if required (it is understood the City will submit the ad-for-bid, open the bids, and prepare the bid abstract).

**Task 4 – Construction Staking**

Complete all project construction staking for the project.

**Task 5 – Construction Observation and Administration**

Perform full time on-site construction observation during the project. Services to be provided include:

- Ensure compliance with project drawings, specifications, and expectations
- Coordinate and document materials testing
- Document quantities and prepare payrequests
- Prepare weekly inspection reports

- Monitor and maintain all required documentation
- Provide quality assurance inspection for SWPPP
- Ongoing communication and coordination with residents and affected business owners
- Punchlist preparation and follow up
- Obtain as-built information as appropriate and prepare record drawings.

## Proposed Fee

The following table summarizes our fees for each task (Note: Tasks 1 and 2 were included in the original contract for preliminary survey and report. An itemized breakdown of our engineering fees is shown in the attached Fee Schedule.

Estimated Fees		
Task	Description	Amount
3	Design	\$51,456
4	Construction Staking	\$6,395
5	Construction Observation/Admin	\$139,940
	<b>Total Estimated Fee</b>	<b>\$197,791</b>

Task 3 shall be Hourly Not to Exceed, subject only to adjustments for a change in scope of services performed, agreed upon in writing by the City and the Consultant.

Tasks 4 and 5 are estimated amounts. Actual costs and time spent shall be invoiced hourly.

## Proposed Project Schedule

Design of the project would occur this fall/winter with construction in 2021. Therefore, the following schedule allows for construction to be completed during the 2021 construction season:

Proposed Project Schedule	
January 4, 2021	Received feasibility report, ordered public hearing
January 14, 2021	Information packet discussing project and proposed assessments mailed to residents
February 1, 2021	Hold public hearing, order plans & specifications, award design contract
March 1, 2021	Approve plans & specifications, order advertisement for bids
March 29, 2021	Open bids
April 19, 2021	Award contract
May - Sept 2021	Construct improvements
October 2021	Hold assessment hearing
2022	First assessment payment due with real estate taxes

## Acceptance

Please indicate your acceptance of this proposal by signing on the signature block below and returning a copy to us.

Thank you for the opportunity to submit this proposal. We look forward to working with on this project. If you have any questions regarding this proposal, please contact me at 651-968-7742.

### Bolton & Menk, Inc.



**Michael Nill, P.E. (MN, WI)**  
Principal Engineer

### City of Blaine

By: \_\_\_\_\_

Printed Name: Tim Sanders

Title: Mayor Date: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: Michelle Wolfe

Title: City Manager Date: \_\_\_\_\_

### Attachments:

- Fee Schedule