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June 7, 2022

Mr. Trevor Walter, Public Works Director/City Engineer  
City of Baxter  
13190 Memorywood Drive  
PO Box 2626  
Baxter, MN 56425

RE: Proposal for Engineering Services  
City Street Micro Surfacing Pavement Management Program Update  
City of Baxter, Minnesota

Dear Mr. Walter,

In 2021 the City of Baxter Pavement Management Plan was updated to include Micro Surfacing as the pavement maintenance strategy for city streets. The city completed its first Micro Surfacing project in 2021 on Clearwater Road and Inglewood Drive. The estimated costs of the maintenance portion of the pavement management plan are based on an estimated cost of \$5 per square yard for Micro Surfacing and the 2021 Micro Surfacing Project cost \$4.79 per square yard. In 2022 we have seen an increase in the cost of labor, oil, and bituminous products. The 2022 Micro Surfacing Project Bid resulted in a unit cost of \$7.69 per square yard. We do not anticipate the price of Micro Surfacing to return to 2021 levels which will affect the city's ability to complete planned pavement management projects in subsequent years.

City staff has requested Bolton & Menk prepare a proposal to update the street segments to be Micro Surfaced each year, update the annual budget of the micro surfacing portion of pavement management plan and analyze if an increase in franchise fee rates is warranted to fund the program. Currently franchise fees generate approximately \$320,000 annually for street pavement management.

Scope of Services: We propose to provide the following services:

1. Update the pavement maintenance portion of the City of Baxter Pavement Management Plan to include the street segments to be Micro Surfaced each year and update the annual budget based on recent increased project costs.

Deliverables – Revised database and cost estimates

2. Analyze franchise fees funding

Deliverable – Analysis of Pavement Maintenance Fund balance and funding required to sustain the program.

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City Obligations: To complete this work, BMI will need the City to:

1. Provide calculation of funding available for pavement management program.
2. Provide a list and maps identifying future planned improvement projects.
3. Provide comments / input on the proposed street segments and cost estimates.

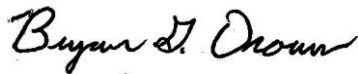
Finally, it is understood that BMI will complete the Pavement Management Plan update by August 2022 for adoption ahead of the 2023 City Budget Cycle.

Proposed Budget: We propose to provide the above-described services for an hourly not to exceed cost of \$8,200.

Thank you for the opportunity to present this proposal. Please feel free to contact me at 218-821-5242 or via e-mail at [bryan.drown@bolton-menk.com](mailto:bryan.drown@bolton-menk.com) if you have any questions or if you require additional information.

Sincerely,

**Bolton & Menk, Inc.**



**Bryan G. Drown, PE**  
Project Manager

We hereby accept this proposal and authorize Bolton & Menk, Inc. to proceed with this work.

Accepted:

\_\_\_\_\_  
Darrel Olson, Mayor

\_\_\_\_\_  
Kelly Steele, Assistant City Administrator /  
City Clerk

Date:

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