



Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

February 5, 2026

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
2026 CIP and GIS Assistance
City of Baxter

Dear Mr. Walter,

Over the last several years Bolton & Menk, Inc. (BMI) has assisted the city in developing and managing the city's pavement management program and respective street capital and maintenance programs. Based on a recent discussion, BMI understands the city would like assistance in 2026 to continue Capital Improvement Plan (CIP) development and adoption along with GIS database services. As a result, the city requested BMI to submit a proposal which would allow us to provide you assistance for this work. This work could involve various BMI staff working with City staff, the City's Utility Commission, and the City Council.

This work would be completed on an as needed basis as determined by City staff. The following is proposed under this arrangement:

1. Update the city street Pavement Management Plan (database) to reflect street improvements performed through 2025.
2. Update the City geodatabase as needed to reflect 2026 through 2030 City planned capital improvement projects.
3. Generate CIP and pavement management program information and mapping as requested.
4. Attend various staff, Commission, Council, or other public meetings to present information as requested.

BMI proposes to assist the City when requested, as generally described above, on an hourly basis as per our attached 2026 fee schedule. BMI proposes a not to exceed contract amount of \$15,290 be established for this contract. Should assistance efforts and costs begin to approach or are contemplated to exceed this not to exceed amount, a review of this service contract will be conducted with the City.

Name: Mr. Trevor Walter

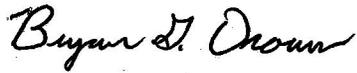
Date: February 5, 2026

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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 if you have any questions or if you require additional information.

Sincerely,

Bolton & Menk, Inc.



Bryan G. Drown, PE

Municipal Engineering Project Manager

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

Accepted:

Darrel Olson, Mayor

Kelly Steele, Asst. City Administrator / Clerk

Date:

2026 FEE SCHEDULE

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2026. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. For projects with typical expenses and unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond typical project expenses, non-routine expenses, and expenses beyond the agreed scope of services, such as out of town travel expenses, long travel distances, large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

EMPLOYEE CLASSIFICATION	2026 HOURLY BILLING RATE
Administrative	\$70-175
Technician	\$98-186
Survey Technician	\$112-202
Senior Technician	\$138-230
Construction Manager	\$162-228
Design Engineer	\$135-202
Graduate Engineer	\$125-190
Graduate Surveyor	\$145-202
Landscape Designer	\$128-178
Landscape Architect	\$156-185
Licensed Project Surveyor	\$190-237
Planner	\$120-181
Project Engineer	\$148-220
Project Manager	\$140-261
Senior Landscape Architect	\$154-269
Senior Planner	\$172-240
Senior Project Engineer	\$170-220
Senior Project Manager	\$190-290
Architect	\$160-276
Specialist*	\$100-216
Practice Expert**	\$125-349
Principal**	\$180-320
Senior Principal**	\$232-344
GPS/Robotic Survey Equipment ¹	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for survey technicians.

*Specialized role not classified above otherwise.

**Highly specialized and industry expertise unique to the market or area of discipline.