



REQUEST FOR ACTION UTILITIES COMMISSION

Agenda Date: 11/7/2024
Agenda Section: Business Item

Department Origination: Public Works

Agenda Item: Approve Bolton & Menk, Inc. Fee Amendment Proposal for Professional Services in the Not to Exceed Amount of \$4,987 for the 2024 Pavement Management Plan and Capital Improvement Plan Assistance Project

Approval Required: Simple Majority Vote

BACKGROUND

In November 2023, Bolton & Menk, Inc. entered into an agreement with the City of Baxter to provide ongoing assistance, as requested, with the updating of the City of Baxter PMP and CIP in the amount of \$14,704. Over the past year we have assisted with preparing cost estimates for future projects, revising the timing of the pavement management plan, and provided mapping of future project areas in January 2024, June 2024, and a third iteration in September and October 2024. With the requested work completed in September and October we have exceeded our contract amount.

The work in September and October included meetings with city staff to analyze the current pavement management plan, adjusting the programming of future PMP and Street & Utility Projects, physically reviewing street segments Micro Surfaced between 2021 and 2024, preparing a memo to the Utility Commission providing a status update of the Micro Surfacing Program, and preparing a Memo and presentation to the City Council providing an overall review of the PMP and CIP.

Bolton & Menk is requesting additional compensation for the following:

- Project Manager – 26 hours @ \$186 per hour = \$4,836
- GIS Specialist – 1 hour @ \$151 per hour = \$151

Bolton & Menk is requesting an increase of \$4,987 in the current total contract amount of \$14,704 to an amended total contract amount of \$19,691.

FINANCIAL IMPLICATIONS

The cost of the additional services will be taken from the Franchise Fee Fund which has sufficient funds to cover the additional cost.

STAFF RECOMMENDATIONS

Staff recommends approving the Bolton & Menk, Inc. Fee Amendment Proposal for Professional Services in the Not to Exceed Amount of \$4,987 for the 2024 Pavement Management Plan and Capital Improvement Plan Assistance Project.

COUNCIL ACTION REQUESTED

MOTION to approve Bolton & Menk, Inc. Fee Amendment Proposal for Professional Services in the Not to Exceed Amount of \$4,987 for the 2024 Pavement Management Plan and Capital Improvement Plan Assistance Project.