



**BOLTON  
& MENK**

Real People. Real Solutions.

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November 7, 2024

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

RE: Proposal for Fee Amendment  
2024 Pavement Management Plan (PMP) and Capital Improvement Plan (CIP) Assistance  
City of Baxter, Minnesota

Dear Trevor,

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.

We are requesting additional compensation for the following:

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

We are requesting an increase of \$4,987 in the current total contract amount of \$14,704 to an amended total contract amount of \$19,691.

Thank you for the opportunity to present this fee amendment 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 require additional information.

Sincerely,  
BOLTON & MENK, INC.

Bryan G. Drown, PE  
Project Manager

Proposal for Fee Amendment  
2024 PMP and CIP Assistance  
November 7, 2024  
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We hereby accept Contract Fee Amendment No. 1 for the 2024 Pavement Management Plan and Capital Improvement Plan Assistance Project:

Accepted: \_\_\_\_\_  
Darrel Olson, Mayor Kelly Steele, Asst. Administrator/City Clerk

Date: \_\_\_\_\_