



Real People. Real Solutions.

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Bolton-Menk.com

October 31, 2023

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  
          2024 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 2024 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 2023.
2. Update the City geodatabase as needed to reflect 2024 through 2028 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 fee schedule. BMI proposes a not to exceed contract amount of \$14,704 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

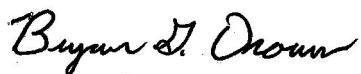
Date: October 31, 2023

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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](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:

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Darrel Olson, Mayor

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Kelly Steele, Asst. City Administrator / Clerk

Date:

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# 2023 SCHEDULE OF FEES

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, 2023. 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. 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 the agreed scope of services and non-routine expenses, such as 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	Hourly Billing Rates
Senior Project Manager	\$175-248
Project Manager	\$145-198
Senior Project Engineer	\$140-198
Project Engineer	\$130-188
Design Engineer	\$110-168
Graduate Engineer	\$110-145
Senior Planner	\$115-198
Planner	\$115-171
Senior Landscape Architect	\$150-170
Landscape Architect	\$120-148
Landscape Designer	\$100-135
Licensed Project Surveyor	\$160-195
Graduate Surveyor	\$130-181
Survey Technician	\$85-173
Senior Technician	\$110-195
Technician	\$90-168
Specialist*	\$95-205
Practice Expert**	\$225-308
Senior Principal	\$195-308
Principal	\$160-235
Administrative/Corporate Specialists	\$75-120
GPS/Robotic Survey Equipment	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

<sup>1</sup> 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, incl. graphic design, project communication, funding support, etc.

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