



Real People. Real Solutions.

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Bolton-Menk.com

October 27, 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 Micro Surfacing Project  
City of Baxter, Minnesota

Dear Mr. Walter,

Micro surfacing consists of the application of a mixture of water, asphalt emulsion, aggregate (very small, crushed rock), and chemical additives. Polymer is commonly added to the asphalt emulsion to provide better mixture properties. The asphalt emulsion used in micro surfacing contains chemical additives which allow it to break without relying on the sun or heat for evaporation to occur. Thus, micro surfacing is an application that hardens quickly and can be opened to traffic in about an hour. Roadways selected for micro surfacing treatment are commonly those which have slight to moderate distress, no severe rutting, and generally narrow crack widths, and in which a micro surfacing treatment would help extend the pavement life until resurfacing becomes necessary.

The City of Baxter has completed three previous micro surfacing projects:

- In 2021 on Clearwater Road from Lyndale Drive to Inglewood Drive and Inglewood Drive from Excelsior Road to Woida Road.
- In 2022 micro surfaced the residential area generally located west of Memorywood Drive, north of TH 210, east of Oakwood Drive and south of Cedar Scenic Road. Due to an increase in the unit costs Travine Drive, Paper Birch Drive, and a portion of Deerwood Road were not completed in 2022.
- In 2023 micro surfaced Inglewood Drive from TH 210 to Excelsior Road, the three streets not completed in 2022 and the following residential streets west of Inglewood Drive and north of Excelsior Road.
  - Cherrywood Drive north of Excelsior Road, Dahlin Road, Calcutta Road, Clearwater Court, Rockrose Drive, Cosmos Road, Blackberry Court, Barberry Court, Kimberlee Drive, Kimberlee Court, Atwater Road, and Jewelwood Drive south of Jadewood Drive.

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The City Pavement Management Plan identifies the 2024 micro surfacing project as Fairview Road from west of Memorywood Drive to Inglewood Drive, Maplewood Drive, Kenwood Drive north of Sandstone Road, Kenwood Court, Glenwood Drive, Madeline Drive, John Street, Mary Street, and the Southdale neighborhood.

The proposed street segments are highlighted in blue on the attached map book sheets from the 2022 PASER Rating. These segments were paved in 2016 and identified for micro surfacing at year eight after paving and have 2022 PASER ratings of 6, 7, and 8 and exhibit slight to moderate surface distress. The residential street segments in the proposed 2024 Micro Surfacing Project have a rural street section (no curb and gutter) with manicured lawns adjacent to the street. Bolton & Menk has found while the material placed provides a thin overlay, utilizing the two-layer system raises the pavement elevation such that topsoil shouldering should follow micro surfacing to match into adjacent lawns. Bolton & Menk proposes to include shouldering work as part of the micro surfacing project.

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

1. Design Phase

- a. Prepare construction plan set detailing project location, existing conditions plan sheet detailing manhole and gate valves to be protected/adjusted, erosion control plan sheet detailing storm sewer inlets to be protected, traffic control plan, and pavement striping plan.
- b. Micro surfacing technical specifications and bidding documents.
- c. Attend Utility Commission and City Council meetings, as necessary.

2. Construction Phase

- a. Administer preconstruction meeting with contractor and City Staff.
- b. Review material submittals and provide full time construction observation. We estimate 100 hours of construction observation between micro surfacing and shouldering activities.
- c. Document project quantities and prepare pay estimates for approval by Utilities Commission and City Council.
- d. Attend Utility Commission and City Council meetings, as necessary.

Proposed Budget:

Bolton & Menk proposes to provide the above-described services for an hourly not to exceed cost of \$38,000 with a further breakdown of:

- Design Phase services - \$20,000
- Construction Phase services - \$18,000

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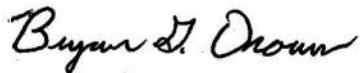
Date: October 27, 2023

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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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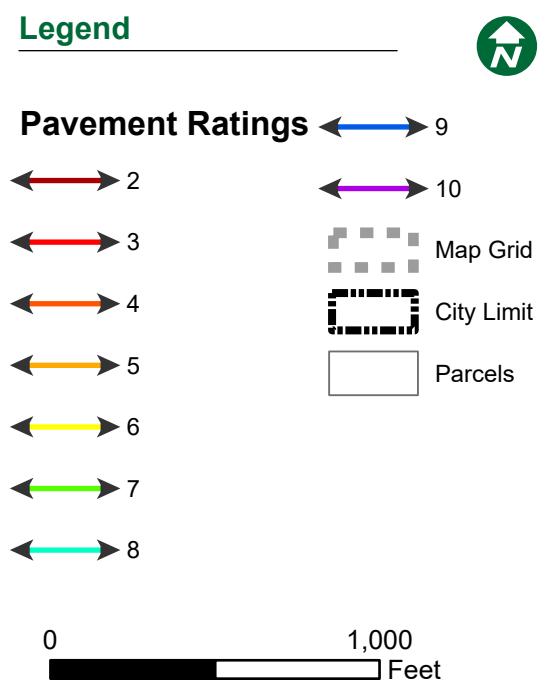
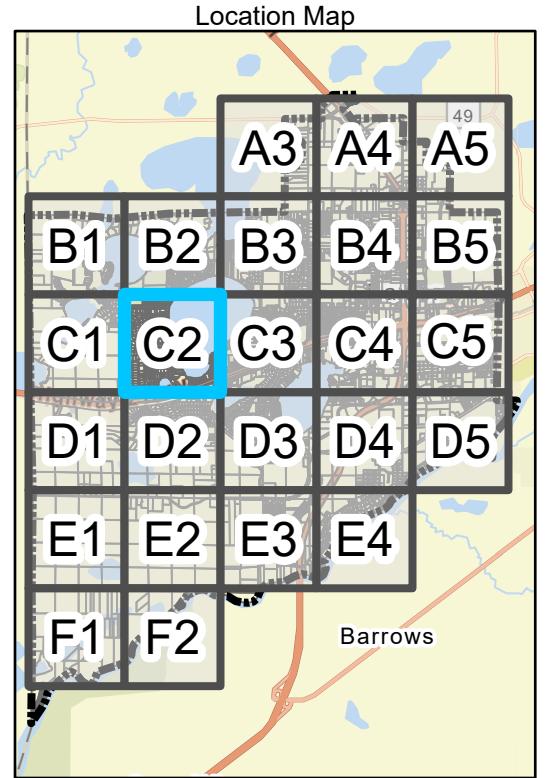
Darrel Olson, Mayor

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Kelly Steele, Assistant City Administrator /  
City Clerk

Date:

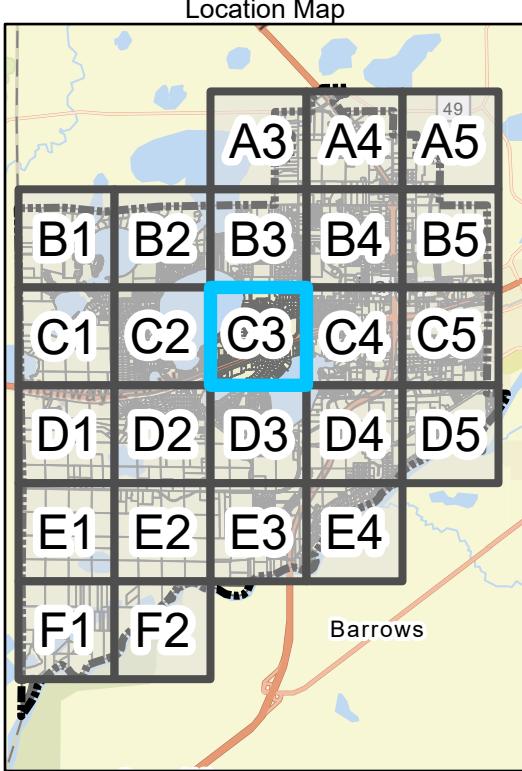
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Source: City of Baxter, Crow Wing County, ESRI



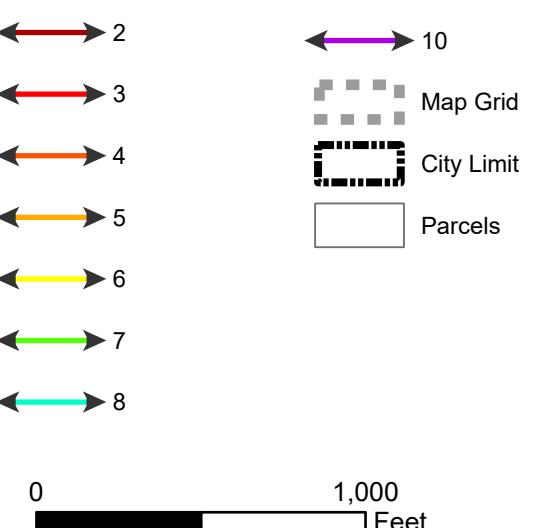
**BAXTER**  

## Legend



## Pavement Ratings



Source: City of Baxter, Crow Wing County, ESRI



**C3**



Location Map



Legend



Pavement Ratings

- 9
- 2
- 10
- 3
- 4
- 5
- 6
- 7
- 8

1,000  
Feet

Source: City of Baxter, Crow Wing County, ESRI



D2

