



ITEM REPORT UTILITIES COMMISSION

Agenda Date: 8/5/2026
Agenda Section: Business Item

Department Origination: Public Works

Agenda Item: Approve Bolton & Menk Proposal for Engineering Services in the not to exceed amount of \$10,046.00 for the 2027 Crack Sealing Project

Approval Required: Simple Majority Vote

BACKGROUND

Baxter city staff has administered the annual crack sealing project and has historically solicited construction quotes. We understand the estimated project construction costs have reached the public bidding threshold of \$175,000 in Minnesota Statute 471.345, Subd 3 that states:

Subd. 3. Contracts over \$175,000. If the amount of the contract is estimated to exceed \$175,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof.

Staff requested Bolton & Menk to provide a proposal for assistance with preparing bidding documents, construction specifications, advertising and administering the public bid process, and part-time construction observation for the 2027 city wide crack sealing project.

FINANCIAL IMPLICATIONS

The proposed engineering cost is \$10,046 and will be included in the Public Works Department 2027 budget.

STAFF RECOMMENDATIONS

Staff recommend approval of the Bolton & Menk Agreement for Professional Services for 2027 Crack Sealing Project in the not to exceed amount of \$10,046.

COUNCIL ACTION REQUESTED

MOTION to approve Bolton & Menk Proposal for Engineering Services in the not to exceed amount of \$10,046.00 for the 2027 Crack Sealing Project