



Real People. Real Solutions.

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May 20, 2026

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
2027 Crack Sealing Project
City of Baxter, Minnesota

Dear Mr. Walter,

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.

You are requesting assistance with preparing bidding documents, construction specifications, advertising and administering the public bid process, and part-time construction observation. We understand the city will purchase the crack sealing material and construction bids will be based on a per lineal foot cost for route and seal new cracks and blow and seal existing cracks. We understand city staff will continue to calculate the estimated quantity of two types of crack sealing and will prepare the city wide map identifying which streets are to be crack sealed and what method shall be utilized on each street.

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

1. Design Phase
 - a. Prepare crack sealing technical specifications and bidding documents. We will utilize EJCDC Standard General Conditions of Construction Contracts and incorporate the city noise ordinance and contract and technical specification provisions the city has utilized in past quote invitation and agreement documents.
 - b. Attend 2 staff meetings to review bidding documents.

- c. Attend Utility Commission and City Council meetings, as necessary.
2. Bidding Phase
 - a. Submit Advertisement for Bid to city newspaper of record.
 - b. Obtain construction bids through QuestCDN on-line bidding site.
 - c. Answer contractor questions during advertisement period and prepare Addendums, as necessary.
 - d. Attend bid opening.
 - e. Summarize bid results and prepare contract award recommendation letter.
3. Construction Phase
 - a. Attend preconstruction meeting with contractor and City Staff.
 - b. Provide part-time (spot check ins) observation in support of city staff, as requested. We understand the work must be completed in 15 working days and we estimate 30 hours of construction observation.
 - c. We understand city staff will document project quantities and prepare pay estimates for approval by Utilities Commission and City Council.

Proposed Budget:

Bolton & Menk proposes providing the above-described services for an hourly not to exceed cost of \$10,046 with a further breakdown of:

- Design Phase services - \$3,614
- Bidding Phase services - \$2,012
- Construction Phase services - \$4,420

Proposed Schedule:

- August 2026 – City approves engineering contract
- January 2027 – Utilities Commission and City Council authorize bidding
- February 2027 – Obtain construction bids
- March 2027 – Award construction contract
- Late May – Mid June 2027 – Crack sealing completed

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 if you have any questions or if you require additional information.

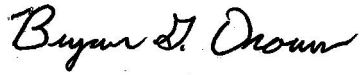
Name: Mr. Trevor Walter

Date: May 20, 2026

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Sincerely,

Bolton & Menk, Inc.



Bryan G. Drown, PE

Municipal Project Manager | Associate

We hereby accept this proposal and authorize Bolton & Menk, Inc. to proceed with this work.

Accepted:

Darrel Olson, Mayor

Kelly Steele, Assistant City Administrator /
City Clerk

Date:
