



**BOLTON
& MENK**

Real People. Real Solutions.

PROPOSAL

STREETS CAPITAL IMPROVEMENT PLAN

City of Breezy Point | June 7, 2024

CONTACT:

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June 7, 2024



Real People. Real Solutions.

David Chanski
City Administrator
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Breezy Point, MN 56472

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RE: Proposal for City of Breezy Point Streets Capital Improvement Plan (CIP)

Dear David:

Over the past 20 years, the City of Breezy Point has been and continues to be one of the fastest growing communities in Crow Wing County. The city has so much to offer, and Bolton & Menk is passionate about helping community members enjoy the city for decades to come. **Our team would be honored to help the City of Breezy Point develop a Capital Improvement Plan (CIP) and create a detailed 5-year and summary 10-year report of how to improve the city's infrastructure.** During this project, we will review all the city's infrastructure including streets, streetlights, sidewalks, sanitary sewer, stormwater, and signage. Like you, Bolton & Menk takes great pride in managing and producing projects that are safe, sustainable, and functional. We understand what needs to be done for the successful completion of this CIP.

A TRUSTED GUIDE FOR THE FUTURE—By choosing Bolton & Menk, you can trust we will work tirelessly for the City of Breezy Point. **We will ensure the city's infrastructure improvements plan will serve you just as well in 2044 as it does in 2024.** We promise to lead you through the process, making sure you have the information you need to make informed decisions. Over the past 10 years, more than 50 communities have trusted Bolton & Menk to develop their CIPs.

YOUR CIP EXPERTS—We've been providing planning and engineering services to our clients for decades. Just as important, our planning team collectively has a significant amount of public sector planning experience in rural and urban environments. We are very familiar with the processes and procedures, including the practical realities of managing public expectations and preparing plans that are efficient, executable, and fundable.

FUNDING SUCCESS—We understand funding is a main component of this project's requirements, and we're here to help. **Bolton & Menk has secured more than \$1 billion for our clients over the last 25 years.** Much of our funding success is leveraged on the positioning and planning we do on behalf of our clients. Our progressive, forward thinking allows the communities we serve to boast tremendous infrastructure. Your CIP development will set the trajectory for years to come, and our team will help position the City of Breezy Point for a range of opportunities in the future.

In service to the City of Breezy Point, we are excited at the opportunity to complete the city's 5-year detailed and 10-year summary CIP. I will serve as your lead client contact and project manager. Please contact me at 218-821-5242 or Bryan.Drown@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Bryan G. Drown, PE
Project Manager

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FIRM QUALIFICATIONS

We believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. It's why we get out of bed every morning.

Our commitment to communities began in 1949 with two hard working Midwesterners—John Bolton and Martin Menk. They saw people in their surrounding communities who had dreams of a bright future, a desire to grow, and a common challenge of aging infrastructure. John and Martin's goal was to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Their legacy lives on.

Today, Bolton & Menk has more than 1,000 employees including a professional staff of more than 300 engineers, planners, landscape architects, and surveyors. Our Baxter location team will be at-the-ready to help with the city's CIP project, along with assistance from others throughout the firm. We are here for you! Unlike many of our competitors, we are not simply project engineers. We don't disappear between projects. We are long-term investors in the City of Breezy Point.

QUALIFICATIONS

Bolton & Menk leads the industry in the development and implementation of infrastructure CIPs, serving many communities throughout Minnesota, North Dakota, and Iowa. In fact, our firm has completed more than 50 CIPs for our clients in the past 10 years. The development of these CIPs has allowed our clients to leverage more than \$120 million in funding. Given our extensive experience, we understand the importance of efficiently evaluating infrastructure and how to use that information to produce an effective CIP.

CAPACITY

We are committed to maintaining the availability of the team throughout the contract to ensure quality project deliverables that satisfy the anticipated schedule demands. All members of our project team, as noted later in this proposal, have capacity to fulfill the necessary requirements of the CIP scope. If selected, we will ensure our team reserves adequate time dedicated to this project. If additional staff is needed, we have the ability to draw on our more than 1,000 team members to meet your needs.

ABILITY OF PROFESSIONAL PERSONNEL

As the project manager and primary contact for the project, **Bryan Drown** will provide direct team oversight and be responsible for overseeing all facets of CIP development. He's done engineering planning, project management, design, and construction administration for more than 25 years. His broad range of experience allows him to understand all facets of this CIP.

John Shain has more than 20 years of GIS expertise. He's helped with municipal implementations of GIS systems, public utility and infrastructure mapping, stormwater management, and hosts more than 95 web-based mapping systems for our municipalities. Bryan, John, and the rest of the team's experience and qualifications can be found later in this proposal.

.....

WE PROMISE EVERY CLIENT TWO THINGS:

WE'LL WORK HARD FOR YOU AND WE'LL DO A GOOD JOB.

WE TAKE A PERSONAL INTEREST IN THE WORK BEING DONE AROUND US.
AT THE END OF THE DAY, WE'RE **REAL PEOPLE** OFFERING **REAL SOLUTIONS**.

PROJECT UNDERSTANDING AND APPROACH

Bolton & Menk leads the development of infrastructure CIPs for multiple communities throughout Minnesota. CIPs are typically developed for 5- to 10-year time frames with 20-year evaluations of major infrastructure components such as water and wastewater plants.

As noted in the RFP, Breezy Point's CIP development considers all infrastructure elements, including

- Sanitary sewers
- Storm sewers
- Streets
- Sidewalks
- Streetlights
- Signage

The existing conditions of the current infrastructure systems are evaluated through a variety of methods, including

- Infrastructure age research
- Televising
- Non-destructive testing
- Maintenance history
- Pavement rating

Capital improvement recommendations and schedules are developed, and budgetary costs and funding mechanisms are identified with input from city staff and residents. CIPs are typically reviewed on an annual basis and adjusted as necessary for changing priorities, conditions, and funding availability.

A city's infrastructure is arguably one of its most valued assets, and Breezy Point is no different. It takes intentionality and discipline to ensure infrastructure is properly maintained and/or replaced on a consistent basis. A CIP functions as a road map identifying the community's capital projects, the intended timing of the projects, and the proposed financing sources. The City of Breezy Point is invested in the community, making it a place for residents to "Belong in Breezy Point."

Our project work plan will outline tasks necessary to complete the project on time with the desired data.

WE CANNOT STRESS IT ENOUGH:
OUR TEAM IS DESIGNED TO OPERATE
AS PART OF THE BREEZY POINT STAFF.

BY CHOOSING BOLTON & MENK, BREEZY POINT WILL HAVE THE RESOURCES OF A NATIONAL FIRM, BUT WE ALSO POSSESS LOCAL KNOWLEDGE AND ARE LOCATED JUST 20 MINUTES AWAY.

DETAILED WORK PLAN

TASK 1. City Involvement

Bolton & Menk will work with city staff to set up a project review committee (PRC) at the beginning of the project. The committee is expected to be made up of key members of city staff and include representatives from public works, administration, planning, and finance. The participation of the PRC will be vital to the CIP project success. Other members who would be beneficial to certain portions of the process might be economic development and other stakeholders.

Kickoff Meeting

Upon project initiation, Bolton & Menk will lead a kickoff meeting with city staff and project stakeholders. This will provide a basis for effective communication and project management services for the duration of the project. The kickoff meeting will accomplish the following objectives

- Review and confirm the scope of each CIP category
- Review available information relative to the project, including existing CAD data, hard copy maps, and other record data
- Review and verify project schedule
- Determine aggregate rating criteria for CIP



Aggregate Rating Criteria

Determining project priority and programming can be a complex process. We want to ensure that the city and community's priorities are our priorities while putting together the CIP programming.

Determining aggregate rating criteria ahead of data collection will streamline our programming process once we have the field data processed. Below is a sample list of criteria to consider for aggregate rating.

- Streets
- Sanitary sewer
- Storm sewer
- Multimodal—pedestrian and ADA
- Signs
- Streetlights
- City input
- Community input

Assigning a percentage weight for each criteria will make sure there is a consistent process when determining the priority of projects.

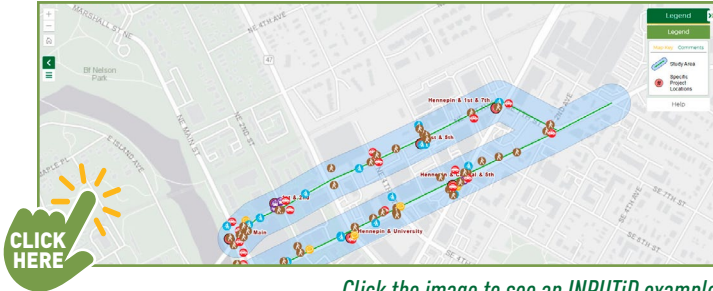
TASK 2. Community Engagement: Existing Conditions

Public engagement is the backbone of a strong, supportable, and implementable CIP. Bolton & Menk will develop an engagement process using tools that build participation across Breezy Point's population.

We have been at the forefront of developing equitable, inclusive, effective, and creative public engagement approaches for projects. We know that sometimes the process is just as important as the results. Our team will use a broad array of innovative and tested strategies to ensure a broad and inclusive approach throughout CIP development, while also targeting specific engagement activities to key stakeholders.

- **Project Website:** Bolton & Menk will build and maintain a project website tailored to the CIP's needs that will act as a repository for documents, data, and project communication.
- **INPUTiD™ and Public Surveys:** We will build an online engagement mapping interface through Bolton & Menk's INPUTiD™ application, which will gather feedback from members of the public on existing conditions and needs throughout Breezy Point. This is a virtual tool that allows people to comment on their own time and at their own pace, and it taps into the deep knowledge that people have for their neighborhoods and parts of the community. We will work with city staff to get the word out, partner communication tools, and target communities.

We will use the INPUTiD™ interface to gather survey responses from the public at two points during the process: at project outset (existing conditions, needs, concerns, and project visioning/goals) and to gather feedback on the draft plan content.



Click the image to see an INPUTiD example

- **Open Houses:** We will hold two general community open house meetings. The first open house will address the project scope and intent, and gather public feedback on existing conditions, concerns, needs, and opportunities. INPUTiD™ will also be live during this time to allow for community members to have multiple routes to provide input. The second open house will present a draft CIP and solicit feedback from the public on the plan.

We use multiple approaches to gather the maximum input. Using INPUTiD™ will give us the opportunity to collect insight from residents at their own pace and location. Using open houses will allow us to hear from, work alongside, and meet residents. These digital and in-person interactions paired with data analysis will start to create a profile around the groups we will work with, all while coming back to the PRC for information sharing.

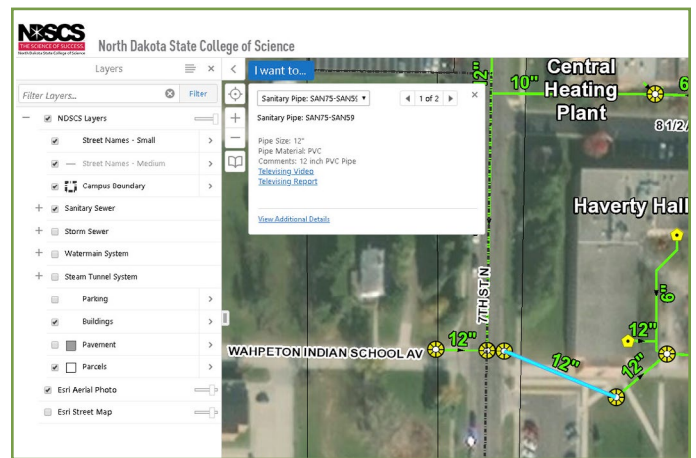
Community engagement is not requested in the RFP, and as such, is not included in our proposed base fee. We propose to provide the above scope of work—including the project website, INPUTiD™ platform, and two open houses—for an additional fee of \$15,000.

TASK 3. Data Collection and Analysis

Infrastructure GPS Data Collection and Analysis

We will complete a GPS data collection of the city-owned street system, sidewalks, streetlights, and if selected, sanitary sewer system, stormwater system, and street signs. All data collection will be done through the ArcGIS Field Maps application, which is available through the ArcGIS Online platform.

The ArcGIS Field Maps software will be used in conjunction with an EOS Arrow Gold mapping-grade GPS data collector. On average, the accuracy achieved with these devices is less than one-inch horizontal accuracy on center of each structure. Bolton & Menk staff will use existing schematic utility mapping as a guide during the collection. Structure types that are a part of this collection include manholes, catch basins, flared ends, lift stations, forcemains, light poles, and other miscellaneous components. The GPS units proposed in Breezy Point will be capable of taking photos and linking to the GIS point feature in the GIS application.



Underground Infrastructure Analysis

The underground utilities will be rated using the results from field data collection, city records, televising, etc.

Rating pipes for remaining expected life is not an exact science and is typically based on the pipe material, age, historical performance, economics of continued maintenance, and potential service interruptions versus rehabilitation or replacement.

VALUE-ADDED SERVICES

Many of the CIP categories solicit an add-on price to create an ESRI ArcGIS map. Since all our data collection is completed through ArcGIS Field Maps, **this will be provided at no additional charge.**

Sanitary and storm sewer structure data will be collected. Another piece of useful data we’ve collected for other clients are 360° photos of structures. This photo can be integrated into the ArcGIS mapping application so city staff can access it at any time.

Sidewalk Data Collection and Analysis

Pedestrian infrastructure programs include the pedestrian circulation route (PCR)/pedestrian access route (PAR) environment that is planned, designed, constructed, or maintained by the City of Breezy Point, located along its street network and within its public rights-of-way. In the context of ADA, this includes the built pedestrian environment (i.e., pedestrian ramps, sidewalks, trails, crosswalks, etc.).

Our team will use the latest GPS/GIS technology to collect field data for pedestrian infrastructure features. This data will be analyzed in ESRI ArcGIS for reporting and mapping, and the resulting improvement projects will be prioritized as part of the transition plan.

Data collection components will include a thorough quantitative and qualitative assessment of

- All pedestrian ramps and an analysis of the data to evaluate compliance. Examples of data we can collect for each pedestrian ramp include condition, domes present, landing size, ramp type, slope, crosswalk present, warning system, and other required compliance information.

We anticipate categorizing pedestrian ramps such as

- Compliant
 - Those constructed and field verified according to 2010 MnDOT curb ramp guidelines
- Non-compliant
 - No landing
 - Cross slopes > 2%
 - Running slopes > 8.33%
 - Truncated domes (presence, material type)
 - Locations missing pedestrian ramps
- Maintenance issues including vertical discontinuity, gaps, steep cross slope, cracking, standing water, vegetation, spalling, and others

We will perform field investigations of sidewalks, trails, and inventory locations where deficiencies—including defects or obstructions—are present. We will also document material (concrete, bituminous, pavers, etc.).

We anticipate categorizing sidewalk and trail deficiency locations as such

- Non-compliant design (e.g., too narrow, steep, cross slope > 2%)
- Damage or disrepair that increases pedestrian fall risk
- Damage or disrepair that impedes access for people with limited mobility (e.g., walkers and wheelchairs)

- Obstruction that impedes access for people with limited mobility concerns (e.g., walkers and wheelchairs)
- Maintenance issues include vertical discontinuity, gaps, steep cross slope, cracking, standing water, vegetation, spalling, and others; obstructions include items such as lighting/traffic signal poles, power poles, manhole/handhole, and locations with a narrowed PCR/PAR among others
- Reporting and mapping

Bolton & Menk will import this data into GIS for analysis, reporting, and mapping as part of the transition plan.



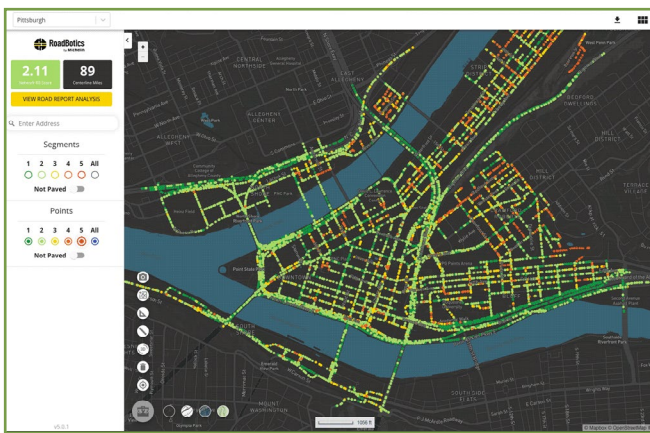
Street Data Collection and Analysis

Data collection for the street analysis will take an altered approach, leveraging the latest technology. At Bolton & Menk, we've completed many pavement management plans for communities. In an effort to have consistent, objective analysis, we've partnered with a proprietary artificial intelligence technology for performing pavement rating. It is an application service that uses artificial intelligence to analyze roadway imagery by allowing clients to upload photos taken from a windshield mounted camera. The application references an image library of high-resolution photos taken every 10 feet and provides a comprehensive evaluation based on objective analysis. The program identifies precise locations of pavement distress and severity while ranking each stretch of road using an easy-to-understand rating system for pavement conditions.

This rating system includes a map with both numerical and color-coded rankings to ensure clear, concise, and accurate information is presented. This visual communication of roadway conditions helps prioritize maintenance and provide virtual roadway online inspections. Having this level of detail will allow Bolton & Menk to efficiently analyze the 40+ miles of paved streets throughout the city. Providing profiles for segments of roadway and analyzing the 5- and 10-year period for street maintenance/reconstruction will be streamlined through the use of this tool.

VALUE-ADDED SERVICES

In conjunction with the pavement condition data collection, Bolton & Menk will collect 360° street view photos throughout the city **at no additional charge**.



Existing Data Review Meeting

Once existing data has been collected and compiled, a PRC meeting will be held to review the thoroughness and completeness of the information. The review will also determine the accuracy of the information collected based on city and consultant cursory review. The meeting will identify any gaps or areas of concern.

Aggregate Data Analysis

Once all the data has been accepted, determined accurate, and analyzed within the various platforms, our experienced team leads will begin analysis of the selected categories of work. We will use a consistent rating system across categories and apply the aggregate weighted scale when looking at all the different infrastructure that comprise a street segment. This is pivotal in establishing a draft report of which segments of infrastructure and streets are in the highest need of attention for the CIP programming.

Opinion of Probable Cost

Using regional and local historical bid prices, Bolton & Menk will determine reasonable unit costs for core infrastructure, street, sidewalk, signage, and streetlight improvements. Using these opinions of probable costs and estimated yearly budget from the city, a schedule of projects can begin to be laid out. This schedule will be augmented with the analysis of infrastructure to determine a prioritization schedule for improvements.

TASK 4. City Staff Presentation of Results

Once all infrastructure has been collected and analyzed, a review meeting of the draft CIP and programming will be held with the PRC. We will provide detailed explanations on how we compiled the condition and improvement matrix using the field data collected. The PRC will review the CIP and needs of each utility, providing feedback on our analysis. A portion of the meeting will focus on how the city envisions the data being portrayed in the GIS environment. Detailed notes will be taken throughout the meeting and comments/revisions will be applied to the CIP.

TASK 5. Identification of Funding

At this point in the CIP development, a number of projects will be identified for the 5- and 10-year plans.

Finding funding sources for municipal infrastructure projects can be a challenge at times. Bolton & Menk has the expertise to assist the City of Breezy Point in this area with our knowledge of current programs, relationships with funding agencies, and a thorough understanding of application processes. We work diligently to identify and secure outside grants and low-interest loans from a variety of federal, state, and local agencies.

Bolton & Menk will assist Breezy Point with identifying and pursuing applicable grant opportunities. We will identify programs and prepare and submit applications for grants through governmental agencies including Crow Wing County, MnDNR, MPCA, DEED, MDH, FHWA, USDA, PFA, and MnDOT. Through our experience, we have established working relationships with these agencies regarding funding municipal projects.

We consider projects from your perspective and treat you as a partner—because your best interest is our best interest.

Many project funding opportunities have tight application deadlines and short project completion windows. We help position your project so it’s ready to go when the time is right. CIPs will prioritize your needs and objectives to put you in a position to react quickly to new programs—an advantage in competitive funding pursuits.

We thoroughly understand the funding process and have the internal expertise to write effective grant applications. We know what works and what doesn’t, but we don’t stop there. Once funding is secured, we can assist you with administrative services including environmental reviews, prevailing wage monitoring, document regulatory compliance, and project finalization and closeout. **Bolton & Menk is the number one consultant in Minnesota in dollars secured through grants and funding agencies.**

TASKS 6 AND 7. Draft and Final Reports

Based on our experience, we see it necessary to involve city officials and the public at multiple touch points as the final plan is developed.

Task 6. Present Draft Report to City Officials

Once funding mechanisms have been identified for the projects, the draft report will be distributed and presented to the city council for review and feedback.

Task 7. Final Report Presentation to City Officials

After incorporating all comments and revisions from the public engagement mechanisms and city staff meetings, Bolton & Menk staff will present a final draft of the 5-year detailed and 10-year comprehensive CIP to Breezy Point’s city council.

SCHEDULE

Bolton & Menk is committed to completing the 5- and 10-year CIP by the end of 2024. As part of the planning, we will prioritize early in the process identifying and finalizing Year 1 improvements for 2025 to coincide with the city developing its 2025 budget.

The proposed project schedule is:

TASK	2024						
	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Request for Proposal Issued	█						
Notice to Proceed		2 nd					
Collect Infrastructure Data and Review Records		█					
Analyze Data and Identify Priorities				█			
Identify 2025 (Year 1) Improvements				█			
Refine Cost Estimates and Draft CIP for Staff Review					█		
Present Draft 5- and 10-Year CIP Report to City Council						█	
Present Final 5- and 10-Year CIP Report to City Council							█

QUALIFICATIONS AND EXPERIENCE

On the following pages, you will see a snapshot of key team members and why they make our team the best fit for your project. In the interest of your time, we have highlighted why these team members matter to the project’s success—full resumes are available upon request.



BRYAN DROWN, PE Project Manager

Bryan began working in the field of civil engineering in 1998. He genuinely enjoys serving clients and putting together solutions to help them accomplish their desires. Bryan serves as city engineer for multiple municipalities, and has significant civil municipal design, planning, and construction administration experience. He has assisted the City of Baxter, City of Pine River, and Mission Township with pavement management and CIP projects.

He will be responsible for overall project management; improvement plans for the streets, sidewalks, and sanitary and storm sewer planning; and review and approval of the CIP submittal documents.



PHIL MARTIN, PE
Principal-in-Charge

Phil began his career in 1992. He will ensure the work is executed with the proper personnel and resources to accomplish the work within the agreed-upon schedule. **He will monitor progress, schedule, and budget while working closely with Bryan to ensure issues are addressed promptly.**



AUSTIN JANSON, EIT
Utility and Sidewalk Inventory

Austin began working in the field of civil engineering in 2022. He enjoys harnessing technology to efficiently collect data. **Austin will provide the data collection associated with inventorying the existing sanitary sewer, sidewalk, storm sewer, street signs, and streetlights.**



BRIAN SIMMONS, PE
Road Improvements

Brian joined Bolton & Menk in 2005 as a municipal engineer responsible for project management, planning, and design. His expertise lies in leveraging new technology to accomplish engineering tasks more efficiently, including artificial intelligence (AI) to create pavement management plans for municipalities. **Brian will lead the the street portion of the CIP.**



JOHN SHAIN, GISP
GIS Mapping

John began his career with the firm in 1999. Bolton & Menk was willing to take a chance with John, embracing his ideas for GIS that were not yet widely practiced. Now, as leader of the GIS work group, John has managed a variety of GIS projects that include municipal implementations of GIS systems, public utility and infrastructure mapping, stormwater management, and web application development. **He will lead the GIS mapping portion of the CIP.**



CHELSEA ALGER
Funding

Beginning her career in 2004, Chelsea is the director of funding for Bolton & Menk. Throughout her career, she has built expertise in planning and zoning, housing, prevailing wage compliance, grant writing, and economic development. Chelsea understands the importance of leveraging CIPs for funding opportunities, and **she will provide valuable insight throughout project development to allow the final plan to be the best suited to capture funding opportunities.**



MIKE LARSON, PE, PTOE
Street Lighting

Mike began his career with the firm in 2015. He performs preliminary and final roadway and intersection design, traffic engineering studies, traffic operations analysis, traffic control and staging, traffic signal design, lighting design, and signing and pavement marking design. **Mike's broad range of expertise make him a perfect match to assist with the streetlight portion of the CIP.**

SIMILAR PROJECTS

Bolton & Menk has an experienced team of professionals with a proven track record of delivering projects of a similar nature. We have highlighted several projects our team has delivered using a similar approach and/or with similar elements. We will use this experience to benefit the development of the Breezy Point CIP. Additional project experience and references are available upon request.

PAVEMENT MANAGEMENT PLANNING

City of Baxter

Since 2014, Bolton & Menk has assisted the City of Baxter with pavement management planning and implementation. Street conditions are rated every three years. Street ratings are then used to plan for annual pavement maintenance projects, which have consisted of chip sealing, micro surfacing, and programming street reconstruction with extension of sanitary sewer and watermain utilities and the overall city CIP. Bolton & Menk assisted the city with creating franchise fees to fund annual pavement maintenance projects and safety improvements associated with streetlight upgrades and installation.

PAVEMENT MANAGEMENT PLANNING

City of Crosslake

In 2023, Bolton & Menk worked with the City of Crosslake to develop a 5-year street improvement plan. PASER pavement ratings were completed and used to prioritize the preservation of pavements with a rating greater than 4. A plan was developed to invest approximately \$1 million annually to improve streets. Streets with a rating of 5 or 6 will get a mill and overlay and streets with a rating between 7 and 10 will get chip sealing. This approach will address 50 miles of city streets over a 5-year period, consisting of 33 miles of chip sealing and 17 miles of mill and overlay. The timing of street reconstruction projects will be planned based on improvements to or extension of underground utilities or by petition from adjacent property owners.

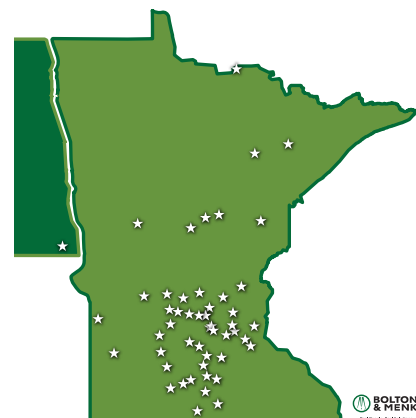
CAPITAL IMPROVEMENT PLAN

City of International Falls

Prior to 2021, the City of International Falls had a continual list of failed or broken infrastructure systems that often required immediate attention. The city pursued ways to become more proactive, but could not make considerable improvements on their own.

Bolton & Menk was hired as the city engineer for International Falls in late 2021. Upon meeting with the city staff, it was ultimately decided to create a 5-year CIP. The CIP would enhance the use of the city's limited financial resources, help reduce costs and obtain future funding, focus on priorities, and assist in the coordination of public and private development. After the creation and implementation of the CIP planning document, International Falls is now able to look at the big picture based on the community's goals. They can also establish, prioritize, and define funding for capital projects. The CIP planning document is now reviewed annually and revised to keep their project list up-to-date and remain aligned on their next steps.

Bolton & Menk has completed over
50 CAPITAL IMPROVEMENT PLANS
for our clients in the last 10 years



PROJECT COSTS

The following table summarizes the hours and cost breakdown for each major work task item. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials.

Client: City of Breezy Point Project: Streets Capital Improvement Plan		Bolton & Menk, Inc.													
Task No.	Work Task Description	Principal-in-Charge	Project Manager	Sanitary, Sewer, and Water	Project Engineer	Street Lights	Sidewalks, Multimodal, and ADA Compliance	Roads Engineer	GIS Manager	GIS Technician	Funding	GPS Data Collection	AI Pavement Rating	Total Hours	Total Cost
1.0	Street Inventory and CIP	4	50	0	50	0	0	24	2	20	4	0	1	155	\$30,382
2.0	Street Light Recommendation and Budget	2	8	0	0	16	0	0	2	6	0	0	0	34	\$5,930
3.0	Sidewalk Inventory, Assessment, and CIP	4	40	0	16	0	8	0	4	24	2	0	0	98	\$16,654
4.0	City Staff and City Council Presentations	4	16	0	0	0	0	0	0	4	0	0	0	24	\$4,456
5.0	Add On - Streets ArcGIS Map Layer	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
6.0	Add On - Streetlights ArcGIS Map Layer	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
7.0	Add On - Sidewalks ArcGIS Map Layer	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
8.0	Add On - Sanitary Sewer Inventory and CIP	4	24	64	0	0	0	0	4	24	8	140	0	268	\$42,872
9.0	Add On - Street Signs Inventory and CIP	2	16	0	8	0	0	0	4	24	0	100	0	154	\$23,182
10.0	Add On - Storm Sewer Inventory and CIP	4	8	24	8	0	0	0	2	8	0	8	0	62	\$10,718
11.0	Add On - Gravel Road Priority Ranking	2	16	0	24	0	0	0	0	0	0	0	0	42	\$6,754
Total Hours		26	178	88	106	16	8	24	18	110	14	248	1	837	
Subtotal		\$5,434	\$33,108	\$16,368	\$14,840	\$2,656	\$1,120	\$4,824	\$3,618	\$17,710	\$2,450	\$34,720	\$4,100		
Total Base Fee (Tasks 1 - 4)														\$57,422	

Bolton & Menk's Fee Schedule	
Task	Cost
Base Capital Improvement Plan	
- Street Inventory and Assessment	
- Street Light Recommendation and Budget	
- Sidewalk Assessment, Inventory, and CIP	
- 5- and 10-year CIP for Specified Infrastructure	
- Presentation to City Staff and City Council	
Not-to-Exceed Total	\$ 57,422
Add-On Items	
Task	Cost
Streets	
- Layer File for ESRI ArcGIS Incorporation	No Charge
Streetlights	
- Layer File for ESRI ArcGIS Incorporation	No Charge
Sidewalks	
- Layer File for ESRI ArcGIS Incorporation	No Charge
Sanitary Sewer	
- Sanitary Sewer Inventory and Assessment	
- 5- and 10-year CIP for Specified Infrastructure	
- Draft Policy and 10-year CIP to Televiser Sanitary Sewer and Force Main	\$ 42,872
- Layer File for ESRI ArcGIS Incorporation	No Charge
Not-to-Exceed Total	\$ 42,872
Street Signs	
- Inventory and 5-Year Replacement Schedule	\$ 23,182
- Layer File for ESRI ArcGIS Incorporation	No Charge
Not-to-Exceed Total	\$ 23,182
Storm Sewer	
- Inventory and 5- and 10-year CIP	\$ 10,718
- Layer File for ESRI ArcGIS Incorporation	No Charge
Not-to-Exceed Total	\$ 10,718
Gravel Roads	
Priority Ranking and CIP Implementation	\$ 6,754
Not-to-Exceed Total	\$ 6,754
Public Engagement	
Project Website, INPUTiD, Open Houses (2)	\$ 15,000
Not-to-Exceed Total	\$ 15,000