



Real People. Real Solutions.

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Bolton-Menk.com

September 8, 2026

Mr. Rob Mattei
Community Development Director
Grand Rapids Economic Development Authority
420 N Pokegama Ave
Grand Rapids, MN 55765

Re: Crystal Lake Estates – Scope and Fee Amendment Request

Dear Mr. Mattei:

On behalf of Bolton & Menk, Inc., we thank you for the opportunity to present this fee amendment to the agreement for the **Crystal Lake Estates** project. We are requesting your consideration for a fee amendment to the Crystal Lake Estates contract for additional time associated with Change Order No. 1 and Change Order No. 2.

Change Order No. 1 included time and material work by the contractor for the removal of a second basement foundation, and additional foundation walls from an unknown building that had previously occupied the site prior to the ISD 318 Administration Building. Additional time was spent by Bolton & Menk staff for the tracking of time and material work by the contractor. Below is a breakdown of additional time spent on this task.

Breakdown of Additional Time – Change Order No. 1				
Date	Employee	Hours	Rate	Amount
7/20/2026	Bodi George	5	\$ 107.00	\$ 535.00
7/20/2026	Kory Johnson	2	\$ 207.00	\$ 414.00
7/23/2026	Bodi George	9.5	\$ 107.00	\$ 1,016.50
7/23/2026	Kory Johnson	2	\$ 207.00	\$ 414.00
7/27/2026	Bodi George	5	\$ 107.00	\$ 535.00
7/28/2026	Bodi George	10	\$ 107.00	\$ 1,070.00
7/29/2026	Bodi George	2.5	\$ 107.00	\$ 267.50
Subtotal:				\$ 4,252.00

Change Order No. 2 included time and material work for the extension of sanitary sewer to the manhole in Pokegama Avenue and a watermain offset to achieve the appropriate separation from the sanitary sewer. Additional time was spent by Bolton & Menk staff to track the time and material work by the contractor. Below is a breakdown of additional time spent on that task.

Breakdown of Additional Time – Change Order No. 2				
Date	Employee	Hours	Rate	Amount
8/4/2026	Ben Gornik	3	\$ 102.00	\$ 306.00
8/4/2026	Kory Johnson	2	\$ 207.00	\$ 414.00
8/5/2026	Bodi George	6	\$ 107.00	\$ 642.00
8/5/2026	Kory Johnson	1	\$ 207.00	\$ 207.00
Subtotal:				\$ 1,569.00

Name: Scope and Fee Amendment Request – Crystal Lake Estates

Date: 9/8/2026

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The total fee amendment requested for the Crystal Lake Estates Project is \$5,821.00.

We appreciate the opportunity to continue serving the Grand Rapids Economic Development Authority and value the great working relationship we have developed with your team. Please feel free to contact me with any questions or comments regarding this request.

Sincerely,

Bolton & Menk, Inc.

A handwritten signature in blue ink, appearing to read 'Kory Johnson', with a stylized flourish at the end.

Kory Johnson, PE
Municipal Project Manager