



Real People. Real Solutions.

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Bolton-Menk.com

SENT VIA EMAIL

December 29, 2023

Mr. Matt Wegwerth
Public Works Director/City Engineer
420 N Pokegama Ave
Grand Rapids, MN 55744

RE: Proposal of Services– US Trunk Highway 169 Lighting Project

Dear Mr. Wegwerth

On behalf of Bolton & Menk, Inc., we thank you for the opportunity to present this scope and fee letter in response to the City of Grand Rapids request to develop construction plans, specifications, and quantities for street lighting project on U.S. Trunk Highway 169 (Pokegama Avenue).

This proposal describes our understanding of the project, defines the scope of work, and provides you with an estimate of the cost of our services. The following project scope and proposed fees have been broken into two primary tasks; topographic survey and final design (development of plans, specifications, and quantities). Our understanding is that the project will be bid in Spring of 2024 with substantial completion in 2024. Developing an accurate and concise project manual for bidding is one of the most important steps to delivering a successful project and we consider these tasks as the milestones in the project development process.

We appreciate the opportunity to work with the City of Grand Rapids and look forward to developing great working relationships with the staff and council. Please feel free to contact me with any questions or comments regarding the services proposed herein at dean.helstrom@bolton-menk.com or (218) 830-0856.

Sincerely,

Bolton & Menk, Inc.

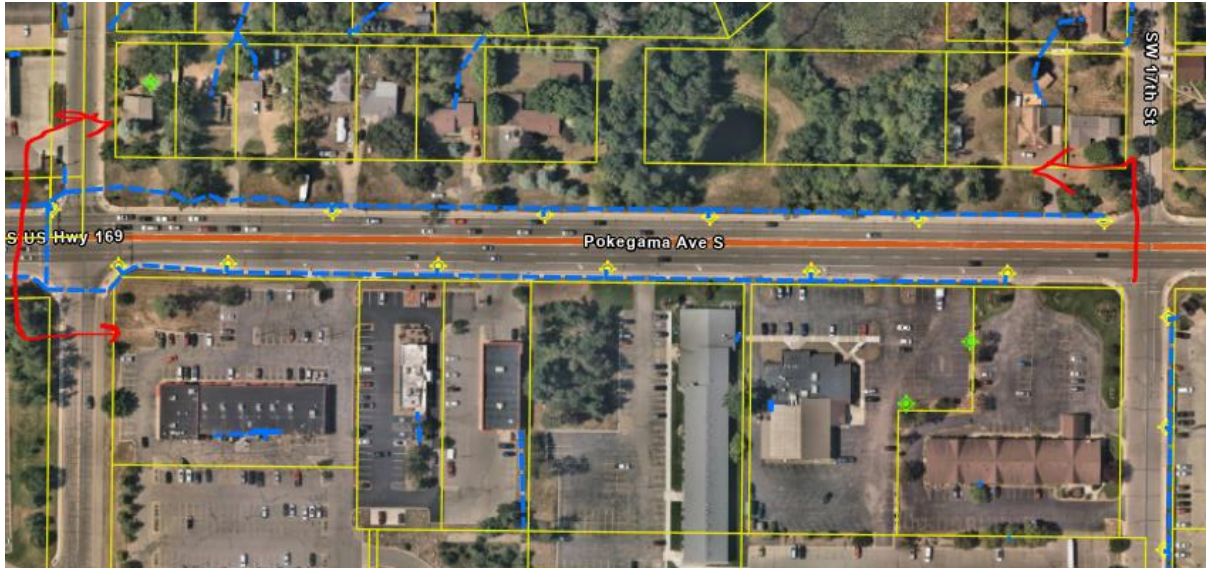
Dean W. Helstrom, P.E.
Senior Project Manager

Cc:

Joshua G. Stier, Bolton & Menk, Inc.
Kris Swanson, Bolton & Menk, Inc.

Project Understanding

The City of Grand Rapids is looking at replacing 10 lights along Trunk Highway 169, from 17th Street South to 21st Street South. The project will include new foundation bases, light poles, conduit, wiring, and control cabinet. The scope of services to be performed by the consultant is expected to include preparing construction plans, specifications and bid quantities. Services are expected to be completed by March 1, 2024.



Project Tasks

Task 1 – Topographic Survey & Field Review

The Bolton & Menk team will collect and review field data for the project corridor with the following objectives:

- Complete a site visit before the kickoff meeting to identify potential challenges in the project area.
- Collect all necessary topographic survey and conduct all Gopher State One Call activities.
- Identify in-place source of power locations and/or determine the potential source of power locations, as needed; this includes how the power will connect to the proposed lighting location.
- Determine light locations; this includes considering in-place utilities, in-place utility poles, and optimal new pole and light unit locations, as necessary.

Task 2 – Final Design

Our team will complete the detailed design of the proposed improvements consistent with the latest City and MnDOT design requirements, and following all federal and state laws, rules, and regulations. Our team will complete all design tasks including:

- Develop construction plan sheets for project corridor that meet state aid standards; it is expected that a 60% and 100% plan submittal will be provided and include:
 - Title Sheet
 - Project location map
 - Construction notes
 - Lighting Details
 - Removal plan
 - Lighting Improvements- proposed lighting plan over an aerial image showing light locations, cable, wire, conduit, service cabinet and source of power locations, and right-of-way.
 - Wiring Diagram
- Project proposal
 - Bid items and Statement of Estimated Quantities for quotation form.
 - Project Special Provisions

Basis of Payment

The total estimated not-to-exceed hourly fee for the project scope as described above is \$9,500.00. It is understood that if the duration, scope, or extent of work changes the budget will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from the City of Grand Rapids.

Assumptions

- City of Grand Rapids to advertise and handle bidding process.
- City of Grand Rapids to provide construction management.
- City of Grand Rapids to provide MnDOT permitting.