



REQUEST FOR GRAND RAPIDS EDA ACTION

AGENDA DATE: May 14, 2026

STATEMENT OF ISSUE: Consider entering into a professional engineering services agreement with Bolton & Menk in connection with the GREDA TH2 West Redevelopment Project (former Itasca Farm Service Co-op) demolition project.

PREPARED BY: Rob Mattei, Executive Director

BACKGROUND:

A request for proposal (RFP) was issued to two local engineering firms. In summary, the scope of work in the RFP for the project involved:

- Preparation of plans and bidding documents
- Administering the competitive bidding process
- Construction administration
 - On-site representation/inspection, construction staking
 - Materials and compaction testing by a third-party testing company (Included)
 - Preparing monthly certificates of payment
 - Collecting certified payroll reports and IC-134s
 - As-built plans

I have reviewed the one proposal submitted and am recommending that GREDA enter into the attached agreement with Bolton & Menk. The hourly, not-to-exceed fee for their services is \$106,575. This proposal does include the expense of hiring Braun Intertec as the third-party testing company, which amounts to \$14,325 of the total cost.

This engineering cost is in line with our budget for the project.

REQUIRED ACTION: Make a motion to enter into a professional engineering services agreement with Bolton & Menk in connection with the GREDA TH2 West Redevelopment Project (former Itasca Farm Service Co-op) demolition project.