



Real People. Real Solutions.

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Bolton-Menk.com

SUBMITTED VIA EMAIL

April 23, 2026

Matt Wegwerth
Public Works Director/ City Engineer
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744

RE: Topographic and Boundary Survey near 331 NW 4th Street
City of Grand Rapids, Minnesota

Dear Matt:

Bolton & Menk, Inc. is pleased to present a proposal to perform a boundary & topographic survey on the land referenced above.

We propose to perform boundary surveys to facilitate a parcel split and land description analysis of the land described above. Bolton & Menk, Inc. takes great pride in providing boundary survey services thoroughly, accurately, and efficiently. Our approach to surveying services makes the City of Grand Rapids' priorities our priorities. We understand what needs to be accomplished for the successful completion of your boundary survey. We propose to perform the field work with survey staff from our Grand Rapids office. All work would be managed and supervised by a licensed land surveyor.

Bolton & Menk puts a high priority on ensuring that our company's efforts are consistent with your needs. Please review the attached documents. If you have any questions, concerns, or comments regarding this proposal, please call me at 218-812-8900 or email at andrew.brotzler@bolton-menk.com.

Sincerely,
BOLTON & MENK, INC.

Dennis Warner
Land Surveyor

Andrew Brotzler
Client Service Manager

Attachments: Scope of Services (3 pages)
Exhibit A (1 page)

SCOPE OF WORK

Boundary Surveys:

- Establish the boundary of the requested property with a legal description of: East 68 feet of Lots 5-12, Block 17, Grand Rapids Second Division. This property is the red box on Exhibit A (see page 5)
 - Itasca County PID: 91-420-1730
- Find and verify or place survey markers on the exterior boundary of the existing parcels.

Topographic Survey:

- Establish horizontal and vertical survey control, based on Itasca County South coordinate system and NAVD 88
- Ground contours (1 foot) and spot elevations; elevations will be measured on a 50-ft grid with spot elevations at important points including building corners, curbs, culverts, walks, road centerlines, and all manhole inverts
- Types and locations of surfaces (gravel, concrete, bituminous)
- Sidewalk, driveways, and parking areas and striping will be located up to the face of the main structures adjacent to the right-of-ways
- Buildings (if any) and any other significant structures
- Street signs, fences, retaining walls, landscaping and any other permanent site features
- Utility Information
 - Place a Minnesota Gopher One Call request for field markings and maps prior to fieldwork beginning; utilities shown will be based on visual observation, utility company marking, or from plans made available to Bolton & Menk; private utilities and those not visible or marked by utility companies will not be shown
 - Storm Sewer, Watermain and Sanitary Sewer
 - Marked and/or visible structures and service lines
 - Catch basins and Manholes
 - Hydrants
 - Water valves
 - Structure inventories
 - Rim elevations, pipe sizes, inverts and direction of flow
 - Marked and or visible Natural Gas, Communication (Phone/Cable) and Electric
- Any other significant topographic features visible to survey crew.
- Topographic limits are graphically depicted on Exhibit A on page 5 of this proposal.

DELIVERABLES

- Draft a Certificate of Survey map detailing the evaluated evidence and results of the survey. The Certificate of Survey map will display any above ground features that were physically observed. Deliverables will include print copies of map along with an electronic PDF copy. Upon request, we can also provide a version of the survey with an aerial photo used as a background and/or a text file of the legal.
- Draft a Certificate of Survey map detailing the evaluated evidence and results of the survey. The Certificate of Survey map will also display any above ground visible potential encroachments that were physically observed.

ASSUMPTIONS

This proposal is based upon the following assumptions:

- Except for obtaining copies of the current deeds on the property, no title research or easement research will be included with this survey.
- Title research will be limited to retrieving the current deed for the property and the adjoining. Bolton & Menk does not guarantee that our research will discover underlying title problems, if any exist, with the property. To achieve that assurance, we recommended you purchase title insurance commitment.
- Bolton & Menk, Inc. maintains professional services and Errors and Omissions insurance. A certificate of insurance can be provided upon request.
- Any additional studies, tasks, or coordination (e.g. wetland delineations, environmental or archaeological studies, permit applications, meetings representing the Client, etc.) not explicit in the proposed Scope of Work will be performed by others or as additional services and invoiced on an hourly basis.
- The scope of services provided above is inclusive of all tasks offered under this contract and fee. Parties agree that additional understandings which conflict with this document (including oral agreements) must be negotiated in writing.
- We will not provide information regarding depth of underground utility lines (except storm and sanitary lines), pressure of water or gas lines, buried tanks, or septic fields on the properties unless that information is provided by the client. We do not have the knowledge or expertise to derive that information reliably. Bolton & Menk, Inc. will work with the client to hire sub consultants to acquire this information if necessary.

- Only utilities that are marked in the field along with utility maps provided by utility companies within the time allotted for such requests through Gopher State One Call will be graphically shown on the survey map.
- Bolton & Menk staff will only acquire invert elevations that can be measured without entering confined space (manholes, underground tanks, etc.) structures.

FEES

Bolton & Menk, Inc's proposed fee for the described Scope of Services is as follows:

Scope of Services	
Boundary Surveys; Lump Sum	\$4,200

SCHEDULE

Bolton & Menk has the staff to meet any reasonable time frame required. You can expect the draft survey map to be delivered within 10 working days after we have received authorization to proceed. After we receive comments back from the draft, we can have the survey completed within 3 working days.

APPROVALS AND SIGNATURES

City of Grand Rapids (Client) acknowledges that it is the client of the property described above or is a legally authorized representative of the property client with sufficient interest and authority to enter into this agreement for the purposes of making improvements to and upon the property.

Bolton & Menk, Inc. and Client agree to the Terms and Conditions as stated above and on pages 6 and 7 of this Agreement. The undersigned represents that it is the Client or has been authorized to accept this Agreement on behalf of Client. Unless also executed by a person(s) or firm guaranteeing payment, the undersigned accepts financial responsibility for all services and costs of collection incurred by Bolton & Menk including reasonable attorney's fees, in the event of default by Client.

Accepted by:

Print Name/Title

Signature and Date

I/We personally guarantee payment of all obligations for services to be provided by Bolton & Menk, Inc. under this Agreement. I/We further agree to pay all costs of collection incurred by Bolton & Menk, Inc. including reasonable attorney's fees.

Print Name/Title

Signature and Date

EXHIBIT A

