



REQUEST FOR GRAND RAPIDS EDA ACTION

AGENDA DATE: February 26, 2026

STATEMENT OF ISSUE: Consider entering into a professional engineering services agreement with Bolton & Menk in connection with the Crystal Lake Estates Second Addition (aka ISD 318 Admin. Building site) demolition and utility extension 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
 - Coordinating materials and compaction testing by a third-party testing company
 - Preparing monthly certificates of payment
 - Collecting certified payroll reports and IC-134s
 - As-built utility plans

Staff, the City Engineer and myself, have reviewed the proposals and we are recommending that GREDA enter into the attached agreement with Bolton & Menk. The hourly, not-to-exceed fee for their services is \$74,934. This does not include the expense of hiring a third-party testing company, which I expect will have a cost of approximately 10,000. We will request a quote on that and bring it to the Board at a future meeting.

As shown in the attached sources and uses table, we budgeted \$175,000 for engineering and platting. We've already spent for preliminary engineering work and platting \$19,150. The total of past spending and projected cost is approximately \$104,000, which would put us about \$71,000 under budget.

REQUIRED ACTION: Make a motion to enter into a professional engineering services agreement with Bolton & Menk in connection with the Crystal Lake Estates Second Addition (aka ISD 318 Admin. Building site) demolition and utility extension project.