



Real People. Real Solutions.

504 NW 1st Avenue
Suite 205
Grand Rapids, MN 55744

Phone: (218) 571-4347
Bolton-Menk.com

August 20, 2025

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

RE: Proposal of Services – Grussendorf Park Boardwalk

Dear Matt,

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 evaluate recommendations relative to the Grussendorf Park Boardwalk.

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 five primary tasks – project management and meetings; existing conditions documentation; alternatives analysis; funding; and summary reporting.

Our understanding is that the evaluation and reporting is to be completed by November 2025. The summary report containing the existing condition assessment, alternatives analysis, permitting and funding information, and cost estimates for future work are considered 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 james.archer@bolton-menk.com or 612-205-5160.

Sincerely,

Bolton & Menk, Inc.

Jim Archer, PE
Principal Structural Engineer

Cc:
Andy Brotzler, PE, Bolton & Menk, Inc.

Project Understanding

The Boardwalk at Grussendorf Park is showing signs of deterioration and needs evaluation. The City of Grand Rapids has concerns about the safety and integrity of the boardwalk and has requested assistance with analyzing the existing structure and developing recommendations for repair and/or alternatives for replacement. Bolton & Menk has developed the following understanding of the current condition, desired services, and path forward.

Based on electronic review of the existing boardwalk, we understand the current boardwalk system to be as follows:

- The current boardwalk is approximately 230 feet long
- The current design appears to be comprised of an approximately 10-foot-wide decking surface, with 42-inch to 52-inch timber framed handrails.
- The current alignment meanders through a sparse timber area with little perceived wetland.

The following criteria are often considerations when rehabilitating or replacing pedestrian or trail infrastructure.

- Maintain the existing alignment of the boardwalk to the extent possible. Desire to minimize additional impacts to vegetation, environmental disturbances, and for ease of construction.
- Boardwalk should be ADA accessible and constructed of durable materials.
 - Toe rail vs. full railing.
- Emphasis on minimizing environmental disturbances.

Based on this understanding, Bolton & Menk proposed the following scope of services to complete the Boardwalk Replacement Study.

Project Tasks

Task 1: Project Management

Provide accurate and timely coordination and facilitation services for the duration of the project, including meetings with project stakeholders.

Subtask 1.1: Daily Management & Meetings

This will include day-to-day communication with Grand Rapids staff. Monthly invoicing, progress reports, cost and scheduling updates, billing preparation, and other non-technical work will be included under this task.

Meetings are an important aspect of any study to understand the issues, collect information, and present findings. Up to two meetings with project team members and city or park staff are proposed for the study.

Task 2: Existing Conditions Documentation

To develop recommendations for the replacement of the boardwalk, it's critical to review the site and existing boardwalk system. This review would include an up-close analysis and documentation of the current boardwalk configuration to determine feasibility of re-use.

Subtask 2.1: Site Visit and Documentation

Key team members will visit and review the site and existing boardwalk system. We anticipate this visit will be conducted in coordination with city park staff. Our team will collect valuable geometric information, specific connection detailing information, and inventory the in situ conditions of the existing system.

Name: Proposal of Services – Grussendorf Park Boardwalk
Date: August 20, 2025
Page: 3

Subtask 2.2: Permitting

Staff in our environmental practice area will develop a list of permitting agencies and contacts likely involved in this work. The list will include agency involvement, triggers, permit fees, review schedules, contacts, and a cost estimate for our team to provide these services in the final design phase.

Deliverables: General permitting guidelines

No permit applications are included in this scope.

Similarly, no drawings, plans or details are included in this scope of work.

Task 3: Alternative Analysis

Based on outcomes of the review of the existing system, our team will prepare a cost/benefit analysis for up to four alternatives. Upon completion of this phase, we anticipate a coordination meeting with city staff will occur to rank/prioritize alternatives and recommend a preferred alternative. Meeting anticipated: **Mid-October 2025**

Subtask 3.1: Rehabilitation of Existing Structure

If determined the existing system can be salvaged our team will approximate the rehabilitation effort using in kind or new/alternate materials.

Subtask 3.2: Total Structure Replacement

We will review the feasibility of four replacement alternatives which can include floating or temporary systems, or more permanent, in-place systems which use helical piles and engineered beams. This analysis will include various materials, including

- Cedar timber
- Treated timber
- Composite materials
- A combination of these materials in various configurations
- Replacement with a proprietary system like that offered by EZ Dock

Deliverables: Layout plans, cost/benefit analysis spreadsheet, and cost estimate for each alternative.

Preliminary report out meeting and review with city staff.

Task 4: Funding & Grant Opportunities

Upon award, our funding team will compile a list of potential funding sources for the project. The list will include information specific to the funding source including due dates.

Deliverables: List of potential grant opportunities

No funding applications will be completed as part of this task.

Task 5: Summary Report

Upon completion of the field review, existing conditions, and analysis, we will compile all findings into a comprehensive summary document that includes photographs, findings, and corresponding construction estimates.

Deliverables: Summary report document

Final report out meeting and review with city staff.

(First week of November 2025)

Key Staff

The team in this section will work directly with the city to deliver the boardwalk study. In addition to the identified team, Bolton & Menk has more than 1,000 specialty staff capable of engaging in varying capacities should the project require.

Jim Archer, PE is a principal structural engineer who began his career in 2002. Prior to joining Bolton & Menk, Jim served as a senior bridge engineer for Hennepin County. He has experience in both public service and consulting environments as they relate to bridge design, construction, safety inspection, and program management activities. His knowledge and expertise in asset management give him a unique understanding of the effects structural designs have on project budgets as well as long-term maintenance activities. James's work includes preliminary and final bridge design, bridge safety inspection, bridge rehabilitation, and project management. He has worked on several boardwalk projects during his tenure as a professional engineer and enjoys the unique challenges these projects present. Jim will serve as principal-in-charge and lead structural engineer on the project.

Andy Brotzler, PE is a municipal senior project manager who began his career in 1995. Having served as both a consultant city engineer and on-staff public works director, he brings a collaborative approach to project delivery. Andy has extensive experience leading public engagement processes for diverse and complex projects and understands the value that effective engagement brings to developing the right solutions. He is an expert in working with the public, agency representatives, and elected officials to communicate project information and support the advancement of projects and initiatives. His project experience ranges from locally funded projects that follow Minnesota Statute 429 to state aid and federally funded county and state highway and trail projects. Andy is passionate about working as a team to find the right solutions for our clients and will remain available to the city during all phases of the project.

Thomas Doherty, PE, is a structural design engineer who began his career in 2018. Passionate about creating and designing structures that help us all to better interact with our communities, Thomas has experience in vertical structures, global system design, and local detailing design. He takes pride in ensuring the project fits the clients' vision and makes life better for the community. Having developed timber details and design alternatives for several boardwalks, Tom is familiar with the structural member options for both repair and replacement alternatives.

Schedule

The analysis of existing boardwalk system will be weather dependent but should be completed within two weeks of the notice to proceed. In conjunction, we will begin compilation of both permitting and funding lists for inclusion at our first meeting – anticipated mid-October. We anticipate substantial completion and summary documents on or before October 31, 2025, with a final report out meeting the first week of November 2025.

Costs

The estimated hours and associated fees for the study are included in the attachment at the end of this document with a detailed cost breakdown provided below.

Basis of Payment

The total estimated not-to-exceed hourly fee for the project scope as described above is \$19,500.00. 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.

Name: Proposal of Services – Grussendorf Park Boardwalk
Date: August 20, 2025
Page: 5

DETAILED COST ESTIMATE

CLIENT: Grand Rapids, Minnesota		BOLTON & MENK, INC.					
PROJECT: Grussendorf Trail Boardwalk Study							
TASK NO.	WORK TASK DESCRIPTION	Principal-in-Charge	Client & Project Manager	Structural Engineer	EIT / Technician	Total Hours	Total Cost
1.0	Project Management & Meetings	6	6	4	4	20	\$4,156
2.0	Existing Conditions Documentation	1	2	20	4	27	\$4,519
3.0	Alternative Analysis (Preliminary Layouts & Estimates)	6	2	32	16	56	\$9,364
4.0	Funding /Grant Opportunities	0	2	4	2	10	\$1,386
5.0	Summary Report	2	1	4	4	11	\$1,937
TOTAL HOURS		15	13	64	30	124	
AVERAGE HOURLY RATE		\$261.00	\$235.00	\$163.00	\$132.00		
SUBTOTAL		\$3,915	\$3,055	\$10,432	\$3,960		
TOTAL FEE						\$19,425	

All printing, mileage, etc. is included in the hourly rates