



STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT (“Agreement”) is made this 8 day of June, 2026, between the City of Grand Rapids, Minnesota (“City”), whose business address is 420 North Pokegama Avenue, Grand Rapids, MN 55744 and Bolton & Menk (“Consultant”) whose business address is 504 NW 1st Avenue, Suite 205, Grand Rapids, MN 55744.

PRELIMINARY STATEMENT

The City has adopted a policy regarding the selection and hiring of consultants to provide a variety of professional services for City projects. That policy requires that persons, firms, or corporations providing such services enter into written agreements with the City. The purpose of this agreement is to set forth the terms and conditions for the professional services Consultant will provide in connection with the Block 19 Improvements Project, herein referred to as the “Work”.

The City and Consultant agree as follows:

1. **Work.** The Consultant agrees to provide the professional services described in the Request for Proposals, Exhibit “A” attached hereto (the “Work”).
2. **Time for Performance of Services.** The Consultant shall perform the services described in Exhibit A according to the schedule shown in the Proposal for Professional Services, attached as Exhibit B, hereto.
3. **Compensation for Services.** City agrees to pay the Consultant hourly for work performed, with a not-to-exceed amount of \$292,842 for the Work. Any changes in the scope of the Work which may result in additional compensation due to the Consultant shall require prior written approval by an authorized representative of the City or by the City Council. The City will not pay additional compensation for services that do not have prior written authorization.
4. The City agrees to provide the Consultant with the information required to complete the Work.

5. **Method of Payment.** The Consultant shall submit itemized bills for professional services performed under this Agreement on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to the City.
6. **Project Manager and Staffing.** The Consultant has designated the individuals identified in Exhibit B as the Project Manager to serve on the Project. The Project Manager shall be assisted by other staff members as necessary to facilitate the completion of the Project in accordance with the terms established herein. Consultant may not remove or replace the Project Manager without the approval of the City.
7. **Standard of Care.** Consultant shall exercise the same degree of care, skill and diligence in the performance of the Work as is ordinarily exercised by members of the profession under similar circumstances in Minnesota. Consultant shall be liable to the fullest extent permitted under applicable law, without limitation, for any injuries, loss, or damages proximately caused by Consultant's breach of this standard of care. Consultant shall put forth reasonable efforts to complete its duties in a timely manner. Consultant shall not be responsible for delays caused by factors beyond its control or that could not be reasonably foreseen at the time of execution of this Agreement. Consultant shall be responsible for costs or damages arising from unreasonable delays in the completion of the Work.
8. **Audit Disclosure.** The Consultant shall allow the City or its duly authorized agents reasonable access to such of the Consultant's books and records as are pertinent to the work performed under this Agreement. Any reports, information, data, etc. given to, or prepared or assembled by, the Consultant under this Agreement which the City requests to be kept confidential shall not be made available to any individual or organization without the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Consultant shall become the property of the City upon termination of this Agreement, but Consultant may retain copies of such documents as records of the services provided.
9. **Term.** The term of the Agreement shall be from June 8, 2026 through the completion of the work as described in Exhibit B. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the terms and conditions as herein stated.
10. **Termination.** This Agreement may be terminated by the Consultant effective upon sixty (60) days' written notice delivered to the City at the address written above. The City may terminate this Agreement for any reason effective immediately, upon with notice to the consultant. Upon termination under this provision, the Consultant shall be paid for services rendered and reimbursable expenses until the effective date of termination.

If, however the City terminates this Agreement because the Consultant has failed to perform in accordance with this Agreement, no further payment shall be made to the

Consultant, and the City may retain another consultant to undertake or complete the Work.

11. **Independent Consultant.** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
12. **Non-Discrimination.** During the performance of this Agreement, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.
13. **Assignment.** Neither party shall assign this Agreement, nor any interest arising herein, without the prior written consent of the other party.
14. **Services Not Provided For.** No claim for services furnished by the Consultant not specifically provided for in Exhibit A shall be honored by the City.
15. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
16. **Entire Agreement.** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.
17. **Compliance with Laws and Regulations.** In providing services hereunder, the Consultant shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation of statutes, ordinances, rules and regulations pertaining to the services to be provided shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.

18. **Waiver.** Any waiver by either party of a breach of any provision of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

19. **Indemnification.** Consultant agrees to indemnify and hold harmless the City and its officials, employees and agents from any liability, claims, damages, costs, losses judgments, or expenses, including reasonable attorney's fees, resulting directly from a negligent act or omission (including without limitation professional errors or omissions) of the Consultant, its agents, employees, or subcontractors in the performance of the services provided by this Agreement and against all losses by reason of the failure of said Consultant fully to perform, in any respect, all obligations under this Agreement.

20. Insurance.

A. **General Liability.** Prior to starting the Work, Consultant shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by Consultant or by any subcontractor or by anyone employed by any of them or by anyone for whose acts any of them may be liable. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Paragraph, or required by law. The policy(ies) shall name the City as an additional insured for the services provided under this Agreement and shall provide that the Consultant's coverage shall be primary and noncontributory in the event of a loss.

B. Consultant shall procure and maintain the following minimum insurance coverages and limits of liability on this Project:

| | |
|---------------------------------|--|
| Workers Compensation | Statutory Limits |
| Employer's Liability | \$500,000 each accident \$500,000 disease policy limit \$500,000 disease each employee |
| Comprehensive General Liability | \$1,500,000 property damage and bodily injury per occurrence \$2,000,000 general aggregate \$2,000,000 Products – Complete Operations Aggregate \$100,000 fire legal liability each occurrence \$5,000 medical expense |

| | |
|------------------------------------|--|
| Comprehensive Automobile Liability | \$1,000,000 combined single limit each accident (shall include coverage for all owned, hired and non-owned vehicles. |
| Umbrella or Excess Liability | \$1,000,000 |

- C. The Comprehensive General/Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG 0001, and shall include the following:
- a. Premises and Operations coverage with no explosions, collapse, or underground damage exclusion (XCU).
 - b. Products and Completed Operations coverage. Consultant agrees to maintain this coverage for a minimum of two (2) years following completion of its work. Said coverage shall apply to bodily injury and property damage arising out of the products-completed operations hazard.
 - c. Personal injury with Employment Exclusion (if any) deleted.
 - d. Broad Form CG 0001 0196 Contractual Liability coverage, or its equivalent.
 - e. Broad Form Property Damage coverage, including completed operations, or its equivalent.
 - f. Additional Insured Endorsement(s), naming the “City of Grand Rapids” as an Additional Insured, on ISO form CG 20 10 07 04 or such other endorsement form as is approved by the City.
 - g. If the Work to be performed is on an attached community, there shall be no exclusion for attached or condominium projects.
 - h. “Stop gap” coverage for work in those states where Workers’ Compensation Insurance is provided through a state fund if Employer’s liability coverage is not available.
 - i. Severability of Insureds provision.

- D. Professional Liability Insurance. The Consultant agrees to provide to the City a certificate evidencing that they have in effect, with an insurance company in good standing and authorized to do business in Minnesota, a professional liability insurance policy. Said policy shall insure payment of damage for legal liability arising out of the performance of professional services for the City. Said policy shall provide an aggregate limit of \$2,000,000. Said policy shall not name the City as an insured.
- E. Consultant shall maintain in effect all insurance coverages required under this Agreement at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless specifically accepted by City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Paragraph:
- a. All policies, except the Professional Liability Insurance policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);
 - b. All policies, except the Professional Liability Insurance policy, shall be applied on a "per project" basis;
 - c. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall contain a waiver of subrogation naming "the City of Grand Rapids";
 - d. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall name "the City of Grand Rapids" as an additional insured;
 - e. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall insure the defense and indemnity obligations assumed by Consultant under this Agreement; and
 - f. All policies shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed, nor shall coverage limits be reduced by endorsement, without thirty (30) days prior written notice to the City.

A copy of the Consultant's Certificate of Insurance which evidences the compliance with this Paragraph 20, must be filed with City prior to the start of Consultant's Work. Upon request, a copy of the Consultant's insurance declaration page, Rider and/or Endorsement, as applicable shall be provided. Such documents evidencing Insurance shall be in a form acceptable to City and shall provide satisfactory evidence that Consultant has complied with all insurance requirements. Renewal certificates shall be

provided to City prior to the expiration date of any of the required policies. City will not be obligated, however, to review such Certificate of Insurance, declaration page, Rider, Endorsement or certificates or other evidence of insurance, or to advise Consultant of any deficiencies in such documents and receipt thereof shall not relieve Consultant from, nor be deemed a waiver of, City's right to enforce the terms of Consultant's obligations hereunder. City reserves the right to examine any policy provided for under this paragraph.

- F. **Effect of Consultant's Failure to Provide Insurance.** If Consultant fails to provide the specified insurance, then Consultant will defend, indemnify and hold harmless the City, the City's officials, agents and employees from any loss, claim, liability and expense (including reasonable attorney's fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. Except to the extent prohibited by law, this indemnity applies regardless of any strict liability or negligence attributable to the City (including sole negligence) and regardless of the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of Consultant, its subcontractors, agents, employees, or delegates. Consultant agrees that this indemnity shall be construed and applied in favor of indemnification. Consultant also agrees that if applicable law limits or precludes any aspect of this indemnity, then the indemnity will be considered limited only to the extent necessary to comply with that applicable law. The stated indemnity continues until all applicable statutes of limitation have run.

If a claim arises within the scope of the stated indemnity, the City may require Consultant to:

- a. Furnish and pay for a surety bond, satisfactory to the City, guaranteeing performance of the indemnity obligation; or
- b. Furnish a written acceptance of tender of defense and indemnity from Consultant's insurance company.

Consultant will take the action required by the City within fifteen (15) days of receiving notice from the City.

21. **Records Access.** The Consultant shall provide the City access to any books, documents, papers, and records which are directly pertinent to the specific contract, for the purpose of making audit, examination, excerpts, and transcriptions, for three years after final payments and all other pending matters related to this contract are closed.

22. **Ownership of Documents.** All plans, diagrams, analyses, reports and information generated in connection with the performance of the Agreement (“Information”) shall become the property of the City. The City may use the Information for its purposes and the Contractor also may use the Information for its purposes. Reuse of the Information for the purposes of the project contemplated by this Agreement (“Project”) does not relieve any liability on the part of the Contractor, but any reuse of the Information by the City or the Contractor beyond the scope of the Project is without liability to the other, and the party reusing the Information agrees to defend and indemnify the other from any claims or liability resulting therefrom.
23. **Subcontractor.** The Consultant shall not enter into subcontracts for services provided under this Agreement except as noted in Exhibit A, without the express written consent of the City. The Consultant shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Consultant’s receipt of payment by the City for undisputed services provided by the subcontractor. If the Consultant fails within that time to pay the subcontractor any undisputed amount for which the Consultant has received payment by the City, the Consultant shall pay interest to the subcontractor on the unpaid amount at the rate of 1.5 percent per month or any part of a month. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the Consultant shall pay the actual interest penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Consultant shall be awarded its costs and disbursements, including attorney’s fees, incurred in bringing the action. In addition, no subcontractor can file a lien against the City.
24. **Dispute Resolution/Mediation.** Each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the mediation standards currently in effect. A request for mediation shall be filed in writing with the other party. No legal or equitable action may be instituted for a period of ninety (90) days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. Cost of mediation shall be shared equally between the parties. Mediation shall be held in the City of Grand Rapids unless another location is mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a Mediated Settlement Agreement, which Agreement shall be enforceable as a settlement in any court having jurisdiction thereof.
25. **Conflicts.** No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision renders the Agreement void. Any federal regulations and applicable state statutes shall not be violated.

26. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

27. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

28. **Governing Law.** This Agreement shall be controlled by laws of the State of Minnesota. Executed as of the day and year first written above.

City of Grand Rapids

Mayor

City Clerk

Bolton & Menk

By: _____

Its: _____

Exhibit A



Request for Proposals for Professional Engineering Services Block 19 Improvements

SECTION 1: GENERAL INFORMATION

Contract Administration

All persons or firms who download this RFP are requested to register their name and email address by sending an email to mwegwerth@grandrapidsmn.gov. Any revisions or corrections to this RFP, after it has been advertised, will be communicated to those registered RFP holders. Failure to register your contact information is at your own risk. A proposal will not be considered if it fails to include all requested information as detailed in this original RFP and any subsequent modifications.

The contents of this RFP will be included as part of the contractual obligations if a contract ensues. All information in the proposal is subject to disclosure under the provisions of Minnesota Statutes Chapter 13 – Minnesota Government Data Practices Act.

Project Overview & Background

The City of Grand Rapids intends to retain a professional consulting firm to provide professional engineering services needed to successfully implement the design and construction of the Block 19 Improvements. Construction is expected to begin in May 2027. Funding for the project is expected to be in part Municipal State Aid (MSA) and Local sources. No special assessments will be needed.

The improvements to be undertaken with this project are shown in the attached figure and summarized below:

- Reconstruction of Block 19 city parking lot (parcel id's: 91-410-1905 & 91-410-1910)
- Partial reconstruction of adjacent roadways, which includes curb modifications, streetscape and mill and overlay of pavement
- Watermain and Sanitary Sewer replacement within parking lot
- Storm Sewer installation, including treatment as noted in the 11/07/24 SWCD Report

SECTION 2: SCOPE OF SERVICES

The services required of the Consultant are anticipated to be provided beginning in July 2026 and ending when the warranty inspection for the constructed improvements has been completed. The following are general work tasks and deliverables that shall be included in the Consultant's scope for both projects:

1. Topographic survey
2. Public involvement and meetings
 - a. minimum of 1 public meeting to discuss plans/layouts
 - b. minimum of 1 public meeting to discuss construction and phasing
3. Design, includes Plans and Specifications in accordance with MSA and City standards
4. Contract bidding and award
5. Construction inspection and management services
6. Warranty inspection and preparation of record drawings

Construction management services include, but are not limited to, review of prevailing wage requirements, preparation of contractor pay estimates, weekly construction meetings and coordination with property owners.

Soil borings (if needed) and materials testing during construction, will be contracted by the City of Grand Rapids. The fees for geotechnical work shall not be included in the engineering proposal. The City will require the selected engineering consultant to schedule and direct the geotechnical consultant as needed to fully implement the project.

The City will provide all available record drawings and mapping information to the selected consultant.

All permit and other regulatory review fees shall be paid by the engineering consultant and will be reimbursed by the City. These costs shall not be included in the consultants not to exceed fee for the project.

SECTION 3: PROPOSALS

The proposal shall contain the type of information summarized below. Additional information is allowable if it is directly relevant to the proposed project.

Proposal Format

The submittal should follow the Table of Contents listed below:

1. General Information

2. Project Understanding
3. Project Approach
4. Proposed Project Team and Experience
5. Schedule
6. Any Additional Information as Needed
7. Total Consultant Cost
8. Insurance Certificate

A brief description of each section is included below.

1. General Information

General information and a brief history of the Consultant's firm. Include similar information on key subconsultants, if any, proposed for the project.

2. Project Understanding

A summary of the Consultant's understanding of the work.

3. Project Approach

Provide specific approaches, methods, and assumptions that will be utilized to accomplish the development of this project, including each work phase. Include details about the Consultant's approach to coordinating a public process.

4. Proposed Project Team and Experience

- a. Identify the key project team members and describe their specific roles on the project. Include key team members from sub-consultant firms if any.
- b. Describe relevant experience and provide information on at least three (3) reference projects completed in the last five (5) years. Provide personal references and contact information.
- c. Include one-page resumes only for key members of the project team, including field personnel.
- d. Include specific descriptions of proposed team members' roles on reference projects. Provide a contact name and information for each of the work items.

5. Schedule

A proposed schedule from project initiation to final completion of construction. The schedule should include a listing of key tasks within each phase, key milestones and approximate dates, and deliverables. Project will need authorization from Council to advertise and move to bidding.

6. Additional Information

Include any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFP.

7. Total Consultant Cost

The consultant cost should be broken out as follows:

- a. Proposed costs for each scope of work for the project as listed in Section 2.
- b. Hourly rates for all consultant employees who are expected to work on this project. These rates shall be the agreed upon costs for any additional services requested by the City of Grand Rapids above what is detailed in the scope of this RFP.
- c. Reimbursable costs including detail of service or item and applicable charge per unit. These costs shall be included in the total Not to Exceed amount.
- d. Not to Exceed cost for the project.

Proposals that do not include a 'Not to Exceed' cost will be disregarded with no further consideration. It is the responsibility of the proposing firm to accurately predict the amount of time that they will need to spend on all design and construction services for the project. The City of Grand Rapids requires the consultant to have a full-time construction observer to be onsite during all work.

8. Insurance Certificate

Indicate ability to provide all necessary insurance certificates.

SECTION 4: CONSULTANT SELECTION

Proposals will be reviewed and evaluated by a team of City staff on the basis of the following criteria:

1. Consulting firm and key project staff experience with similar projects to this. In addition to understanding technical issues and having sound technical/ engineering expertise, the Consultant must also have an awareness and understanding of the social/political issues that can surround projects of this nature, and must possess the personal and leadership skills necessary to navigate the project through the public process.
2. Proven successful construction management of projects of this nature is required. This includes the effective coordination and management of private and public utilities, contractors, adjacent property owners, and other stakeholders.
3. Proven track record in successfully completing similar projects on time and within budget. Successful experience of both the firm itself and the individual team members will be considered.

4. Proposed approach to completing the project
5. Proposed consultant cost

Following review of the Proposals, if necessary, selected Consultants will be asked to make oral presentations of their proposals to City representatives. Upon conclusion of the presentations, staff will select a Consultant to negotiate a contract as follows:

1. If, for any reason, a firm is not able to commence the services in that firm's Proposal within 30 days of the award, the City reserves the right to contract with another qualified firm.
2. The City shall not be liable for any expenses incurred by the Consultant prior to the signing of a contract including, but not limited to, the Proposal preparation, attendance at interviews, or final contract negotiations.
3. The Proposal must be signed in ink by an official authorized to bind the Consultant to its provisions that will be included as part of an eventual contract. The Proposal must include a statement as to the period during which the Proposal remains valid. This period must be at least 90 days from the date of the submittal.
4. The City reserves the right to reject any and all Proposals submittals or to request additional information from any or all of the proposing firms.

SECTION 5: CONTRACT TERMS AND CONDITIONS

Upon selection of a Consultant, an Agreement or Contract for Services, attached to this RFP, shall be entered into by the City and the Consultant. It is expected that the contract will provide for compensation for actual work completed on a not to exceed basis, and the following conditions:

1. Deletions of specific itemized work tasks will be at the discretion of the City. Payment or reimbursement shall be made based on tasks that have been satisfactorily completed. Billing that exceed the not to exceed amount will not be compensated unless a contract extension has been approved in advance by the City Council.
2. The City shall retain ownership of all documents, plans, maps, reports and data prepared under this proposal. In addition to being provided hard copy and digital documents throughout the project, upon completion the consultant shall supply the City of Grand Rapids with a fully scanned (Laserfiche) project file.
3. If, for any reason, the Consultant is unable to fulfill the obligations under the contract in a timely and proper manner, the City shall reserve the right to terminate the contract by written notice. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory completed work tasks, as determined by the City Engineer.

4. The Consultant shall not assign or transfer any interest in the contract without prior written consent of the City.
5. The Consultant shall maintain comprehensive general liability insurance in accordance with Section 466.04 of the Minnesota Statutes.
6. The Consultant shall defend, indemnify and hold harmless the City of Grand Rapids, its officials, employees and agents, from any and all claims, causes of action, lawsuits, damages, losses or expenses, including attorney fees, arising out of or resulting from the Consultant's (including its officials, agents, subconsultants or employees) performance of the duties required under the contract, provided that any such claim, damages, loss or expense is attributable to bodily injury, sickness, diseases or death or injury to or destruction of property including the loss of use resulting therefrom and is caused in whole or in part by any negligent act or omission or willful misconduct of Consultant.
7. The Consultant contract shall be governed by the laws of the State of Minnesota.
8. Project summaries shall be submitted with each invoice during the course of the project. Each summary shall detail the amount billed to date, work items that need to be completed, the estimated costs to complete these tasks and the projected timeline for the completion of the project. Invoices submitted to the City shall include a detailed breakdown of times, personnel, mileage, etc. chargeable for that period.

SECTION 6: CONCLUSION AND SUBMITTAL

Any requests for additional information that may be needed for the preparation of the proposal should be directed via email to Matt Wegwerth at mwegwerth@grandrapidsmn.gov. All questions must be received before 4:30 pm, May 22, 2026. No responses will be provided for questions received after that time and answers will be emailed to registered firms on Monday, May 25, 2026.

Please provide 3 paper and one electronic (pdf) copies of the Proposal for the evaluation process.

Proposals shall be addressed to:

Matt Wegwerth, P.E.

Public Works Director / City Engineer

City of Grand Rapids

420 North Pokegama Avenue

Grand Rapids, MN 55744

Proposals will be accepted until 11:30 a.m. on May 29, 2026

Attachments:

Block 19 Preliminary Layout

Itasca SWCD Subsurface BMP Feasibility Report – Dated 11/07/24

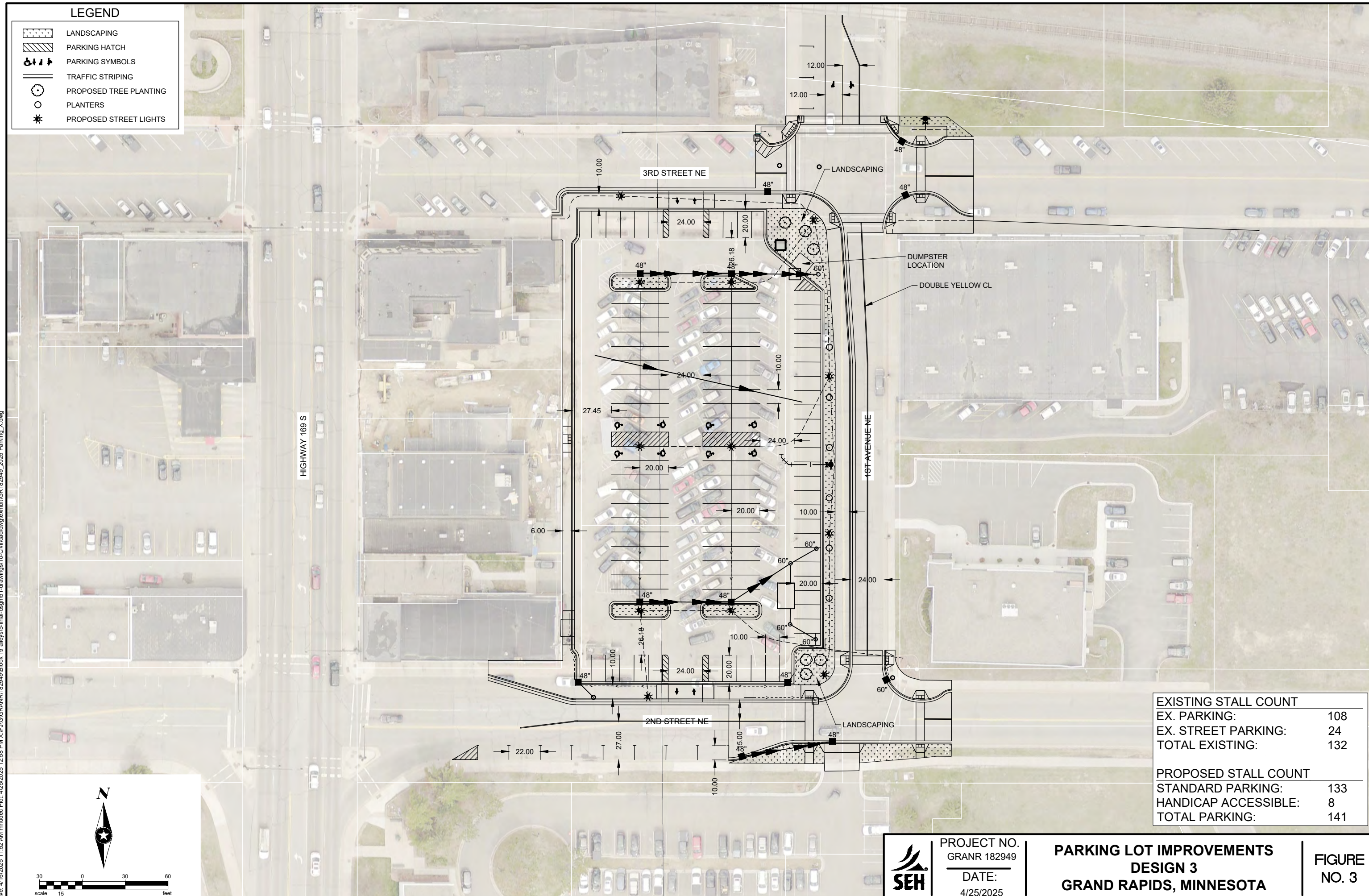
City of Grand Rapids - Standard Agreement for Professional Services

Block 19 Improvements – Request for Proposals

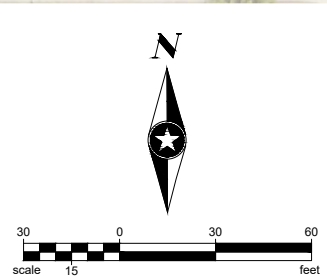
LEGEND

-  LANDSCAPING
-  PARKING HATCH
-  PARKING SYMBOLS
-  TRAFFIC STRIPING
-  PROPOSED TREE PLANTING
-  PLANTERS
-  PROPOSED STREET LIGHTS

Save: 4/16/2025 11:52 AM mhuidec Plot: 4/25/2025 12:58 PM X:\E\G\GRANR\182949\Block 19 alleys\5-final-dsgn\5-1-drawings\1-Civil\cad\exhibit\GFI182949_2025 Parking_X.dwg



| | |
|-----------------------------|------------|
| EXISTING STALL COUNT | |
| EX. PARKING: | 108 |
| EX. STREET PARKING: | 24 |
| TOTAL EXISTING: | 132 |
| PROPOSED STALL COUNT | |
| STANDARD PARKING: | 133 |
| HANDICAP ACCESSIBLE: | 8 |
| TOTAL PARKING: | 141 |



| | | | |
|---|-----------------------------|--|-------------------------|
|  | PROJECT NO. GRANR 182949 | PARKING LOT IMPROVEMENTS DESIGN 3 GRAND RAPIDS, MINNESOTA | FIGURE NO. 3 |
| | DATE: 4/25/2025 | | |
| | | | |

Exhibit B



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Proposal for Professional Engineering Services

BLOCK 19 IMPROVEMENTS



CONTACT

Kory Johnson, PE
218-259-6323
kory.johnson@bolton-menk.com

LOCATION

504 NW 1st Avenue | Suite 205
Grand Rapids, MN 55744
218-571-4347 | Bolton-Menk.com

DATE

May 29, 2026





Real People. Real Solutions.

504 NW 1st Avenue | Suite 205
Grand Rapids, MN 55744
218-571-4347 | Bolton-Menk.com

May 29, 2026

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

RE: Proposal for Professional Engineering
Services Block 19 Improvements

This proposal will remain valid for 90 days
or until August 27, 2026.

Dear Matt,

The City of Grand Rapids has initiated the Block 19 Improvements project to modernize a highly visible downtown parking facility while addressing aging utilities, stormwater treatment, and pedestrian safety enhancements. This project must balance infrastructure performance with continued access to nearby businesses and community spaces throughout construction. Bolton & Menk understands what it will take to deliver a successful project that is technically sound, cost-conscious, and carefully coordinated with the public.

Local, Invested Project Team – Grand Rapids is not a new community for our team. Our staff has been actively supporting the City and the Economic Development Authority on recent planning and infrastructure efforts, giving us firsthand familiarity with downtown conditions, expectations, and stakeholders. For Block 19, we are proposing a locally based, multidisciplinary team that brings engineering, stormwater, survey, streetscape, transportation, and public engagement expertise together under one roof. This integrated approach allows for consistent communication, efficient decision making, and solutions that reflect the City’s goals for both infrastructure performance and downtown vitality.

Proven Experience – Our team brings direct experience delivering projects that mirror the key components of the Block 19 Improvements including parking lot reconstruction, utility replacement, stormwater treatment, and pedestrian-focused improvements. We understand how these elements must work together to create a functional and durable downtown space. Just as important, we bring experience working in Grand Rapids, allowing us to apply lessons learned and proven approaches to deliver a well-coordinated and efficient project.

Proactive Communication for a Public-Facing Project – Block 19 is a heavily used, highly visible area that plays an important role in supporting downtown businesses and visitors. Thoughtful communication and access planning will be critical throughout design and construction. Our team brings direct experience facilitating public engagement and business coordination in Grand Rapids, including proactive communication, phased access planning, and clear construction messaging. We will work closely with City staff and stakeholders to maintain access, support businesses, and keep the community informed as the project progresses.

In continued service to the City of Grand Rapids, we are excited at the opportunity to complete the Block 19 Improvements. Kory Johnson will serve as your lead client contact. Please contact him at 218-259-6323 or kory.johnson@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Andrew Brotzler, PE
Principal-in-Charge

Kory Johnson, PE
Project Manager

FIRM OVERVIEW



Our commitment to communities began in 1949, serving the needs of municipal clients. As we continue to grow in both numbers and experience, our dedication to building trust and ensuring a true partnership with our clients remains the same. Our goal is to help communities make progress by listening to what people want,

finding the best solutions for their needs, and treating them right. Simply put, we're people helping people. Today, Bolton & Menk, Inc. has more than 1,000 multiregional employees including a professional staff of more than 400 engineers, planners, landscape architects, and surveyors.

We have been successfully serving communities for 75 years. We are committed to helping each community prosper in its own way, at its own rate. Our dedicated team of professionals allow us to provide a full complement of services to every community— as much or as little as you need. Contrary to many of our competitors, we are not simply project engineers. We don't disappear between projects. We are long-term investors in the City of Grand Rapids.

We opened locations in Grand Rapids and Hibbing in 2023, our Hermantown location in 2017, and recently in 2025, we added an office in Mountain Iron, solidifying our presence in the Arrowhead. We currently provide services to several area communities and counties, including Aurora, Bovey, Calumet, Duluth, Eveleth, Hermantown, Hibbing Public Utilities, Hoyt Lakes, Itasca County, Lake County, Marble, Meadowlands, Mountain Iron, Silver Bay, St. Louis County, Taconite, and Two Harbors. Our team provides the perfect balance of local and regional expertise that we are excited to continue to bring to Grand Rapids.

SOLUTIONS PROVIDED

- Civil/Municipal Planning & Engineering
- Project Funding Support
- Structural Services
- Community & Area Planning
- Urban Design & Landscape Architecture
- Transportation Planning & Engineering
- Architectural & Building Services
- Aviation Services
- Water Resources Engineering
- Environmental Planning & Permitting
- Water & Wastewater Engineering
- Construction Administration & Inspection
- Land Surveying
- Geographic Information Systems
- Engagement Services
- Visual Communications

EMPLOYEE COUNT

| | |
|-----|---------------------------------------|
| 257 | Civil Engineers |
| 116 | Transportation Engineers and Planners |
| 12 | Structural Engineers |
| 11 | Aviation Engineers and Planners |
| 42 | Water/Wastewater Engineers |
| 60 | Water Resources Engineers |
| 19 | Natural Resources Specialists |
| 35 | Land Surveyors |
| 79 | Survey Technicians |
| 79 | CADD Technicians |
| 45 | Construction Inspectors |
| 31 | GIS Specialists |
| 7 | Architects |
| 25 | Urban/Regional Planners |
| 62 | Landscape Architects |
| 5 | Community Outreach Specialists |
| 8 | Communication Specialists |
| 21 | Visual Communications Specialists |
| 8 | Funding Specialists |
| 136 | Corporate/Administrative |

NORTHEAST MINNESOTA EMPLOYEE COUNT - 42 TOTAL

| | | | |
|----|------------------------------|---|---|
| 15 | Civil Engineers | 7 | Survey Technicians |
| 2 | Land Surveyors | 3 | CAD Technicians |
| 3 | Transportation Engineers | 2 | Construction Inspector |
| 4 | Administrative Professionals | 4 | Water Resources/ Environmental Specialist |
| 1 | GIS Specialists | 1 | Aviation |

PROJECT UNDERSTANDING

The City of Grand Rapids is seeking a qualified engineering partner to plan, design, and support construction of the Block 19 Improvements. The project is intended to improve functionality, accessibility, and long-term durability of public infrastructure while supporting ongoing downtown revitalization and economic activity.

The scope of the project includes full reconstruction of the Block 19 municipal parking lot, partial reconstruction of adjacent roadways, streetscaping and pedestrian improvements, and replacement of watermain, sanitary sewer, and storm sewer infrastructure and treatment system.

Bolton & Menk recognizes the importance of efficient parking layout, ADA-compliant access, lighting, landscaping, and streetscape features in achieving the City's goals for a functional and welcoming downtown core. The preliminary layout reflects an increase in total parking capacity, and the final design must balance stall efficiency, pedestrian connectivity, snow storage, and long-term maintenance considerations. ADA accessibility will be fully integrated into both parking and pedestrian facilities in accordance with current standards.

Adjacent roadway improvements include curb modifications, new concrete walks, pavement mill and overlay, and streetscape elements designed to enhance connectivity and visual continuity with surrounding downtown infrastructure. The project design must comply with Municipal State Aid (MSA) standards and City of Grand Rapids Standards, recognizing that the project will be funded through a combination of MSA and local sources, with no special assessments anticipated.

Underground infrastructure improvements are a critical component of the project. Watermain and sanitary sewer systems within the parking lot will be replaced, and a new storm sewer system with treatment features will be constructed in accordance with the Itasca SWCD Subsurface BMP Feasibility Report. Stormwater design will focus on regulatory compliance, constructability, and long-term performance while minimizing conflicts with other utilities and surface features.

Public involvement is recognized as a key factor in successful project delivery. This will involve public meetings and proactive communication with property owners, businesses, utilities, and other stakeholders.

Construction is anticipated to begin in May 2027, with professional services starting in July 2026 and extending through warranty inspection and preparation of record drawings. The scope of professional services includes topographic survey, public engagement, plans and specifications, bidding, construction inspection and management services, and record drawings.

The City of Grand Rapids will contract with a geotechnical consultant for soil borings and materials testing as required for the project. Bolton & Menk will schedule and direct the geotechnical consultant as needed for the project.

Overall, Bolton & Menk understands that the City is seeking a firm with demonstrated experience delivering complex municipal infrastructure projects that require technical expertise, public engagement, and disciplined construction management. We are committed to delivering a project that meets City standards, remains within budget, and supports the long-term functionality and vitality of the Block 19 area.



PROJECT APPROACH

PROJECT COORDINATION AND MANAGEMENT

Successful delivery of the Block 19 Improvements will depend on proactive coordination, clear communication, and effective project management from project initiation through completion. Bolton & Menk will serve as the City's partner, working closely with City staff to establish roles, communication protocols, decision-making processes, and schedule expectations at the outset of the project. Coordination will extend across City departments, regulatory agencies, utility providers, public stakeholders, and contractors to ensure that design decisions, public input, and construction activities are aligned with project goals, funding requirements, and operational needs. Through regular meetings, clear documentation, and responsive communication, we will actively manage scope, schedule, and budget while minimizing risk and disruption in this highly visible downtown setting. We propose the following tasks to complete the Block 19 Improvements Project.



✓ TASK 1: SURVEY AND GEOTECHNICAL INVESTIGATION (59 HOURS)

Bolton & Menk will perform a comprehensive topographic survey of the Block 19 project area to support accurate and coordinated design of parking, roadway, utility, stormwater, and streetscape improvements. The survey will capture existing right-of-way limits, existing surface features, utilities, structures, pavement limits, curb lines, landscaping, and other relevant improvements. All survey work will be coordinated with available record drawings and mapping provided by the City.

Bolton & Menk will identify the required soil boring locations for the project and coordinate with the City's geotechnical consultant to complete the borings. The results will support completion of the Block 19 design.

✓ TASK 2: ROUNDABOUT JUSTIFICATION REPORT (78 HOURS)

As part of the planning process, we understand the City is seeking out an option to construct a mini-roundabout at the intersection of 1st Avenue/2nd Street. To proceed with this alternative, traffic counts will be obtained and a roundabout justification report will be drafted, finalized, and submitted for approval with State Aid. The report will be consistent



with the MnDOT Design Guide for State Aid Projects and include existing traffic and safety conditions, future traffic projections, alternative intersection control operations analysis, crash evaluation, capacity evaluation, pedestrian and bicycle impacts, right-of-way impacts, and conclusion recommendations. The consultant will coordinate with all jurisdictional agencies for all RJR document processing, including obtaining all required signatures and approvals for the documents.

TASK 3: PUBLIC ENGAGEMENT **(40 HOURS)**

To someone unfamiliar with the City, it could be perceived that these two blocks of 1st Avenue NE are insignificant. However, Bolton & Menk knows that this is an important corridor for pedestrians, bicyclists, and vehicles accessing local businesses and key destinations such as the library, Rapids Brewing Company, Blandin Foundation, and trails along the Mississippi River. Early and often communication

as well as intentional engagement will be critical to ensure that the design meets the community's needs and that businesses and the traveling public are informed of the construction timeline and detours. In addition to the two public meetings to present the concepts and prepare for construction, Bolton & Menk is best positioned to support the communication and public engagement the Grand Rapids community expects given the robust engagement we've successfully delivered on the Hwy 2 Corridor Study, Hwy 2 Redevelopment and Land Use Study, and the Legion Park Master Plan.

COMMUNICATION

The first step in the engagement process is to ensure that stakeholders and the public are aware of the project and let them know how they can get involved.

Deliverables:

- Project fact sheet/flyer
- Three social media posts



ENGAGEMENT

Based on our experience, we know Grand Rapids is a very engaged community! Following is our proposed engagement strategies, with a focus on area businesses as well as people that walk, bike, and drive on this short but important stretch of 1st Avenue NE.

Deliverables:

- Two meetings with the City of Grand Rapids staff
- Two Open House Meetings: Concept/Layout and Construction Phasing Access
 - Bolton and Menk will provide open house boards, powerpoint presentations, and necessary graphics Engagement summaries for each open house will be provided to the City

✓ TASK 4: FINAL DESIGN (748 HOURS)

Bolton & Menk will prepare a detailed design of the proposed improvement in accordance with the City of Grand Rapids design standards and following all federal and state laws, rules, and regulations. Our team envisions biweekly correspondence to ensure the City of Grand Rapids' input on the design is included throughout the process. We intend to submit final design plans, specifications, and an engineer's estimate for review at the following stages of completion:

- 60% Plan Review – Submittal to include existing conditions, proposed removals, street construction plan and profiles, utility plans and details, storm plan and profiles, construction details, landscape plan, traffic control plan, and preliminary cost estimate
- 95% Plan Review – Submittal of final design plans, project proposal and specifications, and engineer's estimate for approval and signatures
- Submit plans to MnDOT State Aid for review and approval

✓ TASK 5: PROJECT ADVERTISEMENT AND BID ADMINISTRATION (36 HOURS)

Bolton & Menk will prepare and assemble bidding documents which will include project specifications,

instructions to bidders, bid proposal form, and any necessary labor/wage requirements. Our project manager will perform the following bid administration responsibilities:

- Issue project for bid
- Issue addenda (as needed)
- Issue notification of award

Deliverables:

- Bid advertisement documentation
- Bidding documents (Project Manual)
- Final contract documents
- Bid abstract

✓ TASK 6: CONSTRUCTION MANAGEMENT AND OBSERVATION (696 HOURS)

Bolton & Menk will perform construction administration, including construction staking, project management, and observation on behalf of the City of Grand Rapids.

We will complete the necessary field staking to facilitate construction activities. Our survey crews will provide construction staking for the following features:

- Vertical control
- Construction limits
- Grading
- Proposed utilities
- Miscellaneous infrastructure features



Kory Johnson will oversee all construction management and construction observation services, serving as the City’s primary point of contact and proactively managing risk related to scope, schedule, budget, utilities, and downtown access. Responsibilities include managing observation staff, administering contract documents, hosting a pre-construction meeting, reviewing pay applications and change orders, ensuring prevailing wage compliance, providing monthly progress updates for council meetings, and leading construction meetings to resolve issues early and protect the City’s interests.

Bolton & Menk will provide the necessary staff to serve as the construction project representatives (CPR) to assist the project manager with construction administration and perform daily observation of the contractor's work. The CPRs will be on-site full time throughout all stages of construction to observe and review the quality of work. Our proposed CPRs are experienced performing construction observation on similar projects and will perform the following tasks:

- Perform on-site review pertaining to work and progress as needed
- Facilitate weekly progress meetings
- Review shop drawings, material lists, and suppliers
- Provide day-to-day construction observation and coordination between contractor, city, and affected businesses and property owners
- Maintain daily construction logs, including daily notes and quantity tracking
- Review monthly pay requests
- Document construction of proposed utilities, including collection of GPS shots on proposed utility network

TASK 7: PROJECT CLOSEOUT AND AS-BUILTS (67 HOURS)

Bolton & Menk will perform a project closeout walkthrough on the project. We will develop a punch list of items to be completed by the contractor prior to closing the contract. We will develop drawings documenting the “as-built” conditions for the City’s records and future use. We will combine a record plan survey and all field information collected by the CPR, contractor, and subcontractors for use in preparing record drawings.

GENERAL ASSUMPTIONS

This proposal is based upon the following assumptions:

- A. Bolton & Menk will perform the services outlined in the proposal for the stated fee. Changes required by the owner or other controlling entities (regulatory agencies, contractors, courts, etc.) from the scope of services, or title issues that may arise will be considered additional services and will be invoiced on an hourly basis in addition to the stated fee.
- B. Wetland delineation and mitigation is not anticipated.
- C. Due to the undetermined scope of the mini-roundabout at the intersection of NE 2nd Street and NE 1st Avenue, this proposal includes scope through creating a MnDOT State Aid Roundabout Justification Report (RJR) to determine the feasibility of the mini-roundabout.
- D. Construction management and observation services for this proposal have been estimated for a 12-week construction duration.
- E. One minor revision to the plans based on owner comments is included; other revisions will be provided as additional services.



KEY PERSONNEL



KORY JOHNSON, PE

PROJECT MANAGER

EDUCATION

Bachelor of Science - Civil Engineering
University of North Dakota - Grand Forks

Associate of Science - Engineering
Itasca Community College

REGISTRATION

- Professional Engineer, MN



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SUMMARY

Kory is a municipal project manager at Bolton & Menk with a wealth of experience in civil engineering, project management, and infrastructure development. Having begun his career in 2011, his expertise spans diverse sectors including transportation, construction engineering, and oil and gas transmission. In his current role, Kory leads the development, design, and construction of municipal projects, ensuring technical excellence and alignment with community needs.

Kory's technical expertise is grounded in a passion for building and problem-solving. He thrives in roles that allow him to bring complex infrastructure projects to life, and he is especially energized by returning to a position focused on project development and execution. His approach is hands-on, collaborative, and driven by a commitment to delivering lasting value to the communities he serves.

EXPERIENCE

- North Lake Bemidji Water and Sanitary Sewer Extension, City of Bemidji, MN
- 2025 Hydrant Replacement, Hibbing Public Utilities Commission, MN
- Crystal Lake Estates Second Addition Demo and Utility Project, Grand Rapids Economic Development Authority, MN
- Palmer Bus Garage Utility Extension, City of Bovey, MN
- Shallow Lake Road Culvert Replacement, Feeley Township, MN
- Force Main Manhole Evaluations, City of Grand Forks, ND
- US 83 Grading Project, North Dakota Department of Transportation
- TH 61 Project - City Utility, City of Two Harbors, MN
- Line 6B Replacement in Michigan and Indiana, Enbridge
- Line 3 Pipeline Replacement in North Dakota, Enbridge
- Line 41 Pipeline Replacement, Enbridge, IL/IN
- Line 5 Pipeline Straights of Mackinac Hydrostatic Testing, Enbridge, MI
- Line 3 Pipeline Replacement Design, Enbridge, MN
- Line 5 Pipeline St Clair River HDD & Valve Replacement, Enbridge, MI/Ontario
- Line 41 Pipeline Mississippi River HDD, Enbridge, MO, IL
- Transco Pipeline 175 Hydrostatic Testing and Meter Station Take Off in Virginia, Williams Companies
- Transco Pipeline 170 Hydrostatic Testing in North Carolina, Williams Companies
- Transco Pipeline 125 Segment & Valve Replacement in Georgia, Williams Companies
- Swan River Highway Maintenance Facility Construction
- CSAH 37 Culvert Replacement
- CSAH 54 FHWA ER Grading Project
- FEMA Highway Events (Multiple Years)
- CSAH 3, 40, 69, 71 Culvert Lining
- County Wide Pavement Markings (Multiple Years)

KEY PERSONNEL



ANDREW BROTZLER, PE

PRINCIPAL-IN-CHARGE / QUALITY CONTROL MANAGER

EDUCATION

Bachelor of Science - Civil Engineering
North Dakota State University

REGISTRATION

- Professional Engineer, MN



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SUMMARY

Andy 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.

EXPERIENCE

- 2025 CWI - 30" WMN Rehabilitation, Hibbing Public Utilities Commission, MN
- 2025 CWI 17th St/5th and 6th, Hibbing Public Utilities Commission, MN
- TH 61 Project - City Utility, City of Two Harbors, MN
- TH 61 - MnDOT Reconstruction, City of Two Harbors, MN
- Lighthouse Point Road, City of Two Harbors, MN
- 2025 CWI 2nd Avenue East, Hibbing Public Utilities Commission, MN
- 2025 Hydrant Replacement, Hibbing Public Utilities Commission, MN
- 2025 CWI - 30" WMN Rehab P2, Hibbing Public Utilities Commission, MN
- 2024-2025 Street Improvements, City of Two Harbors, MN
- Overhead Power Relocate, Hibbing Public Utilities Commission
- 2025 CWI - 23rd Street, Hibbing Public Utilities Commission, MN
- Black Water Banks - Civil Design, ICS
- Street Report and Mapping, City of Silver Bay, MN
- 2024 Capital Watermain, Hibbing Public Utilities Commission, MN
- 2025 Street Seal Coat, City of Two Harbors, MN
- 2024/2025 Street & Utility Improvements, Lake County, MN
- Water System Improvements, City of Two Harbors, MN
- US TH 169 - 2025 Lighting, City of Grand Rapids, MN
- West End Utilities, City of Two Harbors, MN
- Water Treatment Facility, City of Marble, MN
- NAI Legacy Development, City of Two Harbors, MN
- 2025 RAISE Grant Application, Hibbing Public Utilities Commission, MN
- 2024 Street and Utility, City of Silver Bay, MN
- Level II MHPR, Benchmark Engineering, Inc.
- Municipal Liquor Store, City of Two Harbors, MN
- WWTF Engineering, City of Two Harbors, MN
- Chlorine Contact Tank, City of Two Harbors, MN
- Power Plant Turbine 3, Hibbing Public Utilities Commission, MN
- LPP Shared Use Trail, City of Cromwell, MN
- 2025 City Zoning Map Update, City of Marble, MN

KEY PERSONNEL



SAMI BONN-MILLER

DESIGN LEAD / SITE REPRESENTATIVE

EDUCATION

Bachelor of Science - Civil Engineering
Michigan Technological University

Associate of Science - Engineering
Itasca Community College

SUMMARY

As a municipal design engineer, Sami works with municipal clients to deliver public infrastructure projects from preliminary design through construction. Beginning her career in 2024, her responsibilities include assisting with design computations; preparing layouts, technical reports, and feasibility studies; and developing detailed plans, specifications, cost estimates, and quantity takeoffs. During construction, Sami provides observation and administration, including staking, documenting progress, coordinating testing, and facilitating communication among contractors, residents, and city staff. She is passionate about municipal engineering because it meaningfully strengthens communities—creating practical, sustainable designs that enhance safety, efficiency, and everyday quality of life.

EXPERIENCE

- Wastewater Treatment Facility Improvements, City of Nashwauk, MN
- Roadway and Utility Improvements, City of Gilbert, MN
- MNDOT Hwy 210 Traffic Control Plan, Carlton, MN
- MNDOT Hwy 61 Box Culvert Replacements, Hovland, MN
- MNDOT Hwy 2 LaPrairie Mill and Overlay, LaPrairie and Grand Rapids, MN
- MNDOT Hwy 74 Bridge Replacement, St. Charles, MN
- MNDOT Hwy 169 Road Reconstruction and Roundabout, Garrison, MN
- MNDOT Hwy 61 Road Reconstruction and Roundabout, Duluth, MN
- 2026 23rd Street Capital Watermain and Steam Improvements, Hibbing Public Utilities Commission, MN
- 2026 4th Avenue Capital Watermain Improvements and Road Reconstruction, Hibbing Public Utilities Commission, MN
- 15th Street Watermain Reconstruction, City of Two Harbors, MN
- Central Park Improvements, City of Meadowlands, MN
- 6th Avenue W Paving Project, City of International Falls, MN



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KEY PERSONNEL



DEREK ARNES, PE

TRANSPORTATION SENIOR PROJECT ENGINEER

EDUCATION

Bachelor of Arts, Engineering Science,
Bethel University

Bachelor of Science, Civil Engineering,
University of Minnesota - Twin Cities

REGISTRATION

- Professional Engineer, MN

SUMMARY

Derek is passionate about serving the public and takes pride in enhancing the safety and quality of the communities he serves. As a transportation senior project engineer, he is responsible for preliminary and final roadway design layouts, cost estimates, specifications, and assembling construction plans. Derek began his career in 2011 and has all-around experience from concept design to construction delivery. His design knowledge spans from retaining walls to trails to access management. He specializes in roundabout design and has a history of geotechnical experience. Derek enjoys bringing our clients' visions to life with the 3D design aspect of roadway design technology. He is an expert in software such as MicroStation/GEOPAK, OpenRoads, and Site/Corridor Modeler.

EXPERIENCE

- TH 10 Improvements, City of Anoka, MN
- TH 13/21 Downtown Improvements, Scott County, MN
- CR 2/91, City of Elko New Market, MN
- CR 2/15, Scott County, MN
- CSAH 33/CSAH 34, Carver County, MN
- CSAH 10 in Waconia, Carver County, MN
- CR 45 Roundabout in Princeton, Sherburne County, MN
- CSAH 21 Downtown Reconstruction in Prior Lake, Scott County, MN
- CSAH 52 and CSAH 12 Roundabout, Clay County, MN
- CSAH 33/CSAH 34 Roundabout, Carver County, MN
- CR 45 Roundabout, Sherburne County, MN - Roadway Design
- Roadway Design TH 97/Goodview Road Roundabout, City of Forest Lake, MN
- Forthun Road/Isle Drive, City of Baxter, MN
- TH 10/Main Street/Thurston Avenue, City of Anoka, MN
- CSAH 10 in Waconia, Carver County, MN
- CSAH 30 Diffley Road/Braddock Trail, City of Eagan, MN
- TH 10 Improvements, City of Anoka, MN
- US 52 from Cannon Falls to Hader, MnDOT District 6
- TH 75/50th Intersection, MnDOT District 4
- TH 59/Willow Road Roundabout, MnDOT District 4
- TH 75/TH 210, MnDOT District 4



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KEY PERSONNEL



DEREK BENOY, PE

WATER RESOURCES/STORMWATER MANAGEMENT

EDUCATION

Bachelor of Science - Civil Engineering
Michigan Technological University

Master of Science - Environmental Engineering
Michigan Technological University

REGISTRATION

- Professional Engineer, MN

CERTIFICATIONS

- Bolton & Menk Authorized Trainer
- Low Salt Design Strategies - LSiD TM

SUMMARY

Derek is a water resources project engineer, starting his career at Bolton & Menk in 2016. Derek has immense experience in stormwater management and is passionate about protecting the valuable water resources in northern Minnesota. He has a diverse project background that includes drainage and water quality design for numerous county and municipal street and utility reconstruction projects, private site development, development of stormwater management plans, and environmental and hydraulic permitting through local, state, and federal agencies.

EXPERIENCE

Design Experience

- Street and Alley Improvements, City of Two Harbors, MN
- West Point Douglas Road, City of Cottage Grove, MN
- Black Beach Campground, City of Silver Bay, MN
- South Interceptor North Forestview Stormwater Outlet, City of Baxter, MN
- Hamburg Avenue Improvements, City of Lakeville, MN
- B Line, Robert District Sanitary Analysis, City of Inver Grove Heights, MN
- Woodbury Public Works Building Expansion, City of Woodbury, MN
- Bridlewood Farms Street & Utility Improvements, City of Woodbury, MN
- Roadway Rehabilitation Project, City of Woodbury, MN
- Clear Lake Water Quality Improvements, City of Forest Lake, MN
- Safe Routes to School, City of Forest Lake, MN
- Street & Utility Improvements, City of Apple Valley, MN
- Kenyon Avenue Reconstruction, City of Lakeville, MN
- Street & Utility Improvements, City of Scandia, MN
- Hadley Avenue Street & Utility Improvements, City of Cottage Grove, MN

Field Experience

- Empire Township Stormwater Pond Assessment, Empire Township, MN
- Forest Lake MS4 Stormwater Pond Assessment, City of Forest Lake, MN
- Donegal South Utility Improvements, City of Maple Grove, MN
- Northfield Stormwater Pond Assessment, City of Northfield, MN
- Hartley Park Green Infrastructure Improvements, St. Louis County, MN
- Stormwater Management Plan, City of Silver Bay, MN
- Stormwater Management Plan, City of Two Harbors, MN



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SUPPORT STAFF



JOSH BARSNESS, PLS
Survey

Josh will manage the project's survey crews, survey computations, and quality control. He has a depth of experience in managing survey projects and survey crews. He will coordinate the needs of the project team from a survey perspective and provide all survey mapping as necessary to complete the final design.

A survey manager at Bolton & Menk, Josh began his surveying career in 2018. He is responsible for survey field work, including topographic, boundary, ALTA, platting, and construction staking. His passion for the field stems from the variety that it offers and his love of being kept on his toes—every project is unique!



ROBIN CAUFMAN
Community Engagement

Robin will support an engaging public involvement strategy through focused community engagement efforts.

Since beginning her career in 1994, Robin has filled multiple roles on regional infrastructure plans and projects, including transportation corridors, wastewater plans, environmental studies, and streetscape designs. As a community planning project manager, her primary areas of expertise include community engagement, metropolitan area comprehensive planning, and land use analysis. Prior to joining Bolton & Menk, Robin spent 21 years between Metropolitan Council and Metro Transit where she was responsible for working with local governments and communities on comprehensive planning, regional infrastructure planning, and engineering and construction of large transit projects. Robin uses her expertise in listening to project partners and community stakeholders and communicating technical information to ensure that there is clear understanding by all parties of project needs, purpose, benefits, and impacts.



JONATHAN NELSEN, PLA
Streetscape/Landscape Architecture

Jonathan will work collaboratively with the design team to develop creative, aesthetically pleasing, and functional landscape features.

Jonathan is a landscape architect and project manager specializing in parks and park planning. Since beginning his career in 2012, he has worked in city and university planning departments, collaborating with the public, policymakers, and developers on master planning and development projects. His experience spans urban design, multimodal transportation, and downtown and civic spaces, with a primary focus on parks and recreation. Jonathan has contributed to impactful projects across Minnesota and Iowa and is driven by creative problem-solving and the use of innovative tools to deliver practical, sustainable solutions.

SIMILAR EXPERIENCE

Bolton & Menk has assembled an experienced and proven team to complete the project tasks required by the City of Grand Rapids. Below are several examples of our recent work.



2024-2025 Street Improvements City of Two Harbors, MN

The 2024–2025 Street Improvement Project in Two Harbors, Minnesota involved the reconstruction of 10 city blocks through a collaborative effort between the City of Two Harbors and Lake County. The project included comprehensive roadway and utility upgrades, encompassing roadway, sanitary sewer, watermain, and storm sewer improvements. The storm sewer system was designed in accordance with Minnesota State Aid standards.

Bolton & Menk collaborated closely with the Lake County Soil and Water Conservation District (SWCD) to incorporate enhanced water quality treatment measures into the stormwater system. These measures included the installation of two hydrodynamic separators and a debris separating baffle box (DSBB), designed to remove pollutants such as total suspended solids (TSS), total phosphorus (TP), and trash/debris. These improvements help protect the downstream water quality in Skunk Creek, which ultimately discharges into Lake Superior.

Municipal Liquor Store City of Two Harbors, MN

The City of Silver Bay completed construction of a \$5 million multimodal trailhead facility along the bluffs of Lake Superior, with a ribbon-cutting scheduled in May 2026. The project, led by Bolton & Menk, involved transforming an existing city park into a multimodal trailhead and wayside rest facility. The project provides safe, separated recreational trail access for both non-motorized and motorized users, serving the Gitchi-Gami State Bike Trail, CJ Ramstad ATV/Snowmobile Trail, Superior Hiking Trail, Black Beach Park, and other local ATV, snowmobile, and biking trails.



The facility features a two-level trailhead building with 24/7 lavatory and shower facilities on the lower level and an upper level designed for meetings and events. Additional amenities include ample parking, an outdoor plaza, playground, picnic areas, and green spaces, all situated near local businesses and services. The redevelopment replaced two existing buildings, improved accessibility, and created a prominent new community asset that supports tourism and local economic activity.

Fully funded through grants, this project provides a welcoming, versatile space for all trail users, strengthening Silver Bay's trail connectivity while offering a new gathering space for community activities.



Multimodal Trailhead Center City of Silver Bay, MN

In 2025, the City of Silver Bay is constructing a \$5 million multimodal trailhead facility along the bluffs of Lake Superior. The project, led by Bolton & Menk, involves converting a city park into a multimodal trailhead and wayside rest facility. The project will provide safe and separate recreational trail access for both non-motorized and motorized traffic, serving the Gitchi-Gami State Bike Trail, CJ Ramstad ATV/Snowmobile Trail, Superior Hiking Trail, Black Beach Park, and other local ATV, snowmobile, and biking trails.

The facility will feature a two-level trailhead building with 24/7 lavatory and shower facilities on the lower level and an upper level for meetings and events. Additional amenities include ample parking, an outdoor plaza, playground, picnic areas, and green spaces, all situated near local businesses and services. The redevelopment will replace two existing buildings, enhance accessibility, and significantly boost tourism and local business. The new trailhead building will be a valuable public asset for the community, enhancing the area's appeal and accessibility.

This project, fully funded by grants, aims to create a welcoming space for all trail users, contributing to the local economy and providing a new, versatile facility for community activities.

REFERENCES

PATRICIA NORDEAN

City Administrator
City of Two Harbors, MN
218-834-5631
pnordean@twoharborsmn.gov

JEFF JACOBSON

City Administrator
City of Aurora, MN
218-229-2614
cityclerk@ci.aurora.mn.us

LANA FRALICH

City Administrator
City of Silver Bay, MN
218-226-4408
lanaf@silverbay.com

SCHEDULE

MAY 29, 2026 ● Proposals due for consideration by the City of Grand Rapids

JULY 2026 ●

- Contract execution
- Bolton & Menk schedules kickoff with City of Grand Rapids staff

TASK 1: SURVEY AND GEOTECHNICAL INVESTIGATION

JULY-AUG 2026 ●

- Topographic survey
- Right-of-way identification
- Identify geotechnical boring locations

SEPT 2026 ●

- Final geotechnical report

TASK 2: ROUNDABOUT JUSTIFICATION REPORT

OCT 2026 ● Roundabout justification report will be drafted, finalized, and submitted for approval with State Aid

TASK 3: PUBLIC ENGAGEMENT

NOV - DEC 2026 ●

- Public meeting for plan layout
- Public meeting for construction phasing

TASK 4: FINAL DESIGN

NOV 15, 2026 ● 60% Plan Review – Submittal to include existing conditions, proposed removals, street construction plan and profiles, utility plans and details, and preliminary cost estimate

JAN 19, 2027 ● 95% Plan Review – Submittal of final design plans, project proposal and specifications, and engineer's estimate for approval and signatures

FEB 2027 ● Complete plan set to MnDOT State Aid for final review and approval

TASK 5: PROJECT ADVERTISEMENT AND BID ADMINISTRATION

MARCH 2027 ● Advertisement

- Advertise the project for sealed competitive bids – March 10, 17, and 24
- Respond to bidder questions and issue addenda

APRIL 2027 ● Bid Award

- Bid opening – April 6, 2027
- Bid tabulation and recommendation of award to the lowest responsible bidder – April 8
- Grand Rapids awards project – April 12, 2027
- Contractor contract execution and notice to proceed – April 23, 2027

TASK 6: CONSTRUCTION PHASE

MAY - AUG 2027 ●

- Construction staking
- Construction administration
- Construction project representative

TASK 7: PROJECT CLOSEOUT AND AS-BUILTS

AUG 2027 ●

- Punch list completion
- Construction complete by August 31, 2027

OCT 2027 ● Record drawings, testing summaries, and final documentation delivered to Grand Rapids

FEE

Bolton & Menk, Inc. will provide the scope of services as described for a total not-to-exceed fee of \$292,842. We will bill work according to our standard hourly billing rates and will not exceed our estimate without prior authorization from the city.

The following table summarizes the hours and cost breakdown for each major work task item. The fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

| Client: City of Grand Rapids, MN Project: Block 19 Improvements | | Bolton & Menk, Inc. | | | | | | | | | | | Total Hours | Total Cost |
|--|---|-------------------------|-----------------|-----------------|-----------------------|--------|----------------------|-------------|----------------|-------------------------------------|--------------------------------|---------------------------------|-------------|------------------|
| Task No. | Work Task Description | Quality Control Manager | Project Manager | Design Engineer | Stormwater Management | Survey | Community Engagement | Streetscape | Administration | Construction Project Representative | Transportation Project Manager | Transportation Project Engineer | | |
| 1.0 | Survey & Geotechnical Investigation | 0 | 6 | 8 | 0 | 45 | 0 | 0 | 0 | 0 | 0 | 0 | 59 | \$11,245 |
| 2.0 | Roundabout Justification Report | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 38 | 40 | 78 | \$14,792 |
| 3.0 | Public Engagement | 0 | 4 | 0 | 0 | 0 | 36 | 0 | 0 | 0 | 0 | 0 | 40 | \$9,172 |
| 4.0 | Final Design | 24 | 124 | 474 | 52 | 0 | 0 | 28 | 4 | 0 | 6 | 36 | 748 | \$128,182 |
| 5.0 | Public Advertisement and Bid Administration | 2 | 14 | 0 | 0 | 0 | 0 | 0 | 20 | 0 | 0 | 0 | 36 | \$5,722 |
| 6.0 | Construction Management and Observation | 0 | 52 | 0 | 0 | 80 | 0 | 0 | 24 | 540 | 0 | 0 | 696 | \$112,744 |
| 7.0 | Project Closeouts & As-builts | 0 | 12 | 40 | 0 | 0 | 0 | 0 | 0 | 15 | 0 | 0 | 67 | \$10,985 |
| Total Hours | | 26 | 212 | 522 | 52 | 125 | 36 | 28 | 48 | 555 | 44 | 76 | 1724 | |
| Total Fee | | | | | | | | | | | | | | \$292,842 |

