



Real People. Real Solutions.

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SENT VIA EMAIL

February 7, 2025

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

RE: Proposal of Services– US Trunk Highway 169 2025 Lighting Project

Dear Mr. Wegwerth

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 develop construction plans, specifications, and quantities for street lighting improvements on U.S. Trunk Highway 169 (Pokegama Avenue) between 21st Street South and 25th Street South.

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 two primary tasks; topographic survey and final design (development of plans, specifications, and quantities). Our understanding is that the project will be bid in spring/early summer of 2025 with substantial completion in 2025. Developing an accurate and concise project manual for bidding is one of the most important steps to delivering a successful project and we consider these tasks as the 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 by email at andrew.brotzler@bolton-menk.com or by phone at (218) 812-8900.

Sincerely,

Bolton & Menk, Inc.

Andy Brotzler, P.E.
Senior Project Manager

Project Understanding

The City of Grand Rapids is planning to replace 9 streetlights along Trunk Highway 169, from 21st Street South to 25th Street South. The project will include new foundation bases, light poles, conduit, wiring, and will connect to an existing control cabinet located at the southwest corner of 21st Street South and Trunk Highway 169 that was installed in 2024. The scope of services to be performed by the consultant is expected to include preparing construction plans, specifications, bid quantities, and a cost estimate. These services are expected to be completed by May 1, 2025. Additionally, the consultant will address contractor questions during the bidding process, and prepare necessary as-builts in accordance with MnDOT requirements following the completion of the project.



Project Tasks

Task 1 – Topographic Survey & Field Review

The Bolton & Menk team will collect and review field data for the project corridor with the following objectives:

- Complete a site visit before the kickoff meeting to identify potential challenges in the project area.
- Collect all necessary topographic survey and conduct all Gopher State One Call activities.
- Utilize in-place power location located at the southwest corner of 21st Street South and Trunk Highway 169.

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- Determine light locations; this includes considering in-place utilities, in-place utility poles, and optimal new pole and light unit locations, as necessary.

Task 2 – Final Design

Our team will complete the detailed design of the proposed improvements consistent with the latest City and MnDOT design requirements, and following all federal and state laws, rules, and regulations. Our team will complete all design tasks including:

- Develop construction plan sheets for project corridor that meet state aid standards; it is expected that a 60% and 100% plan submittal will be provided and include:
 - Title Sheet
 - Project location map
 - Construction notes
 - Lighting Details
 - Removal plan
 - Lighting Improvements- proposed lighting plan over an aerial image showing light locations, cable, wire, conduit, service cabinet and source of power locations, and right-of-way.
 - Wiring Diagram
- Project proposal
 - Bid items and Statement of Estimated Quantities for quotation form.
 - Project Special Provisions
 - Shop Drawing Review

Task 3 – Construction

Our team will complete an inspection of the new lighting system components once installed by the Contractor. Our inspection staff are MnDOT Signals & Lighting certified and will conduct the inspection according to MnDOT standards. A punch list will be sent to the contractor with any necessary rework and photos of the inspection will be taken to document the visit. Once the system is accepted, we will work with the contractor to develop as-built drawings of the new lighting system and components in accordance with MnDOT requirements.

Basis of Payment

The total estimated lump sum fee for the project scope as described above is \$11,500.00. 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.

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Assumptions

- No photometric analysis will be performed, lights will be replaced in the same general locations.
- City of Grand Rapids to advertise and handle bidding process.
- City of Grand Rapids to provide construction management.
- City of Grand Rapids to provide MnDOT permitting.
- One inspection trip will be made.