



**BOLTON
& MENK**

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VIA EMAIL

April 16, 2025

Scott Przybilla
Assistant Superintendent, Wastewater Treatment Facility
City of Marshall
600 Erie Road
Marshall, MN 56258
Scott.Prybilla@ci.marshall.mn.us

RE: Proposal for Engineering Services
Main Lift Station Renovation
City of Marshall, Minnesota

Dear Scott,

Thank you for providing us with this opportunity to assist you with the completion of the renovation of the main lift station. Bolton & Menk, Inc. has the technical expertise, experience, and resources to complete this project for you, and we appreciate your consideration.

Based on our understanding, the project will consist of the following major components:

- Removal of four drywell pumps, inlet and outlet piping connections, check valves, and inlet/outlet isolation valves.
- Installation of four drywell pumps, inlet and outlet connections, check valves, and inlet/outlet isolation valves. The existing outlet header between pumps will remain.
- Existing electrical motor control and service to remain. A new cable and conduit from the motor control center and each pump will be required.
- Upgrading of the manhole and flow control structures on the influent lines to the lift station and abandonment of the wet well structure on site.
- Bypass diversion and pumping of the lift station required while renovation work is being completed.

The project schedule calls for completion of design documents by fall 2025. Bids for the work will be solicited in October or November 2025, with construction to be completed by August 2026.

To accomplish this project, we propose the following work tasks :

- Conduct a design review meeting with Marshall staff.
- Prepare a construction cost opinion.

- Conduct a survey scan of the existing lift station for use in developing contract documents. This scan will provide background information for the city to utilize in the long-term management of the facility.
- Conduct a site survey of the property, locating structures and utilities.
- Prepare bidding documents. These documents will be based on the existing plans and the equipment information obtained by city staff to date.
- Assist city with obtaining bids for the project.
- Assist city with preparing and executing contract documents after award of the contract.

A Construction Services Phase is not included as part of this proposal. A separate proposal will be provided at the conclusion of the Final Design/Bidding Phase.

We estimate that the engineering fees to complete the above design will be between \$40,000 and \$47,000. This includes time for a survey scan of the existing lift station to develop backgrounds for planning purposes, a site topographical survey, and electrical engineering time, if required. We propose to complete this work on an hourly, not-to-exceed basis.

If any permits are required, the permit application fees shall be the responsibility of the Owner.

Our estimated timeframe to complete the lift station project is identified below and coincides with a start date determined by the city.

Task	Time
• Review meeting with city staff, prepare budgetary cost	3-4 weeks
• Prepare bidding documents	8-12 weeks
• Advertise for bids, accept bids, and award contract	4-6 weeks*
*Timing based on Council schedule and bid requirements.	

Thank you for the opportunity to present this proposal. We look forward to working with you and your staff. If you need any additional information or have questions on the above, please do not hesitate to give me a call at 507-381-9905.

Sincerely,

Bolton & Menk, Inc.



Jon D. Peterson, P.E.

Water/Wastewater Project Manager | Principal

cc: Kristopher Swanson, P.E., Bolton & Menk, Inc.