



**BOLTON  
& MENK**

Real People. Real Solutions.

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July 27<sup>th</sup>, 2021

Jessie Dehn, PE  
Assistant City Engineer  
City of Marshall  
344 West Main Street, PO Box 477  
Marshall, MN 56258

RE: Proposal for Independence Park Stormwater Improvements

Dear Mr. Dehn:

On behalf of Bolton & Menk, Inc., we thank you for the opportunity to present this proposal in response to the City of Marshall's request for developing construction plans for the Independence Park Stormwater Improvement project. The below project scope and fee have been prepared as requested for the necessary engineering services to complete this project. If this proposal is acceptable, we will prepare a professional services agreement using the City of Marshall's agreement format.

## Project Understanding

The shared use trail system located in Independence Park has reached the end of its useful life and the city would like to replace the majority of the park's trail system, bringing it into compliance with the Americans with Disabilities Act (ADA). As part of the project, the city would like to expand the pond's stormwater pre-treatment forebay, replace the forebay outlet control structure, and construct a pedestrian crossing to maintain the trail connection between the forebay and main basin.

## Scope of Work

Our scope of work includes each functional part of the project broken out as a separate task. Throughout the project, the City can expect regular communication from us and we will schedule routine check-in meetings to discuss key design decisions, schedule, and budget updates. In addition, quality control reviews will be conducted to ensure Bolton & Menk's internal protocols for quality production and delivery are appropriately applied and adhered to. We will develop the requested construction plans to be included in the City's overall park improvement project bid package.

### Task 1 – Stormwater Pond Expansion

We will start with the preliminary concept for the forebay that was completed as part of the 2020-Comprehensive Stormwater Modeling Project. Bolton & Menk will refine the design to accommodate other improvements while providing necessary stormwater residence time to ensure proper sedimentation. The final design will meet the MPCA Construction Stormwater Permit requirements for wet sedimentation basins. Construction plans and special provisions for the stormwater pond expansion will be developed and included in the overall trail improvement project bid package. It is assumed that Task 1 includes three additional coordination meetings with the city to finalize the pond expansion.

### Task 2 – Stormwater Outlet Structure

In conjunction with Task 1, a new stormwater outlet control structure will be necessary to ensure the performance of the expanded sedimentation basin. It is expected that the new outlet structure will consist of a box culvert that will function as a pedestrian crossing while also providing the necessary outlet capacity for the expanded forebay. We will work with the city to evaluate exact culvert location, and length to ensure it meets the city's expectations and is compliant with MnDOT's LRFD Bridge Design Manual guidance 2.4.1.2 - Pedestrian Bridges. Task 2 includes the preliminary and final design of the outlet structure; construction plans and special provisions.

## Final Deliverables

Bolton & Menk will prepare a complete set of detailed construction drawings, special provisions, and an engineer's estimate of items related to the stormwater ponding to be included in the overall City lead Independence Park Improvement construction plan set and bid package. A summary of deliverables is as follows:

- Preliminary Construction Plans
- Final Construction Plans
- Special Provisions

## Information To Be Provided by The City

For the purposes of this proposal, we assume the city will provide the following information:

- Topographic and property survey information necessary to complete the project
- Construction plan and specification details
- Record drawings of all known infrastructure located in the park that may be necessary for the proposed improvements
- All necessary wetland delineations, permit applications, and agency coordination
- Project bid package, bidding services and contractor coordination

## Team

The following team is available and committed to complete the work identified in the project scope:

Joshua Stier, PE – Project Manager

Mathew Simon, PE – Water Resources Engineer

## Schedule

All identified team members are available to begin work on this project as soon as possible. A high-level schedule is outlined below:

Notice to Proceed: August 11<sup>th</sup>, 2021

Preliminary Plans Submittal to City: September 15<sup>th</sup>, 2021

Final Plan Submittal: Sept 30<sup>th</sup>, 2021

## Fees

The total estimated not to exceed hourly fee for the project scope as described above is \$10,000. Any work outside of this scope shall be authorized by the city prior to furnishing additional services. Additional services will be provided on an hourly basis in accordance with our regular schedule of fees upon approval by city staff.

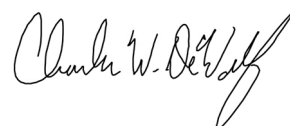
Thank you for your consideration and the opportunity to provide the City of Marshall this proposal.

Respectfully submitted,

**Bolton & Menk, Inc**



Josh Stier, PE  
Project Manager



Chuck DeWolf, PE  
Principal-in-Charge