



**BOLTON
& MENK**

Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

September 26th, 2023

Jason Anderson, P.E.
Director of Public Works
City of Marshall
344 West Main Street, PO Box 477
Marshall, MN 56258

RE: Proposal for 2022 Active Transportation (AT) Infrastructure Project

Dear Mr. Anderson:

Congratulations on the recent success of securing \$360,381 in grant funds for active transportation improvements in the City of Marshall. 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 2022 Active Transportation (AT) Infrastructure Project.

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 three primary tasks; project management, preliminary design, and final design (construction plans & specifications). Our understanding is that the project will be bid in Spring of 2024 with substantial completion in 2024 and final completion in 2025. Developing an accurate and concise construction plan 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 continue servicing the City of Marshall and value the great working relationship we have developed with the staff and council. Please feel free to contact me with any questions or comments regarding the services proposed herein at Joshua.stier@bolton-menk.com or (218) 491-9434.

Sincerely,

Bolton & Menk, Inc.

Joshua G. Stier, P.E.
Senior Project Manager

Chuck DeWolf, PE
Principal-in-Charge

Enclosure: Scope of Services

Cc: Eric Hanson, P.E.
Chuck DeWolf, P.E.

Project Understanding

The City of Marshall was awarded \$360,381 in Active Transportation (AT) Infrastructure Program grant funds for construction of several city-wide pedestrian improvement projects including an enhanced pedestrian crossing at US Hwy 59/A Street, a shared use trail along US Hwy 59 between Boyer Drive & Windstar, and the re-alignment of the Camden Trail at County Road 7. The projects will need to adhere to State Aid standards and require approval from the District State Aid Engineer. The City of Marshall is requesting a scope for project development including preliminary and final design engineering services to ready the improvement project for competitive bidding.

Scope of Work

Task 1 – Project Management

Effective collaboration will be initiated at the kickoff meeting to set the table for expectations, recap project goals and schedule, and highlight key issues and known risks that need to be mitigated. We will conduct bi-weekly progress meetings to ensure communication between groups is effective and timely. We will develop agendas and minutes for all meetings ensuring decisions are documented. We will use an action item and decision log to track project needs and decisions.

Deliverables: Bi-Weekly Check-In Calls, Agenda & Minutes, Action Item Log, General Project Coordination

Task 2 – Preliminary Design

To kick off the project, Bolton & Menk will revisit the concept drawings developed with the grant application. We will work through a preliminary design process with City staff to ensure a thorough concept development process. Discussions will occur with city, county and MnDOT staff to ensure agreement on alignment and geometrics. We will develop cost estimates for each scenario analyzed to ensure understanding of overall project budget is maintained.

US 59/A St Intersection – This intersection will require a hybrid traffic review to ensure the appropriate intersection control is provided. Bolton & Menk has discussed expectations with the MnDOT District 8 traffic engineer and is prepared to develop a memo that documents the design, traffic, and turning movements. This memo will be submitted on behalf of the city to MnDOT for their review.

Deliverables Preliminary Layouts of Improvements (Up to 2/project location), Intersection Memo on US 59/A Street Intersection, Preliminary Cost Estimates

Task 3 – Final Design

The Bolton & Menk team will provide project partners with construction plans, statement of estimated quantities, engineer's estimate of construction costs, and special provisions. We will provide review packages at the 60% and 90% stage. Our team will conduct a quality assurance/quality control (QA/QC) review of all deliverables prior to sharing. We will include special provisions starting with the 90% submittal. Bolton & Menk will incorporate all MnDOT and the City of Marshall's comments. The final design process will comply with the state aid process which requires the following items to be submitted to MnDOT for review.

Deliverables: Plans in conformance with State Aid Manual Plans and Proposals Chapter Guidelines, Project Manual & Specifications, Engineer's estimate, Plan review checklist, Lab testing and plant inspection services request, Right-of-way certificate and checklist, Permits (by City), if any: USACE, DNR, MPCA (NPDES), etc.

Information To Be Provided by The City

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

- Topographic and boundary survey information necessary to complete the project in dwg format.
- 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.
- All necessary coordination and permitting required (and not specifically mentioned in scope of work) with public agencies including MnDOT, Lyon County, MnDNR, FEMA, BWSR.
- Utility identification and coordination will be performed by city staff.
- Project bidding services and contractor coordination.

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: October 2023

60% Plan Submittal: January 2024

Final Submittal: March 2024

Fees

The total estimated not to exceed hourly fee for the project scope as described above is \$48,000. 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.

Task		Cost		
		US 59/A Street	US 59 Trail Gap	Camden Trail Re-alignment
#	Name			
1	Project Management	\$2,000.00	\$2,000.00	\$2,000.00
2	Preliminary Design	\$5,000.00	\$2,500.00	\$2,500.00
3	Final Design	\$10,000.00	\$10,000.00	\$12,000.00
Subtotal		\$17,000.00	\$14,500.00	\$16,500.00
Total Fee, Hourly Not to Exceed		\$48,000.00		