



Real People. Real Solutions.

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September 15<sup>th</sup>, 2025

Mr. Eric Hanson, P.E.  
Assistant City Engineer  
City of Marshall, MN

Re: Proposal for Professional Engineering & Construction Administrative Services  
2026 Sanitary Sewer Rehabilitation Project

Dear Mr. Hanson:

Thank you for the opportunity to submit this proposal to complete the professional engineering services for the City of Marshall's 2026 Sanitary Sewer Rehabilitation Project. This project will utilize trenchless repair technologies, specifically cured-in-place-pipe (CIPP), manhole rehabilitation, & lateral grouting to rehabilitate the City's existing sanitary sewer pipe, manhole, and lateral connection systems. In addition to providing structural benefits to the existing sewer, the CIPP product offers a jointless solution that will help reduce infiltration of clear water (rain/ground water) into the City's sanitary sewer system. This reduction can be seen as a savings in the City's annual wastewater treatment costs.

This scope and fee letter identifies the various project tasks and lists each task's scope of work and associated fee to bring the project through final design, bidding, and construction phases. A detailed work plan for each of the project tasks is identified below.

### **Task 1 – Project Management & Coordination Meetings** **\$10,872**

Work under this task includes conducting project related design meetings and overall project management time needed to keep the project on schedule, budget, and to ensure the overall needs of the community are met during the project design. Up to six (6) meetings are included in our proposal. These include a project kickoff meeting with City staff to better understand the anticipated scope of work, up to four design-related progress meetings, and a final project design completion meeting in which we will review the final details of the project design before soliciting bids. Meetings will be held via Microsoft Teams and agendas will be prepared by Bolton and Menk for each meeting. Following the meetings, Bolton and Menk will provide meeting minutes to ensure that all important details are captured and addressed with the project design.

### **Task 2 – Project Investigation & Scope Recommendations** **\$21,288**

Task 2 encompasses essential investigative activities to define and validate the scope of improvements planned for this project. Time has been allocated to thoroughly review existing closed-circuit television (CCTV) documentation related to the City's sanitary sewer repair plans. Bolton & Menk staff will assess the current condition of the sanitary sewer mains and laterals using recent CCTV footage and accompanying PDF reports provided by the City.

This review will focus on identifying segments of the sewer system that may pose challenges for future lining repairs due to compromised pipe integrity. Early identification of these issues will allow the City to address problematic areas proactively—either by performing preemptive repairs or refining the scope of work within this project—thereby minimizing the risk of unexpected change orders during construction.

Additionally, this task includes time for conducting 360-degree manhole inspections. Bolton & Menk staff will perform site visits to capture comprehensive photographic documentation of each sanitary sewer structure within the project area. These images will be used to evaluate structural conditions and determine appropriate repair strategies for aging infrastructure.

Further efforts will be directed toward reviewing existing lateral connections and planning for temporary sewer conveyance. CCTV footage will serve as the basis for verifying lateral grouting requirements. On-site evaluations will also help us understand flow volumes, enabling the development of accurate conveyance layouts and contingency plans to support uninterrupted service during lining operations.

To support the development of detailed construction plans in Task 3, we will also review the City's existing GIS shapefiles and record drawings under this task to ensure all necessary data is available and accurate.

### Task 3 – Final Design – Plan & Specification Creation \$44,998

A key component of the professional services scope involves the comprehensive design and development of plans and specifications for the 2026 Sanitary Sewer Rehabilitation Project. These plans will be produced using GIS technology to accurately depict the location and operational details of the proposed improvements, including all necessary temporary conveyance system needs.

In addition, detailed specifications will be prepared to establish clear guidelines and requirements for the Contractor's work within City boundaries. To support budgetary alignment with the City's Capital Improvement Plan, an engineer's estimate of anticipated construction costs will be reviewed throughout project development and submitted prior to the bidding phase. Upon completion, all plans and specifications will be delivered to the City for final review and approval before the project is advertised for bids.

It is currently expected that no survey work will be required to complete this project. Furthermore, as this type of rehabilitation work does not necessitate public permitting, no time or resources have been allocated to these tasks.

### Task 4 – Bidding Administration \$5,574

Work under this task includes all the work needed to successfully bid this Project. Bolton & Menk will prepare an advertisement for bid in the City of Marshall's format and provide all bidding documents to the City for upload in their Bid Vault software system. Also included is time to advertise/solicit bids from potential rehabilitation contractors, answer bidder's questions regarding the proposed scope of work, issue any project related addenda (as needed), help manage a virtual/online bid opening through the Bid Vault site, and lastly prepare a bid abstract and a letter of award recommendation that will go to City Council when considering award of the project.

### Task 5 - Construction Services \$29,634

Bolton & Menk will provide comprehensive construction administration and training services to support all phases of construction for the project. The City of Marshall will oversee full-time project inspection and on-site coordination throughout the duration of the work.

As part of this proposal, Bolton & Menk will deliver up to 32 hours of site visit and inspection training to City staff, including travel time to/from the project site. This training is designed to enhance understanding of proper inspection procedures and ensure consistent oversight of the proposed improvements.

Prior to construction commencement, Bolton & Menk will prepare final contract documents for the proposed improvements and coordinate the routing of these documents for all required signatures. In addition, Bolton & Menk will:

- Review and approve all construction-related shop drawings and submittals
- Develop and lead the agenda for the pre-construction meeting with City staff and the Contractor
- Draft public communication materials to inform residents of upcoming construction activities (distribution to be handled by the City)

To further support construction operations, Bolton & Menk will provide 75 hours of administrative assistance. This includes responding to project-related inquiries, participating in construction meetings, and reviewing completed work prior to authorizing contractor payments. Any unused administrative support hours will be credited back to the City upon project completion.

### Task 6 – Final Project Inspections & Close-Out

\$17,420

Upon completion of construction, Bolton & Menk will conduct a comprehensive quality assurance and quality control (QA/QC) review to verify that all work meets the standards outlined in the contract.

This includes:

- Final CCTV Review: Evaluation of all contractor-provided CCTV footage to assess the integrity of installed liners and the quality of grouting measures completed.
- 360-Degree Manhole Inspections: On-site inspections using 360-degree imaging technology to confirm that all manhole rehabilitation work has been completed to specification.

Following this review, Bolton & Menk will:

- Punch List Coordination: Prepare and deliver a detailed punch list to the Contractor, identifying any deficiencies or items requiring correction.
- Corrective Action Oversight: Collaborate with the Contractor to determine appropriate solutions for all identified issues, and conduct follow-up inspections to ensure all corrective work is completed satisfactorily.
- Project Close-Out Support: Assist the Contractor in compiling and submitting all required close-out documentation to the City, facilitating final payment and formal project closure.

### Project Schedule

Bolton & Menk is dedicated to adhering to a project timeline that aligns with the City's expectations. Upon award, our team will immediately begin design work to expedite the bidding process, ensuring contractor bids are secured before schedules fill—maximizing value and competitive pricing for the City. Construction is planned for the 2026 season, with a targeted completion date of October 1, 2026.

## Proposed Fee

In accordance with the City of Marshall's project requirements, Bolton & Menk proposes completing the scope of work as described above for an estimated hourly fee of **\$129,786.00**. The attached fee table summarizes the hours and cost breakdown for each major task item.

Thank you for inviting Bolton & Menk to offer you this proposal, as well as your continued consideration of our services to the City of Marshall. We look forward to working with you and the City on this project. If you have any questions regarding our proposal or would like to request modifications to the overall services scope, please do not hesitate to contact me.

Sincerely,

**Bolton & Menk, Inc.**



**Mitchell Hoeft, P.E.**  
Principal Engineer – Trenchless Services

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City Representative  
City of Marshall, MN

Detailed Cost Estimate								
Client: City of Marshall, MN Project: 2026 Sanitary Sewer Rehabilitation Project			Bolton & Menk, Inc.					
Task No.	Work Task Description	Trenchless Project Manager	Trenchless Project Engineer	Trenchless Design Engineer	GIS	Office Admin	Totals	Costs
1.0 Project Management & Coordination Meetings								
1.1	Project Management - Project Setup & Data Request	8					8	\$1,680.00
1.2	Design Related Meetings	24	12	12			48	\$9,192.00
	Subtotal Hours - Task 1	32	12	12	0	0	56	\$10,872.00
2.0 Project Investigation & Scope Recommendations								
2.1	GIS ShapeFile & As-Built Review	2	2	8	4		16	\$2,720.00
2.2	CCTV Analysis & Project Specific Recommendations	2	4	16			22	\$3,820.00
2.3	360 Degree Manhole Inspection & Recommendations	2	4	40	4		50	\$8,452.00
2.4	Lateral Inspection & Recommendation	2	4	8			14	\$2,476.00
2.5	Temporary Conveyance Analysis & Recommendations	2	4	16			22	\$3,820.00
	Subtotal Hours - Task 2	10	18	88	8	0	124	\$21,288.00
3.0 Final Design - Plan & Specification Creation								
3.1	Preliminary and Final Design Plans	4	12	120	80		216	\$35,136.00
3.2	Contract Documents & Specifications	4	8	24		8	44	\$7,168.00
3.3	Prepare Opinion of Probable Construction Costs	2	4	8		2	16	\$2,694.00
	Subtotal Hours - Task 3	10	24	152	80	10	276	\$44,998.00
4.0 Bidding Administration								
4.1	Prepare Advertisement for Bids		1	2		2	5	\$732.00
4.2	Bid Vault Support - Online Bidding		2			4	6	\$792.00
4.3	Bid Solicitation/Advertising		2				2	\$356.00
4.4	Answer Bidder's Questions	2	4				6	\$1,132.00
4.5	Potential Addenda		2			2	4	\$574.00
4.6	Bid Opening (Virtual)	2	2				4	\$776.00
4.7	Prepare Abstract/Letter of Award Recommendation	2	2			4	8	\$1,212.00
	Subtotal Hours - Task 4	6	15	2	0	12	35	\$5,574.00
5.0 Construction Services								
5.1	Construction Contract Creation	2	2			4	8	\$1,212.00
5.2	Construction Submittal Review	2	8				10	\$1,844.00
5.3	Pre-Construction Meeting (Virtual)	8	8	4			20	\$3,776.00
5.4	Construction Administration/Pay Applications Review	25	50				75	\$14,150.00
5.5	Communication Support	4	8			4	16	\$2,700.00
5.6	Site Visit & Inspection Training	8	24				32	\$5,952.00
	Subtotal Hours - Task 5	49	100	4	0	8	161	\$29,634.00
6.0 Final Project Inspections & Close-Out								
6.1	Review of Final CCTV Videos	2	4	16			22	\$3,820.00
6.2	Final 360 MH Inspection Photos	2	4	40			46	\$7,852.00
6.3	Lateral Grouting Review	2	4	8			14	\$2,476.00
6.4	Punchlist/Corrective Direction Support	2	4	6			12	\$2,140.00
6.5	Close-Out Paperwork	2	4				6	\$1,132.00
	Subtotal Hours - Task 6	10	20	70	0	0	100	\$17,420.00
Total Hours		117	189	328	88	30	752	
Average Hourly Rate		\$210.00	\$178.00	\$168.00	\$150.00	\$109.00		
Subtotal		\$24,570.00	\$ 33,642.00	\$55,104.00	\$ 13,200.00	\$ 3,270.00		
Total Fee								\$129,786.00

## Detailed Cost Estimate

Client: City of Marshall, MN

Bolton & Menk, Inc.

Project: 2026 Sanitary Sewer Rehabilitation Project

Task No.	Work Task Description	Trenchless Project Manager	Trenchless Project Engineer	Trenchless Design Engineer	GIS	Office Admin	Total Hours	Total Cost
1.0	Project Management & Coordination Meetings	32	12	12	0	0	56	\$10,872
2.0	Project Investigation & Scope Recommendations	10	18	88	8	0	124	\$21,288
3.0	Final Design - Plan & Specification Creation	10	24	152	80	10	276	\$44,998
4.0	Bidding Administration	6	15	2	0	12	35	\$5,574
5.0	Construction Services	49	100	4	0	8	161	\$29,634
6.0	Final Project Inspections & Close-Out	10	20	70	0	0	100	\$17,420
<b>Total Hours</b>		117	189	328	88	30	752	
<b>Average Hourly Rate</b>		\$210.00	\$178.00	\$168.00	\$150.00	\$109.00		
<b>Subtotal</b>		\$24,570	\$33,642.00	\$55,104	\$13,200	\$3,270		
<b>Total Fee</b>								<b>\$129,786</b>