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VIA EMAIL

February 4, 2026

Scott Przybilla, Wastewater Superintendent  
City of Marshall  
600 Erie Road  
Marshall, MN 56258  
[Scott.Pryzbilla@ci.marshall.mn.us](mailto:Scott.Pryzbilla@ci.marshall.mn.us)

RE: Wastewater Treatment Facility Plan  
Summary of Professional Engineering Services  
City of Marshall, Minnesota

Dear Mr. Przybilla,

Thank you for the confidence and trust you have in Bolton & Menk. We have prepared the following summary of professional engineering services for a Wastewater Treatment Facility Plan for the City of Marshall. The City of Marshall's wastewater treatment facility (WWTF) faces many challenges. To help address the complex nature of these challenges and lay out a feasible plan, Bolton & Menk will prepare a comprehensive Facility Plan for the entire facility, including its challenges, and help meet all compliance items. This summary of services outlines the professional engineering services for the wastewater treatment Facility Plan for the City of Marshall. It will define our scope of work and provide you with an estimate of fees for these services. This report would meet all requirements of the Minnesota Pollution Control Agency (MPCA) for facility planning and would allow the community to begin seeking funding from a variety of sources associated with facility planning.

## I. Project Understanding

The City of Marshall owns and operates a Class A major wastewater treatment facility located at 600 Erie Road. The original mechanical treatment facilities were constructed in the 1970s, with significant improvements completed over the past 25 years. The most recent improvements were completed in 2021 and included construction of additional sludge storage, equipment replacements throughout the facility, and construction of a third final clarifier. A Facility Plan completed in 2017 identified the need for these improvements, along with several additional items that will need to be addressed based on potential discharge permit requirements. Over the past five years, the city has been working to reduce chloride discharges from the facility and has a 10-year variance in its NPDES permit while working towards meeting chloride limits. In addition, the city has agreed to a schedule of compliance for both sulfate and phosphorus reductions over the next 5-10 years. Upcoming regulations regarding nitrogen reduction and the mitigation of PFAS "forever chemicals" in the waste stream will add further pressure to upgrade the facility.

The proposed comprehensive Wastewater Treatment Facility Plan will address not only any additional treatment modifications needed to meet the proposed discharge requirements, but also the overall

treatment capacity needed to support community development plans and replace aging infrastructure within the facility.

## II. Scope of Services

### 1.0 Meetings

- 1.1 Bolton & Menk, Inc. (BMI) would meet with the City of Marshall throughout the process to develop industrial loadings, discuss community growth, and educate the city on the development of wastewater treatment concepts and alternatives. Specifically, the following meetings would also be included:
  - 1.1.1 BMI would attend meetings with industries and large commercial entities to explain the planning process and information needed from large wastewater users.
  - 1.1.2 BMI will have numerous update meetings with the city and work closely with wastewater staff throughout the process to keep the city informed and receive input.
  - 1.1.3 BMI would attend a meeting with the City of Marshall to review the completed draft report and discuss recommendations.
  - 1.1.4 BMI would attend a public hearing for the presentation of the Facility Plan to Marshall's City Council and residents.
  - 1.1.5 BMI would attend meetings with the MPCA and the city as required, specifically engaging with the MPCA on preliminary effluent limits and providing a meeting opportunity with the MPCA to better understand upcoming changes.
- 1.2 Bolton & Menk will work with the city to collect the required data and set up a sampling program (if needed) for further data collection.

### 2.0 Facility Plan

- 2.1 Our team will prepare a Facility Plan that will comply with MPCA requirements for Facility Plans, including:
  - 2.1.1 Review of historical flow and loading data and projections of future flow and loadings. Future flow and loading considerations would include the City of Marshall's growth, industrial considerations, and other possible areas the city could serve in the future. This expansive review of the service area will help the city make a sound decision for treatment now and for the future. Population growth will be reviewed and updated for a 20-year planning period (year 2047). The existing wastewater flow and loading data will be reviewed, and projections for the 20-year planning period will be performed.
  - 2.1.2 Completion of Preliminary Effluent Limits Request.
  - 2.1.3 Completion of Preliminary Review of Antidegradation Alternatives Analysis (if needed).
  - 2.1.4 An evaluation of the existing system and any deficiencies.

- 2.1.5 Review of treatment alternatives to address current needs and proposed changes (including future regulations, additional loadings, and expanded residential/commercial areas).
- 2.1.6 Provide estimated operational and maintenance cost opinions.
- 2.1.7 Provide opinions of probable construction costs for each alternative.
- 2.1.8 Coordinate modified NPDES permit modifications with the proposed effluent flows to be discharged to the Redwood River.
- 2.1.9 Provide a discussion on financing alternatives.
- 2.1.10 Provide recommendations and an implementation schedule.
- 2.1.11 Assist the city in approving the Plan and submitting it to the MPCA.
- 2.1.12 Assist the city with other Clean Water Revolving Fund requirements, Point Source Implementation Grant, and State and Federal direct requests.

**3.0 Fees**

3.1 The following is a summary of the estimated fees for the work described above.

Meetings / Communications	\$35,000
Facility Planning	\$135,000
Project Management and Funding	\$25,000
<b>Total Estimated Fee</b>	<b>\$195,000</b>

3.2 The fees outlined above represent approximately 1,100 hours of engineering effort and staff time that are anticipated to complete this Facility Plan and related items. It is recognized that some items may take more or less time to complete and that Bolton & Menk will be diligent in completing tasks in a time-efficient manner to the satisfaction of the City of Marshall.

**4.0 Exclusions**

4.1 Archaeological and State Historical Preservation Office (SHPO) compliance work may be necessary, in conjunction with the proposed project, if State funding is pursued. Additional scope and fees will be proposed to the city when a final project is recommended, and the scope of this work is known.

**5.0 Schedule**

5.1 Our team would propose the following schedule for this work:

March/April 2026	Kickoff Meeting
May-June 2026	Review of Existing Data and Submittal of Preliminary Effluent Limits Request
June-August 2026	Existing Conditions Assessment
August-September 2026	Facility Plan Alternatives Preparation
October-November 2026	Review Draft Facility Plan with City
December 2026-January 2027	Public Hearing and Council Presentation on Facility Plan
February 2027	Finalize Plan and Submit to MPCA

Thank you again for using Bolton & Menk, Inc. for your engineering needs. Please feel free to contact me at 507-381-9905 if you have any questions or require any additional information. I look forward to developing this comprehensive Facility Plan for the City of Marshall and working together with you and your staff to meet the community's needs in the future.

Sincerely,

**Bolton & Menk, Inc.**



**Jon D. Peterson P.E.**

Principal Environmental Engineer

cc: Paul Saffert, Bolton & Menk, Inc.  
Anna Schlaak, Bolton & Menk, Inc.

**City of Marshall, Minnesota**

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(Authorized Representative)

(Date)