



**BOLTON
& MENK**

Real People. Real Solutions.

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July 23, 2025

Kevin Larson
Assistant City Administrator
City of Maple Plain
5050 Independence Street
Maple Plain, MN 55359

RE: Design and Installation for Welcome and Park Monument Signs

Dear Kevin:

Bolton & Menk, Inc. is pleased to present our proposal for professional design and construction administration/permitting services related to the Welcome and Park Monument Signs project.

The attachments define our proposed scope of services and proposed fees for the proposed services. We prepared this information based on your request for proposals dated July 3rd, 2025.

We appreciate this opportunity to work with you for the successful completion of your project. Please review the attached documents and contact me at 952-540-7403 or email at Joel.Odens@bolton-menk.com if you have questions or concerns.

Thank you for considering Bolton & Menk, Inc. for your design and construction administration needs.

Sincerely,
Bolton & Menk, Inc.

Joel Odens, PLA, LEED AP
Landscape Architect Project Manager

APPROACH

The City of Maple Plain can be assured the Bolton & Menk team will provide outstanding technical deliverables, exceptional leadership in guiding staff through the design decision making process, and superior project management in a timely and cost-effective manner. The detailed work plan outlines tasks we believe can both meet the goals described in the RFP and be achieved within the anticipated project budget. We have a talented and focused staff who enjoy creating unique and meaningful civic amenities. During the project, our goal is to function as an extension of the city, working closely and alongside staff and stakeholders. Please see Page 8 for our detailed schedule.

Meetings and Project Coordination

Bolton & Menk will lead the City of Maple Plain through a cooperative effort to arrive at community signage standards that are technically feasible, economically viable, and compatible with city identity and branding. Our focused but flexible approach places great emphasis on being proactive, transparent, and open-minded.

This approach includes a well-organized design process supported by open communication between client and consultant. This includes regular virtual meetings to review design progress with city staff, as well as in-person board meetings to present signage concepts and solicit feedback from elected officials and the public:

- **Project Kickoff/Scoping Meeting (meeting #1)** — Upon award of the contract, we will schedule a meeting with city staff to review the scope and schedule and set project expectations. This may include a discussion of additional services related to construction documentation and administration assistance to help ensure successful implementation of the larger, structural monument sign types.
- **Regular Coordination Meetings (3 Virtual)**—A one-hour, virtual coordination meeting will be held monthly via Microsoft Teams to review the design progress with city staff following the submission of design deliverables.
- **Public Board Meetings (meeting #2)**—At the direction of city staff, we will travel to Maple Plain for an in-person public board meeting to solicit design feedback from elected officials and

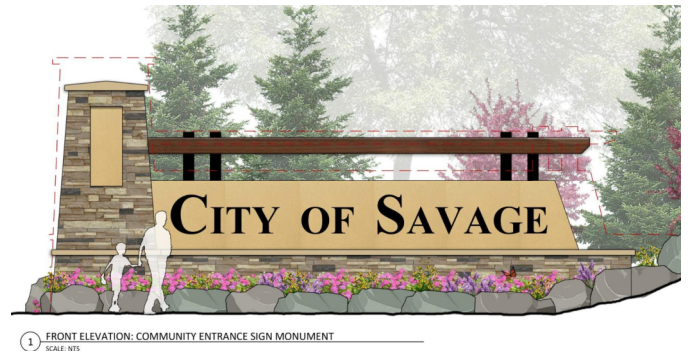
other stakeholders. We assume this meeting will be two hours long and may require Bolton & Menk to prepare display boards or a digital presentation.

Preliminary Design

After the project kickoff and schedule discussion, we will prepare a draft style guide to provide a framework for signage theming, including standard materials, text styles, and symbology. This will include review of applicable sign design standards and ordinances from the Manual on Uniform Traffic Control Devices (MUTCD), Americans with Disabilities Act (ADA), National Park and Recreation Association (NPRA), and the City of Maple Plain.

Preliminary sketches of two primary family sign types (welcome monument signs and park monument signs) will then be developed to explore two thematic options for comparison in each sign type.

This will be packaged into a preliminary design deliverable in PDF format and emailed to city staff prior to meeting #2, where the goal of that meeting will be to select a preferred signage theme.



Final Design

Once the preferred theme is determined, we will refine and expand the preliminary design sketches to create a draft community sign guide document. The community signage design guide will include scaled color elevation illustrations, annotated with key dimensions and material labels and specification notes to inform fabrication. The intent of these drawings is to convey style guide standards and design intent for each sign type, rather than full construction detailing for fabrication.

The draft family concept boards will be packaged and

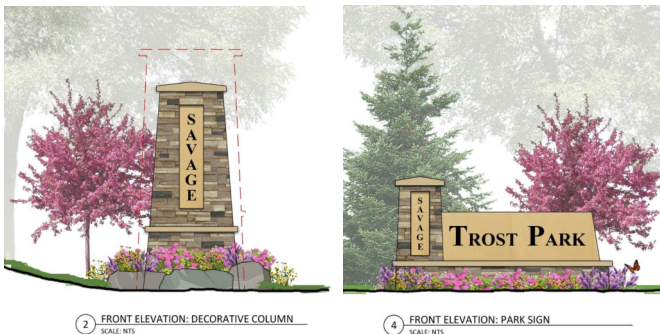
delivered in PDF format to city staff prior to meeting #3 for review and to aid in finalizing a preferred concept.

Bolton & Menk will compile and incorporate comments from both previous meetings of the Welcome and Park Monument Signs for review and final comment. Upon final approval, we will submit the final PDF deliverable along with original artwork files in Adobe Illustrator, InDesign, or AutoCAD format. These vector-based drawing files will be full scale and may be shared with printers and sign fabricators.

Additional Services for Consideration

Based on our experience with community signage projects, we have found the following tasks helpful for city budget planning and implementing the community signage. These items are not included in the base scope; the fee can be negotiated for inclusion if desired by city staff:

- Topographical survey of all signage areas.
- Full structural design, specifications, and stamped drawings for foundations and signage cabinets or other custom above-grade structures
- Full electrical and lighting design, specifications, and stamped drawings for lighted elements and controls
- Site-specific graphic design not included in the base scope (kiosk maps, interpretive panels, etc.)
- Public engagement process, meetings, or events



DESCRIPTION OF COMPANY

Company Background

We believe all people should live in safe, sustainable, and beautiful communities. We take pride in our ability to make that happen and it's why we get out of bed every morning.

The Bolton & Menk planning and urban design staff help clients plan and design their future. Rooted in skilled technical analysis, visionary yet practical insights, and intentionally inclusive public engagement, our team facilitates community-centered consensus for buildable, sustainable solutions. Bolton & Menk helps solve multifaceted problems with technical, regulatory, funding, and community expertise. We deliver plans and designs for projects that transcend expectations.

Our planning, placemaking and policy practice area focuses on delivering innovative solutions for master plans, small areas, districts, transit-oriented development, corridors, private development feasibility, parks, trails, and placemaking. Alongside our expertise in transportation, water resources, funding, project communication, and related services, we offer a comprehensive approach for communities looking to make their vision a reality to help create and maintain great places. Today, Bolton & Menk has more than 1,000 employees including a professional staff of more than 300 engineers, planners, landscape architects, and surveyors.

We promise every client two things: we'll work hard for you and we'll do a good job. At the end of the day, we're **Real People** offering **Real Solutions**.

Key Personnel

Bolton & Menk understands the importance of developing design solutions that can be supported by stakeholders and implemented efficiently. We have provided a brief background and description of key individual roles. These individuals have track records of successful projects and, just as importantly, are enthusiastic and committed to meeting and exceeding your expectations. We can provide detailed résumés of all personnel upon request.

Joel Odens, PLA, LEED AP

Project Manager

Joel will lead the design process for the project. He will oversee creating the signage concepts and facilitating the three project meetings discussing the design and implementation process. Joel will also lead the development of the final plans and associated graphics for the project.

Joel has nearly 30 years of experience practicing landscape architecture, working closely with clients and project teams to develop community focused sustainable solutions. His expertise includes public engagement, master planning, site design and construction experience in a wide range of project types in the upper Midwest. Joel has successfully provided recreational-based grant writing, mobility studies, riverfront and streambank master plans and construction documents, multi-use trails, pedestrian and vehicular bridges, canoe launches, streambank stabilization, boardwalks, piers, overlooks, monumentation, wayfinding, splash pads, and park and trail master plans. Joel understands the importance of context sensitive solutions and the practice of design flexibility to keep projects advancing successfully from concept to reality.

Matt Bouman, PE

Client Service Manager, Ast. City Engineer

Matt will provide quality assurance and quality control throughout the entire design and implementation process. Matt will also assist with final specifications, bidding, awarding of the contract and construction administration.

Matt is a municipal project manager, joining Bolton & Menk in 2010 and has been working with the City since 2021. He leads design and construction oversight of many municipal and private projects and specializes in trenchless utility replacement and using water modeling software to assist with rehabilitation methods in difficult construction situations. Not one to shy away from a challenge, Matt enjoys the task of working on roadways that need to stay open during construction.

References

Client satisfaction through quality deliverables, cost-effective rates, and timely project delivery are top priorities for Bolton & Menk. Please contact the following references to evaluate Bolton & Menk's performance on similar projects.

Lana Fralich

City Administrator

City of Silver Bay
7 Davis Drive
Silver Bay, MN 55614
218-226-4408

Ryan Prich

Public Works Director

City of Mound
2415 Wilshire Blvd.
Mound, MN 55364
952-472-0614

CERTIFICATIONS, LICENSING, AND INSURANCE

Documentation of current insurance coverage and limits, including professional liability insurance, has been provided at the end of our proposal, as requested in the RFP.

SCOPE OF WORK

Bolton & Menk, Inc. will complete the following scope of work:

Task 1 – Design Process

Task 1A: Character Generation: We will collect precedent character imagery that describes a range of conceptual alternatives, material / finish options and scale that is appropriate for the Maple Plain welcome and park signage.

Deliverables:

- + Imagery Boards (2)
 - 24" x 36" design imagery boards

Task 1B: Concept Development: We will prepare conceptual designs of two (2) different signage families that include both welcome and park signage. The different signage families will incorporate all five proposed signs associated with the parks and city gateways. During this task we will also develop preliminary costs for each design.

Deliverables:

- + Family Concept Boards (2)
 - 24" x 36" Concept 'A' (includes both welcome and park signage)
 - 24" x 36" Concept 'B' (includes both welcome and park signage)
 - Preliminary cost estimates

Task 1C: Refinement: Upon city/stakeholder review, we will refine the preliminary concepts into a preferred signage family concept. This preferred alternative will incorporate elements of preliminary concepts, based on feedback from city/stakeholder input.

Deliverables:

- + (1) 24"x36" Preferred Signage Family Concept (includes both welcome and park signage)

Task 1D: Final Design/Construction Drawings &

Specifications: Our team will advance the preferred concept family into final construction plans, details and specifications. This final design package will include both types of signs (welcome and park) and will be used to gather quotes from contractors/signage companies. We will work with staff to obtain the necessary construction permits. The final design package will include necessary traffic control, layout, grading and restoration/landscape plans for all signs, along with necessary details and specifications to develop each sign.

Deliverables:

- + Traffic Control Plans
- + Layout & Grading Plans
- + Sign Monument Details
- + Restoration/Landscape Plans
- + Specifications

Task 1E: Construction Observation: Our team will assist with approximately 16 hours of construction observation and documentation during the installation of the signage. If more observation time is requested, the time will be billed hourly at an agreed upon rate and duration.

Deliverables:

- + Field documentation, contractor coordination and construction photos

Task 2 – Installation

Not included in our proposal

Task 3 – Warranties and Maintenance

We will work with the selected sign fabricator to establish warranty coverage for all signs and will require the sign

fabricator to provide a summary of all the regular sign maintenance practices and approved cleaning products.

Deliverables:

- Maintenance Guide
- Warranty language in the specifications

Task 4 – Permitting

Our team will assist with the appropriate required permitting necessary to install both the proposed welcome signage and the new park signage. The permitting may include coordination with MnDOT, the City of Independence, Hennepin County, City of Madina and the Three Rivers Park District.

Deliverables:

- Assist with obtaining the necessary permits for signage

Task 5 – Traffic Control

We will develop plans and notes related to the anticipated traffic control needs for each sign location. We will work closely with the installation contractor to ensure that all traffic control requirements are met.

Deliverables:

- Traffic Control Plan in Final Plan Set

Task 6 – Site Restoration

We will develop plans and specifications related to the anticipated various site restoration needs for each sign location. We will work closely with the installation contractor to ensure all disturbed areas are restored.

Deliverables:

- Restoration/Landscape Plans in Final Plan Set

MOCKUP OF DESIGN

The Bolton & Menk team has developed several signage packages for communities in the upper Midwest. The deliverables for these packages has varied from individual signs to complete signage studies, which would include a family of signage types including but not limited to; gateway monumentation destination signage, entry signage and directional signage. Our team looks forward to the opportunity to work with Maple Plain to establish a minimum of two unique signage concepts for both the destination and gateway signs.

Concept Example A – Destination Monument Sign



Concept Example B – Gateway Monument Sign



MAIN ENTRY MONUMENT SIGN
KEY ENTRY POINTS TO CITY



INTERSECTION MONUMENT NODE
@ KEY INTERSECTIONS



STANDALONE MONUMENT COLUMN
NARROW R.O.W. LOCATIONS/MEDIANS (WHERE CLEAR ZONES ALLOW)

PROPOSED PROJECT SCHEDULE

In accordance with your request for services, we propose the following schedule:

When	What	Key Deliverables	Who
Early September	Kick-off Meeting #1	Finalize Plan & Schedule	Staff, BMI
Late September	Design Concepts Meeting #2	Imagery Boards & Family Concept Boards	Staff, Stakeholders, BMI
Mid September	Preferred Concept Meeting #3	Preferred Concept Boards	Staff, Stakeholders, BMI
Early October	Bid Package/ Out for Bid	Final Design & Specifications	Staff, BMI
Late November	Award	Contract	Staff, BMI
Spring 2026	Construction		Staff, BMI

PROPOSED PRICING

Bolton & Menk, Inc.'s proposed fees to provide the described work will be billed hourly based on the enclosed fee schedule with the total estimated cost to be:

Key Deliverables		Proposed Fee
Task 1: Design Process		
A. Character Generation	Imagery Boards	\$1,500
B. Concept Development	2 Concept Families & Preliminary Cost Estimate	\$3,200
C. Refinement/Preferred Concept	Preferred Signage Family Concept	\$1,500
D. Final Design & Specifications	Construction Drawings & Specifications	\$6,500
E.. Construction Observation	Approximately 40 Hours of Construction Observation/Coordination	\$6,200
Task 2: Installation		
Not Included In Our Proposal		
Design 1: Destination Sign		
A. Rainbow Park		\$35,000-\$50,000
B. Bryantwood Park		\$35,000-\$50,000
C. Westbound Highway 12		\$35,000-\$50,000
Design 2: Gateway Sign		
A. Eastbound Highway 12		\$50,000-\$80,000
Task 3: Warranties & Maintenance		
A. Warranties & Maintenance	Warranty & Maintenance Guide	\$800
Task 4: Permitting		
A. Permitting	Assist with Obtaining Required Permits	\$2,500
Task 5: Traffic Control		
A. Traffic Control	Traffic Control Plans (fee included in Final Plans & Specifications)	
Task 6: Site Restoration		
A. Site Restoration	Restoration/Landscape Plans (fee included in Final Plans & Specifications)	
Proposed Fee		\$22,200

ACCEPTANCE

The undersigned represents that it is the City of Maple Plain or has been authorized to accept this Proposal on behalf of the City of Maple Plain. The City of Maple Plain agrees to the Terms and Conditions as stated above and as attached to this Proposal. Unless otherwise replaced or modified by a separately executed, written Agreement, this Proposal shall constitute the full and complete agreement between the City of Maple Plain and Bolton & Menk, Inc.

Accepted by:

Print Name/Title

Signature and Date