



Real People. Real Solutions.

2638 Shadow Lane  
Suite 200  
Chaska, MN 55318-1172

Ph: (952) 448-8838  
Fax: (952) 448-8805  
Bolton-Menk.com

September 5, 2025

Mr. Jacob Kolander, City Administrator  
City of Maple Plain  
5050 Independence Street  
Maple Plain, Minnesota 55359

**RE: Proposal for Local Road Improvement Program Grant Assistance**

Dear Jacob:

We are pleased to present the following proposal to support the City of Maple Plain in the pursuit of Local Road Improvement Program (LRIP) Grant funds for the Downtown Reconstruction Project. Upon approval of this proposal, Bolton & Menk will work closely with City staff to prepare and package the application and support materials that provide for a competitive submittal.

## **Local Road Improvement Program Funding Application**

The Local Road Improvement Program (LRIP) was established by the Minnesota legislature in 2002 and is defined in Minnesota Statute 174.52. This funding program intends to provide county and municipal entities with financial aid to repair existing transportation infrastructure within their communities. There are three types of accounts within the LRIP, with each fund being designated for a specific type of project.

1. The Trunk Highway Corridor Account provides funds to assist in paying the local share of trunk highway projects.
2. The Routes of Regional Significance Account provides funds for the costs of constructing or reconstructing city streets, county highways, or town roads with regional significance.
3. The Rural Road Safety Account funds capital safety improvement projects on County State Aid Highways (CSAH) primarily to reduce traffic crashes, deaths, injuries, and property damage.

The LRIP provides funding for capital construction costs only – it is not for engineering, right of way, or other non-construction-related costs. The Downtown Reconstruction Project falls under the Routes of Regional Significance account, as the project will improve access to the trunk highway system, the fire department, and local businesses in Maple Plain. A grant to apply for LRIP funds will provide an opportunity for the City to create a safe and reliable roadway that will address pavement and sidewalk deficiencies and be functional for years to come.

Bolton & Menk will provide the following application support:

- Up to two (one-hour) coordination meetings
- Application Package
  - Narrative including project description and responses to the applicable application account
  - Supporting attachments including a project location map/layout, construction timeline, and cost estimate
  - Draft resolution(s) and letters of support

Expectations of City Staff:

- Coordination with Bolton & Menk to secure signed resolution and letters of support
- Critical review of draft materials
- Final submittal of application materials

## Schedule

The LRIP is expected to open on September 16, 2025. Following the solicitation announcement, Bolton & Menk will begin preparation of an LRIP program application on behalf of the City. Our team will operate on a schedule that allows for the submittal of all application materials by the expected December 12, 2025, due date. If awarded, improvements are to be completed within 24 months. There will be reporting requirements to track the outcomes of the use of funds.

## Estimate of Fees

Bolton & Menk, Inc. proposes to complete the LRIP application for an **estimated fee of \$7,000**. The work will be billed on an hourly basis for the time to complete the delivery and capture project updates. We will track against this and discuss budget limits and adjustments if we are approaching the outlined budget.

Thank you for allowing us to present this proposal. We truly appreciate the opportunity to work with you and your staff. If you have any questions, please do not hesitate to call me.

Sincerely,

**Bolton & Menk, Inc.**



**Matt Bauman, PE**

Municipal Project Manager / Assistant City Engineer

Cc: Corrin Bemis, Transportation Project Manager  
David Martini, PE, City Engineer

We hereby accept this proposal and authorize Bolton & Menk, Inc. to proceed with this work.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_