



**BOLTON  
& MENK**

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VIA EMAIL

June 10, 2025

Travis Scheffler, Water Supervisor  
New Prague Utilities  
118 Central Ave. N.  
New Prague, MN 56071  
[tscheffler@ci.new-prague.mn.us](mailto:tscheffler@ci.new-prague.mn.us)

RE: Proposal for Professional Services  
Water Treatment Plant No. 3 Filter Rehabilitation and Feasibility Study  
City of New Prague, Minnesota

Dear Mr. Scheffler:

We are pleased to present our proposal for engineering services associated with design and construction administration for filter rehabilitation at the New Prague Water Treatment Plant No. 3 (WTP), along with a feasibility study on the existing WTP. The following engineering services are included in this proposal:

- Filter rehabilitation design to address leaks.
- Filter rehabilitation project bidding and construction administration services
- Feasibility study on the existing WTP No. 3 operations in preparation for future expansion, wastewater treatment facility limits, and operational optimization.
- This proposal does not include any resident project representative (RPR) or coating inspections. The RPR provides onsite guidance to the contractor and provides feedback and communication to the rest of the Project Team. This service can assure the city that all contract drawings and specifications are followed to the city's satisfaction.
- Coating inspection is an imperative step in a filter rehabilitation project, as the coatings protect the filter from corrosion. A coatings specialist performs coating inspections. This role provides surface preparation, welding, and coatings inspections. These steps are necessary for the success of filter rehabilitation projects and for the longevity of the filter. We recommend adding NACE-certified inspections to construction services in 2026 when the project is bid.

## **I. BACKGROUND**

The City of New Prague (city) owns and operates Water Treatment Plant No. 3 to provide safe drinking water to the residents and businesses of New Prague, utilizing conventional iron and manganese removal treatment. A Dualator III filter from Kurita is used for treatment, which was part of the original WTP construction. The filter has multiple leak locations along the base of the

steel filter and is 20-plus years old. There is also a need to evaluate the WTP and how it can best serve the city's future needs, including optimizing the treatment of the existing filter and the potential for expansion.

A coatings failure in a gravity filter is the most likely cause of leaks. The interior coating is damaged and unreparable during the construction of the filter, leading to leaks at the bottom of the filter as the metal corrodes over time. This is a common gravity filter failure point that can be rehabilitated by a proper coating procedure with proper NACE coating expert inspections.

The current WTP filter is designed to treat 1,000 gallons per minute (gpm) at a filtration rate of 2.9 gpm per square foot (gpm/sf). The Ten States Standards may allow for a filtration rate up to 4 gpm/sf. This project will identify options for operational adjustments, a potential higher filtration rate, evaluating chemicals, and options for expanding the WTP.

## II. SCOPE OF SERVICES

The Bolton & Menk team will work closely with the WTP staff on this project. The scope of service in this proposal is divided into three (3) primary tasks. We would also provide ongoing project management, administration, and coordination.

Bolton & Menk will develop an internal project management plan and conduct quality assurance and quality control (QA/QC) reviews. All project deliverables will go through a QA/QC review.

### **Task 1 – Filtration Rehabilitation Design**

The first step in this task is to have a kickoff meeting at which city staff and Bolton & Menk will discuss the project, followed by preparing project documents.

The task will proceed as follows:

- Kick-off meeting with city staff and Bolton & Menk team:
  - Collect data on the existing facility and review the operations and goals of the project.
  - Discuss the needs of the existing WTP and any future considerations.
  - Establish a communications plan.
- Preliminary Design:
  - Use existing drawings and field measurements to prepare preliminary drawings.
  - Prepare drawings with filter rehabilitation items.
  - Organize the preliminary drawings and review with city staff.
  - Develop an initial opinion of probable cost.
- Preliminary Review Meeting:
  - Review preliminary design, drawings, and opinion of probable cost.
- Final Design:
  - Prepare final design documents and drawings.
  - Develop the technical specifications.
  - Update the opinion of probable cost.
  - Determine a construction project schedule.
  - Present 95% level documents to the city and hold final design review meeting with city staff, city building official, and Bolton & Menk team members.

- Submit plans and specifications to MDH for review and approval (fee paid by Utility).
- Prepare final bid documents.
- Complete QA/QC review.

### **Task 2 - Filtration Rehabilitation Bidding and Construction Administration**

Bolton & Menk will provide bidding and construction administration services in this task.

- Bidding
  - Present bidding documents to city staff.
  - Advertise and upload bidding documents to QuestCDN.
  - Answer questions from prospective bidders.
  - Issue necessary addenda to project bid documents.
  - Attend the bid opening to receive bids.
  - Review bids, prepare bid tabulation, evaluate bids, and prepare bid summary letter.
- Construction Administration
  - Prepare addendum set project documents for city staff, the city building official, Bolton & Menk team members, and the awarded contractor.
  - Organize EJCDC construction contracts to be signed and delivered to the city and the awarded contractor.
  - Plan a preconstruction meeting, prepare an agenda, and track meeting notes.
  - Review and approve submittals and shop drawings.
  - Organize a set of final shop drawings at completion of the project.
  - Reply to contractor RFIs, coordinate construction activities with city staff.
  - Evaluate and approve contractor request(s) for contract changes, as approved by city staff and council.
  - Provide project start-up services.
  - Develop punch lists and guide the project to closeout.
  - A resident project representative is not included in this scope of work.

### **Task 3 - Feasibility Study**

The third task involves developing a feasibility study to identify options for optimization and expansion of the WTP. The task will proceed as follows:

- Feasibility Study
  - Meet with city staff to discuss study goals.
  - Evaluate operations of the current water treatment plant.
  - Identify areas of plant operations that can be optimized.
  - Collect data on current performance criteria and compare them with industry standards and water treatment plant design criteria.
  - Prepare a memorandum for optimization and expansion of the WTP.
- Feasibility Study Review Meeting
  - Review draft memorandum of the study findings with city staff.
- Feasibility Study
  - Incorporate feedback into the memorandum and revise with any new findings.
  - Finalize the memorandum for the optimization and expansion of the WTP.

Please note that this proposal does not include permitting fees, electrical design, mechanical/HVAC design, geotechnical work, survey, or any legal services. If electrical or mechanical improvements are needed, these services can be added to the tasks above via amendment.

### III. PROJECT TEAM

The Bolton & Menk team includes the following members:

- Kristopher Swanson, P.E., will serve as Principal In Charge. Kris will be responsible for coordinating the overall work efforts for the Bolton & Menk team.
- Gunnar Kern, P.E., will serve as the Project Manager and be responsible for all aspects of project coordination in design, bidding, construction, and the study.
- John Graupman, P.E., has 30 years of experience in the water/wastewater treatment industry and will provide quality assurance/quality control (QA/QC) reviews during the project
- Joshua Pichotta will serve as the process technician to organize the project drawings.
- Travis Selby, who has been involved with multiple recent filter rehabilitation projects, can provide onsite construction services and will be part of the QA/QC Team.
- Jamie Connor will serve as the coatings specialist, reviewing the welds and coatings of the filter as requested by New Prague.
- Kirk Yahnke is a Class A water operator with many years of construction observation experience. He will serve as an operations specialist to assist with the alternatives analysis and constructability review, WTP optimization, and expansion.

### IV. COMPENSATION

We propose completing the scope of services identified above on a lump sum basis for a total fee of \$101,900.00. The total value of this proposal cannot increase without your further authorization. The fee is broken down by task as follows:

- Task 1: Filtration Rehabilitation Design:..... \$35,700
- Task 2: Filtration Rehabilitation Bidding and Construction Administration:..... \$33,000
- Task 3: Feasibility Study:..... \$33,200

Because of the importance of proper rehabilitation and the critical nature of the steel coatings, Bolton & Menk recommends incorporating a Resident Project Representative (RPR) and NACE-certified Coatings Specialist into the Construction Administration Budget (Task 2). This is outside the original scope of services listed in the tasks above. These services can be added during the design task or construction phase to help ensure a quality project.

Travis Scheffler, Water Supervisor  
New Prague Utilities  
June 10, 2025  
Page 5

Thank you for reviewing our proposal and allowing Bolton & Menk to provide engineering services on your filter rehabilitation and feasibility study project. We look forward to working with you. Please contact Gunnar Kern with any questions at 507-740-0174 or [Gunnar.Kern@bolton-menk.com](mailto:Gunnar.Kern@bolton-menk.com).

Sincerely,

**Bolton & Menk, Inc.**



**Kristopher J. Swanson, P.E.**

Vice President of Water | Senior Principal

cc: Bruce Reimers – New Prague Utilities  
John Graupman – Bolton & Menk, Inc.  
Gunnar Kern – Bolton & Menk, Inc.