



New Prague Utilities Commission

In the Counties of Scott & Le Sueur

118 CENTRAL AVENUE NORTH • NEW PRAGUE, MINNESOTA 56071 •
PHONE (952) 758-4401 • www.ci.new-prague.mn.us • FAX (952) 758-1149

Bruce Reimers
General Manager

MEMORANDUM

TO: New Prague Utilities Commission

FROM: Bruce Reimers, Utilities General Manager

DATE: January 29, 2024

SUBJECT: Professional Services Water Modeling Study

Over the past several months NPUC staff have been working with consulting engineers to develop a scope of work and tasks that will provide the NPUC with a water mode that is specifically centered around the future growth of New Prague's water treatment and distribution system.

The cost of this study was budgeted at \$40,000 and will be covered by funding that was part of the American Rescue Plan Act (ARPA) given to the City of New Prague back in 2021.

Attached is a proposal from Bolton & Menk to provide the study according to the task that were outlined by utilities staff and management.

Recommendation

Approval of Professional services agreement with Bolton & Menk at an estimated cost of \$29,826



Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

December 7, 2023

Bruce Reimers, General Manager
New Prague Utilities
300 E. Main St.
New Prague MN 56071

RE: Proposal for Professional Services – Water Modeling

Dear Bruce,

Bolton & Menk is pleased to submit the following proposal to assist New Prague Utilities in preparing a water model specifically for growth areas immediately surrounding the city (NE, NW, SE, SW) and preparing a summary report on needed improvements. Bolton & Menk's work with numerous water treatment and distribution systems provides extensive experience and knowledge to provide guidance on improvements to New Prague's drinking water infrastructure. In addition, we are currently providing similar modeling services in these exact areas to update the city's sanitary sewer comprehensive plan model. This coincidental work area provides the Utility with savings versus a stand-alone project. We have accounted for this aspect in our scope and the associated fee below.

Scope of Work

Bolton & Menk will provide the following scope of work separated into four major tasks. It is anticipated that this study will mirror the schedule of the city's sanitary modeling, with completion in May 2024.

Task 1 – Meetings and Communications

An initial meeting will be scheduled upon receiving a notice to proceed. We anticipate this meeting will be in person at your office. The purpose will be to review existing plans and models, confirm goals and priorities, establish communication protocols, and formulate a mutually acceptable schedule.

Task 2 – Existing Water System Plan and Model Review

Bolton & Menk will review existing information, studies, and GIS data of the city's distribution system. Piping location(s) and size(s) will be verified and updated. Water demand in the model will also be reviewed and compared to existing plans.

Task 3 – Water Modeling Updates

Bolton & Menk personnel will meet with city staff to conduct hydrant flow testing in select key areas of the community. The hydrant flow test results will be used to aid in the hydraulic model's calibration.

Task 4 – Cost Estimates and Final Report

Upon agreement of the modeling updates, Bolton & Menk will determine various itemized quantities and develop associated cost opinions associated with potential system improvements. The final report will include these cost opinions, along with a summary of the recommended improvements and sequencing. Figures showing system pressure, fire flow, and flow direction will also be included in the summary report.

Estimated Project Cost

Bolton & Menk proposes to complete the above scope of work as a lump sum. A breakdown of the fee is as follows. Any additional professional support requested by the city and outside the scope of this proposal will be performed at our regular hourly fee schedule.

Task 1 – Meetings and Communications	\$5,096
Task 2 – Existing Water System Plan and Model Review	\$8,290
Task 3 – Water Modeling Updates	\$8,882
Task 4 – Cost Estimates and Final Report	\$7,558
Total Estimated Fee	\$29,826

We greatly appreciate the partnership and the opportunity to serve New Prague Utilities. If you have any questions or comments regarding this proposal, please feel free to call me at 507-381-9909.

Sincerely,

Bolton & Menk, Inc.



D. Joseph Duncan II, P.E.
Senior Principal



Kristopher J. Swanson, P.E.
Senior Principal

cc: Jon Peterson, P.E.
Tim Olson, P.E.
Gunnar Kern, EIT