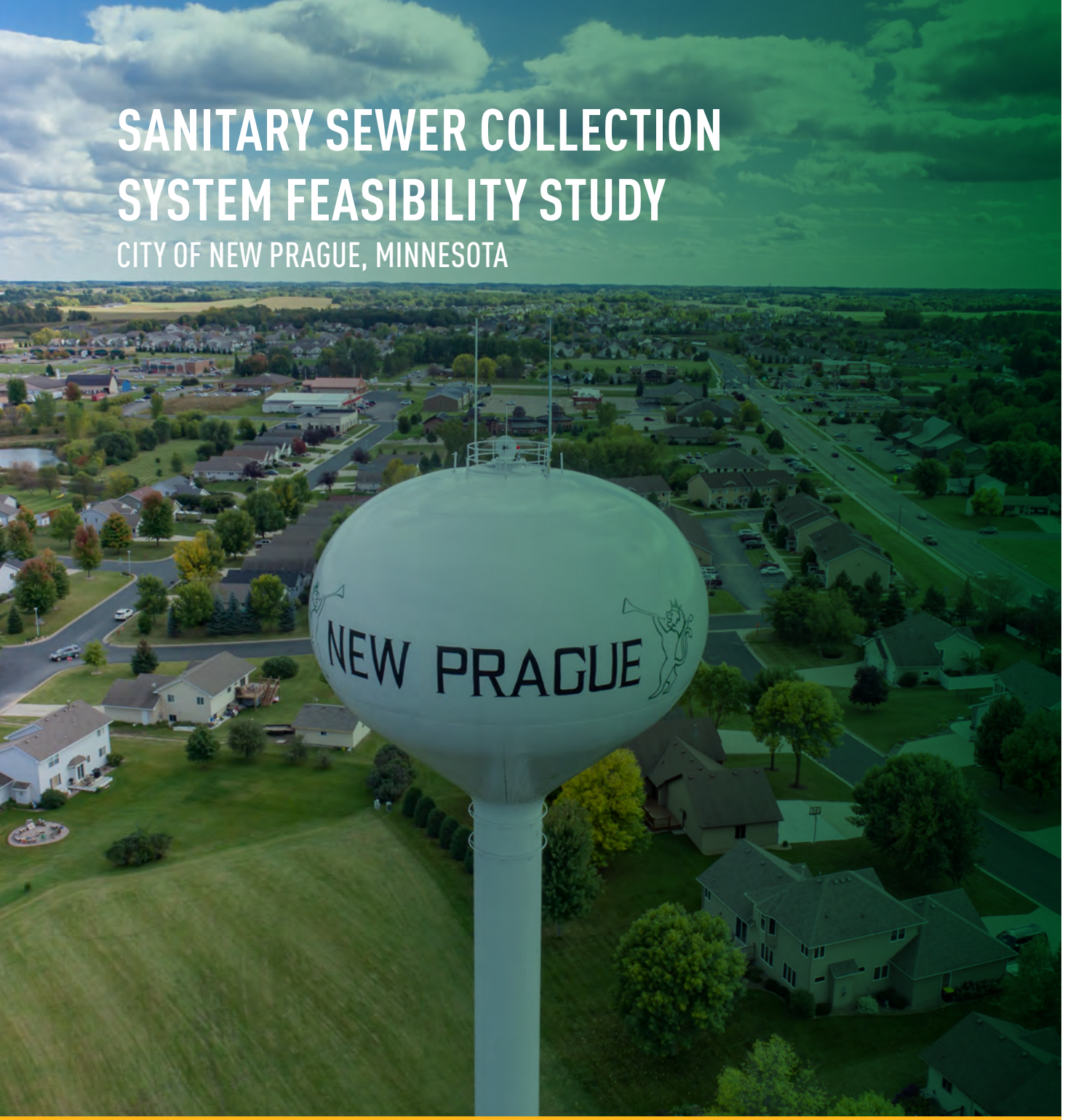
SANITARY SEWER COLLECTION SYSTEM FEASIBILITY STUDY

CITY OF NEW PRAGUE, MINNESOTA



SEPTEMBER 19, 2023

NEW PRAGUE
A Tradition of Progress

BOLTON & MENK
Real People. Real Solutions.

Contact:
Joe Duncan, PE | 507-381-9909
Joe.Duncan@bolton-menk.com

1960 Premier Drive | Mankato, MN 56001
507-625-4171 | Bolton-Menk.com

BOLTON & MENK
Real People. Real Solutions.

1960 Premier Drive | Mankato, MN 56001
507-625-4171 | Bolton-Menk.com

September 19, 2023

Joshua Tetzlaff
City Administrator
City of New Prague
118 Central Avenue North
New Prague, MN 56071

RE: Proposal for Sanitary Sewer Collection System Feasibility Study

Dear Joshua:

The City of New Prague is looking to complete a feasibility study for the improvement and expansion of their sanitary sewer collection system in order to begin analyzing the system's future needs. At Bolton & Menk, our foundation was built on providing municipal services; we have developed a vast understanding of sanitary sewer system analysis, planning, and regulation. Our approach will provide a fresh look at the four growth areas within the city's current sanitary sewer plan, analyze the existing system capacity, evaluate future capacity needs, and update your current plan with our findings and recommendations. Our approach to engineering services makes New Prague's priorities our priorities. We understand what needs to be accomplished for the successful completion of the Sanitary Sewer Collection System Feasibility Study.

FRESH PERSPECTIVE – We work tirelessly to help communities see new perspectives. Understanding your previous infrastructure investments can shed new light on challenges and allow for alternative solutions. We believe the City of New Prague will find confidence and value in our wastewater services and solutions. Furthermore, we understand the importance of being able to speak directly to the technical expert during the project. With more than 900 employees and specialists supporting municipal infrastructure investment, sanitary sewer system modeling, GIS data analysis with Python programming, and public works project design and management, we offer the expertise of a national firm, but we are just down the road.

PROVEN EXPERIENCE – When it comes to wastewater treatment plants and comprehensive sewer modeling experience, Bolton & Menk is next to none. We have worked on more than 100 wastewater treatment facilities in the state and completed numerous comprehensive sanitary sewer modeling projects just like this one in recent years. Drawing from our experience, we can apply the right solution specific to the City of New Prague's needs and priorities. We focus on modeling accuracy to provide you with realistic findings and recommendations.

YOU KNOW AND TRUST OUR TEAM – Since our partnership began, Bolton & Menk has successfully completed more than 40 projects for the City of New Prague. You know our approach and the importance we place on a process with flexibility, transparency, and agency and public engagement at the forefront. You will likely get proposals from several consultants that can develop a sanitary sewer system feasibility study, but with our team you also get our history and established relationships within the community and with key stakeholders. Our team includes experts in planning, design, engineering feasibility, cultural and natural resources, and funding—all under one roof and many of which you know. Jon Peterson, lift station designer, and John Shain, GIS specialist, are two familiar faces ready to hit the ground running on track to another successful project for New Prague. We are passionate about seeing this through.

In continued service to the City of New Prague, we are excited at the opportunity to complete the Sanitary Sewer Collection System Feasibility Study. I will serve as your lead client contact and project manager. Please contact me at 507-381-9909 or Joe.Duncan@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

D Joseph Duncan II

Joe Duncan, PE
Project Manager

TABLE OF CONTENTS

PROJECT UNDERSTANDING AND APPROACH

PROJECT UNDERSTANDING

The City of New Prague is requesting a review of their Sanitary Sewer Collection System Comprehensive Plan to prepare a feasibility study outlining the potential expansion of the sewer system. This includes an update to the InfoSWMM system model to include more detail in the NE, SE, NW, and SW lift station and collection areas. We understand the project will include the following key items.

- Review the previous study and models and confirm critical assumptions
- Confirm pipe sizes with current land uses and growth areas
- Update preliminary pipe sizes and lift station designs
- Layout out future collection systems including pipe locations, rims and inverts, force main routes, and lift station locations
- Develop preliminary phasing, cost estimates, and a summary of funding sources

The city can rely on our extensive experience developing comprehensive sewer planning, maintaining those plans through continuous modeling and land use updates, and providing development-dependent feasibility studies. Because of the substantial investments in New Prague's sewer utility collection system, we will be able to understand the evolving community—resulting in cost savings.

PROJECT APPROACH

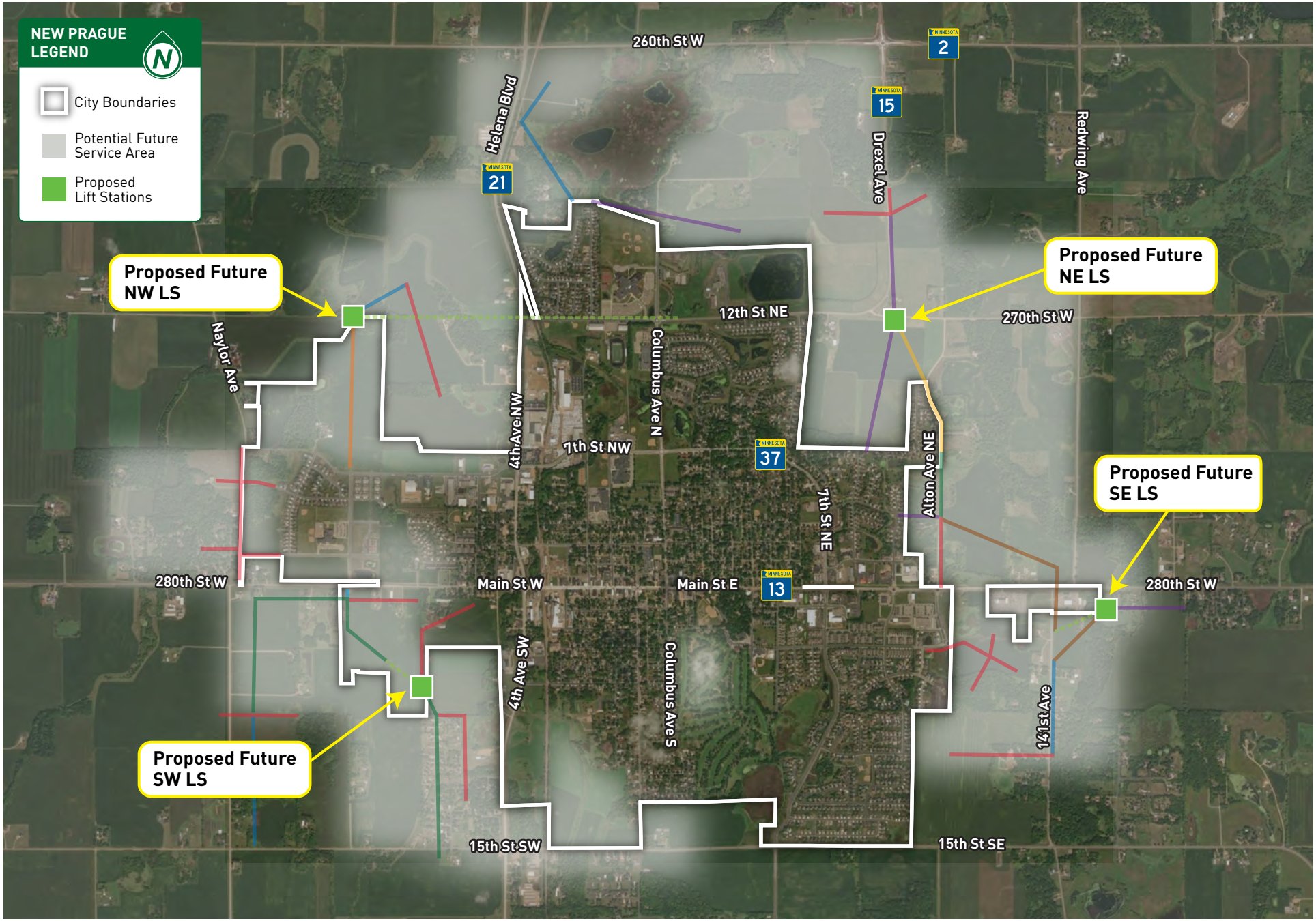
A feasibility study relies on a complete understanding of the City of New Prague's challenges and resources, as well as future city development goals. Our approach to updating your system modeling and developing a study that includes gaining support of the community and its stakeholders.

The City of New Prague can be confident in Bolton & Menk's policy to staff all major projects using a team approach, always maintaining close coordination between the city and the project team. The team assembled for this project will provide:

- Project management
- Technical review
- Sanitary system evaluation
- Hydraulic modeling abilities
- Digital file management
- GIS/AutoCAD data storage and display
- Wastewater treatment plant evaluation
- Capital improvement planning
- Proven experience

We are confident this approach, further detailed in the Task Breakdown section starting on page 10, will meet the city's goals and objectives of the Sanitary Sewer Feasibility Study.

The map on the following page illustrates our understanding of where the proposed lift stations (NE, SE, NW, and SW) will be located. We have also indicated potential future service areas.


NEW PRAGUE LEGEND
City Boundaries
Potential Future Service Area
Proposed Lift Stations
260th St W
Helena Blvd
MINNESOTA 21
MINNESOTA 2
MINNESOTA 15
Drexel Ave
Redwing Ave
Proposed Future NW LS
Proposed Future NE LS
Naylor Ave
12th St NE
270th St W
4th Ave NW
Columbus Ave N
11th St NW
MINNESOTA 37
7th St NE
Alton Ave NE
Proposed Future SE LS
280th St W
Main St W
Main St E
MINNESOTA 13
280th St W
4th Ave SW
Columbus Ave S
141st Ave
Proposed Future SW LS
15th St SW
15th St SE

PROJECT TEAM

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 have provided résumés of key team members at the end of this proposal**.

JOE DUNCAN, PE
Project Manager

Joe will ensure we have the personnel and resources to skillfully accomplish the project within the agreed-upon schedule. He will monitor progress, schedule, and budget and work closely with the team to ensure critical issues are addressed promptly. His familiarity with city staff, procedures, and expectations will help keep the process on track relative to city expectations and preferences.

Joe is a senior principal engineer and project manager who assists his clients to achieve their goals and vision. He began his career in 1992 and has experience in the planning, design, and administration of civil and municipal engineering projects. Joe uses his experience with city infrastructure reconstruction projects, municipal state aid and state cooperative agreement projects, residential and commercial developments, storm sewer and detention basin design, and construction administration to serve a variety of clients.

TIM OLSON, PE, CFM
Technical Advisor

Tim has been involved in many similar comprehensive sanitary sewer plans and will draw upon that experience to advise the team in providing a plan that fits the City of New Prague's needs.

Tim is a principal water resources engineer who joined Bolton & Menk in 2006. His experience includes project management in both design and construction of complex water resources and environmentally sensitive projects. He specializes in comprehensive surface water management planning, innovative best management practice design, hydrologic and hydraulic modeling, drainage design and construction plan review, and NPDES Phase I & II MS4 and construction stormwater permitting requirements. He couples GIS techniques with water resources design and analysis. Tim has a passion for stormwater and water quality education and participates in several stormwater-related steering committees and stakeholder groups. He enjoys facilitating partnerships, developing new relationships, and collaborating with stakeholders to define a common vision and work toward shared goals.

DOMINIC DIVITA, EIT
Modeling Specialist

Dominic will be responsible for data collection, technical analysis, and report development for the project. He will use his sanitary analysis and technical modeling skillset to complete deliverable products on time and with a high level of quality.

An environmentally-minded engineer, Dominic joined the Bolton & Menk team in 2021. He is a water resources design engineer who is passionate about expanding his knowledge and experience in water quality, stormwater management, and restoration fields. His responsibilities include stormwater management systems design, hydraulic and hydrologic modeling, and preparation of engineering reports. Dominic loves to give back to his community and often volunteers for Engineers Without Borders on drinking water projects.

JON PETERSON, PE

Lift Stations and WW Plant Expert

Jon will be responsible for technical review and analysis for all lift stations, as well as anything associated with the wastewater plant flows. He will use his knowledge of New Prague's sanitary system, experience, and technical skillset to complete deliverable products on time and with a high level of quality.

Jon likes the variety of challenges he faces in his engineering career and the opportunity to use creativity to find the best solution. Jon is a registered professional engineer with experience in all phases of water, wastewater system design, and on-site construction observation and administration. He began engineering in 1985, gaining experience in design, construction, and inspection of water treatment facilities, wastewater treatment facilities, wastewater collection and transportation systems, and water distribution facilities. Over the last decade, Jon has developed into a premier resident project representative and project manager, handling construction of New Prague WWTF, Cologne WTP, Marshall WWTF, and the award-winning Pipestone WTP.

JOHN SHAIN, GISP

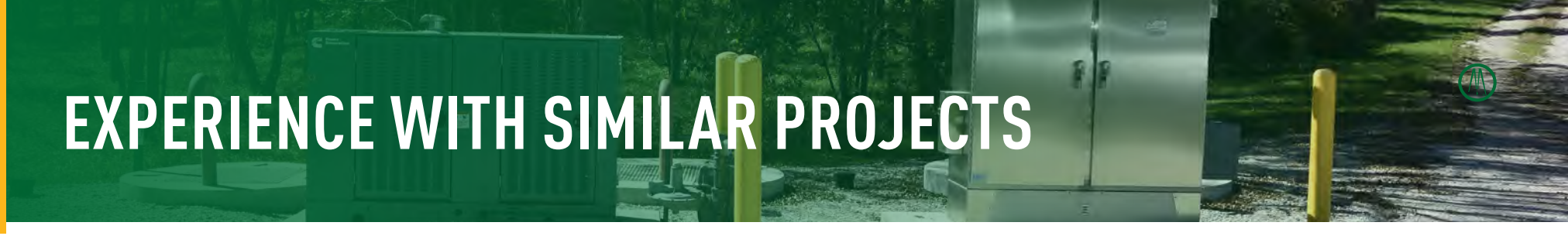
GIS Specialist

John will lead GIS analysis and mapping efforts. He provides support on various projects, including data collection, data management, spatial analysis, and map creation. He is especially experienced with designing and creating online interactive maps. He excels at creating map figures, performing data analysis, and online interactive maps and applications to help communities we serve make informed decisions.

John began his career with the firm in 1999 after graduating with a degree in professional geography. His passion for local government and computer science morphed into an interest and expertise in mapping and displaying data. Bolton & Menk was willing to take a chance with John and embraced his ideas for GIS that were not yet widely practiced. Now Bolton & Menk is a premier GIS provider for municipalities in the Upper Midwest. As the leader of the GIS work group, John has managed a variety of GIS projects that include municipal implementations of GIS systems, public utility and infrastructure mapping, stormwater management, and web application development.

APPROXIMATE PERCENTAGE OF WORK TO BE COMPLETED BY EACH TEAM MEMBER

NAME	PERCENTAGE
Joe Duncan, PE	8%
Tim Olson, PE, CFM	18%
Dominic Divita, EIT	52%
Jon Peterson, PE	10%
John Shain, GISP	4%
Survey Crew - Data Collection	8%



EXPERIENCE WITH SIMILAR PROJECTS

Bolton & Menk has assembled an experienced and proven team to complete the project tasks required by the City of New Prague. Below are several examples of our recent work, highlighting the relevant experience of key team members.

SANITARY SEWER COMPREHENSIVE PLANNING, MULTIPLE CITIES

CITIES OF BROOKLYN PARK, COTTAGE GROVE, FARIBAULT, FARMINGTON, FOREST LAKE, LE SUEUR, AND ROSEMOUNT, MINNESOTA

As part of the comprehensive planning process, many communities have supplemental sanitary sewer comprehensive plans that detail current sewer system deficiencies; identify lift station capacities and prioritize upgrades; assess current inflow and infiltration issues and develop plans for mitigation; and analyze future trunk sewer needs based on potential land use changes. Bolton & Menk has led technical teams to develop comprehensive sanitary sewer system hydraulic modeling calibrated to measure flow data and sanitary sewer comprehensive plan updates. This unique combination of technical reporting, land use assessments, hydrodynamic modeling, and GIS integration provides communities with a sanitary sewer planning framework for long-term system assessments that will evolve with developing communities. These plans are continuously leveraged to inform capital improvement plans and expedite the project planning process. This upfront investment in modeling, reporting, and GIS upgrades translates to significant cost savings during final project delivery.

SANITARY SEWER COMPREHENSIVE PLAN IMPLEMENTATION, CITY OF MONTICELLO, MINNESOTA

The City of Monticello required a comprehensive analysis of how projected growth would affect the sanitary sewer system and the wastewater treatment facility. Our objective was to identify the thresholds for sanitary flow that would trigger the need for constructing additional truck lines and rerouting, ensuring that the evolving needs of the expanding community were met.

By leveraging growth projections and conducting land use mapping, Bolton & Menk successfully determined the future flow requirements from different areas and identified potential bottleneck issues. This analysis was crucial in assisting the city with developing a capital improvement plan associated with possible development. Our work involved assessing the impact of various land uses on the sewer system as the community grows.

Now, as the city expands into their future growth areas, Bolton & Menk manages the sanitary sewer system modeling by updating sewer alignments and elevations, updating land use and future service flow projections, updating sewer capacities and sizes to best inform development needs. Some projects include the Northwest Small Area Plan, site-specific development verifications, Downtown Improvement Project, and the Fallon Avenue Lift Station Project.

COMPREHENSIVE SANITARY SEWER ASSESSMENT, DESIGN, AND CONSTRUCTION, CITY OF FARIBAULT, MINNESOTA

During a comprehensive plan update process, the City of Faribault worked with Bolton & Menk to update its Comprehensive Sanitary Sewer Plan. The Bolton & Menk team managed the development of a city-wide hydraulic model with flow measurement calibration, a comprehensive sanitary sewer plan update, and future trunk sewer connection needs. Faribault now has a framework for future sewer needs based on expected commercial, industrial, and residential development.

Since the development of the city-wide sanitary sewer model and comprehensive plan, the city has worked closely with Bolton & Menk to implement several projects. By leveraging the recommendations of the model and plan, the city was able to save significant time and preliminary design budget during the Trunk Highway 3 Sanitary Sewer and Regional Trail Improvement Project. The regional pipe size upgrades determined during the planning process were used to jumpstart the final design process.

Furthermore, a Small Area Land Use Plan in western portion of the city is already served by sanitary sewer. Through the Sanitary Sewer Comprehensive Plan Process, all update land uses were included in the modeling to verify the trunk sewer size and build confidence in the future service needs.

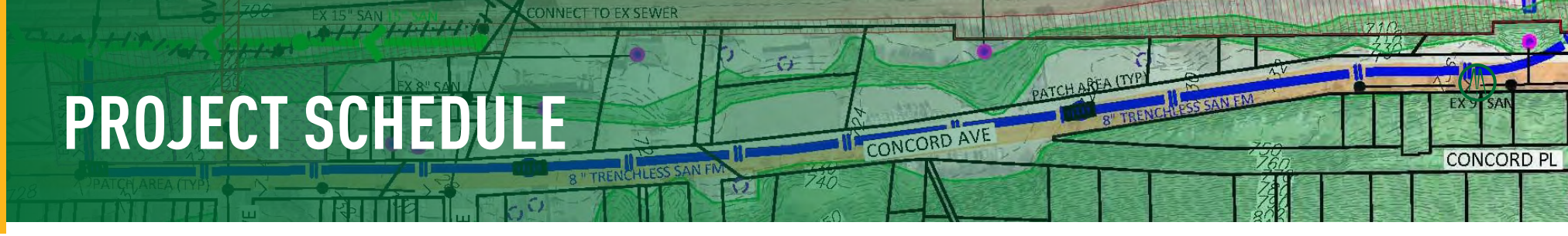
DOWNTOWN SANITARY SEWER SYSTEM ASSESSMENT, CITY OF FOREST LAKE, MINNESOTA

Forest Lake's downtown corridor has been identified as a high priority redevelopment area. Bolton & Menk leveraged the city's Comprehensive Sanitary Sewer Plan to develop a more refined local plan for the downtown area. This study identified current sewer capacity issues, changes in service flows based on critical land use changes, and proposed pipe sizing to accommodate future redevelopment. The plan will set expectations for future sanitary sewer sizing and rerouting requirements as redevelopment occurs.

During recent local street reconstruction projects as defined in the city's Capital Improvement Plan, the small area study was leveraged to identify pipe sizes required to meet future sanitary service needs. This helped the city bypass several planning steps and move toward final design and construction much faster.

RECENT SANITARY SEWER PROJECT EXPERIENCE						
Community	Project Name	Comprehensive Planning Document	Technical Report	Hydrodynamic Modeling	Flow Modeling	GIS Data Management
Aitkin	Citywide Sanitary Sewer Capacity Analysis		✓	✓		✓
Brooklyn Park	Comprehensive Sanitary Sewer Plan	✓		✓		✓
Columbia Heights	Central Avenue/42nd Avenue Sanitary Assessment and Design		✓	✓	✓	✓
Columbia Heights	West Central Avenue Interceptor Assessment		✓	✓	✓	✓
Cottage Grove	Comprehensive Sanitary Sewer Plan	✓				✓
Cottage Grove	Hydrodynamic Sanitary Sewer System Modeling		✓	✓	✓	✓
Cottage Grove	Sanitary Sewer Flow Increase Assessments		✓	✓	✓	
Edina	Sanitary Sewer Improvement Prioritization		✓	✓		✓
Faribault	Comprehensive Sanitary Sewer Plan	✓		✓	✓	✓
Farmington	Comprehensive Sanitary Sewer Plan	✓		✓	✓	✓
Forest Lake	Forest Lake Comprehensive Sanitary Sewer Plan	✓				✓
Forest Lake	Downtown Redevelopment Sanitary Planning		✓	✓	✓	✓
Inver Grove Heights	NW Area Sanitary Sewer Planning		✓	✓		✓
Inver Grove Heights	B-Line Hydrodynamic Modeling and Flow Monitoring		✓	✓	✓	✓
Inver Grove Heights	Fire Station Sanitary Sewer Capacity Analysis		✓	✓	✓	
Inver Grove Heights	Inver Hills Sanitary Sewer Assessment		✓	✓		
Iowa Great Lakes Sewer District	Comprehensive Sanitary Sewer Modeling and Planning	✓		✓	✓	✓
Jordan	Trunk Sewer Modeling and Interceptor Design		✓	✓		✓
Le Sueur	Comprehensive Sanitary Sewer Plan	✓		✓		✓
Metropolitan Council	TH 13 Forcemain Assessment and Design		✓	✓	✓	✓
Metropolitan Council	Hastings Interceptor Assessment and Design		✓	✓	✓	✓
Monticello	Comprehensive Sanitary Sewer Plan	✓		✓	✓	✓
Monticello	Downtown Improvements			✓		✓
Northfield	St. Olaf Housing Sanitary Sewer Assessment		✓	✓		
Osseo	Sanitary Sewer Inventory		✓	✓		✓
Prior Lake	Annexation Area Assessment		✓	✓		✓
Prior Lake	Villas at Crest Woods Assessment		✓	✓		✓
Prior Lake	West Area Sanitary Sewer Expansion Assessment		✓	✓		✓
Randolph	City-wide Sanitary Sewer Extension Assessment and Design	✓		✓		✓

RECENT SANITARY SEWER PROJECT EXPERIENCE						
Community	Project Name	Comprehensive Planning Document	Technical Report	Hydrodynamic Modeling	Flow Modeling	GIS Data Management
Rosemount	Comprehensive Sanitary Sewer Plan	✓		✓		✓
Rosemount	Scannell Development Sanitary Sewer Review			✓		✓
Rosemount	Met Council Reroute Assessment			✓		✓
West St. Paul	Signal Hills Sewer Assessment		✓	✓		
West St. Paul	Car Wash Sewer Flow Contribution		✓	✓	✓	
West St. Paul	Henry Sibly Aquatic Center Sewer Assessment		✓	✓		
Woodbury	Hargus Parkway Sewer Extension		✓	✓		



PROJECT SCHEDULE

1

NOVEMBER 2023

COMMUNICATION AND DATA COLLECTION

2

DECEMBER 2023 - FEBRUARY 2024

SANITARY SEWER COLLECTION SYSTEM MODELING, ANALYSIS, AND PLAN

3

MARCH - APRIL 2024

LIFT STATION ANALYSIS, PHASING, AND COST ESTIMATES

4

MAY 2024

FINAL REVIEW AND COUNCIL PRESENTATION

TASK BREAKDOWN

The City of New Prague can be assured the Bolton & Menk team will provide outstanding technical deliverables, exceptional leadership in public and stakeholder involvement, and superior project management in a timely and cost-effective manner. The detailed work plan below is outlined by tasks addressing all elements of the RFP.

TASK 1: KICKOFF MEETING AND COMMUNICATION

A kickoff meeting will be scheduled with city staff immediately after notice-to-proceed. We anticipate the kickoff meeting will be in person at the City of New Prague. At this meeting, we will

- Collect and review existing studies, plans, and models
- Collect information from city staff about issues, goals, and priorities
- Establish communication protocols associated with various plan aspects
- Formulate a mutually acceptable milestone schedule

We will also develop a plan for incorporating maps, modeling files, and practical field experiences with the existing sanitary sewer collection system.

During the kickoff meeting, we will prepare a schedule for minimum monthly meetings. We anticipate many of these meetings will be virtual, but can schedule in-person meetings as needed. We will also provide routine project updates via email.

DELIVERABLES: Meeting attendance, meeting minutes, project progress updates

TASK 2: EXISTING WASTEWATER COLLECTION SYSTEM PLAN AND MODEL REVIEW

We will review the city's current Sanitary Sewer Collection System Comprehensive Plan and associated InfoSWMM model. This will allow us to understand the system's current capacity, the previously proposed system expansion and upgrades, the lift station configurations and preliminary future capacities, survey data collection, and GPS info. This foundational research will provide a framework for the necessary land use and service flow impacts and potential recommended future system reconfiguration.

DELIVERABLES: Summary of findings, updated models

TASK 3: SANITARY SEWER HYDRAULIC MODELING UPDATES AND PRELIMINARY SYSTEM ADJUSTMENTS

We will leverage the 2018 Comprehensive Plan and available GIS information to identify updates to the city's projected land use and update sanitary service flows. We will follow the assumptions for land use based discharges and wet/dry weather flows as identified in the Sanitary Sewer Collection System Comprehensive Plan.

We will incorporate modifications to the system as a result of the recent Main Street construction project, as well as identify any anticipated changes to pipe sizes, configurations, and development sequencing from the original plan. These changes will be presented to the city in a preliminary reconfiguration map.

DELIVERABLES: Summary of modeling updates, preliminary system issues and reconfiguration maps, GIS data, updated hydraulic models

TASK 4: PRELIMINARY DESIGN

We will engage in a more detailed preliminary design once preliminary issues and potential system reconfigurations are identified, discussed, and approved. This process will be performed for each of the four primary study areas—NE, SE, NW, and SW lift stations and collection systems. Preliminary design will include the following:

- Develop rim, invert, and pipe size information for any proposed collection system changes. This includes both gravity and force main systems.
- Determine any modifications to the lift station's design.
- Understand and summarize updated discharge information at the wastewater treatment plant and downstream facilities.
- Develop project phasing estimates including an understanding of development timing, the impacts to trunk sewer facilities, etc. It is especially important to understand flow velocities for pipe flushing to avoid clogging and more frequent pipe cleaning. If large diameters (greater than 18 inches) are proposed, it may take several years to generate enough service flow to routinely flush the pipe. These, and

similar system issues, will be identified and communicated to the city.
- Develop plan and profiles of the pipe configuration to understand potential ground cover issues.
- Develop cost estimates for each improvement. We understand these costs will be of the sewer collection system improvements only.

DELIVERABLES: Preliminary design, plan and profile sheets, cost estimates, updated GIS shapefiles

TASK 5: DEVELOP DRAFT AND FINAL FEASIBILITY STUDIES

Upon approval of preliminary design, Bolton & Menk will summarize our findings, project phasing, system reconfigurations, summary of potential funding strategies, and cost estimates in a feasibility report. We will also develop maps and figures of the system reconfigurations similar to those presented in the Sanitary Sewer Collection System Comprehensive Plan. We will present a draft report to the city for review, incorporate all comments, and ultimately present the final report to the city council for approval.

DELIVERABLES: Preliminary and final feasibility study

We work hard.

We devote ourselves to delivering the best service and solutions possible to each individual client—whatever it takes.

ESTIMATED CONSULTANT COST

The following table summarizes the hours and cost breakdown for each major work task item. The **not-to-exceed fee** includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Sanitary Sewer Collection System Feasibility Study		Bolton & Menk, Inc.							
Task No.	Work Task Description	Project Manager	Technical Advisor	Modeling Specialist	Lift Station Designer	GIS Specialist	Survey Crew	Total Hours	Total Cost
1.0	Kickoff Meeting and Communication	10	10	10	2	1	0	33	$6,119
2.0	Existing Wastewater Collection System Plan and Model Review	0	3	6	2	1	16	28	$4,906
3.0	Sanitary Sewer Hydraulic Modeling Updates	0	6	12	3	0	0	21	$3,426
4.0	Preliminary Design	3	8	78	10	6	0	105	$16,131
5.0	Develop Draft and Final Feasibility Studies	2	10	45	4	0	0	61	$9,369
	Total Hours	15	37	151	21	8	16	248	
	Average Hourly Rate	$221.00	$193.00	$137.00	$208.00	$193.00	$181.00		
	Subtotal	$3,315	$7,141	$20,687	$4,368	$1,544	$2,896		
	Total Fee								**$39,951**

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/29/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Mary Portner, CISR	
Brown & Brown of Minnesota, Inc. 1120 South Avenue North Mankato MN 56003	PHONE (A/C, No, Ext): (507) 388-2010	FAX (A/C, No): (507) 388-5492
	E-MAIL ADDRESS: Mary.Portner@bbrown.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Employers Mutual Company	24112
INSURED Bolton and Menk, Inc. Bolton & Menk Southeast, LLC 1960 Premier Dr Mankato MN 56001	INSURER B : Continental Casualty Company	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 2023-24 Bolton **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			6D50852	01/01/2023	01/01/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG [ ]	$ 2,000,000 $ 1,000,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY [ ]			6E50852	01/01/2023	01/01/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) [ ]	$ 1,000,000 $ $ $ $
A	[ ] UMBRELLA LIAB [X] OCCUR [X] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 0			6J50852	01/01/2023	01/01/2024	EACH OCCURRENCE AGGREGATE [ ]	$ 10,000,000 $ 10,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		6H50852	01/01/2023	01/01/2024	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
B	Professional Liability E&O Deductible $25,000			AEH114019718	12/31/2022	12/31/2023	Per Claim Limit Aggregate Limit Retro Active Date	$5,000,000 $10,000,000 12/31/1997

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of New Prague
118 Central Ave. North
New Prague MN 56071

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mary Portner

D. Joe Duncan, II, PE

Senior Principal Engineer

BOLTON & MENK

Real People. Real Solutions.

Education

Master of Science - Civil & Environmental Engineering
South Dakota State University

Bachelor of Science - Civil Engineering
South Dakota State University

Registration

Professional Engineer, Minnesota, North Dakota

Organizations

City Engineers Association of Minnesota

Economic Development Association of Minnesota

Greater Mankato Growth Board Member

Envision 2020 Transportation KPA Chair

Minnesota Society of Professional Engineers

National Society of Professional Engineers

Awards

Minnesota Society of Professional Engineers - Young Engineer of the Year, 2005

2017 ACEC Honor Award - Belle Plaine Overpass

Summary

Joe is a registered professional engineer who began his career in 1993 gaining experience in project administration, planning, project conception, preliminary reports, and financing of capital improvements. Joe currently serves as consulting City Engineer for the Cities of Belle Plaine, Nicollet, and Courtland. He also serves as a client contact for the City of Mankato and Blue Earth County. Joe has served as project manager for numerous street and utility reconstruction projects, state aid projects, MnDOT Municipal Agreement projects, watershed modeling, stormwater management designs, large-scale retail site developments, and infrastructure management plans. Joe is the Civil Work Group Leader in Mankato as well as the facility manager for that location.

Experience

City of Belle Plaine, Minnesota

- Central Business District Infrastructure and Visual Enhancements Project
- TH 169 Overpass and Enterprise Drive Extension
- 2001-2013 Street & Utility Improvements
- TH 25 Additional WB Lane, MnDOT Municipal Agreement Project SP 7003-12, SAP 239-010-002
- TH 169 South Frontage Road, Federal ARRA Project
- 2004-2023 Drainage Stabilization Projects
- 2002-2023 Pavement Maintenance Projects

City of Mankato, Minnesota

- Adams Street and Kearney Addition
- Pine Street Railroad Crossing and 5th Avenue Reconstruction, Federal STP Project
- Mulberry and 2nd Street Intersection
- Eastwood Industrial Centre

City of Nicollet, Minnesota

- TH 111 Improvements
- 1998-2023 Street & Utility Improvements
- TH 99 Improvements
- MnDOT Cooperative Agreement Project - SP 5206-26
- Mara Tonka Subdivision
- Heideman Avenue Street & Utility Improvements

City of Waseca, Minnesota

- TH 13 Streetscaping
- Tennis Courts and Baseball Field Improvements

City of Lafayette, Minnesota

- Total City Street & Utility Reconstruction, USDA RD Project
- Skyview and 8th Street, MnDOT Municipal Agreement Project

Timothy J Olson, PE, CFM

Principal Water Resources Engineer

BOLTON & MENK

Real People. Real Solutions.

Education

Bachelor of Science - Civil Engineering
South Dakota School of Mines and Technology

Master of Science - Civil Engineering
South Dakota School of Mines and Technology

Registration

- Professional Engineer, MN
- Professional Engineer, IA
- Professional Engineer, WI
- Professional Engineer, ND

Certifications

Association of State Floodplain Managers Inc. (ASFPM)

- Certified Flood Plain Manager - CFM

Summary

Tim is a principal water resources engineer who joined Bolton & Menk in 2006. His experience includes project management in both design and construction of complex water resources and environmentally sensitive projects. He specializes in comprehensive surface water management planning, comprehensive sanitary sewer planning, sanitary sewer flow monitoring and capacity assessments, hydrologic and hydraulic modeling, and NPDES Phase I & II MS4 and construction stormwater permitting requirements. He couples GIS techniques with water resources and sanitary sewer design and analysis. Tim has a passion for stormwater and water quality education and participates in several stormwater-related steering committees and stakeholder groups. He enjoys facilitating partnerships, developing new relationships, and collaborating with stakeholders to define a common vision and work toward shared goals.

Experience

Comprehensive Sanitary Sewer Planning

- City of Aitkin, Minnesota
- City of Brooklyn Center, Minnesota
- City of Cottage Grove, Minnesota
- City of Faribault, Minnesota
- City of Farmington, Minnesota
- City of Le Sueur, Minnesota
- City of Monticello, Minnesota
- City of Randolph, Minnesota
- City of Rosemount, Minnesota
- Iowa Great Lakes Sanitary Sewer District

Sanitary Sewer Small Area Study

- Central Avenue/42nd Avenue Sanitary Assessment, City of Columbia Heights, Minnesota
- Sanitary Sewer Flow Increase Assessment, City of Cottage Grove, Minnesota
- Downtown Redevelopment Sanitary Sewer Planning, City of Forest Lake, Minnesota
- NW Area Sanitary Sewer Planning, City of Inver Grove Heights, Minnesota
- TH 13 Force Main Assessment, Metropolitan Council, Minnesota
- Downtown Area Improvements, City of Monticello, Minnesota
- St. Olaf Housing Sanitary Assessment, City of Northfield, Minnesota
- West Area Sanitary Expansion, City of Prior Lake, Minnesota

Dominic DiVita, EIT

Water Resources Design Engineer

BOLTON & MENK

Real People. Real Solutions.

Education

Bachelor of Science, Environmental Engineering,
University of Minnesota

Certifications

Minnesota Board of AELSLAGID

- Engineer In Training - EIT

University of Minnesota

- Design of Construction Stormwater Pollution Prevention Plan (SWPPP)

Bolton & Menk Authorized Trainer

- Low Salt Design Strategies - LSiD™

Summary

An environmentally-minded engineer, Dominic joined the Bolton & Menk team in 2021. Dominic is a water resources design engineer who is passionate about expanding his knowledge and experience in water quality, stormwater management, and restoration fields. His responsibilities include stormwater management systems design, hydraulic and hydrologic modeling, and preparation of engineering reports. Dominic loves to give back to his community and often volunteers for Engineers Without Borders on drinking water projects.

Experience

- Jamaica Avenue East Point, City of Cottage Grove, Minnesota
- McMenemy Street Improvement, City of Maplewood, Minnesota
- Stormwater Management Plan, City of Silver Bay, Minnesota
- System Flow Modeling, Iowa Great Lakes Sanitary District, Iowa
- East Lakeview Drive Improvements, City of Silver Bay, Minnesota
- County Road D Improvements, Ramsey County, Minnesota
- CSAH 15 Final Design, Washington County, Minnesota
- Sewer Modeling, City of Kannapolis, North Carolina
- CSAH 36 Design Services, Lake County, Minnesota
- 4th Street NE, City of Staples, Minnesota
- L-P3 Pond Improvements, City of Cottage Grove, Minnesota

Jon D. Peterson, P.E.

Principal Environmental Engineer

BOLTON & MENK

Real People. Real Solutions.

Education

Master of Science - Environmental Engineering
Iowa State University

Bachelor of Science - Civil Engineering
Iowa State University

Registration

Professional Engineer, Minnesota, Iowa

Organizations

American Water Works Association

Water Environment Federation

Summary

Jon likes the variety of challenges he faces in his engineering career and the opportunity to use creativity to find the best solution. Jon is a registered professional engineer with experience in all phases of water, wastewater system design, and on-site construction observation and administration. He began engineering in 1985, gaining experience in design, construction, and inspection of water treatment facilities, wastewater treatment facilities, wastewater collection and transportation systems, and water distribution facilities. In addition, Jon has extensive experience evaluating, designing and constructing lift stations for a variety of clients.

Experience

Wastewater Treatment Facilities

- City of Marshall, MN
- City of Windom, MN
- City of Worthington, MN
- City of Albert Lea, MN
- City of New Prague, MN
- Shakopee Mdewakanton Sioux Community
- City of Saint Peter, MN
- City of Northfield, MN
- City of Cologne, MN
- Minnesota River Valley PUC
- City of Waterville, MN
- City of Sleepy Eye, MN
- City of Janesville, MN

Lift Station Facilities

- City of New Prague
- Upper Sioux Community
- City of St Peter
- City of Northfield
- City of Waterville
- Shetek Area Water and Sewer
- Lake Washington Sanitary Sewer District
- City of Marshall
- Minnesota River Valley PUC

Water Treatment Facilities

- City of Pipestone, MN (Lime/Soda Ash Softening)
- City of Cologne, MN
- City of Belmond, IA (Lime Softening)

John D. Shain, GISP

Principal GIS Project Manager

BOLTON & MENK

Real People. Real Solutions.

Education

Bachelor of Science - Geographic Information Systems
Minnesota State University, Mankato

Certifications

GIS Certification Institute

- Certified GIS Professional- GISP

Awards

Distinguished Alumnus - Minnesota State University, Mankato, 2014

Above & Beyond Award - Bolton & Menk, Inc., 2020

Summary

John began his career with the firm in 1999 after graduating with a degree in professional geography. His passion for local government and computer science morphed into an interest and expertise in mapping and displaying data. Bolton & Menk was willing to take a chance with John and embraced his ideas for GIS that were not yet widely practiced. Now Bolton & Menk is a premier GIS provider for municipalities in the Upper Midwest. As the leader of the GIS work group, John has managed a variety of GIS projects that include municipal implementations of GIS systems, public utility and infrastructure mapping, stormwater management, and web application development.

Experience

GIS Project Experience

- ArcGIS Enterprise, City of Cottage Grove, MN
- GIS/IT Support Services, City of Maplewood, MN
- Minneapolis Storm and Sanitary Manhole Inspections, City of Minneapolis, MN
- Lower Sioux Community GIS
- Elk River Web GIS Application, City of Elk River, MN
- Street Lighting and Maintenance Assessment Update, City of Minneapolis, MN
- Street Lighting and Maintenance Assessment, City of Minneapolis, MN
- AUAR, City of Winona, MN
- GIS Implementation, City of Mankato, MN
- 2007-2008 Twin Cities Metropolitan Area Comprehensive Plans
- Water Resources Management Plan, City of Ramsey, MN
- GIS Mapping, Meeker County, MN
- Utility GIS Implementation, City of Mound, MN
- CSAH 1 Corridor Preservation Plan, Rice County, MN
- Transportation Study, Rice County, MN
- MSAS Mileage Designations, City of Albertville, MN
- GASB Infrastructure Management, City of Belle Plaine, MN

Civil Project Experience

- Marsh Street Improvements, City of Mankato, MN
- Chatfield on the Green 1st Addition, City of Belle Plaine, MN
- Farmers Ridge 1st Addition, City of Belle Plaine, MN
- Downtown Off Street Improvements, City of Saint Peter, MN
- CSAH 16 Reconstruction, City of Morristown, MN