



Real People. Real Solutions.

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April 1, 2026

Ms. Amanda Knoll  
City Manager  
City of St. James  
1205 6<sup>th</sup> Avenue South  
St. James, MN 56081

RE: St. James Municipal Airport (JYG)  
6 Unit T- Hangar– Construction  
BMI Task Order No.4  
Proposal for Professional Services

Dear Ms. Knoll,

Bolton & Menk is pleased to submit our proposal for Professional Services for the 6 Unit T-Hangar construction administration project at the St. James Municipal Airport.

At the April 15, 2025 City Council meeting, Council authorized Bolton & Menk's proposal to complete design and bid administration services for construction of an 6 Unit T-Hangar at the Airport. Bids for the project were opened on April 1, 2026.

This proposal will include construction administration services.

**SCOPE OF SERVICES:**

**TASK 2 CONSTRUCTION ADMINISTRATION:**

**2.1 Pre-Construction Meeting**

Consultant will arrange for and conduct the pre-construction meeting. The Project Manager and the Resident Project Representative will establish this meeting to review Local, State, Federal Aviation Administration (FAA) and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the Sponsor/Owner, MnDOT Aeronautics (if available), Subconsultants, FAA DMA-ADO (if available), Contractor, Subcontractors and utility companies.

**2.2 Initial Construction Layout**

Consultant shall layout proposed construction for the Contractor. This shall require one trip to the airport by the Resident Project Representative and Surveyor.

**2.3 Prepare Contract Manuals**

The Consultant is required to check that the construction contracts are in order, verify Contractor has met DBE goals (or made valid good faith effort), Contractor has provided proof of insurance,

the bonds have been completed, and the Owner, Contractor and applicable Agencies has been provided with adequate copies of the executed Contract Manual to include the Agreement and all addenda.

The Plans will be updated to include all addenda items issued during bidding as necessary and adequate copies provided to the Contractor. Clerical will prepare the quantity sheets, field book, testing sheets, construction report format, etc. for use by the RPR.

#### **2.4 Construction Management**

The Consultant and Sponsor agree that construction engineering services furnished shall be to the extent necessary to determine compliance with plans and specifications, including necessary general supervision of Resident Project Representative Services authorized by the Sponsor. Services shall include interpretation of the plans and specifications, review of pay applications, explanation of bidding documents to contractor, review of field/change orders, and monitoring of certified payroll reports.

#### **2.5 Resident Project Representative Services**

The Sponsor as part of this agreement authorizes Resident Engineering Services and the Consultant agrees to provide a Resident Project Representative for the execution of the Construction Engineering Services for the project work. The Sponsor and Consultant agree that the Consultant may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

For this Project **Part-Time Resident Project Representative** services will be provided. It is anticipated construction will begin in August 2025 and be completed in December 2026.

Resident Project Representative Services shall be completed in accordance with the following:

- Coordinate with Contractor regarding schedule, work progress, quality of work, and notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the Sponsor in the event that the Contractor elects to continue the use of questioned equipment and methods.
- Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements, safety problems, and changes required.
- Evaluate and discuss potential Field Orders and Change Orders with the Contractor as necessary.

- Evaluate possible material substitutions as requested by the Contractor.
- Prepare, process and distribute to Project Engineer weekly Construction Progress and Inspection Reports (FAA Form 5370-1).
- Measure and compute as-built quantities of all materials incorporated in the work and items of work completed and maintain an item record account.
- Prepare periodic Pay Requests for review by the Project Engineer and Contractor.
- Monitor the contractor's compliance with airport operations to include coordination with airport manager, hangar owners and airport users and with the Construction Safety Phasing Plan (CSPP).
- Attend and participate in construction progress meetings.
- Perform other services as reasonably required by the Sponsor and as outlined in the Contract Documents.

## **2.6 Final Inspection and Documentation**

Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, State and FAA representatives to determine whether the project has reached substantial completion and the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient.

Consultant will prepare a punch list correspondence including the deficient items and will forward this correspondence to the Contractor requiring correction of the items and request a schedule for completion. The Consultant will send a copy to the Sponsor and include a copy in the Grant Closeout Report.

Once all the punch list items have been completed to the satisfaction of the Sponsor, State and FAA, the Consultant will prepare a Certification of Construction Acceptance for the project. This certification will also be included in the Grant Closeout Report. Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for closeout.

## **2.7 As-Built Plans**

Consultant will collaboratively assemble a set of as-built plans for the project. The as-built plans will include field constructed conditions included as part of this Project including any field surveying required to compute final quantities and the drawings will become record information. The Consultant shall provide Owner with two (2) sets of reproducible "Record Drawings" in both digital and hardcopy format.

**2.8 As-Built Airport Layout Plan (ALP)**

Consultant shall update the ALP to reflect the proposed improvement and submit to FAA and MnDOT for review and approval.

**2.9 Prepare Grant Applications**

Consultant shall prepare the Federal Grant Applications. Consultant shall submit the Applications to the Sponsor for approval and signatures. After obtaining the necessary signatures, Consultant will forward copies to the FAA for further processing.

**2.10 Project Closeout**

Consultant shall prepare the FAA Project Financial Closeout Forms and Report and submit to the Sponsor for submittal at the conclusion of the project.

**CONSIDERATION:**

The services described above in this proposal shall be completed on a LUMP SUM basis of \$51,000.

The anticipated funding participation is as follows:

- Federal (95%): \$ 48,450.00
- State (2.5%): \$ 1,275.00
- Local (2.5%): \$ 1,275.00

**SCHEDULE:**

We anticipate the work can be performed according to the following schedule.

- Construction: August – December 2026

Bolton & Menk, Inc. puts a high priority on ensuring that our company’s efforts are consistent with our clients’ needs. If you find this proposal acceptable, please return a signed and dated copy our proposal.

Sincerely,

**Bolton & Menk, Inc.**



**Silas Parmar, P.E.**

Aviation Project Manager

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**Authorization and acceptance of this letter proposal.**

**St. James, Minnesota**

\_\_\_\_\_  
Ms. Amanda Knoll  
City Manager

\_\_\_\_\_  
Date



**PROJECT FEE ESTIMATE**

<b>CLIENT:</b>	St. James, MN	<b>DATE:</b>					4/1/2026	
<b>PROJECT:</b>	St. James Municipal Airport (JYG) - 6 Unit T-Hangar - Construction Administration	<b>PREPARED BY:</b>					SP	
Task	Task Description	Estimated Person Hours Required						Totals
		Sr. Eng.	Proj. Eng.	Grad. Eng.	Surveyor	Sr. Planner	Admin.	
<b>2</b>	<b>Construction Administration</b>							
2.1	Pre-Construction Meeting	4	0	4	0	0	2	10
2.2	Initial Construction Layout	0	0	8	8	0	0	16
2.3	Prepare Contract Manual	0	0	0	0	0	8	8
2.4	Construction Management	16	40	0	0	0	20	76
2.5	Resident Project Representative Service							0
	Number of Days	2	0	20	0	0	0	
	Hours Per Day	10	10	10	10	10	10	
	Total Hours	20	0	200	0	0	0	220
2.6	Final Inspection and Documentation	4	0	4	0	0	0	8
2.7	As-Built Plans	1	4	4	0	0	2	11
2.8	As-Built Airport Layout Plan	1	0	8	0	8	2	19
2.9	Prepare Grant Applications	1	4	0	0	0	4	9
2.10	Project Closeout	1	4	0	0	0	8	13
	<b>Total Person Hours</b>	<b>48</b>	<b>52</b>	<b>228</b>	<b>8</b>	<b>8</b>	<b>46</b>	<b>390</b>
	Direct Labor Rate	\$60.00	\$40.00	\$30.00	\$45.00	\$27.00	\$27.00	
	Total Direct Labor Cost	\$2,880.00	\$2,080.00	\$6,840.00	\$360.00	\$216.00	\$1,240.11	\$13,616.11
	Overhead Rate 2.257	\$6,500.16	\$4,694.56	\$15,437.88	\$812.52	\$487.51	\$2,798.93	\$30,731.56
	<b>Subtotal Labor Cost</b>							<b>\$44,347.67</b>
	<b>Direct Expenses</b>							
	<b>Total Expenses</b>							<b>\$0.00</b>
	Fixed Fee 15% x Subtotal Labor Cost							\$6,652.15
	<b>Total Task 2</b>							<b>\$51,000.00</b>