



**BOLTON  
& MENK**

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April 3, 2025

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– Design  
BMI Task Order No.1  
Proposal for Professional Services

Dear Ms. Knoll,

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

Our understanding of the project is the T-Hangar shall consist of 6 units each 42-feet wide, 33-feet deep, and have a 14-feet tall door clearance. The approximate overall length and width shall be 147' x 54'.

The T-Hangar will be designed to meet the following minimum standards:

- Pre-engineering metal building
- Concrete footings, foundation, and floor slab.
- Bi-fold doors.
- LED light fixtures.
- Electrical receptacles
- Embedded pedestrian door.
- Designed for cold storage.

This proposal will include design and bid administration services. Construction administration services will be completed under a future task order.

**SCOPE OF SERVICES:**

**TASK 1 DESIGN & BID ADMINISTRATION:**

**1.1 Project Scoping**

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor.

Consultant shall coordinate with the Sponsor, FAA, MnDOT, and other applicable agencies to complete the work elements in Task 1.

### **1.2 Project Meetings**

Up to four (4) meetings with the City, FAA, and MnDOT are included. It is anticipated that these meetings will include appropriate City, FAA, and MnDOT personnel and be conducted both virtually and in person. Meetings will be scheduled as necessary for work items included in Task 1.

### **1.3 Prepare DBE Update**

Since the project is anticipated to use more than \$250,000 of federal grant funds, the annual Disadvantaged Business Enterprise goals will be updated to reflect the current project. This task includes research of the current state highway certified DBE listings and area contractors to determine the availability of potential DBE contractors, preparation of preliminary construction estimates, and identification of potential DBE work items. The DBE goal work sheets will be finalized for Sponsor submittal to the FAA Civil Rights Office.

### **1.4 Environmental Documentation**

Consultant will submit a project layout to FAA for review and determination of a Simple Written Record (SWR) approval under the National Environmental Policy Act (NEPA).

### **1.5 Topographical Survey**

Consultant shall establish survey control for the design survey utilizing existing established control points adjacent to the airport. Watonwan County coordinates shall be utilized for the survey. Survey work will include all utilities, pavement center, edges, and intermediate shots, ground shots, lights, signs, drainage structures, and buildings. It is anticipated survey fieldwork will require one (1) trip to the airport. Consultant shall convert the survey data in CAD format for use in design.

### **1.6 Engineer's Design Report (EDR)**

Consultant shall prepare the Engineer's Design Report in accordance with FAA guidance. An initial draft of the EDR will be completed and submitted to FAA for review. Comments provided by the FAA will be addressed and resubmitted as the final EDR. The EDR will detail the following topics:

- Project Scope
- Preliminary Site Photographs
- Applicable AIP and Design Standards
- Airport Operational Safety
- Pavement Design
- Drainage Design
- Airfield Lighting and Signage
- Navigational Aids
- Pavement Markings
- Environmental Considerations
- Existing Utilities
- Miscellaneous Work Items

- Life Cycle Cos Analysis
- Modification of AIP Standards
- AIP Non-eligible Work Items
- DBE Participation
- Project Schedule
- Preliminary Cost Estimate
- Preliminary Project Budget

#### **1.7 Construction Safety and Phasing Plan (CSPP)**

Consultant will complete FAA Form 7460-1 and the Construction Safety and Phasing Plan (CSPP), through FAA's Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) website portal. The 7460 form and CSPP will be prepared according to current FAA Guidelines.

#### **1.8 Prepare Preliminary Plans, Specifications, and Cost Estimate**

Consultant will prepare preliminary plans. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project.

Preliminary plans will include design services for site preparation, civil site work, erosion control, stormwater management, pavement construction, and hangar construction.

Consultant will prepare preliminary plans. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project and expected to include the following:

- Title Sheet
- Construction Safety and Phasing Plan
- Statement of Estimated Quantities
- Storm Water Pollution Prevention Plan (SWPPP)
- Erosion Control Plan
- Demolition Plan
- Typical Sections
- Apron Plan and Profile
- Hangar Floor Plan
- Hangar Elevation Details
- Hangar Structural Details
- Hangar Electrical Details

Consultant will assemble the technical specifications necessary for the intended work. Standard FAA and MnDOT specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by FAA or MnDOT specifications. Consultant will assemble preliminary contract documents including instruction to bidders, proposal, equal opportunity clauses, construction clauses, construction contract agreement, performance bond, payment bond, bid bond, State Requirements, Federal Requirements, bid schedule, wage rates, and general provisions.

Consultant shall prepare preliminary construction cost estimate.

**1.9 Final Plans, Specifications, and Cost Estimate**

Consultant shall submit 90% plans, specifications, and cost estimate to the Sponsor for review. One (1) virtual design review meeting will be held to review the bidding documents and discuss Sponsor comments.

A final set of plans, specifications, and cost estimate will be prepared which incorporates revisions, modifications, and corrections determined during the Sponsors review.

**1.10 FAA Final Plans and Specifications Review**

Per FAA policy, Consultant shall submit the final draft plans and specifications to FAA for review. Consultant will review and address all FAA comments on the plans and specifications for preparation of the final bidding documents.

**1.11 Prepare Final Bidding Documents**

Consultant shall prepare, reproduce, and distribute 10 sets of bidding documents for the project. In addition, electronic copies of the bid documents will be made available for download through the Quest Construction Document Network website (QuestCDN). Consultant shall keep a current list of plan holders and distribute this to interested parties upon request. This task also includes coordination required to facilitate these requests.

Required advertisement dates, and bidding dates will be established. Consultant will submit a copy to the Sponsor for distribution to local and selected publications of the project. The Sponsor shall pay for the associated cost of advertising.

**1.12 Pre-Bid and Bid Opening**

No pre-bid meeting will be scheduled for this project.

Consultant shall attend the virtual bid opening and process the bidding proposals.

**1.13 Bid Assistance, Review, and Award**

During the bidding process, Consultant will be available to clarify bidding questions with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required. Addenda will be made available to the plan holders through Quest CDN. Any addenda that are generated as a sole result of the Sponsors error or omission will be considered as extra services and Consultant shall be reimbursed for this effort as an amendment to this contract.

Consultant shall advise the Sponsor as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. Consultant shall input the as-bid unit prices into the spreadsheet and verify mathematical computations of the bids. Consultant will then provide recommendations to the Sponsor as to the name of the apparent low bidder.

Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids submitted. If rejection is recommended, Consultant will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made, Consultant will distribute the bid tabulations on request of the Sponsor.

#### **1.14 Prepare Grant Application**

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

#### **CONSIDERATION:**

The services described above in this proposal shall be completed on a LUMP SUM basis of \$115,000.

The anticipated funding participation is as follows:

- Federal (95%): \$ 109,250.00
- State (2.5%): \$ 2,875.00
- Local (2.5%): \$ 2,875.00

#### **SCHEDULE:**

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

- Design: September 2025 – January 2026
- Bid Letting: February 2026
- Construction: July – 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**

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Ms. Amanda Knoll  
City Manager

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Date



# PROJECT FEE ESTIMATE

<b>CLIENT:</b>	St. James, MN					<b>DATE:</b>	4/3/2025	
<b>PROJECT:</b>	St. James Municipal Airport (JYG) - 6 Unit T-Hangar - Design					<b>PREPARED BY:</b>	SP	
Task	Task Description	Estimated Person Hours Required						Totals
		Sr. Eng.	Proj. Eng.	Grad. Eng.	Surveyor	Sr. Planner	Admin.	
<b>1</b>	<b>Design &amp; Bid Administration</b>							
1.1	Project Scoping	16	8	0	0	8	4	37
1.2	Project Meetings	16	16	0	0	0	4	36
1.3	Prepare DBE Program Update	4	8	0	0	0	20	32
1.4	Environmental Documentation	1	4	4	0	0	2	11
1.5	Topographical Survey	0	4	16	24	0	0	44
1.6	Engineer's Design Report	4	24	16	0	0	8	52
1.7	Construction Safety and Phasing Plan (CSPP)	4	16	24	0	0	4	48
1.8	Prepare Prelim. Plans, Specs., and Cost Est.	20	80	160	0	0	40	300
1.9	Prepare Final Plans, Specs., and Cost Est.	10	40	80	0	0	20	150
1.10	FAA Final Plans and Specs. Review	4	8	16	0	0	2	30
1.11	Prepare Final Bidding Documents	2	4	8	0	0	2	16
1.12	Pre-Bid and Bid Opening	2	4	0	0	0	2	8
1.13	Bid Assistance, Review, and Award	8	8	4	0	0	4	24
1.14	Prepare Grant Application	4	8	0	0	0	4	16
<b>Total Person Hours</b>		<b>95</b>	<b>232</b>	<b>328</b>	<b>24</b>	<b>8</b>	<b>116</b>	<b>804</b>
Direct Labor Rate		\$60.00	\$40.00	\$30.00	\$45.00	\$37.00	\$27.00	
Total Direct Labor Cost		\$5,700.00	\$9,280.00	\$9,840.00	\$1,080.00	\$296.00	\$3,132.00	\$29,393.00
Overhead Rate 2.257		\$12,864.90	\$20,944.96	\$22,208.88	\$2,437.56	\$668.07	\$7,068.92	\$66,340.00
<b>Subtotal Labor Cost</b>								<b>\$95,733.00</b>
<b>Direct Expenses</b>								
		Geotechnical Investigation						\$5,000.00
<b>Total Expenses</b>								<b>\$5,000.00</b>
Fixed Fee 15% x Subtotal Labor Cost								\$14,359.95
<b>Total Task 1</b>								<b>\$115,093.00</b>



