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January 5, 2026

David Swearingen, PE
Public Works Director/City Engineer
City of Arden Hills
1245 W Highway 96
Arden Hills, MN 55112

RE: Professional Engineering for 2026 PMP Street & Utility Improvements Project
Amendment 1 - Additional Project Scope

Dear David:

Through the final design process for the City of Arden Hills' 2026 PMP Street & Utility Improvements Project, the project schedule has been better identified with respect to the City's special assessment and contract award processes. It has been determined that contract award will not occur with sufficient time to execute the contract and allow the contractor to perform tree clearing by the restriction date for tree clearing operations in areas identified as likely to affect specific threatened and endangered wildlife species. As such, it is recommended to proceed with separating the tree clearing operations directly surrounding Karth Lake from the overall project contract and have that work performed in advance of the project to meet the date restriction requirements.

Additionally, Arden Hills recently adopted their budget for 2026 which included funds allocated for trail improvements at Arden Oaks Park and for the basketball hardcourt improvements at Arden Manor Park. The trail improvements at Arden Oaks Park were previously designed and included in the bid as a design alternate with the surrounding park improvements project, but it was not approved due to the bid pricing. The basketball court improvements at Arden Manor Park was partially designed with the intent to pursue grant funding, but was not completed and is now proposed to be locally funded. City staff have indicated a desire to incorporate these park improvements into the 2026 PMP Street & Utility Improvements to take advantage of economies of scale that will hopefully result in advantageous bid pricing for the City. Both of these efforts were previously completed by Bolton & Menk parks staff so they can easily be continued and incorporated into the 2026 PMP street & Utility Improvements project with minimal re-work required.

If these additional scopes of work are directed by Council to move forward, additional design/plan production services, bidding services, and construction services will be necessary. Below is a list of the proposed changes to the project scope since the original contract was approved to accommodate these requests:

- Isolate the tree clearing work from the 2026 PMP Street & Utility Improvements plans and specifications, and produce a standalone tree clearing set of plans and specifications. These will be incorporated into a quote package and sent to various tree removal contractors to obtain quotes for the work. The intent would be to have the quote process completed in time to award the tree clearing contract at the February City Council meeting (or the first March City Council meeting at the latest) to allow for the work to be completed by the April date restriction. This work would

only encapsulate tree clearing directly around Karth Lake, primarily for the stormwater pond BMP and the shoreline stabilization/pump system improvements that are proposed to be constructed with the 2026 PMP project. Grubbing of the tree stumps would still be completed with the 2026 PMP project, along with more individual trees that have difficult access issues in accordance with T/E requirements. Conduct additional construction staking and observation services to ensure acceptable performance/cleanup of the tree clearing operations.

- Isolate the trail and associated improvements (identified as Alternate 1 at Arden Oaks Park) from the original Arden Hills 2025 Park Improvements plans and specifications, and incorporate them into the 2026 PMP Street & Utility Improvements plans and specifications. Bid these improvements as a design alternate with the 2026 PMP project. Conduct additional construction staking and observation services to ensure acceptable installations of the identified improvements.
- Complete the final design for the Arden Manor Park Improvements project to develop a final set of plans and specifications. It is assumed that one additional round of city staff review will be required and comments incorporated into the final plans. These plans and specifications will be incorporated into the 2026 PMP Street & Utility Improvements plans and specifications. Bid these improvements as a design alternate with the 2026 PMP project. Conduct additional construction staking and observation services to ensure acceptable installations of the identified improvements.

While the City standard process includes an estimated percentage-based method of estimating overhead and contingencies that was included in the feasibility report's project costs, the actual estimated additional final design, bidding administration, and construction services for the potential scope additions are \$41,155. If the above identified additional project scope is directed by Council to move forward with the 2026 PMP project, these additional fees will encompass the necessary additional final design/plan production, bidding administration, and construction services efforts.

The original proposal for the project was in the total amount of \$439,813, with the final design task being \$96,558, the bidding administration task being \$5,992, and the construction services task being \$139,751. The potential project scope additions described above would result in an increase to the overall fees that encompasses the scope of work approved on these tasks. We are requesting an amendment for \$41,155, if the additional project scope is approved. This would bring the total project fee to \$480,968 with the final design task totaling \$109,146, the bidding administration task being \$7,799, and the construction services task being \$166,511.

TOTAL PROJECT AMENDMENT FEE = \$41,155

We appreciate your trust in us to complete these potential project changes that have been identified over the course of the project process to date. We look forward to completing the final design phase of this project and generating construction documents to bring the final project concept to life for the City of Arden Hills.

Sincerely,

BOLTON & MENK, INC.



Brad Fisher, P.E.
Principal Engineer

This document shall serve as an amendment to the Agreement for Professional Services between the parties, dated March 10, 2025 (the “Contract”), pursuant to Section 3.A.1 thereof. All other provisions of the Contract shall remain in full force and effect except as herein modified.

Accepted: _____

City of Arden Hills

cc: Mike Waltman, P.E., Principal Engineer

Detailed Cost Estimate

City of Arden Hills 2026 PMP Street and Utility Improvements - Amendment 1		Bolton & Menk, Inc.													
Task No.	Work Task Description	Principal-in-Charge	Project Manager	Design Engineer	Water/Wastewater Project Engineer	Water Resources Project Engineer	Natural Resource Specialist	Construction Observer	Construction Project Manager	Survey Manager	Survey Technician	Survey Crew	Admin/Coordination	Totals	Costs
7.0 Final Design															
7.1	60% Plans													0	\$0.00
7.2	Stormwater Pond BMP Design													0	\$0.00
7.3	Karth Lake Pumping Design													0	\$0.00
7.4	90% Plans, Estimate, and Specifications													0	\$0.00
7.5	Final Plans, Estimate, and Specifications	2	30	40									12	84	\$12,588.00
Subtotal Hours - Task 7		2	30	40	0	0	0	0	0	0	0	0	12	84	\$12,588.00
9.0 Bidding Administration															
9.1	Bid Documents Posted on Quest CDN												2	2	\$218.00
9.2	Bidding Questions and Addenda		6											6	\$1,110.00
9.3	Bid Opening & Tabulation													0	\$0.00
9.4	Award of Project													0	\$0.00
9.5	Contracts		2										1	3	\$479.00
Subtotal Hours - Task 9		0	8	0	0	0	0	0	0	0	0	0	3	11	\$1,807.00
10.0 Construction Services															
10.1	Preconstruction Meeting and Shop Drawing Review							4	6				2	12	\$1,880.00
10.2	Construction Administration								20					20	\$3,700.00
10.3	Construction Observation							90						90	\$12,420.00
10.4	Construction Staking									5	9	30		44	\$8,760.00
10.5	Construction Materials Testing Coordination													0	\$0.00
Subtotal Hours - Task 10		0	0	0	0	0	0	94	26	5	9	30	2	166	\$26,760.00
Total Hours		2	38	40	0	0	0	94	26	5	9	30	17	261	
Average Hourly Rate		\$225.00	\$185.00	\$132.00	\$175.00	\$175.00	\$160.00	\$138.00	\$185.00	\$210.00	\$190.00	\$200.00	\$109.00		
Subtotal		\$450.00	\$7,030.00	\$5,280.00	\$0.00	\$0.00	\$0.00	\$12,972.00	\$4,810.00	\$1,050.00	\$1,710.00	\$6,000.00	\$1,853.00		
Total Fee															\$41,155.00