



**BOLTON
& MENK**

Real People. Real Solutions.

Attachment A

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

June 18, 2019

Ms. Sue Polka, P.E.
Interim City Engineer / PWD
City of Arden Hills

RE: Proposal for Construction Services
Colleen Avenue Storm Improvements
City of Arden Hills

Dear Ms. Polka:

Bolton & Menk is pleased to provide you with this proposal for construction services in support of the Colleen Avenue Drainage Improvements.

SCOPE OF WORK

The City of Arden Hills is requesting construction administration support and construction staking for the Colleen Avenue Drainage Improvements. The improvements will be completed in accordance with the contract documents prepared by Bolton & Menk, dated April 25, 2019. The City of Arden Hills will be responsible for daily construction observation and general oversight of the project. Bolton & Menk will provide construction administration support throughout construction by attending the preconstruction meeting, addressing construction-related questions (via phone), attending weekly construction meetings and reviewing quantities and preparing contractor pay applications. Construction administration also includes coordinating and attending 1-construction meeting with area residents.

Bolton & Menk will provide construction staking for the project including: storm sewer, curb line, trail alignment, and construction limits (within wetland).

Following construction, Bolton & Menk will prepare record drawings, in AutoCAD, for the project. We will rely on City provided construction field notes and elevations to complete the record drawings. If requested, we can send a survey crew to collect the necessary data.

PROJECT FEES

We will provide part-time construction administration support for this project, which we've estimated at 12 hours per week for an anticipated construction schedule of 10 weeks. Total project timeline and actual commitment will be governed by the project's progress.

We anticipate 4 trips to the site will be required for construction staking. Staking will include storm pipe and structures, curbline, trail alignment (rough grading and final grading), and construction limits (within wetland).

Bolton & Menk will prepare record drawings following construction. We anticipate this work to take approximately 20 hours. If the City has a specific format for record drawings we request those requirements be provided prior to Bolton & Menk starting work on the drawings.

Construction phase services described in this proposal are proposed to be provided on an hourly basis. Estimates for the work described above are as follows:

Construction Administration	\$ 20,000
Construction Staking	\$ 10,000
Record Drawings	<u>\$ 3,000</u>
Estimated Total Construction Services	\$ 33,000

Thank you for the opportunity to assist the City with this project, we look forward to working with you. If you find this proposal satisfactory, your signature of this proposal will constitute acceptance of the terms outlined and your authority for us to proceed. We look forward to providing these professional services to the City of Arden Hills and appreciate your continued consideration of Bolton & Menk, Inc.

Sincerely,

Bolton & Menk, Inc.



Sarah E. Lloyd, P.E.

Principal Engineer

Accepted By: _____ Date: _____