

CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: July 15, 2014

Attachments:  Yes No

CITY COUNCIL ACTION

Date: July 21, 2014

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Engineering

Agenda Item: 2014 Consultant Engineering Services

Recommended Action: Approve the estimated fees associated with the design, materials testing, and construction services provided by Bolton & Menk, Inc. and enter into a Consultant Service Contract.

Background/Summary: Due to the fact that the design for the 2014 projects needed to be initiated last fall, the City selected Bolton & Menk, Inc. as the Engineering Consultant. Mr. Voge was under contract as the Interim City Engineer and his familiarity with the City procedures and infrastructure made it evident that it was in the City's best interest to continue working with Bolton & Menk. A fee schedule for the 2014 Improvement Projects has been submitted for consideration.

Alternatives: To complete construction services on the 2014 Improvement Projects in house.

Financial Considerations: The Budget for each project includes sufficient funds to approve and award the contract to Bolton & Menk, Inc.

Preparer: Sean Christensen, P.E. *sc*  
Public Works Director

Signature:

Comments:



# BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2040 Highway 12 East • Willmar, MN 56201-5818

Phone (320) 231-3956 • Fax (320) 231-9710

www.bolton-menk.com

June 4, 2014

Mr. Sean Christensen, Public Works Director/City Engineer  
City of Willmar  
P.O. Box 755  
Willmar, MN 56201

RE: 2014 Improvements  
City of Willmar, Minnesota  
BMI Project No. W18.107167

Dear Sean:

Please find listed below the estimated fees associated with the design, materials testing, and construction services for the 2014 Improvement Projects. The 2014 Improvements consist of the reconstruction of Gorton Avenue NW between 10<sup>th</sup> Street NW and 7<sup>th</sup> Street NW and 9<sup>th</sup> Street NW between Campbell Avenue NW and Ella Avenue NW, (City Project Number 1401). In addition, the 2014 Improvements include the construction of 12<sup>th</sup> St SE between Willmar Avenue SE and 11<sup>th</sup> Avenue SE, (City Project Number 1404), as well as the Industrial Park 4<sup>th</sup> Addition located on the former airport west of CSAH 5 and north of TH 40, (City Project Number 1405). Other projects associated with the 2014 Improvements being completed by City Staff include various overlays and lighting improvements along Willmar Avenue between 22<sup>nd</sup> Street SW and CSAH 5. As requested, I have also identified the fees invoiced through May 14, 2014.

#### **Industrial Park 4<sup>th</sup> Addition City Project No. 1405**

|  |                |
|--|----------------|
| Total Project Cost per CIP -                       | \$3,500,000.00 |
| Invoiced through 5/14/2014 -                       | \$166,574.00   |
| Total Estimated Design Fees -                      | \$290,000.00   |
| Estimated Construction Services Fees-              | \$290,000.00   |
| Estimated Testing Cost -                           | \$35,000.00    |
| Estimated Construction, Engineering Testing Cost - | \$2,885,000.00 |

Design Services associated with the project include the acquisition of project topography, the preparation of plans and specifications, cost estimates, advertisement for bids (not publishing costs), preparation of bid tabulation, and the preparation of contract documents for execution by the contractor and City of Willmar. To date, Bolton and Menk, Inc. has obtained the topo data and we are currently preparing the various plans including but not limited to grading, erosion control, and utilities. Before the plans can be completed, the wetland delineation must be updated. The results of the wetland delineation must be incorporated into the project plans and the appropriate wetland permits must be obtained. The wetland delineation is being updated by another consultant selected by the City. Through May 14, 2014, the City of Willmar has been invoiced \$166,574.00 for the topographic and design work through that period.

As requested, I have estimated the fees associated with Construction Services to be \$290,000.00. Construction Services consist of construction observation from the project pre-construction meeting through construction and the completion of record drawings. In addition, construction staking for grading and utility installation has also been included in the fee estimate. Project management tasks have also

been included in the estimated Construction Services fee above. These tasks include the preparation of payment requests, attendance at City Council and Public Works/Safety Committee meetings when the project is on the agenda, providing asset management information, and maintenance and distribution of hard copy and electronic files to the City. Finally, estimated construction materials testing costs have also been identified above.

**12<sup>th</sup> Street SE Improvements  
City Project No. 1404**

|   |              |
|---|--------------|
| Construction Bid Price -                                  | \$301,140.47 |
| Invoiced through 5/14/2014 -                              | \$35,704.00  |
| Total Estimated Design Fees -                             | \$40,000.00  |
| Estimated Construction Services Fees-                     | \$30,000.00  |
| Estimated Testing Cost -                                  | \$6,000.00   |
| Total Estimated Construction, Engineering, Testing Cost - | \$377,140.47 |

Design Services associated with the project include the acquisition of project topography, the preparation of plans and specifications, cost estimates, advertisement for bids (not publishing costs), preparation of bid tabulation, preparation of contract documents for execution by the contractor and City of Willmar. Through May 14, 2014, the City of Willmar has been invoiced \$35,704.00 for the topographic and design work through that period.

As requested, I have estimated the fees associated with Construction Services to be \$30,000.00. Construction Services consist of construction observation from the project pre-construction meeting through construction and the completion of record drawings. In addition, construction staking for grading and utility installation has also been included in the fee estimate. Project management tasks have also been included in the estimated Construction Services fee above. These tasks include the preparation of payment requests, attendance at City Council and Public Works/Safety Committee meetings when the project is on the agenda, providing asset management information, and maintenance and distribution of hard copy and electronic files to the City. Finally, estimated construction materials testing costs have also been identified above.

**Gorton Avenue NW/9<sup>th</sup> Street Improvements  
City Project No. 1401**

|   |                |
|---|----------------|
| Construction Bid Price -                                  | \$966,788.83   |
| Invoiced through 5/14/2014 -                              | \$112,156.00   |
| Total Estimated Design Fees -                             | \$116,000.00   |
| Estimated Construction Services Fees-                     | \$96,000.00    |
| Estimated Testing Cost -                                  | \$19,000.00    |
| Total Estimated Construction, Engineering, Testing Cost - | \$1,197,788.83 |

Design Services associated with the project include the acquisition of project topography, the preparation of plans and specifications, cost estimates, advertisement for bids (not publishing costs), preparation of bid tabulation, preparation of contract documents for execution by the contractor and City of Willmar. Through May 14, 2014, the City of Willmar has been invoiced \$112,156.00 for the topographic and design work through that period.

As requested, I have estimated the fees associated with Construction Services to be \$96,000.00. Construction Services consist of construction observation from the project pre-construction meeting through construction and the completion of record drawings. In addition, construction staking for grading and utility installation has also been included in the fee estimate. Project management tasks have also been included in the estimated Construction Services fee above. These tasks include the preparation of payment requests, attendance at City Council and Public Works/Safety Committee meetings when the project is on the agenda, providing asset management information, and maintenance and distribution of

hard copy and electronic files to the City. Finally, estimated construction materials testing costs have also been included in the number above.

In summary, the estimated design fees associated with the projects mentioned above are \$446,000.00. The Construction Services Fees are estimated to be \$416,000.00. The estimated costs associated with materials testing for the above-referenced projects are \$60,000.00. We proposed to bill the City of Willmar on an hourly basis according to the attached Fee Schedule. By doing so, the City will only be charged for time spent on the projects.

If you have any questions, please call. Thank you.

Sincerely,

BOLTON & MENK, INC.

A handwritten signature in black ink, appearing to read 'J. Voge', with a stylized flourish at the end.

Jared Voge, P.E.  
Principal Engineer

JV/kg



## 2014 Fee Schedule

The following Fee Schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the Professional and the Client that fees be commensurate with the service rendered.

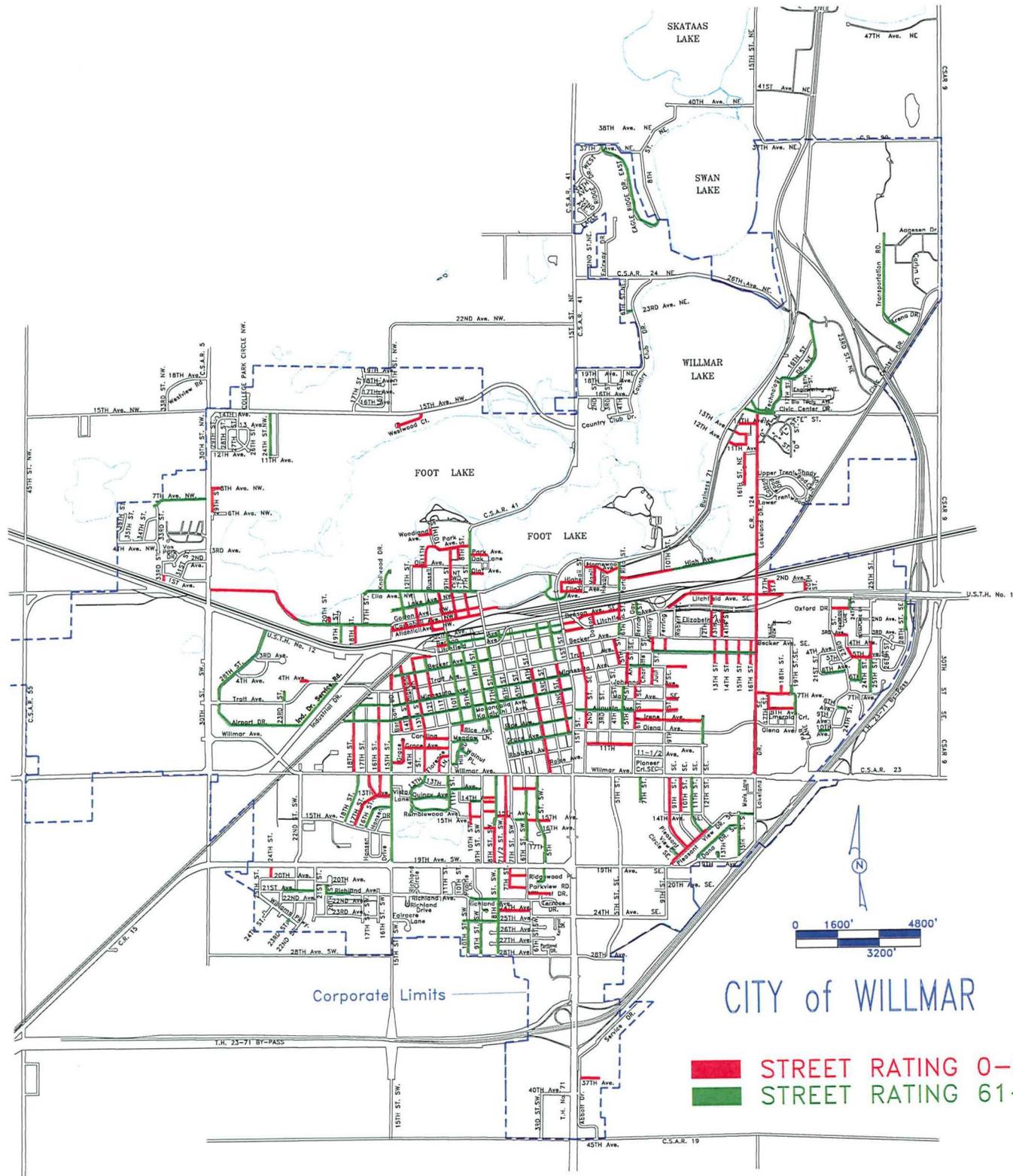
| Employee Classification                                    | Hourly Billing Rates |
|--|----------------------|
| Sr. Principal Engineer/Surveyor                            | \$140-150/Hour       |
| Sr. Project Manager - Principal Engineer/Surveyor          | \$118-140            |
| Senior Transportation/Aviation Planner                     | \$120-170            |
| Project Manager (Inc. Landscape Architect)                 | \$100-150            |
| Project/Design Engineer/Planner/Landscape Architect        | \$64-100             |
| Licensed Surveyor  | \$76-140             |
| Project Surveyor   | \$60-110             |
| Specialist (Nat. Resources; GIS; Traffic; Graphics; Other) | \$70-110             |
| Senior Technician (Inc. Survey <sup>1</sup> )              | \$70-90              |
| Technician (Inc. Survey <sup>1</sup> )                     | \$54-85              |
| Administrative Support & Clerical                          | \$35-65              |
| GPS/Robotic Survey Equipment                               | NO CHARGE            |
| CAD/Computer Usage   | NO CHARGE            |
| Routine Office Supplies                                    | NO CHARGE            |
| Routine Photo Copying/Reproduction                         | NO CHARGE            |
| Field Supplies/Survey Stakes & Equipment                   | NO CHARGE            |
| Mileage  | NO CHARGE            |

<sup>1</sup> No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.

Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for Principals and members of the staff vary according to skill and experience. The Fee Schedule shall apply for projects for the period through December 31, 2014. These rates may be adjusted annually thereafter to account for changed labor costs, inflation or changed overhead conditions.

These rates include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes and routine expendable supplies; and 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, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance and other items of this general nature, will be invoiced separately. Rates and charges do not include sales tax, if applicable.

When it is possible to accurately define the scope of the project and the professional services to be performed, a lump sum may be agreed upon for total compensation.



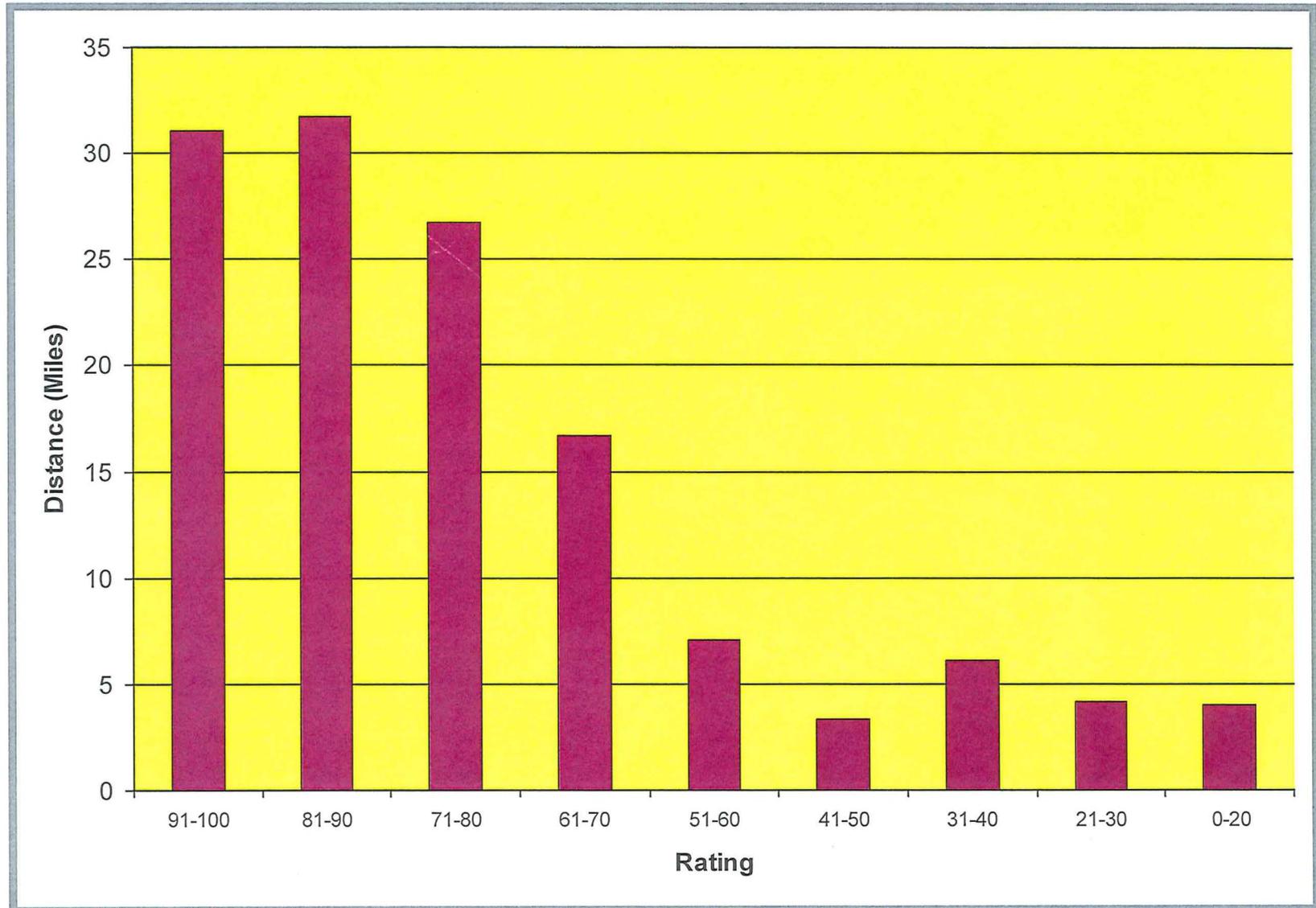
Corporate Limits

# CITY of WILLMAR

|                                      |                     |            |
|--------------------------------------|---------------------|------------|
| <span style="color: red;">■</span>   | STREET RATING 0-60  | 23.6 MILES |
| <span style="color: green;">■</span> | STREET RATING 61-75 | 30.4 MILES |

## Distance Vs Rating

FunctionalClass <> 'pth' And FunctionalClass <> 'pl' And FunctionalClass <> 'utl' And FunctionalClass <> 'f' And FunctionalClass <> 'v'



7/14/2014

**MILES**

**Rating**

23.64

0-60

30.41

61-75

74.97

76-100

2.23

Private Streets

**131.25**

Total