

July 1, 2020



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# Proposal for Professional Engineering Services

**Contact:**

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Real People. Real Solutions.

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July 1, 2020

Neil Jensen  
City Administrator  
City of Cannon Falls  
918 River Road  
Cannon Falls, MN 55009

RE: Proposal for Professional Engineering Services

Dear Mr. Jensen:

The City of Cannon Falls has initiated the pursuit for a professional consultant to provide engineering services. Like you, Bolton & Menk, Inc. takes great pride in designing and managing projects that are safe, sustainable, and beautiful. Our approach to engineering services makes Cannon Falls' priorities our priorities. By choosing Bolton & Menk for these services, we believe Cannon Falls will find value and benefit for the following reasons:

**Accountability and Trust** – We pride ourselves on accountability and transparency and will serve as a true partner to the city. Cannon Falls wants an established, full-service firm with a track record of excellent service and a reputation of accountability. We have established deep levels of trust in our client communities. Nearly 95 percent of our business is from repeat clients.

**Experience and Longevity** – We offer the City of Cannon Falls consistency in engineering services. To provide consistency in service, we get to know a community and serve as a partner for the long-haul. Bolton & Menk has been serving Minnesota communities for over 70 years and we have a track record of providing long-term service to our clients. More than 30 of our city engineering clients have been with us over 30 years.

**Professional Expertise** – We are not just engineers. We are municipal, water, wastewater, stormwater, structural, and transportation engineers, surveyors, wetland and environmental specialists, landscape architects, planners, urban designers, GIS professionals, and project funding and financing specialists. Not only are we the one-stop-shop for Cannon Falls, our infrastructure management program will breakdown the overwhelming aspects of planning for infrastructure projects into digestible, useful data to help the city plan. In addition to our proposed team, Bolton & Menk pledges the full resources of our almost 600 employees to ensure all your professional service needs are met.

We are excited at the opportunity to serve as your consultant city engineer. I will personally serve as your lead client contact and project manager. Please contact me at 507-601-9487 or [matthew.moehs@bolton-menk.com](mailto:matthew.moehs@bolton-menk.com) if you have any questions regarding our proposal.

Respectfully submitted,

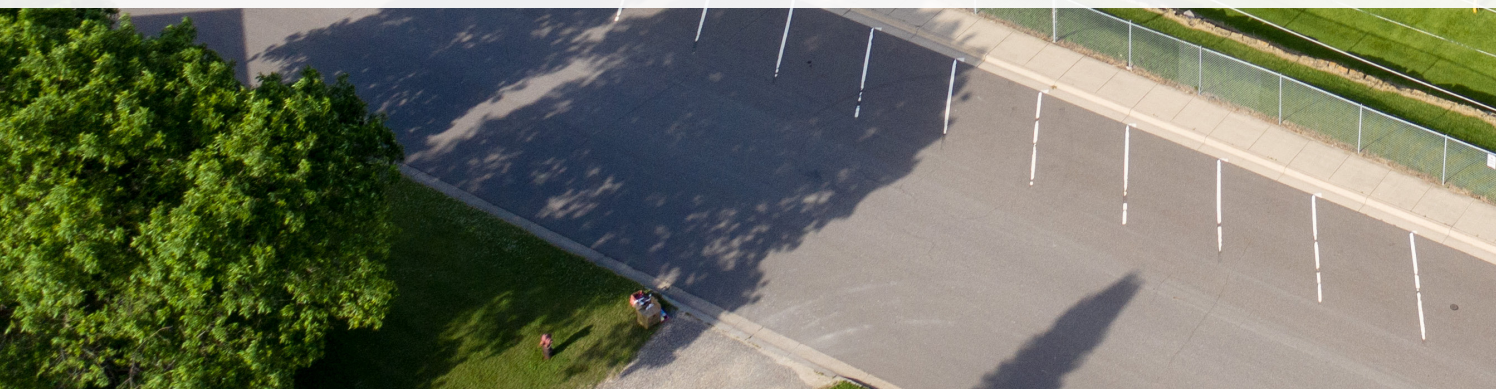
**Bolton & Menk, Inc.**

Matthew E. Mohs, P.E.  
Consultant City Engineer



# IDENTIFICATION AND QUALIFICATION OF ASSIGNED PERSONNEL

## Section 1



# IDENTIFICATION AND QUALIFICATION OF ASSIGNED PERSONNEL

We believe all people should live in a safe, sustainable, and beautiful community and we take pride in our ability to make that happen. It's why we get out of bed every morning.



## We are Municipal Engineering Specialists

Our commitment to communities began in 1949 with two hard working Midwesterners—John Bolton and Martin Menk. They saw people in their surrounding communities who had dreams of a bright future, a desire to grow, and a common challenge of aging infrastructure. John and Martin’s goal was to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Their legacy lives on. We still want to help, we work hard every day, and we always remember what got us here—we’re people helping people. Today, Bolton & Menk has almost 600 employees and 20 locations.

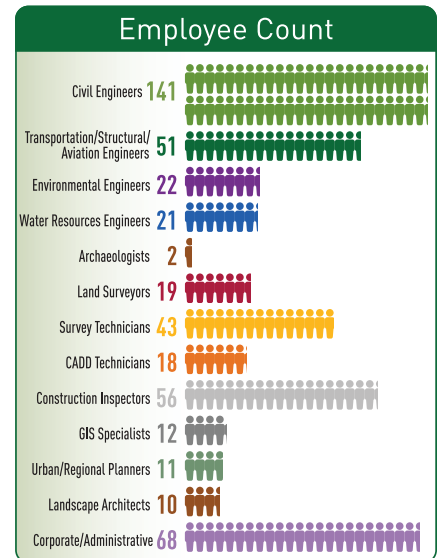
We have been successfully serving communities for more than 70 years. **We are committed to helping each community prosper in its own way, at its own rate.** Our dedicated team of professionals allow us to provide a full complement of services to every community—as much or as little as you need.

Contrary to many of our competitors, we are not simply project engineers. **We don’t disappear between projects. We are long-term investors in the City of Cannon Falls.**

Services to the City of Cannon Falls will be managed from our Rochester location. In our Rochester

location, we have 9 civil, 1 environmental engineer, 1 structural engineer, 1 survey technician, 2 CAD technicians, 1 environmental technician, 3 construction project representatives, and 2 administrative support professionals. When the size and/or scope of a project requires more staff or specialized services, we will draw on our almost 600 team members to meet your needs.

The following table shows the number of staff in each discipline that will be available to serve Cannon Falls.



### Services Provided:

- Municipal Engineering
- Municipal Planning & Urban Design
- Water & Wastewater Engineering
- Water Resources Engineering
- Public Funding & Financing
- Project Communication
- Land Surveying
- Landscape Architecture
- Geographic Information Systems
- Construction Services

## We Serve Our Clients for the Long-Term



**5**  
years or less  
**53**  
communities

**5-10**  
years  
**27**  
communities

**10-20**  
years  
**45**  
communities

**20-30**  
years  
**20**  
communities

**30+**  
years  
**31**  
communities

We realize the City of Cannon Falls can choose from several engineering consultant firms. Bolton & Menk's **level of service** and **fit** are what differentiate us from the rest. By selecting us, you secure more than two generations of municipal engineering experience and the expertise that comes with it. We promise to work hard every day to deliver exemplary customer service and the technical solutions Cannon Falls can count on.

Our team will provide seamless service, as if we are just down the hall and a member of Cannon Falls city staff. As your consultant city engineer, Matt Mohs will closely coordinate with city administration, staff, and council. While we defer to each community's preferred protocol, our typical approach includes these key features:

- Matt will work as an extension of city staff and will report directly to Neil Jensen.
- Matt will proactively seek opportunities and efficiencies for the benefit of Cannon Falls.
- As assigned by Neil Jensen and/or city council—including direction to work with department heads, commissions, or other staff members—Matt will complete duties requested within the designated schedule.
- Matt is available to respond to Cannon Falls City Council or staff inquiries quickly and effectively via phone and emails 24 hours a day, 7 days a week.
- Upon request, Matt will provide written reports for inclusion in city council packets, attend and present progress at city meetings, and update staff and council on ongoing projects.
- During infrastructure project construction, Matt will assign a construction project representative (CPR) to the city on a 24 hour a day, 7 days a week basis. The CPR will be on-site during construction activities as requested by the city. The local Rochester construction services staff has over 90 years of combined experience. A qualified CPR will be assigned to your project based on availability, specific skill set need (if applicable), and who we feel would be a good fit for the city.



## Important to Know

Matt prides himself on his personal contact with the council, staff, and residents. He will go the extra mile to learn about the city needs and address any questions or concerns.

Matt will work with the city council and staff to prioritize projects, prepare cost estimates for capital improvement plans, and make recommendations on funding for a wide range of infrastructure improvements.

Matt will work with the city council and staff to prioritize planning projects.

Matt will review land use applications and construction plans for private development. He will help developers understand city codes, ensure plans meet those codes, and, if required, make recommendations to the city on financial securities. In short, Matt will take the hassle out of City of Cannon Falls' private development projects.

We have experts in a variety of specialty areas. Matt will match the best person to serve as project manager for any City of Cannon Falls' special projects—landscape design, survey, funding solutions, project communication, GIS mapping, water resources, water and wastewater treatment, and more.

**Level of Service.** A high level of service can be defined by one thing—treating others the way you want to be treated. In practice, we do what we say we are going to do. Responsiveness to calls or emails, punctuality, and communication are key factors to building a successful relationship as your city engineer.

**Fit.** When considering a new city engineer, the city needs to consider which engineering firm matches your needs, and more importantly, which proposed engineer “fits” with your staff. Experience alone does not make a fit. The fit cannot be measured but can only be determined by trial and error. Matt will be a good fit for the City of Cannon Falls. His soft skills help navigate the day-to-day duties as he engages with city staff, the city council, contractors, private developers, local businesses, and jurisdictional agencies.



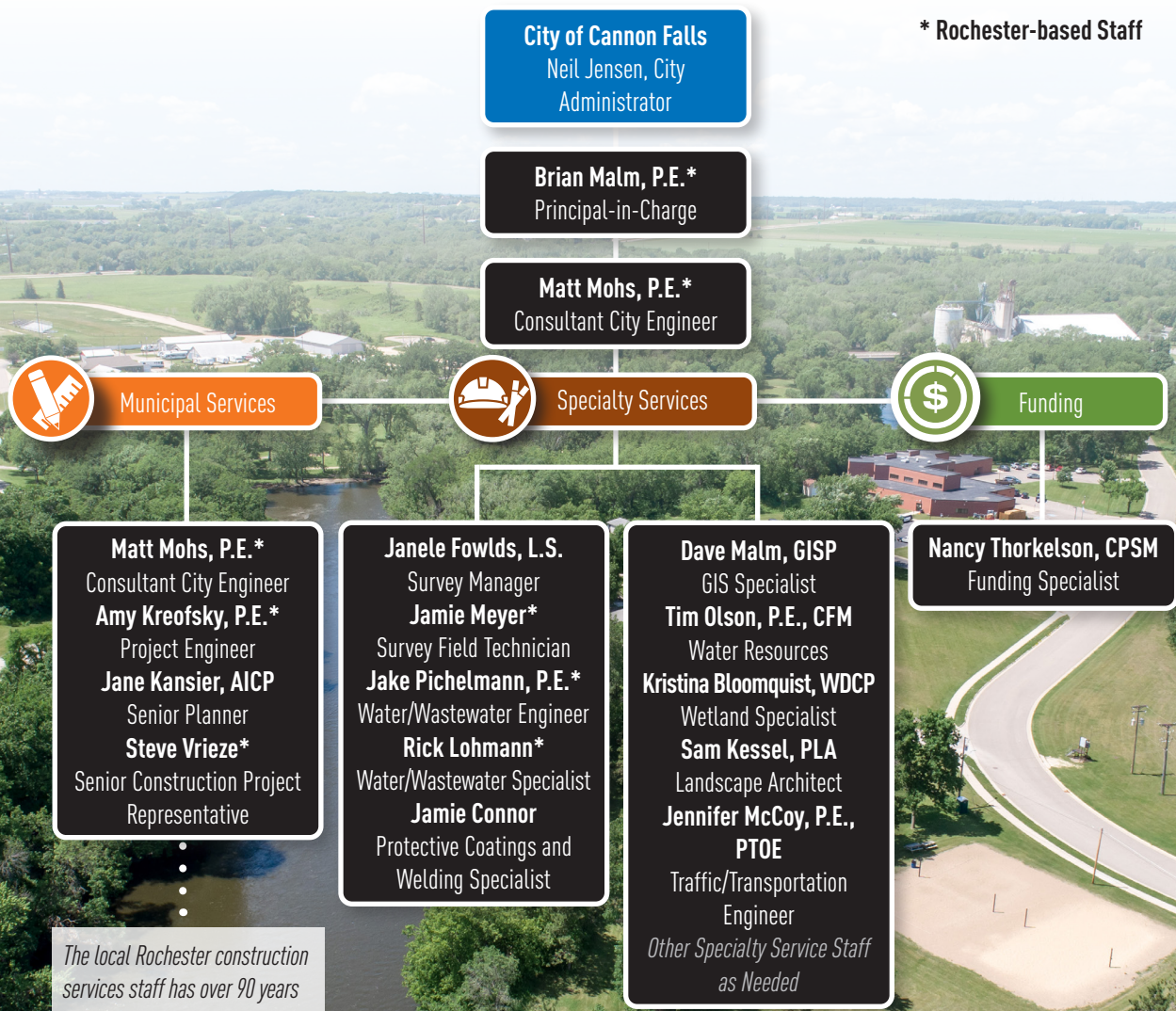
**We promise every client two things: we'll work hard for you and we'll do a good job. We take a personal interest in the work being done around us. And at the end of the day, we're Real People offering Real Solutions.**

## City of Cannon Falls Team

Bolton & Menk will serve the City of Cannon Falls using an engineering team approach led by the consultant city engineer, Matt. He will be the primary contact for City of Cannon Falls. Consistency is maintained for the services provided—the city only has to look to one place for answers or information.

A structured engineering team assembled from our organization of experience professionals will support Matt in service to Cannon Falls. The team will provide expertise in municipal; stormwater management; wastewater collection and treatment; water supply, storage, distribution, and treatment; transportation engineering; landscape architecture; GIS; surveying; municipal planning; and funding. With consistent and close coordination, our team serves as an extension of city staff.

Following the organizational chart, a concise summary of qualifications for key project team members is presented. Detailed education and experience biographies for the key team members are available upon request.



*The local Rochester construction services staff has over 90 years of combined experience. A qualified CPR will be assigned to your project based on availability, specific skill set need (if applicable), and who we feel would be a good fit for the city.*

**Staff Availability Commitment**  
*We commit this leadership team to the City of Cannon Falls for the duration of our contract. Should additional staff be required for larger projects or a specific area of expertise, Cannon Falls can access the full resources of our firm—almost 600 professionals.*

## Meet Your Consultant City Engineer



**Matt Mohs, P.E.**  
Consultant City Engineer  
*20 years of experience*

Matt will serve as city engineer. He will be available to the city 24 hours a day, 7 days a week via mobile phone, email, and text. He will attend city council and other city meetings as needed and directed by the city. In addition, he will be responsible for all public presentations, coordinating and administering all project team assignments, monitoring personnel's conformance with city standards, and overseeing project delivery quality assurance programs.

Matt has more than 20 years of experience in municipal engineering and enjoys providing our clients with solutions that make their communities better places to live. He is driven by the day-to-day challenges his clients are faced with and is passionate about finding solutions that work. His experience includes municipal streets and utilities, project and general coordination with the client, leading projects of various sizes and complexity, coordinating with stakeholders, working with different agencies, public engagement, private site development review, managing both design and construction services, developing preliminary planning and engineering reports, preparing technical specifications, assessments, quality reviews for preliminary and final plans, preparing cost estimates, and contract administration. Matt has served as city engineer for several communities in Central Minnesota as well as Southeast Minnesota. Matt's experience as a city engineer in similar communities will help smooth your transition to Bolton & Menk..

### Current Workload

Matt's current workload includes managing a construction project in Houston, managing the civil design of a new Middle School for the Rochester Public School District, managing a sanitary sewer reconstruction design in Zumbro Falls that will be built in cooperation with MnDOT along TH 60, and leading the Infrastructure Management Plan preparation for Caledonia. He also works closely with his Rochester colleagues by assisting with report writing and preparing cost estimates. Matt currently serves the following communities as their city engineer:

- City of Bellechester
- City of Caledonia
- City of Houston
- City of Zumbro Falls

Matt will make serving the City of Cannon Falls a high priority. He has the capacity to become your city engineer.

Matt's history with city engineering services is built on developing a strong relationship with the client—listening, communicating, understanding their goals, and using information to deliver the best service possible. Matt is devoted to his clients and strives to exceed their expectations. He looks forward to working with the City of Cannon Falls to achieve their vision for the community.

### Volunteering

Matt also volunteers his time for youth baseball by serving as president of the Stewartville - Racine Diamond Club for the past two and a half years. The Diamond Club supplements the junior and high school baseball and softball programs and leads the summer programs for 3<sup>rd</sup> grade through 12<sup>th</sup> grade baseball and softball.

Matt's history with city engineering services is built on developing a strong relationship with the client—listening, communicating, understanding their goals, and using information to deliver the best service possible. Matt is devoted to his clients and strives to exceed their expectations. He looks forward to working with the City of Cannon Falls to achieve their vision for the community.

## Meet Your Bolton & Menk Team of Experienced Professionals



### **Brian Malm, P.E.**

Principal-in-Charge

*24 years of experience*

Brian will be a second point of contact for the city. He will manage the overall quality of services and serve as an unbiased checkpoint or fill in for Matt if needed.

Brian takes pride in communicating efficiently with everyone he works with. Whether it be at meetings, face-to-face, on the phone, or via email, he loves the opportunity to interact with many different people throughout his day. Brian began his career in the planning, design, and construction of public works projects in 1996 and helped Bolton & Menk to open the Rochester location in 2012. He oversees the Rochester civil work group and currently serves as city engineer for several cities in Southeast Minnesota.



### **Amy Kreofsky, P.E.**

Project Engineer

*10 years of experience*

Amy will serve as the lead design engineer on all Cannon Falls projects. She'll be responsible for day-to-day design work, leading a design team, and coordinating project needs with Matt and city staff.

Amy is a project engineer who started her career in civil engineering in 2010. She previously worked as a geotechnical engineer and in land development as a project engineer and project manager. She has a wealth of geotechnical knowledge, which benefits every design she leads. As a project engineer, she was responsible for project coordination, plan and specification preparation, and construction administration. Amy has built expertise in site layout, utility networks, subsurface investigations, materials testing, and project oversight. She is passionate about bringing innovative solutions and quality projects to our clients.



### **Rick Lohmann**

Water/Wastewater Specialist

*43 years of experience*

Rick will provide assistance and operations support for water or wastewater projects.

Rick began his career in 1977. He assists clients with water and wastewater operations and advises on operations issues. He enjoys treatment facility troubleshooting and the day-to-day challenge of making facilities operate correctly. He served as a water/ wastewater operator and the public works director for Zumbrota for 22 years and as wastewater superintendent for 15 years. He holds a Minnesota Pollution Control Agency (MPCA) Class A Wastewater Operators License, a Type 40 Waste Disposal Facility Operator License, and a Minnesota Department of Health (MDH) Class D Water Operators License. He also served on the Minnesota Wastewater Operators Association Board of Directors as State President.



### **Jake Pichelmann, P.E.**

Water/Wastewater Engineer

*10 years of experience*

Jake will provide water or wastewater engineering services for Cannon Falls projects and will be an excellent local resource for wastewater treatment plant questions.

Jake is an environmental project engineer, having joined Bolton & Menk in 2010. He is responsible for the design of water and wastewater treatment facilities, feasibility studies for pressure sewer systems, and analysis of pilot water treatment studies. Jake's role on design projects include preliminary site layouts, process piping design, process equipment design, shop-drawing review, and as-built drawing review. He has additional responsibilities as a construction observer. Jake believes there is always something new to learn and strives to make other's ideas a reality.



**Janele Fowlds, P.L.S.**

Survey Manager

*24 years of experience*

Janele will manage and oversee all survey work performed.

Janele began surveying in 1996 and is the south area survey coordinator, working with staff to ensure project needs are met. She enjoys managing a project from start to finish, with the ability to coordinate with clients and staff. One area of importance for her is finding efficiencies and improving processes. Janele has performed boundary, topographic, ALTA/ACSM land title surveys, as-built, construction, and engineering design surveys. She has worked with section breakdowns, government corner certificates, right-of-way plats, verification of subdivision plats, Registered Land Surveys, and property descriptions.

**Steve Vrieze**

Senior Construction Project Representative

*32 years of experience*

Steve will provide on-site inspection and coordination of construction projects.

Steve has worked in the construction and engineering field since 1977 and focuses on project inspection. His experience includes construction phases of street, highway, interstate, sanitary sewer system, storm sewer system, and water reconstruction. His on-site construction representative duties involve observing the contractor to ensure improvements conform to plans and specifications and day-to-day coordination with the client, contractor, and property owners. Steve is especially passionate about municipal projects—making the communities where we work great places to live.

**Tim Olson, P.E., CFM**

Water Resources Engineer

*14 years of experience*

Tim will lead all water resources related design efforts. His experience has developed his practical and deliberate approach to solving water resources problems.

Tim has been a water resources engineer with Bolton & Menk since 2006. His experience includes project management in both design and construction of complex water resources and environmentally sensitive projects. He specializes in comprehensive surface water management planning; innovative best management practice design; detailed hydraulic and hydrologic modeling; drainage design and construction plan review; NPDES Phase I & II MS4 and construction stormwater permitting requirements; and coupling GIS techniques with water resources design and analysis. Tim has a passion for stormwater and water quality education and participates in several stormwater-related steering committees and stakeholder groups. He enjoys facilitating partnerships, developing new relationships, and collaborating with stakeholders to define a common vision and work toward shared goals.

**Jane Kansier, AICP**

Senior Planner

*36 years of experience*

Jane will provide oversight and quality management of all planning services. She will serve as a technical resource to the team.

Jane enjoys managing and coordinating multiple components of a project to see it all come together. She began her planning career in 1984 and has worked in city and county planning, city administration, and public transit. As a senior urban planner, Jane identifies and gathers pieces from multiple disciplines and puts them together into a final product. She provides day-to-day planning services for our clients and works with them to create and update their comprehensive plans. Her experience includes coordinating and developing comprehensive plans, zoning ordinances, city codes, site plans, land use and development review, grant writing, public transit, and project management. Jane is known for her approach to creative problem solving.

**Jamie Connor**

Protective Coatings and Welding Specialist

*32 years of experience*

Jamie will provide any needed protective coatings or welding services for the city.

Jamie began his protective coatings and welding career in 1988. He is responsible for shop and field observations, testing, inspections, performing facility audits, administering training and performance qualifications, and examinations of both protective coatings and various metal products. Jamie's duties also include shop and field fabrication/erection/coating observations and testing of structural steel components of buildings, fracture critical bridges, high mast transmission poles, overhead sign structure, and light poles.

**David Malm, GISP**

GIS Specialist

*5 years of experience*

Dave will oversee All GIS activities conducted at the request or in support of Cannon Falls.

Dave began his GIS career in 2015. He provides GIS services to internal and external clients and assists in creating and maintaining databases, map development, and asset management. He also creates, develops, and maintains various web mapping applications and handles project set-up, data collection, and data processing for high-accuracy GPS collection projects. Dave loves being able to provide a high-quality solution. Whether it's a great looking map, clear and concise data, or just an answer to a question, he loves taking the time to do it right. Dave has extensive experience working with Esri GIS software and is experienced with AutoCAD Civil 3D, Microstation, and other design software.

**Jennifer McCoy, P.E., PTOE**

Traffic/Transportation Engineer

*20 years of experience*

Jennifer will provide support for any transportation and traffic needs in the city.

Jennifer brings her passion of helping improve the lives of those around her to her career at Bolton & Menk where she is a senior traffic engineer. Jennifer began her career in 2000 and has experience in both the public and private sectors. She has built expertise in traffic operations and control studies, safety analysis, safe routes to school, neighborhood traffic calming, on-street parking and parking garage operations, policy development, budgeting, and grant writing.

**Nancy Thorkelson, CPSM**

Funding Specialist

*31 years of experience*

Nancy will provide funding updates to Matt and the city. She will keep Matt and the city in the loop on all funding opportunities that arise and work with them on positioning and applications.

Nancy loves the opportunity to work with a variety of communities to identify funding options to create and enhance sustainable and healthy places to live, work, and play. In her role as funding work group leader, she is responsible for the overall tracking of multiple state and federal funding programs as well as monitoring funding availability for our clients. She provides funding updates to project managers and their clients. She also assists with the application and funding process for several programs including State Revolving Loan and Rural Development funding. Nancy began her career at Bolton & Menk in 1989.

We believe in the power of face-to-face meetings, friendly conversations, and a collaborative decision-making process to keep your projects on schedule, within budget, and focused on **real, workable solutions.**



## Accountability

One of the few remaining guarantees in life is that no one is perfect. A lack of perfection means mistakes will be made. **We make mistakes —it happens. Although it is not always easy, we are accountable for what we do and we can be counted on to make it right.** We value transparency. We do not hide from or deny our mistakes. Instead, we work with our clients to fix any issues as quickly as possible. Our philosophy is to “run to the problem.”

Recently, while assisting the City of Plainview with a lighting project, we reviewed shop drawings for light pole banner arms. We overlooked a critical dimension making the banners that the city had already ordered not fit. Judith Jordan, EDA Director of Plainview, shared her perspective of what happened. **“Plainview learned just how much an inch can mean when the Public Works crew found that the banners for its new streetlights were an inch shorter than the banner rods. Bolton & Menk reviewed the documentation on the streetlight order and found they were in error. Not only did they take responsibility for this costly mistake, but they also made it right. Too often, mistakes and miscommunications with vendors become contentious as each side seeks to avoid liability. Plainview found that Bolton & Menk not only “gave an inch” but went “the extra mile” to ensure that the end result met their client’s expectations.”**

Our internal quality control process is deliberate and intentional. However, it is still possible for something to get by the surveyor, designer, engineer, and reviewer.

It’s not intentional but it happens. We had this happen last year in Houston on their Water Treatment Plant project. The project included some roadwork along a low-volume local street on the outskirts of town. Our design considered a culvert for drainage under a side street connection, which was installed per the plan. After installation, it was determined the culvert was too shallow and would not work. The culvert was removed and changes were made. We “ran to the problem,” called the public works director, and explained what happened. We decided to remove the culvert and change the plan, which was the right call. The contractor was not to blame —they installed the culvert per the plan and as staked. We made the call to make a change and worked out a plan to pay for the culvert removal and rework.

Michele Peterson, City Administrator, City of Lanesboro had this to say, **“Bolton & Menk has served as our consultant city engineer since 2016. In addition to providing great service, we can trust them to be open about any mistakes that happen and work to resolve them quickly and fairly. For any community considering its options for consultant city engineer, I definitely recommend Bolton & Menk.”**

Accountability seems to be a lost art. At the end of the day, we are partners and believe in being treated fairly. Our number one goal is to build and maintain relationships built on trust, transparency, and accountability. **We do what we say we are going to do and if we make a mistake, we’ll make it right.**



# DETAILED APPROACH TO SCOPE OF SERVICES

Section 2

Detailed Approach to  
Scope of Services



# DETAILED APPROACH TO SCOPE OF SERVICES

We cannot stress it enough; our team is designed to operate as part of the City of Cannon Falls staff. Your priorities become our priorities. By choosing Bolton & Menk, Cannon Falls will have the resources of a national firm – but we are just down the hall. As experienced consultant city engineers and planners, we customize services for each community. We know that what is right for one city may not be right for Cannon Falls. We provide options and let you decide what you need.



## General and Project Management

From time to time general professional engineering needs arise that are not associated with a specific project. We have put together an overview of our general engineering services. Additional services can be made available as determined by the City of Cannon Falls.

### Infrastructure Planning and Maintenance

Bolton & Menk works with staff to review city needs. This includes assistance and project management in developing and implementing the policies, plans, and procedures necessary for the skillful management of city infrastructure. Our staff can also provide assistance in the operation and maintenance of the water system, sanitary sewer system, storm sewer system, street system, streetlights, parks, and buildings.

### Policies and Procedures

Bolton & Menk supports the continuing education of professional staff and involvement in professional and public works organizations. This allows us to maintain our knowledge of current industry trends, policies, and procedures. We also participate in organizations that keep up-to-date on legislative activities and pending legislation that may impact cities and public works. We look for needs and opportunities to help create new options and policies, or update existing ones, to keep the city in compliance with regulations, improve overall efficiencies where possible, and work toward achieving desired goals.

### Formulate Short- and Long-Range Plans

Bolton & Menk assists the city with short- and long-range plans for the design and construction of public

works improvements. Long-range planning may include preparing comprehensive plans, developing CIPs to achieve the goals identified in comprehensive planning, preparing funding applications for systems or projects, and working with staff to include recommended projects in budgets as they are developed and approved. Short-range planning may include developing project schedules to ensure regulatory review, approvals, and permits are accounted for; preparing cost estimates to ensure identified funding is adequate; and preparing preliminary engineering feasibility reports.

### Water Resources Engineering/Stormwater Management

Our staff has knowledge of stormwater management practices and requirements. We assist communities in administering stormwater management and permitting needs. Bolton & Menk actively maintains a professional relationship with local, state, and federal agencies.

We meet with agencies on behalf of the city as required and also attend annual informational meetings held by the MPCA, MDH, and Minnesota Board of Water and Soil Resources in order to keep current on issues that may affect the city. Bolton & Menk has the expertise to administer the city's compliance with the Wetland Conservation Act, including coordination of all wetland application reviews with the city, Goodhue County, and outside agencies.

### Engineering Services/Project Management for Construction

Bolton & Menk provides qualified staff to perform engineering services and project management during construction of municipal public works projects. Using a team approach allows us to provide individuals best

suited to the scope of work for each project. For example, the project manager for a transportation project may be different than the project manager on a wastewater project.

Matt has experience overseeing, mentoring, and assigning appropriate staff, and a broad knowledge of engineering, construction, and maintenance activities at the local level. He will coordinate and oversee the activities of all project managers and team members used in service to Cannon Falls to maintain consistency of delivery and quality of work.

### Review Land Use Application and Construction Plans

Bolton & Menk will review land use applications and construction plans for private development to ensure consistency with city codes and engineering standards and specifications. Our development review services generally include communication and coordination with developers and engineers as they prepare documents; review of concept plans, preliminary plans, and preliminary plats; and review of final plats and final construction plans. We prepare necessary correspondence throughout the review process—memos, letters, comment reports, etc. As part of the review process, when appropriate, Bolton & Menk makes recommendations on required financial securities such as letters of credit and/or cash escrows to be supplied by the developer. All private development projects are accounted and invoiced separately for ease of pass-through billing by the city to the developer. Matt has extensive experience performing reviews and preparing letters of engineering recommendation for residential and commercial private development.

### Development Agreements/Fees Documents

Bolton & Menk has worked on hundreds of city/private development projects. Matt's experience will help protect the city from the potential conflict and unplanned costs with developers. We will work to ensure agreement documents, developers' responsibilities, and proper securities exist.

### Parks, Trails, and Recreational Amenities Planning and Design

The Bolton & Menk team includes several landscape architects with extensive municipal experience. We will work with Cannon Falls staff and council to identify the needs and goals of the community regarding parks,

sidewalks, trails, and other recreational amenities. We will assist the city in the planning, layout, and design of those items, including identification and pursuit of applicable grant opportunities.

## Construction Services

There are two categories of project-specific engineering services: public and private projects.

Construction services for public projects are initiated by the city and generally completed under a public construction contract. The scope of services depends on a number of factors such as project size, type of improvements, number of people affected by the improvement, and authorization provided by the city council and staff. Bolton & Menk understands these are not our projects; they are the city's projects, and our services will be tailored to best meet the city's needs and project goals.

Private projects refer to those instances where Bolton & Menk is representing the city through performance of construction services related to a private development. These services are tracked separately to allow the city to collect reimbursement from developers initiating the work.

### Construction-Related Activities

Bolton & Menk has a large staff of MnDOT certified construction observers. Qualified staff are assigned to perform construction observation, monitor construction staking, and coordinate quality control testing. They also monitor construction for compliance with codes, regulations, standards, and approved plans. The construction observer also keeps a daily log of project activity and documents quantities of construction contract pay items.

On a privately funded project, Matt monitors the construction and completed work as it relates to escrowed funds and the letter of credit.

### Prepare and Review Construction Plans

We work in concert with city staff to review project needs in the near term and long term on a regular basis. Matt will present the planning needs to staff and the council the year prior to planned construction to allow adequate time for design development, necessary public

engagement, and striving to bid in a favorable climate. Bolton & Menk has a deliberate internal quality control process for plan review prior to bidding. We assign an engineer unrelated to the project to look at design plans and specifications to get an unbiased review.

### Bidding

During the bidding process, we are there every step of the way—from initiation to contract execution. Upon approval of plans and specifications by the city council, Bolton & Menk prepares and submits the required bids for advertisement publication. We take care of making bidding documents available to interested bidders and plan holders in both electronic and printed copy, address questions from bidders during the advertising period and, if required, issue addenda.

We attend the bid opening, review bids, verify prices, and prepare a tabulation of all bids received.

We also evaluate the bids and provide a summary letter of the results, with recommended action for proceeding.

### Perform Construction Staking and Surveying

Bolton & Menk has eight survey crews regionally to provide topographic survey and staking for all projects. Our crews work through the survey manager for their assignments, which are closely coordinated to reduce overlap and inefficiencies. Each survey crew is equipped with a company truck full of survey equipment and supplies they can mobilize to a project or projects without the need to restock.

We perform construction staking for all public improvement projects. The construction staking is performed in a coordinated fashion with the observation.

With several registered land surveyors, we can locate and stake elements such as property corners, property lines, and easement boundaries as necessary.

### Project Communications

All our project communication is customized for the project and audience. Tools like preconstruction conferences, progress meetings, and on-site observations effectively keep the lines of communication open with all project stakeholders. We are experienced in collecting and providing project information while adhering to social distancing guidelines.

We use a variety of communication tools, depending on the project:

- **Project-Specific Newsletter** - A project-specific newsletter can provide an excellent way to keep residents, businesses, or property owners informed as to the status and schedule of a project. It is particularly important for projects with long timelines.
- **Website** - Many people rely on the internet to gather information. We can design and host a project web page on Bolton & Menk's website for Cannon Falls and its community members. These project web pages may include digital versions of the project newsletter, project schedules, detour information, construction updates, city ordinances, and project contacts. You can see examples from other Bolton & Menk communities on our website, <https://www.bolton-menk.com/clientsites>.
- **Social Media** - Social media, such as Twitter or Facebook, can serve as an efficient way to keep residents informed on project status and schedule.
- **Pop-Up Meetings**
- **Surveys**

## Prepare Engineering Reports and Technical Correspondence

As your city engineer, Matt will lead the city in planning for proposed projects. He'll advise the city on the need for a preliminary engineering report, review the preliminary engineering report for compliance with ordinances, comprehensive plans, engineering standards, and financial guidelines.

### Preliminary Engineering Report

If you have concerns about feasibility, Bolton & Menk prepares reports for projects where the scope of work warrants or requires. Our feasibility reports identify project need, describe existing conditions and proposed improvements, and provide detailed cost estimates, financing/funding alternatives, and schedule.

We include figures with the reports as appropriate. When applicable, we make sure the contents of feasibility reports meet the requirement of M.S.429 for special assessments.

### Present Preliminary Engineering Reports at Public Meetings

Matt will present the results of preliminary engineering reports to the city council. For those meetings that require

information of a specialized nature, Matt may bring additional Bolton & Menk experts to present the material in their area of specialty.

The Minnesota State Statute 429 requires a public hearing before the city council can authorize plan and specification preparation. Matt will present information from the preliminary engineering report to the city council including the affected property owners. We help gather input for the city council to decide whether the project should proceed to the design and construction phases.

### Construction Inspection

Bolton & Menk has over 90 years of combined construction experience in our local office. Qualified staff are assigned to perform construction observation, monitor construction staking, and coordinate quality control testing. They also monitor construction for compliance with codes, regulations, standards, and approved plans. The construction observer keeps a daily log of project activity and documents quantities of construction contract pay items.

### Prepare Preliminary and Final Assessment Rolls

There are a lot of rules and regulations associated with assessments. Bolton & Menk understands these regulations and takes care to ensure the city is in compliance. We coordinate with city staff for notices on public hearings for publication and distribution consistent with statutory requirements. We prepare and present assessment rolls based on the city's policy and present findings to the city council and public.

### Plat Review

Bolton & Menk helps review concept plans and the preliminary and final plats of local developers to make sure they conform to the city's zoning and subdivision ordinances and development standards. We summarize the reviews in written reports for the city. Matt performs and is responsible for reviewing, permitting, and administering development services functions for many projects.

### Utility Studies

Matt prepares and supports rate studies for municipal water, wastewater, and storm sewer systems. We assist in evaluating the consumption rates, system O&M costs, debt service costs, and other factors. We work with city finance staff in accordance with fiduciary rules and

accounting expertise to recommend rates to reach and maintain city and lender fund balance policies.

### Traffic Studies, Signalization, Signage, Forecasting

The staff of Bolton & Menk includes specialists in traffic and transportation issues. We are available for consultation on traffic and safety issues. Our staff maintains a current understanding of traffic and safety issues through attending continuing education opportunities sponsored by MnDOT, the local chapter of the Institute for Traffic Engineering, and the American Society of Civil Engineers. Our expertise includes traffic calming, traffic modeling, signalization, and forecasting.

### State Aid/Federal Aid Reports

Bolton & Menk has extensive experience in completing complex projects with multiple jurisdictional agencies. We understand the standards, procedures, design requirements, and plan review associated with federal aid and municipal state aid improvements. Our experience adds value to efforts in garnering state or federal funding on future projects.

### Surface Water System Analysis and Design

Bolton & Menk has experience in water resources engineering including comprehensive stormwater management planning, stormwater modeling, NPDES permitting for construction, and NPDES permitting for MS4 communities. We will perform all surface water system analysis and design for Cannon Falls, including wetland services as necessary.

### Capital Improvement Program Studies

Bolton & Menk assists with the development and updating of capital improvement programs. We perform engineering studies as required in association with the capital improvement program and as identified by the city. This may include tasks such as verifying the budget or schedule for a proposed capital improvement program item or beginning the process of developing the item from the capital improvement plan to an active public improvement project.

### Prepare Comments on Other Agency Reports and Plans

Bolton & Menk reviews all reports, plans, and studies prepared by other agencies that may impact Cannon Falls. With your best interest in mind, we provide recommended comments and responses in a written



report for your review. Examples include analyzing the impacts of large development projects in adjacent locales (such as gas lines or electrical transmission lines) or impacts associated with county or state highway projects within city limits or its growth area.

## Participation in City Meetings

Matt is ready to dedicate the time required to fulfill all expectations of the city and address questions and concerns professionally and timely. Matt will serve as the city's primary resource for attending meetings. This provides consistency for elected officials and others attending meetings. He will be available for all required meetings and additional or unexpected meetings as necessary, including regular or special city council meetings, work sessions, planning and zoning commission meetings, public utilities commission meetings, other city committee, commission, or staff meetings, resident and business owner meetings, developer meetings, and other engineering firm meetings.

Bolton & Menk will act as a liaison with Goodhue County and other local, state, and federal agencies on issues requiring engineering expertise. Our staff actively maintain professional relationships with local, state, and federal agencies. We will meet with agencies on behalf of Cannon Falls as requested. We also attend annual informational meetings held by various agencies impacting municipal issues.

## Respond to Constituent Requests

Bolton & Menk realizes that a significant portion of serving as city engineer includes public communication and interaction—providing information and receiving input. Matt is comfortable in all public and one-on-one meeting settings as well as discussing and advocating for city projects and issues. As an agent of the city, Bolton & Menk recognizes that positive interaction and communication with residents and business owners of Cannon Falls is key to building community support and good-will. In addition, we understand that to be truly effective, communication must go beyond information exchange and needs the following attributes:

- Care
- Preparation
- Professionalism
- Competency
- Candor
- Courage
- Respect
- Follow-through

As directed, Matt responds to constituent requests and issues, using all of these attributes. In addition, he guides residents, business owners, developers, and other

members of the public through the steps needed to move projects forward efficiently and successfully.

## Other Services

### Water and Wastewater Engineering

Bolton & Menk is on the forefront of water and wastewater systems engineering. Committed to engineering excellence, we constantly search for new and better technologies. We want all of our communities to enjoy clean water—from personal use like drinking and swimming, to benefits for animals and fish. Water and wastewater treatment has long been a significant focus for us, helping municipalities and industries clean, conserve, and protect their water supplies. We have more staff dedicated to water and wastewater treatment than any other regional firm, with the expertise to offer the right solutions for your current water and wastewater needs.

### Funding Solutions for Infrastructure Projects

Finding funding sources for municipal infrastructure projects can be a challenge at times. Bolton & Menk has developed the expertise to assist the City of Cannon Falls in this area with our knowledge of current

programs, relationships with funding agencies, and a thorough understanding of application processes. Simply put, even the best-designed project is not sustainable if funding is not available. We work diligently to identify and secure outside grants and low interest loans from a variety of federal, state, and local agencies.

We have secured over

**\$500 million**

in funding from a variety of sources in the past 15 years.

### Identify Grant Opportunities

Bolton & Menk will assist Cannon Falls with identification and pursuit of applicable grant opportunities. We will identify programs and prepare and submit applications for grants through governmental agencies including Minnesota DNR, MPCA, DEED, MDH, FHWA, USDA, PFA, and MnDOT. Through our experience, we have established working relationships with the above agencies regarding funding municipal projects.

### Additional Services:

- Community Engagement
- Water, Sewer, Stormwater, and Transportation Components of Comprehensive Plan Update
- Urban Design
- Traffic Engineering
- Wetland Delineation and Mitigation

# BASIS FOR COMPENSATION

Section 3



# BASIS FOR COMPENSATION

As mentioned, we will tailor our engineering services to meet the specific goals and expectations of Cannon Falls. We have described key items and a proposed fee structure for the City of Cannon Falls. Our approach to providing engineering services to Cannon Falls can be subdivided into three main categories:

- 1 General engineering services
- 2 Project-specific engineering
- 3 Private development engineering

## 1 General Engineering Services

General engineering services are the professional service needs that arise within a community on a day-to-day basis and generally not associated with a specific project. Typically, general engineering services do not require detailed plans and specifications preparation and are usually funded by the general fund. We also know city staff can sometimes be hesitant about requesting information or asking questions of their consultant city engineer for concern of receiving significant unexpected bills for these day-to-day services. We understand the need to minimize these costs while maximizing the benefit to the client.

To assist Cannon Falls with the costs of general engineering related expenses, we will offer an ongoing “municipal discount” to be applied to non-project, general and day-to-day activities we perform as your city engineer and/or city planner.

→ **Reduced Hourly Rates:** Bolton & Menk will offer a reduced billing rate of \$80/hour for up to 20 hours per month for general engineering services. This offer extends for the duration of our partnership. Please note this in the Schedule of Fees. **The 20 reduced rate hours can be used however the city prefers.**

→ **City Council, Planning Commission, and Public Works Meetings:** We propose to attend Cannon Falls City Council, Planning Commission, and Public Works meetings at **NO CHARGE**.

If fully used, this municipal discount will provide a **savings in excess of \$35,000 annually in general engineering, non-project related costs typically paid from the city’s general fund budget.**

→ **Transition Costs:** All work associated with transitioning from the city’s current engineering firm will be provided at **NO CHARGE**. *Please see page 17 for more detailed description about transition to Bolton & Menk.*

→ **Web-Based GIS Mapping and GPS Locating:** Bolton & Menk understands the increasing role geographic information systems (GIS) plays in the management of organizational data. We recognize the value and broad potential GIS offers in helping clients attain high performance levels. When expertly applied, GIS elegantly converts creative ideas into tangible tools—tools that are illustrative and intuitive to the end user, helping them extract, manipulate, and analyze data with relative ease. While GIS can be thought of as a mapping tool, it is also a powerful database tool that provides additional information pertinent to municipal features. This may include, but is not limited to, taxpayer information for parcels, zoning information, maintenance records, pipe sizes, project plans and record drawings, sanitary sewer televising video, sign inventories, and pavement data.

We understand that Cannon Falls contracts their GIS services through Goodhue County and by doing so there are inherent user limitations coupled with an annual fee. We propose to build and deploy a customized GIS mapping system for Cannon Falls using existing data and data from Goodhue County. We will complete GPS location collection for the city’s sanitary sewer, water main, and storm sewer systems. In addition, we will rate every street in the city as a basis for development a pavement management plan. The GPS location data will be integrated into the web-based GIS mapping system to improve accuracy of the city’s utility maps. Any existing GPS location data the city has already collected will be incorporated as needed. The GPS collection and map integration will be completed at **NO CHARGE**.

This interactive system will be hosted on Bolton & Menk servers and made available to city staff through a secure internet connection. Since this system is web-based, the city will not have to purchase software. This setup, initial deployment, and on-site city staff training will be completed at **NO CHARGE**. We will continue to maintain and update the system at no cost if we continue to serve the City Cannon Falls as your city engineer.

We are confident the city will appreciate the vast capabilities of their new web-based GIS application. Coupled with the user-friendly interface design to be device responsive and accessible across all major browsers, your new GIS application will be a powerful and simple to use tool. We currently manage and host web GIS mapping applications for more than 90 communities and 2 tribal governments. The process to create Cannon Falls' customized web-based GIS Application includes several steps:

- Task 1 – Data Acquisition & Migration
- Task 2 – Web Application Development
- Task 3 – Web Application Training
- Ongoing Data Maintenance and GIS Services

A key to having a well-established and current GIS is consistent data maintenance. Following completion of tasks in this proposal, Bolton & Menk can support the city with GIS data updates and additions. The cost to provide these updates and additions will be based on our current fee schedule and cost estimates will be provided as requested. Among the types of ongoing data management services that may be advisable are

- Adding new data layers
- Modifying existing layers based on new data provided by the city
- Updating utility maps designed by others
- Changing zoning designation
- Including and/or updating linked files
- Other data additions or updates

All projects prepared by Bolton & Menk will be added to the GIS application as part of the project cost. There will not be a separate or additional fee for this service.

→ **5-Year Capital Improvement Plan (CIP):** We understand the first point of business upon hiring a new engineer and public works director is to update the CIP. Based on our past experience with cities like Cannon Falls, we understand planning for your infrastructure needs is important, especially with limited funding. We've developed a process for updating your CIP that is well thought out and deliberate. The process is extensive, and we look at all your major infrastructure—this will be a side-by-side infrastructure exploration with your new public works director and will provide “fresh eyes” for CIP planning. We'll prepare a document identifying your utility and pavement needs and high-level cost estimates, which allows you to plan ahead and position the city to take advantage of outside funding opportunities when available. The document we prepare is used to advise the development of a 5-year CIP and couple with your

financial advisor's and staff's budget planning. We will complete this work for a not-to-exceed fee of \$9,000.

## 2 Project-Specific Engineering Services

For project-specific services, we will work with you to develop a scope of services and a specific fee estimate will be determined for each project. Projects can range from street reconstruction and stormwater planning to park master plans and streetscape design from wastewater treatment plan upgrades and funding solutions to city zoning policy updates and traffic calming and everything in between. The city will be billed on an hourly basis. We will base our invoices on the actual number of hours; the city will not be charged for unused hours within the budget. If the scope of services changes, any proposed budget increase will be reviewed with the city, and we will obtain authorization before proceeding.

→ **Other Fee Basis:** If the City of Cannon Falls and Bolton & Menk mutually agree for a specific project that a method of compensation other than hourly is more appropriate (i.e. lump sum, percent of construction, estimated total), then a different compensation method may be employed for that project. The compensation method and amount will need to be identified and authorized by the city before work proceeds.

## 3 Private Development Engineering Services

For engineering services associated with development-funded projects, where a development agreement will be created or already exists, we propose each project be reviewed with city staff and/or council. One of Matt's visions for Cannon Falls includes developing this review process. It is important to develop a thorough and accurate scope of services with a defined level of service you want from our team. We anticipate all costs associated with development-driven projects will be the responsibility of the developer either as identified in the development agreement or by established city fees. We account and invoice all private development projects separately for ease of pass-through billing by the city to the developer. Under this scenario, our services will still be provided under the contract between the city and our firm.

Bolton & Menk will work only for the City of Cannon Falls, or on behalf of the city, unless specifically directed by the city to provide private development engineering services to a developer.

## SCHEDULE OF FEES

Our 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. 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 current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2020, including Matt Mohs' hourly rate of \$170 per hour. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

Our rates include labor, general business, and other normal and customary expenses associated with operating a professional business. **Unless otherwise agreed, the rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; 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, outsourced 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.

### Sample Invoice

Due to page constraints, we included a **detailed sample invoice in Appendix A.**

| Employee Classification                                       | Hourly Billing Rates |
|---|----------------------|
| Matt Mohs, P.E. Consultant City Engineer                      | \$80*/170 Hour       |
| Senior Principal  | \$195-280            |
| Principal Engineer/Surveyor/Planner/GIS/Landscape Architect   | \$145-225            |
| Senior Engineer/Surveyor/Planner/GIS/Landscape Architect      | \$120-210            |
| Project Manager (Inc. Survey, GIS, Landscape Architect)       | \$115-200            |
| Project Engineer/Surveyor/Planner/Landscape Architect         | \$90-175             |
| Design Engineer/Landscape Designer/Graduate Engineer/Surveyor | \$90-190             |
| Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)    | \$70-175             |
| Senior Technician (Inc. Construction, GIS, Survey')           | \$90-180             |
| Technician (Inc. Construction, GIS, Survey')                  | \$60-155             |
| Administrative/Corporate Specialists                          | \$55-135             |
| Structural/Electrical/Mechanical/Architect                    | \$120-150            |
| 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            |

\*Reduced General Engineering Rate

<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.

| Cannon Falls/2020 General Engineering                        |              |               |                        |
|--|--------------|---------------|------------------------|
| Non-Project Related Engineering Services of a General Nature |              |               |                        |
| Reduced Rate General Engineering (001)                       |              |               |                        |
| <b>Professional Services</b>                                 |              |               |                        |
|  | <b>Hours</b> | <b>Amount</b> |                        |
| Technician   | 4.00         | 300.00        |                        |
| Project Manager  | 2.00         | 150.00        |                        |
| Totals   | 6.00         | 450.00        |                        |
| <b>Total Labor</b>   |              |               | <b>450.00</b>          |
|  |              |               | <b>Total this Task</b> |
|  |              |               | <b>\$450.00</b>        |
| Regular Rate General Engineering (002)                       |              |               |                        |
| <b>Professional Services</b>                                 |              |               |                        |
|  | <b>Hours</b> | <b>Amount</b> |                        |



# TRANSITION SERVICES

Section 4



# TRANSITION SERVICES

*Change can be hard; we make it easier*

Change brings uncertainty as well as opportunity. When communities consider transitioning to a new consulting engineer, we make the process as smooth and easy as possible. Since 1949, we have successfully transitioned hundreds of communities. Each community is different, and we quickly and efficiently prepare a personalized transition plan that fits each just right.

The city will be experiencing another transition with the addition of a new public works director. Some may consider a scenario where a city hires a new city engineer and public works director at the same time to be complex and difficult. We see it as an exciting opportunity for the city to “re-boot” one of their departments while building new relationships with those responsible for infrastructure planning and maintenance.

## We invest in the long game

We invest time and resources early to engage our partnership for engineering because we know it is our job to get up to speed with your needs and priorities. We will do all the groundwork to get caught up with your previous city engineer, **AT NO CHARGE TO YOU**, providing you with instant value. You can then expect us to deliver services as if we were a member of your city staff.

## We don't own a cookie-cutter

We've been around the block enough times to know what works and what doesn't; but there is no one-size-fits-all approach. We customize our service delivery and find a solution that is right for you. Bolton & Menk promises to collaborate with you in a painless, effective, and cost-free manner—making sure you get what you need out of our services.

## We recognize each project is yours and not ours

It is our mission to help you realize your vision. No matter what stage a project is in, we can pick it up from any other consultant and move it forward. We've done it thousands of times. Our experience ensures nothing will fall between the cracks.

Your community gets the benefit of our decades of experience, and comprehensive services, and our commitment to innovation. We work hard to make it so the only change you notice in your transition to Bolton & Menk is an improvement in services.



**WE LOOK AHEAD**  
so you don't fall behind





# REFERENCES AND POTENTIAL CONFLICTS

Section 5



## REFERENCES AND POTENTIAL CONFLICTS

Our success with cities like Cannon Falls serves as a testament to our creativity, sound engineering, planning, and related services, customer service, and long-term investment. In addition to our technical expertise, we are committed to client satisfaction. Bolton & Menk excels in responsiveness. We listen to understand the unique needs of the city. We also recognize that residents and business owners in Cannon Falls are clients of ours as well; effective communication with them is critical to project successes.

Completing a successful project requires building upon experience and trusted relationships. Our approach ensures the city's objectives and needs are achieved through collaboration and consensus building. We know our clients often just need assistance to help understand and plan for infrastructure maintenance, repair, and replacement so the work can be scheduled and executed in a financially responsible manner.

### References

Past performance serves as a great indicator of future performance. The following map shows our service area footprint in southeast Minnesota and includes reference contacts for each of our engineering client communities. At Bolton & Menk, we prioritize client satisfaction through quality deliverables, cost-effective rates, and timely project delivery. Our clients tell us we are doing a great job, and they will tell you, too!

*If you want more proof, let us know. A more detailed client list or project summaries can be provided upon request.*

#### City of Plainview

241 West Broadway, Plainview, MN 55964

#### References

David Schmidt, Interim City Administrator

[d.schmidt@plainviewmn.com](mailto:d.schmidt@plainviewmn.com)

507-534-2229

Shane Loftus, Public Works Director

[s.loftus@plainviewmn.com](mailto:s.loftus@plainviewmn.com)

507-534-2229

The City of Plainview has an active reconstruction project this summer. Please reach out to David and Shane and inquire about their experiences with Bolton & Menk from project initiation through design and during construction.

#### Client Testimonial

See "Accountability" in this proposal.

#### City of Houston

105 West Maple Street, Houston, Mn 55943

#### Reference

Michelle Quinn, City Administrator

[mquinn@houstonmn.us](mailto:mquinn@houstonmn.us)

507-896-4033

The City of Houston has an active reconstruction project this summer. Please reach out to Michelle and inquire about her experiences with Bolton & Menk from project initiation through design and during construction.



**City of Wabasha**

900 Hiawatha Drive East, Wabasha, MN 55981

**Reference**

Chad Springer  
City Administrator  
[cityadmin@wabasha.org](mailto:cityadmin@wabasha.org)  
651-565-4568

***\*\*Bolton & Menk serves as both the Consultant City Engineer and Consultant City Planner***

**Client Testimonial**

"Bolton & Menk is a very valuable resource to the City of Wabasha. Since 2014, the city has undertaken several infrastructure projects using Bolton & Menk. From community interaction to timely bulletins, the residents were kept informed and apprised of each and every project. The city has used Bolton & Menk on some unique projects—including the planning for a barge facility—and they have the resources to assist on many levels. Additionally, by using both the planning services and engineering services from Bolton & Menk, the city created efficiencies. Overall, Bolton & Menk is an outstanding firm with great people and they work great with the City of Wabasha."

"I was happy with how you [Bolton & Menk, Inc.] engaged the Planning Commission and other city groups and departments during the development of the plan. The community input and material was thoroughly reviewed. I know that a lot of work went into the plan that was not seen by the public."

**City of Lanesboro**

202 Parkway Avenue South, Lanesboro, MN 55949

**Reference**

Michele Peterson, MCMC  
City Administrator/Clerk  
[mpeterson@lanesboro-mn.gov](mailto:mpeterson@lanesboro-mn.gov)  
507-467-3722

**Client Testimonial**

See "Accountability" in this proposal.

**City of Caledonia**

231 East Main Street, Caledonia, MN 55921

**References**

Adam Swann  
City Administrator  
[caledoniaclerk@acegroup.cc](mailto:caledoniaclerk@acegroup.cc)  
507-725-3450

Casey Klug  
Public Works Director  
[caledoniapw@goacentek.net](mailto:caledoniapw@goacentek.net)  
507-725-3450

**City of Spring Valley**

201 South Broadway Street, Spring Valley, Mn 55975

**Reference**

Deb Zimmer  
City Administrator/Clerk-Treasurer  
[springvalleyadmin@springvalley.govoffice.com](mailto:springvalleyadmin@springvalley.govoffice.com)  
507-346-7367

**Conflict of Interest Statement**

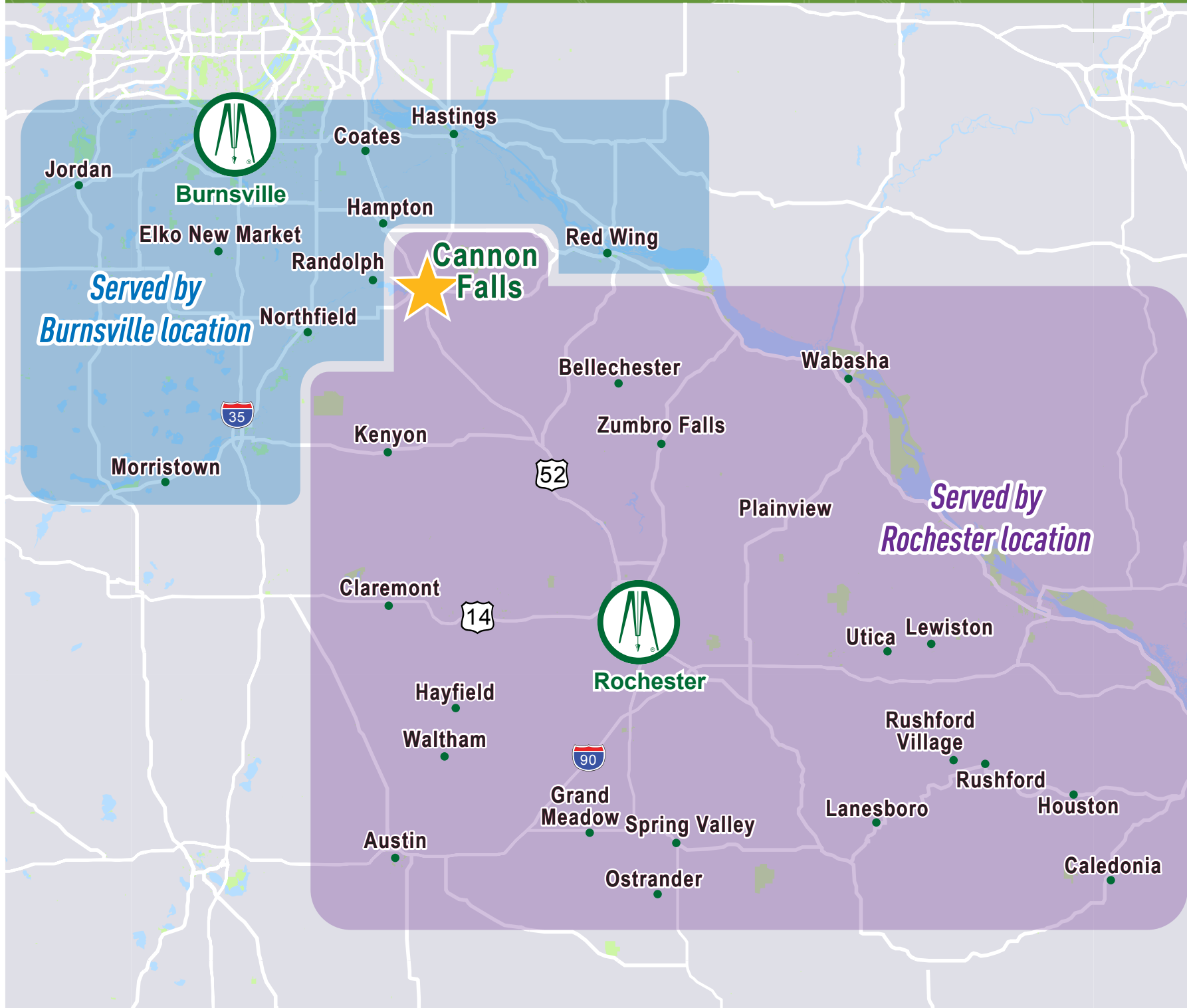
In providing engineering services to more than 300 communities in Minnesota, Iowa, and North Dakota, Bolton & Menk will occasionally represent clients with competing interests. We have successfully represented the best interests of all our clients by providing internal separation of the work performed. We will refrain from providing services for developers working within the city to avoid any concerns or appearance of impropriety. Generally, the developers work through the city for plan review and construction. We will support the city and assist as requested.

Upon review of this RFQ we have identified one known potential conflict of interest.

Matt executed an agreement with Cannon Belles Cheese in October 2019. The project has been submitted for city review and comments have been received from the city. We are waiting on our client regarding a potential change to the layout prior to resubmittal.

# Communities we serve in Southeastern Minnesota

Bolton & Menk provides ongoing municipal engineering services to more than 300 communities and serves as the designated consulting city engineer for more than 150 communities. Our top priority is client satisfaction through quality deliverables, cost-effective rates, and timely project delivery on all projects. Please contact the following references for an evaluation of our performance.



**City of Bellechester**  
 Rich Majerus, Public Works Director  
 299 Great Western Avenue, Bellechester, MN 55027  
 Ph. 651-380-1064

**City of Morristown**  
 Tim Minske, Public Works Director  
 402 Division Street South, Morristown, MN 55052  
 Ph. 507-685-2302

**City of Caledonia**  
 Adam Swann, City Administrator  
 Casey Klug, Public Works Director  
 231 East Main Street, Caledonia, MN 55921  
 Ph. 507-725-3450

**City of Ostrander**  
 Wendy Brincks, City Clerk  
 414 Main Street, PO Box 115, Ostrander, MN 55961  
 Ph. 507-657-2505

**City of Claremont**  
 Connor LaPointe, Administrator  
 140 W Front Street, POBox 235, Claremont, MN 55924  
 Ph. 507-528-2137

**City of Plainview**  
 David Schmidt, Interim City Administrator  
 Shane Loftus, Public Works Director  
 241 West Broadway, Plainview, MN 55964  
 Ph. 507-534-2229

**City of Coates**  
 Sherri Leflay, City Clerk & Treasurer  
 1840 Brittany Road, Hastings, MN 55033  
 Ph. 651-437-8900

**City of Randolph**  
 Mary Haro, City Clerk  
 4365 292nd Street East, Randolph, MN 55065  
 Ph. 507-645-7492

**City of Elko New Market**  
 Renee Christianson, Community Development Specialist  
 601 Main Street, Elko New Market, MN 55054  
 Ph. 952-461-2777

**City of Rushford**  
 Tony Chladek, City Administrator  
 101 N Mill Street, Rushford, MN 55971  
 Ph. 507-864-2444

**City of Grand Meadow**  
 Chris Hyrkas, City Clerk/Treasurer  
 112 Grand Avenue East, Grand Meadow, MN 55936  
 Ph. 507-754-5280

**City of Rushford Village**  
 Mary Miner, City Clerk  
 43038 State Highway 30, Rushford Village, MN 55971  
 Ph. 507-864-7974

**City of Hampton**  
 Wendy Carpenter, City Clerk  
 5265 238<sup>th</sup> Street East, Hampton, MN 55031  
 Ph. 651-437-8846

**City of Spring Valley**  
 Deb Zimmer, City Administrator  
 201 S Broadway Street, Spring Valley, MN 55975  
 Ph. 507-346-7367

**City of Hayfield**  
 Lori Kindschy, City Clerk/Treasurer  
 18 West Main Street, Hayfield, MN 55940  
 Ph. 507-477-3535

**City of Utica**  
 Cindy Timm, City Clerk  
 PO Box 431, Utica, MN 55979  
 Ph. 507-523-3637

**City of Houston**  
 Michelle Quinn, City Administrator  
 105 West Maple Street, Houston, MN 55943  
 Ph. 507-896-4033

**City of Wabasha**  
 Chad Springer, City Administrator  
 900 Hiawatha Drive E, Wabasha, MN 55981  
 Ph. 651-565-4568  
*Bolton & Menk serves as both the Consultant City Engineer and Consultant City Planner*

**City of Jordan**  
 Tom Nikunen, City Administrator  
 210 East 1<sup>st</sup> Street, Jordan, MN 55352  
 Ph. 952-492-2535

**City of Waltham**  
 Stormy Gunneson, City Clerk  
 270 Main Street S, PO Box 97, Waltham, MN 55982  
 Ph. 507-477-3969

**City of Kenyon**  
 Mark Vahlsing, City Administrator  
 709 Second Street, Kenyon, MN 55946  
 Ph. 507-789-6415

**City of Zumbro Falls**  
 Bruce Heitmann, Mayor  
 342 Highway 60, Zumbro Falls, MN 55991  
 Ph. 507-208-0708

**City of Lanesboro**  
 Michele Peterson, City Administrator  
 202 Parkway Avenue S, Lanesboro, MN 55949  
 Ph. 507-467-3722

**Consultant Pool Communities:**

- City of Austin
- City of Red Wing
- City of Hastings
- City of Rochester
- City of Northfield

**City of Lewiston**  
 Cheryl Knight, City Administrator  
 75 Rice Street, Lewiston, MN 55952  
 Ph. 507-523-2257

Ⓐ = See the proposal for testimonials and additional information on these communities.



# DISCLOSURES AND ASSURANCES **(APPENDIX A)** Section 6



# DISCLOSURES AND ASSURANCES

## **Applicant Authority**

I have the authority to make representations on behalf of the firm for this Request for Qualifications for the City of Cannon Falls.



---

Brian P. Malm, P.E.  
Principal Engineer

July 1, 2020  
Date



Real People. Real Solutions.

**Please Remit To:** Bolton & Menk, Inc.  
 1960 Premier Drive | Mankato, MN 56001-5900  
 507-625-4171 | 507-625-4177 (fax)  
 www.Bolton-Menk.com

To Ensure Proper Credit, Provide Invoice Numbers with Payment



City of Cannon Falls  
 Neil Jensen, City Administrator  
 918 River Road  
 Cannon Falls, MN 55009

June 29, 2020  
 Project No: H19.120267  
 Invoice No: 0252900

**Cannon Falls/2020 General Engineering**

Non-Project Related Engineering Services of a General Nature

Reduced Rate General Engineering (001)

**Professional Services**

|                    | <b>Hours</b> | <b>Amount</b> |                        |
|--------------------|--------------|---------------|------------------------|
| Technician         | 4.00         | 300.00        |                        |
| Project Manager    | 2.00         | 150.00        |                        |
| Totals             | 6.00         | 450.00        |                        |
| <b>Total Labor</b> |              |               | <b>450.00</b>          |
|                    |              |               | <b>Total this Task</b> |
|                    |              |               | <b>\$450.00</b>        |

Regular Rate General Engineering (002)

**Professional Services**

|                    | <b>Hours</b> | <b>Amount</b> |                        |
|--------------------|--------------|---------------|------------------------|
| Technician         | 41.00        | 4,100.00      |                        |
| Totals             | 41.00        | 4,100.00      |                        |
| <b>Total Labor</b> |              |               | <b>4,100.00</b>        |
|                    |              |               | <b>Total this Task</b> |
|                    |              |               | <b>\$4,100.00</b>      |

No-Charge Meeting Attendance (003)

Attendance at City Council or Commission Meetings

**Professional Services**

|                    | <b>Hours</b> | <b>Amount</b> |              |
|--------------------|--------------|---------------|--------------|
| Project Manager    | .50          | 85.00         |              |
| Totals             | .50          | 85.00         |              |
| <b>Total Labor</b> |              |               | <b>85.00</b> |

**Additional Fees**

|                              |  |               |               |
|------------------------------|--|---------------|---------------|
| Meetings - No Charge         |  | -85.00        |               |
| <b>Total Additional Fees</b> |  | <b>-85.00</b> | <b>-85.00</b> |

**Total this Task 0.00**

---

No-Charge Web GIS Services (004)

**Professional Services**

|                    | <b>Hours</b> | <b>Amount</b> |                 |
|--------------------|--------------|---------------|-----------------|
| Specialist         | 2.00         | 230.00        |                 |
| Technician         | 43.00        | 3,225.00      |                 |
| Project Manager    | 1.00         | 170.00        |                 |
| Totals             | 46.00        | 3,625.00      |                 |
| <b>Total Labor</b> |              |               | <b>3,625.00</b> |

**Additional Fees**

|                              |  |                  |                  |
|------------------------------|--|------------------|------------------|
| Web GIS Services - No Charge |  | -3,625.00        |                  |
| <b>Total Additional Fees</b> |  | <b>-3,625.00</b> | <b>-3,625.00</b> |

**Total this Task 0.00**

---

No-Charge Transition Services (005)

**Professional Services**

|                    | <b>Hours</b> | <b>Amount</b> |               |
|--------------------|--------------|---------------|---------------|
| Administrative     | 4.00         | 340.00        |               |
| Totals             | 4.00         | 340.00        |               |
| <b>Total Labor</b> |              |               | <b>340.00</b> |

**Additional Fees**

|                                 |  |                |                |
|---------------------------------|--|----------------|----------------|
| Transition Services - No Charge |  | -340.00        |                |
| <b>Total Additional Fees</b>    |  | <b>-340.00</b> | <b>-340.00</b> |

**Total this Task 0.00**

**Total this Invoice \$4,550.00**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/10/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |  |   |                                      |
|---|--|---|--------------------------------------|
| <b>PRODUCER</b><br>Brown & Brown of Minnesota<br>530 W Pleasant St, Suite 100<br><br>Mankato MN 56001 |  | <b>CONTACT NAME:</b> Mary Portner, CISR<br><b>PHONE (A/C, No, Ext):</b> (507) 344-4505<br><b>E-MAIL ADDRESS:</b> mportner@bmbankato.com | <b>FAX (A/C, No):</b> (866) 800-6599 |
| <b>INSURED</b><br><br>Bolton and Menk, Inc.<br>1960 Premier Dr<br><br>Mankato MN 56001                |  | <b>INSURER(S) AFFORDING COVERAGE</b>  |                                      |
|   |  | <b>INSURER A:</b> Westfield Insurance Company   | <b>NAIC #</b> 24112                  |
|   |  | <b>INSURER B:</b> Westfield National Insurance Company  | 24120                                |
|   |  | <b>INSURER C:</b> Continental Casualty Company  | 20443                                |
|   |  | <b>INSURER D:</b>   |                                      |
|   |  | <b>INSURER E:</b>   |                                      |
|   |  | <b>INSURER F:</b>   |                                      |

**COVERAGES**

CERTIFICATE NUMBER: 20/21


REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |               |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|---|---------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Blanket Addl Insured<br><input checked="" type="checkbox"/> XCU Coverage<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | CMM 3 406 737 | 01/01/2020              | 01/01/2021              | EACH OCCURRENCE   | \$ 2,000,000  |
|          |  |           |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence)                                       | \$ 1,000,000  |
|          |  |           |          |               |                         |                         | MED EXP (Any one person)  | \$ 10,000     |
|          |  |           |          |               |                         |                         | PERSONAL & ADV INJURY   | \$ 2,000,000  |
|          |  |           |          |               |                         |                         | GENERAL AGGREGATE   | \$ 4,000,000  |
|          |  |           |          |               |                         |                         | PRODUCTS - COMP/OP AGG  | \$ 4,000,000  |
|          |  |           |          |               |                         |                         | Emp Benefit   | \$ \$1M/2M    |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> Blkt Addl Ins <input checked="" type="checkbox"/> Blkt Waiver  |           |          | CMM 3 406 737 | 01/01/2020              | 01/01/2021              | COMBINED SINGLE LIMIT (Ea accident)   | \$ 1,000,000  |
|          |  |           |          |               |                         |                         | BODILY INJURY (Per person)  | \$            |
|          |  |           |          |               |                         |                         | BODILY INJURY (Per accident)  | \$            |
|          |  |           |          |               |                         |                         | PROPERTY DAMAGE (Per accident)  | \$            |
|          |  |           |          |               |                         |                         |   | \$            |
| A        | <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0   |           |          | CMM 3 406 737 | 01/01/2020              | 01/01/2021              | EACH OCCURRENCE   | \$ 10,000,000 |
|          |  |           |          |               |                         |                         | AGGREGATE   | \$ 10,000,000 |
|          |  |           |          |               |                         |                         |   | \$            |
| B        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br>N  | N/A      | WCP 8677645   | 01/01/2020              | 01/01/2021              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |               |
|          |  |           |          |               |                         |                         | E.L. EACH ACCIDENT  | \$ 1,000,000  |
|          |  |           |          |               |                         |                         | E.L. DISEASE - EA EMPLOYEE  | \$ 1,000,000  |
|          |  |           |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT   | \$ 1,000,000  |
| C        | Professional Liability<br>E&O Ded \$25,000   |           |          | AEH114019718  | 12/31/2019              | 12/31/2020              | Per Claim   | \$5,000,000   |
|          |  |           |          |               |                         |                         | Aggregate   | \$10,000,000  |
|          |  |           |          |               |                         |                         | Retro Date  | 12/31/1997    |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

|   |   |
|---|---|
| City of Cannon Falls<br>918 River Road<br><br>Cannon Falls MN 55009 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|---|---|

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