

EXHIBIT A

ORIGINAL



# PROPOSAL

Construction Inspection Services for 2022 City Wide CIPP Project  
City of Duluth, MN | June 29, 2022

**Contact:**

Adam Nix, PE  
218-830-0512

[Adam.Nix@bolton-menk.com](mailto:Adam.Nix@bolton-menk.com)

4960 Miller Trunk Highway | Suite 350 | Duluth, MN 55811  
218-729-5939 | [Bolton-Menk.com](http://Bolton-Menk.com)



Real People. Real Solutions.





Real People. Real Solutions.

4960 Miller Trunk Highway | Suite 350 | Duluth, MN 55811  
218-729-5939 | Bolton-Menk.com

June 29, 2022

Purchasing Agent  
City of Duluth  
411 West 1st Street, Room 120  
Duluth, MN 55802

RE: Proposal for Construction Inspection Services for 2022 Citywide CIPP Project (#2037)

The City of Duluth has initiated the Construction Inspection Services for the 2022 Citywide CIPP Project to inspect and repair—using a combination of spot repairs and trenchless technology—critical links in the sanitary sewer infrastructure network that serves the community. This project will require an experienced team of knowledgeable and certified professionals who understand the local infrastructure and are readily available. Like you, Bolton & Menk, Inc. takes great pride in managing projects that are safe, sustainable, and functional. We understand what needs to be accomplished for the successful completion of the 2022 Citywide CIPP Project and are uniquely positioned to offer inspection services backed by years of CIPP and sanitary sewer construction knowledge.

***Certified Experts*** – The City of Duluth can rest easy knowing we will staff this project with team members that are National Association of Sewer Services Companies (NASSCO) certified CIPP inspectors and designers. Our team has logged thousands of hours designing, inspecting, and evaluating CIPP and sanitary sewers, and we are up to date on the latest tools and trends in trenchless technologies. We will complete this project with minimal disruption to both the city and its residents, saving time and money. Included in our cost proposal are staff that have worked on critical sanitary sewer and trenchless design projects, so that we may serve as a resource for the city should the need arise during the course of constructing the 2022 project.

***Proven Results with CIPP and Spot Repairs*** – The city requires a consultant who has a history of successful trenchless and CIPP rehabilitation projects. Spot repairs, liner design and cure out, grouting, injection grouting, and lateral rehabilitation are all areas we can assist the city in ensuring the longevity of critical infrastructure links. Bolton & Menk has delivered thousands of miles of rehabilitated and repaired sewers in projects for numerous municipalities and agencies all over Minnesota and the region.

***Real Solutions*** – This project represents a list of unique challenges that we are more than prepared for; we understand the nuances of open excavations in downtown alleyways, and the environmental sensitivities of open construction near Chester Creek. The safety of the public and the integrity of sewer networks are at the forefront of all we do—ensuring maintenance of traffic (including pedestrians and bicycles), maintaining a tidy work site, and providing clear communication with affected residents and businesses are some of the hallmarks of our familiarity with this type of work. Operating as an extension of city staff when called upon to ensure a consistent message and the quality of service for your residents is important to us, because we know the time and effort it takes to gain and keep the public's trust.

***Local and Ready*** – The citywide CIPP project needs a consultant who is familiar with our community. Primary inspection, client contact, and management duties will all be managed at our location in Duluth, minutes away from both the project sites and city offices. We stand ready to assist the city in meeting the milestones needed to keep the project moving forward and complete spot repairs this fall and shift the focus to CIPP lining, as a construction

contractor comes online and the schedules evolve. The attached proposal includes an estimated work plan and schedule, that we acknowledge will be highly driven by the selected construction contractor and will require flexibility to meet the varying needs of a project underway.

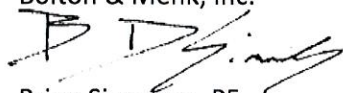
***Together as a Team*** – We understand the challenges faced as a city to place staff where they are needed the most. Municipalities are always being asked to do more with less, and somehow they manage to get the job done. In the same spirit, we propose a team that includes local staff with experience that are active members of the community. Taking advantage of past projects and expertise, we add our North Shore know-how with 15+ years of successfully completed trenchless, CIPP, and sewer projects across the region. In order to react quickly to unknowns in the construction process, we've included a sensible mix of hours and hourly rates. We hope this shows our commitment to quality with a nod to economy and accountability with public dollars. The effective team presented here to cover the full needs we understand from the proposed project includes

- Licensed Engineers
- An Engineer-in-Training (EIT)
- Dedicated Field Staff
  - Construction Project Representatives
  - Inspector
- A Registered Land Surveyor

We've included a fee schedule for our full range of professionals, should other tasks be deemed necessary, and allow the City of Duluth to take advantage of the breadth and depth Bolton & Menk brings to projects in all phases.

We are excited for the opportunity to complete the Construction Inspection Services for 2022 Citywide CIPP Project. Adam Nix will serve as your lead client contact and project manager. Please contact him at 218-830-0512 or Adam.Nix@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,  
Bolton & Menk, Inc.



Brian Simmons, PE  
Project Manager

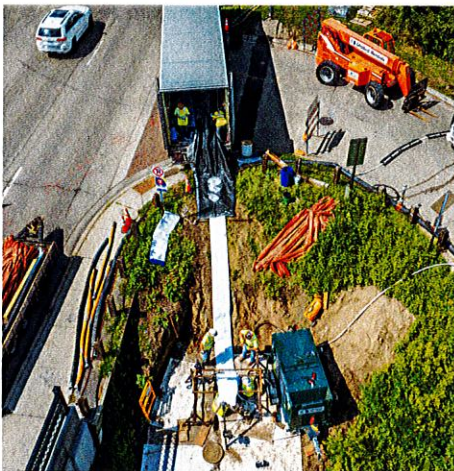


# EXPERIENCE

The City of Duluth will select a qualified firm based in large part on the previous work they have successfully completed. We have provided samples of recent projects with similar tasks and challenges to this project. Client satisfaction through quality deliverables, cost-effective rates, and timely project delivery are top priorities for Bolton & Menk. Please contact the following references to evaluate our performance on similar projects. Additional references are available upon request.

## **Minnehaha Creek Sanitary Sewer Lining** City of Edina, Minnesota

The City of Edina has a sanitary sewer system that runs parallel to Minnehaha Creek. The 24-inch interceptor system takes much of Edina's sewer flow as it makes its way to the MCES system. The sewer system is more than 80 years old and past its useful life. Structural issues allow the nearby creek to infiltrate the sewer system.



Rehabilitation was needed to structurally repair the pipe, decrease treatment costs, and reduce the likelihood of sewer blockages, backups, and spills near Minnehaha Creek.

Bolton & Menk implemented trenchless technologies to eliminate typical construction disturbances for residents. We used cured-in-place-pipe (CIPP) technology to structurally reline the pipe without the need for typical excavations. We also used spray-in-place manhole rehabilitation products and robotically installed CIPP lateral liners at service connections. These methods eliminate the need for excavation, reduce equipment access in yards, and shorten the construction duration. All these benefits reduced construction impacts and project costs.

The project had minimal impacts on residents and the decreased wastewater treatment costs will fully recoup construction costs in just a couple of years.

## **Mississippi River Trunk Sanitary Sewer CIPP Lining Project** City of Brooklyn Center, Minnesota

Bolton & Menk rehabilitated the Mississippi River trunk sewer line—a critical 18-inch gravity main immediately upstream from the discharge to the Metropolitan Council Interceptor. The proximity of the access points and gravity main to the Mississippi River created a design challenge that Bolton & Menk successfully tackled; no impacts arose on the river due to project activities. As part of a condition assessment and alternatives analysis, CIPP was the rehabilitation method chosen. Manholes were in poor condition and were included in the rehabilitation. Twenty-four hour, temporary conveyance was needed to perform the rehabilitation work and was a key feature. The temporary conveyance required capacity to handle any I&I that might occur during the spring, while the lining was being performed.

In addition, this main included a change in diameter where the trunk main was in a casing crossing the original I-694. The pipe that needed rehabilitating transitioned from 18 inches to 30 inches and back again. While this change would normally prompt an access point for lining, it was located in the middle of the eight lanes of I-694 and inaccessible. A transition liner was called and the main was successfully rehabilitated. We also encountered high groundwater levels near the sewer main due to proximity of the river. This required handling in the design of the CIPP thermosetting process to prevent infiltration. Infiltration of cold groundwater creates pinholes in the finished product and compromises the integrity of the liner. Care was taken to responsibly establish access to the off-road access points along the slope of the river. These were needed for CIPP insertion and thermosetting and contributed to no impacts on the river as part of the project.



## 36-Inch PCCP Watermain Rehabilitation Joint Water Commission

Faced with mounting liability after experiencing major breaks in a 50-year-old watermain line near downtown Robbinsdale, the Joint Water Commission (JWC) evaluated the aging and failing pre-stressed concrete cylinder pipe (PCCP) to find an immediate solution. Trenchless and low impact rehabilitation/reconstruction methodologies, both cutting edge and time tested, were evaluated by Bolton & Menk. A combination of methodologies was proposed; ultimately loose fit sliplining was chosen due to reduced construction impacts and lower installation costs.



This project presented a unique opportunity for rehabilitation: the watermain has no services, few valves, and many structures located mainly down the centerline of 42nd Avenue/CR 9. The 36-inch line is also oversized for the JWC's needs. Modeling demonstrated a 24-inch pipe serves the volume the JWC requires. Access excavations for sliplining the existing pipe were located to ensure minimal traffic disruption, while keeping CR 9 open to traffic at all times.

The rehabilitation resulted in a secure and reliable water supply system for the JWC communities and lessened the liability the JWC had with the failing watermain while saving the Cities of Golden Valley, New Hope, and Crystal crucial capital dollars.

## Additional CIPP Experience

Client	Project	Total Length (linear feet)
City of Forest Lake, MN	I-35W Watermain Crossing Rehabilitation	700
	2014/2015 Sewer Lining Project	26,740
City of Howard Lake, MN	Street & Utility Improvements	1,400
	South Central Improvements Phase II	1,400
City of Norwood Young America, MN	South Area Lift Station (Tacoma West Industrial Park)	7,500
City of Hopkins, MN	Mainstreet Improvements	1,500
City of Prior Lake, MN	Street Reconstruction	1,464
City of Wadena, MN	SW Sewer Project	5,800
Metropolitan Council	Plymouth Forcemain Rehabilitation Phase I	12,000
	Plymouth Forcemain Rehabilitation Phase II	19,000
City of West St. Paul, MN	Street Improvements	6,716
City of Waverly, MN	Sewer Lining	8,000
City of Burnsville, MN	2012 Nicollet Ave Watermain Improvements	2,560
City of Stratford, IA	CDBG Sanitary Sewer Improvements	7,700
	Wastewater System Retrofit	4,500
City of Waterville, MN	Main Street Sewer Lining	3,400



# PERSONNEL

Bolton & Menk understands the importance of developing design solutions that can be supported by stakeholders and implemented efficiently. We have provided full résumés of key individual roles. These individuals have track records of successful projects and, just as importantly, are enthusiastic and committed to meeting and exceeding your expectations.



**Adam J Nix, PE**  
Project Manager

## Education

Bachelor of Science - Civil Engineering  
Minnesota State University, Mankato

## Registration

- Professional Engineer, MN

## Certifications

National Association of Sewer Services Companies  
- NASSCO

- ITCP - Cured In Place Pipe (In-Progress)

## eRailSafe Railways

- eRailSafe System Badge

## University of Minnesota

- Design of Construction SWPPP

## Minnesota Department of Transportation (MnDOT)

- Aggregate Production I
- Bituminous Street I
- Bituminous Street II
- Concrete Field I
- Concrete Field II
- Grading and Base I
- Grading and Base II

## American Concrete Institute

- ACI Field Testing Tech I

## Summary

Adam is a design engineer, starting his career with Bolton & Menk in 2016 following a year-long internship. He is responsible for both the design and construction phases of projects. Prior to joining Bolton & Menk, Adam was an intern for MnDOT for two years. During that time, he gained experience in materials testing and classification as well as construction inspection and documentation on various municipal, state, and federally funded projects.

## Experience

### 2019 Sanitary Sewer Improvements, City of Silver Bay, Minnesota

The City of Silver Bay needed to replace the existing trunk line at its wastewater treatment facility. Bolton & Menk replaced this critical piece of infrastructure, ensuring minimal impacts to the project area and completing all required documentation. Adam served as project engineer.

### Wastewater Treatment Facility, City of Two Harbors, Minnesota

Faced with stringent effluent limits, aging infrastructure, and an emerging, significant industrial user, the City of Two Harbors needed significant improvements to their wastewater treatment facility. Adam acted as the project engineer for the wastewater treatment facility improvements. His approach resulted in a project design that not only met the necessary treatment objectives but provided the city with a project they would be proud of and happy to operate for years to come.

### Wastewater Treatment Facility Improvements, City of Silver Bay, Minnesota

The City of Silver Bay performed facility upgrades to improve compliance with the low mercury limits. Bolton & Menk helped the city secure both Point Source Implementation Grants (PSIG) and Wastewater Infrastructure Fund (WIF) grants on this project. Adam served as project engineer.





**Brian D Simmons, PE**  
Principal-in-Charge

### Education

Bachelor of Science - Civil Engineering  
North Dakota State University

### Registration

- Professional Engineer, MN, NC

### Certifications

National Association of Sewer Services Companies  
- NASSCO  
• ITCP - Cured In Place Pipe

Federal Aviation Administration

- Remote Pilot

### Awards

Professional Manager of the Year, Engineering and  
Technology - American Public Works Association,  
2022  
Above & Beyond Award - Bolton & Menk, Inc., 2020

### Summary

Brian is a principal engineer who started his career with Bolton & Menk in 2005 serving municipal and agency projects. He has managed and delivered infrastructure projects that include rehabilitation, reconstruction, new construction, and combinations of solutions. His expertise includes wide ranging and uniquely tailored trenchless solutions for water, sewer, and stormwater utilities. Brian is passionate about leveraging new technology to better serve clients and accomplish infrastructure projects. His passion and advocacy culminate in his leadership of Bolton & Menk's reality capture group and co-leadership of the trenchless group.

### Experience

#### Trunk Sewer Rehabilitation, City of Edina, Minnesota

The City of Edina retained Bolton & Menk to complete design and construction services for their 2014 Trunk Sewer Rehabilitation project. The project consisted of the design of a cured-in-place pipe (CIPP) liner to rehabilitate approximately 4,700 linear feet of 24-inch reinforced concrete pipe along with 24 structures. This project is located adjacent to Minnehaha Creek and within residential backyards. Coordination with area residents and property owners was critical to the successful design of the project. Bolton & Menk designed performance parameters, liner thickness and material, and the installation method of the CIPP liner. In addition, specifications outlined expectations regarding the bypass pumping plan and communication and coordination with property owners throughout construction. Brian served as a technical advisor to the team on this project.

#### Mississippi River Trunk Sanitary Sewer CIPP Lining Project, City of Brooklyn Center, Minnesota

The Mississippi River trunk sanitary sewer main needed root cleaning and rehabilitation. Bolton & Menk completed trenchless rehabilitation of the main and designed bypass pumping to maintain sanitary service and keep sewage out of homes as the work was completed. Brian served as the client service manager and project manager for project design.

#### South District Trunk Sewer, City of Cottage Grove, Minnesota

The City of Cottage Grove worked with Bolton & Menk on the South District Trunk Sewer, which will deliver more than 1 million gallons of sewage to the Cottage Grove Wastewater Treatment Plant. Brian served as project manager through design. The project required extensive coordination with the Metropolitan Council to ensure compliance with environmental regulations.





## Logan K Schottroff, EIT

### Senior Construction Project Representative (CPR)

#### Education

Bachelor of Science - Civil Engineering  
Minnesota State University, Mankato

#### Certifications

National Association of Sewer Services Companies  
- NASSCO

- ITCP - Cured In Place Pipe
- Manhole Rehabilitation Inspector

#### Rescue Resources

- Confined Space Entry

Minnesota Department of Transportation (MnDOT)

- Aggregate Production

Minnesota Board of AELSLAGID

- Engineer In Training - EIT

#### Summary

Logan is a graduate engineer at Bolton & Menk, joining the team in 2020. After spending two years at the city level, Logan has construction inspection experience. He spends much of his time on municipal and utility work.

#### Experience

##### South District Trunk Sewer, City of Cottage Grove, Minnesota

The City of Cottage Grove worked with Bolton & Menk on the South District Trunk Sewer, which will deliver more than 1 million gallons of sewage to the Cottage Grove Wastewater Treatment Plant. Logan served as CPR on this project that required extensive coordination with the Metropolitan Council to ensure compliance with environmental regulations.

##### Northwood Drive Sanitary Improvements, City of Redwood Falls, Minnesota

The City of Redwood Falls had a trunk sanitary sewer line that was showing signs of failure. Bolton & Menk identified the fix as cured-in-place pipe and helped the city determine the best type of lining. We also facilitated bids in the completion of the work. Logan served as CPR on this project.

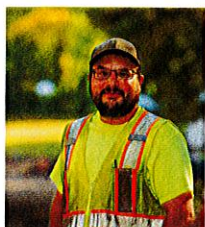
##### CIPP Sanitary Sewer, City of Storm Lake, Iowa

The City of Storm Lake needed to improve their aging sanitary sewer collection system that was growing increasingly susceptible to inflow and infiltration. Logan served as CPR and closely monitored the project contractor's construction progress and as the project schedule began to lag. Bolton & Menk worked with the contractor, grant administrator, and city staff members to ensure they provided extra resources to achieve satisfactory schedule delivery. As a result of our collaborative efforts, the project achieved its goals of satisfied stakeholders, improved infrastructure requiring less future maintenance, and reduced property damage risk.

##### Orchard Avenue Storm Sewer Rehab, City of Crystal, Minnesota

The City of Crystal needed to rehabilitate an aging 72-inch storm culvert that was deteriorating and creating large sink holes in residential properties near the pipeline. Bolton & Menk explored available trenchless technologies and provided a turnkey rehabilitation approach that repaired the pipe at a fraction of the cost and minimized disruption to residents' back yards compared to traditional replacement methods. Adam served as CPR on this project.





## Casey J Witzman

### Construction Project Representative (CPR)

#### Education

Associate of Arts - General  
Lake Superior College

AIAS - Civil Engineering Technology  
Lake Superior College

#### Certifications

National Association of Sewer Services Companies  
- NASSCO

- ITCP - Cured In Place Pipe (In-Progress)

BNSF Contractor

- BNSF Contractor

Rescue Resources

- Confined Space Entry

eRailSafe Railways

- eRailSafe System Badge

Bolton Menk Authorized Trainer

- Fall Protection Authorized Person

Minnesota Department of Transportation (MnDOT)

- Aggregate Production
- Bituminous Street I
- Bituminous Street II
- Concrete Field I
- Grading and Base I

#### Summary

Casey is an engineering technician at Bolton & Menk who joined the firm in 2020. He assists with design and construction observation and is experienced with Civil 3D software. He has additional experience with materials testing.

#### Experience

##### Interlachen Park Street and Utility Improvements, City of Hopkins, Minnesota

The City of Hopkins' Interlachen Park neighborhood streets were deteriorating, and underground utilities had reached the end of their life span. Casey served as CPR and provided design, survey, and construction oversight of the neighborhood reconstruction that spanned two construction seasons. Bolton & Menk's construction inspection/administration, staking work, and coordination with city staff ensured the project progressed on schedule.

##### Hazelnut Park/Glenpaul Neighborhood Street & Utility Improvements, City of Arden Hills, Minnesota

The City of Arden Hills initiated the 2021 PMP Street and Utility Improvements project to replace deteriorating asphalt pavement, add concrete curbs and gutters, and replace underground public utilities in locations like Hazelnut Park and the Glenpaul neighborhood. Bolton & Menk teamed up with the city to develop a plan for cost-effective and sustainable solutions to improve the neighborhood streets and utilities using a combination of reconstruction and rehabilitation methods. This plan ensures the city's streets serve the community for years to come while keeping costs at a manageable level. Casey served as CPR for this project.

##### 2021 Street Improvements, City of Lake City, Minnesota

The City of Lake City reconstructed 13 blocks of residential streets and repaired selected curb, sidewalk, and driveway sections in 2021. Bolton & Menk led the design coordination with city staff, oversaw the design and bidding, and led the construction communication for the locally funded \$850,000 project. Through deliberate and strategic planning, they met with the city on several occasions (both in-person in the field and virtually) to incorporate the city's specific design requests and integrated a manhole treatment program the city wanted to include. Casey served as CPR for this project.





**Robert D Flaws**  
Senior Inspector

### Certifications

National Association of Sewer Services Companies  
- NASSCO

- ITCP - Cured In Place Pipe
- Manhole Rehabilitation Inspector

eRailSafe Railways

- eRailSafe System Badge

Occupational Safety and Health

- OSHA 10 Hour Construction Program

Minnesota Department of Transportation (MnDOT)

- Aggregate Production
- Bituminous Street I
- Bituminous Street II
- Concrete Field I
- Concrete Field II
- Grading and Base I
- Grading and Base II

### Summary

Robert began the profession of engineering in 1979 and is a senior engineering technician for Bolton & Menk. His work history includes both public and private employers. His current responsibilities include construction observation, construction management, and public works services for complex projects involving roadway and utility construction and reconstruction, drain tile systems, bituminous and concrete paving, and trenchless construction techniques. Robert enjoys the challenges each new project presents. He prides himself on finding different solutions to get to a successful finished product.

### Experience

#### **Mississippi River Trunk Sanitary Sewer CIPP Lining Project, City of Brooklyn Center, Minnesota**

The Mississippi River trunk sanitary sewer main needed root cleaning and rehabilitation. Bolton & Menk completed trenchless rehabilitation of the main and designed bypass pumping to maintain sanitary service and keep sewage out of homes as the work was completed. Bob served as lead inspector for this project.

#### **Trunk Sewer Rehabilitation, City of Edina, Minnesota**

The City of Edina retained Bolton & Menk to complete design and construction services for their 2014 Trunk Sewer Rehabilitation project. Bob was lead inspector on this project that consisted of the design of a cured-in-place pipe (CIPP) liner to rehabilitate approximately 4,700 linear feet of 24-inch reinforced concrete pipe along with 24 structures. This project is located adjacent to Minnehaha Creek and within residential backyards. Coordination with area residents and property owners was critical to the successful design of the project. Bolton & Menk designed performance parameters, liner thickness and material, and the installation method of the CIPP liner. In addition, specifications outlined expectations regarding the bypass pumping plan and communication and coordination with property owners throughout construction.

#### **SW Interceptor Phase 2, City of Jordan, Minnesota**

The City of Jordan wanted to continue improvements to its sanitary sewer interceptor line, which ran along a Union Pacific railway, crossed under Highway 169, and passed through a wetland area. This required important right-of-way coordination with MnDOT and the county. Bolton & Menk completed a control survey, topographic survey, temporary construction and permitting easements, and Gopher State One Call tickets. Our team's survey coordination allowed the interceptor line improvements to seamlessly carry over into the next project phase. Bob served as lead inspector on this project.





## Mitchell R Hoeft, PE

### Engineering Technical Support

#### Education

Master of Public Administration - Public Administration  
Hamline University

Bachelor of Science - Civil Engineering  
University of Minnesota

#### Registration

- Professional Engineer, MN

#### Certifications

Rescue Resources

- Confined Space Entry

Bolton Menk Authorized Trainer

- Fall Protection Authorized Person

#### Summary

Mitch is a principal engineer who began his engineering career in 2008 with the City of Golden Valley. During his years there, Mitch represented the city on the Joint Water Commission (JWC) with partner cities Crystal and New Hope. Mitch developed expertise with a variety of watermain replacement techniques, including trenchless strategies for unique situations. Mitch specializes in trenchless utility rehabilitation and municipal engineering services. Connecting people and services is what drew Mitch to engineering, and he believes each project is unique and works to address each need in a way that is cost-effective, politically acceptable, and minimally intrusive.

#### Experience

##### **Minnehaha Creek Sanitary Sewer Lining, City of Edina, Minnesota**

The City of Edina wanted to rehabilitate its aging sanitary sewer infrastructure along Minnehaha Creek to improve its structural integrity while working to eliminate infiltration of clear water into the system. Mitch served as the trenchless technology expert and project manager on this project. Rehabilitation of the existing sanitary sewer by using trenchless technologies reduced construction costs, minimized construction related impacts, and allowed us to complete the project in a fraction of time compared to traditional open cut methods.

##### **South District Trunk Sewer, City of Cottage Grove, Minnesota**

The City of Cottage Grove worked with Bolton & Menk on the South District Trunk Sewer, which will deliver more than 1 million gallons of sewage to the Cottage Grove Wastewater Treatment Plant. The project required extensive coordination with the Metropolitan Council to ensure compliance with environmental regulations. Mitch served as principal engineer on this project.

##### **Crystal/Orchard Avenue Storm Sewer Rehab, City of Crystal, Minnesota**

The City of Crystal needed to rehabilitate an aging 72-inch storm culvert that was deteriorating and creating large sink holes in residential properties near the pipeline. Mitch served as the project manager and client service manager on this project. Exploring available trenchless technologies provided a turnkey rehabilitation approach that repaired the pipe at a fraction of the cost and minimized disruption to residents' back yards compared to traditional replacement methods.





**Kory R Thurnau, PLS**  
Survey Manager

### Education

AIAS - Civil Engineering Technology  
Lake Superior College

Bachelor of Arts - Geography  
Saint Cloud State University

### Registration

- Registered Land Surveyor, MN
- Registered Land Surveyor, WI

### Certifications

National Registry of EMT's  
• EMT

Swiftwater Safety Institute  
• Swiftwater Technician

### Summary

Kory is a survey manager for Bolton & Menk. He started his land surveying career in 2003 and has experience working in both the private and public sector. Kory enjoys the variety of assignments that land surveying offers, as well as the technology involved in the processes.

### Experience

#### **2021 Street Improvements, City of Two Harbors, Minnesota**

The City of Two Harbors and Lake County needed to reconstruct five blocks of city streets that were struggling with aging and deteriorated concrete pavements overlaid with bituminous and underlying aged public utilities. Bolton & Menk worked with the city and county to replace sub-standard aged sewer and water lines and complete watermain loop connections. Kory served as lead surveyor as part of our team that completed the preliminary design and engineering report as part of MN Chapter 429 assessment process. The city's streets now provide a safer and smoother ride for all travelers while public utilities remain up-to date and easy to maintain.

#### **Red Rock Business Park, City of Bovey, Minnesota**

The City of Bovey proposed a business park along Highway 169 for expansion of local business and attraction of new businesses. Bolton & Menk led the platting, layout, site grading, utilities, and streets for the park. Through Bolton & Menk's project management and communication between city staff and funding agencies, the development of the business park successfully moved forward. Kory served as survey manager for this project.

#### **Wastewater Treatment Facility Improvements, City of Hoyt Lakes, Minnesota**

The City of Hoyt Lakes needed to improve its aging wastewater treatment facility to provide reliable treatment and meet new effluent mercury limits. Bolton & Menk guided the city through a five-year process of planning, design, and construction. Through careful planning and management of funding sources, Bolton & Menk was able to maximize available funding for the project. Their efforts resulted in a final project funding package which consisted of \$10.35 million in grants which covered more than 80 percent of the total project cost of \$12.2 million. Kory served as survey manager for this project.



# WORK SCHEDULE

The City of Duluth's timeline for the completion of this project is a priority for our team. Therefore, we have developed a schedule detailing the anticipated work tasks, task relationships, critical path timeline, deliverable due dates, and completion dates. This schedule is based on our review of the project background, description, and scope of services included in the Request for Proposals and our experience on other similar projects. Upon selection, Bolton & Menk will work with city staff and other project partners to revise and update this schedule as needed to ensure successful delivery of this project.

Client: City of Duluth		Project: Construction Inspection Services for 2022 City Wide CIPP																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
Project Work Plan Schedule		2022																		2023																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
Month	Week of	July				August				September				October				November				December				January				February				March				April																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	27	5	12	19	26	2	9	16	23	30																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
1.0 Administrative																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							





# APPENDIX A

Addenda 1 and 2





**Purchasing Division**  
*Finance Department*

Room 120  
411 West First Street  
Duluth, Minnesota 55802



218-730-5340



[purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov)

**Addendum 1**  
**Solicitation 22-99498**  
**Construction Inspection Services for CIPP Project**

This addendum serves to notify all bidders of the following changes to the solicitation documents:

Please see the specific information in the attached document.

Please acknowledge receipt of this Addendum by including a copy of it with your proposal. The pages included will not count toward any page limitation, if any, identified in the RFP.

Posted: **6.22.22**



**RFP ADDENDUM #1**  
Construction Inspection Services for 2022 City Wide CIPP Project  
CITY OF DULUTH  
PROJECT No. 2037  
BID No. 22-99498  
June 22, 2022

**NOTICE**

This Addendum is issued to modify, explain or correct the original request for proposal, and/or previous addenda and is hereby made a part of the Contract Documents. On bidexpress, or City of Duluth purchasing website, please check the appropriate box acknowledging this addendum.

**GENERAL PROJECT SCOPE**

**REPLACED** The proposal shall be based upon 16 weeks of construction and a total of **60** hours per week of inspection.

**WITH** The proposal shall be based upon 16 weeks of construction and a total of **40** hours per week of inspection.

**PROJECT COMPLETION DATES**

**REPLACED**

July 6, 2022  
August 17, 2022

Selection of Consultant  
Meeting with Consultant

**WITH**

June 30, 2022  
July 1, 2022

Selection of Consultant  
Meeting with Consultant

END OF ADDENDUM





**Purchasing Division**  
*Finance Department*

Room 120  
411 West First Street  
Duluth, Minnesota 55802



218-730-5340



[purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov)

**Addendum 2**  
**Solicitation 22-99498**  
**RFP for Construction Inspection Services for CIPP Project**

This addendum serves to notify all bidders of the following changes to the solicitation documents:

The draft plans and specs for the construction of this project are attached for your reference.

Please acknowledge receipt of this Addendum by including a copy of this page with your proposal. The pages included will not count toward any page limitation, if any, identified in the RFP.

Posted: **6.23.22**





**BOLTON  
& MENK**

Real People. Real Solutions.

4960 Miller Trunk Highway  
Suite 350  
Duluth, MN 55811

Ph: (218) 729-5939  
Bolton-Menk.com

June 29, 2022

Purchasing Agent  
City of Duluth  
411 West 1<sup>st</sup> Street, Room 120  
Duluth, MN 55802

RE: Cost Proposal for Construction Inspection Services for 2022 Citywide CIPP Project (#2037)

Bolton & Menk knows the importance of delivering a project within budget. In fact, a recent survey asked Bolton & Menk clients to rate us on a scale of 1-10 on our ability to meet a project budget, and they gave us an average of 9.3. We are committed to delivering a quality product, and we have extensive internal quality controls to ensure efficiency of our staff and value to our clients. Bolton & Menk is experienced in dealing with the unexpected issues that may be encountered during a project, and we will keep the City of Duluth informed and continually monitor the budget.

**Flexibility to Meet Budget Requirements** – Bolton & Menk is focused on the successful delivery of Construction Inspection Services for the 2022 Citywide CIPP project. Our team understands your need for a cost-effective project while limiting liability. We are proposing a team that controls costs and provides hands-on knowledge of CIPP and sewer repair projects that the city can depend on. Our commitment to communication and delivery strengthens Bolton & Menk's ability to complete this project. We look forward to discussing our approach with you in more detail, including our success on similar projects.

**Tactics to Reduce Project Risk and Associated Costs** – We use individual experiences and combined knowledge to develop well-thought-out methodologies to successfully manage and deliver projects. Our commitment to quality and proven history of serving the municipalities with projects like this one means this project will be our top priority.

On the following page, we've provided a table that summarizes hourly rates for staff that will be part of the delivery team, as well as a proposed summary of time to ensure inspection needs and on call trouble shooting for challenges that may arise. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees 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, 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.

Name: Purchasing Agent, City of Duluth

Date: June 29, 2022

Page: Page 2 of 2

Please contact me at 612-756-3441 or [Brian.Simmons@bolton-menk.com](mailto:Brian.Simmons@bolton-menk.com) if you have any questions regarding our estimated contract cost for engineering services.

Respectfully submitted,  
**Bolton & Menk, Inc.**



**Brian D. Simmons, PE**  
Principal Engineer

June 29, 2022



# 2022 SCHEDULE OF FEES

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. 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, 2022. 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; 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.

Employee Classification	Hourly Billing
Adam Nix, PE, Project Manager	\$135
Brian Simmons, PE, Principal-in-Charge	\$165
Logan Schottroff, EIT, Senior Construction Project Rep	\$130
Casey Witzman, Construction Project Representative	\$110
Robert Flaws, Senior Inspector	\$160
Mitchell Hoeft, PE, Engineering Technical Support	\$180
Kory Thurnau, PLS, Survey Manager	\$170
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.

\*Specialized role not classified above otherwise, incl. graphic design, project communication, funding support, etc.

\*\*Highly specialized and industry expertise unique to the market or area of discipline.



## TOTAL PROJECT COST

### Detailed Cost Estimate

Client: City of Duluth Project 2022 Citywide CIPP Inspection Services		Bolton & Menk, Inc.								
Task No.	Work Task Description	Principal-in-Charge	Project Manager	Sr. Construction Project Representative	Construction Project Representative	Senior Inspector	Survey Manager	Engineering Technical Support	Totals	Costs
<b>1.0 Project Administration</b>										
1.1	Project Administration	1	16		2			2	21	\$2,905.00
1.2	Project Meetings	2	16	2	16			2	38	\$4,870.00
<b>Subtotal Hours - Task 1</b>		<b>3</b>	<b>32</b>	<b>2</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>59</b>	<b>\$7,775.00</b>
<b>2.0 Spot Repairs - Open Cut Sewer Construction</b>										
2.1	Spot Repairs - Approximately 3 weeks of 40 hr/wk Inspection)	2	24		120		4		150	\$17,450.00
<b>Subtotal Hours - Task 2</b>		<b>2</b>	<b>24</b>	<b>0</b>	<b>120</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>150</b>	<b>\$17,450.00</b>
<b>3.0 CIPP - Sanitary Sewer CIPP Rehabilitation</b>										
3.1	CIPP Lining - Approximately 13 weeks of 40 hr/wk Inspection	2	26	90	410	20		2	550	\$64,200.00
<b>Subtotal Hours - Task 3</b>		<b>2</b>	<b>26</b>	<b>90</b>	<b>410</b>	<b>20</b>	<b>0</b>	<b>2</b>	<b>550</b>	<b>\$64,200.00</b>
<b>4.0 Construction Close Out</b>										
4.1	CIPP and Spot Repair Close Out		8		16				24	\$2,840.00
<b>Subtotal Hours - Task 4</b>		<b>0</b>	<b>8</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>\$2,840.00</b>
<b>TOTALS</b>										
<b>Total Hours</b>		<b>7</b>	<b>90</b>	<b>92</b>	<b>564</b>	<b>20</b>	<b>4</b>	<b>6</b>	<b>783</b>	
<b>Average Hourly Rate</b>		<b>\$165.00</b>	<b>\$135.00</b>	<b>\$130.00</b>	<b>\$110.00</b>	<b>\$160.00</b>	<b>\$170.00</b>	<b>\$180.00</b>		
<b>Subtotal</b>		<b>\$1,155.00</b>	<b>\$12,150.00</b>	<b>\$11,960.00</b>	<b>\$62,040.00</b>	<b>\$3,200.00</b>	<b>\$680.00</b>	<b>\$1,080.00</b>		
<b>Total Fee - Not-to-Exceed</b>										<b>\$92,265.00</b>

### Detailed Cost Estimate

Client: City of Duluth Project 2022 Citywide CIPP Inspection Services		Bolton & Menk, Inc.								
Task No.	Work Task Description	Principal-in-Charge	Project Manager	Sr. Construction Project Representative	Construction Project Representative	Senior Inspector	Survey Manager	Engineering Technical Support	Total Hours	Total Cost
1.0	Project Administration	3	32	2	18	0	0	4	59	\$7,775
2.0	Spot Repairs - Open Cut Sewer Construction	2	24	0	120	0	4	0	150	\$17,450
3.0	CIPP - Sanitary Sewer CIPP Rehabilitation	2	26	90	410	20	0	2	550	\$64,200
4.0	Construction Close Out	0	8	0	16	0	0	0	24	\$2,840
<b>Total Hours</b>		7	90	92	564	20	4	6	783	
<b>Average Hourly Rate</b>		\$165.00	\$135.00	\$130.00	\$110.00	\$160.00	\$170.00	\$180.00		
<b>Subtotal</b>		\$1,155	\$12,150	\$11,960	\$62,040	\$3,200	\$680	\$1,080		
<b>Total Fee - Not-to-Exceed</b>									<b>\$92,265</b>	