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June 14, 2023

Mr. Sean Simonson  
Engineering Manager  
801 Washington St.  
Northfield, MN 55057

RE: Engineering for Wall Street Road Improvements Project  
Amendment 1 - Additional Feasibility Project Scope

Dear Mr. Simonson:

Throughout the process of the feasibility study on the Wall Street Road Improvements Project, there have been several additions to the project scope of services which has resulted in additional feasibility/preliminary design and topographic survey fees being accrued, as well as anticipated additional final design and construction fees. We have been tracking these fees and updating the City and Rice County so the project team can continue to evaluate overall project costs, but continued to move forward with the feasibility study to ensure the project was able to stay on schedule. Below is a list of several of the changes to the project scope since the original contract was submitted:

- The project contract was not received until November 21<sup>st</sup>, 2023 (almost three weeks later than the November 1<sup>st</sup>, 2023 date indicated on the Request for Proposals). This delay pushed back the project schedule and required the majority of the topographic survey to be completed during the winter in snow/ice conditions which was not included in our proposal.
- The typical sections proposed for the project ended up being wider than what was indicated in the request for proposals and assumed in our proposal. This required additional topographic survey to be collected in order to have enough information to determine grading tie-in limits and the associated drainage patterns. Collection of additional specific information was also required along the Oaklawn Cemetery to identify the burial plots to ensure they are not impacted by the project.
- Additional property owner meetings were scheduled on site with the major property owners along the corridor to include their feedback specific to the design options in the feasibility report.
- As the project progressed, the project team determined that additional conceptual design options were necessary to evaluate the best alternative for the project corridor. In total, seven different design options were drafted and preliminarily designed. This is four more design options than the three conceptual alternatives identified in our proposal which

resulted in the most significant additional work. Each design option included a design layout, typical sections, right-of-way impact analysis, tree impact analysis, and associated figures for each. This required a new alignment and preliminary corridor for each design option that is refined to a point to be able to determine anticipated grading limits in order to identify estimated impacts and associated costs.

- Additionally, three design alternates were added to the project for consideration. These alternates include turn lanes at the Spring Creek Road intersection, a mini roundabout at the Spring Creek Road intersection, and the option to install the trail on the north side of Wall Street Road east of Spring Creek Road through the cemetery property. Each alternate required a design layout, right-of-way analysis, and associated figures for each. Corridors had to be adjusted for these alternates to identify additional grading limits and associated impacts.
- Each of these additional design concepts and alternates required edits to the feasibility report to include additional discussion on the findings from each and the feedback received.
- As a result of these additional investigations, the project schedule was delayed two and a half months which resulted in additional time incurred on the project during the feasibility task. The request for proposals identified the feasibility report would go to the City Council to accept the feasibility report and authorize preparation of plans and specifications on April 4<sup>th</sup>, 2023, but after these delays, is currently scheduled to actually go to the City Council on June 20<sup>th</sup>, 2023.
  - When the first draft of the feasibility report was completed in mid-March, the project was on budget with enough time remaining to address minor comments, create a City Council presentation, and present the feasibility report to the City Council. The additional investigations resulting from these delays incurred additional time to the project.
  - Additionally, this will cause delays to the overall project schedule through bidding. The delay will not allow for any final design to be completed by the project team during the spring season. Our proposal assumed use of staff during the spring season when there is greater availability due to the annual work cycle already having projects out for bid but construction season hasn't started yet.
- Time is also budgeted in this amendment to address minor comments from the City and the County on the feasibility report, generate a City Council presentation, and present the feasibility report to the City Council on June 20<sup>th</sup>, 2023.
- Pending approval of the recommended improvements and authorization for the preparation of plans and specifications, it is anticipated that final design will require additional scope. The additional scope of work for the recommended improvements includes the following:
  - After preliminary property research into the existing properties along the corridor, it was determined that the existing right-of-way is not dedicated and only includes prescriptive rights. As a result, easement exhibits and descriptions will be required for all impacted properties along the corridor, far exceeding the five

budgeted for the project. These exhibits will include permanent right-of-way and temporary easements on a single exhibit for each property.

- After completing preliminary layouts for the project, it was determined that both of the retaining walls (at 913 4<sup>th</sup> Street E and 291 Spring Creek Road) along the project corridor will be impacted. The retaining wall along 913 4<sup>th</sup> Street E will require complete removal and is proposed to be replaced with a prefabricated modular block retaining wall (MnDOT-style big block). The retaining wall along 291 Spring Creek Road is primarily a decorative wall installed by the property owner, which is understood to be constructed of concrete block with a stucco face and decorative cap. This retaining wall will require partial removal and is proposed to be replaced with a retaining wall to match the existing as close as feasible - anticipated to be a cast-in-place (CIP) concrete retaining wall with a mimicked stucco face and cap. Costs in this proposal include the installation of the CIP retaining wall identified above, however, if the city/county elected to simply install a PMBW wall instead, there would be a \$14,000 cost savings due to the simplified design and plan detailing. Our proposal assumes spread footings and that piles will not be necessary for foundation support.
- The recommended project layout includes the additional construction of a mini roundabout at the Spring Creek Road intersection. This will require additional topographic survey to capture the necessary information to tie-in the design on the north and south legs of Spring Creek Road. It will also require additional design scope to complete the final design of the mini roundabout. The mini roundabout design will include the mini roundabout layout, corridor modeling, concrete jointing layout, steel reinforcement detailing, signing and striping layout, and analysis of the intersection lighting photometrics (assumes Xcel Energy will design and install the required lighting improvements for the city).
- The additional design work noted above will also require additional time to for survey crews to provide the construction stakes necessary to construct the retaining walls and the mini roundabout. Now that the recommended design layout is known, our survey team reviewed the layout relative to our original proposal and also included anticipated additional staking for trails, walks, etc.

Each of these items added significant time to the feasibility study/preliminary design and topographic survey efforts for the project and will require additional time to complete final design and construction. However, these additional efforts allowed the City and County to completely evaluate all of the design options and associated costs to ensure the public received the best project to serve the community. By continuing these efforts immediately during the feasibility study, we were able to ensure the entire project scope was identified before the project became significantly behind schedule which will allow the project to continue moving forward with a targeted construction year of 2024. These efforts will also set the stage for implementation of the feasibility study's findings into final design and construction.

Beyond the items above that were requested by the City and the County, there are a couple items that may be added to the final design and require additional design time, depending on final

direction from the City/County after negotiations with affected property owners. These items are not included in this amendment, but we want the project team to be aware of the identified potential for more additional services if these items are incorporated. This includes the specialty design options related to the box culvert outlet and/or stormwater pond requested by the Carleton Arboretum and research related to the risk of errant golf shots along the golf course and the implementation of a fence or other mitigation design requested by the Northfield Golf Club.

The original proposal for the project was in the total amount of \$448,954, with the feasibility study task being \$52,890, the topographic survey task being \$41,774, the final design task being \$161,550, and the construction services task being \$130,186. All of the project scope additions described above have resulted in an increase to the overall fees that encompasses the scope of work we were approved for on these tasks. We are requesting an amendment for \$157,797. Please see the attached spreadsheet with our breakdown of estimated hours that have been accrued and are remaining to accommodate the described scope changes. This will bring the total project fee to \$606,751 with the feasibility study task totaling \$80,315, the topographic survey task totaling \$76,248, the final design task totaling \$227,452, and the construction services task totaling \$160,182.

**TOTAL PROJECT AMENDMENT FEE = \$157,797**

We appreciate your trust in us to complete the project changes that have come up over the course of the project to date. We look forward to the final design phase of this project and generating construction documents to bring the final project concept to life for the City of Northfield and Rice County.

Sincerely,

BOLTON & MENK, INC.



**Brad Fisher, P.E.**  
Principal Engineer

This document shall serve as an amendment to the Consultant Service Contract between the parties, dated November 15, 2022 (the "Contract"), pursuant to Section I.B. thereof. All other provisions of the Contract shall remain in full force and effect except as herein modified.

By: \_\_\_\_\_

Rhonda Pownell, Its Mayor

By: \_\_\_\_\_

Lynette Peterson, Its City Clerk

cc: Brian Hilgardner, P.E., Principal Engineer

Detailed Cost Estimate

Client: City of Northfield  
 Project Wall Street Road Improvements  
 Amendment #1

Bolton & Menk, Inc.

Task No.	Work Task Description	Project Manager	Principal-in-Charge QA/QC	Design Engineer	Water Resources Engineer	Water Resources Design Engineer	Senior Structural Engineer	Structural Technician	Traffic Engineer/ Mini Roundabout Expert	Project Surveyor	Survey Technician	Survey Crew	Transportation Design Engineer	Admin/Coordination	Totals	Costs
<b>1.0 Feasibility Study</b>																
1.1	Feasibility Report	29	5	9	1	2									46	\$6,833.00
1.2	Geometric Design Development	19.5		113											132.5	\$16,598.00
1.3	Traffic Counts			3					1						4	\$555.00
1.4	Mill Towns State Trail Plaza Concepts														0	\$0.00
1.5	Right of Way Analysis	3		6.5											9.5	\$1,236.50
1.6	Preliminary Project Meetings	6		6					3						15	\$2,202.00
	<b>Subtotal Hours - Task 1</b>	<b>57.5</b>	<b>5</b>	<b>137.5</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>207</b>	<b>\$27,424.50</b>
<b>2.0 Topographic Survey</b>																
2.1	Topographic Survey									3.5	6	48.5			58	\$10,216.00
2.2	Base Map Drafting									6.5	14				20.5	\$3,032.50
2.3	Additional Easement Exhibits									4.2	64				106	\$16,234.00
2.4	Mini Roundabout Additional Topo									2.5	7	20			29.5	\$4,991.50
	<b>Subtotal Hours - Task 2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>54.5</b>	<b>91</b>	<b>68.5</b>	<b>0</b>	<b>0</b>	<b>214</b>	<b>\$34,474.00</b>
<b>6.0 Design</b>																
6.1	Existing Plans														0	\$0.00
6.2	Final Design Plans	18	4	62			40	126	32				118		400	\$60,666.00
6.3	Sanitary Sewer & Watermain Design														0	\$0.00
6.4	Bridge Culvert Plans														0	\$0.00
6.5	Contract Documents & Specifications	6					16		8						30	\$5,236.00
6.6	Submit to City for Review & Approval														0	\$0.00
6.7	Prepare Opinion of Probable Construction Costs														0	\$0.00
6.8	Permitting														0	\$0.00
6.9	Project Meetings														0	\$0.00
	<b>Subtotal Hours - Task 6</b>	<b>24</b>	<b>4</b>	<b>62</b>	<b>0</b>	<b>0</b>	<b>56</b>	<b>126</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>118</b>	<b>0</b>	<b>430</b>	<b>\$65,902.00</b>
<b>8.0 Construction Services</b>																
8.1	Construction Administration														0	\$0.00
8.2	Field Staking									16	38	122			176	\$29,996.00
8.3	Construction Observation														0	\$0.00
	<b>Subtotal Hours - Task 8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>38</b>	<b>122</b>	<b>0</b>	<b>0</b>	<b>176</b>	<b>\$29,996.00</b>
	<b>Total Hours</b>	<b>81.5</b>	<b>9</b>	<b>199.5</b>	<b>1</b>	<b>2</b>	<b>56</b>	<b>126</b>	<b>44</b>	<b>70.5</b>	<b>129</b>	<b>190.5</b>	<b>118</b>	<b>0</b>	<b>1027</b>	
	<b>Average Hourly Rate</b>	<b>\$150.00</b>	<b>\$190.00</b>	<b>\$121.00</b>	<b>\$180.00</b>	<b>\$132.00</b>	<b>\$175.00</b>	<b>\$145.00</b>	<b>\$192.00</b>	<b>\$193.00</b>	<b>\$127.00</b>	<b>\$181.00</b>	<b>\$155.00</b>	<b>\$100.00</b>		<b>\$100.00</b>
	<b>Subtotal</b>	<b>\$ 54,300.00</b>	<b>\$1,710.00</b>	<b>\$ 24,139.50</b>	<b>\$180.00</b>	<b>\$ 264.00</b>	<b>\$ 9,800.00</b>	<b>\$ 18,270.00</b>	<b>\$ 8,448.00</b>	<b>\$ 9,666.00</b>	<b>\$ 16,383.00</b>	<b>\$ 59,500.00</b>	<b>\$ 18,290.00</b>	<b>\$ -</b>		<b>\$ -</b>
	<b>Total Fee</b>															<b>\$157,796.50</b>