

Fish Lake Township
2170 Brunswick Road
Harris, MN 55032
May 18, 2016 Regular Monthly Meeting

Township Officials Present: Chair Diane Larkin
Supervisor Corey Johnson
Supervisor Bruce Fitzwater
Sharon McAndrew
Andrea Nekowitsch, Clerk
Gary Guse, Road Maintenance

Chair Larkin called the meeting to order at 6:00 p.m.

The Board met with Ryan Goodman, Engineer from Bolton and Menk for the purpose of discussing the Project Scope and Fee for the State Park Road Account Grant Funding for the paving of Skogman Lake Road, Bending Ave. and Cedarcrest Ct.

Ryan Goodman has provided services to several other Townships, Cities and Counties. This Grant requires the Township cover the costs of the engineering and testing.

Ryan suggested that Township plan to be ready for a February 2016 bid it will be more efficient and return a better bid price. A project of this size will draw out the bigger companies to make a more competitive bid.

Bolton and Menk provided the following Plans and Specifications for the Projects.

Task 1 – Preliminary/Topographic Field Survey and related task.

- Conduct topographic survey of existing storm sewer culverts at the three sites. The survey will also include a complete structure evaluation of the existing culverts to identify any replacement needs.
- Complete a traverse from existing known survey monuments to establish control.
- The topographic survey will also shoot the existing edge of gravel and ditch line.
- Download collected survey points into AutoCAD and verifying the survey information.
- Complete a Gopher State One Call (GSOC Ticket) to have underground private utilities located and receive mapping.

Task 2 – Environmental work and related task.

- Conduct wetland delineations adjacent to the existing roadway to identify potential impacts.
- Prepare delineation report and submit for approval.
- Permitting for the wetland impacts.
- Meeting with the permitting agencies, if necessary.

Task 3 – Plan Preparation and Design

- Preparation of construction plans.
- Preparation of statement of estimated quantities and an engineer's estimate.
- Prepare project specification.
- QA/QC of the bidding documents.

Task 4 – Bidding and Contract Administration

- Advertise for Bids.
- Post final plans for plan holders and address bidder's inquiries.
- Open bids, prepare bid abstract and bid results.
- Prepare construction contracts.

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Task 5 – Construction Observation

- Coordinate and conduct a preconstruction meeting.
- Construction staking.
- Observation of grading operation, aggregate base installation, bituminous pavement installation, storm sewer installation, and restoration of disturbed areas.
- Review of contractor required submittals.
- Coordination of materials testing.
- Daily documentation of construction activity.
- Prepare contractors request for payments.
- Coordinate construction activity with impacted property owners.
- Preparation of required documentation for the construction of the project.
- Prepare appropriate documents for funding reimbursement.

FEES

Bolton & Menk will provide the services to complete the tasks outlined above on an estimated hourly basis.

Bolton & Menk will work diligently in an effort not to exceed the costs as outlined below.

Task 1: Preliminary/Topographic Field Survey and related task. \$19,800

Task 2: Environmental work and related task. \$11,800

Task 3: Plan Preparation and Design \$27,000

Task 4: Bidding and Contract Administration \$4,600

Task 5: Construction Observation and Administration \$45,000

Total Estimated Fee \$108,200

Survey Stakes & Equipment and Mileage NO CHARGE

The total estimated project costs are summarized below:

Engineering \$108,200

Materials Testing (By Others) \$15,000

Construction Costs (Grant Funds) \$630,000

Total Estimate Project Costs \$753,200

Motion made by Larkin and seconded by Johnson to authorize Plans and Specs from Bolton and Menk for the Skogman Lake Road, Bending Ave. and Cedarcrest Ct. paving project under the State Park Road Account Grant funding. Motion carries.

Motion made by Fitzwater and seconded by Johnson to adjourn. Motion carries.

Diane Larkin, Chair

Date

Andrea Nekowitsch, Clerk

Date