



**BOLTON
& MENK**

Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

March 30, 2026

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

RE: 2026 Jefferson Parkway Mill and Overlay and Mill Towns State Trail Improvements
Amendment 2 – Additional Design Scope and Construction Materials Testing Fees

Dear Mr. Simonson:

Throughout the design process for the 2026 Jefferson Parkway Mill and Overlay and Mill Towns State Trail Improvements Project, several additions to the original scope of services have been identified. These additions resulted in additional design effort and supplemental topographic survey work beyond what was included in the initial contract. Bolton & Menk has tracked these costs and provided ongoing updates to City staff so the project team could monitor overall project impacts while still advancing design to maintain the project schedule.

The following items summarize the scope changes incorporated since execution of the original contract:

- As part of Amendment 1, a pedestrian crossing review was completed for various intersections from Division Street to Maple Street. Based on City direction, improvements at these intersections were added to the project scope. These additions required supplemental topographic survey, as well as additional street and storm sewer design and plan production time.
- City staff directed the project team to incorporate two residential properties adjacent to the project area into the project design resulting in additional topographic survey being collected for 1803 Aspen Court and 613 Bunker Drive. 1803 Aspen Court did not require any additional design, as City design staff were able to adjust the Mill Towns State Trail design to allow existing drainage patterns to remain unaffected. Additional design and plan production time was incurred for 613 Bunker Drive to alleviate existing drainage issues by regrading the back yard and extending a storm sewer inlet into the back yard. Incorporating this storm sewer into the final design also required an additional easement description and exhibit to be developed.
- The original scope of the project did not include removal or replacement of the existing concrete walk on the north side of Jefferson Parkway between Washington Street and the existing bituminous trail near the Jefferson Parkway and Division Street roundabout. During design, City staff directed Bolton & Menk to include removal of this walk and construction of a new bituminous trail connection which required supplemental topographic survey.

- City staff requested a bike plaza along the Mill Towns State Trail near Riverside Lions Park be added to the scope of this project. This addition incurred additional time for design, plan production, and specification development not included in the original scope.
- While the original scope included a mill and overlay along Prairie Street from Jefferson Parkway to Meadow View Drive, City staff later directed Bolton & Menk to incorporate striping on Prairie Street from Jefferson Parkway to Woodley Street, as existing pavement markings had started to deteriorate and it was desired to add a double yellow centerline along a portion of Prairie Street to provide additional safety for the on street bikeway. This additional striping resulted in added design and plan production time over the original scope of the project.
- Bidding administration services were not included in the original scope of work. During the bidding phase, City staff directed Bolton & Menk to respond to prospective bidder's questions and develop components for issued addenda.
- During final design, Xcel Energy raised concerns with the number of streetlights proposed for relocation and installation along the Jefferson Parkway corridor, citing that the number should be reduced to meet current industry standards for street lighting. City staff requested Bolton & Menk complete a lighting analysis to evaluate the lighting design and provide recommendations on the proposed street lighting layout. This analysis was not included in the original scope of work.

Additionally, American Engineering Testing (AET) provided an estimated construction materials testing budget as part of the original proposal. After reviewing the final plans and specifications, AET determined that additional testing would be required due to increased earthwork quantities associated with the Mill Towns State Trail, expanded utility installations, and increased concrete quantities. These changes resulted in a higher testing budget than originally anticipated.

The total amount of the original fee for the project was \$277,288. Amendment 1 was previously executed to complete a school zone speed study along Jefferson Parkway from Jefferson Road to Division Street and a pedestrian crossing review at various intersections along Jefferson Parkway from Division Street to Maple Street in the amount of \$18,600.00. We are requesting an amendment for \$39,660 due to the additional design time required to complete the above-mentioned tasks deemed to be outside of the original scope of the project and for the additional testing anticipated during the construction phase of the project. Please see the attached spreadsheet with our breakdown of estimated hours that have been accrued to complete the scope changes described. This will bring the total project fee to \$335,548.

AMENDMENT 2 FEE = \$ 39,660

TOTAL PROJECT FEE = \$ 335,548

We appreciate your trust in us to complete the project changes that have come up over the course of the project to date and look forward to the construction phase of the project.

Sincerely,

BOLTON & MENK, INC.



Jason Malecha, P.E.

Municipal Project Manager

This document shall serve as an amendment to the Consultant Service Contract between the parties, dated July 9, 2024 (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.

Accepted: _____

City of Northfield

cc: Brad Fisher, P.E., Principal Engineer

Detailed Cost Estimate

Client: City of Northfield
 Project: Jefferson Parkway Mill and Overlay and Mill Towns State Trail Improvements Amendment 2
 Bolton & Menk, Inc.

Task No.	Work Task Description	Principal-in-Charge QA/QC	Project Manager	Design Engineer	Senior Water Resources Project Manager	Survey Manager	Senior Survey Technician	Senior Survey Field Technician	Transportation Design Engineer	Totals	Costs	
4.0 Design												
4.1	Intersection Improvements	2	8	24	1	1	2	16	0	54	\$8,143.00	
4.2	Residential Property Drainage Improvements	1	4	14	2	2	4	12	0	39	\$5,942.00	
4.3	Jefferson Parkway Trail Extension	0	0	0	0	1	2	6	0	9	\$1,489.00	
4.4	MTST Bike Plaza	1	6	14	0	0	0	0	0	21	\$2,984.00	
4.5	Praire Street Pavement Markings	1	2	8	0	0	0	0	0	11	\$1,498.00	
4.6	Bidding Administration	0	8	4	0	0	0	0	0	12	\$2,004.00	
4.7	Street Lighting Analysis	0	1	0	0	0	0	0	14	15	\$2,220.00	
Subtotal Hours - Task 1		5	29	64	3	4	8	34	14	161	\$24,280.00	
5.0 Testing Services												
5.1	Additional Construction Materials Testing	<i>Geotechnical Sub Consultant</i>										\$15,380.00
Subtotal Hours - Task 2		0	0	0	0	0	0	0	0	0	\$15,380.00	
Total Hours		5	29	64	3	4	8	34	14	161		
Average Hourly Rate		\$199.00	\$182.00	\$140.00	\$225.00	\$220.00	\$172.00	\$203.00	\$155.00			
Subtotal		\$995.00	\$5,278.00	\$8,960.00	\$675.00	\$880.00	\$1,376.00	\$6,902.00	\$2,170.00			
Total Fee											\$39,660.00	