



## Legislation Text

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**File #:** 24-445, **Version:** 1

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**City Council Meeting Date:** July 9, 2024

**To:** Mayor and City Council  
City Administrator

**From:** Sean M. Simonson, Engineering Manager  
David E. Bennett, P.E., Public Works Director/City Engineer

**Subject:**

Consider Approving Professional Service Agreement for the 2026 Spring Creek Road Reconstruction & Mill Towns Trail Improvements Project.

**Action Requested:**

The Northfield City Council approves a Motion for a professional service agreement (Attachment 1) with Bolton and Menk, Inc. for City Project (STR2026-A84) for the 2026 Spring Creek Road Reconstruction & Mill Towns Trail Improvements Project (Attachment 2) in the amount of \$382,744.00.

**Summary Report:**

The City Council ordered the Preparation of the Feasibility Report for the improvement project at the June 4, 2024 City Council Meeting. City Staff then sent Requests for Proposals (Attachment 2) out to Bolton and Menk, Inc., and Short-Elliott-Hendrickson (SEH) Incorporated, for the proposed project. The proposals were evaluated based on each firm's price, experience with similar projects, project personnel, and ability to deliver a project with the scope below:

- Street Design
- Sidewalk Design
- Trail Design
- Bikeway Design
- Sanitary Sewer Design
- Watermain Design
- Storm Sewer Design
- Geotechnical Services
- Construction Services
- Surveying

City Staff has reviewed the proposals and are recommending Bolton and Menk, Inc. be retained for professional services. Bolton and Menk's proposal demonstrated their extensive background in delivering projects of similar scope to the Improvement Project. Bolton and Menk has also contracted with the City of Northfield in the past and has been successful at delivering similar improvement projects. Staff received proposals from the following consultants:

1. Bolton and Menk Inc - \$382,744
2. SEH Inc. - \$494,636

**Alternative Options:**

The Council could decide not to enter into a contract with an engineering firm for this project; however, this may delay the project.

**Financial Impacts:**

The estimated project cost as indicated in the proposed 2024-2028 CIP for the projects is \$2,208,624. and this is within the overhead amount allocated for the project.

**Tentative Timelines:**

Attachment 4 is the current Project Process.