



**BOLTON
& MENK**

Real People. Real Solutions.

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January 1, 2025

Ms. Nicole Miller
City Administrator
City of Lake Elmo
3880 Laverne Avenue North
Lake Elmo, Minnesota 55042

RE: City Engineering Services

Dear Ms. Miller:

Bolton and Menk is pleased to submit this proposal to provide city engineering services to Lake Elmo and respectfully request your consideration to be appointed as your City Engineer in 2025. The appointed City Engineer will be Nate Stanley, an experienced professional with 22 years of experience including over 8 years serving as the Public Works Director and/or City Engineer for the City of Hopkins. Nate will be supported by Chad Isakson as the Assistant City Engineer, Jack Griffin as a Sr. Project Manager, and Mike Rusenovich, as a Project Engineer. We offer Lake Elmo a strong team of professionals, a seamless transition by maintaining your current engineering team, and retaining the depth of institutional knowledge of city infrastructure, as well as the city's engineering standards, processes and policies. In addition, Bolton and Menk acknowledges the city's intent to continue to utilize the professional services pool for project engineering services when deemed in the best interest of the city.

We propose to perform the City Engineering services as outlined in the attached Amendment to the existing Agreement between the City of Lake Elmo and Bolton and Menk, dated March 20, 2013.

- Article 1 of the agreement has been amended to revise the services of the engineer to include the duties and responsibilities of the City Engineer, including general engineering, private development engineering, and project-specific engineering services.
- Article 3 has been amended to address the basis of compensation and includes a monthly retainer fee in the amount of \$3,200 for 2025. This includes the same scope of general engineering services that the city has received from FOCUS Engineering and is outlined in detail in the Amendment. However, under this retainer, the city will receive greater benefit from Bolton and Menk due to our robust GIS and mapping capabilities.

We have also attached our 2025 Municipal Schedule of hourly billing rates. Our billing rates for the identified engineering team are as follows:

Name: Ms. Nicole Miller, City Administrator

Date: January 1, 2025

Page: 2

Engineering Team

Nate Stanley, City Engineer / Sr. Project Manager

Jack Griffin, Sr. Project Manager

Chad Isakson, Assistant City Engineer/Sr. Project Manager

Mike Rusenovich, Project Engineer

Hourly Rate

\$225 per hour

\$225 per hour

\$188 per hour

\$155 per hour

An Invoicing Summary Report will be submitted with monthly invoicing to assist with allocating costs to the appropriate city budget. Development support services for specific development applications will be invoiced separately to facilitate pass-through billing by the city to applicants. The task order procedure outlined in Article 1.2 of the Agreement will continue to be followed for project specific work.

We are excited about this opportunity to serve the City of Lake Elmo, and to provide enhanced engineering services after combining FOCUS Engineering with Bolton and Menk. Please contact me, or Jack Griffin, should you have any questions.

Sincerely,

Bolton & Menk, Inc.



Nate Stanley, P.E.

Senior Project Manager

cc: Bradley C. DeWolf, CEO

Kreg J. Schmidt, COO

Enclosure

Accepted By: _____

Date: _____