

In accordance with ARTICLE 1 of the Master AGREEMENT between the City of Lake Elmo ("CITY") and Bolton and Menk, Inc. ("ENGINEER"), dated **MARCH 20, 2013 and amended JANUARY 7, 2025** ("AGREEMENT"), the ENGINEER agrees to provide Professional Consulting Support Services as follows:

### **I-94 LIFT STATION FORCEMAIN REPLACEMENT PROJECT**

**PROJECT OVERVIEW:** This Project includes Engineering Services for design and bidding services to replace the I-94 Lift Station forcemain from the existing lift station to the northwest area of I-94 and Inwood Avenue (see location map).

The existing forcemain has had several breaks in the last three years which required emergency response and repair. The forcemain is beyond its useful life and requires replacement. The Met Council is currently constructing a project which reduces the length of current forcemain but is not yet complete. Due to the continued breaks it is recommended a segment of the existing forcemain is replaced prior to the Met Council project completion with the limits of replacement coordinated with that project.

The project scope includes reviewing the ultimate service area flow to the lift station, providing a recommendation of the new forcemain pipe size, review of system operations under the interim conditions (before Met Council completes their gravity sanitary sewer extension project), and review of system operations under the post Met Council project. The existing pump and electrical panel configuration will be reviewed as a part of the scope. No engineering time is included for pump, electrical panel, or generator upgrades or replacements as the scope of work required is unknown at this time.

**SERVICES TO BE PROVIDED BY ENGINEER:** Bolton and Menk, Inc., Inc. shall provide the following Professional Engineering Services:

1. Project Management throughout the course of the work including submitting a weekly progress memo and job to date budget form.
2. Topographic survey and Gopher State One Call.
3. Coordinate Geotechnical Investigation efforts and review the report completed for the Project and incorporate recommendations as deemed appropriate
4. Private utility meetings and notification of potential conflicts.
5. Review service area with City Engineer to verify or update projected flow to the lift station.
6. Determine forcemain replacement limits coordinating with the Met Council project.

7. Provide a recommendation on forcemain size and pipe material.
8. Verify lift station will operate prior to the Met Council project being complete and after it is complete. If modifications are required, work with the City Engineer to determine a revised scope to address upgrade needs.
9. Prepare total estimated project costs for the proposed improvements.
10. Prepare construction plans and specifications for bidding purposes.
11. Provide public bidding services.
12. Provide a written technical memorandum for the proposed improvements.
13. Obtain permits which are required to complete the improvements.

**DELIVERABLES:**

- Construction plans and specifications for public bidding (PDF).
- Opinion of Total Probable Construction Costs.
- Written technical memorandum summarizing proposed scope of improvements together with final design assumptions and performance criteria incorporated into the project design.
- Identification of easements needed for the construction of the project based on Washington County GIS data.

**CITY RESPONSIBILITIES:** The City (or its consultants) will provide the following:

1. Obtain from others and provide anticipated sewer flows for the ultimate service area.
2. Provide confirmation the lift station pumps and controls are the same as originally installed, or provide information regarding any changes.

**TIMES FOR RENDERING SERVICES:** ENGINEER shall perform its services and provide deliverables in accordance with the following schedule:

- |                  |  |
|------------------|--|
| 1. April 1, 2025 | Council authorizes design services.                              |
| 2. June 3, 2025  | Council approves Plans & Specifications; Authorizes Ad for Bids. |
| 3. July 1, 2025  | Receive contractor bids.   |
| 4. July 15, 2025 | Council accepts bids and awards contract.                        |

**CITY'S REPRESENTATIVE AND CONTRACT ADMINISTRATION:** The CITY's representative with respect to services rendered by ENGINEER under this TASK ORDER shall be the City Engineer. Project correspondence must be addressed to:

Chad Isakson, P.E., Assistant City Engineer  
City of Lake Elmo  
3880 Laverne Avenue North  
Lake Elmo, MN 55042  
651.728.3073

Email: [chad.isakson@bolton-menk.com](mailto:chad.isakson@bolton-menk.com)

**COMPENSATION:** Compensation to ENGINEER shall be based on the hourly billing rates for each staff as assigned and provided in the ENGINEER’S Proposal and Fee Estimate for the work. Invoices shall be submitted once each month and should be sent to the attention of the City Administrator.

Compensation to ENGINEER shall be on an hourly rate basis in a not to exceed the amount of **\$109,537.**

**ADDITIONAL SERVICES:** If authorized by the City, ENGINEER shall furnish or obtain from others Additional Services which are not considered under this Task Order. Such services shall be compensated for on an Hourly Rate basis in an amount approved by the City prior to any services being started or as otherwise mutually agreed. The City is not obligated to compensate ENGINEER for services completed outside the approved scope of work which are completed prior to ENGINEER submitting a written request to the City, and receiving written approval of the City.

**ATTACHMENTS:** This agreement supersedes and replaces all previous understandings, agreements or contracts, written or verbal, between ENGINEER and City, regarding the Project. The following documents are attached for reference:

- 1. ENGINEER’s Fee Estimate dated March 21 2025.
- 2. Location Map

**APPROVAL AND ACCEPTANCE:** Approval and Acceptance of this Task Order, including the attachment(s) listed above, shall incorporate this document as part of the AGREEMENT. ENGINEER is authorized to begin performance of services upon receipt of a copy of this Task Order signed by CITY.

The Effective Date of this Task Order is **April 1, 2025.**

BOLTON AND MENK, INC.

CITY OF LAKE ELMO, MINNESOTA

By \_\_\_\_\_  
(Authorized Principal of the Firm)

By \_\_\_\_\_  
City Administrator

Client: City of Lake Elmo		BOLTON & MENK, INC.													
Project: I-94 Lift Station Forcemain Replacement Project															
Date: 3/21/2025															
TASK NO.	WORK TASK DESCRIPTION	Project Manager	Senior Project Engineer	Project Engineer	Design Engineer	Lift Station PM	Lift Station Engineer	Lift Station EIT	Survey Manager	Graduate Surveyor	Survey Field Technician	Clerical	Total Hours	Total Cost	
1.0	Project Management	8	0	0	0	0	0	0	0	0	0	0	8	\$1,632	
2.0	Preparation of Plans and Specs and Contract Documents	74	32	152	184	8	15	40	8	14	85	8	620	\$104,282	
3.0	Bidding	4	4	5	0	0	0	0	0	0	0	10	23	\$3,623	
TOTAL HOURS		86	36	157	184	8	15	40	8	14	85	18	651		
AVERAGE HOURLY RATE		\$204.00	\$188.00	\$163.00	\$138.00	\$270.00	\$205.00	\$165.00	\$205.00	\$140.00	\$195.00	\$124.00			
SUBTOTAL		\$17,544	\$6,768	\$25,591	\$25,392	\$2,160	\$3,075	\$6,600	\$1,640	\$1,960	\$16,575	\$2,232			
TOTAL FEE														\$109,537	





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Real People. Real Solutions.

3507 High Point Drive North  
Bldg. 1 – Suite E130  
Oakdale, MN 55128

Phone: (651) 704-9970  
Bolton-Menk.com

I-94 Lift Station Forcemain Replacement Project  
Lake Elmo, MN

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APRIL 1, 2025	Council authorizes the preparation of Plans and Specifications.
JUNE 3, 2025	Council approves Plans and Specifications and orders Advertisement for Bids.
JULY 1, 2025	Project Bid Date: Receive contractor Bids.
JULY 15, 2025	Council accepts Bids and awards Contract.
AUGUST 4, 2025	Conduct Pre-Construction meeting and issue Notice to Proceed. <ul style="list-style-type: none"><li>OCTOBER 15, 2025 Substantial Completion.</li><li>DECEMBER 31, 2025 Final Completion.</li></ul>