February 24, 2022

Mr. Ross Beckwith
Parks and Public Works Director / City Engineer
City of West St. Paul
1616 Humboldt Avenue
West St. Paul, MN 55118

Re: Ice Arena Parking Lot Reconstruction

Dear Mr. Beckwith:

Thank you for providing us this opportunity to assist you with the reconstruction of the West St. Paul Ice Arena parking lot. The ice arena will be undergoing a building expansion that is expected in the Summer of 2022. The parking lot is in a very deteriorated condition and in need of expansion to best serve the arena users. The City has requested that the parking lot be reconstructed soon following the completion of the building expansion. It is anticipated that the parking lot would be constructed in 2025, but design needs to be completed prior to the building expansion to show proof of parking for the expansion. Bolton & Menk, Inc., has the technical expertise, experience and resources to complete this project for the City.

Based on our understanding, the project will consist of the following major components:

- Remove existing parking lot and lighting system
- Clear and grub trees necessary for expansion
- Install new lighting system, expanded parking lot section/pavement, addition of concrete curb & gutter, and signing/striping

City staff will provide plans for the building expansion, record drawings of the existing lighting system, and the total number of parking spaces desired. Additionally, the City has indicated they would like the design to leave about 11’-12’ behind the back of curb on Emerson Avenue to provide space for a potential new concrete walk in the future. City staff also indicated they will coordinate to have a few shallow soil borings completed to determine the existing parking lot pavement section and subgrade soils. We have identified two tasks in order to complete the work as described above. A summary of the tasks is described below:

**Task 1 – Topographic Survey** ......................................................................................................................... $8,700

- Complete topographic survey of the ice arena property to collect data on private utilities, public utilities, and above ground infrastructure. Topo survey limits will include the Emerson Ave curb line to the north, the ice rink building/emergency exit trails to the south, the edge of the wooded area to the west, and the property line or significant grade/hill area to the east.
  - A potential wetland was identified in the western wooded area and the City indicated the design should avoid getting into any wetlands so that area will not be collected.
- Complete structure inventories within project area
- Obtain Gopher State One-Call utility locates & obtain maps from utility owners
- Draft existing conditions
- Establish relevant right-of-ways, property lines, and easement areas
Task 2 – Design ................................................................................................................................. $32,800
- Hold design kickoff meeting
- Analyze topographic survey to determine parking lot expansion options
- Evaluate options for incorporation of a pick-up/drop-off area
- Evaluate options for relocation of handicap parking spaces
- Prepare plans
- Perform private utility coordination
- Prepare Statement of Estimated Quantities
- Prepare Engineer’s Estimate

Task 3 – Stormwater Treatment Evaluation .................................................................................. $5,400
- Water Resources team will complete stormwater modeling of the site
- Evaluate & implement stormwater management systems to meet watershed requirements
  o Provide estimated construction costs for potential stormwater management systems
- Complete pollutant load reduction modeling

Specifications, Bidding, & Construction Services
Preparation of specifications/project manual, bidding administration, and construction services (including construction observation, construction administration, and construction staking) have not been included in this proposal. The City has indicated they would like the project plans developed now and that the specifications/project manual, bidding administration, and necessary construction services will be requested from Bolton & Menk under a separate contract or amendment in a few years when the City is ready to construct the parking lot. Plans will need to be re-evaluated prior to construction to ensure standards have not changed/update to meet current standards, if necessary. We are ready and willing to assist the City with any additional services the City may request of us.

We propose to complete the above project services for a total estimated fee of $46,900.

Bolton & Menk has the staff and resources available to begin work on these services beginning this spring, upon contract approval. Our proposal assumes topographic survey will be completed in the spring, once snow/ice is no longer a factor in the data collection. If the City would like the schedule to be expedited, we are able to begin topographic survey during the winter for an additional fee. We would begin design immediately following the collection of the topographic data and deliver plans in a timeframe discussed with the City at our design kickoff meeting.

Thank you for the opportunity to present this scope and fee letter. We look forward to working with you and your staff. If you need any additional information or have any questions on the above, please do not hesitate to reach out to us.

Respectfully submitted,

Bolton & Menk, Inc.

Brad Fisher, PE
Project Manager