

2H. Consideration of approving a contract with Bolton and Menk, Inc. to provide engineering services in the amount of \$70,628 for the Bridge Park Sidewalk Improvements Project

<p>Prepared by: Public Works Director/City Engineer</p>	<p>Meeting Date: 3/23/2026</p>	<p><input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item</p>
<p>Reviewed by: Parks, Arts & Recreation Director, Finance Director</p>	<p>Approved by: City Administrator</p>	

ACTION REQUESTED

Motion to approve of a contract with Bolton and Menk, Inc. to provide engineering services for the Bridge Park Sidewalk Improvements Project.

REFERENCE AND BACKGROUND

The City successfully secured funding through MnDOT’s Local Partnership Program (LPP) to construct an ADA compliant pathway/sidewalk connecting River Street, east of Trunk Highway 25 (TH 25), to the sidewalk improvements completed as part of the Downtown Roadway and Pedestrian Improvements Project. The proposed project includes the following improvements:

- Installing a bituminous trail from River Street to the pedestrian underpass beneath the TH 25 Mississippi River Bridge within East Bridge Park.
- Extending the sidewalk width under the TH 25 bridge.
- Extending sidewalk to connect to the existing sidewalk within East Bridge Park.
- Updating the lighting system for the TH 25 Mississippi River Bridge pedestrian underpass.
- Updating the guardrail along the pedestrian underpass connecting East Bridge Park to West Bridge Park.

A request for proposal was issued to Bolton and Menk, Inc., the firm that completed the design and construction engineering for the Downtown Roadway and Pedestrian Improvements project as well as the Master Plan for East Bridge Park. Bolton and Menk, Inc. submitted a proposal totaling \$70,628 for survey, design, and construction administration services. Additional quotes were not solicited, as Bolton & Menk’s prior involvement in the downtown project is expected to provide cost efficiencies by eliminating the need for coordination with another engineering firm to ensure all project components integrate correctly.

- I. **Budget Impact:** The 2026 Capital Project Fund budget includes \$150,000 for this project, and the CIP includes an additional \$150,000 in 2027 for completing construction. Of the \$300,000 in projected project costs, \$100,000 will be offset with the MnDOT LPP grant revenue.
- II. **Staff Workload Impact:** Staff coordination of the project can be managed as part of typical workload.
- III. **Comprehensive Plan Impact:**

STAFF RECOMMENDED ACTION

City staff recommend approval of the contract with Bolton and Menk, Inc. to provide engineering services at a price of \$70,628.

SUPPORTING DATA

- A. Proposal
- B. Grant Application



Real People. Real Solutions.

2040 Highway 12 E.
Willmar, MN 56201

Phone: (320) 231-3956
Bolton-Menk.com

March 9, 2026

Matt Leonard
Public Works Director/City Engineer
City of Monticello
505 Walnut Street
Monticello, MN 55362

RE: Proposal for Design and Construction Professional Services
Bridge Park Sidewalk Improvements – LPP Grant
Monticello, Minnesota

Dear Matt:

Bolton & Menk, Inc., is pleased to present this proposal for professional services related to the sidewalk improvements at West Bridge and East Bridge Park in Monticello, MN. This proposal will define our scope of work and provide you with an estimate of the cost of these services.

This proposal is subject to the attached Terms of Proposal. If this proposal and the attached terms are acceptable, please sign on the bottom of page 3 to verify your acceptance. When signed, this proposal and the attached terms shall constitute the agreement between City of Monticello and Bolton & Menk, Inc.

Bolton & Menk is a civil engineering and surveying consulting firm providing professional services in multiple areas, including civil, water/wastewater, traffic/transportation, landscape architecture, water resources, engineering, environmental reviews, archeological services, and land surveying. Our core philosophy is to provide quality engineering and surveying services combined with a total commitment to client satisfaction. Our long-term relationships are directly related to our commitment to providing superior technical capabilities and our concern and sensitivity to our clients' goals, needs, and desires. We aim to assist clients in realizing their vision, not ours.

Thank you again for considering Bolton & Menk, Inc., for your civil engineering needs. Please feel free to contact me if you have any questions or if you require any additional information.

Sincerely,
Bolton & Menk, Inc.

Justin Kannas, PE
Municipal Project Manager | Principal

Attachments: Terms & Conditions of Proposal (2 pages)
Appendix – Fee Estimate
2026 Schedule of Fees

Description of Proposed Project

The project includes the addition of approximately 245 feet of sidewalks and 320 feet of bituminous trail within West Bridge and East Bridge Park in Monticello, MN. The project also includes extending the existing sidewalk width under the TH 25 bridge and pedestrian ramp ADA improvements in the NE corner of River St. and TH 25. The project is partially funded with State of Minnesota Local Partnership Program (LPP) funds. Applicable design, bidding, and construction requirements associated with this funding will apply to the project.

It is anticipated that the design and construction elements will consist of the following:

Survey:

- Topographic Survey

Final Design and Construction Documents:

- Site and Pavement Plan
- Grading Plan
- Lighting Plan
- Construction Details & Technical Specifications

Construction Services:

- Combination of full time and part time construction observation to ensure the project is constructed in accordance with the plans and specifications
- Construction documentation
- Payroll compliance consisting of checking contractor submitted payroll reports and completing field interviews to check contractor compliance with required state wage requirements.
- Shop Drawing and Submittal review and processing
- Construction staking
- Quantity tracking and preparation of partial and final pay applications

General Assumptions

This proposal is based upon the following assumptions

- Wetland Delineation and mitigation is not anticipated with this site. If required, will be provided as additional services.
- A storm water management plan or on-site storm sewer is not anticipated to be required. No costs are included for stormwater management or storm sewer design or calculations.
- A Storm Water Pollution Prevention Plan (SWPPP) is not required for this project since it disturbs less than 1 acre.
- One minor revision to the plans based on city/owner and Mn/DOT comments is included; any other revisions will be provided as additional services.
- The Client will be responsible for signing and providing the appropriate fees for the required permit(s).
- Geotechnical services including soil borings shall be done by others, or provided as additional services
- Irrigation system design, if required, will be performed by others or as additional services.
- Any required onsite or coordination meetings above what is identified in the scope shall be provided as additional services.
- Construction observation services assumptions are noted on the fee estimate. Any time required beyond this assumption will be provided at hourly rates in accordance with the attached fee schedule as additional services.
- Other notes and assumptions as noted on the attached fee estimate

Fees

The above-described work will be completed hourly not to exceed the attached fee estimate.

Scope of Services	
Total Not-to-Exceed Fee	\$70,628.00

Schedule

The preliminary design work and construction documents can be completed at a timeline agreeable to both the City of Monticello and Bolton & Menk, Inc.

Approvals and Signatures

Client acknowledges that it is the client of the property described above or is a legally authorized representative of the property client with sufficient interest and authority to enter into this agreement for the purposes of making improvements to and upon the property.

Bolton & Menk, Inc. and Client agree to the Terms and Conditions as stated above and on the reverse side of this Agreement. The undersigned represents that it is the Client or has been authorized to accept this Agreement on behalf of Client. Unless also executed by a person(s) or firm guaranteeing payment, the undersigned accepts financial responsibility for all services and costs of collection incurred by Bolton & Menk including reasonable attorney's fees, in the event of default by Client.

Accepted by:

Print Name/Title

Signature and Date

**Terms of Proposal
Bolton & Menk, Inc.**

The accompanying Proposal (hereinafter referred to as "Proposal") is subject to the following terms and conditions. These Terms of Proposal (hereinafter referred to as "Terms") are an integral part of the accompanying Proposal as if stated directly therein. No change or deviation from these Terms will be binding without the written approval of Bolton & Menk, Inc. (BMI). Such changes may require an adjustment in the proposed fee, schedule, or scope of Proposal.

A. Services: BMI proposes to perform the services ("Services") outlined in the Proposal for the stated fee arrangement. Changes required by the Client or other controlling entities (regulatory agencies, contractors, courts, etc.) from the scope or schedule described in the Proposal are "Additional Services" and will be invoiced on an hourly basis in addition to the stated fee arrangement.

B. Information from Client: Unless otherwise stated, Client agrees to provide BMI with all site information necessary to complete the proposed services. This information should include current site property descriptions (from abstract, title opinion or title commitment); other legal documents affecting the site; copies of previous surveys, maps, utility locates, engineering studies and plans; existing or required soils and geotechnical reports; governmental, regulatory and utility reviews and determinations; and all other pertinent information. BMI may rely on accuracy of Client provided information. Client shall promptly inform BMI of any alleged defects in the Services.

C. Access to Site: Unless otherwise stated, Client agrees to provide BMI with access to the site, including adjoining properties, for activities necessary for the performance of services. It is understood that in the normal course of work, unavoidable property damage may occur due to excavations, tree and brush trimming, marking lines, etc. BMI will take reasonable precautions to minimize damage due to its activities. The cost to correct resulting damage has not been included in the fee and the Client agrees to reimburse BMI for any costs associated with required restoration work.

D. Standard of Care: Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of BMI's profession currently practicing under similar conditions. **BMI makes no warranties, expressed or implied, or otherwise with respect to any services performed or furnished.**

E. Certifications: Any certification provided by BMI is a professional opinion based upon knowledge, information, and beliefs available to BMI at the time of certification. Such certifications are not intended as and shall not be construed as a guarantee or warranty. BMI shall not be required to certify the existence of conditions whose existence BMI cannot reasonably ascertain.

F. Utilities: Except as otherwise explicitly stated in the proposal, if utility surveys are included in scope of services, utilities will be located from available utility records, utility company locates and surface evidence of underground improvements. Some subsurface improvements may not be disclosed by such methods and Client assumes responsibility for cost of exploratory excavations and other work to assure utility locations. BMI assumes no liability for matters arising from subsurface utilities that vary from locations shown on previous plans or provided by Client or utility companies.

G. Project Approval: BMI makes no representations as to acceptability or approvability of the project, or, zoning requests, permit applications, site and development plans, plats and similar documents. Client's obligation for payment of fees owed BMI is not contingent upon project approval.

H. Opinions or Estimates of Project Costs: Where included as part of the Services or otherwise, opinions or estimates of project cost will generally be based upon public construction cost information. Since BMI has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the Client and BMI does not warrant or guarantee the accuracy of construction cost opinions or estimates.

I. Construction Phase Services: Client is notified that BMI shall not be responsible for means, methods, techniques, sequences, or procedures of construction selected by any contractor employed on the project nor for the safety precautions or programs incident to the work of any contractor, nor for acts of omissions of any contractor.

J. Ownership and Alteration of Documents: All documents, including reports, drawings, field data, notes, plans, specifications and documents or electronic media prepared or furnished by BMI remain the property of BMI. Upon payment of all amounts owed, the Client is granted a limited license to BMI's submittals for Client's reasonable use and to make and retain copies for such use. However, BMI's submittals are not intended for reuse by the Client or third parties on other projects or alteration by others without the written consent of BMI. Any reuse by Client or, any other entity acting under the request or direction of the Client, without written verification or adaptation by BMI for such reuse, will be at Client's sole risk and without liability or legal exposure to BMI. Client shall indemnify and

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hold harmless BMI from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from such reuse.

K. Billings and Payments: Invoices for BMI's services shall be submitted, at BMI's option, either upon completion of such services or on a monthly basis. Unless credit to Client is approved, payment is due upon receipt of services and deliverables. If, at sole discretion of BMI, credit is advanced to Client, invoices shall be due and payable within 30 days after the invoice date. If the invoice is not paid within 30 days, BMI may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of its services. BMI reserves the right to withhold any deliverables until all unpaid fees are paid in full. Amount of retainer (if applicable) will be applied to amount owed on final invoice.

L. Late Payments: Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% on the unpaid balance. If any portion of an account remains unpaid 60 days after billing, the Client shall pay all costs of collection, including reasonable attorney fees.

M. Waiver: To the fullest extent permitted by law, Client and BMI waive against each other, and the other's employees, partners, officers, agents, insurers, and subcontractors, claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or any way related to this Agreement, from any cause or causes. Client waives claims against BMI individual employees and agrees any claim, demand or suit shall be asserted only against the BMI corporate entity.

N. LIMITATION OF LIABILITY: In recognition of the relative risks, rewards, and benefits of the project to both the Client and BMI, the risks have been allocated such that the Client agrees that BMI's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claimed expenses arising out of the performance of this agreement from any cause or causes, shall not exceed total compensation paid to BMI. Such claims include, but are not limited to, BMI's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.

O. Certificates of Insurance: BMI will maintain, at its expense, statutory worker's compensation insurance coverage, automobile liability insurance, commercial general liability insurance and professional liability coverage for claims arising from bodily injury, death or property damage which may arise from the negligent performance by BMI or its employees. BMI will, upon request, furnish Certificates of Insurance documenting terms of coverages. BMI will not be required to extend coverages beyond those which are usual and customary for similar firms practicing similar surveying and engineering services unless BMI is reimbursed for additional premium expenses.

P. Jurisdiction and Dispute Resolution: All agreements executed for performance of the Services are to be governed by the law of the State of Minnesota. Any claims or disputes made during or after the performance of services between BMI and the Client, except for claims by BMI for non-payment of services rendered, shall first be submitted to mediation for resolution prior to bringing an action in a court of competent jurisdiction.

Q. Agreement: If the Proposal is accepted, the Client and BMI will enter into an Agreement incorporating the accompanying Proposal, these Terms and such additional terms and conditions as may be mutually acceptable to BMI and Client. In the absence of a separate, executed written agreement, the accompanying Proposal and these Terms of Proposal shall constitute the whole and complete agreement between BMI and the Client.

R. Termination of Services: Any agreement created herein may be terminated by the Client or BMI should the other fail to perform its obligations hereunder; or, by BMI if the presence of an unknown or undisclosed federally, state or locally regulated hazardous material is encountered. In the event of termination, the Client shall pay BMI for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

S. Withdrawal of Proposal: This Proposal constitutes a non-binding offer to perform services and BMI reserves the right to withdraw or modify this proposal, without liability to the Client, at any time prior to execution of a signed agreement.._

T. LIEN RIGHTS: Pursuant to the representations by the CLIENT in this Agreement and improvements to be made to the project property, BMI reserves the right to file a lien against the project property in the event of delinquent or non-payment of monies owed to BMI by the CLIENT. In accordance with Minnesota law, the CLIENT and PROJECT PROPERTY OWNER are hereby advised:

“(a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

(b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.”

CLIENT: City of Monticello											
PROJECT: Bridge Park Sidewalk Improvements											
TASK NO.	WORK TASK DESCRIPTION	Project Manager	Project Engineer	Landscape Architect	Senior Engineering Technician	Survey Technician	Survey Manager	Construction Project Representative	Clerical	Total Hours	Total Cost
1	Topographic Survey	1	0	0	0	12	6	0	0	19	\$3,777.00
2	Design	35	33	15	110	0	0	0	4	197	\$33,697.00
3	Bidding, Addenda, Award, & Contracts	15	0	0	0	0	0	0	13	28	\$4,793.00
4	Construction Inspection, Staking and Management Services	15	25	0	0	10	2	100	22	174	\$28,361.00
TOTAL HOURS		66	58	15	110	22	8	100	39	418	
AVERAGE HOURLY RATE		\$219.00	\$166.00	\$166.00	\$160.00	\$198.00	\$197.00	\$160.00	\$116.00		
SUBTOTAL		\$14,454.00	\$9,628.00	\$2,490.00	\$17,600.00	\$4,356.00	\$1,576.00	\$16,000.00	\$4,524.00		

TOTAL FEE (ESTIMATE HOURLY) \$70,628.00

Notes:

One utility coordination meeting included in scope. Assumes no utility relocation is required and no further utility coordination work required.

Assumes one round of revisions per City staff and MnDOT comments.

Less than 1 acre disturbance - no SWPPP required

No structural engineering or bridge design services included

Construction Inspection includes 10 part time days and 5 full time days. Inspection required above and beyond these assumptions will be additional services billed hourly.

Staking includes 1 trip for curb and gutter & sidewalks. Staking required above and beyond this assumption will be additional services billed hourly.

Geotechnical Services and Construction Materials Testing not included.

Payroll report tracking and review included

Field visit for verification of existing lighting system not included

Up to one photometric evaluation included

2026 FEE SCHEDULE

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2026. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. For projects with typical expenses and unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond typical project expenses, non-routine expenses, and expenses beyond the agreed scope of services, such as out of town travel expenses, long travel distances, large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

EMPLOYEE CLASSIFICATION	2026 HOURLY BILLING RATE
Administrative	\$70-175
Technician	\$98-186
Survey Technician	\$112-202
Senior Technician	\$138-230
Construction Manager	\$162-228
Design Engineer	\$135-202
Graduate Engineer	\$125-190
Graduate Surveyor	\$145-202
Landscape Designer	\$128-178
Landscape Architect	\$156-185
Licensed Project Surveyor	\$190-237
Planner	\$120-181
Project Engineer	\$148-220
Project Manager	\$140-261
Senior Landscape Architect	\$154-269
Senior Planner	\$172-240
Senior Project Engineer	\$170-220
Senior Project Manager	\$190-290
Architect	\$160-276
Specialist*	\$100-216
Practice Expert**	\$125-349
Principal**	\$180-320
Senior Principal**	\$232-344
GPS/Robotic Survey Equipment ¹	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for survey technicians.

*Specialized role not classified above otherwise.

**Highly specialized and industry expertise unique to the market or area of discipline.

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City of Monticello
505 Walnut Street
Monticello, MN 55362
Phone (763) 295-2711
Fax (763) 295-4401
ci.monticello.us

January 23, 2024

MnDOT - District 3
7694 Industrial Park Rd
Baxter, MN 56425

RE: LPP Funding Letter of Request

The City of Monticello is requesting funding consideration for the Fiscal Year 2027 Local Partnership Program (LPP) solicitation. The requested funds will be used for the rehabilitation of the TH 25 (Pine Street) Mississippi River bridge MRT pedestrian underpass, including the construction of a sidewalk connecting TH 25 (Pine Street) to East Bridge Park and the MRT route which extends through the adjacent West Bridge Park, as well as lighting and safety railing.

Significant revitalization of downtown Monticello was initiated in 2023 in accordance with the City's adopted 2017 Downtown Small Area Plan. The Downtown Plan focuses on promoting economic activity and creating a more walkable and pedestrian-friendly environment. As part of this vision, the plan aimed to encourage a pedestrian-friendly experience along TH25 and East & West Bridge Parks. The Mississippi River bridge provides an underpass crossing of TH 25 for cyclists and pedestrians and is the key to providing safe pedestrian access in the downtown.

The improvements are proposed to be advance constructed in 2026-2027 or earlier if local partnership funds are received and would be a direct compliment to the new TH 25 Mississippi River Bridge pedestrian improvements.

The information provided in this application is regarding the safety conditions, proposed upgrades, and benefits of the project in Monticello. The City of Monticello is fully committed to financing the local share of the project and implementing it by the fiscal year 2026-2027 or earlier while designing enhancements to MnDOT Trunk Highway standards. The estimated cost for construction and construction engineering is approximately \$113,000. The City of Monticello respectfully requests funding of \$95,000 in the FY 2026-2027 or earlier Local Partnership Program. The remaining non-eligible project expenses and matching funds will be financed by the City.

Thank you for your time and consideration. If you have any questions regarding this request, please contact me at 763-271-3268.

Sincerely,

CITY OF MONTICELLO

A handwritten signature in cursive script that reads "Tom Pawelk".

Tom Pawelk- Parks, Arts & Recreation Director

PROJECT BACKGROUND

In 1988, the design of the TH 25 Mississippi River Bridge included a pedestrian sidewalk/trail underpass that connected East and West Bridge Parks. Today, the TH 25 underpass has been designated the scenic Mississippi River Trail (MRT). The MRT is diverted from an on-road trail on East River Street to an off-road trail at East Bridge Park, touring the East & West Bridge Parks' River edge until the trail is brought back on-street at Locust Street, west of the park.

The City of Monticello developed a small area plan for the downtown in 2017 which includes creating safer connections for bicyclists/pedestrians and mirrors the goals of Minnesota's statewide bicycle system plan for a collaborative vision for transportation. The City of Monticello was informed of the TH 25 bridge resurfacing project and pedestrian improvements planned for 2024 and would like to build off those improvements in 2027 or sooner.

PROJECT OVERVIEW

The City of Monticello proposes constructing an ADA-compliant sidewalk that will connect the TH 25 bridge to East & West Bridge Parks along the East Bridge Park side. The proposed project aims to provide pedestrians with access to the Mississippi River Trail (MRT) by widening the bituminous trail sections that lead up to the TH 25 underpass. Additionally, the project will replace the concrete sidewalk under the bridge and the existing chain link fencing with a safety railing. Furthermore, the project will increase pedestrian lighting to enhance visibility and safety. Both the lighting and fencing are currently in disrepair.

The proposed improvements will offer enhanced access from the river bridge and adjacent streets, improving the safety of the corridor and providing pedestrians with alternative routes.

A project layout figure, as well as existing conditions and documentation can be found in the **Appendix**. The attached concept figure will be refined as needed during the design approval process.

TRAFFIC OPERATIONS, SAFETY, AND ACCESS

Operations

The TH 25 Area Planning and Environmental Linkages (PEL) Study currently underway assessed the current state of the TH 25 corridor. The study found that the Mississippi River is a valuable resource that defines the Central Minnesota region but also acts as a substantial barrier to travel between the communities in the region. It is important to note that the TH 25 corridor is not intended to be used as a bicycle and pedestrian route and may hinder such trips that require crossing the corridor. Therefore, the Bridge Park MRT underpass route provides an alternate for pedestrians using the TH 25 corridor.

Safety

According to traffic analysis and study from 2013 and 2022, bicycle and pedestrian crashes have happened between the Mississippi River bridge along TH 25 to I-94 and 7th Street. The proposed sidewalk connections and repairs would only enhance additional improvements for pedestrians in the TH 25 corridor.

Access

TH 25 sidewalk connection would provide direct access from TH 25 towards the north connecting with the MRT bridge underpass. Users would have a new and safer option rather than crossing TH 25 at-grade at either River or Broadway streets.

PARTNERSHIP AND SUPPORT

The City of Monticello would coordinate with MnDOT for future pedestrian improvements within the TH 25 project area and the City will continue to work with MnDOT throughout all aspects of this project.

COST

The Local Partnership Program (LPP) offers financial assistance to construction projects initiated and managed by local organizations, with the aim of benefiting both the local community and the trunk highway system. The City of Monticello believes that the Local Partnership Program is a suitable candidate for this project as it offers high benefits at a low cost.

The funds provided by the Local Partnership Program will greatly assist in upgrading the MRT route sidewalk corridor connections. This makes the project beneficial both locally and regionally, and the funding will be used for Local Partnership Program-eligible items.

According to the engineer's estimate, the cost of rehabilitating the TH 25 (Pine Street) Mississippi River bridge MRT pedestrian underpass, which includes the connection of a sidewalk from TH 25 (Pine Street) to East Bridge Park and MRT route West Bridge Park, is estimated at \$113,000. The City of Monticello is requesting MnDOT's participation in the eligible construction and construction engineering costs for the project, totaling \$95,000, in accordance with the provisions of the Local Partnership Program. The City will cover the remaining engineering and non-eligible costs. Right-of-way is not anticipated to be required to construct the proposed improvements.

SCHEDULE

To ensure that the project stays on schedule, we will continue to collaborate with stakeholders regarding design and property impacts. This will help us address any concerns they may have.

Assuming the Local Partnership Program funds are secured, the construction of the project is planned to begin in the summer of 2027. The City is fully committed to maintaining a firm schedule which includes:

- Preliminary Design: Spring 2026
- Final Design: Summer 2026
- Construction: Spring/Summer 2027
- Project Completion: Fall 2027

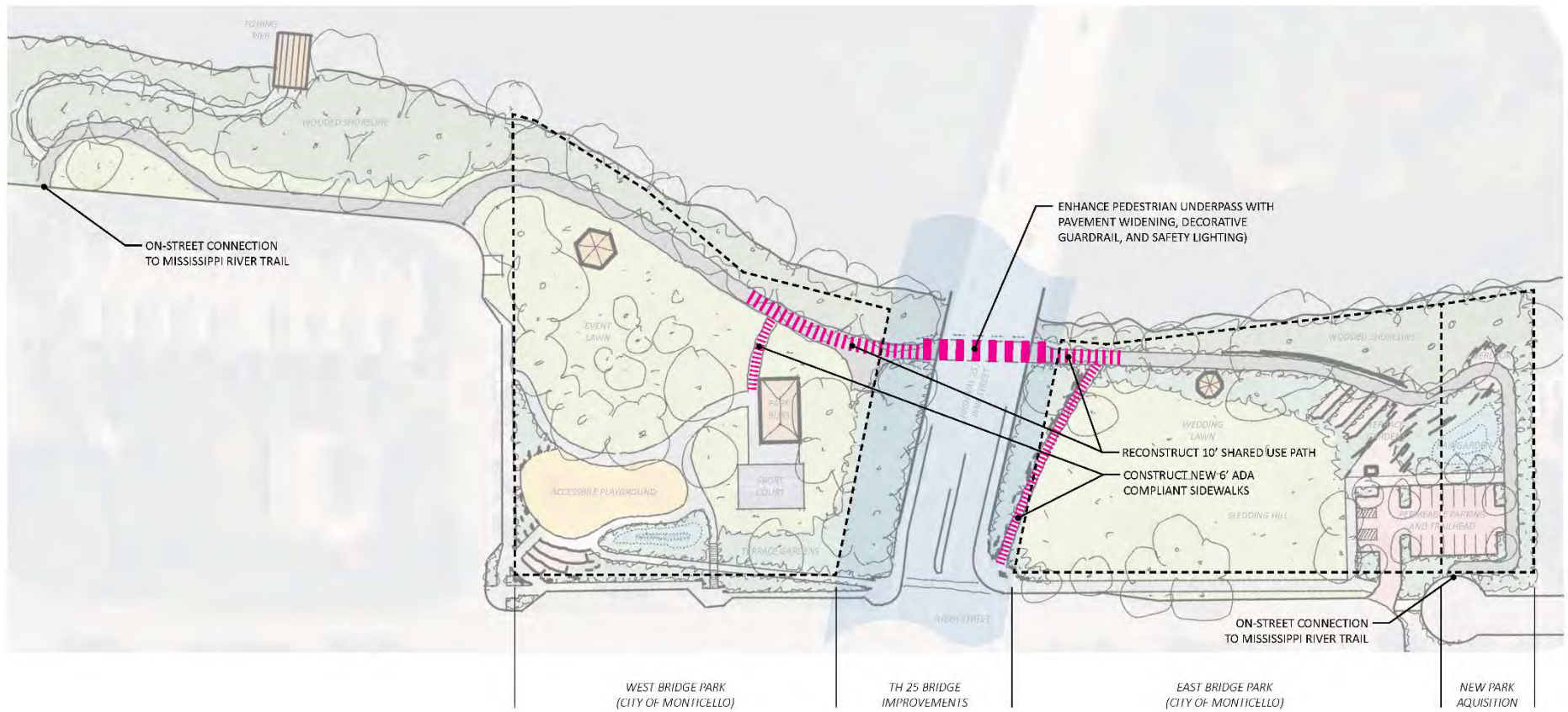
APPENDIX

EXISTING CONDITIONS TH 25 BRIDGE UNDERPASS



EXISTING CONDITIONS TH 25 BRIDGE UNDERPASS





ESTIMATED PROJECT COST

Mobilization, Earthwork, Erosion Control (8%)	\$7,000
6' Concrete Sidewalks (245 LF)	\$30,000
10' Bituminous Shared Use Path Reconstruction (320 LF)	\$32,000
Decorative Guardrail at Underpass (100 LF)	\$20,000
Underpass Lighting Upgrades	\$5,000
Construction Subtotal	\$94,000
Design and Permitting Fees (20%)	\$18,800
Project Total	\$112,800

MnDOT - District 3
7694 Industrial Park Road
Baxter, MN 56425

July 12, 2024

Tom Pawelk
505 Walnut Street
Monticello, MN 55362

**RE: S.P. 8605-64 Trunk Highway (TH) 25 Mississippi River Bridge Pedestrian Underpass
Rehabilitation**

Mr. Pawelk,

Thank you for your application dated January 23rd, 2024, requesting funding for the rehabilitation of the TH 25 (Pine Street) Mississippi River bridge MRT pedestrian underpass, including the construction of a sidewalk connecting TH 25 (Pine Street) to East Bridge Park and the MRT route which extends through the adjacent West Bridge Park, as well as lighting and safety railing.

We have reviewed your funding request and based upon the information provided we favorably report approval of MnDOT funding through our Local Partnership Program for fiscal year 2027. This is the earliest we can have LPP money available for this project. The fiscal year 2027 begins July 1, 2026, at which construction can start. Funds must be encumbered by June 30th, 2027. Encumbrance means the plans must be complete and required submittals to the Agreements Office.

Your request for this fund was \$100,000. Based upon your estimate and discussions held previously, \$100,000 will be the funds needed to construct this project. Our LPP will budget \$100,000 (not to exceed) towards the construction of this project as requested for TH associated items and 8% construction administration. All construction costs need to follow Cooperative Cost Participation and Maintenance guidelines between MnDOT and local agencies. The City of Monticello will need to fund studies, project development, design engineering, and right of way acquisitions with local or other funds if needed for the project and any eligible costs beyond the \$100,000 capped amount.

The Cooperative Cost Participation and Maintenance can be found at:

<https://www.dot.state.mn.us/policy/financial/fm011.html>

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Tom Pawelk
Page 2
July 12, 2024

I will be the Project Manager assigned to this project for District 3. My role is to coordinate your project delivery to meet MnDOT's reviews/approvals to deliver this project. As discussed, the city's engineering department will be the lead developing the plans and documents needed for a successful project. Please contact me when the city is ready to kick off this project.

Congratulations on your funding award! We look forward to working with you to deliver this successful improvement.

Sincerely,



Luke L. Wehseler
MnDOT District 3 LPP Project Manager
7694 Industrial Park Road
Baxter, MN 56425
Ph: 218-821-0618
Email: luke.wehseler@state.mn.us

cc: Matt Leonard, City of Monticello Engineer
Mike Ginnaty, District 3 Engineer
Angie Tomovic, District 3 State Aid Engineer
Brett Stark, District 3 State Aid Assistant
Steve Voss, District 3 Planning Director
Ken Hansen, District 3 Traffic Engineer
Mark Vizecky, State Aid Division