

Memorandum

TO: City Council
FROM: Stephanie Smith , City engineer
DATE: October 6, 2025
SUBJECT: Approve amendment to the professional services agreement with Bolton & Menk, Inc. for construction observation of the 2025 County Road I boardwalk replacement, city project 25-04
ITEM NUMBER: 8.g
SECTION: CONSENT AGENDA

REQUESTED MOTION

Approve amendment to the professional services agreement with Bolton & Menk, Inc. for construction observation of the 2025 County Road I boardwalk replacement, city project 25-04.

INTRODUCTION

The city's 2025 capital improvement plan includes funding for the replacement of the boardwalk on County Road I between Lexington Avenue and Chatsworth Street. At the December 2, 2024 meeting, the city council approved a professional services agreement with Bolton & Menk, Inc. (BMI) for the design, preparation of plans and specifications and bidding services for the project. As the project is moving into the construction phase this fall, staff has identified services needed for construction observation and recommends the city council authorize approval of an amendment to the professional services agreement with BMI. The proposal outlining the scope of additional services and estimated cost is attached.

DISCUSSION

Shoreview's infrastructure replacement plan and capital improvement program include replacing the boardwalk on County Road I between Lexington Avenue and Chatsworth Street. The boardwalk is near the end of its usable life. Reconstruction of the boardwalk is anticipated to include upgrades to improve the accessibility and ease of maintenance. Improvements are anticipated to include widening the walk, larger board widths, upgrading the railings and connection to the paved trail. The project will be led by the City of Shoreview, in partnership with Ramsey County Public Works, which is contributing funding to the project.

The construction surveying and observation for the boardwalk requires expertise beyond what cities like Shoreview typically have on staff. Accordingly, staff has negotiated an amendment with BMI, the engineering firm that designed the boardwalk plans and specifications.

The proposal from BMI is attached for reference. The estimated cost for the amendment is \$46,698, based on the boardwalk contractor's schedule for construction. The actual cost will be billed on an hourly basis.

RECOMMENDATION

Staff recommends the city council approve the amendment to the professional services agreement with Bolton & Menk, Inc. for construction services on the 2025 County Road I boardwalk replacement, city project 25-04.

ATTACHMENTS

[BMI Professional Services Agreement Amendment.pdf](#)