

COUNCIL COMMUNICATION

	Number:	25-404	Meeting:	November 3, 2025
	Agenda Item:	9	Roll Call:	25-1468
	Submitted by:	Steven L. Naber, P.E., City Engineer		

AGENDA HEADING:

Approving Supplemental Agreement No. 4 to the Professional Services Agreement (PSA) with Bolton & Menk, Inc. for additional professional services for University Avenue Rehabilitation, for an amount not to exceed \$29,107.50.

SYNOPSIS:

Recommend approval of Supplemental Agreement No. 4 to the PSA with Bolton & Menk, Inc. (Bradley C. DeWolf, P.E., President/CEO; 1960 Premier Drive, Mankato, Minnesota 56001-5900) for an additional amount not to exceed \$29,107.50, based on hourly rates and reimbursable costs, for construction administration and observation services for University Avenue Rehabilitation from 4908 University Avenue to 39th Street.

FISCAL IMPACT:

Amount: \$29,107.50

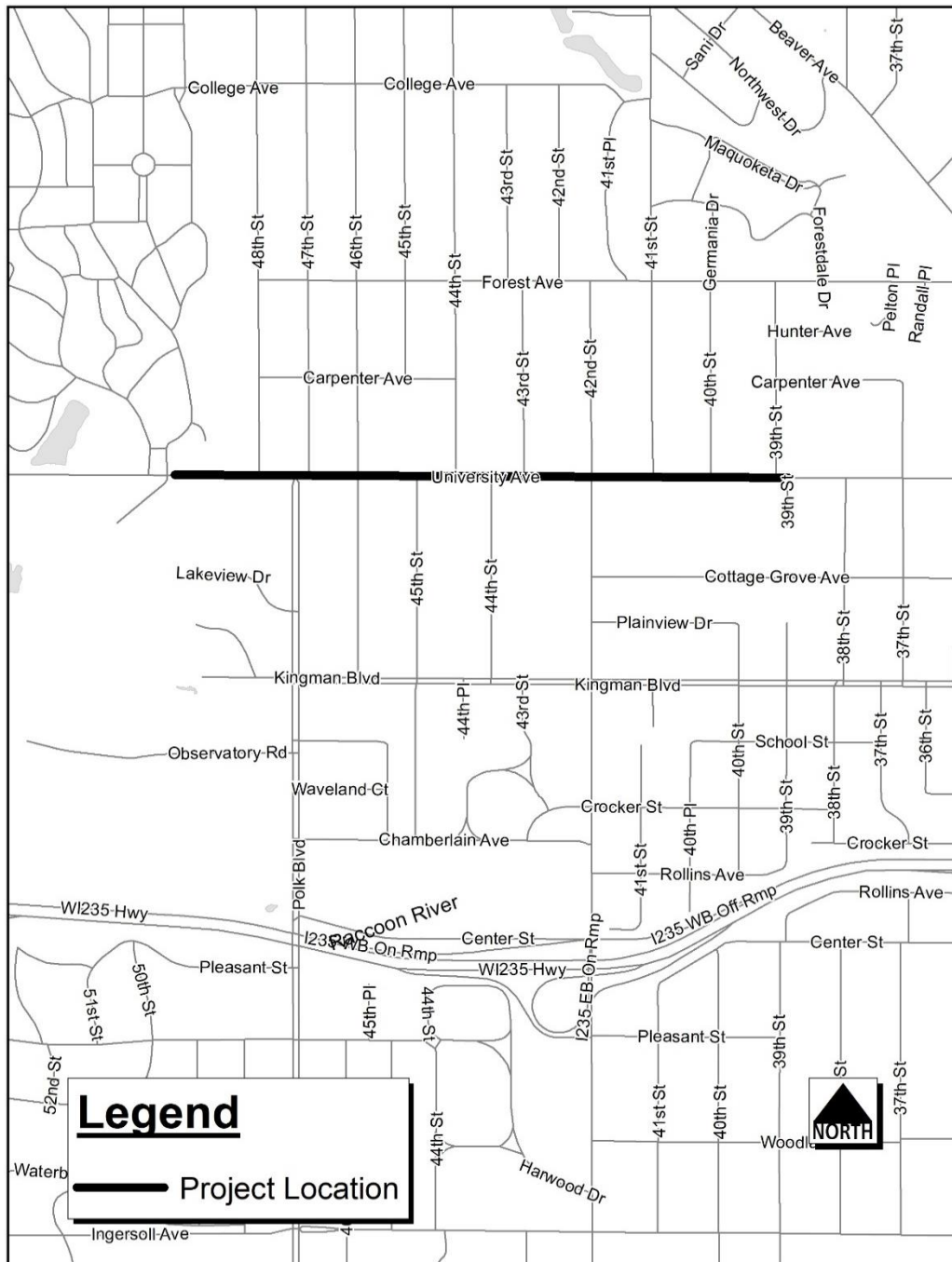
Funding Source: Fiscal Year (FY) 2025-2026 Capital Improvement Program (CIP), Page 126, University Avenue – 48th Street to 31st Street, ST275, Road Use Tax Fund

ADDITIONAL INFORMATION:

- In 2019, University Avenue from 63rd Street to 55th Street was converted from four (4) lanes to three (3) lanes with a center bi-directional left-turn lane. The pedestrian bridge near Windsor Elementary School was removed and a HAWK (High-Intensity Activated Crosswalk) Beacon and a raised refuge island were installed for pedestrians crossing University Avenue at Windsor Elementary School.
- Also in 2019, University Avenue from 55th Street to 48th Street was converted from four (4) lanes to three (3) lanes with a center bi-directional left-turn lane. A multi-use trail was also added alongside the north side of Waveland Golf Course.
- In 2020, in coordination with a City sewer separation project and a streetscape planned by Drake University, University Avenue from 31st Street to 25th Street was converted from five (5) lanes to three (3) lanes with a center bi-directional left-turn lane and dedicated on-street bicycle lanes.

- University Avenue from 48th Street to 31st Street needed pavement rehabilitation and was resurfaced as part of the project. Resurfacing includes milling off the top layer(s) of asphalt pavement and overlaying with new hot-mix asphalt (HMA).
- The existing roadway cross-section between 48th Street and 31st Street was a five (5)-lane roadway and, based on data collected by City staff, experiences traffic speeds well over the posted speed limit. Implementing a road diet [reducing the number of lanes from five (5) to three (3)] as part of the resurfacing project has been proven both nationally and locally to improve roadway safety (reducing unsafe corridor speeds and erratic vehicular maneuvering) and improve multimodal accessibility (improving pedestrian crossings and allowing for dedicated bicycle facilities). The three (3)-lane roadway also provides a consistent corridor from 25th Street to 63rd Street, and “right-sized” for the anticipated traffic volumes.
- A public meeting was held on January 5, 2022, to present the proposed improvements to University Avenue from 31st Street to 48th Street.
- The University Avenue Rehabilitation project from 31st Street to 48th Street included:
 - Pavement resurfacing.
 - Converting the five (5)-lane roadway to three (3) lanes with a center bidirectional left-turn lane and on-street, dedicated, buffered bicycle lanes.
 - Construction of off-street, separated, bicycle facilities at the commercial nodes at Polk Boulevard and 42nd Street.
 - Addition of enhanced pedestrian crossings with refuge islands along the corridor.
 - Access management improvements at the commercial nodes at Polk Boulevard and 42nd Street to improve safety in those areas, including creating right turn in/out only at 47th Street and removal of two (2) commercial accesses on University Avenue between 41st Street and 42nd Street.
 - Traffic signal replacement at the intersection of University Avenue and Polk Boulevard.
 - Traffic signal modifications at intersection of University Avenue and 42nd Street.
- Storm sewer improvements, planned as part of the Closes Creek Watershed Improvements, were completed along University Avenue between 39th Street and 42nd Street.
- Due to the project scope increasing, the University Avenue Rehabilitation project from 31st Street to 48th Street was constructed in two (2) phases:
 - University Avenue Rehabilitation project from 31st Street to 39th Street
 - University Avenue Rehabilitation project from 39th Street to 48th Street
- The University Avenue Rehabilitation project from 31st Street to 39th Street was completed in the spring of 2024.

- The University Avenue Rehabilitation project from 39th Street to 48th Street was completed in the spring of 2025.
- To assist City staff with design of the University Avenue Rehabilitation project from 39th Street to 48th Street, a Request for Proposals (RFP) for professional services for University Avenue (Waveland Golf Course to 39th Street) was issued and posted on the City's website. A selection committee of Engineering Department staff reviewed and rated the three (3) proposals received in response to the RFP. Bolton & Menk, Inc. was selected to provide services for this project based upon the selection criteria in the RFP and their thorough project approach, understanding, and related project experience.
- On August 8, 2022, by Roll Call No. 22-1228, City Council approved the PSA with Bolton & Menk, Inc. for a total cost not to exceed \$79,520, based on hourly rates, to provide design phase services for University Avenue Rehabilitation – 4908 University Avenue to 39th Street.
- On February 20, 2023, by Roll Call No. 23-0205, City Council approved Supplemental Agreement No. 1 to the Agreement for Professional Services with Bolton & Menk, Inc. for an additional amount not to exceed \$109,490, for construction phase services for the first phase, University Avenue – 39th Street to 25th Street Improvements.
- On March 31, 2023, the City Engineer approved Supplemental Agreement No. 2 to the Agreement for Professional Services with Bolton & Menk, Inc. for an additional amount not to exceed \$5,000, for design of additional pavement restoration along 42nd Street between Crocker Street and University Avenue.
- On March 4, 2024, by Roll Call No. 24-0309, City Council approved Supplemental Agreement No. 3 to the Agreement for Professional Services with Bolton & Menk, Inc. for an additional amount not to exceed \$320,386, for construction phase services for additional time needed to complete construction of Phase 1 of University Avenue improvements, as well as provide construction phase services for Phase 2 University Avenue Rehabilitation Project improvements, from 4908 University Avenue to 39th Street.
- City staff negotiated Supplemental Agreement No. 4 to the PSA with Bolton & Menk, Inc. for a total cost not to exceed \$29,107.50, based on hourly rates and reimbursable costs, to provide additional construction administration and observation services including:
 - Design revisions to accommodate improvements made to adjacent property on the north side of University Avenue after the roadway design had been completed and construction of the project had commenced.
 - Construction observation services for Phase 2 Improvements provided in 2025 due to an extension of the construction period.



PREVIOUS COUNCIL ACTION(S):

Date: March 4, 2024

Roll Call Number: [24-0309](#)

Action: [Approving](#) Supplemental Agreement No. 3 to the PSA with Bolton & Menk, Inc. for additional professional services for University Avenue Rehabilitation, not to exceed \$320,386. ([Council Communication No. 24-092](#)) Moved by Gatto to adopt. Second by Voss. Motion Carried 6-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

City staff do not anticipate any future Council actions on this PSA at this time; however, unanticipated changes to this PSA would require a Supplemental Agreement, which may require Council action.

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