



Real People. Real Solutions.

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June 18, 2021

Elizabeth Mursko, City Administrator  
City of Columbus  
16319 Kettle River Blvd  
Columbus, MN 55025

RE: Proposal for City of Columbus Speed Limit Guidance

Dear Elizabeth Mursko,

Bolton & Menk, Inc. is pleased to submit this proposal to establish guidelines for setting speed limits on city streets in the City of Columbus. **Bryan Nemeth** will serve as the Project Manager. The following is a brief description of the tasks and costs necessary to complete this study as outlined in the Scope of Work:

## Project Approach

### Task 1 – Data Collection

The proposed Speed Limit Guidelines will apply only to city owned streets. Existing speed limit data available from the city will be used as the basis to understand existing conditions and the impact of potential changes. Additional roadway characteristics such as traffic volumes (as available from existing sources), functional classification, crashes, and adjacent land use will be gathered and potentially used in developing the Speed Limit Policy.

### Task 2 – Standards and Process Development

The existing procedures to set or change speed limits in the state of Minnesota will be identified. Based on technical guidance, national and local studies, and roadway characteristics, policy options to allow for a change in speed limits on city owned streets in the City of Columbus will be developed.

### Task 3 – Policy Document

The policy document will be developed based on the standards and process information. A draft and final policy document will be completed.

### Task 4 – Meetings

Bolton & Menk staff will prepare for and attend the following meetings.

- One meeting with City of Columbus and appropriate representatives to identify key needs, direction, and roadways of concern.
- One meeting with Anoka County and MnDOT to introduce project and discuss direction.
- One additional meeting with the City to discuss the policy recommendations.
- Attendance at one City Council Meeting to present the policy recommendations.

## Task 5 – Policy Implementation (Optional Task)

Once the policy has been finalized, the policy can be applied to the city’s streets to identify the appropriate speed limit based on the policy or identify locations where additional information is needed to make a final determination, such as collection of existing traffic speeds. No new data collection or collection of existing speeds will be completed.

This scope of work will be completed and invoiced monthly based on hours spent. The estimated hours and fees for each task are on the attached spreadsheet.

The total estimated fee for all items is **\$33,464** for all tasks.

If Optional Task 5 is removed, the total estimated fee is **\$24,940**.

Upon acceptance of this proposal, work will be completed within four (4) months.

## Conclusion

In continued service to the City of Columbus, we are excited at the opportunity to complete the Speed Limit Policy. I will personally serve as your lead client contact and project principal. Please contact me at 612-802-9538 or [bryan.nemeth@bolton-menk.com](mailto:bryan.nemeth@bolton-menk.com) if you have any questions regarding our proposal.

Respectfully submitted,  
**Bolton & Menk, Inc.**



Bryan Nemeth, P.E., PTOE  
Project Principal

## Detailed Cost Estimate

| Client: City of Columbus<br>Project: Speed Limit Guidance |                                       | Bolton & Menk, Inc. |                 |                 |          |                |                 |            |
|---|---------------------------------------|---------------------|-----------------|-----------------|----------|----------------|-----------------|------------|
| Task No.  | Work Task Description                 | Project Manager     | Traffic Analyst | Traffic Support | Planner  | GIS Specialist | Total Hours     | Total Cost |
| 1.0   | Data Collection                       | 0                   | 6               | 18              | 0        | 16             | 40              | \$5,184    |
| 2.0   | Standards and Process Development     | 4                   | 32              | 24              | 12       | 12             | 96              | \$10,888   |
| 3.0   | Policy Document                       | 6                   | 10              | 14              | 16       | 0              | 62              | \$5,620    |
| 4.0   | Meetings                              | 8                   | 12              | 0               | 0        | 0              | 20              | \$3,248    |
| 5.0   | Policy Implementation (Optional Task) | 2                   | 16              | 16              | 8        | 24             | 74              | \$8,524    |
| <b>Total Hours</b>  |                                       | 20                  | 76              | 72              | 36       | 52             | 292             |            |
| <b>Average Hourly Rate</b>                                |                                       | \$190.00            | \$144.00        | \$120.00        | \$128.00 | \$135.00       |                 |            |
| <b>Subtotal</b>   |                                       | \$3,800             | \$10,944        | \$8,640         | \$4,608  | \$7,020        |                 |            |
| <b>Total Fee</b>  |                                       |                     |                 |                 |          |                | <b>\$33,464</b> |            |
| <b>Total Fee without Task 5</b>                           |                                       |                     |                 |                 |          |                | <b>\$24,940</b> |            |