



REQUEST FOR ACTION CITY COUNCIL

Agenda Date: 5/19/2026
Agenda Section: Consent Agenda

Department Origination: Public Works

Agenda Item: Approve the SEH Contract for Construction Phase Services in the Not to Exceed Amount of \$130,000.00 for the 2026 Novotny Road Street & Utility Improvements Project

Approval Required: Simple Majority Vote

BACKGROUND

SEH has been assisting the City of Baxter with reviewing the civil plans for Novotny Road and the adjacent private site improvements. Additionally, staff requested a contract from SEH for construction observation services for roadway and utility construction along an approximate 650 linear foot extension of the Novotny Road corridor adjacent to one side of the new VA Clinic Development site. The road corridor improvements include street, trail, watermain, sanitary sewer, storm sewer, stormwater ponding, grading, and a mini roundabout with street lighting within road right of way that would ultimately get dedicated to the City at the close of the project.

SEH prepared a contract for engineering services (Construction Services) to perform construction administration, construction observation, construction materials testing, GIS services, and post construction services for work in City right of way or easements along the Novotny Road corridor.

FINANCIAL IMPLICATIONS

The project expenses will be covered by the Developer, these costs are included with the 2026 Novotny Road Improvements Development Agreement.

STAFF RECOMMENDATIONS

Utilities Commission and City Staff recommend approval of the SEH Contract for Construction Phase Services in the Not to Exceed Amount of \$130,000.00 for the 2026 Novotny Road Street & Utility Improvements Project. The contract that was presented at the Utilities Commission meeting did not include the correct dollar amount for material testing as the contracted engineer had not received the costs in time for the meeting. The contract has been updated for Council's approval from \$112,000 to \$130,000.

COUNCIL ACTION REQUESTED

Motion to approve the SEH Contract for Construction Phase Services in the Not to Exceed Amount of \$130,000.00 for the 2026 Novotny Road Street & Utility Improvements Project.