



STAFF REPORT UTILITIES COMMISSION

Agenda Date: 5/6/2026
Agenda Section: Business Item

Department Origination: Public Works

Agenda Item: Approve the SEH Contract for Construction Phase Services in the Not to Exceed Amount of \$112,000.00 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.

A copy of the contract is attached.

FINANCIAL IMPLICATIONS

The project expenses will be covered by the Developer and will be included within the Developer's Agreement.

STAFF RECOMMENDATIONS

City Staff recommends approval of the SEH Contract for Construction Phase Services in the Not to Exceed Amount of \$112,000.00 for the 2026 Novotny Road Street & Utility Improvements Project.

COUNCIL ACTION REQUESTED

MOTION to approve the SEH Contract for Construction Phase Services in the Not to Exceed Amount of \$112,000.00 for the 2026 Novotny Road Street & Utility Improvements Project.