

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Baxter, Minnesota ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective October 17, 2017, this Supplemental Letter Agreement dated July 6, 2022 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **Novotny Road and Edgewood Drive Traffic Impact Study**.

**Client's Authorized Representative:** Trevor Walter, PE  
**Address:** PO Box 2626  
Baxter, MN 56425-2626  
**Telephone:** 218.454.5110 **email:** twalter@baxtermn.gov

**Project Manager:** Scott Hedlund, PE  
**Address:** 416 South 6<sup>th</sup> Street, Suite 200  
Brainerd, MN 56401  
**Telephone:** 612.865.3509 **email:** shedlund@sehinc.com

**Scope:** Per the attached SEH proposal letter dated July 12, 2022.

**Additional Services and Exclusions:** Per the attached SEH proposal letter dated July 12, 2022.

**Schedule:** Per the attached SEH proposal letter dated July 12, 2022.

**Payment:**

The fee is hourly not to exceed **\$15,180.00** including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in the Master Agreement Exhibit A-1.

**Other Terms and Conditions:** Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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**Short Elliott Hendrickson Inc.**

By:   
Scott Hedlund, PE  
Title: Senior Project Manager

**City of Baxter, Minnesota**

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**City of Baxter, Minnesota**

By: \_\_\_\_\_  
Title: \_\_\_\_\_