

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 May 27, 2022 authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project described as: **Water Treatment Plant Filter Reconstruction and Needs Assessment Project – Additional Services Amendment No. 3.**

Client’s Authorized Representative: Trevor Walter, PE

Address: 13190 Memorywood Drive, PO Box 2626
Baxter, MN 56425-2626

Telephone: 218.838.5281 **email:** twalter@baxtermn.gov

Project Manager: Kevin Young, PE

Address: 2351 Connecticut Avenue, Suite 300
Sartell, MN 56377-2485

Telephone: 320.229.4306 **email:** kbyoung@sehinc.com

Scope: The Basic Services to be provided by Consultant will be based Exhibit A – Work Plan Summary and Fee Estimate, and consist of:

- Task 6 – Additional Construction Administration Services
 - SEH performed several construction administration tasks which were not anticipated in the Supplemental Letter Agreement dated March 13, 2021 during the construction phase of the project, including:
 - Lighting Design – SEH completed lighting replacement designs for several areas of the WTP to be incorporated into the current project and into future projects.
 - Backwash Supply System Calculations and Testing (orifice plate relocation) – SEH performed on site testing and facilitated testing with the City’s pump vendor of the existing backwash supply system. SEH performed hydraulic analysis of the backwash supply system and has provided recommendation based on the analysis for ways to improve the existing backwash process.
 - Filter inlet flow optimization – SEH assisted with field verification of the filter inlet weir elevations and performed hydraulic analysis of the inlet flow to recommend weir adjustments to provide even flow distribution into the filters.
 - Coatings Replacement – SEH coordinated proposals for replacing coatings in the Filter Face Piping Room and Hallway which were not initially part of the WTP project.
 - Based on conversations with staff, SEH anticipates to also provide follow up services after construction close-out to continue assisting with WTP optimization. These efforts were not included in the original scope of the project.
- Task 7 - Additional Construction Field Services
 - Throughout the project there have been several proposal requests issued to the contractor that have required additional field services by SEH staff. These include reviewing lighting replacements installed by the electrical subcontractor, observing backwashes of the filters after start-up to make recommendations on optimizing the backwash process, observing crack injection efforts to confirm leaks were stopped when injection was complete, observing coatings replacement throughout the WTP beyond the inspection services previously added as Task 9, observing and recording filter inlet weir measurements to assist with supplying even flow to filters, and observing repairs made to the existing WTP backwash troughs that were determined to have damaged seals between the trough and the concrete wall.

Resident Project Representative Services

RPR services will be provided in accordance with Exhibit No. 1 and Exhibit B attached to the Supplemental Letter Agreement dated March 13, 2021 for the Water Treatment Plant Filter Reconstruction and Needs Assessment Project.

Schedule: We anticipate our work to be completed by July 29, 2022.

Payment:

The fee is hourly estimated not to exceed \$25,020 including expenses and equipment. The fee is proposed to be added to Tasks 6 and 7 of the Supplemental Letter Agreement dated March 13, 2021 for the Water Treatment Plant Filter Reconstruction and Needs Assessment Project.


The payment method, basis, frequency and other special conditions are set forth in Exhibit A-1 attached to the Supplemental Letter Agreement dated March 13, 2021 for the Water Treatment Plant Filter Reconstruction and Needs Assessment Project.

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.

City of Baxter, Minnesota

By: 
Miles B. Jensen, PE
Title: Principal | Water Market Leader

By: _____
Title: _____

WTP Filter Reconstruction and Needs Assessment Project

EXHIBIT A

Additional Services Amendment No. 3

Work Plan Summary and Fee Estimate

City of Baxter, Minnesota

May 2022



WORK TASKS	PM / Sr. Engineer - K Young	Process Grad. Engineer - T Yankovec	Sr. Process Engineer - Jensen	Operations Specialist - Thom	SEH TOTAL HOURS	TASK SUBTOTAL COST
Task 6 - Additional Construction Admin Services	40	30	2		72	\$10,010
Task 7 - Additional Construction Services	30	40	8	16	94	\$14,318
Total Project Hours	70	70	10	16	166	\$24,328.40

Total Labor Cost	\$24,328.40
Task 6 Expenses	\$246.40
Task 7 Expenses	\$445.20
Total SEH Fee	\$25,020.00

Total Project Cost	\$25,020.00
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WTP Filter Reconstruction and Needs Assessment Project
ESTIMATED REIMBURSABLE DIRECT COSTS
City of Baxter, Minnesota

SEH, INC.

TRAVEL EXPENSES	NUMBER OF TRIPS	MILES/ TRIP	TOTAL MILES	
Local Trips				
SEH Brainerd Based Staff	0	10	0	
SEH St Cloud Based Staff	5	88	440	
SEH St. Paul Based Staff	3	265	795	
Project Site Visits/Field Trips	0	0	0	
Subtotals:			1235	
ESTIMATED MILEAGE COSTS:	\$0.560	per mile	\$692	
	Number	Cost	Total Cost	
Hotel	0	\$0.000	\$0	
Meals	0	\$10.000	\$0	
Total			\$0	
ESTIMATED TRAVEL COSTS (TASK 9):				\$692
EXHIBITS:				\$0
Miscellaneous Printing:				\$0
Mailing/Postage Costs				\$0
				\$0
EQUIPMENT EXPENSES	Number of Hour	Cost/Hr	Total Cost	
Computer Expenses (in OH multiplier)	0		\$0	\$0
Survey Equipment	0	\$25	\$0	\$0
Survey Truck	0	\$4.5	\$0	\$0
TOTAL ESTIMATED REIMBURSABLE EXPENSES:				\$692