

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Baxter ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective October 17, 2017, and the previous Supplemental Letter Agreement dated September 16, 2025, this Supplemental Letter Agreement dated June 30, 2026, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **2026 WTP HVAC Improvements - Fee Amendment.**

Client's Authorized Representative: Trevor Walter, PE

Address: 13190 Memorywood Drive, Baxter, Minnesota 56425

Telephone: 218.838.5281

Email: twalter@baxtermn.gov

Project Manager: Nick Brula

Address: 3535 Vadnais Center Drive, St. Paul, Minnesota 55110

Telephone: 651.318.0362

Email: nbrula@sehinc.com

Scope: The Services to be provided by Consultant:

Additional design efforts have been necessary to develop the HVAC analysis, technical memorandum, preliminary design, and assessment as directed by the City of Baxter. These efforts include the following:

- Review and analysis of additional HVAC options including upgrades to chemical room ventilation and fan coil systems serving public works spaces with associated phasing and cost estimates.
- Code analysis of ventilation rates throughout the facility.
- Analysis of chlorine off gassing and chlorine rates throughout the facility.
- Code analysis of chemical room occupancy, storage limits, and ventilation requirements.
- Additional site visit, and additional meetings with the City of Baxter staff on site.
- Additional Teams meeting with City of Baxter staff to review draft technical memorandum and analysis.
- Additional design efforts for Phase 1 HVAC upgrades which will include replacement of both MAU-3 as well as replacement of FC-2.
- Additional project management efforts to coordinate and facilitate the additional services.

Schedule:

Consultant is available to begin work immediately upon notice to proceed.

Payment:

The fee is hourly not-to-exceed \$23,278.00 including expenses and equipment. The payment method, basis, frequency and other special conditions are set forth in the attached Master 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.

Short Elliott Hendrickson Inc.

By: Scott D. Hedlund
Full Name: Scott Hedlund
Title: Principal

City of Baxter

By: _____
Full Name: _____
Title: _____

City of Baxter

By: _____
Full Name: _____
Title: _____