

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, this Supplemental Letter Agreement dated August 18, 2026 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2027 College Road and Douglas Fir Drive/ Industrial Park Road Intersection Improvements - Design Phase Services.

Client's Authorized Representative: Trevor Walter

Address: 13190 Memorywood Drive, Baxter, Minnesota 56425, United States

Telephone: 218.454.5110

Email: twalter@baxtermn.gov

Project Manager: Luke Johnson

Address: 13850 Bluestem Court, Suite 150, Baxter, Minnesota 56425

Telephone: 715.514.9153

Email: ljjohnson@sehinc.com

Scope: The Services to be provided by Consultant:

Our services will consist of Design Phase Services in connection with the proposed construction of a roundabout at the College Road and Douglas Fir Drive/ Industrial Park Road intersection in Baxter. The project scope and limits are anticipated to be substantially similar to those depicted in the attached concept layout drawing prepared by SEH dated December 3, 2025.

Project Management: \$44,800.00

Project management and administration will be provided for all phases of the project, including:

- Perform general day-to-day project management and administration. Includes project accounting, invoicing, and record keeping.
- Prepare monthly project update memorandum.
- Ongoing coordination, communication, and scheduling – internal and external.
- Bi-weekly project check ins with City staff.
- Deliverables: Monthly invoices and copies of all pertinent Project correspondence.

Feasibility Report, Neighborhood Meeting, and Improvement Hearing: \$24,300.00

Our services for this task will consist of conducting a study and investigation, preparing a feasibility report document containing the findings of the study and investigation along with our recommendations for the Project, preparing a preliminary opinion of probable cost for the Project, and calculating preliminary special assessment rates. They also include SEH support to the City holding a Neighborhood Informational Hearing, and a subsequent Improvement Hearing for the project following the Minnesota Chapter 429 special assessment process. Our study, informational meeting, and hearing scope includes the following:

- Prepare exhibits showing project limits, and municipal street improvements.
- Develop preliminary opinion of probable cost.
- Prepare preliminary assessment worksheet and map (assessments assumed for areawide assessment only for portion of the industrial park that hasn't been assessed previously).
- Prepare report document.
- Present the report to the Utilities Commission – one (1) meeting.
- Present the report to the City Council – one (1) meeting.
- Present draft feasibility report at a Neighborhood Informational Meeting for this project – one (1) meeting.
- Finalize report based on City Staff, Neighborhood Informational Meeting, Utilities Commission, and City Council input.

- Present final feasibility report at the Improvement Hearing for this project – one (1) meeting.
- Deliverables: feasibility report document – in electronic PDF format.

Design Services: \$198,300.00

We will prepare design drawings and contract documents suitable for competitive bidding that meet City and MnDOT State Aid requirements. Items included in our proposed scope of services are as follows:

- Establish project website
- Design kickoff and subsequent Plan review meetings with City staff – up to three (3) meetings
- Private Utility Company coordination – up to two (2) meetings
- Preparation of project plans, including the following:
 - Title sheet
 - Statement of estimated quantities
 - Quantity tabulations
 - Typical construction details
 - Typical roadway sections
 - Traffic Control Plan
 - Existing conditions and removals plan
 - Temporary and permanent erosion control details and plan
 - Stormwater Pollution Prevention Plan
 - Roadway and trail design
 - Storm water calculations and design
 - Sanitary schedule
 - Roadway, trail, municipal utilities, and storm water plan and profile sheets
 - Roadway and trail cross sections
 - Pavement marking and signage plan
 - Street lighting plans
- Quality control review and plan modifications
- Storm water technical memorandum
- City staff review submittals (60% & 100% plans)
- Final plan preparation
- Preparation of contract documents and specifications
- Preparation of Engineer's Estimate of Probable Construction Cost
- Prepare permit applications (the following permits are assumed necessary):
 - MPCA NPDES Construction Permit SWPPP (permit to be secured by Contractor)
- Project design status reports
- Final plan review with City staff, Utilities Commission and City Council
- Deliverables: Bidding Documents in electronic PDF format.

Right of Way Acquisition Support Services \$31,100.00

The project scope is anticipated to require the acquisition of permanent and temporary easements from up to five (5) parcels at the College Road and Douglas Fir Drive / Industrial Park Road intersection to facilitate construction of the proposed intersection improvements. Our anticipated scope of services include the following:

- Assist the City in acquiring property from up to five (5) parcels at the Elder Drive and Foley Road intersection:
 - Prepare and mail Early Notification Letters.
 - Coordinate the City hiring of an appraiser.
 - Prepare and mail Offer to Purchase letter packages.
 - Set up and conduct initial individual property owner meetings (assumes up to 1 in-person meeting per parcel).
 - Follow up meetings, calls, correspondence and negotiations with property owners (assumes up to 1 additional in-person meeting per parcel).
 - Coordination with the City, City Attorney, and Appraiser.
 - Deliverables: Per parcel acquisition documentation.

Right of Way Support Services Assumptions:

- City Attorney/others prepare and record conveyance documents, and provide title work (O&E reports) which the City will pay for directly (not included in SEH's fee).
- City will hire and pay the appraiser directly (not included in SEH's fee).
- Prolonged negotiations would be an Additional Service.
- Eminent domain proceeding support services would be an Additional Service.

Advertising / Bidding / Award Services: \$8,000.00

We will assist the City in advertising, electronic plan distribution (via QuestCDN), an in-person bid opening, and awarding the project. Items included in our proposed scope of services are as follows:

- Assist City with advertising the construction documents for public bidding.
- Coordination of contract document distribution to prospective bidders
- Reply to bidder questions and inquiries
- Prepare and distribute necessary addenda
- Facilitate a bid opening
- Prepare a tabulation of bids received
- Review apparent low bid for compliance with contract documents
- Make recommendation to the City for award of the contract.
- Deliverables: Bid tabulation, award recommendation letter.

Final Assessment Calculations and Hearing: \$9,900.00

We will assist the City with assessment calculations, assessment public hearing and documentation in accordance with the Minnesota Chapter 429 assessment process. Items included in our proposed scope of services are as follows:

- Prepare final cost split worksheet and assessment calculations
- Prepare individual records of assessment
- Meeting with City staff to review final assessment and cost split information. Up to one (1) meeting.
- Assist the City with Assessment Hearing resolutions and notices. We assume the City will assume responsibility for publishing and mailing all required notices.
- Prepare and present Assessment Hearing project information. One (1) meeting.
- Deliverables: Final cost split worksheet, final assessment calculations and map, individual record of assessment worksheet.

Site Tree Clearing Quote Package Services: \$7,600.00

We will assist the City prepare a quote package for clearing trees from an adjacent 10 acres of City owned property and soliciting contractor quotes. Items included in our proposed scope of services are as follows:

- Prepare one page location plan sheet with construction notes that is based on aerial mapping or information provided by others, and quote form.
- Distribute quote package to City pre-qualified Contractors for bidding.
- Tabulate bids received
- Review bids for compliance with contract documents
- Make recommendation to the City for award of the contract.
- Exclusions: surveying, design, construction services.
- Deliverables: Quote package, bid tabulation, award recommendation letter.

Assumptions:

- No substantial stormwater design changes from existing conditions, continue to rely on ditches and infiltration.
- SEH can rely on data provided by City and MnDOT.
- City will pay for any advertising, publication, and permitting fees (not included in SEH's fees).
- No wetland delineations or permitting are required.
- Environmental services (potential soil/groundwater contamination) are not required.
- No federal funds will be utilized on the project.

Exclusions:

- Prepare and facilitate separate contract for winter tree clearing.

- Long eared bat (threatened/endangered species) investigation prior to any tree clearing.
- Environmental Review (such as Environmental Assessment Worksheet, Project Memorandum/CATEX).
- Environmental Services (soil and groundwater contamination).
- Wetland delineations and permitting.
- Traffic and or pedestrian signal system design.
- Additional meetings from what is listed above.
- Construction Services.

Schedule: We anticipate beginning the construction document public bidding process by February of 2027. The schedule could be altered by forces beyond SEH's control, such as MnDOT and City review turnaround times and approvals.

Payment:

The fee is hourly not to exceed \$325,000.00 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in Master Agreement Exhibit A-1. Additional work, if required, shall be compensated hourly in accordance with 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.

Short Elliott Hendrickson Inc.

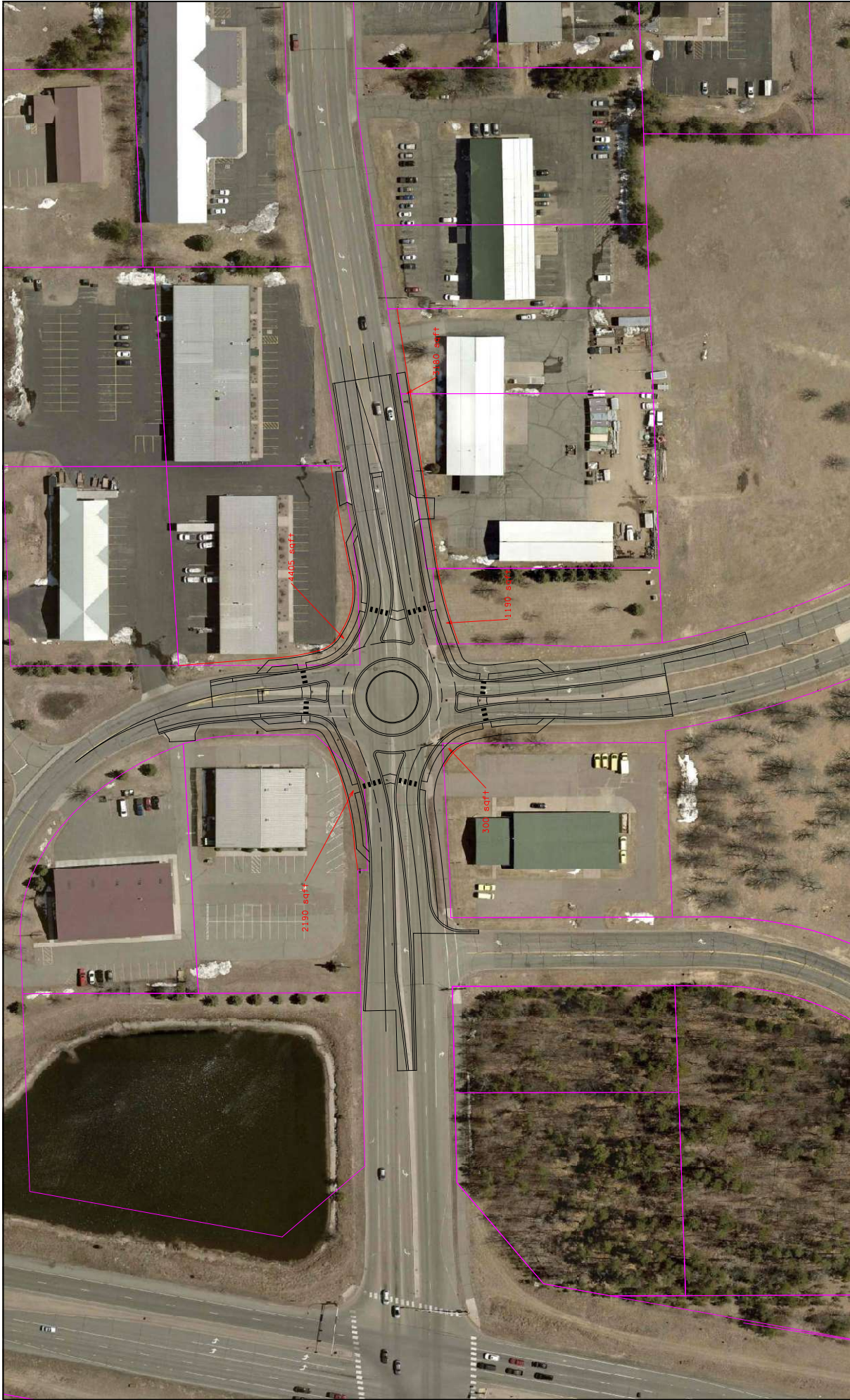
By: 
 Full Name: Scott Hedlund
 Title: Principal

City of Baxter

By: _____
 Full Name: _____
 Title: _____

City of Baxter

By: _____
 Full Name: _____
 Title: _____



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scale feet



PHONE: (651) 490-2000
3535 MADRAS CENTER DR.
ST. PAUL, MN 55110

DATE:
12/9/2025

Roundabout Concept
College Rd at Douglas Fir Dr/Industrial Park Rd

Figure
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