

## 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, the Supplemental Letter Agreement dated September 16, 2024, and this Supplemental Letter Agreement dated January 1, 2026 authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project described as: **Water Supply Improvements - Wells 5 & 6 – 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:** Kevin Young

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

**Telephone:** 320.229.4306

**Email:** kbyoung@sehinc.com

**Scope:** The Services to be provided by Consultant are in conjunction with the construction phase of the project including the following:

- Additional project management services have been required to coordinate expanded construction-phase activities, manage supplemental work items, and support communication between the Client, Contractor, and Consultant.
- Additional construction administration efforts have been necessary to support miscellaneous work items arising during construction, including:
  - Additional construction engineering, coordination, and field time required to support the work activities.
  - Administrative time for preparing change order items or quantity overruns.
  - Preparation of a preventative maintenance list for equipment associated with the project.
  - Coordination of modifications to the vaults, including heaters, thermostats, sump pumps, dehumidifiers and the exhaust fan intake.
- Additional start-up troubleshooting services were required to address operational issues identified during commissioning. Specifically, the Contractor asserted that existing air release valves were contributing to ongoing flow meter performance issues. Consultant coordinated and supported replacement of valve components to test the Contractor’s theory and evaluate system performance.
- Arc Flash Study
  - Client has requested that Consultant utilize electrical modeling software to conduct a computerized analysis of the electrical system for Wells 5 & 6. Prepare a report for each well and provide labels detailing the incident energy at each control panel. Report will include the following:
    - Executive Summary
    - Study descriptions, purpose, basis and scope
    - One-line diagrams
    - Short Circuit Levels and analysis
    - Incident energy and arc flash boundary results.
    - Labels.
- Additional construction observation services required to support project closeout and quality assurance, including:
  - Participation in numerous punch list walkthroughs.
  - Ongoing observation related to seeding and fertilizing activities, which extend into the 2026 construction season.

**Resident Project Representative Services**

RPR services will be provided in accordance with Exhibit B of the Supplemental Letter Agreement dated September 16, 2024.

**Schedule:**

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

**Payment:**

The fee is hourly not-to-exceed \$25,950.00 including expenses and equipment. The payment method, basis, frequency and other special conditions are set forth in Exhibit A-1 of the Supplemental Letter Agreement dated September 16, 2024.

**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.**

**City of Baxter**

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

By: \_\_\_\_\_  
Full Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**City of Baxter**

By: \_\_\_\_\_  
Full Name: \_\_\_\_\_  
Title: \_\_\_\_\_