



STAFF REPORT CITY COUNCIL

Agenda Date: 2/17/2026
Agenda Section: Consent Agenda

Department Origination: Public Works

Agenda Item: Approve SEH Fee Amendment No. 3 in the Not To Exceed Amount of \$25,950.00 with a revised Total Not to Exceed Amount of \$481,889.80 for Additional Professional Services during the Construction Phase related to the 2025 Water Supply Improvements - Wells 5 & 6, Municipal Project No. 6011-45040

Approval Required: Simple Majority Vote

BACKGROUND

SEH has been assisting the City of Baxter with the 2025 Water Supply Improvements - Wells 5 & 6 project. The project includes bidding three (3) separate contracts to contractors and suppliers to expedite the construction timeline: (A) well construction, (B) utilities construction, and (C) electrical/control panel procurement. This item includes information related to field verification and material testing for Contract B – Raw Watermain and Electrical Construction.

This amendment is required to authorize additional professional services that were not fully contemplated under the original contract scope but are necessary to support successful project completion. During construction and start-up, additional coordination, engineering effort, and field involvement have been required to address evolving project conditions, operational needs, and owner-requested items. The project timeline was extended due to additional development being needed to improve the capacity of the new wells. The additional time required to construct the wells caused the rest of the construction schedule to be extended, resulting in construction lapping on several of the site contracts. This overlap resulted in additional project management, construction administration, and coordination time for SEH and will require construction observation during the 2026 construction season for seeding and fertilizing activities. Additionally, staff requested that SEH conduct an Arc Flash Study for the electrical systems and control panels for Wells 5 and 6. Other services related to the project are listed in the attached contract.

FINANCIAL IMPLICATIONS

A project budget summary is included as Exhibit A for reference.

STAFF RECOMMENDATIONS

The Utilities Commission and staff recommends approval of SEH Fee Amendment No. 3 in the Not To Exceed Amount of \$25,950.00 with a revised Total Not to Exceed Amount of \$481,889.80 for Additional Professional Services during the Construction Phase related to the 2025 Water Supply Improvements - Wells 5 & 6, Municipal Project No. 6011-45040.

COUNCIL ACTION REQUESTED

MOTION to approve SEH Fee Amendment No. 3 in the Not To Exceed Amount of \$25,950.00 with a revised Total Not to Exceed Amount of \$481,889.80 for Additional Professional Services during the Construction Phase related to the 2025 Water Supply Improvements - Wells 5 & 6, Municipal Project No. 6011-45040.