

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 Supplemental Letter Agreement dated March 17, 2026, this Supplemental Letter Agreement dated April 21, 2026 authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project described as: Elder Drive & Foley 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: Scott Hedlund

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

Telephone: 612.865.3509

Email: shedlund@sehinc.com

Scope: The Services to be provided by Consultant:

Our services will consist of Design Phase Services in connection with the proposed reconstruction and realignment of the Elder Drive and Foley Road intersection resulting from the Elder Drive railroad crossing being closed with the TH 210 and 371 Baxter Overpass Project by the Minnesota Department of Transportation (MnDOT). The project limits are envisioned to include approximately 700 linear feet of Foley Road and 350 linear feet of Elder Drive.

Project Management (Included with all Tasks):

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.
- Deliverables: Monthly invoices and copies of all pertinent Project correspondence.

Finalize Layout and Typical Section: \$4,800.00

Our services for this task will consist of finalizing the project layout and typical section(s). Our scope includes the following:

- Review available traffic information from MnDOT and City.
- Update preliminary layout based on field topographic survey.
- Finalize typical section(s).
- Review with City Staff – one (1) meeting.
- Submit to MnDOT for review.
- Finalize layout and typical section based on City Staff and MnDOT comments.

Neighborhood Meeting: \$3,100.00

Our services for this task will consist of support to the City holding a Neighborhood Informational Hearing for the project including the following:

- Prepare exhibits showing project limits, and municipal street improvements.
- Present preliminary project information at a Neighborhood Informational Meeting for this project – one (1) meeting.
- Deliverables: PowerPoint presentation – in electronic PDF format.

MnDOT and Railroad Coordination: \$2,800.00

Our services for this task will consist of ongoing coordination with MnDOT on their Overpass project design progress, design scope tie-in points to the City's project, and their schedule/timing. MnDOT State Aid Submittals. This task also includes coordination with BNSF Railway for scoping of any agreements or permits needed for work that may impact their property. The task budget assumes up to 10 hours of MnDOT coordination and up to 2 hours of BNSF coordination.

Soils Investigation: \$4,600.00

We propose to subcontract with a geotechnical firm (Braun Intertec) to perform a geotechnical investigation and evaluation. The scope is anticipated to include 2 each soil borings at 10 foot depth off the edge of the existing trail at the Elder Drive/Foley Road intersection, laboratory testing (moistures, mechanical, sieve analysis), subgrade R-value determination, and ground water reporting, all in an effort to characterize the in place pavement and subsurface conditions. The field investigation findings would be summarized in a report format that will be included with the construction contract documents. The final scope and fee for this task will be determined during design after the cross-sectional project limits are known and further discussion is had with City staff.

Design Services: \$32,200.00

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 and storm water plan and profile sheets
 - Roadway and trail cross sections
 - Pavement marking and signage plan
 - Street lighting location plans (showing locations only of existing and proposed street lighting units to be relocated/installed and LED upgrades by Crow Wing Power)
- Quality control review and plan modifications
- Storm water technical memorandum
- City staff & MnDOT 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.

Advertising / Bidding / Award Services: \$5,000.00

We will assist the City in advertising, electronic bidding (via QuestCDN), 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.

Right of Way Acquisition Support Services \$7,500.00

The project scope is anticipated to require the acquisition of easements from up to two (2) parcels (Home Depot and Costco developments) at the Elder Drive and Foley 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 two (2) 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; Project Management; Administration; and Accounting.
 - Budget includes up to 20 hours per parcel for acquisition services.
 - Deliverables: Per parcel acquisition documentation.

Right of Way Support Services Assumptions:

- City Attorney/others prepare and record easements & quit claim deeds, agreement(s), and title work 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.

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 special assessments are planned, no feasibility study is required.
- No federal funds will be utilized on the project.
- No railroad agreements or permits are required.

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).
- Detailed street lighting design.
- Additional meetings from what is listed above.
- Construction Services.

