

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 September 15, 2026 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2028 Olivewood Drive Area and Jadewood Drive & Jewelwood Drive Area Utility and Roadway Improvements - Topographic Survey, Soils Investigation, Early Project Notification Letter, Feasibility Report Update, and Neighborhood Meeting 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: Neil Heinonen

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

Telephone: 320.250.2090

Email: nheinonen@sehinc.com

Scope: The Services to be provided by Consultant:

Our services will consist of Topographic Survey, Soils Investigation, Early Project Notification Letter, Feasibility Report Update, and Neighborhood Informational Meeting Professional Services in connection with the proposed 2028 Olivewood Drive Area and Jadewood Drive & Jewelwood Drive Area Utility and Roadway Improvements Project in Baxter, Minnesota. The project scope includes the extension of municipal sanitary sewer and water main to serve low density residential property along Olivewood Drive (from 325 feet south of Cedar Scenic Road to the south terminus → 2,850 linear feet), Deerwood Road (from Olivewood Drive to 630 feet east), Woida Road (from 190 feet west of Jewelwood Drive to Inglewood Drive → 1,270 linear feet), Jadewood Drive (from Woida Road to Jewelwood Drive → 1,390 linear feet), and Jewelwood Drive (from Woida Road to Jadewood Drive → 930 feet). The project also includes extending sanitary sewer only along the future Olivewood Drive corridor across undeveloped medium density residential and mixed use property from the existing Olivewood Drive south terminus to the north side of TH 210 near Timberwood Drive (consisting of 2,250 linear feet of gravity main, 1 each lift station, and 1,050 linear feet of force main). The project scope also includes the reconstruction of the existing bituminous rural section streets impacted by the utility extensions. Approximately 90 equivalent residential units (ERUs) on adjacent property would be served by and assessed for the project improvements.

SEH will complete the following tasks:

Topographic Survey: \$40,000.00

We propose to complete a preliminary topographic survey of the project area suitable for design of the proposed improvements. Items included are:

- Prepare one property owner letter advising that topographic survey work will be occurring in the area which City Staff will establish a mailing list and mail out.
- Establish vertical and horizontal control points within the project area on the City of Baxter's coordinate system.
- Field survey existing conditions and topography for vertical and horizontal location information within the project utility and road corridors.
- Coordination of a Gopher State One Call Utility Locate ticket, and field locate utility information (e.g., electric, telephone) based on observed evidence and any marks in response to the Utility Locate ticket.

- Investigate and locate existing property corners and right-of-way monuments in the project road corridor to establish right-of-way limits and adjoining parcel lines.
- Reduce survey field data and prepare:
 - Project topographic base map drawing.
 - Project surface model files.
 - Project right of way/parcel map drawing.
- Conduct one (1) early project coordination meeting with private utilities at City Hall.

Soils Investigation: \$50,000.00

We propose to subcontract with a geotechnical firm (Braun Intertec Corporation) to perform a geotechnical investigation and evaluation for this task per the attached Braun proposal.

- The scope is anticipated to include 27 each soil borings at the following depths (11 borings @ 15 feet, 4 borings @ 20 feet, 3 borings @ 25 feet, 4 borings @ 30 feet, 3 borings @ 40 feet, 1 boring @ 45 feet, and 1 boring @ 70 feet), laboratory testing (30 moisture content, 4 sieve analysis, 16 percent passing #200, and 2 organic content), 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 future construction contract documents.

Early Project Notification Letters: \$12,500.00

Our services for this task will consist of preparing an early project notification letter, mailing it to parcels adjacent to the proposed project, and posting it on the project website. The letter content is anticipated to include discussion on the project timeline, steps in the public improvement process, Chapter 429 special assessments and process, what to expect during construction, and the process and timeline for connecting to the sewer and water once the City's sewer and water mains are installed. This task includes the following:

- Prepare a draft early project notification letter, exhibits, and mailing list/map for City staff review.
- Prepare a detailed project schedule.
- Finalize the letter, exhibits, and mailing list/map.
- Assist City Staff with mailing the letters to property owners.
- Create project website.

Feasibility Report Update: \$15,000.00

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. Our study scope includes the following:

- Prepare exhibits showing project limits, and municipal utility and street improvements.
- Develop preliminary opinion of probable cost.
- Prepare preliminary GIS-based assessment worksheet and map (assessments based on predetermined rates for sewer, water, and street with applicable inflationary factors applied to be levied on a per equivalent residential unit [ERU] basis per city assessment policy).
- Prepare report document.
- Present the draft report to the Utilities Commission – one (1) meeting.
- Present the draft report to the City Council – one (1) meeting.
- Finalize report based on City Staff, Neighborhood Informational Meeting, Utilities Commission, and City Council input.
- Project website updates.
- Deliverables: feasibility report document – in electronic PDF format.

Neighborhood Meeting: \$12,500.00

Our services for this task will consist of support to the City holding a Neighborhood Informational Meeting for the project following City of Baxter processes. Our scope includes the following:

- Prepare a draft feasibility report PowerPoint Neighborhood Informational Meeting presentation for City Staff review.

- Finalize the PowerPoint and make hard copy printouts for the Neighborhood Informational Meeting.
- Present the draft feasibility report at a Neighborhood Informational Meeting – one (1) meeting.
- Assist City Staff with meeting notices and property owner correspondence content, and process coordination.
- Project website updates.

Project Management (Included with all Tasks):

Project management and administration will be provided for all phases of the project.

- Perform general day-to-day project management and administration. Includes project accounting, invoicing, and record keeping.
- Prepare monthly project update memorandum and request for council action (RCA) documents.
- Ongoing coordination, communication, and scheduling – internal and external.
- Deliverables: Monthly invoices and copies of all pertinent Project correspondence.

Assumptions:

- The City will provide SEH necessary plats, concepts, CAD files, and construction record drawing information.
 - SEH can rely on data provided by City (feasibility reports, preliminary ERU calculations, practicality test analysis, preliminary lift station service area studies, record drawings, CAD, GIS, geotechnical, etc).
 - The project scope and area will be substantially similar to those described in the feasibility report prepared by others with the same project name presented to the Baxter City Council in April of 2025.
-
- City will reproduce and mail all property owner letters, meeting notices, and materials prepared by SEH (reproduction and mailing costs not included in SEH's fees).

Exclusions:

- Additional meetings from what is listed above.
- Developing concept subdivision layouts.
- Preliminary and final platting.
- Groundwater analysis.
- Televising and condition assessment of existing sewers and culverts.
- Chapter 429 Special Assessment process and meetings, design, property acquisition, permitting, and construction services.

Deliverables:

- Topographic Survey & Geotechnical Field Work Property Owner Notification Letter (electronic PDF)
- Early Project Notification Letter (electronic PDF)
- Feasibility Report Update document (electronic PDF)
- Topographic Survey
- Geotechnical Evaluation report (electronic PDF)
- Meeting presentation materials (electronic PDF).

Schedule: Assuming authorization to proceed is received in September, we anticipate the topographic surveying and geotechnical field work, and draft early project notification letters being completed in October, the geotechnical evaluation report being completed in November, draft feasibility report being completed in December 2026, and hold a neighborhood informational meeting in January 2027. Construction is planned for 2028. Forces beyond SEH's control could impact the schedule such as City review turnaround times and approvals and City sequencing preferences.

Payment: The fee is hourly not to exceed \$130,000.00 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: Scott D. Hedlund
Full Name: Scott Hedlund
Title: Principal

City of Baxter

By: _____
Full Name: _____
Title: _____

City of Baxter

By: _____
Full Name: _____
Title: _____