



Building a Better World
for All of Us®

June 29, 2026

RE: **Exhibit A-1**
Professional Services Fee Proposal
New City Hall Building Improvements
City of New Prague, MN

Mr. Joshua Tetzlaff
City Administrator
118 Central Ave. N
New Prague, MN 56071

Dear Joshua,

Thank you for the opportunity to submit this Proposal for Professional Services for your New City Hall Improvements project in New Prague, MN. Short Elliott Hendrickson Inc. (SEH) is pleased to present you with the following professional services fee proposal as outlined below that will take the project from startup through completion of construction and project closeout activities.

PROJECT UNDERSTANDING

The City of New Prague is planning to make improvements to the newly acquired building located at 1201 1st Street NE in New Prague, MN which will be used as the City Hall. The interior improvements proposed include reworking the access, security and functionality of the main entry lobby and future council chambers, the addition of restrooms serving the west portion of the building, and various interior finish material updates throughout the building. Design services would be primarily architectural and interior design, with some Mechanical, Electrical and Plumbing Engineering required for the new restrooms and technological improvements. Should Structural or Civil Engineering services be required, they can be provided as an additional service.

SCOPE OF SERVICES

SEH proposes to provide Design, Bidding, Permitting, Construction Administration and Project Closeout services for the proposed New City Hall Improvements Project in New Prague, MN. Services are anticipated to be required from the following disciplines:

- Architecture
- Interior Design
- Mechanical Engineering
- Plumbing Engineering
- Electrical Engineering

Schematic Design

Identification and development of preliminary building layout and interior finish upgrades for the proposed improvements. This phase includes one in person design review meeting and virtual progress meetings for feedback and refinement of the work generated as required. Tasks and deliverables include the following:

Engineers | Architects | Planners | Scientists

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- Review existing building drawings and develop base Revit model.
- Meet with city staff to review current and future anticipated building needs.
- Prepare schematic floor and ceiling layout plan for lobby, council chamber and new restrooms.
- Present preliminary interior finish material and color options for review.
- Develop exterior building elevations as required to show exterior signage.
- Prepare preliminary building code analysis for proposed improvements.
- Develop recommendations for mechanical, plumbing, and electrical systems for lobby, council chamber and new restrooms.
- Also included are project management activities and overall project team coordination and administration

Final Design

Final Design includes generation of detailed architectural, mechanical, and electrical construction drawings and specifications. Final design document package will be prepared for submitting to governing authorities for plan review and issuance of permits, and for issuance to contractors for construction bidding. This phase includes one in person final design review meeting and virtual design progress meetings as required. Also included are project management activities and overall project team coordination and administration. Tasks and deliverables include the following:

- Prepare project manual including front end (bid documents) and technical specifications
- Building code analysis for code compliance review and approval by Authorities Having Jurisdiction (AHJ)
- Prepare one Estimate of Probable Construction Cost for review by Client.
- Develop bidding and permitting set of construction drawings including:
 - Architectural building floor, and ceiling plans
 - Exterior building elevation with exterior signage
 - Interior details, elevations, and finish schedules
 - HVAC Plans and associated schedules and details
 - Plumbing plans, details and schedules
 - Power Plans and associated schedules and details
 - Lighting Plans and associated schedules and details
 - Electrical schedules and details

Bidding Assistance

Preparation of bid documents for distribution to bidding contractors. Assistance will be provided to administer the public bid process for contractor selection and generation of construction contracts. Activities include:

- Preparation of the Advertisement for Bids.
- Distribution of bid documents to bidding contractors.
- Responding to bidder's questions, providing clarifications to bid documents, and issuance of addenda as needed.
- Lead virtual bid opening and compile contractor bids for review.
- Bid evaluation and preparation of recommendations for contractor selection.
- Preparation of draft contracts for construction with selected contractor.

Permitting

Preparation of permit documents for submittal to appropriate governing authorities for approvals and issuance of building and plumbing permits. Permit fees paid on behalf of the city will be invoiced as a reimbursable expense. Activities include:

- Submission of plans, specifications, calculations and forms to appropriate governing authorities.
- Provide written response to plan review comments in the securement of required permits, including issuance of addenda to adjust construction documents as required.

Construction Administration

Administration of the Contract between the Client and the Contractor for the construction of the project. Activities include:

- Organizing and conducting Pre-Construction Meeting with the contractor and city.
- Answering field questions and provide additional information to the contractor as required during construction.
- Review and response to contractor-issued RFI's.

- Review of shop drawings, product data and other submittals as designated by the contract documents and coordinate responses with city staff.
- Review of monthly contractor pay requests and submit to city for processing.
- In-person attendance at three (3) construction progress meetings conducted by the contractor.
- Attend one (1) punch list site visit and issue punch list to the contractor.

Project Closeout

Completion and closeout of the Contract between the Client and the Contractor. Activities include:

- Receipt of contractor closeout materials, including construction document field set. Documents to be reviewed and distributed to the city.

Assumptions

The following assumptions have been made in the preparation of this proposal:

- Available existing building drawings, specifications, and reports will be provided to SEH for review.
- The Client will provide SEH access to the existing building upon request for review of existing conditions.
- The building is in sound structural condition.

SERVICES NOT INCLUDED

(may not be all-inclusive)

1. Special structural Inspections
2. As-built record drawing generation
3. Administration of grant or other funding sources to facilitate city reimbursement
4. Exterior design pertaining to civil engineering, ADA parking, pavement removals, and landscape architecture are not included in this scope of services but are available as an additional service.
5. Structural engineering and modifications of the building structural systems
6. Design of exterior building modifications beyond the scope of the added signage (i.e. window replacement, reroofing, exterior shell or foundation improvements or modifications are not included in this scope).
7. Redesign efforts conducted after the Schematic Design phase initiated by the Owner will be considered an additional service and fee.
8. Energy Modeling
9. Existing building envelope, HVAC and Electrical Commissioning
10. Noise abatement / Acoustical studies
11. Asbestos, radon gas, and lead based paint sampling, testing, identification, advisement or removal.
12. Permitting and plan review fees
13. Furniture, fixtures and equipment (FFE) design and procurement
14. Additional site visits beyond those outlined in this Project Scope
15. Development of 3D renderings and images

SCHEDULE

The following is a preliminary project schedule for the design phase of the project. Once a contractor is selected a more detailed construction phase schedule can be provided. The SEH Design Team is prepared to begin providing the design phase services upon receipt of a signed copy of this Agreement.

- Schematic Design..... 3 weeks
- Final Design..... .3 weeks
- Bidding and Permitting 4 weeks
- Construction Phase Begins Anticipated to be 4 to 5 months

PROJECT FEES

We propose providing the professional services as defined in this proposal for Design, Permitting, Bidding, and Construction Administration phase services for a lump-sum fee of \$52,000. Plan review and permitting fees paid on behalf of the city will be invoiced as a reimbursable expense in addition to the lump sum fees.

ADDITIONAL SERVICES

Changes to the project scope of work as defined above shall be considered as additional services and billed in addition to the fees as quoted in this proposal. Additional Services can be identified either on a lump-sum basis or

as an estimated fee at standard hourly rates and agreed to by both parties in writing prior to commencement of work.

We are prepared to begin providing the services outlined in this proposal upon receipt of a signed copy of the attached Supplemental Letter Agreement. If you have any additional questions related to the proposed services in this proposal, please feel free to contact me at 651.765.2996, or at cwhitehouse@sehinc.com. Thank you again for this opportunity, and we look forward to working with you on this project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in black ink, appearing to read "Chris Whitehouse". The signature is fluid and cursive, with the first name "Chris" and last name "Whitehouse" clearly distinguishable.

Chris Whitehouse, AIA
Project Manager - Architecture

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of New Prague ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective May 8, 2009, this Supplemental Letter Agreement dated June 29, 2026 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: City Hall Building Improvements.

Client's Authorized Representative: Joshua Tetzlaff
Address: 118 Central Ave N, New Prague, Minnesota 56071
Telephone: 952.758.4401 **Email:** jtetzlaff@newpraguemn.gov

Project Manager: Chris Whitehouse
Address: 3535 Vadnais Center Drive, St. Paul, Minnesota 55110
Telephone: 651.765.2996 **Email:** cwhitehouse@sehinc.com

Scope: See attached Exhibit A-1 dated June 29, 2026.

Schedule: See attached Exhibit A-1 dated June 29, 2026.

Payment: The lump sum fee is \$52,000 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

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 New Prague

By: _____

By: _____

Full Name: _____

Full Name: _____

Title: _____

Title: _____

By: _____

Full Name: _____

Title: _____

Exhibit A-2

Payments to Consultant for Services and Expenses Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.
4. Plan review, permitting and other fees paid on behalf of the Client shall include actual expenditure plus 10% markup for the cost of administration.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.