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February 23, 2026

RE: Agreement for Professional Services
Preliminary Design Report for Northeast
Lift Station and Force Main Project
SEH No. NEWPR P 190240

Matt Rynda - Public Works Director
City of New Prague
118 Central Avenue North
New Prague, MN 56071-1534

Dear Matt:

SEH is pleased to submit the enclosed Supplemental Letter Agreement for preparation of a Preliminary Design Report for the Northeast Lift Station (NELS). The 2024 sanitary sewer planning effort identified the need for a lift station in the northeast growth area to convey projected flows of approximately 1.45 MGD average and 4.05 MGD peak. While the feasibility study established the conceptual framework for pump configuration and a 12-inch force main, the City has expressed the need to advance the project to a more detailed level that confirms pump sizing, wet well sizing and its operating depth, hydraulic performance, and anticipated permitting requirements. This preliminary design effort will provide an updated opinion of probable construction cost to support funding discussions and Council decision-making.

The enclosed proposal is structured to build upon the prior facility plan without duplicating it and focuses on delivering construction-ready design criteria that will allow a seamless transition into final design. It reflects the phased implementation strategy discussed with staff, in which permanent infrastructure is sized for ultimate build-out while pump equipment can be matched to near-term development demands.

We appreciate the opportunity to support the City's continued growth planning and look forward to your review.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC

Fasil Yitbarek, PE
Project Manager
(Lic. IA, MD, MN)

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 11 Civic Center Plaza, Suite 200, Mankato, MN 56001-7710

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PROJECT SCOPE AND PROPOSED FEES

Task 1.0 – Project Management

Activities:

- Ongoing project management and coordination
- Monthly progress updates
- Budget and schedule tracking
- Two in-person meetings and two virtual meetings
- Internal QA/QC review of deliverables

Deliverables:

- Monthly progress updates
- Meeting agendas and summaries

Task 2.0 – Force Main Alignment Feasibility Review

Activities:

- Review existing information and data.
- Provide a desktop archaeological evaluation and consult with the State Historic Preservation Office (SHPO).
- Determine force main route based on preliminary survey data, SHPO findings and site visit.
- LIDAR-based routing review
- Utility conflict review
- Preliminary right-of-way identification
- Meet with the City to confirm preliminary alignment.

Deliverable:

- Preliminary force main alignment route.
- Summary of any findings from the review of the SHPO inventory.

Task 3.0 – Pump Station Sizing

Activities:

- Confirm ultimate build-out flow basis
- Evaluate wet well capacity and pump sizes based on flows
- Confirm structural envelope requirements
- Evaluate phased pump installation, when applicable
- Preliminary surge risk screening

Task 4.0 – Permitting And Environmental Review

4.1 – Permitting Review

SEH will identify and review the permits required for construction along the proposed alignment. Anticipated permits include MPCA sewer extension, WCA and MNDNR wetland/public waters permits (via MPARS), USACE, and county or local building permits.

Activities:

- Gather background data.
- Identify required permits and agencies.

Deliverables:

- Provide a list of required permits and regulatory approvals required for the construction of the new force main along the proposed alignment.

4.2 – Wetland Mapping

SEH will identify potential wetlands along the proposed alignment using existing GIS data sources and remote sensing. Complete a Level 1 wetland delineation using electronic data including National Wetland Inventory (NWI). This information will be used to help direct additional field work during detailed design

which will be used for permitting with regulatory agencies with jurisdiction of the aquatic resources that may be impacted by the proposed alignment.

Activities:

- Gather background data.
- SEH will conduct a desktop review to determine the location of potential wetland areas along the project corridor. Prepare written documentation identifying the boundaries and classifications of wetlands which would be the basis for calculating impacts and help direct additional field work in future design phases, if necessary.

Deliverables:

- Wetland identification summary and GIS boundaries.
- Prepare written documentation identifying the boundaries of wetlands which would be the basis for calculating impacts and to complete additional field work in future design phases, if necessary.

4.3 – Environmental Desktop Review

SEH will conduct an environmental desktop review to identify potential contaminant concerns along the proposed force main alignment and surrounding properties within 500 feet. A letter report will summarize findings and recommend further investigation if needed.

The desktop review does not assess contamination levels or include all Phase I Environmental Site Assessment tasks such as site visits and interviews. Instead, it evaluates the likelihood of encountering contaminated materials during construction.

If more studies or investigations are advised, SEH will consult with the City regarding scope, costs, and schedule before proceeding.

Activities:

- Regulatory database report as well as the MPCA What's in My Neighborhood online database and online Groundwater Atlas.
- Historical aerial photographs.
- Fire insurance maps.
- Historical topographic maps.
- City directories.
- MPCA regulatory files for sites where documented releases of hazardous substances or petroleum products have occurred. For the purposes of this proposal, we assume up to four file reviews will be conducted.

Deliverables:

- Letter report documenting the results and presenting conclusions/recommendations for additional investigation or assessment, if necessary.

Task 5.0 – Preliminary Design Report

Deliverable:

Electronic Preliminary Design Report including:

1. Background and objectives
2. Hydraulic analysis
3. Pump and wet well sizing
4. Phased implementation strategy
5. Force main routing and alternatives
6. Class 4 Opinion of Probable Construction Cost ($\pm 30\%$)
7. Funding considerations including BABA cost sensitivity

Assumptions

- No geotechnical borings included
- No topographic survey included

- No wetland delineation
- No detailed surge modeling beyond screening level
- Detailed design excluded

Schedule

SEH will begin work as soon as authorized to proceed. It is estimated to take approximately 3 months to complete the tasks. The anticipated schedule outlined below is based on approval and authorization of this proposal by March 23, 2026.

Proposed Fees

We are proposing to provide the services outlined above for an hourly not-to-exceed fee of \$49,700.

Attachments

1. Task Hour Budget
2. Supplemental Letter Agreement

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Exhibit A-1

Payments to Consultant for Services and Expenses Using the Hourly Basis Option

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

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. 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.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.