



Building a Better World
for All of Us®

December 17, 2025

RE: City of New Prague
Alton Avenue Feasibility Study
SEH No. NEWPR 184246 14.00

Ken Ondich
Planning / Community Development Director
City of New Prague
118 Central Avenue N
New Prague, MN 56071

Dear Mr. Ondich:

SEH appreciates the opportunity to provide the City of New Prague with a feasibility study for the potential realignment and improvement of Alton Avenue located on the east side of the City. SEH will prepare the study for Alton Avenue from Trunk Highway (TH) 19 (also known as Main Street E) to County State Aid Highway (CSAH) 15 (also known as Drexel Avenue) in the City of New Prague.

This study will build upon the Eastern Alignment Study completed in 2004. It will recommend next steps to identify and determine roadway alignment, preliminary design with cost estimates, and right of way needs.

The project scope includes tasks for project management, traffic analysis, desktop wetland delineation, preliminary roadway design, and survey services. The scope of work is further described in this letter proposal.

SCOPE OF WORK

Task 1: Project Management

SEH will perform project management tasks related to communication with City staff, coordination of the SEH team, quality assurance and quality control, maintaining project records, and providing necessary accounting and invoicing. SEH anticipates up to 4 virtual meetings with City staff during the development of the feasibility study process.

Task 2: Traffic Analysis

Traffic study work will include traffic data collection, forecasting, safety evaluation, and operations analysis related to the potential realignment of Alton Avenue:

- Data collection will be comprised of gathering data from city, county, and state files. SEH will collect 13-hour turning movement counts on a weekday at up to four locations including Alton Avenue at TH 19, 7th Street NE, and W 270th Street and the intersection of W 270th St at CSAH 15.
- Traffic forecasts will be prepared considering previously published forecasts from Scott County's Comprehensive Plan. Trip generation will be performed to assess the impacts of new trips

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

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anticipated due to residential development served by Alton Avenue and the connecting roadway network.

A safety assessment will be performed recognizing planned roadway characteristics and potential intersection configurations and traffic control.

Recommendations for roadway configurations and intersection design will be documented in a traffic study memorandum. ICE (intersection control evaluation) reports, if deemed necessary, would be provided in a final design phase of work and are therefore not included in the Feasibility Study scope.

Task 3: Desktop Delineation

The wetland services will include a Level 1 (desktop) delineation. This work will be completed by SEH staff who have completed the Minnesota Wetland Professional Certification (MWPCP) training. The following outlines the process for completing the delineation:

- A Level 1 wetland delineation can be completed using electronic data including National Wetland Inventory (NWI), Public Waters Inventory (PWI), soils data, contours, precipitation data, and multiple years of aeriels. The data will be evaluated and compared in Geographic Information System (GIS) to provide an estimated wetland boundary.

Electronic wetland boundaries will be provided to aid in the development of roadway alignment alternatives.

Not included in this scope is a full wetland delineation and report, permitting, or Environmental Reviews (EA's, EAW's, EIS's). The impacts identified from the study will help identify which reviews will be necessary during future design phases of the project.

Task 4: Preliminary Design

The following preliminary design items will be included in the Feasibility Study:

- Define roadway alignment and right of way needs.
- Preliminary roadway geometrics including recommendation of the necessary number of drive lanes, thru lanes, etc. based on the traffic analysis.
- Recommended intersection treatment and preliminary intersection geometrics as guided by the traffic analysis.
- Preliminary sanitary sewer and water main layout.
- Preliminary storm sewer layout and stormwater conveyance routing.
- Preliminary sizing location of potential stormwater treatment areas.
 - Majority of project area drains to a central low point, wetlands and ditch/creek segment that discharges to Sand Creek
 - Sand Creek impaired for Benthic macroinvertebrates bioassessments; Chloride; Fish bioassessments; Nutrients; Turbidity.
- Project figures
 - Street improvements with defined alignment
 - Intersection treatments and layouts
 - Typical roadway sections
 - Drainage and storm sewer improvements
 - Sanitary sewer and water main improvements
- Project estimates
- Summary of potential funding sources
- Feasibility study narrative

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Task 5: Survey

SEH will prepare base mapping for preliminary design purposes. A records search will be performed to define existing public right of ways and easements. Surface data will be based upon MNTPOPO LIDAR. Aerial photographs will be used to define tree lines and other features that may not be evident in the LIDAR mapping. Field survey will not be performed to establish property lines and corners but can be added if so desired by the City.

PROPOSED FEE

SEH proposed to complete the above tasks for an hourly not-to-exceed fee of \$85,850.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Chad Jorgenson
Associate | Project Manager
(Lic. IA, MN, SD)

CMJ
Attachment
c: Chris Knutson - SEH

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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 December 17, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Alton Avenue Feasibility Study.

Client's Authorized Representative: Ken Ondich
Address: 118 Central Ave N, New Prague, Minnesota 56071, United States
Telephone: 952.758.4401 **Email:** kondich@ci.new-prague.mn.us

Project Manager: Chris Knutson
Address: 11 Civic Center Plaza, Suite 200, Mankato, Minnesota 56001
Telephone: 507.237.8383 **Email:** cknutson@sehinc.com

Scope: The Services to be provided by Consultant:

See the attached letter dated December 17, 2025.

Schedule: Work to begin immediately after approval with final report complete within 3-months.

Payment:

The estimated fee is subject to a not-to-exceed amount of \$85,850 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1. Additional work, if required, shall be compensated in accordance with the rate schedule.

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: 
Full Name: Chris Knutson
Title: Client Service Manager

By: _____
Full Name: _____
Title: _____
By: _____
Full Name: _____
Title: _____

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.