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December 30, 2025

RE: Agreement for Professional Services
Final Design and Bidding
2026 Street Improvement Project
SEH No. NEWPR 188030

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

Dear Matt:

The New Prague City Council approved the 2026 Street Improvement Project to proceed after the December 15th Public Hearing. Three options were presented for the Project, of which Option 2 (landscaped median) and Option 3 (two-lane reconfiguration) will be considered by Council to proceed toward final design and construction in the summer of 2026. Please consider this proposal for final design and bidding for the 2026 Street Improvement Project.

PROJECT SCOPE AND PROPOSED FEES

As approved with the Feasibility Report, the 2026 Project was identified to include:

- 10th Avenue SE from CSAH 29 to 1st Street SE
- 3rd Street SE from 10th Avenue SE to Horizon Drive
- Mini roundabout at 3rd Street SE Intersection
- Trail pavement replacement on west side of street and ADA improvements to intersections
- Three RRFB Installations

Two options are considered for final design and eventual construction of 10th Avenue SE:

- Option 2: Median Islands throughout 10th Avenue SE alignment
- Option 3: Reconfiguration from 3-lanes to 2-lanes on 10th Avenue SE, south of 3rd Street SE

This proposal provides final design, plans and specification preparation, and bidding services up to the point of project award. Specific tasks, estimated hours, and apportioned fees are also outlined in detail on the attached task hour budget. The previously completed Feasibility Study should be considered Phase 1 while this proposal should be considered for Phase 2.

Task 2.1 – Final Design / Bidding Documents (\$73,600)

This task is associated with the final design, plan production, and preparation of specifications and bidding documents for the proposed project. This will include 3 progress meetings, 1 utility meeting, and a public Open House. This project includes MnDOT State Aid review and approval, requiring some additional services to meet their requirements for funding. This task includes additional topographic survey required for bump out installations as shown in the Feasibility Report.

Task 2.2 –Option 2 Additional Design (\$15,100)

If the City elects to proceed with Option 2 with landscaped medians, additional topographic survey and final design will be required. To ensure the medians properly fit the existing roadway, it will be necessary to complete additional topographic survey such that alignments and profiles can be designed. Bidding

Engineers | Architects | Planners | Scientists

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

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documents will include this additional information. Intersection curb bumpouts as shown with Option 3 will be removed from final design as included with Task 2.1.

Task 3.0 – Bidding Services (\$6,300)

This task is associated with bidding the project through the public bidding process. It is anticipated that the project will be bid electronically only.

PROJECT SCHEDULE

Below is the anticipated project schedule:

Task	Date
Final Design	January 2026 to March 2026
MnDOT State Aid Submittal	March 2026
Council Approve Plans for Bid	April 6, 2026
Bid Opening	May 8, 2026
Award Project	May 18, 2026
Construction	June to September 2026 (2 months working)

The schedule as noted above assumes the Project does not receive funding from the LRIP program. If that funding is successful, a traffic study will be required for the mini-roundabout which would add approximately 2- months to the schedule. It is still expected that all work would be completed prior to the end of the construction season.

PROPOSED FEES:

We are proposing to provide the services outlined above as follows:

Task 2.1 - Final Design and Bidding	\$73,600 (Lump Sum)
Task 2.2 – Option 2 Additional Design	\$15,100 (Lump Sum)
Task 3.0 – Bidding Services	\$6,300 (Lump Sum)

This would be in addition to the previously approved \$15,000 for the feasibility report. A future proposal will be provided for construction and post-construction services, after award of the bid. Please contact us with any questions or comments concerning this proposal/agreement.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC



Chris Knutson, PE
Client Service Manager
(Lic. MN)

Attachments

1. Task Hour Budget
2. Supplemental Letter Agreement

cdk

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**2026 Street & Utility Improvement Project
New Prague, Minnesota**

DETAILED TASK HOUR BUDGET/COST ANALYSIS

	Knutson Civil Engr PE	Kosek Staff Engineer PE	Brinkman Admin Tech	Solmonson Survey	Totals
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Task 1.0 - Project Development and Feasibility Design (Previously approved fee this task):

\$15,000 (Previously approved fee)

Task 2.1 - Final Design / Bidding Document Preparation:

Project Management / Project Administration / misc.	32		10		42
Topographic Survey and Data Processing		2		8	10
Arrange, Prepare and attend Utility Coordination meeting #1 / Agenda / Minutes - (Virtual)	1	1	1		3
Edit/finalize curb bumpout alignment and profiles	4	24			28
Edit/finalize roundabout curb alignment and profiles	24				24
Prepare for and attend Kickoff Meeting with city staff (Virtual)	2	3			5
Determine plan sheet layout and cut plan sheets		4			4
Prepare / Review Title Sheet	1	4			5
Prepare / Review Statement of Estimated Quantities Sheets		4			4
Prepare / Review Quantity Tabulation / Structure Schedule Sheets	1	4			5
Prepare / Review Typical Sections (1 estimate)	1	2			3
Prepare / Review Detail Sheets (2 estimate)	1	2			3
Prepare / Review Alignment Plan and Coordinate Tabulation		1			1
Prepare / Review Intersection Details	1	16			17
Prepare / Review Roundabout Plan Sheets	24	2			26
Prepare / Review Removal Sheet	2	16			18
Prepare / Review Plan Layouts (Pavement Improvements)	6	40			46
Prepare / Review Construction Notes, Standard Plates, etc.	1	8			9
Prepare / Review RRFB Details and Plans	12	24			36
Prepare for and attend 60 percent review with city staff - (Virtual)	3				3
Prepare / Review SWPPP/Turf Establishment Sheets		8			8
Prepare / Review Traffic Control Plan	1	16			17
Takeoff Quantities / Prepare Engineer's Estimate	4	20	2		26
Prepare for and attend 90 percent review with city staff - (Virtual)	1	3			4
Submit Permit applications to MnDOT	2		1		3
Prepare/Review Final Bidding Plans/QA Review	4	8			12
MnDOT State Aid Submittal and Revisions		40			40
Prepare/Review/Revise Specifications	20		8		28
Review plans and specifications with city staff & follow up meeting - (Virtual)	4	1			5
Prepare/Review/Send City Council Agenda and Resolution Attend CC Meeting	4		2		6
Prepare for and/or attend Design Review Open House with Residents	4		1		5
Subtotal Hours this Task:	160	253	25	8	438
Subtotal Fee this Task:					\$73,600

Task 2.2 - Option 2 Additional Design:

Project Management / Project Administration / misc.(Additional Time for Option 2 Only)	4				4
Topographic Survey and Data Processing (Additional Time for Option 2 Only)		2		24	26
Edit/finalize curb bumpout alignment and profiles (Option 3 Only - Removed)	-4	-24			(28)
Edit/finalize curb median alignment and profiles (Option 2 Only- Additional)	8	56			64
Prepare / Review Median Alignment, Profile, and Plan Sheets (Option 2 Only - Additional)	2	24			26
Subtotal Hours this Task:	10	58	0	24	68
Subtotal Fee this Task:					\$15,100

Task 3.0 - Bidding Services:

Schedule / Plan bid opening	2		1		3
Finalize Engineer's Estimate / Bidding Items	1		2		3
Uploading Final Plans & Specifications to QuestCDN	1		2		3
Assist City / Contractors during bidding / Addendum	6	2	1		9
Bid Opening - Prepare for / attend / follow up (On-Line Bidding)	2		1		3
Tabulate Bids / Recommendation to City / CC Agenda and Resolution / Attend CC Mtg	4		2		6
Prepare Funding Reviews & Cost Splits with Bid prices	5		1		6
Subtotal Hours this Task:	21	2	10	0	
Subtotal Fee this Task:					\$6,300

Total Fee Final Design Engineering & Bidding (Option 2): \$95,000

Total Fee Final Design Engineering & Bidding (Option 3): \$79,900

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.

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