



Building a Better World
for All of Us®

August 10, 2026

RE: Proposal for Professional Services
MS4 Program Assistance

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

Dear Matt:

It is anticipated that the Municipal Separate Storm Sewer System (MS4) Permit will be renewed in 2026. The City of New Prague received notification that the City will be included in the new 2026 MS4 program. As part of the program, the City will be required to apply for coverage and develop a Storm Water Pollution Prevention Plan (SWPPP).

There are 6 minimum control measures (MCM), which include:

1. Public Education and Outreach
2. Public Participation/Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Management
5. Post-Construction Stormwater Management
6. Pollution Prevention/Good Housekeeping for Municipal Operations

Each MCM has a set of requirements that must be met by the City. It is also imperative that the City maintain records on how requirements are met. It is anticipated that the City's MS4 program will be audited for compliance by the MPCA approximately every 5 years.

Based on the discussion with City staff and SEH, the City has several current programs and activities that are likely meeting the MS4 requirements.

ANTICIPATED SCOPE OF SERVICES:

SEH proposes to assist the City in developing their MS4 program and SWPPP through a step-by-step process. The first step in this process is to gather information to determine existing City activities and processes that fulfill requirements of the MS4 permit.

In this first step, SEH will develop a questionnaire to understand existing City activities related to MS4 compliance. Once the questionnaire has been returned to SEH, our team will set up 2 workshops with the City. Workshop 1 will be to discuss existing activities and record keeping practices. Workshop 2 will be to discuss proposed activities needed for compliance and the desired level of effort by the City. Based on SEH's review of existing information and the workshops, SEH will develop a summary of activities and a checklist, which will include recommendations for Step 2.

Engineers | Architects | Planners | Scientists

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

507.388.1989 | 877.316.7636 | 888.908.8166 fax | sehinc.com

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Step 2 has not been included in this scope of work. The information gathered in Step 1 is needed to define the scope of work for Step 2. Step 2 may include development of the SWPPP, TMDL/WLA analysis, ordinance revisions, process updates, written procedures, record keeping recommendations, and/or public education/outreach/involvement.

PROPOSED FEES:

This proposal is based on the DRAFT 2026 MS4 Permit requirements and assumes that there will be no substantial changes to the permit when the FINAL Permit is renewed. SEH proposes to complete Step 1 for a not-to-exceed fee of **\$29,900**.

SCHEDULE AND FUTURE STEPS:

The anticipated schedule is illustrated below and can be adjusted to meet the needs or desires of the city council and staff:

Preliminary Engineering Study

- | | |
|----------------------------------|--------------------------|
| • Council Approves Proposal* | August 17, 2026 |
| • Send Questionnaire to the City | September 4, 2026 |
| • Evaluate Questionnaire | September 2026 |
| • Workshop 1 | October 2026 (date TBD) |
| • Workshop 2 | November 2026 (date TBD) |
| • Summary Report and Checklists | December 15, 2026 |

Please contact Jeremy Walgrave, jwalgrave@sehinc.com with any questions or comments concerning this proposal/agreement.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Jeremy Walgrave, PE
Project Manager
(Lic. MN)

Attachments

1. Supplemental Letter Agreement

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 August 17, 2026 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: MS4 Development Step 1.

Client's Authorized Representative: Matt Rynda

Address: 118 Central Ave N, New Prague, Minnesota 56071, United States

Telephone: 952.758.1144

Email: mrynda@newpragemn.gov

Project Manager: Jeremy Walgrave

Address: 11 Civic Center Plaza, Suite 200, Mankato, Minnesota 56001

Telephone: 605.330.7018

Email: jwalgrave@sehinc.com

Scope: The Services to be provided by Consultant: **See attached letter dated August 10th, 2026.**

Schedule: **See attached letter dated August 10th, 2026.**

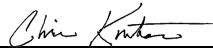
Payment: The estimated fee is subject to a not-to-exceed amount of **\$29,900** including expenses and equipment.

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: 

By: _____

Full Name: Chris Knutson

Full Name: _____

Title: Client Service Manager

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.