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August 21, 2026

RE: Agreement for Professional Services
Preliminary Design Report for Alton Lift
Station and Force Main Project
SEH No. NEWPR 191327

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 this proposal for preparation of a Preliminary Design Report for the proposed Alton Avenue Lift Station and associated force main improvements. The purpose of this effort is to evaluate the proposed Alton Avenue sanitary sewer service area, confirm projected sanitary sewer flows, complete preliminary wet well and force main sizing, and prepare a technical report to support City review and future project planning. The need for this additional technical sizing effort was identified because the Alton Avenue service area is distinct from previous planning areas and should not simply reuse prior flow assumptions from earlier studies.

The proposed scope is intended to build upon prior sanitary sewer planning work while addressing the specific service area, flow allocation, and infrastructure needs associated with the Alton Avenue growth area. This preliminary design effort will focus on technical sizing and planning-level documentation. Environmental review tasks, including state historic preservation office (SHPO) consultation, cultural resources review, and other permit review activities, are excluded from this scope and are expected to be addressed separately as part of the broader Alton Avenue expansion project. Previous wetland work may be referenced in the report for consistency, but new environmental review services are not included in this proposal.

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

Sincerely,

Rafael Estrada Moncada, PE
Project Manager
(Lic. NE, 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 the proposed force main alignment based on the updated service area and planned Alton Avenue improvements.

Deliverable:

- Preliminary force main alignment route.

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 – 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. Horizontal directional drill force main routing.
6. Class 4 opinion of probable construction cost ($\pm 30\%$).

Task 5.0 – Alton Avenue Sanitary Sewer Modifications

Description:

- The Alton Avenue Feasibility Study was intended to include sanitary sewer design information obtained from 2024 Sanitary Sewer Feasibility Study. After reviewing the information from this report with City staff, it was determined that several modifications would be required, including the addition of the Alton Avenue lift station and changes to the service area. Additional design effort was required to complete this effort and was completed with the Alton Avenue Feasibility Study. It would be intended that this additional work be included with an amendment to SEH Project NEWPR189801.

Assumptions

- No topographic survey included.
- No geotechnical borings included.
- No wetland delineation.
- Permitting, wetland mapping, state historical preservation society, utility coordination are not included in this proposal because these are expected to occur during future design.
- 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 4 weeks to complete the tasks. The anticipated schedule outlined below is based on approval and authorization of this proposal by September 8, 2026.

Attachments

1. Task Hour Budget
2. Supplemental Letter Agreement

dmk

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Task		Hours	Total
Task 1	Project Management	16	\$ 2,950
Task 2	Force Main Alignment Feasibility Review	70	\$ 10,927
Task 3	Pump Station Sizing	18	\$ 3,368
Task 4	Preliminary Design Report	24	\$ 4,457
Task 5	Alton Avenue Sanitary Sewer Modifications	16	\$ 3,608
Estimated Project Totals		144	\$ 25,311

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 September 21, 2026 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Alton Avenue N Lift Station PDR.

Client's Authorized Representative: City of New Prague
Address: 118 Central Ave N, New Prague, Minnesota 56071, United States
Telephone: 952.758.4401 **Email:** mrynda@newpraguemn.gov

Project Manager: Rafael Estrada Moncada
Address: 11 Civic Center Plaza, Suite 200, Mankato, Minnesota 56001
Telephone: 651.490.2136 **Email:** restradamoncada@sehinc.com

Scope: The Services to be provided by Consultant: **See attached letter dated August 21, 2026**

Schedule: Approximately 6 to 8 weeks after approval. Work on NW Lift Station study may affect schedule for delivery.

Payment: The estimated fee is subject to a not-to-exceed amount of \$25,311 including expenses and equipment.
 1. \$3,608 would be included as a fee amendment to SEH Project 189801 for work previously completed as part of the Alton Avenue N Feasibility Study.
 2. \$21,703 would be included for this new Project titled Alton Avenue N Lift Station PDR.

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.