



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
MATT RYNDA, PUBLIC WORKS DIRECTOR
SUBJECT: CITY CENTER POND DESIGN PROPOSAL FROM SEH
DATE: MAY 28, 2025

The City Council recently awarded a contract for grading the City Center Site for the POPS facility. It was noted at the time that a plan for the future retention pond which was included in the concept plan for the site (and was originally conceptually planned for at this site dating back to the 2012 CIP Project when supporting stormwater pipes were installed) was not included with the grading of the site while staff was waiting for notification of possible funding that would assist in paying for the final design of the pond.

Staff recently learned from the Scott County Watershed Management Organization that funding had been approved in the amount of \$37,700 for final design of the City Center pond. The funding does require a local 10% match of \$3,700.

Staff obtained the attached pond design proposal from SEH which would provide plans that are shovel ready for future bidding. The design work is expected to be completed by the end of July 2025. Staff are working on a proposal for funding the pond construction which would be provided for at a future meeting.

Recommendation

Staff recommends that the City Council approve the proposal with SEH dated 5/27/25 in the amount of \$40,700 with \$37,000 of the funding coming from the Scott County WMO and the \$3,700 local match paid for from the stormwater utility budget.

Attachments:

1. City Center Pond Design Proposal from SEH – Dated 5/27/25
2. Site Concepts (undated)



Building a Better World
for All of Us®

May 27, 2025

RE: Proposal for Professional Services
City Center Pond Design

Ken Ondich
Planning/Community Development Director
City of New Prague
118 Central Avenue N
New Prague, MN 56071-1534

Dear Ken:

Since 2010, the City of New Prague has planned for a pond to be constructed at the city-owned property located north of Main Street (TH19) and between 3rd Avenue NW and 2nd Avenue NW. This has been referred to as the City Center pond. The transformation of this property has already started with the removal of excess gravel and replacement with topsoil and grass to provide a park-like aesthetic to the area. Construction of an outdoor performance stage on the southeastern side of the property is also expected to start later this year. The pond would be constructed west of the outdoor performance stage. The purpose of this pond is to reduce runoff rates to Philipps Creek located to the west which will also reduce pollutants including phosphorus and suspended solids (sediment). It will also provide stormwater treatment for potential redevelopment on the north side of the property. The City has applied for a grant through the Scott County Watershed Management Organization (WMO) for design of this pond. It is expected that the awarded grant will cover 90% of the pond design cost.

ANTICIPATED SCOPE OF SERVICES:

Conceptual pond designs were provided previously with the City Center Comprehensive Stormwater Management Plan in 2010 and refined with the 2012 Street and Utility Improvement Project. In 2012, piping was constructed through the site to provide future inlet and outlet infrastructure. With changes to this site including partial redevelopment for the outdoor recreational facility and the adaption of new statewide stormwater standards in 2014, extensive updates to the previous conceptual pond layout and design are expected.

Our primary scope of services includes:

1. Preparation of base drawings primarily obtained from the recent grading project.
2. Updated site layout for the City Center including the performance stage and potential future improvements. Based on the small area development plan.
3. Watershed updates and analysis.
4. Pond sizing and outlet design through Hydrocad.
5. Pond grading and design.
6. Preparation of Construction Drawings and specifications.
7. Erosion control plan and SWPPP
8. Stormwater submittal including existing and proposed conditions for treatment and rate control.
9. Preparation of "shovel ready" design documents for future bidding. Construction of the project is expected to occur when funded.

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

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer



**City Center Pond
New Prague, Minnesota**

| DETAILED TASK HOUR BUDGET/COST ANALYSIS | | | | | |
|--|-----------------------------|-------------------------|---------------------------|---------------------------|--------|
| | Knutson Civil Engr PE | Webb Water Res PE | Kosek Design Eng PE | Brinkman Admin Tech | Totals |
| Task 1.0 - Final Design and Document Preparation | | | | | |
| Project Management / Project Administration / misc. | 12 | | | | 12 |
| Arrange, Prepare and attend Utility Coordination meeting #1 / Agenda / Minutes - (Virtual) | 2 | | 1 | | 3 |
| Update Site Layout | 4 | | | | 4 |
| Watershed Analysis | 1 | 4 | 2 | | 7 |
| Pond Hydraulics Design / Hydrocad / Outlet Design | | 16 | 6 | | 22 |
| MIDS Pollutant Calculations | | 12 | | | 12 |
| Pond Grading Layout and Design | 2 | | 8 | | 10 |
| Storm sewer layout, design and sizing | | 4 | 4 | | 8 |
| Determine plan sheet layout and cut plan sheets | | | 12 | | 12 |
| Prepare / Review Title Sheet | | | 4 | | 4 |
| Prepare / Review Statement of Estimated Quantities Sheets | | | 4 | | 4 |
| Prepare / Review Quantity Tabulation / Structure Schedule Sheets | | | 4 | | 4 |
| Prepare / Review Detail Sheets (2 estimate) | | | 12 | | 12 |
| Prepare / Review Coordinate Tabulation | | | 4 | | 4 |
| Prepare / Review Removal Sheet | | | 2 | | 2 |
| Prepare / Review Plan & Profile Sheets | | | 16 | | 16 |
| Prepare / Review Construction Notes, Standard Plates, etc. | | | 8 | | 8 |
| Prepare / Review SWPPP/Turf Establishment Sheets | | | 8 | | 8 |
| Prepare for and attend 60 percent review with city staff - (Virtual) | 2 | | 2 | | 4 |
| Calculate/Review Earthwork | 1 | | 6 | | 7 |
| Takeoff Quantities / Prepare Engineer's Estimate | 2 | | 12 | | 14 |
| Prepare for and attend 95 percent review with city staff - (Virtual) | 2 | | 2 | | 4 |
| Prepare/Review/Revise Specifications and Bid Contract | 16 | | | 4 | 20 |
| Prepare Final Hydraulic Submittal | 1 | 12 | 4 | | 17 |
| Submit to Scott County WMO for Review/Comment | 2 | | | | 2 |
| Finalize Plans for future Bidding/Construction | 4 | | 4 | 2 | 10 |
| 3rd Avenue NW Preliminary Design | 8 | | 28 | | |
| Subtotal Hours this Task: | 59 | 48 | 153 | 6 | 266 |
| Subtotal Fee this Task: | \$40,700 | | | | |

10. Preliminary design of 3rd Avenue NW between Main Street and 2nd Street NW. This will include alignment, profile, and concept layout. The preliminary design will not be included with the bidding documents and is assumed for future construction only.

PROPOSED FEES:

We propose to provide the services outlined above for a lump sum fee of \$40,700.

SCHEDULE AND FUTURE STEPS:

Our schedule includes completion of the project by the end of July 2025. This would allow potential construction of the proposed improvements in the fall of this year if funding is secured.

Please contact me with any questions or comments concerning this proposal/agreement.

Sincerely,



SHORT ELLIOTT HENDRICKSON INC.

Chris Knutson, PE
Project Manager/City Engineer
(Lic. MN)
cdk

Attachments

1. Supplemental Letter Agreement

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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 May 27, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: City Center Pond Final Design.

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 May 27, 2025.


Schedule: Completion by the end of July 2025.

Payment:
The lump sum fee is \$40,700 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2. 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.

By: 
Full Name: Chris Knutson
Title: Client Service Manager

City of New Prague

By: _____
Full Name: _____
Title: _____

By: _____
Full Name: _____
Title: _____

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

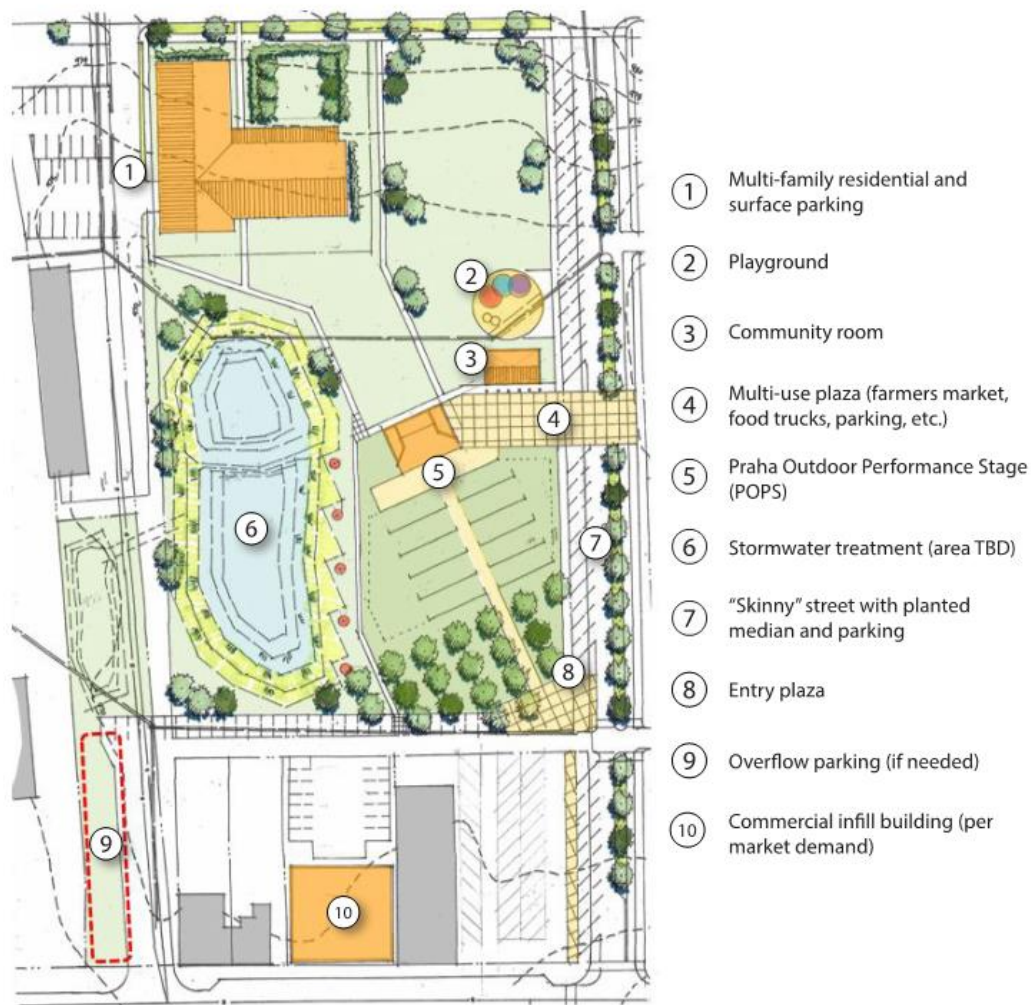
1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure 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.

SITE VISION

SITE CONCEPT

The primary land use and urban design goals of this project included creating additional civic spaces, residential opportunities, stormwater management elements, and a designated location for the Praha Outdoor Performance Stage (POPS). To address the identified goals, this concept imagines multiple gathering spaces for visitors of all ages, locations for new residential structures, and new layouts for pedestrian and vehicular facilities to increase safety and circulation. Each facet of this design is further explained on the following pages.





PHASE 3
CONCEPTUAL



DESIGNED BY ME OR UNDER MY DIRECT
SUPERVISION AND SEAL

LICENSE NO. 28838

CITY CENTER GRADING PLAN PHASE 1
NEW PRAGUE, MINNESOTA

FUTURE PHASING (INFORMATIONAL ONLY)

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