

Supplemental Letter Agreement

In accordance with the City of Stewartville Master Services Agreement for Professional Services between City of Stewartville ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2025, this Supplemental Letter Agreement dated July 1, 2026 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 15th Avenue NE Improvements.

Client's Authorized Representative: Bill Schimmel

Address: 105 East 1st Street, Stewartville, Minnesota 55976, United States

Telephone: 507.533.4745

Email: bschimmel@stewartvillemn.com

Project Manager: Jenna Obernolte

Address: 3428 Lakeridge Place NW, Rochester, Minnesota 55901

Telephone: 507.316.6650

Email: jobernolte@sehinc.com

Scope: The Services to be provided by Consultant:

1. Project Management (380 hours, \$47,000)
 - a. Bi-monthly PMT meetings (18)
 - b. Consultant internal coordination meetings (24)
 - c. Project updates
 - d. QA/QC
2. Agency & Utility Coordination (80 hours, \$16,000)
 - a. High Forest Township cooperative meetings (4)
 - b. MnDOT funding agreement requirements
 - c. Olmsted County coordination and permitting for CR 120 impacts
 - d. MnDOT coordination and permitting for TH 30 impacts
 - e. Private utility planning - Minnesota Energy Resources & Peoples Energy Co-op meetings (2)
 - f. Annexation process
3. Data Collection (60 hours, \$12,000)
 - a. Topographic Survey (current ROW + 50' east & west of ROW limits)
 - b. Parcel information collection for corridor mapping
4. Preliminary design and ROW Planning (100 hours, \$19,000)
 - a. Roadway alignment & profile
 - b. West trail alignment & profile
5. Water resources design and permitting (320 hours, \$55,000)
 - a. Storm water collection with culvert sizing & design
 - b. Regional storm water sizing and design
 - c. Permitting for permeant BMP
6. Final design and construction plan creation (440 hours, \$80,000)
 - a. Title sheet, SEQ, Construction notes, Details, Typical Sections
 - b. Existing conditions & removals
 - c. Alignment plan for roadway and trails
 - d. Roadway grading plan
 - e. Stormwater & roadway plans & culvert profiles
 - f. Construction SWPPP
 - g. Signage & striping plan
 - h. Cross sections
7. Project manual and bidding assistance (60 hours, \$11,000)

Services not included:

- Environmental Phase I or II
- Soil borings & soil analysis
- ROW or easement acquisition
- Construction administration
- Construction observation

Schedule: Consultant is available and ready to start the project as soon as the agreement with the State of Minnesota has been completed, assuming this will occur by the middle of August 2026.

Data collection	Aug - Sept 2026
Pavement design	Sept 2026
Prelim Alignment & Profile (Road & Trail)	Sept - Oct 2026
Stormwater design	Sept - Dec 2026
Create construction plans	Nov - Dec 2026
State plan review and approvals	Jan 2027
Advertisement & bidding	Feb - Mar 2027

Payment: The fee is hourly estimated to be \$240,000.00 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

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 Stewartville

By: _____

By: _____

Full Name: Jenna R. Obernolte

Full Name: _____

Title: Client Service Manager

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.