

REQUEST FOR COUNCIL ACTION

Meeting

Date: July 14.26

AGENDA SECTION: General Business	ORIGINATING DEPT: Administration
ITEM DESCRIPTION: SEH Agreement -	PREPARED BY: C.Roeder
City Engineer Obernolte has submitted the Agreement for Professional Services for your review and approval. At your special meeting held on June 9th, direction was provided to submit an agreement for the Wastewater Collection System Model. Stewartville currently does not have a collection system hydraulic model to determine capacity and impacts of additions to flow. Having this model will greatly benefit the city, especially during conversations with potential developers. The fee is hourly estimated to be \$ \$73,380 including expenses and equipment. <u>COUNCIL ACTION REQUESTED:</u> To Authorize City Administrator Schimmel to sign the Supplemental Letter Agreement.	

Supplemental Letter Agreement

In accordance with the Master 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 14, 2026 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Wastewater Collection System Model.

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: Dianne Mathews
Address: 3428 Lakeridge Place NW, Rochester, Minnesota 55901
Telephone: 612.428.0269 **Email:** dmathews@sehinc.com

Scope: The Services to be provided by Consultant:

Refer to Attachment 1: Letter dated June 4, 2026 RE: Wastewater Collection System Model.

Schedule: Refer to Attachment 1: Letter dated June 4, 2026 RE: Wastewater Collection System Model.

Payment:

The fee is hourly estimated to be \$73,380 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.



Building a Better World
for All of Us®

June 4, 2026

RE: City of Stewartville
Wastewater Collection System Model
SEH No. STEWV 14.00

Mr. Sean Hale
Public Works Director
City of Stewartville
105 East 1st Street
Stewartville, MN 55976

Dear Mr. Hale:

Short Elliott Hendrickson Inc. (SEH®) appreciates the opportunity to submit this proposal to the City of Stewartville to develop a sanitary sewer system model to assist in prioritization of capital improvements and understanding of the impacts, opportunities and limitations to the system as a result of significant anticipated future growth. The sanitary sewer model will provide the framework for decision making relating to providing municipal sanitary sewer service for proposed development. In general, the existing trunk sanitary framework has provided adequate service to the existing customers, however the City of Stewartville has expressed interest in developing portions of the City. The proposed development has the potential to have higher wastewater flows than originally planned.

Stewartville currently does not have a collection system hydraulic model to determine capacity and impacts of additions to flow. The purpose of this project is to create a sanitary sewer analysis tool, and to utilize the tools for evaluating the ability of the City of Stewartville to serve these potential development areas. The sanitary sewer model can be used to determine if hydraulic deficiencies exist that will need to be addressed in downstream portions of the system. It will determine if the existing size of the pipes are adequate to support proposed development. It can evaluate additional facilities and alternatives to increase capacity in order to accommodate additional flow and development.

To efficiently develop this tool, a phased approach is proposed:

- **Phase 1:** Development of the hydraulic model for the **north portion** of the City
- **Phase 2:** Expansion of the model to include the **south portion** and integration into a unified system

Completion of both phases will provide a comprehensive understanding of system performance. Without modeling the entirety of the system, results may underestimate surcharge conditions and system constraints.

Benefits of Full Model Completion

- Accurate representation of system hydraulics
- Improved reliability of modeling results
- Enhanced planning and capital improvement decision-making

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 717 Third Avenue SE, Suite 101, Rochester, MN 55904-7373

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SCOPE OF WORK

SEH proposes the following scope of work to complete both phases of the modeling effort.

Task 1: Project Administration

This task will provide overall project management and coordination of activities for the collection model project communications and will provide written updates with each invoice. SEH will complete the following:

1. Monitor project costs, budget and schedule
2. Maintain communications with the City of Stewartville and project team through project meetings and written communication
3. Prepare for and attend up to 2 progress meetings and present results
4. Project duration is expected to last 8 months.
5. Prepare monthly invoices.

Task 2: Data Collection and Input

The goal of this task is to quantify the existing and proposed sanitary sewer design flows. Existing flows will be determined from a review of the past ten years of water and sewer flow records at the treatment plant. Existing average and peak flow rates will be established. Existing sewer usage will be allocated to the computer model based on water billing records and existing land use.

Projected flows will be determined by comparing existing land use (zoning) to proposed land use. Based on GIS files provided by the City, SEH will estimate added sewer flows due to infill (of platted but not built property), redevelopment of existing parcels, and potential new development. All calculations will be performed based on developable acres and per capita usage with peaking factors derived from WWTP flow data, additional flow monitoring information, and standards of practice.

Specific flows for sanitary sewer design “events” will also be established:

- Sanitary Sewer System Design
 - Average Dry Weather, Peak Dry Weather, and Wet Weather

Since the work of this task affects all subsequent tasks, we will present the results of this task to the City of Stewartville prior to proceeding with the remaining tasks.

Data Provided by the City of Stewartville

- Existing Zoning Map for City (GIS)
- Proposed Land Use Map (GIS)
- Existing vacant parcels (GIS)
- Population projections and commercial/industrial phasing
- Historic water use records and geo-referenced billing data
- Historic sanitary sewer flow records (WWTP, lift station flow meters or run times, other available data)
- As-built drawings
- Rim and invert elevations of manholes in modeled area

Task 3: Model Development

A wastewater collection hydraulic model will be generated using PCSWMM and flows determined in Task 2 will be incorporated into the model.

Sanitary Sewer Model Creation and Existing Analysis

- Create PCSWMM sanitary sewer model (pipes) from existing City GIS, AutoCAD and record drawing and field data for 10-inch and larger pipes and 8-inch pipes where 2 or more 8-inch pipes combine
- Allocate design flows to junctions/manholes
- Calibrate model to actual flow data at the WWTP
- Review existing pipe capacities based on existing flows

Model Development (Phase 1 – North)

- Develop PCSWMM model for the north side using:
 - GIS database
 - AutoCAD and record drawings
 - Available field data

Model Expansion (Phase 2 – South)

- Extend sanitary sewer model to include the southern portion of the system using similar data sources

System Integration

- Combine north and south sanitary sewer models into a single unified hydraulic model
- Verify system-wide hydraulic consistency and performance

Assumptions and Data Provided by the City

- Existing sanitary sewer pipes data (diameter, rim & invert elevations, pipe material, age) from GIS
- Existing record drawings
- Water and sewer billing records
- WWTP flow information
- Lift station record drawings, including inlet/discharge piping rim and invert elevations and wet well dimensions, pump cut sheets, pump curves, pump on/off elevations, and firm capacity
- Lift station flow data or run time and wet well data
- No analysis of WWTP capacity or condition assessment will be performed for this study
- No condition assessment will be performed for the collection system, pump stations, or WWTP facilities

Task 4: Analysis of current and future flow conditions

The SEH team will utilize the PCSWMM sewer model to evaluate existing conditions and will determine whether the existing pipe capacity can provide adequate service to the existing and proposed development areas. A summary of model conditions and results will be prepared and analyzed. Results will be summarized in a technical memorandum.

Deliverables

Deliverables include an integrated PCSWMM model, draft and final technical memoranda, and presentation of results to City staff.

Meetings

The following meetings are assumed for this project:

- Kick-off meeting and data review.
- Progress meetings (up to 2) to discuss flow determinations and future development
- Meeting / presentation to review results

CITY'S RESPONSIBILITIES:

The City shall:

1. Assist SEH by providing all available information pertinent to the Project, including the following:
 - Flow data from wastewater treatment facility and any temporary flow metering events
 - Anticipated development information to model
 - Provide GIS database, shapefiles and survey data for collection system
 - Provide current population and employment data and future projections
 - Provide direction where inconsistencies are identified
 - Provide as-built drawings of collection system
 - Review results and provide feedback and comments on draft documents prior to final report

ADDITIONAL SERVICES

If authorized by the Owner, SEH shall furnish a proposal for additional services including, but not limited to:

1. Performing survey of rim and invert elevations if needed.
2. Performing temporary flow metering activities to obtain data in various areas of the system to calibrate model. This provides a more accurate hydraulic model and is recommended in order to fine tune and better predict outcomes.
3. Assessment of additional developments and system changes in the future
4. Detailed evaluation of system deficiencies
5. Development of capital improvement alternatives

FEE

SEH proposes to perform the services herein described based on the scope of work outlined above for an hourly fee not to exceed \$73,380.

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SCHEDULE

SEH proposes to complete the modeling services within 8 months of receiving a signed agreement from the City of Stewartville and receiving requested data necessary to prepare the model. The estimated fee in the Letter Agreement is based on receiving an executed proposal and requested data by July 2026.

- Authorization – July 2026
- Kick off Meeting – August 2026

- Data Collection and Flow Development – August/September 2026
- Model Development and System Integration – September – December 2026
- Draft Technical Memorandum – January 2027
- Final Technical Memorandum – February 2027

Completion of Phases 1 and 2 will provide the City of Stewartville with a comprehensive sanitary sewer model of the entire wastewater collection system, significantly improving confidence in system capacity evaluations and future planning efforts.

We look forward to continuing to work with the City of Stewartville on this project. If you should have any questions, please contact Dianne Mathews directly at 612-428-0269. Thank you.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Dianne Mathews, PE
Project Manager
(Lic. MN)

Jenna R. Obernolte, PE
Client Service Manager | Associate
(Lic MN)

DLM

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