

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Ramsey ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective October 31, 2019, this Supplemental Letter Agreement dated March 2, 2021 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Engineering services for the design and construction administration of the Central WTP Water Systems Connection project.

Client's Authorized Representative: Bruce Westby, PE
Address: 7550 Sunwood Drive NW
Ramsey, MN 55303
Telephone: 763.433.9825 **email:** bwestby@cityoframsey.com

Project Manager: Justin Bergerson, PE
Address: 3535 Vadnais Center Drive
St. Paul, MN 55110
Telephone: 651.490.2097 **email:** jbergerson@sehinc.com

Scope: The Basic Services to be provided by Consultant:

Refer to SEH proposal dated March 2, 2021 included as Exhibit A.

Schedule: Refer to SEH proposal dated March 2, 2021 included as Exhibit A.

Payment: The estimated fee for design and bidding services is subject to a not-to-exceed amount of \$235,895 including expenses and equipment.

The fee for construction services is hourly estimated to be \$144,947 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 attached hereto as Attachment A-1.


Resident Project Representative Services

RPR services will be provided in accordance with attached Exhibit B.

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

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Short Elliott Hendrickson Inc.

By: 
Miles B. Jensen
Title: Principal-In-Charge

City of Ramsey

By: _____
Title: _____



Building a Better World
for All of Us®

EXHIBIT A

March 2, 2021

RE: Proposal for Professional Design Services
Central WTP Water Systems Connection
SEH No. RAMSY P-159310 14.00

Mr. Bruce Westby
City Engineer
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Dear Mr. Westby:

The City of Ramsey is seeking a consultant to provide engineering services for the construction of the water distribution system to connect the future Central Water Treatment plant and existing municipal wells. This project will result in critical improvements to the existing water infrastructure to serve increasing water demand and the need for water treatment. Our team has identified the following aspects of the project that will be key to its success:

- Coordination with the Anoka County public works Bunker Lake Boulevard NW Improvement project.
- An early assessment of right-of-way and easement acquisition if necessary and private utility impacts to avoid project delays
- Providing clear project management to meet deadlines and scheduling of the work to happen for 2021 construction.
- Minimizing disturbed areas by utilizing methods of trenchless utility installation where feasible.

Short Elliott Hendrickson Inc. (SEH®) has intentionally formed our team to provide the right experience and technical knowledge to address these critical success factors and make this water systems connection project a success. This proposal is based on conversations with City staff, a project drive through and our knowledge of similar projects. We are confident the team and approach outlined here will lead to smooth project delivery.

PROJECT UNDERSTANDING

The City of Ramsey is proactively planning to build a new water treatment plant to serve the community with clean drinking water. The construction of the new plant requires additions to the existing water systems to route raw water from the City's existing and future wells for treatment.

There are many technical and procedural challenges associated with this project that will need to be addressed:

- Providing timely coordination and meeting design standards required to obtain necessary permits
- Communicating with adjacent property owners and Anoka County
- Working within the limited Anoka County right-of-way limiting impacts to the roadway on Bunker Lake Boulevard NW (CSAH 116)
- Coordinating necessary project right-of-way acquisition, temporary easements and/or right of entry
- Identifying, evaluating, and determining solutions for trenchless utility design based on Geotechnical findings
- Coordinating with utility companies to identify potential conflicts and resolutions

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

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

On the west end of the project, we propose to extend a 16" water main to the west side of Armstrong Boulevard (CSAH 83). This raw water main extension will put in place infrastructure to allow for easy connections of future City wells to serve the new water treatment plant. The available right-of-way outside of the roadway is limited in this area and may require easement acquisition or impacts to the roadway.

Existing water main, storm sewer and other utilities located in the north and south boulevards along Bunker Lake Boulevard NW will need to be designed around or relocated for the water main construction. It is crucial to have accurate locations and mapping of the existing water main and utility locations.

At the intersection of Ramsey Boulevard (CSAH 56) and Bunker Lake Boulevard NW (CSAH 116) existing electric transformer boxes, traffic signal control cabinets, hydrants and other utilities will need to be designed around or relocated for the water main construction. In addition, the existing right-of-way narrows east of the intersection narrowing the boulevard area from the existing back of curb to the right-of-way.

On the east end of the project near Cottonwood park, preliminary investigation of the National Wetland Index (NWI) revealed the presence of wetlands in close proximity to the proposed water main alignment. It is anticipated the impacts will be minor but due diligence is required through wetland delineation to establish boundaries in the field.

This full design must incorporate AWWA standards, CEAM design standards and City of Ramsey standards.

PROJECT APPROACH

Task 1: Data Collection & Preliminary Design

Topographic Survey & Soil Borings

A survey will be performed in the project area to establish a base map file for understanding the existing conditions in the field. This work will be performed following an approved alignment for the proposed water main to gather topographic data along the proposed route. The schedule is dependent upon accurate surveys as soon as reduced snow cover permits.

A good foundation is key to every successful project. Ron Farmer will lead the team in obtaining the needed geotechnical information for the project. He will develop site stratigraphy and soil parameters, evaluate fill areas and soil corrections, evaluate utility bedding, and prepare the geotechnical report. Ron and his team will also assist in plan and specification creation and cost estimation. SEH will contract directly with a geotechnical testing firm for obtaining soil borings on the project. We have included an allowance of \$28,500 for hiring a subcontractor to perform the soil borings. Given the many unknown variables involved with the presence of existing utilities in the boulevard area along the anticipated water main alignment, the drilling may need to occur in the roadway during off-peak traffic hours. Sufficient geotechnical investigation is crucial to the design elements of trenchless installation and the structural support of the proposed infrastructure.

Utility Coordination

A design can only be as good as the information that you have to work off. With that in mind, Justin Bergerson and his team will coordinate with Gopher State One Call for locating of existing utilities and coordinate with the surveyors to locate all marked locations with a topographic survey of the proposed project area. The team will also use their expertise to lay out the right-of-way boundary and adjacent properties for the project area. This information will be essential for creating an accurate base map file and Digital Terrain Model.

Early identification of potential conflicts or utility improvement needs and ongoing coordination with the public and private utility companies are key components for a smooth-running project. The SEH team proposes to meet with the utility companies at the start of the project (after the topographic survey and existing water main locating performed by the City of Ramsey but prior to preliminary design). This is proposed for two purposes: to inform the utilities of the proposed project and to gather the most accurate information from them about the existing utilities, and to verify all utilities captured by our topographic survey. We also propose to hold a second meeting once the final layout has been chosen to discuss any conflicts and coordinate potential

relocations. Additional time for coordination has been included in the proposal for potential coordination with affected utilities.

Environmental Impacts

It is anticipated that wetland impacts will occur, and that permission to impact those wetlands will be required. Permits will be required under the Wetland Conservation Act (WCA) and for Section 404 of the Clean Water Act. The extent of permitting needed is dependent on the quantity of wetland impacts, but the preliminary discussions indicate that impacts will be minor. It is assumed that impacts will require wetland mitigation.

To calculate wetland impacts and mitigation needs, SEH wetland scientists, led by Rebecca Beduhn, will conduct an on-site investigation of wetland boundaries and habitat. It is assumed that the wetlands within the project area are under the jurisdiction of City of Ramsey, Anoka County Soil and Water Conservation District, and the United States Army Corps of Engineers (USACE).

Wetland delineations will be completed in accordance with USACE Engineers 1987 Manual and the Midwest Regional Supplement. All areas meeting wetland criteria will be identified and flagged in the field. Wetland boundaries will be mapped using a sub-meter accurate Global Positioning System. The location of the wetlands will be provided in electronic format for inclusion in project plans.

SEH will prepare a wetland delineation report for review by the WCA LGU (City of Ramsey) and US Army Corps of Engineers for their review and approval. SEH will facilitate any review of the wetland boundaries.

After completion of the wetland delineation, SEH will assist the project proposers with determining the project purpose and need and with the sequencing process for the permitting process. Sequencing is the requirement to identify opportunities to reduce impacts through alternatives analysis, avoidance, and minimization. Once these exercises have been completed, a Wetland Permit Application will be prepared. This application will identify the project, define the purpose and need, summarize sequencing and provide a wetland replacement plan. Signatures will be required from the project proposer responsible for compliance with the permit conditions. SEH will act as agent to allow representation in the process.

Preliminary Water Main Design & Value Engineering

It is important to note that the design of the water main is greatly dependent on existing utility locations and available right-of-way and/or easements. Our team will identify a design approach that best serves the City and its relations with Anoka County Highway Department. The design of the water main is anticipated to be a combination of open-cut installation and trenchless installation to limit impacts to Bunker Lake Boulevard and existing in-place utilities. Our team will analyze the costs of such proposed installations to determine which methods are the best economical and practical approach.

Task 2: Final Design & Bid Documents

Final Design

After the preliminary layout of the proposed water main is complete, Justin will lead the team into final design of the proposed improvements to meet the deadline of bidding this project in July 2021. The chosen installation approach of the water main will be designed to meet the AWWA, MDH and City of Ramsey standards. This will include design of impacted infrastructure such as trails, pedestrian ramps, driveways, storm sewer, sanitary sewer, curbing and miscellaneous restoration items.

Bidding Documents & Bidding

SEH will prepare the project specifications and bidding package, and the project can be advertised once City Council approval of the plans has been completed. SEH's project manager and technical experts will be available throughout the bidding process for questions. We will attend the bid opening and analyze the bids in order to give a contract award recommendation to the City.

SEH will provide all project base files to the City in AutoCAD Civil 3D as well as all digital plan sheets.

Task 3: Construction Services

Construction Observation & Documentation

Ensuring the valuable new asset of the City of Ramsey is installed to City expectations industry standards outlined in the project documents, our experienced team and resident project representative (RPR) will administer and observe the construction of this project. Our team members are experienced with complex trenchless installations and similar utility construction projects. Proper planning and communication in the field leads to a successful construction project.

Construction Staking

Our local survey team will assist in providing accurate staking locations utility improvements for the contractor to build the proposed design. SEH will also assist in documenting locations of critical new infrastructure and providing accurate record drawings.

Value Added Services

The SEH team has additional services that could be utilized for this project. Some of these services include retaining wall design, water quality basin design, stormwater permitting, lighting design, MnDNR utility crossing licensing, MnDNR public waters work permitting and easement acquisition. If these services are needed, there is value added to the City of Ramsey as our team will already be knowledgeable in the project and can incorporate these services at a reasonable cost.

PROJECT TEAM

We have selected our team members to successfully deliver this critical project with you. This includes a project manager who has experience guiding utility projects through the required tasks and deadlines. Our team also includes technical personnel for specific issues such as trenchless utility design, private utility coordination and geotechnical investigation. We have provided information about our key team members and their experience below.



Justin Bergerson, PE – Project Manager

Justin will be the overall project manager and primary contact for the City and all project related communications. He will also lead the utility design tasks for the project. Justin will

review the project schedule regularly with the team and City to ensure deadlines are understood and the progression of tasks is fully met in terms of achieving critical milestones and project expectations. He has extensive experience as a project manager in the municipal engineering field and working with City utility staff. Justin's background as a licensed Minnesota water treatment plant operator helps him connect and see the perspectives of the maintenance staff. Most recently, he has worked on similar utility projects in Lakeville and Minnetrista, Minnesota. Municipal projects in which Justin has experience from include Owasso Boulevard North (Shoreview), 2021 Pavement Management Project (Golden Valley), Old Village 5 & 6 (Lake Elmo), 2019 Pavement Management Project (Golden Valley), Well #4 WM Replacement (Lakeville), and Hunters Crest Water Tower (Minnetrista, MN).



Chad Setterholm, PE – Quality Control and Senior Civil Engineer

Chad will draw on his utility design and trenchless installation expertise to provide quality control and review of the design. He will also be available for design bidding document review. He has 25 years of experience working on a multitude of municipal engineering projects

ranging from planning and feasibility to final construction and project closeout. He has extensive experience navigating projects with Federal Aid, Municipal State Aid, cooperative agreements and local funding sources, including assessments. Elements of the projects on which he has worked have included trails, roads, bridges, boardwalks and parking lots, and utility systems including stormwater detention and conveyance, sanitary sewer, water distribution and lighting. Chad brings value to this design with his experience in directional drilling and pipe jacking of utilities.

EXHIBIT A



Zach Schmitz, PE – Civil Engineer *Zach will be the designer responsible for water main design and private utility coordination on the project.* He has extensive experience addressing these issues on similar municipal projects and working alongside contractors during construction as a resident project representative (RPR). Zach’s experience includes civil site design, street design, trail design, storm sewer design, water main distribution systems design, construction administration, and production of plans, specifications, and estimates (PS&E) for municipal reconstruct projects.



Ron Farmer, PE – Geotechnical Engineer *Ron will lead the soil borings and geotechnical tasks for the project.* He has over 42 years of extensive experience in the geotechnical, geological, and municipal engineering industries. He has lead design efforts teams in plan preparation of plan sets ranging from preliminary to final design. His geotechnical experience involves utility piping, roadway, bridge, directional drilling and retaining wall design for Local, MnDOT, State Aid and Federal projects in Minnesota. He has extensive knowledge of utility design recommendations and procedures through final design.

He has been the lead geotechnical engineer on multiple projects involving utility design and corresponding soil corrections.



Chad Jorgenson, PE – Traffic Engineer *Chad will lead the traffic control and detour planning for this project.* Chad is a senior professional engineer with practical transportation and traffic engineering experience. He will be responsible for preparing traffic control plans and detour routes as necessary for safe working conditions.



Emily Jennings, PE – Water Resources Engineer *Emily will lead the water resource and storm water pollution prevention design.* Emily is a professional engineer with more than 8 years of extensive experience working with municipalities on watershed permitting, MS4 compliance and ensuring design parameters protect our waters. Her experience includes hydrologic studies, grading, drainage, floodplain management, civil site design, erosion/sediment control plan preparation, construction administration, and production of plans, specifications, and estimates (PS&E) for water quality projects.



Rebecca Beduhn – Wetlands Lead *Rebecca will be responsible for leading the wetland delineation, mitigation and permitting tasks for the project.* She is a professional wetland scientist and Minnesota-certified wetland delineator with an extensive background in wetland science, wetland regulatory administration, environmental review and policy and permitting. Rebecca primarily provides wetland services such as delineations, permitting and quality assessments. She has completed delineations on over 150 projects, resulting in more than 750 basins delineated in over six states.

PROJECT SCHEDULE

The following is a short summary of the project schedule, please refer to the attached project schedule for more detail.

Project Kick-off.....	March 2021
Topographic Survey & Data Collection.....	March/April 2021 <i>*Snow melt dependent</i>
Utility Meeting #1	April 2021
Approve Preliminary Layout.....	March/April 2021
60% Plan Review.....	May 2021
Utility Meeting #2	June/July 2021
90% Plan Review.....	June/July 2021
Bidding	July 2021
Begin Construction	August 2021
End Construction	November 2021

*The project schedule is greatly dependent on the timing of obtaining existing utility locations in the county right-of-way, geotechnical soil borings and topographic survey.

EXHIBIT A

PROJECT FEE

The team has carefully assessed the tasks and activities associated with the City of Ramsey's proposed Water Systems project. In response, we have provided our understanding and approach and assumptions that lead us to our fee as outlined in the attached detailed task hour worksheet and summarized below:

Task	Task Description	Hours	Labor	Expenses	Task Fee
1	Data Collection & Preliminary Design	723	\$ 108,093	\$ 34,119	\$ 142,212*
2	Final Design & Bid Documents	687	\$ 93,683	-	\$ 93,683**
3	Construction Services	1046	\$ 139,401	\$ 5,546	\$ 144,947
Total				\$ 380,842	

*Includes \$28,500 allowance for geotechnical testing firm subcontractor to obtain soil borings and perform soil testing.

**Excludes any required permit fees for project approval.

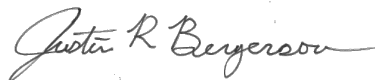
We have developed our fee to capture the true cost for efforts that could be needed to successfully deliver this complex project. As we are proposing this work to be billed as a not-to-exceed format, if we can design the project and perform our proposed construction phase services within the restraints - avoiding conflicts, mitigation and with minimal right-of-way impacts - the estimated budget will not be fully utilized.

SUMMARY

Thank you for considering our proposal. My team and I are excited and ready to get to work. If you have any questions or concerns regarding this proposal, please do not hesitate to contact me at 651.490.2097 or jbergerson@sehinc.com.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Justin R. Bergerson, PE
Project Manager
(Lic. MN)



Miles B. Jensen, PE
Principal-In-Charge
(Lic. AZ, CO, IA, IL, IN, MD, MI, MN, ND, NE, NM, OH, SD, VA, WI)

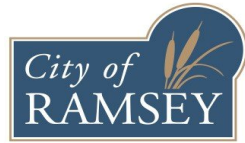
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Attachment: Project Fee Spreadsheet, Project Schedule

EXHIBIT A



Central WTP Water Systems Connection
 City of Ramsey, MN
 SEH Project # P- 159310
 March 2, 2021



Bold = Key Dates

PROJECT SCHEDULE

Scoping Meeting Held (Completed)	Thursday, February 25, 2021
Proposal to City for Review	Tuesday, March 2, 2021
Notice to Proceed	Tuesday, March 9, 2021

Task 1 - Data Collection & Preliminary Design

City to Provide Available Data (Record Drawings, GPS locations of WM, GIS)	Tuesday, March 9, 2021	
GSOC Private Utility Locate	Tuesday, March 9, 2021	
Coordination Meeting with Anoka County	Wednesday, March 17, 2021	
Survey Private Utility Markings	Friday, March 19, 2021	
Develop Conceptual Water Main Alignment for City Review	Friday, March 26, 2021	
Soil Borings (By Others)	April 2021	
Private Utility Coordination - Meeting #1	Tuesday, April 6, 2021	
Topographic survey for proposed water main alignment	Late March/ Early April	*Snow melt dependent
Begin Preliminary Design of water main	Monday, April 5, 2021	
Reduce survey data into base map (Create CAD BA file)	April	*Dependent on survey
Value Engineering - Trenchless installation methods	Thursday, April 22, 2021	
30% Review meeting with City	Wednesday, April 28, 2021	
Prepare geotechnical evaluation and recommendation	Friday, April 30, 2021	
Address City review comments	Monday, May 3, 2021	
60% Review meeting with City	Thursday, May 13, 2021	
60% Review meeting with Anoka County	Thursday, May 13, 2021	
Address City review comments	Tuesday, May 18, 2021	
Design/ Coordination Meeting with Anoka County	Thursday, May 20, 2021	

Task 2 - Final Design & Bid Documents

Private Utility Coordination - Meeting #2	Thursday, June 3, 2021
90% Plan review meeting with City	Tuesday, June 15, 2021
Address City review comments	Friday, June 18, 2021
Submit permits (Anoka County and MDH for review)	Tuesday, June 15, 2021
City Council to Approve Plans & Specs, Authorize Bidding	Tuesday, June 29, 2021
Date to submit to Anoka County Union for publishing ad for bid	Wednesday, June 30, 2021
Run notice of advertisement for bid	Friday, July 2, 2021
Run notice of advertisement for bid	Friday, July 9, 2021
Bid Opening	Friday, July 23, 2021
Award Construction Contract	Tuesday, July 27, 2021

Task 3 - Construction Services

Preconstruction Meeting	Thursday, August 5, 2021
Phase 1 Construction - Bunker Lake Boulevard from Armstrong to Cottonwood Park	Monday, August 9, 2021
Phase 2 Construction - Cottonwood Park to Proposed WTP & Finished Water Main	Monday, September 13, 2021
Substantial Completion	Monday, October 11, 2021
Final Completion	Friday, November 5, 2021

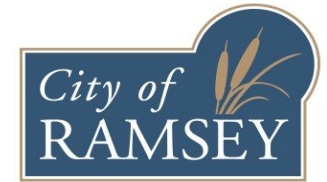
EXHIBIT A



Central WTP Water Systems Connection
 City of Ramsey, MN
 SEH Project # P -159310
 March 2, 2021

Prepared by: Justin R. Bergerson
 Reviewed By: Todd Blank

Prepared Date: 3/2/2021
 Reviewed Date: 3/1/2021



Billing Title	CSM	PM	Senior PE	PE	Senior PE	Senior PE	Senior PE	PE	Scientist	Sr Tech	Survey Crew Chief	Admin Tech	Subconsultant & Expenses	Total
Task #1 - Data Collection & Preliminary Design														
1.1 Data Collection														
Kick-off meeting with City staff to review proposed water main alignment and schedule	4	4	2	2	2									14
Design / Bid standards (recent proposal form, instructions to bidders, general conditions, special conditions, standard specifications, standard plates, CAD standards)				3										3
Obtain any available record drawings from Anoka County/ City and review with City staff		2		4										6
Review project in the field		3		3										6
Take Pre-construction photos and traverse route of water main		2		2										4
Collect Data from City (CAD, GIS, Photos, Reports, etc.)		2		4						3				9
Collect & Verify Data from the Anoka County Project		2		4						2				8
Mileage expense for meetings and site visits													\$ 537.78	
Natural Resources														
Wetland Delineation Field Work									16					16
Wetland Delineation Report									6					6
Wetland Delineation Agency Coordination									8					8
Subtotal Hours	4	15	2	22	2				30	5			N/A	80
Subtotal Fees	\$1,107.16	\$2,090.43	\$431.97	\$2,921.60	\$400.00				\$3,456.00	\$637.60			\$537.78	\$11,582.55
1.2 GSOC Coordination & Topographic Survey														
Utility Company Coordination														
Conduct GSOC call prior to design survey											4			4
Pre-design meeting with utilities		6		6										12
Request utility mapping		4												4
Utility verification letters and drawings		4		12										16
GSOC marking survey prior to topographic survey											16			16
Topographic Survey														
Survey Records Research											1			1
Horizontal Survey Control - PLSS and/or Plat Monuments											10			10
Topographic Survey											56			56
Locate Soil Borings											4			4
Utility Tie-ins and Locations											4			4
Structure survey											16			16
Mileage and Survey Equipment Expenses													\$ 5,081.00	
Subtotal Hours		14		18							111		N/A	143
Subtotal Fees		\$1,951.07		\$2,390.40							\$13,923.84		\$5,081.00	\$23,346.31

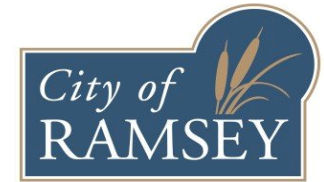
EXHIBIT A



Central WTP Water Systems Connection
 City of Ramsey, MN
 SEH Project # P -159310
 March 2, 2021

Prepared by: Justin R. Bergerson
 Reviewed By: Todd Blank

Prepared Date: 3/2/2021
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Billing Title	CSM	PM	Senior PE	PE	Senior PE	Senior PE	Senior PE	PE	Scientist	Sr Tech	Survey Crew Chief	Admin Tech	Subconsultant & Expenses	Total
1.3 Preliminary Design														
Reduce survey data into base map (Create CAD BA file)										6				6
Incorporate available data info into base map (Utility Maps, Data Collection information, etc.)		4		8						4				16
Develop project existing surface model										3				3
Water Main Design														
Preliminary layout of water main	2	16	2	24			6			16				66
Develop suggested staging plan	4	2	2	4										12
Evaluate methods of installation - open cut vs. trenchless		16	1	10			24							51
Evaluate impacts to existing City and County utilities		4		6										10
Create pipe profile/pressure pipe network				28						8				36
Construction Limits, Removals & Restoration														
Develop construction limits		4	2	12						4				22
Evaluate impacts and removals		4		2										6
Coordinate removal limits with Anoka County Project		2		2										4
Observe drainage patterns				6				2						8
Traffic														
Review street closure/detour impacts						4								4
Detour Plan						8								8
Traffic Control Design						4								4
Cost Estimating														
30% Cost Estimate (preliminary form)		12		4										16
60% Cost Estimate (based on quantity take off & bid items)		8		6										14
90% Cost Estimate		10		4										14
Design Meetings														
Coordination meeting with Anoka County public works (2 meetings)	2	6	2	6	2									18
Exhibits (permits, client requests, meetings)		12								4				16
Design review meetings (30%, 60%, 90% milestones)		12		6										18
Internal design team meetings (Bi-weekly)	4	10	4	10										28
City Council meetings (2 meetings)		4	4											8
Subtotal Hours	12	126	17	138	2	16	30	2		45			N/A	388
Subtotal Fees	\$3,321.48	\$17,559.59	\$3,671.78	\$18,326.40	\$400.00	\$2,470.40	\$4,934.40	\$292.16		\$5,738.40				\$56,714.61

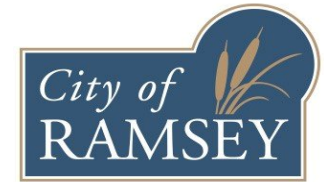
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1.4 Geotechnical Investigation														
Prepare geotechnical scope of work. Geotechnical Investigation by others (SEH to coordinate)		2			4									6
Review project with geotechnical staff	2	2			8									12
Coordinate geotechnical testing and boring location staking (\$28,500 allowance for soil boring subcontractor)					16								\$ 28,500.00	16
Assess existing soils conditions					10									10
Develop trench excavation and backfill recommendations					12									12
Develop trenchless utility installation recommendations		2			20									22
Prepare draft geotechnical memo					24									24
Prepare final geotechnical memo		2			8									10
Subtotal Hours	2	8			102								N/A	112
Subtotal Fees	\$553.58	\$1,114.89			\$20,400.00								\$28,500.00	\$50,568.47
Task Hours Summary	18	163	19	178	106	16	30	2	30	50	111		N/A	723
Task Fee Summary	\$4,982.22	\$22,715.98	\$4,103.76	\$23,638.40	\$21,200.00	\$2,470.40	\$4,934.40	\$292.16	\$3,456.00	\$6,376.00	\$13,923.84		\$34,118.78	\$142,211.94
Task #2 - Final Design & Bid Documents														
2.1 Develop Construction Plans														
Title Sheet				3										3
General Layout				2						2				4
Estimated Quantities, Notes, Standard Plates				2						4				6
General Notes				4						2				6
Tabulations				2						2				4
Construction details		4		4						2				10
Sequence of Operations/Phasing		4		12						8				24
Alignment Tabulation and Survey Control				8										8
Existing Conditions/Removals		8		16						20				44
Plan and Profile Sheets - Water Main		36		76			12			80				204
Plan and Profile Sheets - Grading/Street/ Trail		12		20						10				42
Storm Water Pollution Prevention Plan (SWPPP)				4				12		2				18
Erosion Control				2				4		8				14
Traffic Control/ Detour Plan						16								16
Pavement Markings/Signing						4								4
Quality control review		12	8				10							30
Constructability Review		8	1	4			8							21
Project site walkthrough plan review		4		4										8
Subtotal Hours		88	9	163		20	30	16		140			N/A	466
Subtotal Fees		\$12,263.84	\$1,943.88	\$21,646.40		\$3,088.00	\$4,934.40	\$2,337.28		\$17,852.80				\$64,066.61

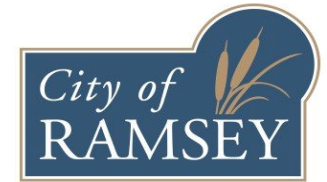
EXHIBIT A



Central WTP Water Systems Connection
 City of Ramsey, MN
 SEH Project # P -159310
 March 2, 2021

Prepared by: Justin R. Bergerson
 Reviewed By: Todd Blank

Prepared Date: 3/2/2021
 Reviewed Date: 3/1/2021



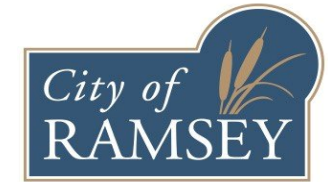
Billing Title	CSM	PM	Senior PE	PE	Senior PE	Senior PE	Senior PE	PE	Scientist	Sr Tech	Survey Crew Chief	Admin Tech	Subconsultant & Expenses	Total
2.2 Project Manual														
Front end documents		2										1		3
Bidding requirements		4										1		5
Geotechnical data		2			4							1		7
Contract forms		2										1		3
Conditions of the contract		2										1		3
Supplementary conditions		4										1		5
Special provisions		4										1		5
Technical specifications		16	4		2							2		24
Subtotal Hours		36	4		6							9	N/A	55
Subtotal Fees		\$5,017.03	\$863.95		\$1,200.00							\$918.72		\$7,999.70
2.3 Quantities, Bid Tab, Engineer's Estimate														
Develop statement of estimate quantities		2		4										6
Develop bid tab		4		3										7
Develop unit pricing and engineer's estimate		4		8										12
Subtotal Hours		10		15									N/A	25
Subtotal Fees		\$1,393.62		\$1,992.00										\$3,385.62
2.4 Agency Reviews & Permits														
30% Owner Review		6		12										18
60% Owner Review		6		12										18
90% Owner Review		6		12										18
Department of Health		4		4										8
Agency Permits (Anoka County General Work Permit)		6		14										20
Agency Permits (Wetland Permitting if required)								24						24
Subtotal Hours		28		54				24					N/A	106
Subtotal Fees		\$3,902.13		\$7,171.20				\$2,764.80						\$13,838.13
2.5 Bidding														
Prepare ad for bid & electronic bid docs		2										6		8
Respond to bid questions & prepare addenda		10										5		15
Attend bid opening		4												4
Prepare tabulation of bid and award recommendation letter		2										1		3
Attend Council meeting		2												2
Prepare notice to proceed letter		2										1		3
Subtotal Hours		22										13	N/A	35
Subtotal Fees		\$3,065.96										\$1,327.04		\$4,393.00
Task Hours Summary		184	13	232	6	20	30	16	24	140		22	N/A	687
Task Fee Summary		\$25,642.58	\$2,807.83	\$30,809.60	\$1,200.00	\$3,088.00	\$4,934.40	\$2,337.28	\$2,764.80	\$17,852.80		\$2,245.76		\$93,683.05

EXHIBIT A

Central WTP Water Systems Connection
 City of Ramsey, MN
 SEH Project # P -159310
 March 2, 2021

Prepared by: Justin R. Bergerson
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Billing Title	CSM	PM	Senior PE	PE	Senior PE	Senior PE	Senior PE	PE	Scientist	Sr Tech	Survey Crew Chief	Admin Tech	Subconsultant & Expenses	Total
Task #3- Construction Services														
3.1 Preconstruction Activities														
Preconstruction meeting agenda, attendance, minutes		5		4										9
Review shop drawings		4		12			4							20
Create field quantity book												2		2
Create application for payment forms												4		4
Reproductions of construction documents													\$ 270.68	
Subtotal Hours		9		16			4					6	N/A	35
Subtotal Fees		\$1,254.26		\$2,124.80			\$657.92					\$612.48	\$270.68	\$4,920.14
3.2 Construction Administration														
Project management		105												105
Engineering Support		40					6	4						50
Construction meetings (Assumed 8 meetings)		32												32
Pay applications		4		8										12
Materials testing coordination				2										2
Newsletter updates				8										8
Subtotal Hours		181		18			6	4					N/A	209
Subtotal Fees		\$25,224.49		\$2,390.40			\$986.88	\$584.32						\$29,186.09
3.3 Construction Staking														
Create stakeout file / point files										4	2			6
Stake Right of Way and Easements											6			6
Construction Limits & Silt Fence											4			4
Water Main											72			72
Trails and Walks											6			6
Pedestrian Ramps											8			8
Mileage and Survey Equipment Expenses													\$ 871.00	
Subtotal Hours										4	98		N/A	102
Subtotal Fees										\$510.08	\$12,293.12		\$871.00	\$13,674.20

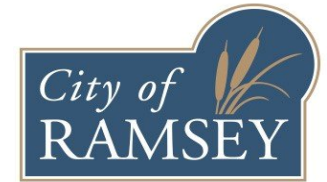
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Billing Title	CSM	PM	Senior PE	PE	Senior PE	Senior PE	Senior PE	PE	Scientist	Sr Tech	Survey Crew Chief	Admin Tech	Subconsultant & Expenses	Total
3.4 Construction Observation														
Full time on-site observation (50 hours/ week @ 12 weeks)				600										600
RPR Per Diem & Mileage													\$ 4,404.00	
Materials Testing Subconsultant (by City)														
Subtotal Hours				600									N/A	600
Subtotal Fees				\$79,680.00									\$4,404.00	\$84,084.00
3.5 Project Closeout														
Site closeout walkthrough & develop punch list				16										16
Punchlist coordination				10										10
As built survey & structures											16			16
Complete as built drawings										30				30
Final application for payment & contractor closeout letter		12												12
1 year warranty walkthrough and follow up				16										16
Subtotal Hours		12		42						30	16		N/A	100
Subtotal Fees		\$1,672.34		\$5,577.60						\$3,825.60	\$2,007.04			\$13,082.58
Task Hours Summary		202		676			10	4		34	114	6	N/A	1,046
Task Fee Summary		\$28,151.09		\$89,772.80			\$1,644.80	\$584.32		\$4,335.68	\$14,300.16	\$612.48	\$5,545.68	\$144,947.01
Task #1 - Data Collection & Preliminary Design														
Task Hours Summary	18	163	19	178	106	16	30	2	30	50	111		N/A	723
Task Fee Summary	\$4,982.22	\$22,715.98	\$4,103.76	\$23,638.40	\$21,200.00	\$2,470.40	\$4,934.40	\$292.16	\$3,456.00	\$6,376.00	\$13,923.84		\$34,118.78	\$142,211.94
Task #2 - Final Design & Bid Documents														
Task Hours Summary		184	13	232	6	20	30	16	24	140		22	N/A	687
Task Fee Summary		\$25,642.58	\$2,807.83	\$30,809.60	\$1,200.00	\$3,088.00	\$4,934.40	\$2,337.28	\$2,764.80	\$17,852.80		\$2,245.76		\$93,683.05
Task #3 - Construction Services														
Task Hours Summary		202		676			10	4		34	114	6	N/A	1,046
Task Fee Summary		\$28,151.09		\$89,772.80			\$1,644.80	\$584.32		\$4,335.68	\$14,300.16	\$612.48	\$5,545.68	\$144,947.01
Project Summary														
Project Hours Summary	18	549	32	1,086	112	36	70	22	54	224	225	28	N/A	2,456
Project Fee Summary	\$4,982.22	\$76,509.65	\$6,911.59	\$144,220.80	\$22,400.00	\$5,558.40	\$11,513.60	\$3,213.76	\$6,220.80	\$28,564.48	\$28,224.00	\$2,858.24	\$39,664.47	\$380,842.00

NOTES

- 1.) It is assumed that utility construction/ reconstruction projects are exempt from LRRWMO stormwater permitting requirements. Therefore no hours are assumed to prepare watershed permit application.
- 2.) It is assumed that a MnDNR water works permit is not required at the time of this proposal.
- 3.) It is assumed that additional easement acquisitions are not anticipated or have not yet been identified at the time of this proposal. Therefore no hours are assumed for easement document preparation.
- 4.) Construction services assumes SEH will provide 1 civil RPR for 50 hours per week for 12 weeks.
- 5.) Required permitting fees will be the responsibility of the City of Ramsey

Exhibit A-1
to Supplemental Letter Agreement
Between City of Ramsey (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated March 2, 2021

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 and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

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.

document6

Exhibit B
to Supplemental Letter Agreement
Between City of Ramsey (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated March 2, 2021

A Listing of the Duties, Responsibilities and
Limitations of Authority of the Resident Project Representative

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

A. General

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
 - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples*:
 - (a) Record date of receipt of shop drawings and samples.
 - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
 - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
 - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
 - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
8. Records:
 - (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
 - (b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
 - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
9. Reports:
 - (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
 - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
 - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
 - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
12. Completion:
 - (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
 - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
 - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

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