CONSULTANT SERVICE CONTRACT

This Contract (the "Contract") is made this 17 day of June, 2025, by and between the CITY OF NORTHFIELD, a Minnesota municipal corporation, 801 Washington Street, Northfield, MN 55057 ("CITY"), and SHORT-ELLIOTT-HENDRICKSON, INCORPORATED, a corporation under the laws of the State of Minnesota, 10650 Red Circle Drive, Minnetonka, MN 55343 ("CONSULTANT"); (collectively the "PARTIES").

WHEREAS, CITY requires certain professional services in conjunction with Northwest Water Tower Design Services (the "Project"); and

WHEREAS, CONSULTANT agrees to furnish the various professional services required by CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

SECTION I – CONSULTANT'S SERVICES AND RESPONSIBILITIES

A. **Scope of Services.** CONSULTANT agrees to perform various Project services as detailed in Exhibit 1, Scope of Services, attached hereto and incorporated herein by reference (the "services").

B. **Changes to Scope of Services/Additional Services.** Upon mutual agreement of the PARTIES hereto pursuant to Section VI, Paragraph K of this Contract, a change to the scope of services detailed in Exhibit 1, attached hereto, may be authorized. In the event that such a change to the scope of services detailed in Exhibit 1 requires additional services by CONSULTANT, CONSULTANT shall be entitled to additional compensation consistent with Section III of this Contract. CONSULTANT shall give notice to CITY of any additional services prior to furnishing such additional services. CITY may request an estimate of additional cost from CONSULTANT, and upon receipt of the request, CONSULTANT shall furnish such cost estimate for such additional services prior to CITY's authorization of the changed scope of services.

C. **Changed Conditions.** If CONSULTANT determines that any services it has been directed or requested to perform by CITY are beyond the scope of services detailed in Exhibit 1, or that, due to changed conditions or changes in the method or manner of administration of the Project, CONSULTANT's effort required to perform its services under this Contract exceeds the estimate that formed the basis for CONSULTANT's compensation, CONSULTANT shall promptly notify CITY of that fact. Upon mutual agreement of the PARTIES hereto pursuant to Section VI, Paragraph K of this Contract, additional compensation for such services, and/or an extension of time for completion thereof, may be authorized. In the absence of such a mutual agreement, amounts of compensation and time for completion shall be equitably adjusted, provided that CONSULTANT first provides notice to CITY as required by this Paragraph and CITY has not terminated this Contract pursuant to Section IV, Paragraph B.

D. **Standard of Care.** Services provided by CONSULTANT or its subcontractors under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of CONSULTANT's profession or industry. CONSULTANT shall be liable to the fullest extent permitted under applicable law, without limitation, for any injuries, loss, or damages proximately caused by CONSULTANT's breach of this standard of care. CONSULTANT shall put forth reasonable efforts to complete its duties in a timely manner. CONSULTANT shall not be responsible for delays caused by factors beyond its control or that could not be reasonably foreseen at the time of execution of this Contract. CONSULTANT shall be responsible for costs, delays or damages arising from unreasonable delays in the performance of its duties or services.

E. **Insurance.** CONSULTANT shall not commence work under this Contract until CONSULTANT has obtained all insurance required herein and such insurance amounts specified herein have been verified by CITY, nor shall CONSULTANT allow any subcontractor to commence work on a subcontract until such subcontractor has obtained like insurance covering as to worker's compensation, liability, and automobile insurance. All such insurance coverage shall be maintained at all times while this Contract is in effect.

1. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, the following insurance policies, subject to the requirements in this Paragraph E and including the minimum coverages and limits of liability specified below, or as specified in the applicable insurance certificate(s), or as otherwise required by law, whichever is greater (coverages under umbrella or excess policies may be combined with primary policies to meet the below stated insurance coverage requirements):

Worker's Compensation	Statutory Limits
Employer's Liability	$500,000 bodily injury by accident $500,000 bodily injury by disease aggregate $500,000 bodily injury by disease per employee
Commercial General Liability	$2,000,000 property damage and bodily injury per occurrence $4,000,000 annual aggregate $2,000,000 annual aggregate Products – Completed Operations
Automobile Liability	$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage (shall include

coverage for all owned, hired and non-owned vehicles

2. Except as provided below, CONSULTANT's Workers' Compensation insurance must provide coverage for all its employees. If Minnesota Statutes, section 176.041 exempts CONSULTANT from Workers' Compensation insurance, or if CONSULTANT has no employees in the City, CONSULTANT must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes CONSULTANT from the Minnesota Workers' Compensation requirements. If at any time while this Contract is in effect CONSULTANT ceases to be exempt from the requirement to maintain Workers' Compensation coverage, CONSULTANT must comply with the Workers' Compensation insurance requirements herein and provide CITY with a certificate of insurance documenting such coverage.

3. CONSULTANT's Commercial General Liability ("CGL") and business automobile liability insurance coverages shall insure CONSULTANT against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by CONSULTANT or by any subcontractor or by anyone employed by any of them or by anyone for whose acts any of them may be liable (including automobile use). The following coverages shall, at a minimum, be included in the CGL insurance: Premises and Operations Bodily Injury and Property Damage, Personal and Advertising Injury, Blanket Contractual Liability, and Products and Ongoing and Completed Operations Liability. The required automobile liability coverage must include coverage for "any auto," which extends coverage to owned autos, non-owned autos, and hired autos. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Paragraph, or as otherwise required by law. CITY shall have additional insured status and be listed by name on an endorsement attached to such policy(ies) (for purposes of clarity, CITY shall not be an additional insured on CONSULTANT's professional liability policy if such insurance is required in this Contract) for the services provided under this Contract and shall provide that CONSULTANT's coverage shall be primary and noncontributory in the event of a loss.

4. Professional/Technical (Errors and Omissions) Liability Insurance. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, Professional/Technical (Errors and Omissions) Liability Insurance. The required policy will provide coverage for all claims CONSULTANT may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to CONSULTANT's professional services required under the Contract. CONSULTANT is required to carry the following minimum limits: $2,000,000 – per claim; $4,000,000 – annual aggregate; or as specified in the applicable insurance certificate(s), or as otherwise required by law, whichever is greater. Any deductible will be the sole responsibility of CONSULTANT and may not exceed $75,000 without the written approval of CITY. If

CONSULTANT desires authority from CITY to have a deductible in a higher amount, CONSULTANT shall so request in writing, specifying the amount of the desired deductible and providing financial documentation by submitting the most current audited financial statements so that CITY can ascertain the ability of CONSULTANT to cover the deductible from its own resources. The retroactive or prior acts date of such coverage shall not be after the effective date of this Contract and CONSULTANT shall maintain such insurance for a period of at least three (3) years, following completion of the services/work. If such insurance is discontinued, extended reporting period coverage must be obtained by CONSULTANT to fulfill this requirement.

5. Technology Errors and Omissions Insurance. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, Technology Errors and Omissions Insurance. The required policy will provide coverage for all claims CONSULTANT may become legally obligated to pay, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, cloud computing, extortion and network security. CONSULTANT is required to carry the following minimum limits: $1,000,000 – per occurrence; $2,000,000 – annual aggregate; or as specified in the applicable insurance certificate(s), or as otherwise required by law, whichever is greater.

6. True, accurate and current certificates of insurance, showing evidence of the required insurance coverages, are hereby provided to CITY by CONSULTANT and are attached hereto and incorporated herein by reference as Exhibit 2.

7. Any insurance limits in excess of the minimum limits specified herein above shall be available to CITY in the event of claims.

8. CONSULTANT's insurance policies and certificate(s) shall not be cancelled without at least Thirty (30) days' advance written notice to CITY, or Ten (10) days' prior written notice to CITY for nonpayment of premium.

9. CONSULTANT's policies shall be primary insurance and noncontributory to any other valid and collectible insurance available to CITY with respect to any claim arising out of CONSULTANT's performance under this Contract.

10. CONSULTANT is responsible for payment of Contract related insurance premiums and deductibles. If CONSULTANT is self-insured, a Certificate of Self-Insurance must be attached in Exhibit 2. Any program of self-insurance shall be subject to CITY's approval, which shall not be unreasonably withheld, conditioned or delayed.

11. CONSULTANT shall ensure that all subcontractors comply with the insurance provisions contained in this Contract and such insurance is maintained as

specified.

12. CONSULTANT's policies shall include legal defense fees in addition to its liability policy limits, with the exception of the professional liability insurance and technology errors and omissions insurance, if applicable.

13. All policies listed above, except professional liability insurance (or other coverage not reasonably available on an occurrence basis), shall be written on a per "occurrence" basis ("claims made" and "modified occurrence" forms are not acceptable) and shall apply on a "per project" basis.

14. CONSULTANT shall obtain insurance policies from insurance companies having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota, or as approved by CITY.

15. CITY reserves the right to immediately terminate this Contract if CONSULTANT is not in compliance with the insurance requirements contained herein and retains all rights to pursue any legal remedies against CONSULTANT.

SECTION II – CITY'S RESPONSIBILITIES

A. CITY shall promptly compensate CONSULTANT as services are performed to the satisfaction of the CITY's Public Works Director/City Engineer, in accordance with Section III of this Contract.

B. CITY shall provide access to any and all previously acquired information relevant to the scope of services detailed in Exhibit 1 in its custody to CONSULTANT for its use, at CONSULTANT's request.

C. CITY will, to the fullest extent possible, grant access to and make all provisions for entry upon both public and private property as necessary for CONSULTANT's performance of the services detailed in Exhibit 1.

D. David Bennett, CITY's Public Works Director/City Engineer, shall serve as the liaison person to act as CITY's representative with respect to services to be rendered under this Contract. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define CITY's policies with respect to the Project and CONSULTANT's services. Such person shall be the primary contact person between CITY and CONSULTANT with respect to the services performed by CONSULTANT under this Contract. CITY reserves the right to substitute the authorized contact person at any time and shall notify CONSULTANT thereof.

SECTION III – CONSIDERATION

A. **Fees.** CITY will compensate CONSULTANT as detailed in Exhibit 3, Compensation,

which is attached hereto and incorporated herein by reference, for CONSULTANT's performance of services under this Contract.

B. **Suspension for Nonpayment**. Except for a good faith dispute, if CITY fails to make any payment due CONSULTANT for services performed to the satisfaction of the CITY's Public Works Director/City Engineer and expenses within Thirty (30) days after the date of CONSULTANT's invoice, CONSULTANT may, after giving Seven (7) days written notice to CITY, and without waiving any claim or right against CITY and without incurring liability to CITY, suspend services and withhold Project deliverables due under this Contract until CONSULTANT has been paid in full all amounts due for services rendered to the date of suspension along with applicable expenses and charges related to the services rendered by CONSULTANT to CITY to the date of suspension.

SECTION IV – TERM AND TERMINATION

A. **Term.** This Contract shall be in effect until such time as the Project is completed, Decemeber 31, 2028, or as otherwise provided in this Contract, whichever occurs first.

B. **Termination.** This Contract may be terminated by either PARTY for any reason or for convenience by either PARTY upon Seven (7) days written notice. In the event of termination, CITY shall be obligated to CONSULTANT for payment of amounts due and owing, including payment for services performed or furnished to the date and time of termination to the satisfaction of the CITY's Public Works Director/City Engineer, computed in accordance with Section III of this Contract. Termination shall not act to discharge any liability incurred by either PARTY during the term of this Contract. Such liability shall continue until discharged by law, this Contract, adjudication, or another subsequent agreement between the PARTIES discharging, settling, waiving, and/or releasing such liability.

C. **Default.** If CONSULTANT fails to satisfy any of the provisions of this Contract, or so fails to perform and/or administer the services detailed in Exhibit 1 pursuant to the requirements of Section I of this Contract, in such a manner as to endanger the performance of this Contract or the services provided hereunder, this shall constitute default. Unless CONSULTANT's default is excused by CITY, CITY may, upon written notice, immediately cancel this Contract or exercise any other rights or remedies available to CITY under this Contract or law. In the event of CONSULTANT's default, CONSULTANT shall be liable to CITY for any and all costs, disbursements, attorneys and consultant fees reasonably incurred by CITY in enforcing this Contract.

D. **Suspension of Services / Work.** If any services/work performed by CONSULTANT are abandoned or suspended in whole or in part by CITY, CONSULTANT shall be paid for any services/work performed to the satisfaction of the CITY's Public Works Director/City Engineer prior to CONSULTANT's receipt of written notice from CITY of such abandonment or suspension, but in no event shall the total of CITY's payments to CONSULTANT under this Contract be required to exceed a percentage of the total contract price (calculated by either the Contract price or the maximum price set forth in

Exhibit 3, attached hereto) equivalent to the percentage of the scope of services in Exhibit 1 completed by CONSULTANT to the satisfaction of the CITY's Public Works Director/City Engineer, as determined by CITY.

SECTION V – INDEMNIFICATION

A. CONSULTANT shall indemnify, protect, save, and hold harmless CITY, and its respective officials, directors, employees, and agents, from and against any claims, liability, damages, costs, judgments, or expenses, including reasonable attorney's fees, to the extent attributable to or caused by the negligent or otherwise wrongful acts or omissions, including breach of a specific contractual duty, of CONSULTANT or CONSULTANT's subcontractors, agents, employees, members, vendors, or delegates with respect to this Contract, the Project, or the services. CONSULTANT shall defend CITY against the foregoing, or litigation in connection with the foregoing, at CONSULTANT's expense, with counsel reasonably acceptable to CITY, except that for professional liability claims, CONSULTANT shall have no upfront duty to defend CITY, but shall reimburse defense costs to CITY to the same extent of CONSUTANT's indemnity obligation herein. CITY, at its expense, shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld, conditioned, or delayed. The indemnification provisions of this Section shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of CITY. All indemnification obligations shall survive termination, expiration or cancellation of this Contract. CONSULTANT agrees, that in order to protect itself and CITY under the indemnity provisions set forth above, CONSULTANT will at all times during the term of this Contract keep in force policies of insurances required in Section I of this Contract. Nothing in this Contract shall be construed to waive any immunities, defenses, or limitations to which CITY is entitled under Minn. Stat. Chapter 466 or otherwise.

B. CITY shall indemnify protect, save, and hold harmless CONSULTANT, and its respective officers, directors, employees, members, and agents, from and against any claims, liability, damages, costs, judgments, or expenses, including reasonable attorney's fees, to the extent attributable to or caused by the negligent or otherwise wrongful acts or omissions of CITY or its agents, employees, contractors or subcontractors with respect to CITY's performance of its obligations under this Contract. CITY shall defend CONSULTANT against the foregoing, or litigation in connection with the foregoing, at CITY's expense. CONSULTANT, at its expense, shall have the right to participate in the defense of any Claims or litigation. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of CONSULTANT. All indemnification obligations shall survive termination, expiration or cancellation of this Contract.

C. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against CITY or CONSULTANT. CONSULTANT's services under this Contract are being performed solely for CITY's benefit, and no other entity shall have any claim against CONSULTANT because of this Contract or the

performance or nonperformance of services by CONSULTANT provided hereunder.

SECTION VI – GENERAL TERMS

A. **Voluntary and Knowing Action.** The PARTIES, by executing this Contract, state that they have carefully read this Contract and understand fully the contents hereof; that in executing this Contract they voluntarily accept all terms described in this Contract without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound hereby.

B. **Authorized Signatories.** The PARTIES each represent and warrant to the other that; (1) the persons signing this Contract are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Contract against it. Each PARTY indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.

C. **Notices**. All notices and other communications required or permitted under this Contract shall be in writing, and hand delivered or sent by registered or certified mail, postage prepaid, or by overnight delivery service and shall be effective upon receipt at the following addresses or as either PARTY shall have notified the other PARTY. The PARTIES' representatives for notification for all purposes are:

CITY:
David Bennett, P.E., Public Works Director/City Engineer
City of Northfield
801 Washington Street
Northfield, MN 55057
Phone: 507-645-3006
Email: David.Bennett@northfieldmn.gov

CONSULTANT:
Chad Westbrook, _____
Short-Elliott-Hendrickson, Incorporated
10650 Red Circle Drive
Minnetonka, MN 55343
Phone: _____
Email: _____

D. **Dispute Resolution**. CITY and CONSULTANT agree to negotiate all disputes between them in good faith for a period of Thirty (30) days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law.

E. **Electronic/Digital Data**. Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CITY are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data, which is specifically

identified as a Project deliverable by this Contract, or except as otherwise explicitly provided in this Contract, all electronic/digital data developed by CONSULTANT as part of the Project is acknowledged to be an internal working document for CONSULTANT's purposes solely and any such information provided to CITY shall be on an "as is" basis strictly for the convenience of CITY without any warranties of any kind. In the event of any conflict between a hard copy document and the electronic/digital data, the hard copy document governs. The electronic/digital data shall be prepared in the current software in use by CONSULTANT and is not warranted to be compatible with other systems or software.

F. **Opinions or Estimates of Construction Cost**. Where provided by CONSULTANT as part of Exhibit 1 or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of CITY and CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. CITY acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

G. **Independent Contractor Status.** CONSULTANT, at all times and for all purposes hereunder, shall be an independent contractor and is not an employee of CITY for any purpose. No statement contained in this Contract shall be construed so as to find CONSULTANT to be an employee of CITY, and CONSULTANT shall not be entitled to any of the rights, privileges, or benefits of employees of CITY, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims. CONSULTANT acknowledges that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due CONSULTANT under this Contract, and that it is CONSULTANT's sole obligation to comply with the applicable provisions of all Federal and State tax laws. CONSULTANT shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein. CONSULTANT is responsible for hiring sufficient workers to perform the services/work required by this Contract, withholding their taxes, and paying all other employment tax obligations on their behalf.

H. **Acceptance of Deliverables.** Each deliverable shall be subject to a verification of acceptability by CITY to ensure such deliverable satisfies stated requirements. The acceptability of any deliverable will be based on CITY's satisfaction or non-satisfaction with the deliverable based on requirements of this Contract. If any deliverable is not acceptable, CITY will notify CONSULTANT specifying reasons in reasonable detail, and CONSULTANT will, at no additional cost, conform the deliverable to stated requirements of this Contract.

I. **Subcontracting.** CONSULTANT shall not enter into any subcontract for performance of any services contemplated under this Contract without the prior written approval of

CITY. CONSULTANT shall be responsible for the performance of all subcontractors. As required by Minn. Stat. § 471.425, CONSULTANT must pay all subcontractors, less any retainage, within Ten (10) calendar days of CONSULTANT's receipt of payment from CITY for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

J. **Assignment.** This Contract may not be assigned by either PARTY without the written consent of the other PARTY.

K. **Modifications/Amendment.** Any alterations, variations, modifications, amendments or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing, and signed by authorized representative of CITY and CONSULTANT.

L. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, CONSULTANT agrees that CITY, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of CONSULTANT and involve transactions relating to this Contract. CONSULTANT agrees to maintain these records for a period of six years from the date of termination of this Contract.

M. **Force Majeure**. The PARTIES shall each be excused from performance under this Contract while and to the extent that either of them are unable to perform, for any cause beyond its reasonable control. Such causes shall include, but not be restricted to fire, storm, flood, earthquake, explosion, war, total or partial failure of transportation or delivery facilities, pandemic, raw materials or supplies, interruption of utilities or power, and any act of government or military authority. In the event either PARTY is rendered unable wholly or in part by force majeure to carry out its obligations under this Contract then the PARTY affected by force majeure shall give written notice with explanation to the other PARTY immediately.

N. **Compliance with Laws.** CONSULTANT shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which CONSULTANT is responsible.

O. **Covenant Against Contingent Fee.** CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Contract.

P. **Covenant Against Vendor Interest.** CONSULTANT warrants that it is not employed by any vendor of equipment or service provider that could result in a commission, percentage, brokerage, or contingent fee as a result of CONSULTANT's association with CITY.

Q. **Non-Discrimination.** The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Contract as if fully set forth herein.

R. **Interest by City Officials.** No elected official, officer, or employee of CITY shall during their tenure or employment and for one year thereafter, have any interest, direct or indirect, in this Contract or the proceeds thereof.

S. **Work Product.** All materials such as reports, exhibits, models, graphics, computer files, maps, charts, and supporting documentation produced under services/work authorized by this Contract ("Materials") shall become the property of CITY upon completion of the services/work. CITY may use the information for the Project for which they were prepared. Such use by CITY shall not relieve any liability on the part of CONSULTANT. Notwithstanding any of the foregoing to the contrary; (a) CONSULTANT may reuse standard details of its Materials in the normal course of its business, and (b) CITY understands that the Materials have been prepared for a specific project and are not intended to be reused for other purposes. If CITY reuses the Materials for any other purpose, CITY waives any claims against CONSULTANT arising from such reuse and agrees to defend and indemnify CONSULTANT from any claims arising from such reuse.

T. **Governing Law**. This Contract shall be deemed to have been made and accepted in Rice County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Contract without regard to its choice of law or conflict of laws principles.

U. **Data Practices.** The PARTIES acknowledge that this Contract is subject to the requirements of Minnesota's Government Data Practices Act ("Act"), Minnesota Statutes, Section 13.01 *et seq.* CONSULTANT agrees to abide by the applicable provisions of the Act, HIPAA requirements, and all other applicable state or federal rules, regulations or orders pertaining to data privacy or confidentiality. CONSULTANT understands that all of the data created, collected, received, stored, used, maintained or disseminated by CONSULTANT in performing those services, work, and functions that the CITY would perform is subject to the requirements of the Act, and CONSULTANT must comply with those requirements as if it were a government entity. This does not create a duty on the part of CONSULTANT to provide the public with access to public data if the public data is otherwise available from CITY, except as required by the terms of this Contract.

V. **Cybersecurity Incident Reporting.** CONSULTANT acknowledges that CONSULTANT by virtue of this Contract is subject to the requirements of Minn. Stat. § 16E.36 for reporting cybersecurity incidents impacting CITY.

W. **No Waiver.** Any PARTY's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Contract or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that PARTY's right to assert or rely upon the terms and conditions of this Contract. Any express waiver of a term of this Contract shall not be binding and effective unless made in writing and properly executed by the waiving PARTY.

X. **Data Disclosure**. Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, CONSULTANT consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to CITY, to federal and state agencies and state personnel involved in the payment of CITY obligations. These identification numbers may be used in the enforcement of federal and state laws, which could result in action requiring CONSULTANT to file state tax returns, pay delinquent state tax liabilities, if any, or pay other CITY liabilities.

Y. **Patented Devices, Materials and Processes**. If this Contract requires, or CONSULTANT desires, the use of any design, device, material or process covered by letters, patent or copyright, trademark or trade name, CONSULTANT shall provide for such use by suitable legal agreement with the patentee or owner. If no such agreement is made as noted, CONSULTANT shall indemnify and hold harmless CITY from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the Contract by CONSULTANT, and shall indemnify and defend CITY for any costs, liability, expenses and attorney's fees that result from any such infringement.

Z. **Mechanic's Liens.** CONSULTANT hereby covenants and agrees that CONSULTANT will not permit or allow any mechanic's or materialman's liens to be placed on CITY's interest in CITY property that is the subject of the Project during the term hereof. Notwithstanding the previous sentence, however, in the event any such lien shall be so placed on CITY's interest, CONSULTANT shall take all steps necessary to see that it is removed within Thirty (30) days of its being filed; provided, however, that CONSULTANT may contest any such lien provided CONSULTANT first posts a surety bond, in favor of and insuring CITY, in an amount equal to 125% of the amount of any such lien.

AA. **Construction and Services Observation.** CONSULTANT shall visit the Project at appropriate intervals during the Project to become familiar with the progress and quality of the construction/services/work being performed for CITY under this Contract and to determine if the construction/services/work are proceeding in general accordance with the Project plans and specifications, and shall be responsible for notifying CITY of any errors or omissions in such construction/services/work or any deviations in the construction/services/work from the Project plans and specifications developed by CONSULTANT.

BB. **Severability.** The invalidity or unenforceability of any provision of this Contract shall

not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Contract to the extent of its invalidity or unenforceability, and this Contract shall be construed and enforced as if the Contract did not contain that particular provision to the extent of its invalidity or unenforceability.

CC. **Entire Contract.** These terms and conditions constitute the entire agreement between the PARTIES regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Contract.

DD. **Headings and Captions.** Headings and captions contained in this Contract are for convenience only and are not intended to alter any of the provisions of this Contract and shall not be used for the interpretation of the validity of the Contract or any provision hereof.

EE. **Survivability**. All covenants, indemnities, guarantees, releases, liability, representations and warranties by any PARTY or PARTIES, and any undischarged obligations of CITY and CONSULTANT arising prior to the expiration of this Contract (whether by completion or earlier termination), shall survive such expiration.

FF. **Execution**. This Contract may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any PARTY to the counterpart shall be deemed a signature to the Contract, and may be appended to, any other counterpart. Facsimile and email transmissions of executed signature pages shall be deemed as originals and sufficient to bind the executing PARTY.

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SECTION VII –SIGNATURES

IN WITNESS WHEREOF, the PARTIES have hereunto executed this document the day and year first above written.

CONSULTANT:

SHORT-ELLIOTT-HENDRICKSON, INCORPORATED

By: _____ Date: _____
(Signature)
Title: _____
Print Name: _____

CITY OF NORTHFIELD:

By: _____ Date: _____
Erica Zweifel, Its Mayor

By: _____ Date: _____
Lynette Peterson, Its City Clerk

EXHIBIT 1

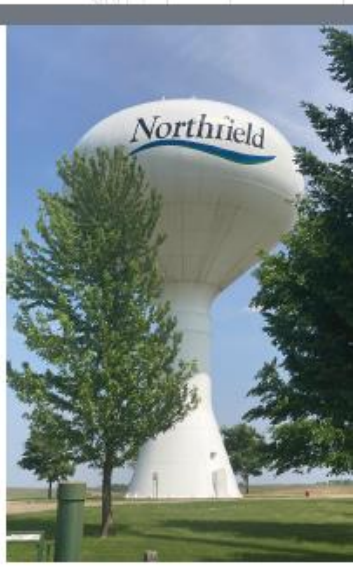
SCOPE OF SERVICES

Subject to the terms of this Contract, CONSULTANT shall perform the following services/work:

PROPOSAL FOR PROFESSIONAL SERVICES

Northwest Water Tower Design

NORTHFIELD, MINNESOTA | JUNE 4, 2025



SEH

Building a Better World for All of Us®

Engineers | Architects | Planners | Scientists

June 4, 2025

City of Northfield
Justin Wagner, Utilities Manager
1101 College Street
Northfield, Minnesota 55057

Building a Better World for All of Us®

RE: Northwest Water Tower Design

Dear Mr. Wagner and Members of the Selection Committee:

The City of Northfield is moving forward with an important project with the new elevated water tower that is planned for the northwest corner of the City. The new water storage facility will be critical for providing adequate storage and operational flexibility, intended to work in concert with your other storage tanks. The execution of this project is a sizeable investment, and the City needs a trusted partner to make it a success.

Short Elliott Hendrickson Inc. (SEH®) will help you navigate the many important steps to deliver this new water tower. We understand why the City is initiating this project and its importance to your community. We selected our team members and developed our approach based on our understanding of the City's needs and our conversations with you about this project. The following key aspects of our approach will position Northfield to fulfill your goal's for this facility.

STRATEGIC PHASING WILL HELP LEAD TO PROJECT SUCCESS.
Our approach focuses on refining the design and construction processes, drawing on our expertise to address specific project elements. For example, we will be intentional with how we divide the project into phases through design and construction. The City will benefit from this approach as it leads to a robust and flexible water storage solution that meets current and future needs.

SEH WILL SERVE AS A STRATEGIC ADVISOR TO OPTIMIZE THE PROJECT'S EXECUTION.
We do this by simplifying processes and being flexible with project options. For example, SEH can streamline workflows and consider Water Tower Management System (WTMS) capabilities for enhanced operational flexibility and storage. With this approach, our team will help you implement a new tower that meets the City's needs while maximizing investment value.

WE WILL PROVIDE CLEAR COMMUNICATION AND PROJECT MANAGEMENT THROUGHOUT THE PROCESS.
Our approach will be built on our previous experience with the City on a number of projects, as well as our track record on similar projects. Project Manager Chad Katzenberger brings a proven approach leading water storage projects. We understand the City's expectations for communication, and we will work as an extension of your team to make this project a success.

We look forward to working with you on the design and construction of this important facility. If you have any questions as you review this proposal, please don't hesitate to contact Chad at 218.855.1720 or ckatzenberger@sehinc.com. We're ready to get to work!

"We're committed to helping the City deliver a water storage solution that meets operational needs and supports future growth."

CHAD KATZENBERGER PE (MN)
PROJECT MANAGER

MILES JENSEN PE (MN)
PRINCIPAL

Engineers | Architects | Planners | Scientists
Short Elliott Hendrickson Inc., 10650 Red Circle Drive, Suite 500, Minnetonka, MN 55343-9229
952.912.2600 | 800.734.6757 | 888.908.8166 fax | **sehinc.com**
SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

CONTENTS

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

SEH is a registered trademark of Short Elliott Hendrickson Inc.

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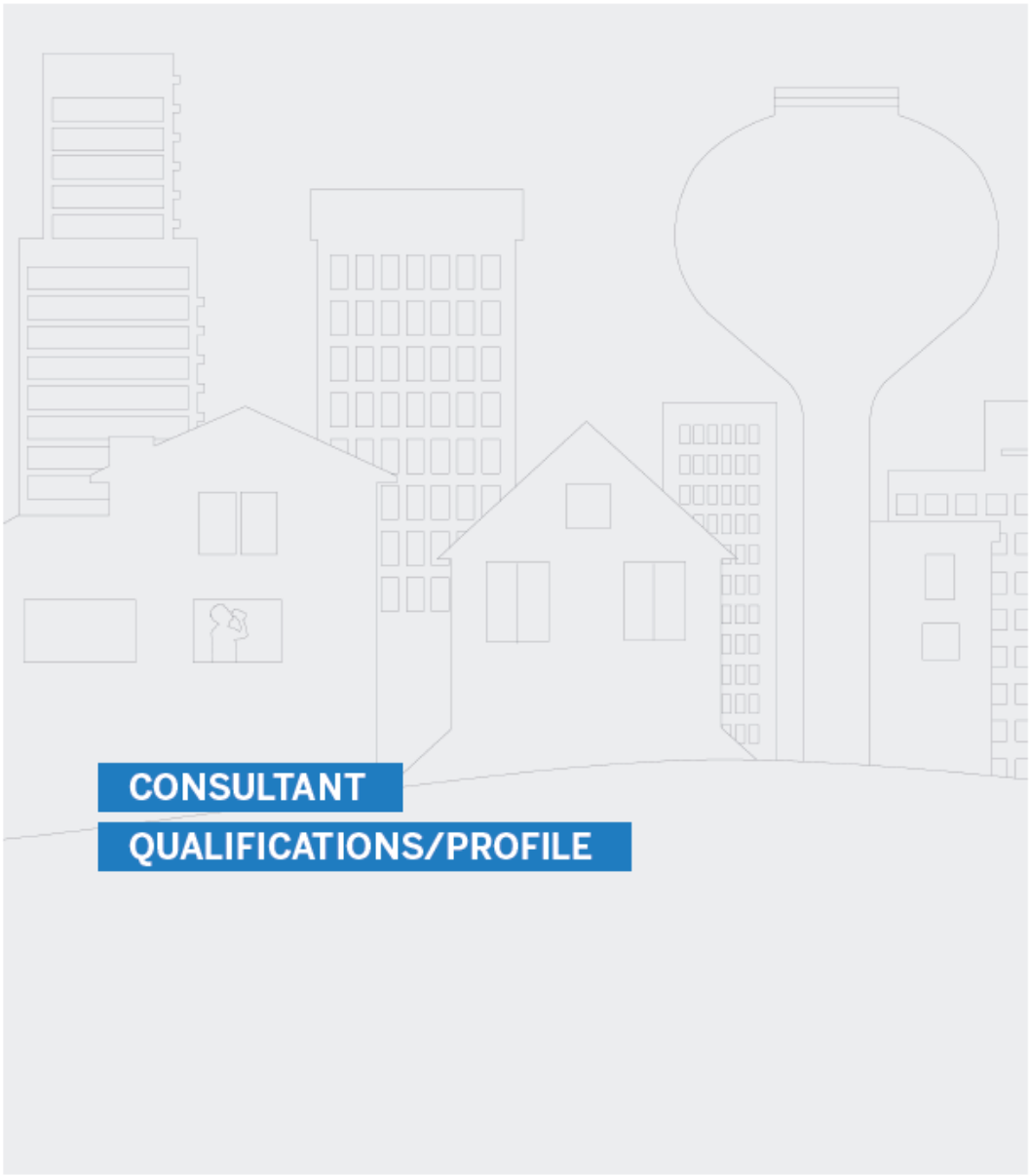

CONSULTANT
QUALIFICATIONS/PROFILE

Consultant Qualifications/Profile

At Short Elliott Hendrickson Inc. (SEH®), our 900+ dedicated employee-owners are united by a shared vision to create positive, lasting change. We are deeply committed to fostering an equitable environment and building safer, more sustainable infrastructure for governments, industries, and businesses across the nation. Our collective purpose and body of work is focused on Building a Better World for All of Us®.

"Building a better world" embodies our commitment to improving quality of life through safer roads, bridges, parks, and trails; renewable energy and sustainable design; and cleaner air, drinking water, rivers, and lakes. "For all of us" means we design customized solutions for our clients, including the residents and businesses in the communities we serve, employees in the companies we serve, and citizens of the world.

Our team members have extensive experience delivering water supply and storage improvements, including many styles of water towers. Our capabilities range from planning and design to preparing construction plans and specifications, to providing construction oversight. We are diligent in our efforts to design improvements that ensure the highest level of safety, constructability, longevity, and operational efficiencies. We will integrate our team with City staff, collaborate to identify and design the improvements, and obtain agency approvals to ensure project success.

WATER SYSTEM PLANNING AND WATER STORAGE SPECIALISTS

Our team of water system experts identified for this water tower project are especially experienced in all forms of water storage improvement projects in addition to telecom design and integration. Our integrated project team understands how to make the most of your investment and design functional and sustainable facilities that work for those who own, use, and maintain them.

From water storage system planning, system modeling, sizing, and siting all the way through design, construction, and startup, SEH water specialists are ready and able to help support your water storage facility needs. Over the past 10 years, we've designed more than 25 new water storage facilities and have helped facilitate the rehabilitation of more than 80 water tanks. Whether a facility is 30,000 gallons or 3,000,000, we are ready to help find a solution to serve your water system for generations to come.

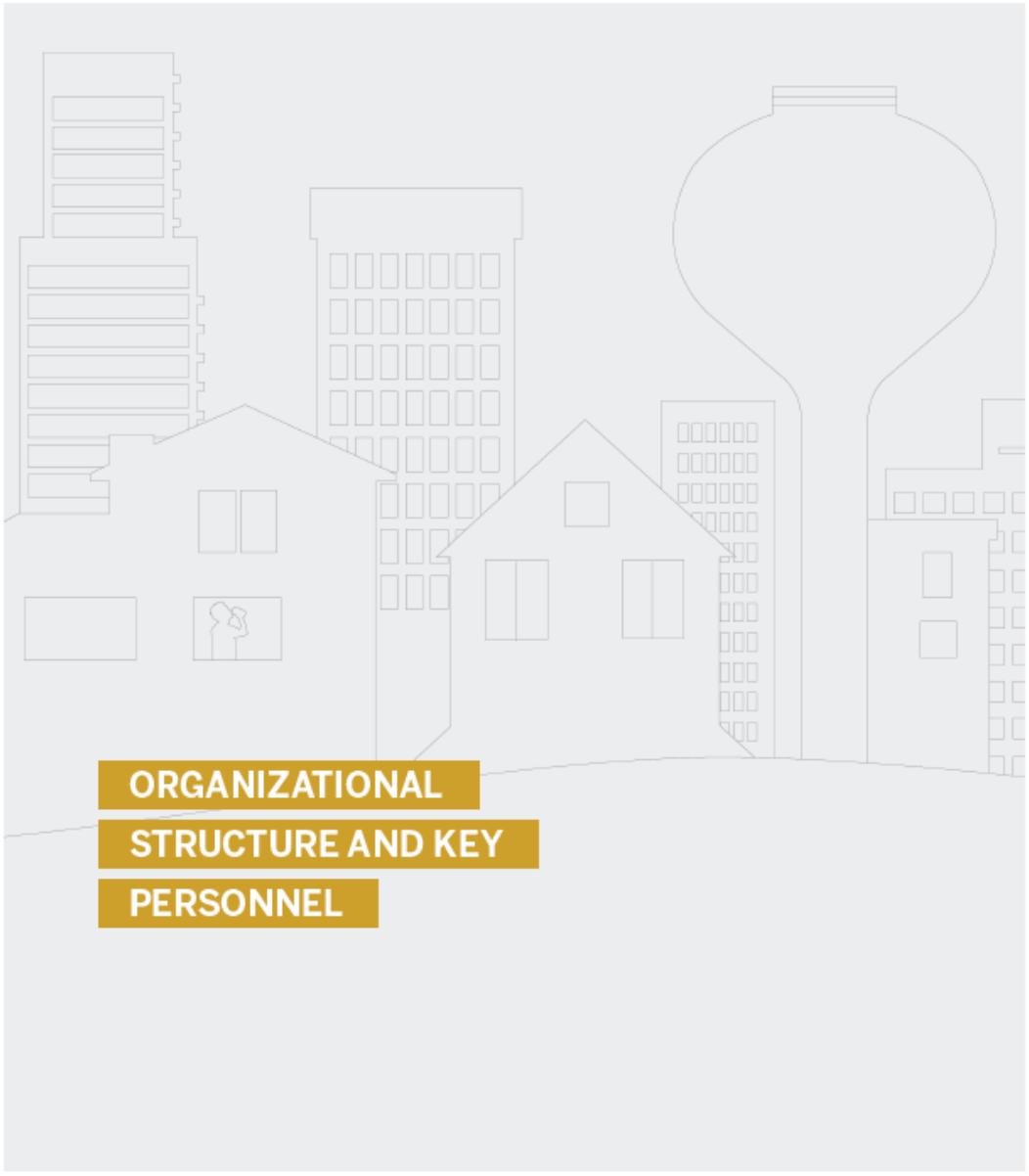
SHORT ELLIOTT HENDRICKSON INC.
founded in
1927

WE PARTNER WITH CLIENTS
in nearly every U.S. state and many Canadian provinces

EMPLOYING
900+
engineers, architects, planners, scientists, and talented professionals

WHO WORK TOGETHER TO SERVE
4 market areas: mobility, better places, clean water, and renewing infrastructure

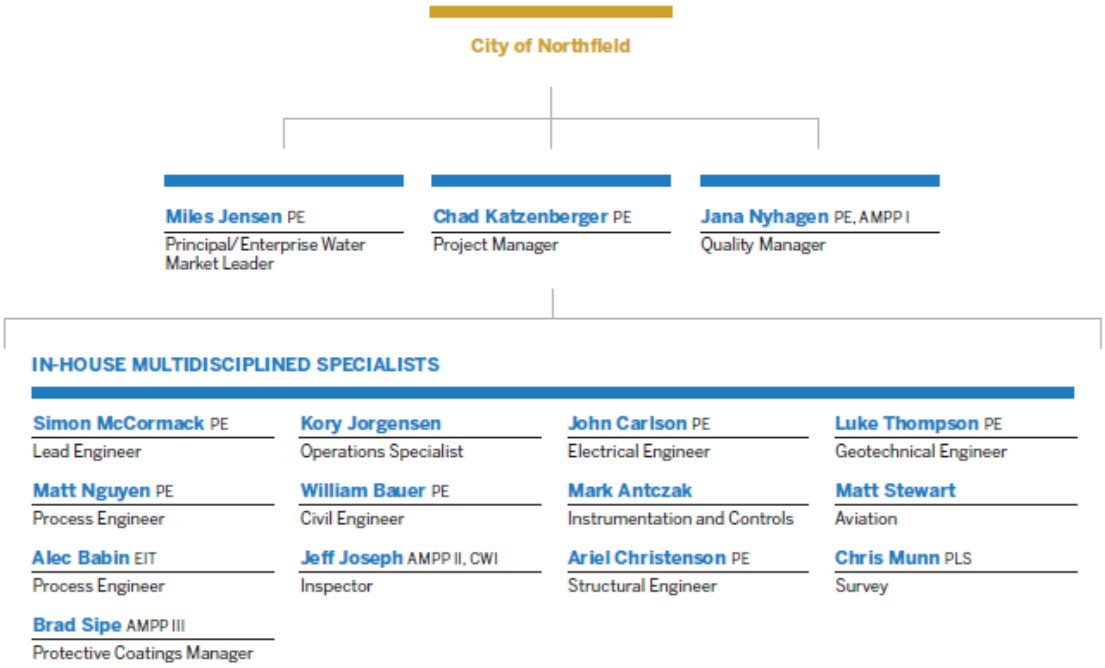
AN IMPRESSIVE 80%
of our clients are repeat customers


ORGANIZATIONAL
STRUCTURE AND KEY
PERSONNEL

Organizational Structure and Key Personnel

SEH has assembled a team with diverse experience to benefit the City of Northfield and this project. Our technical specialists offer proven solutions related to water storage facilities design, evaluation, planning, and reconditioning. All proposed services will be completed by SEH.

ORGANIZATIONAL CHART



CHAD KATZENBERGER PE

PROJECT MANAGER

Chad is a project manager, senior design engineer, and hydraulic modeling expert who leads SEH's water modeling and distribution system planning team. Chad has been working on water storage projects his entire career, leading the planning, design, and construction administration of these projects. He will oversee the project from start to finish and coordinate the right team members for the task at hand. Chad has led the planning, design, and construction administration of numerous new water storage facilities over the course of his career. In addition, his background in water system planning and modeling will support the project goals.

EXPERIENCE

- 2.0 MG Composite Elevated Water Storage Tank – Lakeville, MN
- 2.0 MG Concrete Water Storage Tank – Brainerd, MN
- 1.5 MG Steel Single Pedestal Sphere Water Tower – Superior, WI
- 1.5 MG Concrete Storage Tank – Madison, WI
- 1.0 MG Steel Hydropillar Water Tower – Inver Grove Heights, MN
- 1.0 MG Inwood Water Tower (CET) – Lake Elmo, MN
- 1.0 MG Composite Elevated Water Storage Tank #3 – Lake Elmo, MN
- 1.5 MG Steel Single Pedestal Sphere Water Tower – Lowell, IN
- 1.0 MG Composite Water Storage Tank – Coon Rapids, MN
- 2.0 MG Composite Water Storage Tank – Woodbury, MN
- 1.0 MG Composite Elevated Water Storage Tank – Little Falls, MN
- 750,000 Gallon Elevated Composite Water Storage Tank – Cambridge, MN
- 500,000 Gallon Elevated Composite Water Storage Tank – Minnetrista, MN
- 500,000 Gallon Elevated Composite Water Storage Tank – Brainerd, MN
- 500,000 Gallon Steel Single Pedestal Sphere Water Tower – River Falls, WI
- 400,000 Gallon Steel Single Pedestal Sphere Water Tower – Gaylord, MN
- 75,000 Gallon Steel Single Pedestal Sphere Water Tower – Hamburg, MN
- 75,000 Gallon Steel Single Pedestal Sphere Water Tower – Deerwood, MN
- Elevated Water Storage Tank – Cohasset, MN
- Northwest Water Storage Tank (Rice Lake Utilities) – Rice Lake, WI
- Gary Street Water Tower Rehab. (Elk River Municipal Utilities) – Elk River, MN
- Noerenberg Water Tower Rehab. (Three Rivers Park District) – Orono, MN
- 1.0 MG Tank Rehab – Richfield, MN
- 50,000 Gallon Water Tower – Vernon Center, MN
- Ground Storage Tank – Jackson, MN
- New 100,000 Gallon Tank and Tank Demolition - Ironton, MN
- New 100,000 Gal. Single Pedestal Water Tower - Rockville, MN
- New 100,000 Gal. Single Pedestal Water Tower - Cohassett, MN

Chad will serve as your project manager and primary point of contact. He will also be our team's lead water planning engineer.

21
YEARS OF EXPERIENCE

EDUCATION

Bachelor of Science
Civil Engineering
University of Minnesota-Minneapolis

REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MN, CO, SD, and WI

PROFESSIONAL ASSOCIATIONS

American Water Works Association

AVAILABILITY

50%

MILES JENSEN PE
PRINCIPAL/ENTERPRISE WATER MARKET LEADER

41
YEARS OF EXPERIENCE

Miles is a senior project manager with 41 years of engineering experience. Miles currently leads SEH's Drinking Water Group, leads the design and development of all forms of water facilities, and specializes in the design and construction of water treatment plants, specifically advanced water treatment facility process design, construction management, and plant start-up. Miles has worked on operations audits, pilot studies, backwash and solids collection improvements, hydraulic profiles, lime softening and lime sludge handling/conveyance, filter pressing, and site layouts for more than 80 water treatment design and construction projects.

EXPERIENCE

- 2.0 MG Composite Elevated Water Storage Tank – Lakeville, MN
- 1.0 MG Steel Hydropillar Water Tower – Inver Grove Heights, MN
- 750,000 Gallon Elevated Composite Water Storage Tank – Chanhassen, MN
- Lake View Dual Zone Reservoir (City of Madison Water Utility) – Madison, WI
- Logan Tower Reconditioning – Richfield, MN
- New Clearwell Tank (Guthrie Center Municipal Utilities) – Guthrie, IA
- Locke Park Water Treatment Plant Improvements – Fridley, MN
- 500,000 Gallon Elevated Composite Water Storage Tank – Minnetrista, MN

EDUCATION
Bachelor of Science
Civil Engineering
University of Minnesota-Twin Cities

REGISTRATIONS/CERTIFICATIONS
Professional Engineer in MN, AZ, CO, IA, IL, IN, KS, MD, MO, ND, NE, NM, OH, SD, TX, VA, and WI

AVAILABILITY
20%

JANA NYHAGEN PE, AMPP I
QUALITY MANAGER

23
YEARS OF EXPERIENCE

Jana is a project manager/engineer with extensive water tower related experience with SEH, including project management for water tower construction, evaluation, inspection, and reconditioning projects. Jana is also the Operations Manager for the Water Tank Maintenance Services program, overseeing the reconditioning, annual inspection, and maintenance of over 30 municipal water storage tanks. Her hands-on role with tank inspection contributes to a thorough understanding of field conditions for determination of project scope to meet DNR, OSHA, and American Water Works Association (AWWA) standards.

EXPERIENCE

- Water Tower – Winona, MN
- Damon Street Reservoir – Eau Claire, WI
- Oakwood Tank Rehabilitation – Eau Claire, WI
- Commerce Court Water Tower Reconditioning – Vadnais Heights, MN
- Industrial Park Water Tower Rehabilitation (Black River Falls Municipal Utilities) – Black River Falls, WI
- Sycamore Water Tower Rehabilitation (River Falls Municipal Utilities) – River Falls, WI

EDUCATION
Bachelor of Science, Environmental Engineering
University of Wisconsin-Platteville

REGISTRATIONS/CERTIFICATIONS
Professional Engineer in MN, IA, IN, ND, SD, and WI

Coating Inspector Level 1 Certified, Association for Materials Protection and Performance (AMPP) (formerly NACE International)

AVAILABILITY
20%

SIMON MCCORMACK PE
LEAD ENGINEER

12
YEARS OF EXPERIENCE

Simon is a professional engineer with in-depth knowledge of water system engineering from design to operation. He is well-informed about the Safe Drinking Water Act, Minnesota Plumbing Code, Minnesota Well Code, and procedures for enforcing these standards. Simon is proficient in AutoCAD Civil 3D, Microsoft Office Suite, ArcMap, and JIRA. Simon leads the bidding document development efforts and leads coordination with various agencies as required.

EXPERIENCE

- 1.0 MG Composite Water Storage Tank – Coon Rapids, MN
- 2.0 MG Composite Water Storage Tank – Woodbury, MN
- 1.0 MG Composite Elevated Water Storage Tank #3 – Lake Elmo, MN
- 750,000 Gallon Elevated Composite Water Storage Tank – Cambridge, MN
- 500,000 Gallon Elevated Composite Water Storage Tank – Minnetrista, MN
- New Water Tower No. 3 - Town of Sheboygan, WI
- 75,000 Gallon Steel Single Pedestal Sphere Water Tower – Hamburg, MN
- Ferndale Water Storage Tank Rehab - (Saint Paul Regional Water Services) – Maplewood, MN
- 75,000 Gallon Steel Single Pedestal Sphere Water Tower – Deerwood, MN

EDUCATION
Bachelor of Science
Civil Engineering
University of Minnesota-Duluth

REGISTRATIONS/CERTIFICATIONS
Professional Engineer in MN

AVAILABILITY
50%

MATT NGUYEN PE
PROCESS ENGINEER

11
YEARS OF EXPERIENCE

Matt is a professional engineer specializing in creating water treatment systems for various sectors including power, biofuels, manufacturing, semiconductor, and more. His expertise lies in designing capital systems that utilize equipment such as reverse osmosis (RO), ion exchange, media filtration, demineralization, and high purity systems. His proposals encompass the design and determination of system elements, including pump selection, membrane staging, resin calculations, process and piping flow diagrams, and more. Additionally, he provides estimates for material and labor costs

EXPERIENCE

- South Rivanna Water Treatment Plant Improvements (Rivanna Water & Sewer Authority) – Charlottesville, VA
- Well No. 2 Well and Well House – Village of Maiden Rock, WI
- Reverse Osmosis Softening and Ozonation Pilot Study – Olivia, MN
- Water Treatment Plant Expansion, Well No. 6 and No. 8 – Anoka, MN
- New Well No. 2 (Village of Yorkville Utility Commission) – Union Grove, WI

EDUCATION
Bachelor of Science
Chemistry
University of Minnesota-Twin Cities

REGISTRATIONS/CERTIFICATIONS
Professional Engineer in MN, FL, VA, and WI

PROFESSIONAL ASSOCIATIONS
America Water Works Association; American Membrane Technology Association

AVAILABILITY
60%

ALEC BABIN EIT
PROCESS ENGINEER

Alec is a graduate engineer specializing in municipal engineering and site development projects. With expertise in preliminary and final design, cost estimating, and construction observation, he has successfully contributed to various projects, such as street and trail construction/reconstruction, mass grading, storm sewer, sanitary sewer, retaining wall, and ADA curb ramp design. Alec also has experience with process engineering tasks on water projects.

5
YEARS OF EXPERIENCE

EXPERIENCE

- 1.0 MG Composite Water Storage Tank – Coon Rapids, MN
- 2.0 MG Composite Water Storage Tank – Woodbury, MN
- Grange Trunk Water Main Improvements – Cottage Grove, MN
- Zane Avenue North and Lindsay Street Reconstruction – Golden Valley, MN
- Station Improvements – Pine City, MN
- 2024 Sewer Lining – Vadnais Heights, MN
- Lake Road and Pioneer Drive Intersection Improvements – Woodbury, MN

EDUCATION
Bachelor of Civil Engineering
North Dakota State University

REGISTRATIONS/CERTIFICATIONS
Engineer-in-Training in MN

PROFESSIONAL ASSOCIATIONS
American Council of Engineering Companies - Minnesota Chapter

AVAILABILITY
60%

BRAD SIPE AMPP III
PROTECTIVE COATINGS MANAGER

Brad is a project manager and leader of SEH's coatings group. He brings vast industry experience that includes recommending coatings systems for specific project needs, training clients on specification and application procedures, observing and documenting construction to ensure adherence to specs, and overseeing routine quality inspections. A Certified Commercial Diver, Brad has also worked extensively on underwater construction projects including underwater pipelines, welding, nuclear coatings, and bridge inspections.

14
YEARS OF EXPERIENCE

EXPERIENCE

- Ridgedale 2-MG Water Tank Rehab – Minnetonka, MN
- Boone Tank Water Tower Maintenance Services (23-27) – Brooklyn Park, MN
- Water Tower Rehabilitation – Coon Rapids, MN
- Steve Michaud Water Tower Refurbishments – Lakeville, MN
- Centennial Tower 2.5-MG Legged – Richardson, TX*
- Waterloo Standpipe 1-MG (American Water) – Cahokia, IL*

**Prior to joining SEH*

EDUCATION
Aircraft Maintenance and Powerplant (Coursework), Tarrant County College-Lakeworth, TX

REGISTRATIONS/CERTIFICATIONS
AMPP CIP Level 3 (#67044); ANSI 45.2.6 Level 2 Nuclear Coatings Inspector; OSHA 30; HazMAT/HAZWOPER 40 Hour; Visual Examination Level II (VT1/VT3) Certified (Through UESI); CPR/AED/02 Provider/First Aid Certified; Commercial Diving Certification from Association of Commercial Diving Educators (ACDE); DMT (Diving Medical Technician)/EMT (Emergency Medical Technician Class) – Commercial Diving Academy, Jacksonville, FL

AVAILABILITY
40%

KORY JORGENSEN
OPERATIONS SPECIALIST

38
YEARS OF EXPERIENCE

Kory is an operations specialist with experience overseeing daily municipal water department and plant operations. During his career as a water treatment plant operator, Kory's duties included supervising daily operations of a municipal utility system, repairing water main breaks and service leaks, and inspecting plant renovations and filter media replacements. He has also supervised and inspected the painting and refurbishing of several water towers.

EXPERIENCE

- WTP Risk Management Plan Update – Coon Rapids, MN
- Water Tower Rehabilitation – Moose Lake, MN
- Commerce Court Water Tower Reconditioning – Vadnais Heights, MN
- Water Treatment Plant – Faribault, MN
- Well 6/8 WTP Expansion – Anoka, MN
- Wells No. 7 and No. 8 and Pump House – Becker, MN
- Well and Water Tower Construction – Osage, WI
- Water Treatment Plant and Tower Rehabilitation – Waldorf, MN
- 1.0 MG Composite Elevated Water Storage Tank #3 – Lake Elmo, Minnesota
- Ferndale Water Storage Tank Rehab - (Saint Paul Regional Water Services) – Maplewood, MN

EDUCATION
Associate
Marketing/Management
Anoka-Ramsey Community College - Coon Rapids, MN

REGISTRATIONS/CERTIFICATIONS
Water Operator, Class A, Minnesota Department of Health

AVAILABILITY
40%

WILLIAM BAUER PE, ENV SP
CIVIL ENGINEER

13
YEARS OF EXPERIENCE

William is a professional engineer who has worked as the project manager and lead designer on a variety of municipal engineering, recreational trail, and site design projects. His experience includes the design of existing roadway reconstructions and rehabilitations, recreational trails, site design and grading, stormwater collection systems, sanitary sewer systems, and water distribution systems. William's responsibilities include preliminary and final design, cost estimating, and preparing project plans and specifications. He is skilled in software programs including Microsoft Office, AutoCAD Civil 3D, and Autodesk Storm and Sanitary Analysis.

EXPERIENCE

- 2025 Reclamation and Overlay – Northfield, MN
- TH 246 East Side Trail – Northfield, MN
- 2023 Reclamation and Overlay – Northfield, MN
- 2022 NW Area Mill and Overlay – Northfield, MN
- TH 246 and Jefferson Parkway – Northfield, MN
- Spring Creek Road Reconstruction – Northfield, MN

EDUCATION
Bachelor of Science
Civil Engineering
Bradley University-Peoria, IL

REGISTRATIONS/CERTIFICATIONS
Professional Engineer in MN, IA, and SD

ENVISION Sustainability Professional (ENV SP), Institute for Sustainable Infrastructure

AVAILABILITY
30%

JEFF JOSEPH AMPP II, CWI
INSPECTOR

16
YEARS OF EXPERIENCE

Jeff is a field technician experienced in performing a variety of inspections on welds, coatings, hold points, transmission pipelines, and hydro tests while adhering to safety guidelines. He has also documented the inspections and testing progress. His primary focus is quality control review of work performed on both new and existing elevated water storage tanks.

EXPERIENCE

- 1.0 MG Composite Water Storage Tank – Coon Rapids, MN
- 2.0 MG Composite Water Storage Tank – Woodbury, MN
- Ferndale Water Tower Reconditioning (Saint Paul Regional Water Services) – Saint Paul, MN
- Lakeland Tank 2 Water Tower Maintenance Services – Lakeland, MN
- Damon Street Reservoir – Eau Claire, WI
- North and South Water Tower Evaluations – Shoreview, MN
- 400,000 Gallon Water Tower Reconditioning – Barnesville, MN
- Ridgedale 2MG Water Tank Rehabilitation – Minnetonka, MN
- Commerce Court Water Tower Reconditioning – Vadnais Heights, MN

EDUCATION
Bachelor of Science
Business Administration
Northwestern University - St. Paul, MN

REGISTRATIONS/CERTIFICATIONS
AMPP Coating Inspector Level 2, Association for Materials Protection and Performance

AWS Certified Welding Inspector

AVAILABILITY
20%

JOHN CARLSON PE
ELECTRICAL ENGINEER

34
YEARS OF EXPERIENCE

John is a senior professional engineer specializing in project management and electrical design with experience in water infrastructure, power distribution, lighting, short circuit, coordination, and arc flash evaluation for municipal water, wastewater, supervisory control and data acquisition (SCADA), public works, and industrial facilities. He is also proficient in AutoCAD 2018, Revit, MicroStation, SKM Power Tools, EasyPower, Visual, and SMS Builder RED.

EXPERIENCE

- 1.0 MG Composite Elevated Water Storage Tank #3 – Lake Elmo, Minnesota
- 750,000 Gallon Elevated Composite Water Storage Tank – Cambridge, MN
- 500,000 Gallon Elevated Composite Water Storage Tank – Minnetrista, MN
- 2.0 MG Concrete Water Storage Tank– Brainerd, MN
- 500,000 Gallon Steel Single Pedestal Sphere Water Tower – River Falls, WI
- 75,000 Gallon Steel Single Pedestal Sphere Water Tower – Deerwood, MN
- New Well, WTP and Water Tower Rehab – Onamia, MN
- Fond Du Lac Water Tower – Cloquet, MN
- Northwest Water Storage Tank (Rice Lake Utilities) – Rice Lake, WI
- New Clearwell Tank (Guthrie Center Municipal Utilities) – Guthrie, IA

EDUCATION
Bachelor of Science
Electrical Engineering
Michigan Technological University-Houghton

REGISTRATIONS/CERTIFICATIONS
Professional Engineer in MN, CO, IA, IL, IN, MI, MO, NE, WI, and WY

PROFESSIONAL ASSOCIATIONS
North Central Electrical Engineering Society (NCEES)

AVAILABILITY
25%

MARK ANTCZAK
INSTRUMENTATION AND CONTROLS

37
YEARS OF EXPERIENCE

Mark is the Controls Group Leader at SEH, bringing more than 37 years of experience in industrial automation. He has led innovative control systems projects across a wide range of industries. As CEO of an automation integration firm for 17 years, Mark built a highly respected company known for engineering excellence, hands-on execution, and long-standing client relationships. Mark continues to provide technical leadership at SEH. He oversees complex automation initiatives and leads high performing engineering teams with a strong focus on quality, innovation, and customer satisfaction. Mark brings deep industry expertise and a results-driven approach to every project.

EXPERIENCE

- PLC Modernization Project (Rivanna Water & Sewer Authority) – Charlottesville, VA
- HMI/SCADA Standardization (Rivanna Water & Sewer Authority) – Charlottesville, VA
- WWTP PLC/SCADA Systems – Princeton, MN*
- Radio/Telemetry Systems – Princeton, MN*
- PLC/HMI/SCADA Development and Programming – Various Environmental and Water Treatment Companies*

**Prior to joining SEH*

EDUCATION
IT Certificate
Anoka-Ramsey Community College

Electronics Certificate
Theory/Technology
Wisconsin Indianhead
Technical College

Management Leadership Certificate
University of Wisconsin - Eau Claire

REGISTRATIONS/CERTIFICATIONS
Safety Certification, Avetta

AVAILABILITY
30%

ARIEL CHRISTENSON PE
STRUCTURAL ENGINEER

14
YEARS OF EXPERIENCE

Ariel is a structural engineer whose water treatment experience spans her entire career, specializing in water tower projects and extensive rehabilitation efforts. Leading a skilled structural engineering team at SEH, Ariel ensures the design and construction of robust, resilient water treatment plants that withstand environmental stresses and operational loads. Utilizing advanced modeling and analysis techniques, Ariel's team delivers innovative solutions for challenging soil conditions and large equipment, ensuring efficient and safe plant operations. Clients benefit from Ariel's effective communication and management of multiple concurrent projects, guaranteeing the integrity and longevity of their structures.

EXPERIENCE

- Unit Well 19 Design and Construction (City of Madison Water Utility) – Madison, WI
- Unit Well 12 Upgrade (City of Madison Water Utility) – Madison, WI
- New Water Tower No. 3 – Town of Sheboygan, WI
- Water Tower No. 3 – Lake Elmo, MN
- Northwest Water Tower and Booster Station (Rice Lake Utilities) – Rice Lake, WI

EDUCATION
Master of Science
Civil Engineering
University of Minnesota-Twin Cities

Bachelor of Science
Civil Engineering
University of Minnesota-Twin Cities

REGISTRATIONS/CERTIFICATIONS
Professional Engineer in WI, IN, MN, NC, TX, and VA

AVAILABILITY
30%

LUKE THOMPSON PE
GEOTECHNICAL ENGINEER

20
YEARS OF EXPERIENCE

Luke is a geotechnical engineer with a broad range of technical skills that enable him to develop practical and economical solutions to difficult problems. He has worked extensively on water main and force main projects to ensure suitable soils and appropriate geotechnical design along the entire route. This has often included passing underneath highways and bodies of water. His experience in the water industry extends to geotechnical analysis for water treatment, storage, and distribution infrastructure. Additional experience includes project management, geotechnical instrumentation, cone penetration testing, field applications, infrastructure projects, transportation, site inspections, and ground penetrating radar.

EXPERIENCE

- 2.0 MG Composite Elevated Water Storage Tank – Lakeville, MN
- 1.0 MG Composite Elevated Water Storage Tank #3 – Lake Elmo, MN
- 750,000 Gallon Elevated Composite Water Storage Tank – Cambridge, MN
- 500,000 Gallon Elevated Composite Water Storage Tank – Minnetrista, MN
- Water Tower Improvements – Chetek, WI
- New Regional Water System (Fond du Lac Reservation) – Cloquet, MN
- Northwest Water Storage Tank (Rice Lake Utilities) – Rice Lake, WI

EDUCATION
Master of Geological Engineering
University of Minnesota-Twin Cities

Bachelor of Science, Geology
University of Minnesota-Twin Cities

REGISTRATIONS/CERTIFICATIONS
Professional Engineer in MN, VA, and WY

PROFESSIONAL ASSOCIATIONS
American Society of Civil Engineers

AVAILABILITY
20%

MATT STEWART
AVIATION

11
YEARS OF EXPERIENCE

Matt is an airport planner with experience in terminal operations, public and non-public areas, airfield operations, as well as airport security and badging. Matt has a vast knowledge of daily airport activities including evaluating Runway Safety Areas (RSA), Part 77 imaginary surfaces, and ensuring compliance with FAR Part 139. His experience with airport operations, customer service, and leadership allows him to think outside the box, adapt to new regulations and changes, as well as learn new processes quickly.

EXPERIENCE

- Triggering Event Master Plan, Falls International Airport (International Falls-Koochiching County Airport Commission) – International Falls, MN
- Master Plan and ALP, Mora Municipal Airport – Mora, MN
- Master Plan and ALP, Glencoe Municipal Airport – Glencoe, MN
- Master Plan and ALP, Rush City Regional Airport – Rush City, MN
- Taxiway A Reconstruction (All Phases), Duluth International Airport – Duluth, MN

EDUCATION
Bachelor of Business Administration
Airport Management
University of North Dakota-Grand Forks

Bachelor of Science
Air Traffic Control
University of North Dakota-Grand Forks

REGISTRATIONS/CERTIFICATIONS
Private Pilot, FAA

AVAILABILITY
20%

CHRIS MUNN PLS

SURVEY

Chris is a lead project surveyor and survey crew coordinator. He offers extensive experience in surveying, as well as experience as an assistant project engineer. Chris has worked on multiple types of survey projects including all aspects of topographic surveys and boundary surveys – both residential and rural. Chris also has experience with ALTA/NSPS land title surveys, FEMA elevation certificates, right-of-way platting, commercial platting and construction preparation and staking of building/commercial sites, transportation projects, bridges, municipal projects, and land development projects.

EXPERIENCE

- 750,000 Gallon West Water Tower – Cambridge, MN
- Water Tower and Well – Rockford, IA
- TH 246 and Jefferson Parkway Roundabout – Northfield, MN
- 2022 NW Area Mill and Overlay – Northfield, MN
- 2025 Reclamation and Overlay – Northfield, MN

32 YEARS OF EXPERIENCE

EDUCATION

Bachelor of Science, Civil Engineering Michigan Technological University-Houghton

REGISTRATIONS/CERTIFICATIONS

Professional Land Surveyor in MN

PROFESSIONAL ASSOCIATIONS

Minnesota Society of Professional Surveyors; National Society of Professional Surveyors

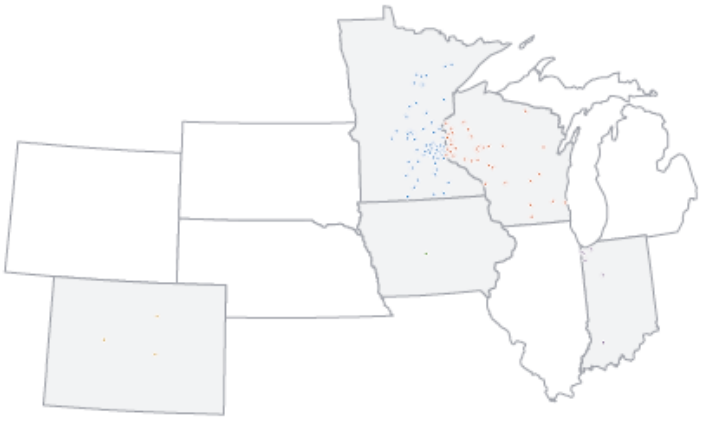
AVAILABILITY

20%


EXPERIENCE WITH
SIMILAR PROJECTS

Experience with Similar Projects

Our hands-on expertise with projects for water modeling, distribution piping, water treatment, water quality testing, coatings inspections, sewer asset management and maintenance, lift station rehabilitation, and a host of other project types has solidified our ability to deliver complex, multidisciplined results. Our track record described in this section demonstrates our ability to perform the range of tasks this project requires.



MINNESOTA

Albert Lea
Andover
Anoka (3)
Arden Hills (2)
Aurora
Austin
Barnum*
Bayport (2)
Belgrade
Blaine (3)
Brainerd (3)
Brooklyn Park
Brownton
Burnsville (3)
Cambridge
Camp Ripley
Chanhassen
Clearwater
Comstock
Cohasset
Coleraine
Cottage Grove (3)
Deer River
Deerwood
Dundas (2)
Eagan (6)
Edina
Fairmont (2)
Gaylord
Hamburg
Hill City
Hopkins (2)
Hugo
Isle
Kasson
Lake Elmo
Lakeland (2)
Lakeville
Lindstrom
Lino Lakes (2)
Little Canada
Long Lake
Mankato (2)
Maplewood
Melrose (2)
Mendota Heights
Minnetonka (5)
Minnetrista
Mora
New Ulm
Orono
Pease
Remer
Rockville
Rogers
Roseville
Rush City (2)
St. Cloud (2)
St. Joseph
St. Paul Water Services (8)
Sandstone
Sauk Rapids (2)
Shoreview
South St. Paul (3)
State of Minnesota (Faribault)
Stillwater
Univ. of Minnesota, St. Paul
Vadnais Heights (2)
Vernon Center
Virginia (2)
Waverly
Waite Park (2)
Wayzata
White Bear Lake

WISCONSIN

Abbotsford (2)
Albany (2)
Altoona (2)
Baldwin
Balsam Lake
Berlin
Black River Falls (2)
Cadott
Chetek
Chippewa Falls (3)
Durand
Eagle River
Eau Claire (4)
Eleva
Ellsworth
Grantsburg (2)
Hammond
Hixton
Hudson (6)
Kendall
Lake Hallie
Luck
Madison (2)
Mondovi
Montello
New Richmond (2)
North Hudson
Oconomowoc (4)
Onalaska
Osceola
Prescott
Rice Lake
River Falls (3)
St. Croix Falls
Shawano
Shell Lake
Stanley
Star Prairie
West Allis (2)

IOWA

Madrid (2)

INDIANA

Dyer (2)
Ancelor Mittel
Schererville (5)
Lowell
Montgomery

COLORADO

Aspen
Brighton
Colorado Springs

2.0 MG COMPOSITE WATER TOWER

LAKEVILLE, MN

This 2.0-million-gallon (MG) composite water tower project was developed to serve the growing City and associated water system demand. **The SEH project team led the entire planning and design of the new water storage facility.** Siting of the tower included virtual imaging and shadow analysis, with presentation to the public and elected officials at a City Council meeting.

SEH's geotechnical engineers performed the soils investigation and prepared the geotechnical report. Because of the location of this tower, special considerations were given to the field blast and paint containment systems to prevent particulate drift toward any of the new homes.

The tower includes a large mezzanine area for telecom providers, key card accesses, CCTV security, a rolling vehicle gate, motion activated site lighting, and landscaping to blend in with the surrounding neighborhood. SEH's protective coatings group performed the **shop fabrication and on-site weld, blast, and paint inspections.**

1.0 MG INWOOD COMPOSITE ELEVATED WATER STORAGE TANK

LAKE ELMO, MN

To meet the demands of a growing community, the City of Lake Elmo required a new water tower that would provide water supply and fire protection to the developing south side of the City and also eliminate reliance on water purchased from a neighboring community. The SEH team initiated the project with the review of previous water storage tank sizing recommendations. The analysis confirmed the previous recommendations that a 1.0 Million Gallon (MG) elevated water storage tank would meet the City's requirements and eliminate the need to purchase water from the existing connection.

SEH worked with the City to support planning decisions **through use of the available water distribution model.** The modeling work provided confidence that the City was making a wise investment in the new storage facility before the project was bid. The land the City acquired for the new tower was undeveloped and drained to an existing wetland regulated by the Valley Branch Watershed District. SEH worked with the DNR to obtain all necessary permits and services, including site grading and constructing an access drive.

Our team provided design, bidding, construction administration, part-time site observation, construction staking, and record plan preparation services for the 1.0 MG concrete composite tower.

1.0 MG ASHER WATER TOWER

INVER GROVE HEIGHTS, MN

The City of Inver Grove Heights hired SEH to design the long-awaited replacement of their Asher standpipe. The 2.5 million gallon (MG) standpipe, which was constructed in 1972, had a lead-based paint coating and a longer detention time than the City required. The new 1.0 MG elevated water tower design involved a very interactive process among the City's Engineering, Utilities, Parks, and Building Departments.

Recognizing that the City's water distribution system would operate without one of its storage reservoirs throughout the **demolition and construction** projects, the first task in the planning phase of the project was to model the distribution system so City utility crews could understand what operational adjustments they needed to make in the interim. **Design of this facility included bid options of composite and fluted column tank designs.**

The park location also required special safety considerations for the public during the demolition of the standpipe and construction of the new tower. The Park's adjacent residential property owners and the City Council were introduced to the project at special meetings. SEH's use of computer generated visualizations showing what the new tank would look like in the park and residential setting was well-received by stakeholders.

SEH's geotechnical engineers performed the soils investigation and prepared the geotechnical report. SEH's protective coatings group performed the **shop fabrication and on-site weld, blast and paint inspections.**

1.3 MG LAKE VIEW DUAL ZONE RESERVOIR

MADISON, WI

The Madison Water Utility had been working over the last decade to monitor and provide reliable drinking water for customers throughout the City of Madison. The Utility needed a consultant to provide professional engineering services for the conceptual and final design of the Lake View Reservoir.

The new reservoir system provides service to Pressure Zone 5 and Pressure Zone 6E by providing equivalent storage of 300,000 gallons for Pressure Zone 5 and 1,000,000 gallons for Pressure Zone 6E. The storage requirements were met by providing two separate compartments within a single reservoir structure.

Along with the storage improvements, **coordination of temporary relocation of cellular and City communication equipment, decommissioning of the existing tank,** demolition of former well house, and site piping changes were made to accommodate the storage structure and drainage infrastructure components of the project.

1.0 MG WATER TOWER NO.3 (CET)

LAKE ELMO, MN

In 2021, the City of Lake Elmo initiated the development and construction of another new 1.0 MG elevated water storage tank to feed the City's Southwest pressure zone. The area is currently fed through a pressure reducing valve. The new water tower facility will provide more reliable water system supply and storage to the surrounding area and help support development in the City.

SEH worked with the City to review various water tower sites, develop a property survey for a new water tower site parcel, complete system modeling and overall sizing review, develop soil correction design so that the water tower could be supported on the less than ideal on site soils, develop final design and corresponding bidding documents, and oversee the construction of the water storage facility.

1.0 SINGLE PEDESTAL STEEL WATER TOWER

LOWELL, IN

SEH provided engineering design, construction, and inspection services for the Stage 1 Water Distribution System Improvement Project, which included a new well, new water tower, water main improvements, and water treatment plant pumps and associated electrical and instrumentation modifications. The 1.0 million gallon (MG) water tower was constructed in Freedom Park and, along with the other water system improvements, has positioned Lowell to be one of the fastest growing communities in the region. SEH assisted with the water tower site selection by utilizing water modeling software to hydraulically analyze the water tower location, elevation, and volume.

Design was completed for both a single pedestal and composite tank, with bids received for both designs. The single pedestal tank was determined to be the best value for Lowell, and SEH provided construction engineering and inspection services to bring the project to completion. The only change order on the new tank was related to a modification to the logo to allow for newly developed community branding to be included on the tank in two locations.

750,000 GALLON ELEVATED COMPOSITE WATER STORAGE TANK

CAMBRIDGE, MN

SEH worked with the City of Cambridge to plan, design, and implement a new 750,000-gallon composite elevated water tower to serve the growing west side of the city. The new tower replaces an aging and undersized facility, providing more reliable system pressure, enhanced fire protection, and long-term cost savings by avoiding the need for costly rehabilitation of the existing tank.

The project began with a comprehensive storage sizing and hydraulic modeling study to determine the most effective volume and location for the new tower. SEH guided the City through the evaluation of alternatives and recommended a composite-style elevated tank as the best fit for operational flexibility, constructability, and long-term maintenance considerations.

SEH provided full-service support throughout the project lifecycle, including topographic survey, preliminary and final design, permitting assistance, preparation of bidding documents, and construction administration. The project was successfully bid and constructed, and the new tower is now fully operational - providing consistent and reliable water supply across the west side of the river and positioning Cambridge's water system for continued growth.

WATER TOWER DESIGN

COON RAPIDS, MN

The City of Coon Rapids partnered with SEH to replace an aging 500,000-gallon water tower with a new 1.0 million-gallon elevated storage tank to meet growing demand and improve system resiliency. SEH supported the City from early planning through commissioning, delivering a modern and high-performing water storage solution that enhances water pressure and fire protection in the surrounding area.

The project began with detailed system modeling to confirm the optimal tank size based on projected demands and operational performance. SEH also helped evaluate and identify a new site better aligned with the City's long-term distribution needs. Working collaboratively with City staff, SEH led the design and bidding process, developing plans and specifications for two viable tank styles: a steel single-pedestal spheroid and a composite-style tower. This approach gave the City the flexibility to competitively bid both options and ultimately select the composite tower based on cost, functionality, and maintenance considerations.

SEH provided complete design services, permitting coordination, bidding administration, and full construction support - including resident observation and commissioning services. The new 1.0 MG composite water tower now serves as a critical component of Coon Rapids' water system, offering improved storage capacity, reliable system pressures, and enhanced fire flow. The original tower is currently being decommissioned and removed as part of the final project phase.

750,000 GALLON ELEVATED COMPOSITE WATER STORAGE TANK

CHANHASSEN, MN

The City of Chanhassen retained SEH to design and oversee construction of a new 750,000 gallon elevated water storage tank to serve the High Pressure Zone. The new tank adds storage capacity and allows for demolition of the existing 200,000 Melody Hill tower to save in future maintenance costs. Because the site of the new tower is located directly south of the Minnetonka Middle School West, SEH successfully used computer-generated visualizations and shadow analyses to show the school district and local residents images of the visual impacts of the tank.

Bidding of the new 750,000 gallon elevated water tower included both composite and fluted column tank designs for which a composite tower was ultimately chosen. Construction of the steel tank started soon after the last ring of the concrete column was cast; the tank was scheduled to be hoisted into place with its finish coat visible just prior to the school year.

500,00 GALLON COMPOSITE WATER TOWER

BRAINERD, MN

SEH provided comprehensive planning, design, and construction services for the development of a new elevated water storage tank serving the South High Pressure Zone of Brainerd, Minnesota. The project began with system-wide hydraulic modeling and pressure zone evaluation, which identified a need for improved storage, pressure reliability, and fire flow capacity in the southern portion of the community.

Working closely with Brainerd Public Utilities, SEH led the site selection process, analyzing several potential locations to identify the most hydraulically and logistically viable option. Once the site was selected, SEH's in-house survey team completed a full topographic and boundary survey of the area. Multiple tank types were evaluated, and through a lifecycle cost and operational performance analysis, a composite-style elevated tank was selected to meet long-term operational goals.

SEH completed the full design of the tank and supporting site infrastructure, including water main connections, access road improvements, and electrical service coordination. We facilitated a competitive bidding process, developed contract documents, and provided full construction administration and resident observation services through final commissioning.

The project successfully resulted in a new composite elevated water tower that now reliably serves residents and businesses in Brainerd's South Pressure Zone. The tank has significantly improved water pressure consistency, enhanced fire protection capabilities, and provides operational flexibility for Brainerd Public Utilities moving forward.


PROJECT APPROACH/
WORK PLAN

Project Approach/Work Plan

SEH understands the importance of this project to the City of Northfield - both in terms of system capacity and community presence. Our team's approach is to deliver a safe, cost-effective, and minimal maintenance water tower that aligns with the City's long-term planning goals and integrates seamlessly with existing infrastructure.

APPROACH

We approach this project with the understanding that it must serve the community reliably for decades. This begins with close collaboration with City staff and key stakeholders to refine project goals, evaluate site conditions, and confirm operational expectations. Our experience designing similar elevated tanks, including recent projects in Lake Elmo, Woodbury, and Coon Rapids, provides a strong foundation for efficiently delivering this project from planning through construction.

SEH will utilize a collaborative team approach to provide the best value to the City of Northfield through all phases of the Northwest Water Tower project, from site evaluation through design and construction. Our vision is to form an integrated project team between City staff and SEH professionals, committed to developing a water tower that meets the City's operational goals, enhances system performance, and reflects Northfield's community values.

Each SEH team member brings a specialized skill set and a track record of successful municipal water tower projects. By combining this experience with the City's insight and priorities, we will align design decisions with both technical best practices and long-term system needs. To keep the project on track, we will lead timely, purposeful meetings throughout each phase. Following each meeting, we will provide concise memos summarizing decisions, upcoming milestones, and action items required to maintain momentum.

We propose the following work plan and team structure to deliver a successful project.

WORK PLAN

Each water storage project presents its own set of challenges and opportunities. For the City of Northfield, Chad Katzenberger will serve as the project manager and be the consistent point of leadership throughout the duration of the project. Chad will oversee coordination across all disciplines, ensure clear communication with City staff, and guide the team in delivering a final product that aligns with the City's goals.

Once bidding begins, SEH will assist with contractor engagement and selection. During construction, we will provide full administration services, including pay application review, submittal tracking, and change order management. Our experienced field representatives will be on site during critical construction activities to verify quality and ensure compliance with plans and specifications. We will remain engaged through project closeout, ensuring that punch list items are addressed and final documentation is complete.

Throughout the process, we will maintain open communication, provide regular progress updates, and remain responsive to the City's needs. Our goal is not only to deliver a high-quality water tower, but also a smooth and successful experience for the City of Northfield.

A successful construction phase also depends on strong, experienced field representation. Kory Jorgenson, SEH's resident project representative and a licensed water operator, brings a deep understanding of the operational and maintenance needs that are critical to successful water tower construction. His background ensures that field decisions are made with long-term utility performance in mind. Kory will play a central role in daily coordination, contractor communication, and quality assurance throughout construction. In addition, Jeff Joseph, a Certified Welding Inspector (CWI) and AMPP-certified

coatings inspector, will be instrumental during the tank welding and painting phases. Jeff's expertise ensures structural integrity and long-term coating performance are carefully monitored and documented. With this team in place, the City can be confident that construction will progress smoothly, meet technical standards, and support long-term system reliability.

To maintain clarity and transparency throughout the project, a detailed work plan outlining specific tasks, assigned staff, and estimated hours is included in the cost section of this proposal along with a summary of tasks, hours, and associated fees.

TASK 1: PROJECT KICKOFF – PLANNING AND COST BENEFIT ANALYSIS

As the initial phase of the project, SEH will work collaboratively with City staff to clearly define the goals and expectations for the Northwest Water Tower. While the City has identified the need for a new tower, the final size, structural style, and key features must be confirmed to best serve current and future system demands. The tasks outlined below are designed to support that decision-making process through detailed analysis and ongoing dialogue.

By engaging City stakeholders throughout this phase, we aim to deliver well-supported recommendations that provide full confidence in the final design direction and long-term planning outcomes.

1. **Water Tower Sizing Review – PER Review and Sizing Calculations:** We will work to confirm that the recommended 0.75 MG water tower size will serve the City optimally over the designated design planning period.
2. **Evaluate Tower Design Alternatives:** We will begin by evaluating multiple water tower types that meet the City's required 750,000-gallon capacity, including a composite tower, single-leg spheroid, and other viable structural options. Each design will be assessed based on site constraints, constructability, aesthetic considerations, and operational compatibility with Northfield's water system. Our evaluation will include input from our structural, operations, and maintenance experts to ensure a well-rounded analysis.
3. **100-Year Lifecycle Cost Analysis:** For each tower type considered, SEH will perform a 100-year lifecycle cost analysis that includes both the estimated initial construction costs and projected long-term maintenance and rehabilitation costs (e.g., recoating, structural repairs, access upgrades). This analysis will be based on SEH's extensive experience with similar tower designs across Minnesota, historical maintenance trends, and industry-standard cost models. The result will be a comprehensive cost-benefit comparison that supports informed decision-making by the City.
4. **Tower Type Recommendation Report:** Based on the evaluation and cost analysis, SEH will prepare a summary report recommending the most suitable tower type for the City of Northfield. The report will outline key advantages, potential drawbacks, and justification for the selected option. The final deliverables will include an electronic PDF of the report and three hard copies for distribution to City staff and elected officials. The report will be presented in a format suitable for both technical review and public engagement.

TASK 2: TOPOGRAPHIC SURVEY

To support accurate design and site planning for the new water tower, SEH will begin with a detailed topographic and boundary survey of the project area. Establishing reliable site control is critical to ensuring the successful layout of site features such as driveway access, utility connections, and grading.

The survey tasks outlined below will provide the necessary horizontal and vertical control data to inform the design of the tower foundation, access improvements, and water main alignment. This foundational work will help ensure precise design coordination and construction execution throughout the project.

1. **Establish Survey Control Network:** SEH will perform a field control survey to establish horizontal and vertical control points across the project area. These control points will be placed at convenient and accessible locations to provide a reliable reference framework for design, future staking, and construction activities.
2. **Boundary and Right-of-Way Verification:** Our survey team will identify and confirm the boundaries of the water tower parcel and adjacent public rights-of-way. This task ensures that all proposed improvements — including access drives, grading, and utility connections — are accurately located within legal limits and easements.
3. **Detailed Topographic Survey:** Using the established control, SEH will conduct a full topographic survey of the water tower site and immediate surroundings. The survey will capture ground elevations, existing features, utilities, vegetation, and other relevant elements necessary to support civil design and site layout.
4. **Data Processing and Base Map Development:** Collected field data will be processed and used to develop a detailed digital base map in AutoCAD Civil

3D format. This base will serve as the foundation for site design, including reestablishment of the driveway, grading, and water main alignment. The deliverable will be coordinated with design staff and shared with the City for review.

TASK 3: GEOTECHNICAL ENGINEERING

A strong and durable water tower begins with a reliable foundation. To support final design and construction, SEH will coordinate the geotechnical investigation required for the proposed tower site under the leadership of our in-house geotechnical engineer, Luke Johnson. Luke brings extensive experience in subsurface investigations and foundation design for municipal infrastructure.

While the drilling and laboratory work will be performed by a qualified subconsultant, SEH will manage the entire process to align the investigation with the project's technical and scheduling needs. In accordance with the RFP, the selected geotechnical firm will bill the City directly for their services. The tasks outlined below summarize SEH's role in facilitating this critical project component.

1. **Define Geotechnical Scope and Solicit Proposals:** Under Luke's direction, SEH will define the appropriate geotechnical investigation needed to support the design of the elevated tank foundation and associated site improvements. This includes identifying boring depths, lab testing requirements, and relevant standards. We will prepare a scope of work and solicit proposals from qualified geotechnical firms with experience in water infrastructure projects. SEH will review the proposals and provide a recommendation to the City for firm selection. In accordance with the RFP, the selected geotechnical firm will bill the City directly.
2. **Coordinate and Oversee Field Investigation:** Once a firm is selected and authorized by the City, SEH will coordinate the logistics for the geotechnical field work. This includes confirming boring locations, ensuring site access, and overseeing field activities as needed. Luke will remain engaged throughout the investigation to verify that the scope is completed as planned and to address any field conditions that may require adjustments. Our involvement ensures the investigation supports design decisions without delay or rework.
3. **Review Report and Integrate Recommendations:** Following completion of fieldwork and lab testing, SEH will review the geotechnical report in detail. Luke and our structural design team will evaluate the findings to determine the appropriate foundation type, bearing capacity, settlement considerations, and subgrade preparation requirements. These recommendations will be directly integrated into the tank and site design documents to ensure structural integrity and constructability.

TASK 4: DESIGN

Following acceptance of the preliminary design and confirmation of project direction, SEH will proceed with development of the final construction plans and specifications for both the new elevated water tower and associated site improvements. This will include detailed layout and profile drawings, utility coordination, removals plans, pavement design, and erosion control measures.

We will also prepare painting alternatives with cost estimates for various City logo options. The SEH team will continue to work closely with City staff throughout this phase to refine design decisions and incorporate feedback. Draft plan sets and specifications will be submitted at both the 80% and 95% completion milestones for City review and comment.

Upon finalization, SEH will prepare complete bidding and construction contract documents and ensure all necessary permits and agency approvals are in place to move forward with the bidding process.

1. **Develop Base Plans from Existing Conditions:** We start by building an accurate understanding of the existing site. Using topographic survey data, our team will prepare detailed base plans showing all visible features, utility alignments, and existing infrastructure. This foundational step ensures the design is precise, well-coordinated, and tailored to real-world conditions — reducing surprises later in the project.
2. **Prepare Preliminary and Final Design Plans and Specifications:** Our team will produce high-quality, fully coordinated construction plans for the tower, utilities, site work, and erosion control. These plans will reflect real field conditions and incorporate utility adjustments, removals, and grading. We'll also include painting and logo options to give the City flexible branding choices. The result is a comprehensive, contractor-ready set of plans.
3. **Prepare Final Contract Documents:** We will assemble clear, well-structured contract documents that define expectations for bidding and construction. These include general conditions, detailed specifications, and bid forms designed to minimize ambiguity and reduce risk. With SEH's experience in public bidding, our documents make it easier for contractors to deliver quality work on time and on budget.
4. **Submit Plans at 80% and 95% Completion Milestones:** Our team will present the design in two detailed submittals (80% and 95%), accompanied by a meeting to review design choices, clarify City preferences, and confirm direction. This keeps the City fully engaged and in control as the design comes to life.

5. **Permitting and Regulatory Submittals:** Permitting doesn't need to be a headache. We'll handle all agency submittals — from MDH and FAA (if required) to local watershed authorities — making sure each approval is secured without delay. We keep the paperwork moving so the project keeps moving.
6. **Develop Construction Cost Estimates:** Our cost estimates go beyond a number: they're a decision-making tool. We'll provide accurate, up-to-date construction cost projections at every milestone, along with optional logo painting costs and lifecycle cost analysis. This gives the City the data needed to stay on budget and choose the best long-term value. This phase is especially important considering the potential grant funding constraints.
7. **Finalize and Deliver Construction Documents:** With approvals in hand and plans refined, we'll deliver a complete, bid-ready package that positions the City for a successful construction phase. We'll provide digital files, coordinate with City printing needs, and remain on hand for any final questions from contractors or City staff. The Bid documents will be broken into two packages. Package A will include the water tower, so the U.S. Army Corps of Engineers (USACE) can bid the project out. The site improvements and utilities will be part of Package B, so that SEH can assist the City with the bidding process and securing a qualified contractor.

TASK 5: BIDDING ADMINISTRATION

SEH will support the City of Northfield through a streamlined and responsive bidding phase. Our role during this period is to ensure the process is well-organized, transparent, and aligned with City procedures. From preparing the advertisement for bids to answering contractor questions, issuing addenda, and reviewing bid results, our team will be available and accountable every step of the way.

We will oversee a smooth bidding process that positions the City to confidently move into construction with a qualified contractor and clear scope. We understand it will take a unique approach with two separate bid packages, with the water tower being bid out by the USACE.

1. **Prepare Advertisement for Bids:** SEH will draft the official advertisement for bids using the City of Northfield's standard format and coordinate with City staff to ensure timely publication in the appropriate legal and trade outlets.
2. **Respond to Bidder Questions:** Throughout the bidding period, SEH will be available to respond to all contractor inquiries related to both the utility and water tower portions of the project. This provides a consistent interpretation of the project documents across all prospective bidders.
3. **Issue Addenda as Required:** If clarifications, corrections, or updates to the bidding documents are necessary, SEH will prepare formal addenda and coordinate their timely issuance to all plan holders to ensure transparency and equity in bidding.
4. **Bid Opening and Tabulation:** SEH will conduct the bid opening for the utility work project, prepare a clear and accurate bid tabulation, and share results with City staff. For the water tower project, we will coordinate with the U.S. Army Corps of Engineers to receive and record their bid results.
5. **Review of Bids:** We will review all submitted bids for the water tower portion of the project, verifying accuracy, responsiveness, and completeness. Any irregularities will be flagged and reviewed with City staff prior to award consideration.
6. **Prepare Letter of Award Recommendation:** Following the bid review, SEH will prepare a formal letter recommending award to the lowest responsible bidder. This document will summarize the bid results and support the City in making an informed contracting decision.

TASK 6: CONSTRUCTION SERVICES

SEH will provide a full suite of construction-phase services to ensure quality execution of the Northfield water tower project. Our team's support during this phase will include administration, inspection, documentation, specialty testing, and startup coordination to protect the City's investment and facilitate regulatory compliance. The level of effort set aside for this phase is based on our experience on similar projects, especially as it relates to on-site inspection time.

There are certain times when more intensive inspection will be required, while other times periodic inspections will suffice. During the entirety of the project, we will be engaged and ready to have the right people on site at the right time. This plan and approach will ensure that critical work can be observed and assure that a quality facility is provided to the City.

Specific tasks include:

1. **Construction Administration:** SEH will attend the preconstruction conference, review submittals, oversee compliance with design documents, and manage general construction coordination. We will allocate a minimum of 80 hours for submittal review and 80 hours for project management oversight. This includes reviewing shop drawings, tracking progress, attending

meetings, and maintaining communication with City staff and the contractor.

2. **Preconstruction Conference:** Our team will schedule and conduct a preconstruction conference to review project expectations with the contractor. Applicable meeting notes and data will be distributed to the team.
3. **Field Staking:** SEH will perform staking of construction limits, grading, utilities (storm, sanitary, water), pavement alignment, and additional facilities as needed. This provides contractors with precise references for installation and grading operations.
4. **Shop Drawing Review:** SEH will catalog submitted shop drawing documents and design calculations. Submittals will be appropriately distributed to corresponding team members for review, comment, and ultimate approval.
5. **Coordination:** SEH team members will coordinate with the contractor and appropriate City staff as questions arise during the project, and resolve issues in cooperation with the City
6. **Construction Observation Support:** SEH will provide a minimum of 400 hours of on-site inspection and coordination services. Daily construction activities will be documented through logs, diaries, and pay item tracking. Our team will coordinate with the contractor, Army Corps of Engineers, and City staff to prepare pay estimates and confirm conformance to MnDOT standards, maintaining open communication with adjacent property owners.
7. **Progress Meetings:** SEH staff will schedule and lead regular progress meeting with the contractor, City staff, and applicable subcontractors. Construction progress in relation to anticipated schedule will be reviewed and time reserved to resolve issues. SEH will maintain meeting notes and minutes and distribute accordingly
8. **General Inspections:** Kory Jorgenson will serve in the role as our on-site representative and will observe key site activities, such as water main installation, underground work, and major site activities. He will maintain a regular site log and will track the work as it progresses. Appropriate special inspectors will be scheduled according to the type of work being performed, such as for rebar review, weld inspections, and intensive inspections during the protective coating work. Kory will be a key member of the project team, serving as an advocate for the City to oversee successful project delivery.
9. **Special Inspections (Welding and Coatings):** As noted earlier, we will have a regular on-site representative overseeing the work as a whole. Critical components of the water tower construction phase are welding and coatings inspections. Specialized inspectors will be scheduled according to the work being performed. Jeff Joseph would be assigned to this project to provide both certified weld inspections and coating inspections, as he is both AMPP and CWI certified. He will provide all necessary services in accordance with the RFP, including coordination of X-ray testing of welds on elevated water tower locations and number of tests; construction details for conformance to as-built drawings; welding details in conformance to AWWA D-100-96; visual examination of welding; and field inspection and clean up after erection and cleaning of welds.

   Jeff will also provide the City with full-time coating inspections. Services will include, but not be limited to, inspection of shop surface preparation and applied coatings in conformance with AWWA D102-06; inspection of field and surface preparation; application of coatings; and temperature and humidity monitoring. The activities noted above will all be documented in comprehensive inspection reports, which will become part of the project documentation. Total hours necessary for the inspections may vary depending on the type of water tower that is ultimately selected. For example, a steel hydropillar will require additional hours for coatings and weld inspections due to the presence of more steel to be inspected. For purposes of this proposal, inspection hours are based on a steel hydropillar tank. If a composite is constructed, a portion of the coating and weld inspection hours could be reallocated to general site inspections and associated concrete pour observations.
10. **Shop Inspections:** During the tank fabrication process, we will coordinate to have Jeff travel to the contractor's tank fabrication facility to review the entirety of the tank prior to shipment to the project site. This will include factory welds in addition to the initial primer coatings applied in the shop. This visit is typically scheduled near the end of the fabrication process so that the time spent at the facility is maximized for review of the tank. A two-week shop inspection allotment is typical for the size of tank planned. We propose to develop the specifications to have the contractor reimburse the City for the shop inspection expenses related to travel and time spent during the inspection period. This encourages the contractor to be efficient in presenting a quality product for review and ultimate delivery to the project.
11. **Permit Modification Assistance:** If modifications to state or federal permits become necessary during construction, SEH will assist the City by preparing

revised documentation and coordinating directly with the permitting agencies to minimize project delays.

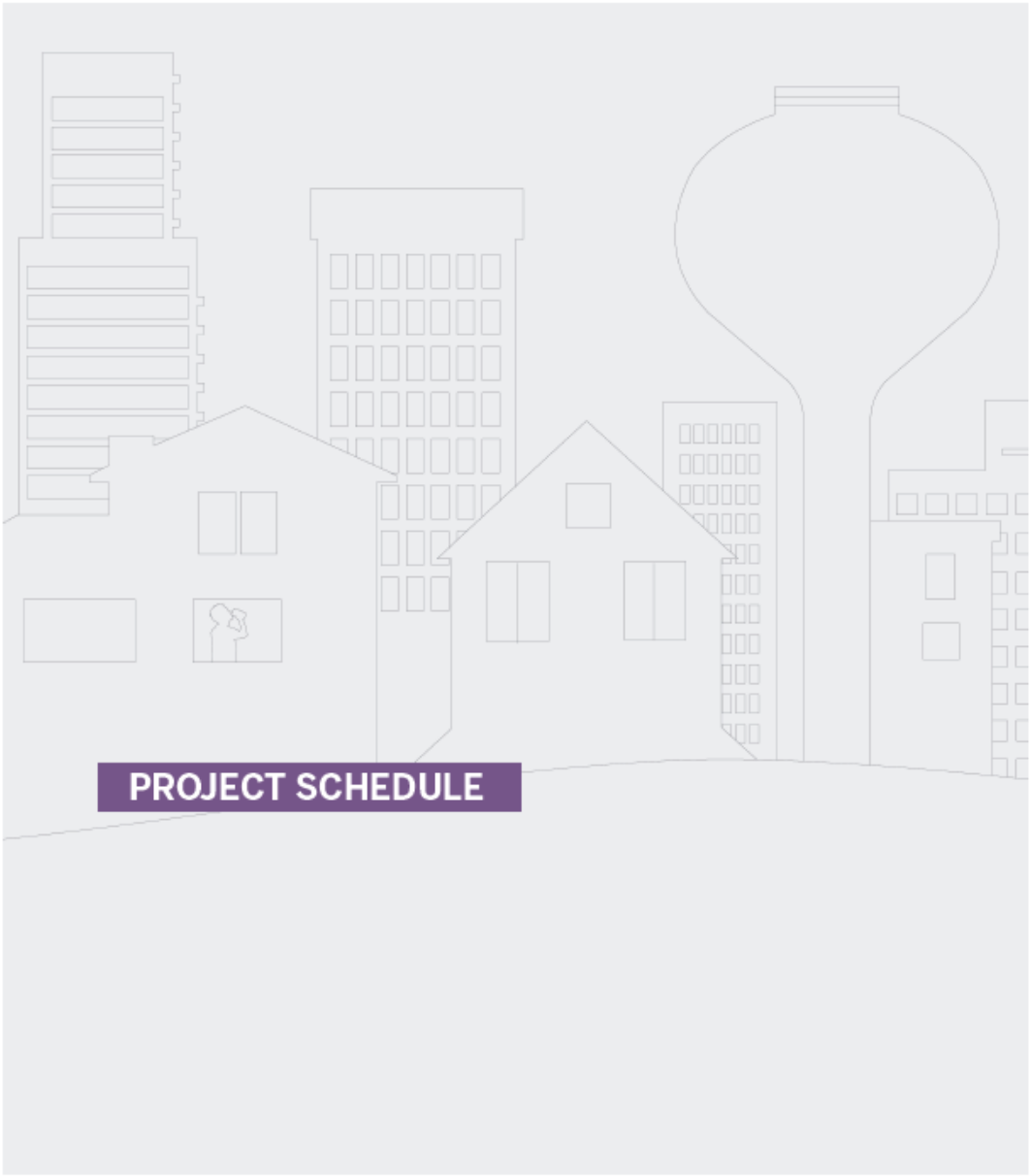
12. **Pay Applications:** SEH will review all pay applications and confirm that requests are in accordance with completed work. We will then make regular recommendations and approvals in regard to the pay applications for City action.
13. **Final Project/Facility Acceptance:** Necessary final inspections will be conducted, and results shared with the City and contractor through the generation of a final punch list. This punch list will be used as a guide to address details related to the delivery of the project. Upon completion of the project, we will work to close out the contract documentation and make recommendations for final payments as needed.
14. **Project Startup and Training:** Upon successful completion of the project, we will assist the City with guiding the commission of the new water tower. We will be able to coordinate a startup plan that is effective and meets your needs and train operators on the operation of the new facility. This will also include the delivery of operational and equipment manuals.
15. **As-Built Drawings:** Upon the conclusion of the project, we will update the project plans and provide both digital and paper as-built drawings for the water tower facility, as well as associated site and utility drawings.

TASK 7: PROJECT CLOSEOUT

As the project reaches completion, SEH will lead the close-out phase to finalize and properly document all deliverables. We will conduct a comprehensive final review of the project in coordination with City staff, confirming that all punch list items are addressed and that the completed work aligns with the approved plans and specifications. Our field representatives will compile detailed record information, including redlines and as-built observations.

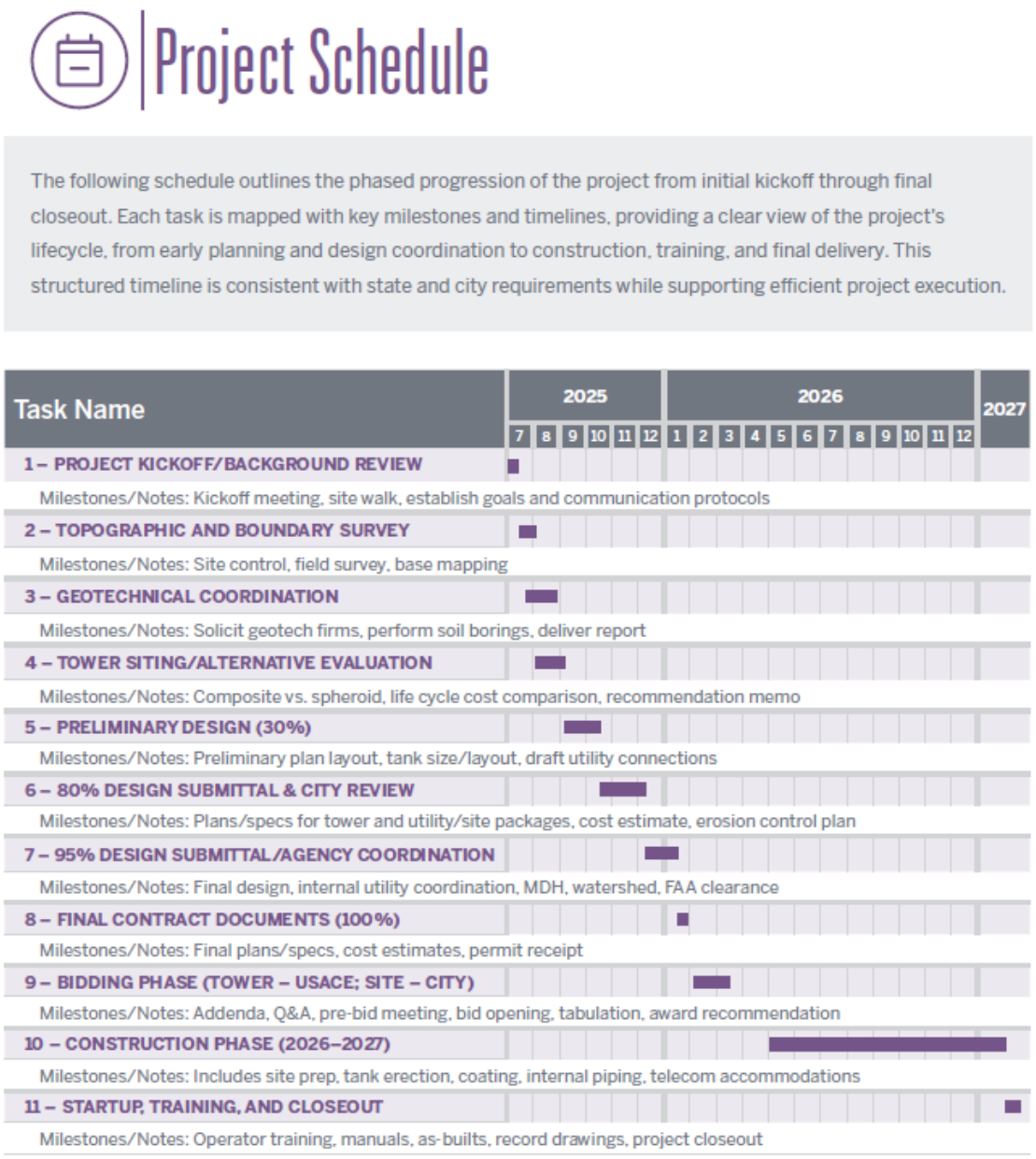
Using this data, SEH will prepare accurate record drawings in both digital and hard copy formats, providing the City with essential documentation for future reference, maintenance, and system integration.

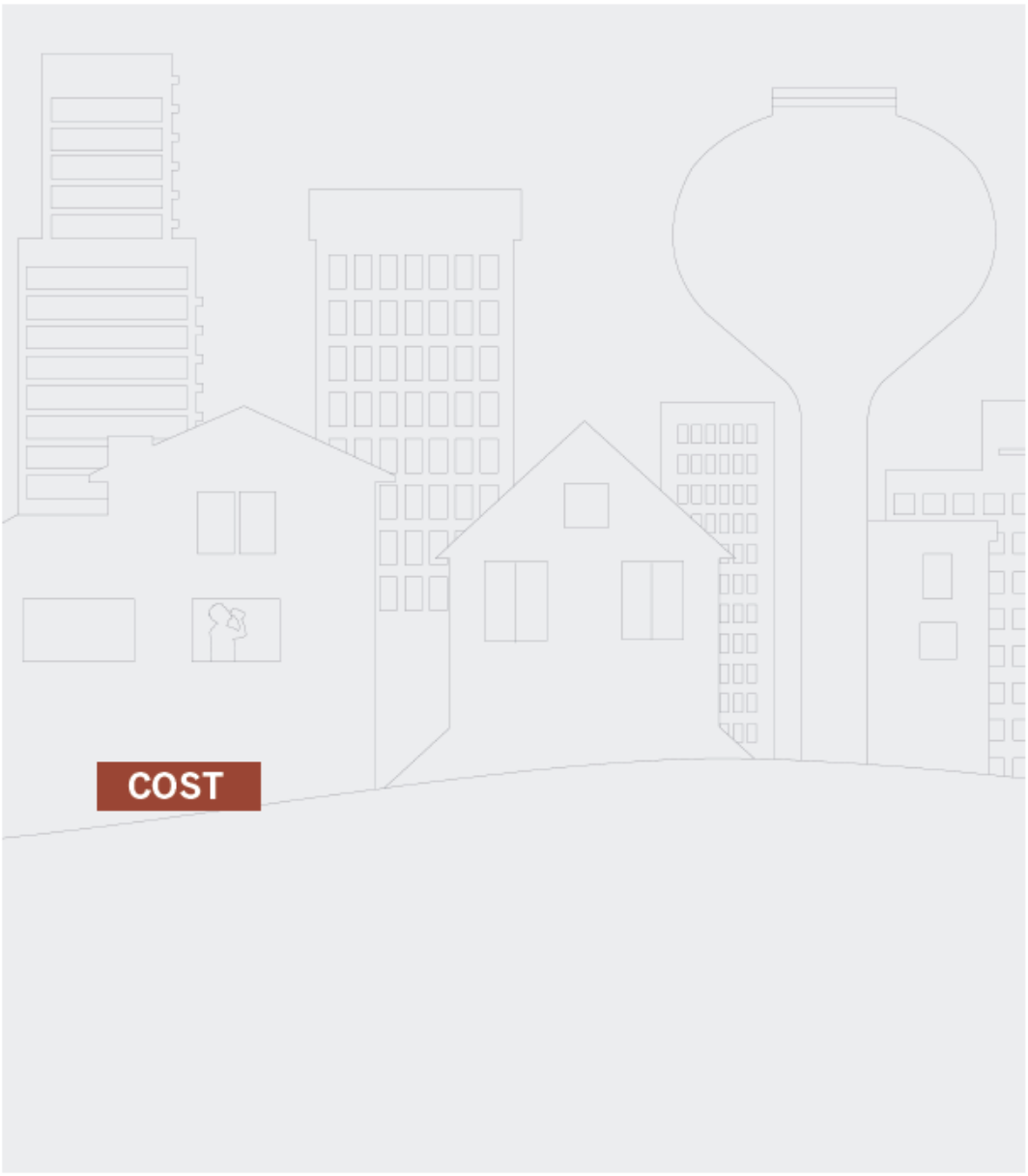
1. **Conduct Final Project Review:** SEH will conduct a thorough final walkthrough and review of the completed project alongside City staff and key stakeholders. This process will verify that all construction work is complete, meets the contract requirements, and that any outstanding punch list items are properly addressed before final acceptance.
2. **Collect Field Documentation and As-Built Information:** Our team will gather all construction records and redline markups from field representatives, including any field adjustments made during construction. This information is critical for developing accurate as-built documentation and ensuring future operations teams have reliable reference materials.
3. **Prepare Record Drawings:** SEH will compile and prepare final record drawings that incorporate all verified field changes. These drawings will be delivered in both digital and hard copy formats, giving the City a clear and complete documentation set for long-term facility management, maintenance, and future planning.
4. **Final Project Documentation:** Through the course of the project, files will be maintained and ultimately delivered to the City in digital format at the end of the project. The ultimate project file will include, but not be limited to, permits and applications, contract documents, addenda, copies of referenced standard specifications, project schedules, shop drawings and submittals, records of applicable correspondence (telephone conversations, memos, email, etc.), file memoranda, directives, and change orders. This documentation will also include requests and recommendations for payment, project budget and cost information, diaries and logs, field test results, materials testing reports, survey data, record drawings, project photographs, project studies and reports, start-up instructions and problems report, and equipment manuals.


PROJECT SCHEDULE

Project Schedule

The following schedule outlines the phased progression of the project from initial kickoff through final closeout. Each task is mapped with key milestones and timelines, providing a clear view of the project's lifecycle, from early planning and design coordination to construction, training, and final delivery. This structured timeline is consistent with state and city requirements while supporting efficient project execution.




COST

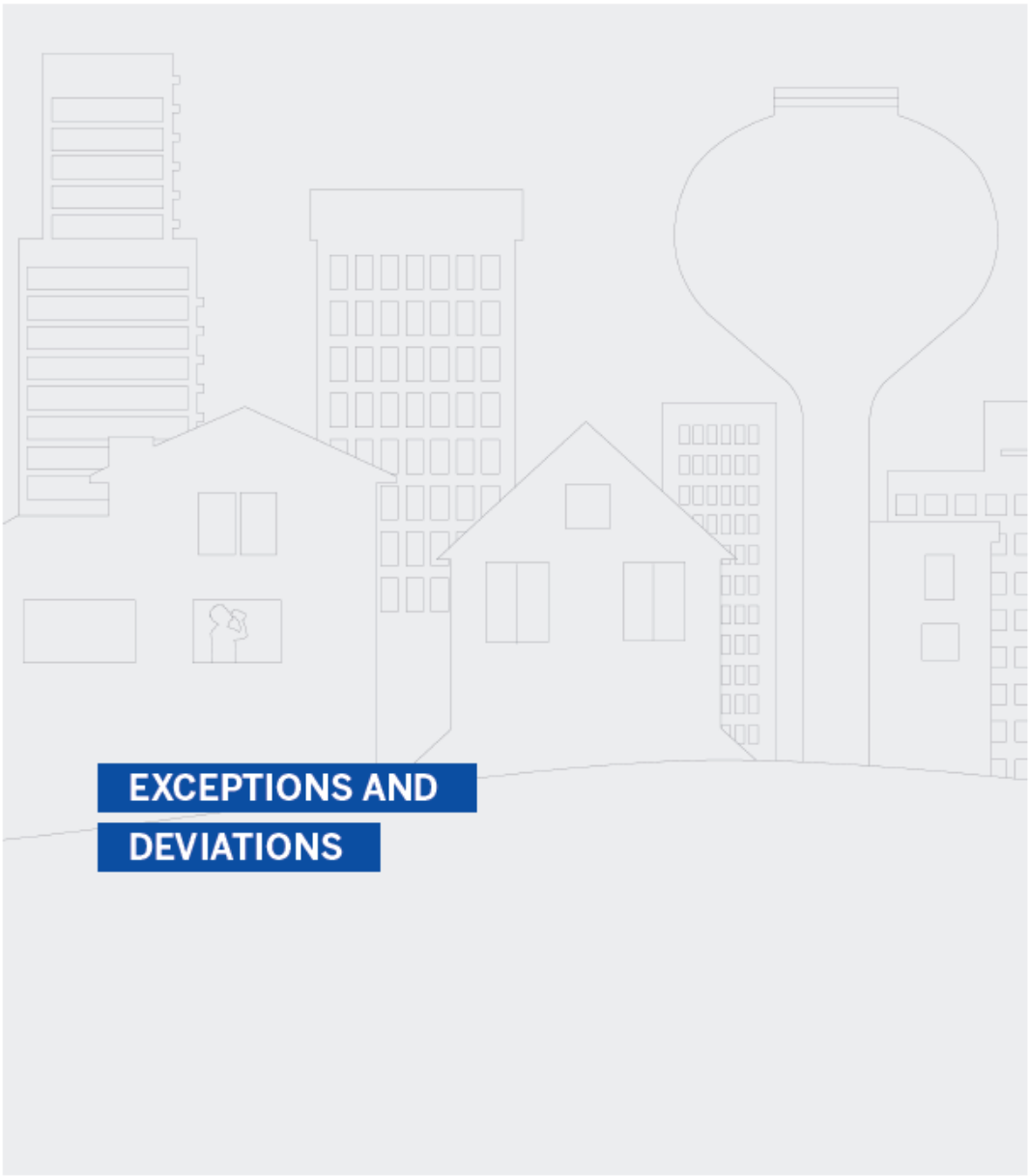
Cost

SEH's proposed fees for this scope of work are summarized in the table below. A detailed task hour breakdown is included following this summary.

ESTIMATED FEE

TASKS	HOURS	LABOR AMOUNT	REIMBURSABLE EXPENSES	LABOR AND EXPENSES
Preliminary Design - Cost Benefit of Tower Design	94	$17,277	$342	$17,619
Topographic Survey	48	$8,244	$5,679	$13,923
Geotechnical Engineering (Coordination)	28	$5,431	$0	$5,431
Design	405	$77,059	$215	$77,274
Bidding Administration	71	$13,254	$1,150	$14,404
Construction Services	895	$103,006	$5,149	$108,155
Project Closeout	60	$10,978	$1,253	$12,231
Estimated Project Totals	**1,601**	**$235,200**	**$13,800**	**$249,000**

TASK	DESCRIPTION OF TASK	Katzenberger / Project Manager	Jorgensen / Operations Specialist	Joseph / QM & Coatings Inspection	Hofmann / Senior Water Engineer (QC)	McCormack / Project Engineer	Nguyen / Project Engineer	Kamm / Process Tech	Slip / Sr. Coatings Expert	Bauer / Sr. Civil Engineer	Degerstedt / Grad Civil Engineer	Thompson / Geotechnical Engineer	Neuhaus / Electrical Engineer	J Carlson / Electrical Engineer QA/QC	Horn / RLS	Larson / Survey Crew Chief	Le / Accounting / PMA	Hansen / Admin.
	TOTAL HOURS	135	119	300	8	73	206	64	44	80	271	22	74	35	12	80	15	60
	COST PER HOUR/UNIT (CHARGE-OUT RATE)	$265	$169	$181	$248	$181	$181	$170	$190	$238	$172	$216	$190	$206	$199	$180	$138	$127
1	**PROJECT KICKOFF - PLANNING & COST BENEFIT ANALYSIS**																	
	Project Initiation and Setup	6													2	2		6
	Project Kickoff Meeting	4	2			2	8		4	4	4							4
	Develop Preliminary Tower Design Options	1					8											1
	Perform 100-Year Life Cycle Cost Analysis	1				2	8											1
	Compare and Recommend Tower Type	1					1							2				1
	Prepare Cost Benefit Report	1				4	8	2										4
TOTAL TASK 1		**14**	**2**	**0**	**0**	**8**	**33**	**2**	**4**	**4**	**4**	**0**	**0**	**2**	**2**	**2**	**0**	**17**
2	**TOPOGRAPHIC SURVEY**																	
	Perform field control survey and establish horizontal and vertical control points									1	2					4	1	1
	Conduct topographic survey of the water tower site and project boundaries									1	2					16	1	1
	Establish survey control to support reestablishment of driveway access and watermain alignment									1	2				10	4	1	
	TOTAL TASK 2	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3**	**6**	**0**	**0**	**0**	**10**	**24**	**3**	**2**
3	**GEOTECHNICAL ENGINEERING**																	
	Identify required geotechnical investigations for final design	2				1				1		6						1
	Solicit proposals from qualified geotechnical firms	1										6						1
	Coordinate with selected firm; ensure geotechnical services are billed directly to the City	2										6						1
	TOTAL TASK 3	**5**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**1**	**0**	**18**	**0**	**0**	**0**	**0**	**0**	**3**
4	**DESIGN**																	
Plans																		
	Existing Plans – Using topographic information, prepare base plans showing: Locations and elevations of all physical features, profiles, pavement, utilities, ROW/Easements	0.5								4	20							1
	Final Design plans and specifications including: Profiles, pavement areas, removals, utilities, erosion control	0.5				1	12	16		4	16							
	Prepare contract documents - the consultant selected will prepare contract documents based on the City's standards.	0.5				1	12	8		4	16							
	Submit to City for review and approval.	0.5				1	8	4		4	4							
	60% Plan, Specification, Cost Estimate and Meeting with Staff	2	4		2	1	12		6	4	16	2	28	12				
	In the event that the water tower construction costs is expected to be over $5.0 million, then the painting services will be hired in a separate project, the City wants estimates for logo options on the water tower.	1				1	1											
	90% Plan, Specification, Cost Estimate and Meeting with Staff	4	4		2	1	12	6	4	4	8	2	20	12				
	Two sets of plans shall be provided, one for the water tower and one for the site work/utility work and booster station upgrades.	0.5				1	8	6			8							1
	Obtain all required permits - ... applications for all required permits. The City of Northfield will pay for all permit fees	0.5				1	4			4	2							
	Prepare opinion of probable construction costs - The consultant selected will pr	0.5				1	8			4	8							
	Provide final bid document pdfs to the City (The City will produce two copies of	0.5				1	4				16							
	Final QA/QC	2			4					8								3
	TOTAL TASK 4	**13**	**8**	**0**	**8**	**10**	**81**	**40**	**10**	**40**	**114**	**4**	**48**	**24**	**0**	**0**	**0**	**5**
5	**BIDDING ADMINISTRATION**																	
	Prepare Advertisement for Bids in City of Northfield Format	2				2				1	1							2
	Respond to Bidder Questions for Both Projects	2				6					4		2	2				1
	Prepare and Issue Addenda as Needed	2	1								4							1
	Conduct Bid Opening and Provide Bid Tabulation for Utility Work	2								4	8							3
	Review Bids for Water Tower Project for Accuracy	2								4	4							1
	Prepare Letter of Award Recommendation	2				6				1								1
	TOTAL TASK 5	**12**	**1**	**0**	**0**	**14**	**0**	**0**	**0**	**10**	**21**	**0**	**2**	**2**	**0**	**0**	**0**	**9**
6	**CONSTRUCTION SERVICES**																	
Construction Administration																		
	Attend preconstruction conference	4				2	2		2	4	4							1
	Perform on-site reviews of project work and status as needed	4				4			4	4	8						4	1
	Attend construction progress meetings as needed	4	8			16				4	16							1
	Review and approve shop drawings and material submittals per plans and specifications (See Below)	1																1
	Allocate a minimum of 80 hours for submittal review	1				8	24		8		12		16	4				1
	Allocate a minimum of 80 hours for construction administration by the project manager	66																1
Field Staking																		
	Stake limits of construction.									1						12		
	Stake for grading.									1						12		
	Stake alignment and grades for new storm sewer, sanitary sewer and watermain replacement, roadway and/or repairs.															12		
	Stake other facilities as necessary										6					12		
Construction Observation Support																		
	A minimum of 400 hours of on-site inspection services and field questions for all facets of the water tower portion of the project (see Below)		40								48							4
	Maintain good public relations with residents and/or property owners		2															2
	Maintaining a daily diary of construction activity		4							4				3				
	Daily documentation of pay items																	2
	Working with the Contractor, Army Corps of Engineers and City Staff to prepare pay estimates		1				16											4
	Coordinate and documentation of materials testing requirements		2				8											1
	Documenting certification & Conformity materials		2				8											1
Permitting																		
	Assist the City through state or federal permitting modifications that are required.	2				8			4	2							8	2
Weld Inspections																		
	Perform X-ray testing of welds on elevated water tower, including location and quantity of tests (X-ray work subcontracted - SEH picks locations, reviews)			24					2									
	Review construction details for conformance to as-built drawings			8														
	Verify welding details meet AWWA D-100-96 standards			8					2									
	Conduct visual examination and field inspection of welds			40														
	Inspect site cleanup and weld cleaning following tower erection			40														
NACE Coatings Inspections																		
	Inspect shop surface preparation and applied coatings per AWWA D102-06			80					2									
	Inspect field surface preparation and coating application			40														
	Monitor and report on construction schedule adherence			16					2									
	Define inspector's role, coordinate with contractor, and document inspection reports and hold points			24														
	Monitor and record temperature and humidity conditions during coating activities			16														
Startup																		
	Start up and place new facilities into service	1	24	4									8					1
	Provide operator training as needed for system operation	1	8															1
	Assemble and deliver two sets of operational and equipment manuals.	1	8				4											1
Record Drawings																		
	Provide both digital and paper as-built drawings.	1	8			2	12	16	4	2						6		2
	TOTAL TASK 6	**86**	**107**	**300**	**0**	**40**	**78**	**16**	**30**	**22**	**94**	**0**	**24**	**7**	**0**	**54**	**12**	**27**
7	**PROJECT CLOSEOUT**																	
	Conduct final review of project.	2					8				8							30
	Obtain record information from field representatives.	2					8				8							30
	Record drawings - The Consultant will prepare record drawings.	1	1				4	8			16							30
	TOTAL TASK 7	**5**	**1**	**0**	**0**	**0**	**16**	**8**	**0**	**0**	**32**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Grand Total:	**135**	**119**	**300**	**8**	**73**	**206**	**64**	**44**	**80**	**271**	**22**	**74**	**35**	**12**	**80**	**15**	**60**


EXCEPTIONS AND
DEVIATIONS

Exceptions and Deviations

This section outlines specific considerations and potential deviations from the standard scope of services proposed by SEH in coordination with the City of Northfield. These items highlight unique considerations, with each item reflecting tailored adjustments to meet project-specific requirements and stakeholder expectations. Our team welcomes the opportunity to discuss these items further.

1 – GEOTECHNICAL SERVICES BILLING

SEH will coordinate geotechnical exploration by identifying and soliciting proposals from qualified firms. In accordance with the RFP, the selected geotechnical consultant will contract and bill the City of Northfield directly for their services. SEH will provide coordination support to ensure the geotechnical work aligns with project needs.

2 – SEPARATE BID PACKAGES

SEH proposes organizing two distinct bid packages:

- **Package A –** Elevated Water Tower (to be bid through the U.S. Army Corps of Engineers)
- **Package B –** Site, utilities, and booster station work (to be bid directly by the City with SEH support)

This approach is consistent with the RFP but requires coordinated scheduling and scope alignment between USACE and the City of Northfield.

3 – SHOP INSPECTION TRAVEL COSTS

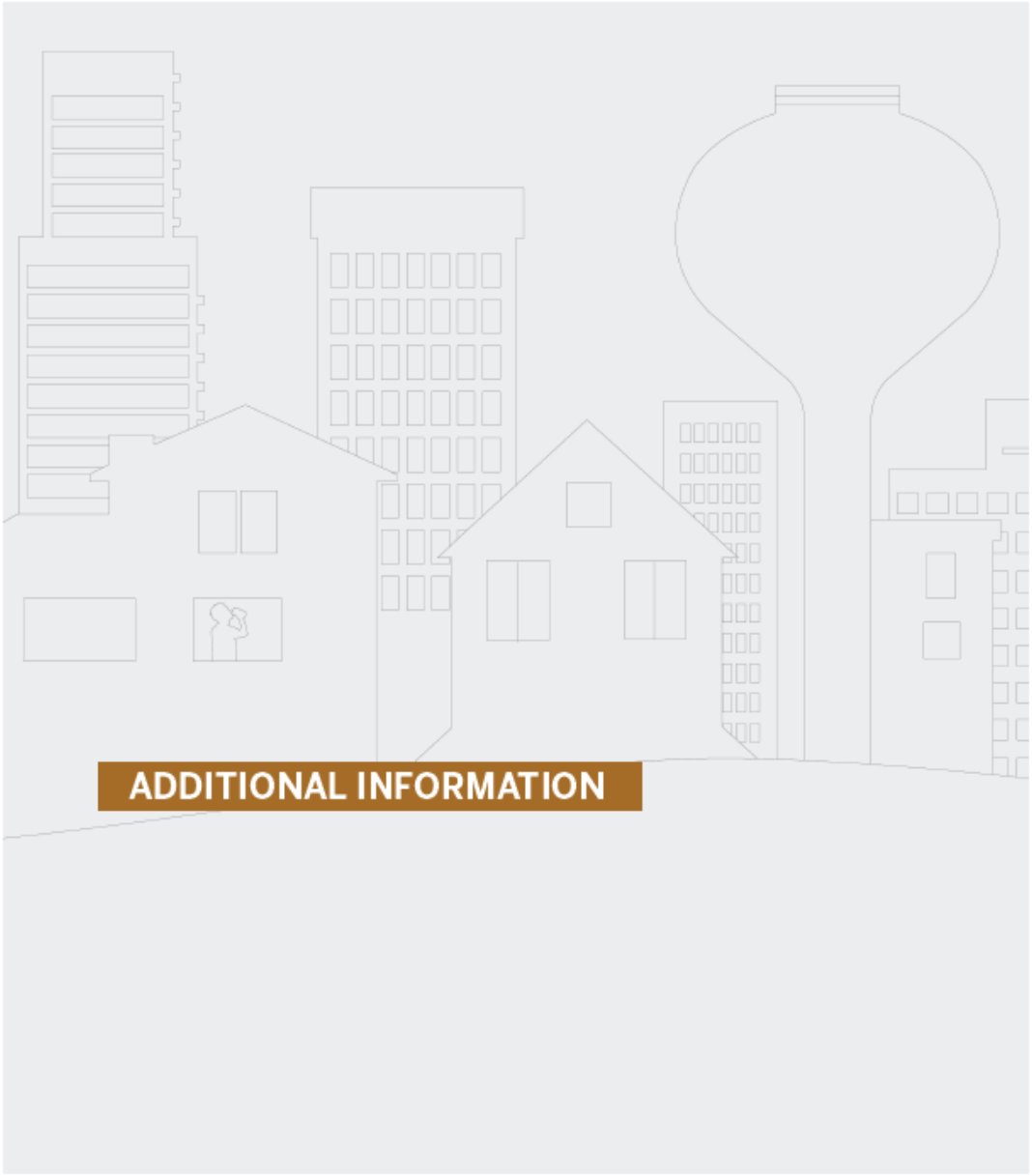
Travel costs associated with structural or coating inspections performed off site (e.g., at fabrication or painting facilities) will be expected to be reimbursed by the contractor. SEH will include appropriate contract language in the specifications to account for these costs.

4 – INSPECTION HOURS BASED ON TANK TYPE

The proposed inspection and observation hours for welding and coatings are based on a steel hydropillar tank configuration. If a composite tank is ultimately selected, adjustments to the inspection schedule and hour allocations may be made accordingly, but overall scope and quality assurance will remain unchanged.

5 – DIGITAL DELIVERABLES

SEH will provide all final deliverables (plans, specifications, record drawings, photos, manuals, etc.) in digital format unless hard copies are explicitly requested. This approach ensures efficient storage, sharing, and integration with the City's systems. Two hard copies of plans and specifications will be provided, as noted in the RFP.


ADDITIONAL INFORMATION

Additional Information

SEH offers the ability to analyze and consider multiple paths forward for the City of Northfield on this project. In this section, we have provided additional information about these services and the value they can add to this elevated water tower project.

WATER STORAGE FACILITY SPECIFIC SERVICES

SEH has extensive experience providing a variety of inspections and evaluations services for ground and elevated water storage facilities. In addition, SEH delivers thorough and accurate inspections reports that provide recommendations for water tower maintenance and rehabilitation, as well as accurate scopes of service and construction cost estimates.

As part of our water tower inspection and rehabilitation services, SEH employs an in-house Protective Coatings Management Team with extensive experience in coatings application inspections and evaluations. Our inspectors are certified by the Association for Materials Protection and Performance (AMPP), the Society for Protective Coatings (SPC), and the American Welding Society (AWS).

In addition, SEH employs Telecommunications Site Development Specialists to efficiently and effectively help you with telecommunications zoning, height restrictions, aesthetics/screening, maintenance, site planning for co-location, and structural application issues. SEH can customize our service offerings to address your individual needs or develop a comprehensive site management plan to help you take charge of your telecommunication site(s) and realize your full revenue potential.

PROTECTIVE COATINGS MANAGEMENT

Cities commit time and money to get the most from infrastructure and equipment investments, This makes the choices of design, materials, and protective coatings and linings essential for their longevity and preservation. SEH's protective coatings management professionals will help you maintain the structural integrity, service life, and aesthetic value of your investment.

SEH has designed and/or maintained more than 125 water storage facilities in the Upper Midwest in the past 10 years.

Our team brings extensive real-world experience and lessons learned to your water tower project.

Our experts offer reliable facility analysis and sound planning practices. We deliver cost-effective services to maximize service life and provide long-term cost savings to your infrastructure.

SEH has earned a number of awards for protective coatings projects, including the 2016 Sherwin Williams Impact Award and numerous American Council of Engineering Companies (ACEC) Honor Awards.

PROTECTIVE COATINGS SERVICES

FIELD INSPECTIONS

SEH provides third party quality control and quality assurance (QA/QC) inspections of contractor operations – from critical or "hold point" to full-time observation.

FACILITY SURVEYS

SEH provides coating and corrosion assessments of your facility and equipment, prioritizes repair and replacement needs/costs, and develops comprehensive maintenance programs.

FAILURE ANALYSIS

Our trained staff uses industry-leading methods to conduct site investigations that determine the cause of coatings failures. We then provide recommendations for repair or repainting.

PLANS AND SPECIFICATIONS

Our engineers and certified coatings specialists prepare complete contract documents that comply with federal and state regulatory guidelines and incorporate technical expertise for material selection and coatings preparation and application.

QUALITY CONTROL MANAGEMENT DEVELOPMENT

As required by many federal and state agencies and private corporations, SEH prepares process manuals that outline quality control of shop and field coating operations, equipment maintenance, and staff training.

INDUSTRIES SERVED

Water
Wastewater
Transportation
Petrochemical
Power
Architecture
Pulp and paper
Food and beverage
Telecommunications

CURRENT CERTIFICATIONS

Minnesota Professional Engineer
AMPP (NACE International)
Society for Protective Coatings
American Welding Society


REFERENCES

References

SEH has a long-standing history of delivering successful infrastructure projects for municipalities across the region. The following references highlight our experience with projects of similar scope and complexity, demonstrating our ability to provide reliable service, technical expertise, and collaborative project delivery. We encourage you to contact these references to speak to the quality of service that SEH provides.

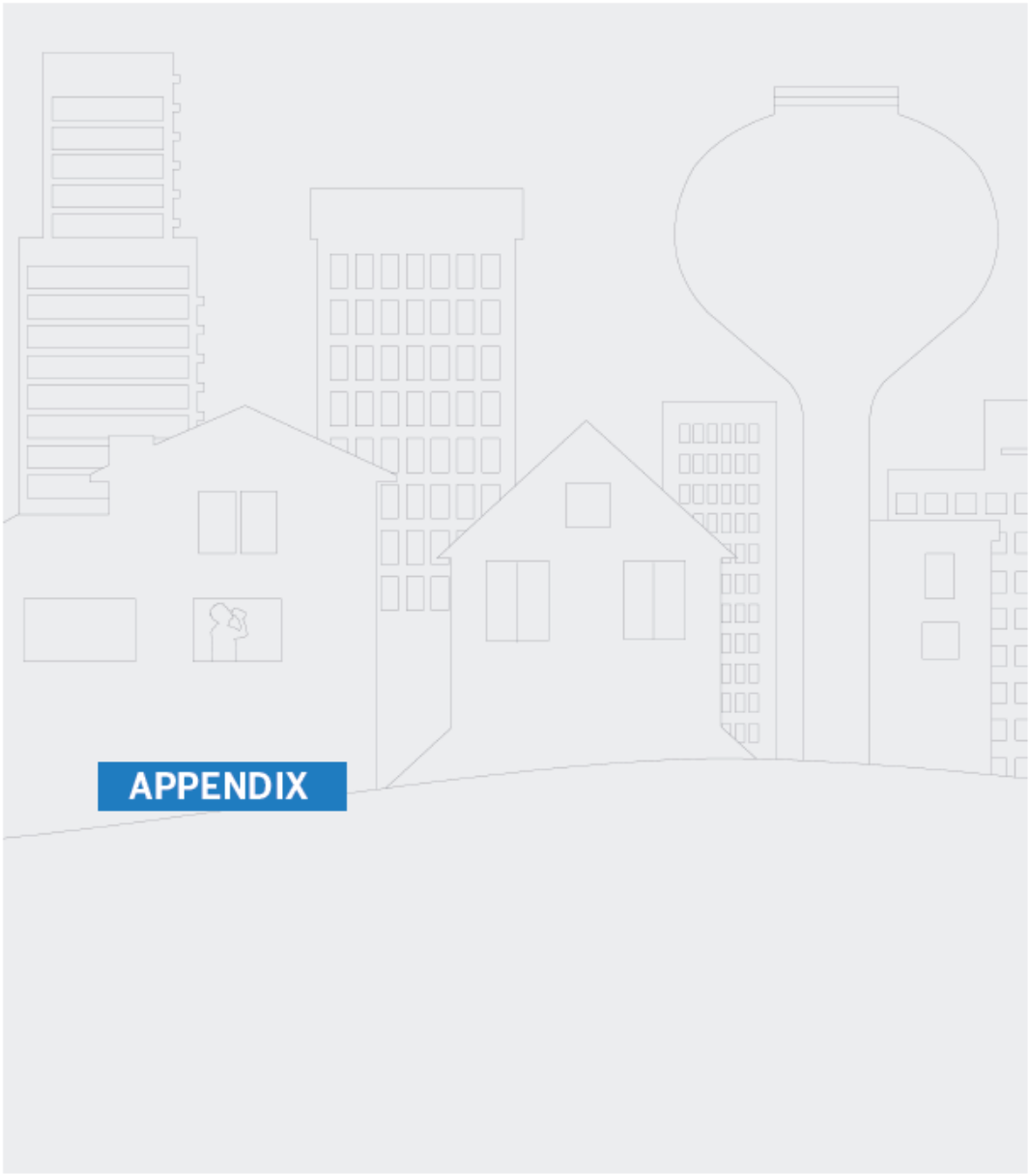
City of Lakeville
Shane Quade, Utilities Superintendent
952.985.2700
squade@lakevillemn.gov

City of Madison Water Utility
Pete Holmgren, PE, Chief Engineer
608.261.5530
pholmgren@madisonwater.org

City of Cambridge
Todd Schwab, Public Works-Utilities Director
763.689.1800
tschwab@ci.cambridge.mn.us

City of Woodbury
Doug Peterson, Sr. Project Coordinator
651.714.3725
dpeterson@ci.woodbury.mn.gov

City of Brainerd Public Utilities
Trent Hawkinson, Operations Manager
218.825.3211
thawkinson@bpu.org


APPENDIX

Appendix

APPENDIX A

CITY OF NORTHFIELD
PROPOSER WARRANTIES

A. Proposer warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-state of Minnesota) corporations.

B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees or agents thereof.

C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Northfield.

D. Proposer warrants that all information provided in connection with this proposal is true and accurate.

E. Proposer certifies that it can and will provide and make available, at a minimum, all services set forth in the "Scope of Services Requested" section of the City's request for proposals.

Signature of Official: _____

Name (typed): Miles Jensen, PE

Title: Principal/Enterprise Water Market Leader

Firm: Short Elliott Hendrickson Inc. (SEH)

Date: June 4, 2025

Building a Better World for All of Us®

Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy, and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.

JOIN OUR SOCIAL COMMUNITIES

City of Northfield
Minnesota

Request for Proposals

Northwest Water Tower

Design

Justin Wagner
Utilities Manager

1101 College Street
Northfield, Minnesota 55057

507-645-3083
Justin.Wagner@ northfieldmn.gov

Introduction

The City of Northfield ("City") is seeking proposals from qualified firms (Consultant) for engineering design services for the construction of a new elevated water tower in the northwest area of the city. This solicitation is by invite only. The City is seeking a proposal for project development, project design, project construction phase services. The project is scheduled to be designed in the summer of 2025, and construction in 2026 through 2028.

Inquiries about the engagement or the request for proposal should be addressed to:

Justin Wagner, Utilities Manager
Justin.Wagner@northfieldmn.gov
507-645-3083

There is no expressed or implied obligation for the City of Northfield to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, qualified firms must submit an electronic copy of their proposal by email or mail to Justin Wagner, Utilities Manager at the Utilities Division offices located at 1101 College Street, Northfield, MN 55057 by 2:00 p.m. on June 4, 2025. Email is the preferred method for submittal. The City of Northfield reserves the right to reject any or all proposals submitted.

The City of Northfield reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposers or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. Following a review of the proposals, a recommendation for award will be made by the Utilities Manager to the City Council. A final decision for award of the work may be made by the City Council.

The City of Northfield reserves the right to retain all proposals submitted and to use any concepts and ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposing firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the written contract between the City of Northfield and the firm selected.

Tentative Project Schedule:

- May 8, 2025 — Solicitation for proposals begins
- June 4, 2025 — Proposal submittal deadline
- June 17, 2025 — Council approve Contract with recommended firm
- June 18, 2025 — Northwest Water Tower design begins
- September, 2025 — 60% Plans Due and Specifications Due
- November, 2025 — 95% Plans and Specifications Due
- February/March, 2024 — Project Bid and Awarded
- 2026 – 2028 — Construction

Project Overview

The City is requesting a professional consultant services related to the construction of a new Northwest Water Tower. The City is seeking a proposal for Project Development, Project Design, and Projection Construction Phase Services. This project is scheduled for construction in 2025 – 2028. For proposed bidders, no pre-bid meeting with City staff is required to be a qualified bidder. After review of the request for proposals, consultants are encouraged to submit necessary questions in writing to clarify the scope.

The City was successful in obtaining $3.945 million in federal funding that will be used for the construction of the water tower. The City has a 25% match for the grant or $1.315 million for a total water tower project of $5.26 million.

The professional services costs for services should be split as follows:

1. Design, Plan & Specification Preparation for a 750,000 gallon water tower
    i. This with be the Federal Project, that will be bid by the Army Corps of Engineers
2. Desing, Plan & Specification Preparation, and Construction Services for the extension of Water Main to the Water Tower along with the driveway access. In addition upsizing the City Booster Station to provide sufficient water the new NW Water Tower.
3. Design, Plan & Specification preparation for painting of the water tower. This would be a separate project if it is estimated that the construction estimate for the water tower along with painting is over $5 Million.

The City purchased land for the Northwest Water Tower near the Northfield Hospital. The City's website shows the location for the northwest water tower at https://northfieldmn.gov/1698/Northwest-Area-Water-Tower. The site does have some constraints due to helicopter access from the Northfield Hospital and the tower is planned to be constructed on the western portion of the water tower site. The City has an easement for access to the site from the hospital road that the City will be connecting to for driveway access as well as watermain connection.

The water tower is proposed to be constructed in the northwest pressure zone of the City. The tower will operate off of the booster station. It is anticipated that the water tower will be a composite tank but if another style can be recommended based on cost of the towers life. If another style is recommended, the construction timeline would be modified accordingly.

Scope of Services Requested

1. **Cost benefit of Tower Design** – Provide a 100-year life cost analysis of a composite water tower against a single leg spheroid or other tower types. Tower should be based on initial construction as well as ongoing large maintenance costs. A report of the style of tower recommended shall be provided in electronic form as well as three (3) hard copies.
2. **Topographic Survey** – Perform a field control survey and develop horizontal and vertical control points at convenient intervals throughout the water tower site and perform topographic survey of the water tower project boundaries. This survey shall establish sufficient control to reestablish the driveway access and watermain within project area.
3. **Geotechnical Engineering** – The consultant shall identify necessary geotechnical work needed for the final design of the improvements and shall solicit the work from qualified firms. The geotechnical firms shall bill the City directly for their services.

4. **Design** – The successful consultant shall design a full set of approved plans including the following but not limited to:
   - 4.1. Existing Plans – Using topographic information, prepare base plans showing:
     - 4.1.1. Locations and elevations of all physical features.
     - 4.1.2. Existing profiles.
     - 4.1.3. Existing proposed tower layout.
     - 4.1.4. Existing site survey.
   - 4.2. Preliminary and final design plans and specifications – Prepare plans and specifications.
     - 4.2.1. Profiles –set the profiles for the project.
     - 4.2.2. Layout and elevations for all new and replacement pavement areas.
     - 4.2.3. Removals – develop a removals plan for all portions of the project.
     - 4.2.4. Utilities (electric, gas, telephone, cable TV) – All utilities should be coordinated to allow adequate time for relocations if necessary. Working with City staff, utilities should be shown based on information provided by utility companies and marked in the field. Internal utilities shall be coordinated with City staff to be located.
     - 4.2.5. Engineer to design an erosion control plan for the project.
     - 4.2.6. Estimated project costs including estimated costs for painting costs broken out with different City logo options.
   - 4.3. Prepare contract documents - the consultant selected will prepare contract documents based on the City's standards.
     - 4.3.1. Contract documents will be used for the site work and utility work of the plans
   - 4.4. Submit to City for review and approval.
     - 4.4.1. 80% Plan, Specification, Cost Estimate and Meeting with Staff
       - 4.4.1.1. Two sets of plans shall be provided, one for the water tower and one for the site work/utility work and booster station upgrades.
       - 4.4.1.2. In the event that the water tower construction costs is expected to be over $5.0 million, then the painting services will be hired in a separate project, the City wants estimates for logo options on the water tower.
     - 4.4.2. 95% Plan, Specification, Cost Estimate and Meeting with Staff
       - 4.4.2.1. Two sets of plans shall be provided, one for the water tower and one for the site work/utility work and booster station upgrades.
       - 4.4.2.2. In the event that the water tower construction costs is expected to be over $5.0 million, then the painting services will be hired in a separate project, the City wants estimates for logo options on the water tower.
   - 4.5. Obtain all required permits – The consultant selected will prepare and submit applications for all required permits. The City of Northfield will pay for all permit fees.
   - 4.6. Prepare opinion of probable construction costs - The consultant selected will prepare an opinion of probable construction costs.
   - 4.7. The City will produce two copies of the plans and specifications as listed above for bidding purposes and distribute plans and specifications to potential bidders.
5. **Bidding Administration** – Limited bidding administration will be required of the consultant selected:
   - 5.1. Advertisement for bids – The Consultant will prepare the advertisement for bids in the City of Northfield format and submit to the City of Northfield for the required publication submittal.

5.2. Answer bidder's questions – The consultant will be required to answer all bidders' questions for both projects.

5.3. Issue addenda, if required – The consultant will be required to prepare any addendums for both projects.

5.4. Bid opening and tabulation – The consultant will provide the bid opening and tabulation for the utility work project and the Army Corps of Engineers will provide the bid opening for the water tower project.

5.5. Review of Bids – The consultant shall review the bids for the water tower project to ensure accuracy.

5.6. Prepare letter of award recommendation – The Consultant will prepare a letter of award recommendation.

6. Construction Services

6.1. Construction Administration –The consultant will be required to:

6.1.1. Attend preconstruction conference.

6.1.2. Perform on-site review of project's work and status as needed.

6.1.3. Attend progress meetings as needed.

6.1.4. Review and approve shop drawings, material list reports and all information on material to be used for construction in accordance with the plans and specifications.

6.1.5. It should be planned for a minimum 80 hours for submittal review.

6.1.6. It should be planned for a minimum of 80 hours of construction administration for the project manager of the water tower.

6.2. Field Staking

6.2.1. Stake limits of construction.

6.2.2. Stake for grading.

6.2.3. Stake alignment and grades for new storm sewer, sanitary sewer and watermain replacement, roadway and/or repairs.

6.2.4. Stake other facilities as necessary.

6.3. Construction Observation Support - The Consultant will provide construction observation and day-to-day project coordination. Task include but are not limited to:

6.3.1. A minimum of 400 hours of on-site inspection services and field questions for all facets of the water tower portion of the project

6.3.2. Maintain good public relations with residents and/or property owners

6.3.3. Maintaining a daily diary of construction activity

6.3.4. Daily documentation of pay item

6.3.5. Working with the Contractor, Army Corps of Engineers and City Staff to prepare pay estimates

6.3.6. Coordinate and documentation of materials testing requirements

6.3.7. Documenting certification of materials

6.3.8. Verify conformity of materials and construction outcomes conform specifically to MnDOT standards and requirements

6.4. Assist the City through state or federal permitting modifications that are required.

6.5. Perform specific review and erection construction inspection by an AWS certified welding inspector with 5 years (minimum) of experience in the construction of steel elevated water towers (AWWA D100-05 standards), including, but not limited to:

6.5.1. X-ray testing of welds on elevated water tower locations and number of tests.

6.5.2. Construction details for conformance to as built drawings.

6.5.3. Welding details in conformance to AWWA D-100-96.

6.5.4. Visual examination of welding and field inspection.

6.5.5. Clean up after erection and cleaning of welds.

6.6. Perform full time coating inspections by an NACE certificated coating inspector with a minimum of 5 years of experience in coating inspection on steel elevated water towers, including, but not limited to:

6.6.1. Inspection of shop surface preparation and applied coatings in conformance with AWWA D102-06

6.6.2. Inspection of field surface preparation application of coatings.

6.6.3. Construction schedule.

6.6.4. Role of the inspector during construction, cooperation between inspector and contractor, inspection reports, and inspection "hold points."

6.6.5. Temperature and humidity monitoring.

6.7. Start up and place new facilities on line. Provide operator training as needed. Assemble and provide two sets of operational and equipment manuals.

6.8. Provide both digital and paper as-built drawings.

7. Project Close-out

7.1. Conduct final review of project.

7.2. Obtain record information from field representatives.

7.3. Record drawings - The Consultant will prepare record drawings.

COMMUNICATION/PROJECT MANAGEMENT

A Project Management Team (PMT) will provide overall direction and will review all products prior to their submittal and review by Staff and City Council. Justin Wagner, Utilities Manager will be the Project Manager representing the City and will be the primary contact for communications and coordination of activities with the Consultant. Ultimately, the City Council will be the reviewing/approving authority for the final product.

The PMT is anticipated to comprise of the following individuals:

- Justin Wagner, Utilities Manager
- Andrew Tussing, Utilities Supervisor
- David Bennett, P.E., Public Works Director/City Engineer
- Ben Martig, City Administrator
- Consultant

It is anticipated the PMT will meet initially to kick off the project and discuss the anticipated project outcomes and schedule. The PMT will then meet as deemed necessary throughout the project to review interim products or to discuss project issues. The PMT may at times meet without the Consultant depending on the topic.

The Consultant will provide, at a minimum, biweekly updates, primarily through email, to update City staff on project status, discuss issues and review schedules. The Consultant shall provide written agendas for meetings they are responsible for overseeing such as PMT meetings.

Beyond the PMT meetings and communication stated above, the Consultant should be prepared to attend two City Council meetings to discuss the process and recommended actions.

PRODUCT/FINAL REPORT

All electronic and paper interim review documents, such as tables, graphs, charts, text, models and maps, through the adoption of the final report, shall be included in the scope of work as described above.

The final products of this project shall include a final bound report, including all supporting materials such as tables, charts, graphs, figures and maps. The City will require final copies of the plans to be available both in paper form as well as electronically in PDF and Microsoft Word format. The Consultant shall provide the City with four paper copies and one electronic copy, via email or flash drive, of the final report.

PROPOSAL FORM AND CONTENTS

The proposal should be printed on 8½ x 11-inch paper. Pages should be consecutively numbered.

The Consultant's submittal must contain and clearly identify the following elements.

A. Letter of Transmittal

1. Name of the firm, local address, e-mail address and telephone and fax numbers of contact person during period of proposal evaluation and the date of your submittal.

B. Table of Contents

Include a clear identification of the material by section and page number.

C. Consultant Qualifications / Profile

Include qualifications of the firm as it relates to preparing a water system study, including previous experience with similar projects for cities or other units of government.

D. Key Personnel

The Consultant shall provide the names, qualifications and resumes of key personnel that will be assigned to this work and identify the lead client service contact that will be responsible for the management and administration of a contract with the City.

E. Organizational Structure

The proposal must include the organizational/project management structure identifying key project personnel, their roles and responsibilities and the time available for each individual to work on this project.

F. Experience with Similar Projects

The proposal must include the consultant and projects team experience with Water Tower design, architectural renderings, construction services, operation startup services.

G. Project Approach/Work Plan

A detailed explanation of the overall approach to be taken to complete the project along with a detailed work plan must be provided. The work plan must contain a description of each task to be performed, identify the interrelationships among the tasks, clearly identify major review and decision points and specify the deliverables and work products for each task. The work plan must address, at a minimum, each of the items outlined under Scope of Services Section in the RFP.

H. Project Schedule

The proposal must identify the major tasks and dates of accomplishment. The schedule must indicate tasks which the Consultant anticipates will be done by the City. Work on this project should be initiated within a month of contract execution and diligently performed thereafter. The schedule will be monitored by the City to evaluate the Consultant's performance on the project. Any deviation from the milestones as proposed by the Consultant shall be approved by the City.

Once a Consultant is selected, a kickoff meeting will be held where among other things; the schedule will be reviewed and adjusted as appropriate based on individual project tasks and input from the Consultant.

I. Cost

A detailed cost estimate for completing the project, broken down by task, personnel and hours must be provided. Please identify the personnel that correspond to each title in the cost estimate. The proposal must indicate the total cost and itemize each task for the project. The proposal should include hourly rates for specific professional services, including meeting and presentation costs. Payment of fees will be made every thirty days upon receipt of a progress report and an invoice itemizing services performed and hours worked. Any work identified as optional in the Scope of Services shall be listed separately from required work. A total cost not to be exceeded for all work is required by the proposal.

J. Exceptions and Deviations

Any exceptions to the requirements in this RFP, including the language in the Contract Negotiations and Terms Section, must be included in the proposal submitted by the Proposer. Segregate such exceptions as a separate element of the proposal under the heading "Exceptions and Deviations."

K. Additional Information

Any other information that the Proposer believes to be pertinent, but not specifically asked for elsewhere in the RFP, may be included under the heading "Additional Information."

L. References

For the key personnel, include a brief list of previous or current project contacts that are similar to this project that may be used as references to confirm that the key personnel are capable of performing this work.

SELECTION

Proposals that comply with the instructions set forth in this document will be evaluated by the City of Northfield. Proposals will be evaluated on the following criteria:

- **(25%)** The expressed understanding of the project objectives, the scope of services needed to attain those objectives, the proposed work plan and schedule, and the ability and resources of the Consultant to meet that schedule while coordinating multiple projects.

- **(25%)** Qualifications of the consultant and personnel technical background. The experience of the Project Manager and key design professionals assigned to this project and their prior experience with similar projects, for the City of Northfield and for other municipal clients, will be given more weight than the experience of the Consultant as a whole. Construction phase services, in particular the welding and coatings inspections, are viewed as a critical element of the qualifications. Experience coordinating multiple projects into one project.

- **(25%)** Experience in performing similar projects including performing multiple projects at one time and performance working with federally funded projects.

- **(25%)** The proposed fees for the work.

The City reserves the right to accept or reject any or all proposals received, in whole or in part. At its discretion, the City of Northfield may choose to waive immaterial deviations from the RFP instructions. If necessary, a short list of Consultants will be called for an interview. Selection of a Consultant is expected in June 2025. The Consultant selection may require the approval of the City Council.

This RFP does not commit the City of Northfield to enter into a contract, nor does it obligate the City of Northfield to pay for any costs incurred by the Consultant in the preparation and submission of proposals or in anticipation of a contact.

CONTRACT NEGOTIATION AND TERMS

A. Negotiations and Contract Execution

Upon completion of the evaluation process, the City of Northfield will enter into negotiations with the responder(s) whose proposal offers the best solution and best value possible, as determined in the evaluation process.

This project will have an executed contract between the Consultant and the City. The City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and a Consultant be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another Consultant or reject any or all proposals. The City reserves the right to negotiate with more than one Consultant simultaneously. Upon completion of negotiations agreeable to the City and Consultant, a contract shall be executed.

B. Contract Terms

1. Contract Terms are outlined in Appendix B.

EXHIBIT 2

CERTIFICATES OF REQUIRED INSURANCE COVERAGES

[*Certificates of Insurance attached hereto*]

EXHIBIT 3

COMPENSATION

Subject to the limitations set forth in this Exhibit, CITY will compensate CONSULTANT in accordance with the schedule of fees below for the time spent in performance of services/work under this Contract, provided that under no circumstances shall CONSULTANT's total charges to CITY, including expenses, exceed $249,000 ("maximum price"), unless such charges in excess of the maximum price are authorized in writing by the Public Works Director/City Engineer before they are incurred by CITY.

CITY will make periodic payment to CONSULTANT upon billing at intervals not more often than monthly at the rates specified in the schedule of fees included herein, provided that no bill/invoice submitted to CITY shall exceed a percentage of the maximum price equivalent to the percentage of the scope of services completed by CONSULTANT to the satisfaction of the Public Works Director/City Engineer, as determined by CITY.

CITY shall be entitled to withhold Five percent (5%) of the maximum price until such time as CONSULTANT has fully performed the scope of services detailed in Exhibit 1 to the satisfaction of the Public Works Director/City Engineer. .

Schedule of Fees

Classification	Hourly Rate
Included in Exhibit 1	