

**Jesse P. Farrell, PE**  
*Director of Public Works / City Engineer*

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**12D**  
**The City of Vadnais Heights**  
800 East County Road E  
Vadnais Heights, MN 55127

## *Memorandum:*

**TO:** Mayor Krachmer and Council Members

**FROM:** Jesse Farrell, Director of Public Works / City Engineer

**DATE:** January 17, 2023

**RE:** Consultant Annual Agreement with S.E.H. and Approval of 2023 Hourly Billing Rates

### **Requested Council Action**

Approve Annual Agreement for Professional Services with S.E.H. Inc., and approve 2023 hourly billing rates as attached in S.E.H.'s letter dated January 4, 2023.

### **Background**

Staff recommends that the City and S.E.H. continue our business relationship in having S.E.H. be our foremost consultant in 2023. To date, staff remains pleased with their service. S.E.H. provides a wide variety of professional services to the City.

Client Service Manager Scott Haupt continues to do an excellent job of providing engineering services in an efficient and straightforward manner. Scott is easily accessible to me and treats us as his number one client. Scott and his team are able to gather and lead whatever staff and expertise we need on various projects. We have had the same project inspectors, Dustin Cesafsky and Heather Cunningham, for several years and they know our Public Works staff and needs very well. Both have helped us immensely with their knowledge and availability on our projects. In addition to the 2023 Street Improvement Project, we have been working with S.E.H. staff on a number of other City initiated projects. These include Koehler trail, a large sewer access project, ongoing infrastructure inspection services on private developments, traffic analysis for proposed developments, frequent telecommunication reviews, planning cases and more. S.E.H. provides high-level services and is a cost effective consulting firm to work with. Additionally, they are headquartered in Vadnais Heights, which not only reduces travel time and expense to projects and meetings, but also demonstrates a strong commitment and connection to the community.

As outlined in the attached letter, S.E.H. has requested a 3.5% rate increase for 2023 rates. I have reviewed this proposal and support these adjustments.

I will be available at the January 17, 2023 City Council meeting if you have any questions.

Attachment – January 4, 2023 correspondence and billing rates from S.E.H.



Building a Better World  
for All of Us®

January 4, 2023

RE: City of Vadnais Heights  
2023 Agreement for Professional Services  
SEH No. VADNA 147082 14.00

Mr. Jesse Farrell  
City Engineer/Public Works Director  
City of Vadnais Heights  
800 East County Road E  
Vadnais Heights, MN 55127

Dear Mr. Farrell:

The Master Agreement for Professional Services between the City of Vadnais Heights and Short Elliott Hendrickson Inc. (SEH®), is due for annual renewal. This is a master agreement which does not require, but allows the City to hire SEH to do specific projects at any time. These projects are then covered by a separate agreement that refers to this master agreement. This master agreement has been renewed on an annual basis so that billing rates can be reviewed and adjusted when warranted. Accordingly, we hereby request that this master agreement be extended to December 31, 2023.

With this agreement extension, we are proposing an increase in rates of 3.5% overall. We respectfully request this adjustment to keep pace with rising labor costs of our staff in a very competitive market. I would be happy to review and discuss this with you in greater detail if you have any questions.

Thank you for your consideration of this proposal. We sincerely appreciate the opportunity to have served the City of Vadnais Heights for the past 30+ years, and look forward to the continued opportunity to do so during the upcoming year. If this proposal is acceptable to you, please sign and date at the bottom and email me the fully-executed electronic document.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Scott Haupt  
Senior Project Manager  
(Lic. MN, WI)

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

By: \_\_\_\_\_  
City of Vadnais Heights

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Engineers | Architects | Planners | Scientists

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

651.490.2000 | 800.325.2055 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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

## City of Vadnais Heights 2023 Hourly Billable and Expense Rates

<b>Classification</b>	<b>Billable Cost</b>
Project Manager	\$170.00
Project Engineer/Senior Scientist/Senior Planner/Senior Landscape Architect	\$150.00
Lead Technician/Lead Resident Project Representative	\$147.00
Registered Land Surveyor	\$143.00
Senior Technician/Senior Survey/Senior Resident Project Representative	\$125.00
Staff Engineer/Planner/Landscape Architect	\$120.00
Technician/Scientist/Junior Planner/Landscape Architect Technician	\$104.00
Administrative Specialist	\$100.00
Associate Technician	\$82.00
Project Specialist	\$195.00

### **Expenses**

Mileage	Current IRS Rate
Robotic Total Station	\$35.00/hour
Global Positioning System (GPS)	\$35.00/hour
Survey Vehicle	\$4.90/hour + mileage
Resident Project Representative Vehicle Allowance	\$16.00/day

Issued: January 17, 2023  
 Expires: December 31, 2023

For City of Vadnais Heights, Minnesota