



April 21, 2025

Mr. Trevor Walter
City of Baxter
13190 Memorywood Drive
Baxter, MN 56425

**RE: Letter Agreement between City of Baxter and AE2S
City of Baxter, MN – Wells 5 and 6 I&C Professional Services**

Dear Mr. Walter:

Advanced Engineering and Environmental Services, LLC (AE2S) proposes to render professional services for programmable logic controller (PLC), operator interface terminal (OIT), and Supervisory Control and Data Acquisition (SCADA) programming services associated with Wells 5 and 6 Instrumentation and Controls (I&C) Professional Services to the City of Baxter (CLIENT).

This Agreement, including Exhibit A, sets forth the terms and conditions under which the CLIENT and AE2S shall be governed regarding the Assignment.

Scope of Basic Services

AE2S will perform the following tasks:

1. Control panels specifications coordination and review.
2. Control panels submittal review and procurement coordination.
3. Coordination of new fiber optic cable installation, termination, and network communication items.
4. Installation of new fiber optic patch panel within WTP MCP control panel.
5. Installation and configuration of new network switch within WTP MCP control panel.
6. Installation and configuration of new network switches within existing WP-01 and WP-02 well control panels.
7. Commissioning of fiber optic network amongst WTP, existing well control panels, and new Wells 5 and 6 control panels.
8. Perform PLC programming within Well 5 and Well 6 control panels PLCs to include the following:
 1. Well pumps speed controls based upon variable frequency drive (VFD) speed and flow setpoints.
 2. Drawdown levels monitoring and trending (Wells 1, 2, 3, 5, and 6).
 3. Flow totals including today, yesterday, and cumulative flow.
 4. Pump runtimes with start counts (today, yesterday, cumulative).
 5. Alarming to include enable/disable control and consist of the following alarms:
 1. SCADA Communication Failure.
 2. Control Panel Intrusion.
 3. Phase Failure.
 4. Control Power Failure.

5. TVSS Failure
6. UPS Failure
7. UPS Power Not Available.
8. Control Panel Ambient Temperature Alarms (High, Low, Bad Signal).
9. Pump VFD Fault.
10. Pump Fail to Start.
11. Pump Low Flow.
12. Flowmeter Bad Signal.
13. Low Drawdown Level.
14. Drawdown Level Bad Signal.
6. Perform OIT programming within Wells 5 and 6 operator interfaces to develop new Panelview applications to allow for local system monitoring and controls adjustments.
7. Create data mapping and messaging within master WTP PLC for SCADA and alarming purposes.
8. Perform PLC programming within WTP PLC to add Wells 5 and 6 controls.
 1. New wells controls shall be integrated with existing WTP controls logic and include all functionality of existing wells.
9. Perform SCADA programming to integrate Wells 5 and 6 with existing WTP controls.
 1. Controls for Wells 5 and 6 shall consist of operator selectable speed and flow controls.
 2. Wells order of operation shall be customizable by operators.
 3. Wells 5 and 6 shall contain the same graphical interface and controls as the existing wells.
10. Configure alarming within Win-911 alarm notification software.
11. Configure historical data within Historian.
12. Create trends for Wells 5 and 6 flows, drawdown levels, pump running signals, etc.
13. Wells 5 and 6 control panels factory acceptance testing.
14. Wells 5 and 6 control panels commissioning and testing.
15. Commissioning and testing of WTP controls associated with Wells 5 and 6.

Additional Services

Services resulting from significant changes in the general scope, extent, or character of the Assignment are not included as a part of the Scope of Basic Services. If authorized in writing by the CLIENT, AE2S will provide services beyond the scope of this Agreement on an hourly basis.

CLIENT's Responsibilities

CLIENT shall do the following in a timely manner, so as not to delay the services of AE2S:

1. Designate a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive information, and interpret and define CLIENT's policies and decisions with respect to services for the Assignment.
2. Provide access to the relevant sites sufficient for AE2S to perform its services under this Agreement.
3. CLIENT shall, so long as AE2S is not in default, promptly pay AE2S for such services as have been performed satisfactorily hereunder in accordance with the fee terms set forth herein.

CLIENT shall bear all costs incident to compliance with its responsibilities pursuant to this section.

Fees

AE2S shall render services under this Agreement on an hourly basis not to exceed \$69,766 without written authorization from CLIENT, including reimbursement for all project related expenses.

Task	Professional Fees
<i>Control Panels Specs and Review– 14 hours</i>	<i>\$3,164</i>
<i>Control Panels Submittal Review and Coordination – 4 hours</i>	<i>\$904</i>
<i>Fiber Optic Network Coordination Items – 2 hours</i>	<i>\$452</i>
<i>Installation/Configuration of Network Switch and Patch Panel – WTP – 12 hours</i>	<i>\$2,712</i>
<i>Installation/Configuration of Network Switches – WP-01/WP-02 Panels – 14 hours</i>	<i>\$3,164</i>
<i>Fiber Optic Network Commissioning and Testing – 10 hours</i>	<i>\$2,260</i>
<i>PLC Programming – Well 5 – 20 hours</i>	<i>\$4,520</i>
<i>PLC Programming – Well 6 – 20 hours</i>	<i>\$4,520</i>
<i>OIT Programming – Well 5 – 20 hours</i>	<i>\$4,520</i>
<i>OIT Programming – Well 6 – 20 hours</i>	<i>\$4,520</i>
<i>Network Data Mapping – 8 hours</i>	<i>\$1,808</i>
<i>PLC Programming - WTP – 24 hours</i>	<i>\$5,424</i>
<i>SCADA Programming – WTP and Wells 5/6 – 40 hours</i>	<i>\$9,040</i>
<i>Win-911 Configuration – 4 hours</i>	<i>\$904</i>
<i>Historian Configuration – 4 hours</i>	<i>\$904</i>
<i>Trends Configuration – 3 hours</i>	<i>\$678</i>
<i>Factory Acceptance Testing – Well 5 – 12 hours</i>	<i>\$2,712</i>
<i>Factory Acceptance Testing – Well 6 – 12 hours</i>	<i>\$2,712</i>
<i>Startup and Commissioning – Well 5 – 14 hours</i>	<i>\$3,164</i>
<i>Startup and Commissioning – Well 6 – 14 hours</i>	<i>\$3,164</i>
<i>WTP Controls Testing and Commissioning – 20 hours</i>	<i>\$4,520</i>
Total Professional Services	\$65,766

Reimbursables	Professional Fees
<i>Mileage, Supplies, Lodging, Etc.</i>	<i>\$4,000</i>
Total Reimbursables	\$4,000

Project Totals	Professional Fees
<i>I&C Professional Services</i>	<i>\$65,766</i>
<i>Reimbursables</i>	<i>\$4,000</i>
Project Total	\$69,766

Anticipated Project Schedule

Completion of the proposed Scope of Services is dependent on receiving notice to proceed.

RE: Letter Agreement for City of Baxter
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Contract Documents

This Agreement includes the following documents, incorporated herein by reference:

1. Exhibit A - Terms and Conditions;
2. All other attached Exhibits referenced in this Agreement;
3. Any drawings or specifications provided by the CLIENT in writing; and
4. Any duly executed written amendments.

There are no contract documents other than this Agreement and those documents listed above.

If this Agreement sets forth your understanding of our agreement, including the scope of work desired, fees, terms, and conditions, please sign in the space provided and return a copy to AE2S. Thank you for the opportunity to assist in this project and we look forward to working with you.

Sincerely,

AE2S

CLIENT



Allen Dostall
Instrumentation and Controls Senior Specialist

Accepted this _____ day of

_____, 20__

By: _____

Name (Print): _____

Title: _____

By: _____

Justin Klabo, P.E.
Operations Manager

Standard Terms and Conditions

The Agreement is supplemented to include the following terms and conditions:

1. Standard of Care

a. The standard of care for all professional services performed or furnished by AE2S under this Agreement will be the care and skill ordinarily used by members of AE2S's profession practicing under similar circumstances at the same time and in the same locality. AE2S makes no warranties, express or implied, under this Agreement or otherwise, in connection with AE2S's services.

b. CLIENT shall be responsible for, and AE2S may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CLIENT to AE2S pursuant to this Agreement. AE2S may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.

2. Payments to AE2S

Invoices will be prepared in accordance with AE2S's standard invoicing practices and will be submitted to CLIENT by AE2S monthly, unless otherwise agreed. Invoices are due and payable within 30 days. If CLIENT fails to make any payment due AE2S for services and expenses within 30 days, the amounts due AE2S will be increased at the rate of 1.75% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, AE2S may, after giving seven days written notice to CLIENT, suspend services under this Agreement until AE2S has been paid in full all amounts due for services, expenses, and other related charges. All payments shall be made in United States Dollars.

3. Insurance

AE2S will maintain insurance coverage for Workers' Compensation, Professional Liability, General Liability, and Automobile Liability and will provide certificates of insurance to CLIENT upon request.

4. Indemnification and Allocation of Risk

a. To the fullest extent permitted by law, AE2S shall indemnify and hold harmless CLIENT and CLIENT's officers, directors, members, and employees from any and all costs, losses, and damages (including but not limited to all reasonable fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project, provided that any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of AE2S or AE2S's officers, directors, members, partners, employees, or Consultants. The parties expressly agree that AE2S or AE2S's officers, directors, members, partners, or employees have no duty to defend CLIENT and CLIENT's officers, directors, members, and employees against any claims, causes of action, demands, lawsuits, or proceedings of any kind.

b. To the fullest extent permitted by law, CLIENT shall indemnify and hold harmless AE2S, AE2S's officers, directors, partners, employees, and consultants from and against costs, losses, and damages (including but not limited to reasonable fees and charges of engineers, architects, attorneys, and other professionals, and reasonable court or arbitration or other dispute resolution costs) to the extent caused by the negligent acts or omissions of CLIENT or CLIENT's officers, directors, partners, employees, and consultants with respect to this Agreement.

c. In addition to the indemnity provided under paragraph 4.b. of this Exhibit, and to the fullest extent permitted by law, CLIENT shall indemnify and hold harmless AE2S and AE2S's officers, directors, partners, employees, and consultants from and against injuries, losses, damages and expenses (including but not limited to all reasonable fees and charges of engineers, architects, attorneys, and other professionals, and all

court or arbitration or other disputes resolution costs) caused by, arising out of, or resulting from Hazardous Environmental Condition, provided that (i) any such injuries, losses, damages and expenses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, and (ii) nothing in this paragraph 4.c. shall obligate CLIENT to indemnify any individual or entity to the extent of that individual or entity's own negligence or willful misconduct.

d. To the fullest extent permitted by law, AE2S's total liability to CLIENT and anyone claiming by, through, or under CLIENT for any injuries, losses, damages and expenses caused in part by the negligence of AE2S and in part by the negligence of CLIENT or any other negligent entity or individual, shall not exceed the percentage share that AE2S's negligence bears to the total negligence of CLIENT, AE2S, and all other negligent entities and individuals.

5. Exclusion of Special, Incidental, Indirect, and Consequential Damages

To the fullest extent permitted by law, and notwithstanding any other provision in the Agreement, AE2S and AE2S's officers, directors, partners, employees, agents, and Consultants, or any of them, shall not be liable to CLIENT or anyone claiming by, through, or under CLIENT for any special, incidental, indirect, or consequential damages whatsoever arising out of, resulting from, or in any way related to the Assignment or this Agreement, from any cause or causes, including but not limited to any such damages caused by the negligence, professional errors or omissions, strict liability, breach of contract or warranties, express or implied, of AE2S or AE2S's officers, directors, partners, employees, agents, or AE2S's Consultants, or any of them.

6. Limit of Liability

To the fullest extent permitted by law, notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of AE2S and AE2S's officers, directors, partners, employees, agents, and AE2S's Consultants, and any of them, to CLIENT and anyone claiming by, through, or under CLIENT for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to the Project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract, or warranty express or implied of AE2S or AE2S's officers, directors, partners, employees, agents, or AE2S's Consultants, or any of them, shall not exceed \$1,000,000.

7. Termination of Contract

Either party may at any time, upon seven days prior written notice to the other party, terminate this Agreement. Upon such termination, CLIENT shall pay to AE2S all amounts owing to AE2S under this Agreement, for all work performed up to the effective date of termination, plus reasonable termination costs.

8. Access

CLIENT shall arrange for safe access to and make all provisions for AE2S and AE2S's Consultants to enter upon public and private property as required for AE2S to perform services under this Agreement.

9. Hazardous Environmental Conditions

It is acknowledged by both parties that AE2S's scope of services does not include any services related to a "Hazardous Environmental Condition," i.e. the presence at the site of asbestos, PCBs, petroleum, hazardous waste, or radioactive materials in such quantities or circumstances that may present a substantial danger to persons or property exposed thereto in connection with the Assignment. In the event AE2S or any other party encounters a Hazardous Environmental Condition, AE2S may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Assignment affected thereby until CLIENT: (i) retains appropriate specialist consultant(s) or

contractor(s) to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the site is in full compliance with applicable laws and regulations. CLIENT acknowledges that AE2S is performing professional services for CLIENT and that AE2S is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the site in connection with AE2S's activities under this Agreement.

10. Patents

AE2S shall not conduct patent searches in connection with its services under this Agreement and assumes no responsibility for any patent or copyright infringement arising therefrom. Nothing in this Agreement shall be construed as a warranty or representation that anything made, used, or sold arising out of the services performed under this Agreement will be free from infringement of patents or copyrights.

11. Ownership and Reuse of Documents

All documents prepared or furnished by AE2S pursuant to this Agreement are instruments of service, and AE2S shall retain an ownership and property interest therein. Reuse of any such documents by CLIENT shall be at CLIENT's sole risk; and CLIENT agrees to indemnify, and hold AE2S harmless from all claims, damages, and expenses including attorney's fees arising out of such reuse of documents by CLIENT or by others acting through CLIENT.

12. Use of Electronic Media

a. Copies of Documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by the AE2S. Files in electronic media format of text, data, graphics, or of other types that are furnished by AE2S to CLIENT are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

b. When transferring documents in electronic media format, AE2S makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by AE2S at the beginning of this Assignment.

c. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. AE2S shall not be responsible to maintain documents stored in electronic media format after acceptance by CLIENT.

13. Contractors

AE2S shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall AE2S have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at a project site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. AE2S neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between CLIENT and such contractor. AE2S shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except AE2S's own employees) at a project site or otherwise furnishing or performing any construction work; or for any decision made regarding the construction contract requirements, or any application,

interpretation, or clarification of the construction contract other than those made by AE2S.

14. Force Majeure

AE2S shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond AE2S's reasonable control.

15. No Third Party Beneficiaries

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of CLIENT and AE2S and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either CLIENT or AE2S. AE2S's services under this Agreement are being performed solely for CLIENT's benefit, and no other entity shall have any claim against AE2S because of this Agreement or the performance or nonperformance of services hereunder.

16. Assignment

Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.

17. Binding Effect

This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.

18. Severability and Waiver of Provisions

Any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and AE2S, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

19. Survival

All express representations, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination for any reason.

20. Headings

The headings used in this Agreement are for general reference only and do not have special significance.

21. Controlling Law

This Agreement is to be governed by the law of the State of Minnesota without regard to its conflicts of laws principles.

22. Notices

Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the signature page and given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

23. Executed in Counterparts

This Agreement may be executed in counterparts, each of which together will constitute one and the same instrument. Delivery of an executed counterpart of this Agreement shall constitute effective delivery of this Agreement. Each party agrees that the delivery of the Agreement by facsimile or electronic mail shall have the same force and effect as delivery of original signature and that each Party may use such facsimile or electronic mail signatures as evidence of the execution and delivery of the Agreement by the parties to the same extent that an original signature could be used.