

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: Approve AE2S Task Order No. 26-05 for consulting services for 2026 Congressionally Directed Spending Application Assistance

Prepared By: Jasper Kruggel, City Administrator
Gary Peters, Public Works Director

Meeting Date: October 19, 2026

Issue:

The City needs AE2S's assistance to meet federal requirements to enable the City to access its federally allocated CDS funding.

Background/History/Overview:

City Staff applied for Congressionally Directed Spending (CDS) funding in April of 2024. The City did not receive any funding as part of the fiscal year 2025 budget, but the request remained under consideration in the most recent round, and in late February 2026, we were awarded funding as part of the fiscal year 2027 budget.

This funding can be used for any activities related to manganese mitigation. AE2S discussed other funding uses with the EPA. They specifically asked about using the funding for the new Highway 7 trunk watermain, and the EPA lead agreed that the project will qualify.

Task Order No. 26-05 provides assistance from AE2S to make sure the City meets all federal requirements to access its federally allocated CDS funding. The scope includes five tasks:

- Project Management: internal project management, including progress meetings, quality control, budget management, and monthly invoices and reports.
- Work Plan and Budget Creation Review: review of the Work Plan and Budget, with any necessary adjustments, including environmental considerations.
- Environmental/NEPA Assistance: solicitations and documentation for environmental requirements, including NEPA.
- Application Development Assistance: help submitting the application through the grants.gov portal, up to the number of hours scoped.
- Agency Coordination: meetings and correspondence with EPA representatives to make sure all documentation meets requirements.

Deliverables are a reviewed and approved Work Plan and Budget, a completed and approved Categorical Exclusion (CatEx) application, and a completed and approved

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Application Package. Estimated completion dates are January 31, 2027 for the Work Plan and Budget, March 30, 2027 for the Environmental/NEPA work, and June 30, 2027 for the application. The schedule depends on federal agency requirements and the environmental review.

Two assumptions in the task order are worth noting. First, the fee assumes the project will receive a categorical exclusion. If an Environmental Assessment is required, additional environmental services would need a task order amendment. Second, post-award funding administration (reporting and reimbursement assistance) is not included; that work would be completed by City staff or negotiated through a separate contract.

See the attached Task Order No. 26-05 for a complete breakdown of services and deliverables.

Fiscal Impact:

The cost of Task Order No. 26-05 is \$27,526.00, billed hourly, broken down as follows:

Project Management	\$1,095.00
Work Plan and Budget Creation Review	\$13,532.00
Environmental/NEPA Assistance	\$8,300.00
Application Development Assistance	\$1,095.00
Agency Coordination	\$3,504.00
Total	\$27,526.00

The hourly amounts are estimates, and AE2S may not exceed the total without the City's written approval. Additional environmental work (if an Environmental Assessment is required) and post-award grant administration are not included in this amount.

The City's CDS award is \$1,092,000.00. This money will be used for a future water project, presumably the new Highway 7 trunk watermain.

Recommended City Council Action:

Motion to approve AE2S Task Order No. 26-05 for consulting services for 2026 Congressionally Directed Spending Application Assistance at a cost not to exceed \$27,526.00.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Task Order No. 26-05

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated August 1, 2022 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: October 19, 2026
- b. Owner: City of Minnetrista
- c. Engineer: Advanced Engineering and Environmental Services, LLC
- d. Specific Project (title): 2026 Congressionally Directed Spending Application Assistance
- e. Specific Project (description): The project consists of funding assistance to meet federal requirements to enable the city to access its federally allocated CDS funding.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:

1.1 Project Management

- Engineer will provide internal project management. Internal project management includes progress meetings, quality control, budget management, monthly invoices, and monthly reports. Project managers will monitor scope, notify Owner of scope changes, and negotiate task order amendments, if necessary.

1.2 Work Plan and Budget Creation Review

- Engineer will review the internal Work Plan and Budget Creation and make any necessary adjustments, including environmental considerations.

1.3 Environmental/NEPA Assistance

- Engineer will provide solicitations and documentation for environmental requirements, including NEPA assistance.

1.4 Application Development Assistance

- When approved, Engineer will assist with submitting the application itself through the grants.gov portal up to the number of hours scoped, as needed.

1.5 Agency Coordination

- Engineer will hold meetings and correspond with EPA representatives to assure all documentation is in proper format to meet requirements.

Assumptions

- For the Environmental/NEPA Assistance, it is assumed that the project will receive a categorical exclusion. If an Environmental Assessment is required, Engineer can provide additional Environmental support services (if requested by the Owner) through an amendment to this Task Order.
- Post-award funding administration is not included with this fee. It is assumed the funding administration, reporting, and reimbursement assistance will be completed by the Owner or negotiated through a separate contract.

Deliverables

- Reviewed and approved Work Plan and Budget
- Completed and approved CatEx Application
- Completed and approved Application Package

B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Additional Services

A. Additional Services that may be authorized or necessary under this Task Order are:

1. Those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: None

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule: This schedule is contingent upon Federal Agency requirements and environmental assessment.

Task	Est. Completion Date
01 Work Plan/Budget Creation	January 31, 2027
02 Environmental/NEPA	March 30, 2027
03 Application	June 30, 2027

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services (Part 1 of Exhibit A)		
Project Management	\$1,095.00	Hourly
Work Plan and Budget Creation Review	\$13,532.00	
Environmental/NEPA Assistance	\$8,300.00	
Application Development Assistance	\$1,095.00	
Agency Coordination	\$3,504.00	
TOTAL COMPENSATION	\$27,526.00	
2. Additional Services (Part 2 of Exhibit A)	(N/A)	

Compensation items and totals based in whole or in part on Hourly Rates are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered. Engineer shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order: None

8. Other Modifications to Agreement and Exhibits: None

9. Attachments:

a. Detailed Fee Estimate

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is October 19, 2026.

OWNER:

City of Minnetrista

By:**Print name:**

Title: City of Minnetrista

Date Signed:**ENGINEER:**

Advanced Engineering and Environmental Services,
LLC

By:

Print name: Ryan Grubb

Title: Operations Manager

Date Signed:**DESIGNATED REPRESENTATIVE FOR TASK ORDER:**

Name: Gary Peters

Title: Public Works Director

Address: 7701 County Road 110 W
Minnetrista, Minnesota 55364

E-Mail Address: garypeters@ci.minnetrista.mn.us

Phone: 952-241-2532

DESIGNATED REPRESENTATIVE FOR ORDER:

Name: Aaron Vollmer

Title: Client Development Director

Address: Water Tower Place Business Center
6901 East Fish Lake Road, Suite 184
Maple Grove, MN 55369

E-Mail Address: aaron.vollmer@ae2s.com

Phone: 763-463-5036

Detailed Fee Estimate							
for							
2026 Congressionally Directed Spending Application							
		PM - Rachel Schultz		Funding Specialist - Abby Ritz		Hours	Labor Cost
		\$219		\$196			
		Hours	Cost	Hours	Cost		
Estimated Labor and Expenses for AE2S Staff							
	Project Management	5	\$ 1,095			5	\$ 1,095
	Work Plan and Budget Creation Review	60	\$13,140	2	\$ 392	62	\$ 13,532
	Environmental/NEPA Assistance	20	\$ 4,380	20	\$ 3,920	40	\$ 8,300
	Application Development Assistance	5	\$ 1,095			5	\$ 1,095
	Agency Coordination	16	\$ 3,504			16	\$ 3,504
TOTAL		106	\$23,214	22	\$ 4,312	128	\$ 27,526