

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: Approve AE2S SCADA Task Order 03-26 for Supervisory Control And Data Acquisition (SCADA) services

Prepared By: Gary Peters, Public Works Director

Meeting Date: February 2, 2026

Issue:

Now and again, the Public Works Utility and Water Departments need emergency Supervisory Control And Data Acquisition (SCADA) services.

Overview:

SCADA systems are used for controlling, monitoring, and analyzing devices and processes. The system consists of both software and hardware components and enables remote and on-site gathering of data from industrial equipment. Public Works utilizes SCADA systems for monitoring the City wells, lift stations and water treatment plants. If there is an issue with a monitored piece of equipment or process, an alarm text message and phone call are sent to the on-call emergency and water operator phones.

SCADA Task Order 03-26 would cover emergency instrument and control issues. This would include a computer malfunction, programming failure at a lift station, chemical feed reset at the water treatment plants, etc. Time invoiced under this task order would be for making sure that the system is back up and running properly. Any further work needed, or other SCADA tasks that may be needed, will have their own task order assigned to them.

Fiscal Impact:

The cost of these services would be paid out of funds according to the department that needed the emergency services and invoiced at an hourly rate. SCADA services for the wells and water treatment plants would come out of the 601-water operating fund and services for sanitary lift station control issues would be paid for out of the 602-sewer operating fund. Any other SCADA needs will require a separate task order and will be invoiced by set a price.

Recommended City Council Action:

Motion to approve AE2S SCADA Task Order 03-26 for Supervisory Control And Data Acquisition (SCADA) instrumentation and control services to the City of Minnetrista for emergency services.

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. 7 (SCADA Task Order 03-26)

In accordance with the Task Order Letter Agreement Between CLIENT and AE2S for Professional Instrumentation and Control (I&C) Services – Task Order Edition, dated September 4, 2024 ("Agreement"), CLIENT and AE2S agree as follows:

1. Background Data

- a. Effective Date of Task Order: January 1, 2026
- b. CLIENT: City of Minnetrista
- c. AE2S: Advanced Engineering and Environmental Services, LLC (AE2S)
- d. Specific Project (title): 2026 General I&C Support Services
- e. Specific Project (description): Provide Professional I&C Services for Minnetrista on an as-needed basis

2. Services of AE2S

- A. The specific services to be provided or furnished by AE2S under this Task Order are as follows:
 - 1. This is an “open-ended” Task Order in which specific tasks will be performed upon request as project requirements are identified. The following are examples of specific tasks that could be performed under this Task Order upon request by Owner:
 - a. Supervisory Control and Data Acquisition (SCADA) software programming services as requested by the CLIENT. Programming modifications and troubleshooting for computers, Programmable Logic Controller (PLC), and Human-Machine Interface (HMI) software.
 - b. I&C General, Emergency, and Calibration Services
 - 1) Service for system problems will be scheduled in accordance with the severity of the issue. AE2S will work with the CLIENT to assess the severity and discuss an appropriate timeline for a solution.
 - 2) Problems that result in the inability for the operation of the facility will be assessed as soon as possible, inside or outside normal business hours.
 - 3) Non-Emergency problems will be assessed within normal business hours.
 - 4) Technicians will provide all required tools and computer software to perform Input/Output (I/O) Checkout and Instrumentation Calibrations as needed.
 - 5) Provide service reports to CLIENT indicating the original problem, the testing procedures used to investigate the problem, the resolution to the problem and the time required to resolve the problem.

- 6) If the replacement of equipment is required to resolve the problem, the technician will discuss with the CLIENT and work to procure and replace the equipment under the CLIENT's direction. Costs of the devices, consumables for installing the devices, or other direct, non-labor expenses are reimbursable and shall be borne by the CLIENT.

3. Task Order Schedule

- A. The parties shall meet the following schedule:

<u>Phase</u>	<u>Completion Date</u>
General I&C Support Services	December 31, 2026

4. Payments to AE2S

5. **CLIENT shall pay AE2S for services rendered under this Task Order on an hourly basis, not to exceed \$10,000 in accordance with the current Hourly Fee Schedule, without prior written authorization from CLIENT. Other Modifications to Agreement and Exhibits: None**

6. Attachments:

- 2026 Hourly Fee and Expense Schedule

7. Other Documents Incorporated by Reference: None

Execution of this Task Order by CLIENT and AE2S shall make it subject to the terms and conditions of the Agreement, which Agreement is incorporated by this reference. AE2S is authorized to begin performance upon its receipt of a copy of this Task Order signed by CLIENT.

The Effective Date of this Task Order is January 1, 2026.

CLIENT:

AE2S:

By:

[Redacted]

By:



Print Name: Lisa Whalen

Print Name: Justin Klabo

Title: Mayor

Title: Operations Manager

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Gary Peters

Name: Anthony Pittman

Title: Public Works Director

Title: Lead I&C Specialist

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ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC

2026 HOURLY FEE AND EXPENSE SCHEDULE

Labor Rates*

Administrative 1	\$73.00	I&C Assistant 1	\$112.00
Administrative 2	\$88.00	I&C Assistant 2	\$139.00
Administrative 3	\$103.00	I&C 1	\$166.00
		I&C 2	\$196.00
Communications Specialist 1	\$117.00	I&C 3	\$221.00
Communications Specialist 2	\$137.00	I&C 4	\$234.00
Communications Specialist 3	\$158.00	I&C 5	\$246.00
Communications Specialist 4	\$190.00		
Communications Specialist 5	\$210.00	IT 1	\$145.00
		IT 2	\$196.00
		IT 3	\$241.00
Construction Services 1	\$140.00		
Construction Services 2	\$171.00	Land Surveyor Assistant	\$107.00
Construction Services 3	\$190.00	Land Surveyor 1	\$129.00
Construction Services 4	\$211.00	Land Surveyor 2	\$156.00
Construction Services 5	\$232.00	Land Surveyor 3	\$175.00
		Land Surveyor 4	\$193.00
Engineering Assistant 1	\$94.00	Land Surveyor 5	\$213.00
Engineering Assistant 2	\$111.00		
Engineering Assistant 3	\$140.00	Operations Specialist 1	\$112.00
Engineer 1	\$152.00	Operations Specialist 2	\$140.00
Engineer 2	\$182.00	Operations Specialist 3	\$173.00
Engineer 3	\$213.00	Operations Specialist 4	\$198.00
Engineer 4	\$246.00	Operations Specialist 5	\$222.00
Engineer 5	\$264.00		
Engineer 6	\$279.00	Project Coordinator 1	\$130.00
		Project Coordinator 2	\$145.00
Engineering Technician 1	\$93.00	Project Coordinator 3	\$162.00
Engineering Technician 2	\$117.00	Project Coordinator 4	\$178.00
Engineering Technician 3	\$141.00	Project Coordinator 5	\$201.00
Engineering Technician 4	\$158.00		
Engineering Technician 5	\$181.00	Project Manager 1	\$229.00
		Project Manager 2	\$251.00
Financial Analyst 1	\$126.00	Project Manager 3	\$269.00
Financial Analyst 2	\$142.00	Project Manager 4	\$284.00
Financial Analyst 3	\$171.00	Project Manager 5	\$303.00
Financial Analyst 4	\$187.00	Project Manager 6	\$317.00
Financial Analyst 5	\$209.00		
		Sr. Designer 1	\$199.00
GIS Specialist 1	\$117.00	Sr. Designer 2	\$221.00
GIS Specialist 2	\$142.00	Sr. Designer 3	\$238.00
GIS Specialist 3	\$168.00		
GIS Specialist 4	\$188.00	Sr. Financial Analyst 1	\$236.00
GIS Specialist 5	\$210.00	Sr. Financial Analyst 2	\$257.00
		Sr. Financial Analyst 3	\$279.00
		Technical Expert 1	\$361.00
		Technical Expert 2	Negotiable

Reimbursable Expense Rates

Transportation	\$0.83/mile
Survey Vehicle	\$1.05/mile
Laser Printouts/Photocopies	\$0.30/copy
Plotter Printouts	\$1.00/s.f.
UAS - Photo/Video Grade	\$100.00/day
UAS/USV – Survey	\$50.00/hour
Total Station – Robotic	\$35.00/hour
Mapping GPS	\$60.00/day
Fast Static/RTK GPS	\$50.00/hour
All-Terrain Vehicle/Boat	\$100.00/day
Cellular Modem	\$75.00/month
Web Hosting	\$26.00/month
Legal Services Reimbursement	\$302.00/hour
Outside Services	cost * 1.15
Geotechnical Services	cost * 1.30
Out of Pocket Expenses	cost * 1.15
Rental Car	cost * 1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1.