

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: St. Bonifacius Interconnect Metering Project Task Order

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: June 16, 2025

Issue: The City Council directed staff to develop a plan to install up to three interconnect meters between the City of Minnetrista and the City of St. Bonifacius. Attached you will find Task Order No. 17 from AE2S to provide engineering services to model, design, bid, and inspect the project.

Overview: The City of Minnetrista and the City of St. Bonifacius recently partnered on installing a bidirectional meter at one of the four interconnect locations between the two cities. Task Order No. 17 outlines and provides the services required to model, design, bid, and inspect the project.

Installing up to three additional meters between the two cities will allow for accurate measurements of water usage between the two communities, which will allow for the interconnects to be opened up for maintenance projects in each of the communities. This would include the maintenance of the Kings Point Road water tower in Minnetrista as early as 2026.

The financing mechanism for this project is proposed to be the water fund for both the engineering and future installation of the meters. From a partnering aspect, the City of Minnetrista would front the costs for this project, provide a “water credit” to St. Bonifacius for 50% of the cost, and as water is used, the credit will be adjusted. Under the circumstance that St. Bonifacius uses water from Minnetrista, a future agreement will be developed.

The proposed Task Order No. 17 defines a total cost not to exceed the amount of \$120,500. The basis of compensation is hourly, so the City only pays for services rendered.

Recommended City Council Action: Staff recommend approving Task Order No. 17 and directing staff to work with AE2S to develop plans for the remaining interconnects between the cities of Minnetrista and St. Bonifacius. Once plans are developed, they will be brought to City Council for consideration to bid this fall.

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. 17

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: June 10, 2025
- b. Owner: City of Minnetrista
- c. Engineer: Advanced Engineering and Environmental Services, LLC
- d. Specific Project (title): Minnetrista St. Bonifacius Interconnects
- e. Specific Project (description): Hydraulic model analysis for regular operation of watermain interconnects between Minnetrista and St. Bonifacius. Design, bidding, and construction services to install meter vaults for three (3) watermain interconnects.

2. Services of Engineer

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

1) Hydraulic Model Analysis

- a) Request and review St. Bonifacius operational data and demand data.
- b) Incorporate St. Bonifacius operational and demand data into Minnetrista's hydraulic model.
- c) Model analysis for:
 - i) Temporary use of interconnects during Minnetrista's Kings Point Tower rehabilitation.
 - ii) Permanent long-term use of interconnects to serve St. Bonifacius' entire water system from city's water treatment facilities.
- d) Review model analysis results with the Owner.
- e) **Deliverables**
 - i) 1-2 page technical memorandum summarizing the model analysis results.
 - ii) GIS exhibits for each interconnect location
 - iii) Opinion of Probable Cost for the recommended improvements

2) Design Phase Services

- a) Coordinate virtual design kickoff meeting (duration up to one (1) hour)
 - i) Discuss the goals and objectives of the project, review the schedule, and provide general overview of the project.
 - ii) Identify critical project items.
- b) 90 Percent Design Plans and Specifications

- i) Engineer shall submit to the Owner for a single review period construction plans and specifications which are to address not less than 90 percent completion design efforts for the Project. Tasks of the 90 Percent Design include:
 - (1) Prepare plans for the proposed meter vaults and control panels including:
 - (a) Meter vaults and appurtenances
 - (b) Control panels
 - (c) Electrical and I&C design to connect to nearby lift station control panels
 - (2) Prepare specifications for the proposed meter vaults and control panels. Specification format will conform to the City of Minnetrista's standard General Conditions and Contract Forms as provided by Owner.
 - (3) Prepare Front End Specifications and Bidding documents for the Project.
 - (4) Prepare an Opinion of Total Probable Construction Cost.
 - (5) Submit to the Owner one (1) digital copy of the construction plans and specifications.
 - (6) Conduct one (1) virtual meeting with the Owner to discuss the plans and specifications.
 - c) Final (100 Percent) Design
 - i) The Final Design shall include the following:
 - (1) Make edits to the 90 Percent Design Plans and Specifications based on Owner comments.
 - (2) Prepare and submit to the Owner and MDH, two (2) paper copies and one (1) pdf copy, each, of the final design construction plans and specifications.
 - (3) Respond to MDH regarding their review of the drawings and specifications.
 - (4) Prepare and submit the Final Opinion of Total Probable Construction Costs to the Owner.
 - d) **Deliverables**
 - i) 90% Plans and Specifications
 - ii) 100% Plans and Specifications
 - iii) Total Probable Construction Cost
- 3) Bidding or Negotiating Services**
 - a) Respond to bidder questions.
 - b) Issue addenda to bidding documents, if required.
 - c) Attend the Bid Opening and prepare bid tabulation sheets.
 - d) Evaluate the bids and prepare a recommendation letter.
- 4) Construction Phase Services (Exhibit A, Paragraph A1.05)**
 - a) Including Resident Project Representative (RPR) services (A1.05.A.2)
 - b) Total time allotted for onsite RPR services is forty (40) hours, assuming 2-3 site visits per interconnect location pending the Contractor's schedule.

B. Resident Project Representative (RPR) Services

- Exhibit D of the Agreement is expressly incorporated in this Task Order by reference.

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

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following:

4. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

- Hydraulic Model Analysis to be completed on or before June 30, 2025
- Final Design to be completed on or before August 15, 2025
- Bidding to be completed on or before September 15, 2025
- Construction to be completed on or before April 30, 2026
 - Assumption that meter vault and pipe modifications to be completed Fall 2025.
- Assumption that control panel procurement and installation will be completed in Spring 2026.

5. 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)		
Study and Report Phase (A1.01)	\$ 14,700	Hourly
Preliminary and Final Design Phase (A1.02, A1.03)	\$ 61,200	Hourly
Bidding or Negotiating Phase (A1.04)	\$ 12,900	Hourly
Construction Phase (A1.05)*	\$ 25,600	Hourly
Resident Project Representative Services* (A1.05.A.2)	\$ 6,100	Hourly
TOTAL COMPENSATION	\$120,500	
2. Additional Services (Part 2 of Exhibit A)	(N/A)	

*Based on a 3 month construction period with the assumption that the construction period will have a gap between completing the pipe modifications and procuring and installing the control panels.

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.

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

7. Other Modifications to Agreement and Exhibits: None

8. Attachments:

- 2025 Hourly Fee and Expense Schedule

9. Other Documents Incorporated by Reference: None

10. 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 June 10, 2025.

OWNER:
City of Minnetrista

By:

Print name: Lisa Whalen

Title: Mayor

Date Signed:

ENGINEER:
Advanced Engineering and Environmental Services,
LLC

By: Brian R. Bergantine
Brian R. Bergantine (Jun 11, 2025 11:56 CDT)

Print name: Brian R. Bergantine

Title: Project Quality Director

Date Signed:
Jun 11, 2025

**DESIGNATED REPRESENTATIVE FOR TASK
ORDER:**

Name: Jasper Kruggel

Title: City Administrator

Address: 7701 County Road 110W
Minnetrista, MN 55364

**E-Mail
Address:** _____

Phone: _____

**DESIGNATED REPRESENTATIVE FOR
ORDER:**

Name: Jake Puffe, PE

Title: Senior Project Engineer

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

**E-Mail
Address:** jake.puffe@ae2s.com

Phone: 763-463-5036

ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC

2025 HOURLY FEE AND EXPENSE SCHEDULE

Labor Rates*

Administrative 1	\$70.00	IT 1	\$140.00
Administrative 2	\$85.00	IT 2	\$189.00
Administrative 3	\$99.00	IT 3	\$232.00
Communications Specialist 1	\$113.00	Land Surveyor Assistant	\$103.00
Communications Specialist 2	\$132.00	Land Surveyor 1	\$124.00
Communications Specialist 3	\$152.00	Land Surveyor 2	\$150.00
Communications Specialist 4	\$183.00	Land Surveyor 3	\$169.00
Communications Specialist 5	\$202.00	Land Surveyor 4	\$186.00
		Land Surveyor 5	\$205.00
Construction Services 1	\$135.00	Operations Specialist 1	\$108.00
Construction Services 2	\$165.00	Operations Specialist 2	\$135.00
Construction Services 3	\$183.00	Operations Specialist 3	\$167.00
Construction Services 4	\$203.00	Operations Specialist 4	\$191.00
Construction Services 5	\$224.00	Operations Specialist 5	\$214.00
Engineering Assistant 1	\$91.00	Project Coordinator 1	\$125.00
Engineering Assistant 2	\$107.00	Project Coordinator 2	\$140.00
Engineering Assistant 3	\$135.00	Project Coordinator 3	\$156.00
Engineer 1	\$146.00	Project Coordinator 4	\$172.00
Engineer 2	\$175.00	Project Coordinator 5	\$194.00
Engineer 3	\$205.00	Project Manager 1	\$221.00
Engineer 4	\$237.00	Project Manager 2	\$242.00
Engineer 5	\$254.00	Project Manager 3	\$259.00
Engineer 6	\$269.00	Project Manager 4	\$274.00
Engineering Technician 1	\$90.00	Project Manager 5	\$293.00
Engineering Technician 2	\$113.00	Project Manager 6	\$307.00
Engineering Technician 3	\$136.00	Sr. Designer 1	\$192.00
Engineering Technician 4	\$152.00	Sr. Designer 2	\$213.00
Engineering Technician 5	\$174.00	Sr. Designer 3	\$229.00
Financial Analyst 1	\$121.00	Sr. Financial Analyst 1	\$227.00
Financial Analyst 2	\$137.00	Sr. Financial Analyst 2	\$248.00
Financial Analyst 3	\$165.00	Sr. Financial Analyst 3	\$269.00
Financial Analyst 4	\$180.00	Technical Expert 1	\$348.00
Financial Analyst 5	\$201.00	Technical Expert 2	Negotiable
GIS Specialist 1	\$113.00		
GIS Specialist 2	\$137.00		
GIS Specialist 3	\$162.00		
GIS Specialist 4	\$181.00		
GIS Specialist 5	\$202.00		
I&C Assistant 1	\$108.00		
I&C Assistant 2	\$134.00		
I&C 1	\$160.00		
I&C 2	\$189.00		
I&C 3	\$213.00		
I&C 4	\$226.00		
I&C 5	\$237.00		

Reimbursable Expense Rates

Transportation	\$0.75/mile
Survey Vehicle	\$0.95/mile
Laser Printouts/Photocopies	\$0.30/copy
Plotter Printouts	\$1.00/s.f.
UAS - Photo/Video Grade	\$100.00/day
UAS – Survey	\$50.00/hour
Total Station – Robotic	\$35.00/hour
Mapping GPS	\$25.00/hour
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	\$291.00/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.