

**CITY OF MINNETRISTA**



**CITY COUNCIL AGENDA ITEM**

---

**Subject: Approve AE2S Task Order #20 for professional services to update the City's Risk & Resilience Assessment and its Emergency Response Plan**

**Prepared By: Gary Peters, Public Works Director**

**Meeting Date: May 4, 2026**

---

**Issue:**

The City Council needs to approve a Professional Services Agreement with AE2S to update the City's Risk & Resilience Plan and its Emergency Response Plan. AE2S Task Order No. 20 is attached for review.

**Background/History:**

On October 23, 2018, America's Water Infrastructure Act (AWIA) was approved which requires communities with a drinking water system serving over 3,300 people to develop a Risk & Resilience Assessment (RRA) and Emergency Response Plan (ERP) and update it every five years. City staff will be consulted when the evaluation of the determined risks is examined. These determined risks are due to natural or malevolent acts, and if critical infrastructure such as watermains, treatment, storage or control systems are resilient to the potential risks. AE2S would then look at the city's monitoring practices, financial infrastructure (such as billing system), and operations and maintenance of the system to determine the City's capital and operational needs. This information will be used to generate the RRA on behalf of the City of Minnetrista and will be submitted by the June 30, 2026, deadline.

Using the information from the RRA, AE2S will prepare the ERP based on the City's utility information and resilience strategies. The ERP will identify core response procedures, incident specific response procedures, mitigation actions and detection strategies. City staff will be consulted during this process to ensure that the ERP components are in line with staffing and executable. This information will be used to generate the ERP on behalf of the City of Minnetrista, and will be submitted by the December 31, 2026, deadline.

**Overview:**

AE2S will provide the following services:

**I. Review Existing Documents**

- Review existing RRA.
- Review existing ERP and associated Incident Specific Response Plans (ISRP's).

**II. Risk and Resiliency Assessment (RRA) Update**

**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.

- Determine required RRA revisions based on changes to water utility infrastructure, operating practices, and Environmental Protection Agency (EPA) provided recommendations since the previous certification cycle.
- Conduct a 2-hour virtual workshop with Owner's staff to review the proposed revisions to the RRA assets, threats, consequences, and countermeasures.
- Update the existing RRA Report to document findings and highlight the revisions discussed during the workshop.
- Conduct a 1-hour virtual review meeting with the Owner to review the updated RRA Report.

### **III. Emergency Response Plan (ERP) Update**

- Determine required ERP revisions based on changes to water utility infrastructure, operating practices, and EPA provided recommendations since the previous certification cycle.
- Conduct a 2-hour virtual workshop with Owner's staff to review the proposed revisions to the ERP.
- Update the existing ERP document to reflect changes made to the RRA and discussion during the workshop. Revise the existing ISRPs as needed based on updates to the ERP.
- Conduct a 1-hour virtual review meeting with the Owner to review the updated ERP document

Please see the attached AE2S Task Order No. 20 for complete details.

#### **Fiscal Impact:**

It is proposed that the work be completed on an hourly, not-to-exceed basis, with the initial document review fee at \$3,600.00, the RRA fee at \$9,000.00 and the ERP fee at \$8,900.00; for a total not to exceed \$21,500.00.

#### **Recommended City Council Action:**

Motion to award Resolution No. 50-26 approving AE2S Task Order No. 20 for Professional Services to update and submit the City's Risk & Resilience Plan and an Emergency Response Plan at a total not to exceed \$21,500.00.

#### **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. 20

---

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: April 20, 2026
- b. Owner: City of Minnetrista
- c. Engineer: Advanced Engineering and Environmental Services, LLC
- d. Specific Project (title): Minnetrista RRA/ERP Update
- e. Specific Project (description): The project consists of updating the existing Risk and Resilience Assessment (RRA) and Coinciding Emergency Response Plan (ERP) in accordance with AWIA.

### 2. Services of Engineer

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

#### **Study and Report Phase Services (Exhibit A, Paragraph A1.01), as modified:**

##### **I. Review Existing Documents**

- Review existing RRA.
- Review existing ERP and associated Incident Specific Response Plans (ISRPs).

##### **II. Risk and Resiliency Assessment (RRA) Update**

- Determine required RRA revisions based on changes to water utility infrastructure, operating practices, and Environmental Protection Agency (EPA) provided recommendations since the previous certification cycle.
- Conduct a 2-hour virtual workshop with Owner's staff to review the proposed revisions to the RRA assets, threats, consequences, and countermeasures.
- Update the existing RRA Report to document findings and highlight the revisions discussed during the workshop.
- Conduct a 1-hour virtual review meeting with the Owner to review the updated RRA Report.

**III. Emergency Response Plan (ERP) Update**

- Determine required ERP revisions based on changes to water utility infrastructure, operating practices, and EPA provided recommendations since the previous certification cycle.
- Conduct a 2-hour virtual workshop with Owner’s staff to review the proposed revisions to the ERP.
- Update the existing ERP document to reflect changes made to the RRA and discussion during the workshop. Revise the existing ISRPs as needed based on updates to the ERP.
- Conduct a 1-hour virtual review meeting with the Owner to review the updated ERP document

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:

- 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:

<b>Task</b>	<b>Est. Completion Date</b>
01 Review Existing Documents	May 2026
02 Risk and Resiliency Assessment Update	June 30, 2026
03 Emergency Response Plan Update	December 30, 2026

**6. Payments to Engineer**

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

<b>Description of Service</b>	<b>Amount</b>	<b>Basis of Compensation</b>
1. Basic Services (Part 1 of Exhibit A)		
TASK 1 – Review Existing Documents	\$3,600.00	Hourly
TASK 2 – Risk and Resiliency Assessment (RRA) Updates	\$9,000.00	Hourly
TASK 3 – Emergency Response Plan (ERP) Updates	\$8,900.00	Hourly
<b>TOTAL COMPENSATION</b>	<b>\$21,500.00</b>	
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. 2026 Billing Rate Schedule

**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 April 20, 2026.

**OWNER:**  
City of Minnetrista

**ENGINEER:**  
Advanced Engineering and Environmental Services,  
LLC

**By:**

**By:** 

**Print name:**

**Print name:** Steve Seibert

**Title:**

**Title:** Operations Manager

**Date Signed:**

**Date Signed:**  
Apr 16, 2026

**DESIGNATED REPRESENTATIVE FOR TASK ORDER:**

**Name:** Gary Peters

**Title:** Public Works Director

**Address:** 7701 County Road 110 W  
Minnetrista, MN 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

**ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC**  
**2026 HOURLY FEE AND EXPENSE SCHEDULE**

**Labor Rates\***

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

### 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.*

**RESOLUTION NO. 50-26**

**A RESOLUTION APPROVING AE2S TASK ORDER NO. 20 FOR PROFESSIONAL SERVICES TO UPDATE THE CITY’S RISK & RESILIENCE PLAN AND ITS EMERGENCY RESPONSE PLAN AT A TOTAL COST NOT TO EXCEED \$21,500.00**

**WHEREAS**, America’s Water Infrastructure Act (AWIA) was approved on October 23, 2018; and

**WHEREAS**, AWIA requires communities whose water system serves over 3,300 people, to update their Risk & Resilience Assessment and an Emergency response Plan every five years; and

**WHEREAS**, the City of Minnetrista’s water system serves over 3,300 people.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA**, approving AE2S Task Order No. 20 for Professional Services to update and submit the City’s Risk & Resilience Plan and an Emergency Response Plan at a total not to exceed \$21,500.00.

This resolution was adopted by the City Council of the City of Minnetrista on the 4<sup>th</sup> day of May 2026, by a vote of \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

\_\_\_\_\_  
Mayor Lisa Whalen

ATTEST:

\_\_\_\_\_  
Ann Meyerhoff  
City Clerk