

**CITY OF MINNETRISTA**



**CITY COUNCIL AGENDA ITEM**

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**Subject: Approve AE2S SCADA Task Order No. 02-26 for communications upgrade at Flow Station #14**

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

**Meeting Date: November 17, 2025**

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**Issue:**

Flow Station #14 (FS #14), located at 9207 Glacier Rd, is experiencing SCADA communication and data transmission issues.

**Background/History:**

FS #14 currently uses a radio communication system for transmitting station operation data to the City SCADA system. This radio system is used by all the City owned lift stations, wells, water towers, and treatment plants. The radio system requires a clear line of sight to transmit station data, and currently FS #14 has large trees blocking the antenna and causing data transmission errors and communication fail alarms.

**Overview:**

The Public Works Director asked AE2S SCADA personnel to look at installing communication equipment at the new Southwest Tower (SW Tower) to help improve the sanitary sewer communication. The SW Tower currently can send water information data to the SCADA system, but not sanitary sewer information, as these are two different radio systems. AE2S personnel visited both FS #14 and SW Tower sites to evaluate this issue. Public Works was informed that adding a sanitary sewer SCADA radio system at the SW Tower is possible, and the cost could range from \$10-\$15,000.00.

It was then mentioned that a cellular option at FS #14 might be a better solution. This would replace the current radio transmitter in FS #14 with a cellular router at a fraction of the cost. Staff liked this option and asked AE2S to supply a task order for this. That task order, SCADA Task Order 02-26, is attached for your review. The City will have to order a SIM card and sign up for a data plan from our current provider, AT&T. AE2S will furnish and install all the required equipment to make this functional, at a total cost not to exceed \$3,030.00.

**Fiscal Impact:**

The \$3,030.00 cellular upgrade for FS #14 would be paid out of the Sanitary Sewer 602 Maintenance Fund.

**Recommended City Council Action:**

Motion to approve AE2S SCADA Task Order No. 02-26 for cellular communication upgrade at Flow Station #14 at a cost not to exceed \$3,030.00.

**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. 6 (SCADA Task Order 02-26)**

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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: November 3, 2025
- b. CLIENT: City of Minnetrista
- c. AE2S: Advanced Engineering and Environmental Services, LLC (AE2S)
- d. Specific Project (title): Flow Station 14 Cellular Communications Upgrade
- e. Specific Project (description): Provide Professional Services to the City of Minnetrista for the removing the radio communications from Flow Station 14 and upgrading the communications to cellular. The project will generally migrate the SCADA communications for this site to cellular communications.

**2. Services of AE2S**

- A. The specific services to be provided or furnished by AE2S under this Task Order are as follows:
  - 1. Flow Station 14 Cellular Communications Upgrade
    - a. Cellular router procurement
      - 1) AE2S will provide Qty (1) Cradlepoint S700 Series S750-C4D router with DIN Rail mounting bracket
      - 2) CLIENT will provide SIM card and data plan
    - b. Cellular antenna, cabling, surge protection procurement
      - 1) AE2S will provide Qty (1) each of: SureCall SC 588W antenna with flange adapter mounting bracket, 50 feet of LMR-400 coax cable with N-Male connectors, Polyphaser TSX-NFF coax protection, 3 foot N-Male to SMA-Male jumper coax
    - c. Removal of existing radio antenna, cabling, and radio from existing control panel (with support of CLIENT staff and lift)
    - d. Removal of existing radio antenna, cabling, and radio from existing control panel (with support of CLIENT staff and lift)
    - e. Configuration of new cellular router, and configuration of existing firewall for routing of cellular data to SCADA
    - f. Updating existing Telemetry Master PLC for cellular communications to Flow Station 14

**3. Task Order Schedule**

A. The parties shall meet the following schedule:

<u>Phase</u>	<u>Estimated Completion Date</u>
Flow Station 14 Cellular Communications Upgrade	30 days after approval to proceed

**4. Payments to AE2S**

A. CLIENT shall pay AE2S for services rendered under this Task Order as follows:

<b>Description</b>	<b>Labor</b>	<b>Fee</b>
Removal of existing radio antenna, cabling, and radio	2	\$ 378.00
Installation of new cellular antenna, cabling, and cellular router	2	\$ 378.00
Configuration of new cellular router and existing firewall	3	\$ 696.00
Updating existing telemetry master PLC for cellular messaging	2	\$ 378.00
Cellular router (owner to provide SIM card and data plan)		\$ 670.00
Antenna, cabling, and surge protection		\$ 530.00
<b>TOTALS</b>	<b>9</b>	<b>\$ 3,030.00</b>

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 AE2S's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. AE2S may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered. AE2S shall not exceed the total lump sum compensation amount unless approved in writing by the CLIENT.

**5. Other Modifications to Agreement and Exhibits:** None


**6. Attachments:**

- 2025 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 November 3, 2025.

CLIENT: \_\_\_\_\_ AE2S: \_\_\_\_\_  
By: \_\_\_\_\_ By:  \_\_\_\_\_

Print Name: Lisa Whalen Print Name: Justin Klabo

Title: Mayor Title: Operations Manager

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Gary Peters

Title: Public Works Director

Address: 7701 County Rd 110 W  
Minnetrista, MN 55364

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

Phone: 952-241-2532

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Anthony Pittman

Title: Lead I&C Specialist

Address: 6901 E Fish Lake Rd, Suite 184  
Maple Grove, MN 55369

E-Mail Address: Anthony.Pittman@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.