

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: Approve AE2S' SCADA Task Order No. 01-26 for consulting services for control panel replacement at sewer Lift Station #2

Prepared By: Gary Peters, Public Works Director

Meeting Date: November 17, 2025

Issue:

The control panel at City owned sanitary sewer Lift Station #2 (LS #2) is over 20+ years old and needs replacement.

Background/History:

Every year the Public Works Director and Utility Staff discuss sanitary infrastructure needs for the 20 lift stations, the 2 flow stations, and the 46.6 miles of sanitary piping that the City owns and maintains. Discussion items include control panel replacements, wetwell pump/pipe/check valve replacement/upgrades, generator installations, and I&I issue repair plans. For the last four years, public works staff have been pushing the need for upgrading lift station control panels. These panels are the heart of the lift station. They monitor lift station operation, start/stop pumps, and monitor for issues and send out alarms as needed. As these panels age, servicing them becomes difficult. Parts are harder to find or obsolete, space in the panels are limited for new/upgrade components, and some older panels do not support new components or programming.

Overview:

The control panel that is listed on the 2026 CIP for replacement is LS #2 (920 Cty Rd 110 N). This panel was installed in 2002 with a stationary generator installed just this year (2025). This lift station receives sewage from all neighborhoods off County roads 151 and 19. This includes Maple Crest, Jennings Cove, Bayside, Red Oak, Nicolas Way and Minneapolis Ave. This is the City's highest volume pumping station with an average flow of approximately 25 million gallons per year. At this moment, the panel at LS #2 has been retro-fitted with temporary VFD starting motors to keep it operational. This is due to the needed parts being obsolete. These parts will be transferred to the new panel after installation.

Public Works asked AE2S to supply a SCADA Task Order for the design, bidding, construction admin and I&C programming for this new lift station panel. SCADA Task Order No. 01-26 is attached for complete details that will be covered. AE2S will prepare a complete lift station panel design plan set that will match the ones recently installed at other lift stations. This way, all City infrastructure will be the identical and maintenance will be straightforward. AE2S will then send out the plan set to vendors for the bidding of the production and installation. Once those bids are received, AE2S representatives and the Public Works Director the low-priced vendor and bring forth a recommendation

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.

to the council for approval. The estimated delivery and installation time would be mid-summer of 2026.

Fiscal Impact:

SCADA Task Order No. 01-26 is at a cost not to exceed \$30,330.00. There is currently an estimated \$130,00.00 for this project in the 2026 Sewer Department 602 Operating CIP. This estimate includes the task order cost and control panel build/installation costs.

Recommended City Council Action:

Motion to approve AE2S' SCADA Task Order No. 01-26 for the design, bidding, construction admin and I&C programming services for replacing the sanitary lift station control panel at LS #2 at a cost not to exceed \$30,330.00.

Mission Statement:

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Task Order No. 5 (SCADA Task Order 01-26)

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: October 31, 2025
- b. CLIENT: City of Minnetrista
- c. AE2S: Advanced Engineering and Environmental Services, LLC (AE2S)
- d. Specific Project (title): LS 2 Control Panel Replacement
- e. Specific Project (description): Provide Professional Consulting Services to the City of Minnetrista for the Design, Quoting, and Construction Administration Phases, as well as I&C Programming Services for Lift Station 2 Control Panel Replacement. The project generally includes replacing one duplex pumping station control panel at Lift Station 2.

2. Services of AE2S

A. The specific services to be provided or furnished by AE2S under this Task Order are as follows:

1. Design Phase Services

- a. Coordinate and conduct a project team kickoff meeting attended by City representatives and engineer.
- b. Review and gain an understanding of existing infrastructure.
- c. Coordination with CLIENT and electric utility on service voltage change.
- d. Perform preliminary engineering calculations to size associated electrical system(s)
- e. 50 % Design Completion Milestone:
 - 1) Prepare a Preliminary set of drawings. Drawings will be sufficiently detailed to understand the project but will lack details required for construction.
 - 2) Prepare a preliminary list of specification sections that cover the project. The specification format will meet the approval of the CLIENT and will include City-furnished standard general conditions and contract forms (if desired).
 - 3) Prepare preliminary opinion of probable construction cost.

- 4) Submit to CLIENT a copy of Preliminary Design documents for CLIENT review.
 - f. Review meeting of 50% Design documents with CLIENT, make changes and updates as required.
 - g. Final (100%) Design Completion Milestone:
 - 1) Prepare final set of drawings, specifications, and opinion of probable construction cost.
 - 2) Submit to CLIENT a copy of Final Design documents in electronic format (PDF) for CLIENT review and quoting.
2. Quoting Phase Services
- a. Prepare a quote package for lift station control panel replacement.
 - b. Solicit quotes from contractors and respond to questions.
 - c. Provide quoting support services, including communications with CLIENT representatives, bidders, suppliers, and others as necessary.
 - d. Provide addendums and clarifications to the quote documents, if required.
 - e. Facilitate the tabulation of quotes.
 - f. Supply a letter of recommendation to the CLIENT for the recommendation of a contractor to complete the work (if desired).
3. Construction Administration Services
- a. Organize and conduct pre-construction meeting with CLIENT and Contractor
 - b. Project management, support and communications with CLIENT, Contractor, and all other project team members.
 - c. Review, recommend action, and process of contractor pay requests.
 - d. Attend site during panel startup to provide oversight and installation clarifications (6 hrs.).
 - e. Review of Contractor's record documents and Operation and Maintenance (O&M) manual information.
 - f. Site visit to lift station upon new control panel installation to create punch list for any items that need completion by the Contractor prior to final completion of the project.
4. Programming and SCADA Integration Services
- a. Professional programming services of the Programmable Logic Controllers (PLCs), Operator Interface Terminals (OITs), radio communications equipment, and SCADA software related to Lift Station 2, including:

- 1) Programming one (1) Lift Station PLC for level-based duplex pump operation and monitoring.
- 2) Programming one (1) Lift Station OIT for level-based duplex pump operation and monitoring.
- 3) Modifying the telemetry master PLC at Kingspoint Tower for the one (1) new lift station PLC.
- 4) Programming existing SCADA application for monitoring and alarming of the one (1) lift station.
- 5) Update SCADA reporting for any new program tagging.
- 6) Configuring existing telemetry radios at the one (1) lift station.
- 7) Review field Input/Output (I/O) scheme for proper operation, provide I/O checkout and verify proper operation and control of system components outlined above, at one (1) lift station.
- 8) Commission, test, and demonstrate proper operation and control of system components, at one (1) lift station.
- 9) SCADA system and site/process operational training, for one (1) lift station.

NOTE – This agreement does not include supply of any equipment. CLIENT to provide all equipment for project.

AE2S shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall AE2S have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at a project site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. AE2S neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between City and such contractor. AE2S shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except AE2S's own employees) at a project site or otherwise furnishing or performing any construction work; or for any decision made regarding the construction contract requirements, or any application, interpretation, or clarification of the construction contract other than those made by AE2S.

3. Task Order Schedule

A. The parties shall meet the following schedule:

<u>Phase</u>	<u>Estimated Completion Date</u>
Design Phase	February 6, 2026
Quoting Phase	March 6, 2026
Construction Administration	September 25, 2026
Programming and SCADA Integration	September 25, 2026

4. Payments to AE2S

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

Description of Service	Amount	Basis of Compensation
Design Phase	\$ 5,980	Hourly
Quoting Phase	\$ 2,240	Hourly
Construction Administration	\$ 6,310	Hourly
Programming and SCADA Integration	\$ 15,800	Hourly
TOTAL COMPENSATION	\$ 30,330	

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.

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 October 31, 2025.

CLIENT:

AE2S:

By: _____

By:  _____

Print Name: _____

Print Name: Justin Klabo

Title: _____

Title: Operations Manager

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Name: Anthony Pittman

Title: _____

Title: Lead I&C Specialist

Address: _____

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

E-Mail Address: _____

E-Mail Address: Anthony.Pittman@AE2S.com

Phone: _____

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		
Engineer 4	\$237.00	Project Manager 1	\$221.00
Engineer 5	\$254.00	Project Manager 2	\$242.00
Engineer 6	\$269.00	Project Manager 3	\$259.00
		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		
Engineering Technician 4	\$152.00	Sr. Designer 1	\$192.00
Engineering Technician 5	\$174.00	Sr. Designer 2	\$213.00
		Sr. Designer 3	\$229.00
Financial Analyst 1	\$121.00		
Financial Analyst 2	\$137.00	Sr. Financial Analyst 1	\$227.00
Financial Analyst 3	\$165.00	Sr. Financial Analyst 2	\$248.00
Financial Analyst 4	\$180.00	Sr. Financial Analyst 3	\$269.00
Financial Analyst 5	\$201.00		
GIS Specialist 1	\$113.00	Technical Expert 1	\$348.00
GIS Specialist 2	\$137.00	Technical Expert 2	Negotiable
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.