

**CITY OF MINNETRISTA**



**CITY COUNCIL AGENDA ITEM**

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**Subject: Approve AE2S Task Orders for the Woodland Cove Water Treatment Plant Construction Observation and SCADA Services**

**Prepared By: Jasper Kruggel, City Administrator  
Gary Peters, Public Works Director**

**Meeting Date: October 20, 2025**

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**Issue:**

On October 6, 2025, the City Council accepted bids and awarded a contract with Magney Construction for the construction of the new Woodland Cove Water Treatment Plant (WTP) – City Project 60-25. There is a need for professional construction oversight and coordination services, as well as Supervisory Control and Data Acquisition (SCADA) system installation and programming services for this project

**Background/History:**

Staff requested a proposal for professional services for the construction observation of the Woodland Cove WTP, and AE2S has provided the attached Task Order No. 18. This includes services for the construction administration phase, the construction project representation phase, and the post construction phase. Please see the attached task order for a complete breakdown of services.

The new Woodland Cove WTP will also require the SCADA system to be installed and programmed. This is the brains of the WTP and not only keeps the plant running at top efficiency but also notifies City Staff of any issues. When the first two WTPs were constructed in the city, this service was included in the bid request as our water engineering group at that time did not do this in house. AE2S provides this service in-house and is currently our SCADA services provider, and staff requested a proposal for professional programming and start up services for the new Woodland Cove WTP, as well as upgrades to the city's present SCADA hardware and software systems. AE2S has provided the attached SCADA Task Order No. 4. Please see the attached task order for a complete breakdown of services.

**Overview:**

Staff is recommending Council approve the attached resolutions of the proposal for professional services with AE2S for the construction observation and SCADA services.

**Fiscal Impact:**

The construction observation and SCADA services provided by AE2S will be financed in conjunction with the WTP building bond. The construction observation Task Order No. 18 is at a cost not to exceed \$1,480,496.00; and the SCADA services Task Order No.4 is at a cost not to exceed \$466,908.00.

**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.

**Recommended City Council Action:**

Motion approving Resolution No. 94-25 for AE2S Task Order No. 18 for construction observation services as stated in said task order for the new Woodland Cove WTP at a cost not to exceed \$1,480,496.00.

Motion approving Resolution No. 95-25 for AE2S SCADA Task Order No. 4 for SCADA services as stated in said task order for the new Woodland Cove WTP at a cost not to exceed \$466,908.00.

**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. 18**

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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: October 20, 2025
- b. Owner: City of Minnetrista
- c. Engineer: Advanced Engineering and Environmental Services, LLC
- d. Specific Project (title): Woodland Cove Water Treatment Plant Construction Services
- e. Specific Project (description): Provide Professional Consulting Services to the Owner for the Construction of the Woodland Cove Water Treatment Plant. The project generally includes the following services: Construction Administration Phase, Construction Resident Project Representative (RPR) Phase, and Post Construction Phase.

**2. Services of Engineer**

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

**Phase 060 – Construction Administration Phase Services:**

**1. Task 101 – Prepare and Execute Contract Documents, Notice of Award, and Notice to Proceed**

- a. Coordinate signing and finalization of contract documents between Owner and Contractor.
- b. Create and distribute Notice of Award and Notice to Proceed to Contractor.
- c. Create and distribute conformed to bid drawing and specification packets incorporating addendum items.

**2. Task 102 – Pre-Construction Conference**

- a. Organize and participate in a pre-construction conference prior to commencement of Work at the Site.

**3. Task 103 – Construction Staking Coordination**

- a. *Baselines and Benchmarks:* Coordinate the establishment of baselines and benchmarks for locating the work which in Engineer's judgment are necessary to enable Contractor to proceed. Owner to contract directly with survey consultant for surveying services.

#### **4. Task 104 – Process Design Narrative Development**

- a. Create a written description outlining normal operating conditions of the water treatment plant. Description shall include the major process equipment including:
  - 1) Aerator,
  - 2) Filter Normal Operation,
  - 3) Filter Normal Backwash Operation,
  - 4) High Service Pumps,
  - 5) Well Pumps, and
  - 6) Backwash Reclaim Normal Operation.
- b. Review final process design narrative with Owner and Instrumentation and Controls (I&C) team.

#### **5. Task 105 – Construction Progress Meetings**

- a. Schedule, lead, and attend construction progress meetings with the Contractor and Owner.
- b. Create meeting agenda and distribute meeting minutes following the construction progress meeting.
- c. Construction progress meetings assumed to be held no more than on a bi-weekly basis.

#### **6. Task 106 – Shop Drawing and Submittal Review**

- a. *Shop Drawings, Samples, and Other Submittals:* Review and approve or take other appropriate action with respect to Shop Drawings, Samples, and other required Contractor submittals, but only for conformance with the information given in the Construction Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Construction Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's submittal schedule that Engineer has accepted.
- b. *Substitutes and "or-equal":* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor.
- c. *Electronic Transmittal Protocols:* If the Construction Contract Documents do not specify protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format,

either directly, or through access to a secure Project website, then together with Owner and Contractor jointly develop such protocols for transmittals between and among Owner, Contractor, and Engineer during the Construction Phase and Post-Construction Phase.

**7. Task 107 – Coordinate Change Orders, RFIs, and Field Orders**

- a. *Clarifications and Interpretations:* Accept from Contractor and Owner submittal of all matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. With reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Construction Contract Documents.
- b. *Field Orders:* Subject to any limitations in the Construction Contract Documents, Engineer may prepare and issue Field Orders requiring minor changes in the Work.
- c. *Change Orders and Work Change Directives:* Recommend Change Orders and Work Change Directives to Owner, as appropriate, and prepare Change Orders and Work Change Directives as required.
- d. *Differing Site Conditions:* Respond to any notice from Contractor of differing site conditions, including conditions relating to underground facilities such as utilities, and hazardous environmental conditions. Promptly conduct reviews, obtain information, and prepare findings, conclusions, and recommendations for Owner’s use, subject to the limitations and responsibilities under the Agreement and the Construction Contract.
- e. *Non-reviewable matters:* If a submitted matter in question concerns the Engineer’s performance of its duties and obligations, or terms and conditions of the Construction Contract Documents that do not involve (1) the performance or acceptability of the Work under the Construction Contract Documents, (2) the design (as set forth in the Drawings, Specifications, or otherwise), or (3) other engineering or technical matters, then Engineer will promptly give written notice to Owner and Contractor that Engineer will not provide a decision or interpretation.

**8. Task 108 – Review Construction Schedules (Bi-weekly Schedules):**

- a. *Schedules:* Receive, review, and determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.

**9. Task 109 – Processing Partial Pay Applications**

- a. *Applications for Payment:* Based on Engineer’s observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:
  - 1) Determine the amounts that Engineer recommends Contractor be paid. Recommend reductions in payment (set-offs) based on the provisions for set-offs stated in the Construction Contract. Such recommendations of payment will be in writing and will constitute Engineer’s representation to Owner, based on such observations and review, that, to the best of Engineer’s knowledge, information

and belief, Contractor's Work has progressed to the point indicated, the Work is generally in accordance with the Construction Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Construction Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work. In the case of unit price work, Engineer's recommendations of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Construction Contract Documents).

- 2) By recommending payment, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in the Agreement or this Task Order. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control the Work, or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the money paid to Contractor by Owner; to determine that title to any portion of the Work, including materials or equipment, has passed to Owner free and clear of any liens, claims, security interests, or encumbrances; or that there may not be other matters at issue between Owner and Contractor that might affect the amount that should be paid.

#### **10. Task 110 – Construction Administration**

- a. *General Administration of Construction Contract:* Consult with Owner and act as Owner's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of Engineer shall be as assigned in EJCDC® C-700, Standard General Conditions of the Construction Contract (2013 Edition), prepared by the Engineers Joint Contract Documents Committee, or other construction general conditions specified in the Agreement. If Owner, or Owner and Contractor, modify the duties, responsibilities, and authority of Engineer in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on Engineer, then Owner shall compensate Engineer for any related increases in the cost to provide Construction Phase services. Engineer shall not be required to furnish or perform services contrary to Engineer's responsibilities as a licensed professional. All of Owner's instructions to Contractor will be issued through Engineer, which shall have authority to act on behalf of Owner in dealings with Contractor to the extent provided in this Agreement and the Construction Contract except as otherwise provided in writing.
- b. *Contractor's Completion Documents:* Receive from Contractor, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Construction Contract Documents, certificates of inspection, tests and approvals, and Shop Drawings,

Samples, and other data approved as provided under Paragraph A1.05.A.17. Receive from Contractor, review, and transmit to Owner the annotated record documents which are to be assembled by Contractor in accordance with the Construction Contract Documents to obtain final payment. The extent of Engineer's review of record documents shall be to check that Contractor has submitted all pages.

- c. *Duration of Construction Phase:* The Construction Phase will commence with the execution of the first Construction Contract for the specific Project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractors. Subject to the provisions of Article 3, Engineer shall be entitled to an equitable increase in compensation if Construction Phase services (including Resident Project Representative services, if any) are required after the original date for Substantial completion and readiness for final payment of Contractor as set forth in the final Construction Contract under the Task Order.
- d. *Standards for Certain Construction-Phase Decisions:* Engineer will render decisions regarding the requirements of the Construction Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth in the Construction Contract for initial interpretations, Claims, and acceptance of the Work. In rendering such decisions and judgments, Engineer will not show partiality to Owner or Contractor, and will not be liable to Owner, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.
- e. *Disagreements between Owner and Contractor.* Render formal written decisions on all duly submitted issues relating to the acceptability of Contractor's work or the interpretation of the requirements of the Construction Contract Documents pertaining to the execution, performance, or progress of Contractor's Work; review each duly submitted Claim by Owner or Contractor, and in writing either deny such Claim in whole or in part, approve such Claim, or decline to resolve such Claim if Engineer in its discretion concludes that to do so would be inappropriate. In rendering such decisions, Engineer shall be fair and not show partiality to Owner or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.

## **11. Task 111 – Coordinate and Review Inspections and Tests**

- a. *Inspections and Tests:*
  - 1) Receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Construction Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Construction Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Construction Contract Documents. Engineer shall be entitled to rely on the results of such inspections and tests.
  - 2) As deemed reasonably necessary, request that Contractor uncover Work that is to be inspected, tested, or approved.

- 3) Pursuant to the terms of the Construction Contract, require additional inspections or testing of the Work, whether or not the Work is fabricated, installed, or completed.
- b. *Defective Work:* Reject Work if, on the basis of Engineer's observations, Engineer believes that such Work is defective under the terms and standards set forth in the Construction Contract Documents. Provide recommendations to Owner regarding whether Contractor should correct such Work or remove and replace such Work, or whether Owner should consider accepting such Work as provided in the Construction Contract Documents.
- c. *Compatibility with Design Concept:* If Engineer has express knowledge that a specific part of the Work that is not defective under the terms and standards set forth in the Construction Contract Documents is nonetheless not compatible with the design concept of the completed Project as a functioning whole, then inform Owner of such incompatibility, and provide recommendations for addressing such Work.

#### **12. Task 112 – As-Built Survey Work and Coordination**

- a. Work with Contractor and Contractor's Surveyor to receive as-built survey data from Contractor.
- b. Review final as-built survey data for accuracy.

#### **13. Task 113 – Substantial Completion Punchlist**

- a. *Substantial Completion:* Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with Owner and Contractor, visit the Site to review the Work and determine the status of completion. Follow the procedures in the Construction Contract regarding the preliminary certificate of Substantial Completion, punch list of items to be completed, Owner's objections, notice to Contractor, and issuance of a final certificate of Substantial Completion. Assist Owner regarding any remaining engineering or technical matters affecting Owner's use or occupancy of the Work following Substantial Completion.

#### **14. Task 114 – Final Completion Review and Walkthrough**

- a. *Final Notice of Acceptability of the Work:* Conduct a final visit to the specific Project to determine if the Work is complete and acceptable so that Engineer may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Engineer shall also provide a notice to Owner and Contractor in the form attached hereto as Exhibit E ("Notice of Acceptability of Work") (also available as a construction form, EJCDC® C-626 (2013)) that the Work is acceptable (subject to the provisions of the Notice) to the best of Engineer's knowledge, information, and belief, and based on the extent of the services provided by Engineer under the Agreement and this Task Order.

**15. Task 115 – Record Drawings**

- a. Prepare and furnish to Owner, in the format agreed to, Record Drawings showing appropriate record information based on Project annotated record documents received from Contractor.
- b. Review annotated record documents received from Contractor and determine if annotated record documents are acceptable.

**16. Task 116 – O&M Manual**

- a. Review O&M Manual provided by contractor for spec compliance.

**Phase 061 – Construction RPR Phase Services:**

**1. Task 201 – Resident Project Representative (RPR) Services**

- a. *Resident Project Representative (RPR):* Provide the services of an RPR at the Site to assist the Engineer and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in Exhibit D. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth in Exhibit D.
- b. *Visits to Site and Observation of Construction:* In connection with observations of Contractor's Work while it is in progress:
  - 1) Make visits to the Site at intervals appropriate to the various stages of construction, as Engineer deems necessary, to observe as an experienced and qualified design professional the progress of Contractor's executed Work. Such visits and observations by Engineer, and the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in the Agreement, this Task Order, and the Construction Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment, as assisted by the Resident Project Representative, if any. Based on information obtained during such visits and observations, Engineer will determine in general if the Work is proceeding in accordance with the Construction Contract Documents, and Engineer shall keep Owner informed of the progress of the Work.
  - 2) The purpose of Engineer's visits to the Site, and representation by the Resident Project Representative, if any, at the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for Owner a greater degree of confidence that the completed Work will conform in general to the Construction Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Construction Contract Documents. Engineer shall not, during such visits or as a result of such observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences,

or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to any Constructor's work in progress, for the coordination of the Constructors' work or schedules, nor for any failure of any Constructor to comply with Laws and Regulations applicable to furnishing and performing of its work. Accordingly, Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish or perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.

**Phase 080 – Post Construction Phase Services:**

**1. Task 301 – Commissioning Services**

- a. As Basic Services, Engineer shall:
- 1) Assist Owner in connection with the adjusting of Specific Project equipment and systems.
  - 2) Assist Owner in training Owner's staff to operate and maintain Specific Project equipment and systems.
  - 3) Assist Owner in developing procedures for (a) control of the operation and maintenance of Specific Project equipment and systems, and (b) related record-keeping.
  - 4) Prepare and furnish to Owner, in the format agreed to, Record Drawings showing appropriate record information based on Project annotated record documents received from Contractor.

**2. Task 302 – Project Close-Out (IC-134, Tax Documents, File Transfer, etc.)**

- a. Obtain and review final pay application and necessary tax documentation from Contractor. Together with Owner, determine if final payment is warranted to be made to the Contractor.
- b. Provide to Owner a closeout folder with record drawings, project related pictures, construction observation notes, meeting minutes, special inspection testing reports, Contractor payment applications, change orders, lien waivers, completion forms, submittals, O&M manuals, and applicable certifications from contractor, manufacturers, and suppliers.

**3. Task 303 – 1-Year Warranty Inspection**

- a. Upon written authorization from Owner during the Post-Construction Phase, as Basic Services, Engineer shall:
- 1) Together with Owner, visit the Project to observe any apparent defects in the Work, make recommendations as to replacement or correction of defective Work, if any, or the need to repair of any damage to the Site or adjacent areas, and assist Owner in consultations and discussions with Contractor concerning correction of any such defective Work and any needed repairs.

2) Together with Owner, visit the Project within one month before the end of the Construction Contract's correction period to ascertain whether any portion of the Work or the repair of any damage to the Site or adjacent areas is defective and therefore subject to correction by Contractor.

b. The Post-Construction Phase services may commence during the Construction Phase and, if not otherwise modified in this Task Order, will terminate twelve (12) months after the commencement of the Construction Contract's correction period.

**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. 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:

Substantial Completion:	<b>January 31, 2028</b>
Final Completion:	<b>July 1, 2028</b>
All work to be completed by:	<b>December 31, 2028</b>

**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>
Construction Services		
Phase 060 – Construction Administration	\$ 801,332	Hourly
Phase 061 – Construction RPR*	\$ 592,200	Hourly
Phase 080 – Post Construction	\$ 86,964	Hourly
<b>TOTAL COMPENSATION</b>	<b>\$ 1,480,496</b>	

\* Assumes 25 hours a week through a continuous construction period of 24 month through

substantial completion and 20 hours a week for a 5 month construction period between substantial completion and final completion.

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:**

a. **EAPC Architects and Engineers**

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

**9. Attachments:**

a. Task Hour Fee Schedule

b. 2025 Hourly Fee and Expense 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 October 20, 2025.

**OWNER:**  
City of Minnetrista

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

**By:**

**By:**

**Print name:**

**Print name:** Grant L. Meyer

**Title:**

**Title:** Chief Executive Officer

**Date Signed:**

**Date Signed:**

**DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:**

**DESIGNATED REPRESENTATIVE  
FOR ORDER:**

**Name:** \_\_\_\_\_

**Name:** Aaron Vollmer, PE

**Title:** \_\_\_\_\_

**Title:** Client Development Director

**Address:** 7701 County Road 110 West  
Minnetrista, MN 55364

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

**E-Mail  
Address:** \_\_\_\_\_

**E-Mail  
Address:** aaron.vollmer@ae2s.com

**Phone:** \_\_\_\_\_

**Phone:** (612) 719-5015

Minnetrista Woodland Cove WTP Project Estimated Fee		Vollmer, PE	Mindermann	Amundson	Reynolds	Lendrus, PE	Prior	Staff	Wehler, PE	Staff	Staff	Staff	Siewert, PE	Clery	Thompson	Staff	Subtotal Hours	Labor	Subs	Expenses	Total
		PM	PM/CA	Const. Obsv.	Process Tech.	Civil Lead	Civil Staff	Civil Tech.	Electrical Lead	Electrical Staff	Electrical Tech.	I&C Lead	Structural Lead	Structural Staff	Structural Tech.	Admin					
	2025 Billing Rate	\$ 274	\$ 175	\$ 146	\$ 136	\$ 201	\$ 146	\$ 125	\$ 259	\$ 190	\$ 178	\$ 189	\$ 205	\$ 146	\$ 213	\$ 145					
	2026 Billing Rate (assumed rate 5% increase)	\$ 288	\$ 184	\$ 153	\$ 143	\$ 211	\$ 153	\$ 131	\$ 272	\$ 200	\$ 187	\$ 194	\$ 215	\$ 153	\$ 224	\$ 152					
	2027 Billing Rate (assumed rate 5% increase)	\$ 302	\$ 226	\$ 193	\$ 150	\$ 226	\$ 161	\$ 138	\$ 286	\$ 210	\$ 196	\$ 208	\$ 226	\$ 161	\$ 235	\$ 160					
	2028 Billing Rate (assumed rate 5% increase)	\$ 317	\$ 237	\$ 203	\$ 158	\$ 237	\$ 169	\$ 145	\$ 300	\$ 221	\$ 206	\$ 218	\$ 237	\$ 169	\$ 247	\$ 168					
Task	Phase 000 - Construction Administration Phase Services	242	1554	295	130	153	283	90	108	368	36	20	106	58	70	8	3521	\$ 717,472	\$ 83,800	\$ 260	\$ 801,332
	Construction 2025 Season (2025 Billing Rate Schedules)	15	170	89	40	31	55	10	23	112	4	20	22	12	10	8	621	\$109,210	\$41,800	\$260	\$151,270
101	Prepare and Execute Contract Documents, Notice of Award, Notice to Proceed, and Conformed to Bid Plans and Specs	2	12	20	30											8	72	\$10,800		\$260	\$11,060
102	Pre-construction Conference (2Hrs) and Meeting Prep.	3	5	4		2			2				2				18	\$3,619			\$3,619
103	Construction Staking and Coordination		2			4	8										14	\$2,338			\$2,338
104	Process Design Narrative Development (Assume I&C Time for Review)		60	60								20					140	\$23,040			\$23,040
105	Construction Meetings (1Hr duration each, \$ in 2025)	5	5	5													15	\$2,975			\$2,975
106	Shop Drawing and Submittal Review	3	42			10	17		19	106			12	10	6		225	\$42,963	\$41,800		\$84,763
107	Change Orders, RFIs, Field Orders	2	15		10	5	10	10	2	6	4		8	2	4		78	\$13,422			\$13,422
108	Review Construction Schedules (Bi-weekly Schedules)		23														23	\$4,025			\$4,025
109	Processing Partial Pay Applications (Monthly Pay App)		6														6	\$1,050			\$1,050
110	Construction Admin (2025 Construction Season)					10	20										30	\$4,970			\$4,970
	Construction 2026 Season (2026 Billing Rate Schedules)	85	573	52	28	43	81	20	45	138	8	0	43	24	23	0	1147	\$222,791	\$41,800	\$0	\$264,591
105	Construction Meetings (1Hr duration each, as frequent as by-weekly) and Meeting Prep.	25	25	52		3	6		3	6			3		3		126	\$24,652			\$24,652
106	Shop Drawing and Submittal Review	5	83			20	35		38	112			24	20	12		349	\$70,011	\$41,800		\$111,811
107	Change Orders, RFIs, Field Orders	5	30		20	10	20	20	4	12	8		16	4	8		157	\$28,478			\$28,478
108	Review Construction Schedules (Bi-weekly Schedules)		23														23	\$4,232			\$4,232
109	Processing Partial Pay Applications (Monthly Pay App)		12														12	\$2,208			\$2,208
110	Construction Admin (2026 Construction Season)	50	360			10	20										440	\$85,850			\$85,850
111	Coordinate and Review Inspections and Tests		40														40	\$7,360			\$7,360
	Construction 2027 Season (2027 Billing Rate Schedules)	83	530	52	20	33	63	20	26	74	8	0	31	14	17	0	971	\$214,362	\$0	\$0	\$214,362
105	Construction Meetings (1Hr duration each, as frequent as by-weekly) and Meeting Prep.	25	25	52		3	6		3	6			3		3		126	\$28,381			\$28,381
106	Shop Drawing and Submittal Review	3	40			10	17		19	56			12	10	6		173	\$37,869			\$37,869
107	Change Orders, RFIs, Field Orders	5	30		20	10	20	20	4	12	8		16	4	8		157	\$30,903			\$30,903
108	Review Construction Schedules (Bi-weekly Schedules)		23														23	\$5,198			\$5,198
109	Processing Partial Pay Applications (Monthly Pay App)		12														12	\$2,712			\$2,712
110	Construction Admin (2027 Construction Season)	50	360			10	20										440	\$101,940			\$101,940
111	Coordinate and Review Inspections and Tests		40														40	\$7,360			\$7,360

Minnetrista Woodland Cove WTP Project Estimated Fee		Vollmer, PE	Mindermann	Amundson	Reynolds	Landrus, PE	Prior	Staff	Wahler, PE	Staff	Staff	Staff	Siewert, PE	Clery	Thompson	Staff	Subtotal Hours	Labor	Subs	Expenses	Total
		PM	PM/CA	Const. Obsv.	Process Tech.	Civil Lead	Civil Staff	Civil Tech.	Electrical Lead	Electrical Staff	Electrical Tech.	I&C Lead	Structural Lead	Structural Staff	Structural Tech.	Admin					
2025 Billing Rate		\$ 274	\$ 175	\$ 146	\$ 136	\$ 205	\$ 146	\$ 125	\$ 259	\$ 190	\$ 178	\$ 189	\$ 205	\$ 146	\$ 213	\$ 145					
2026 Billing Rate (assumed rate 5% increase)		\$ 288	\$ 184	\$ 153	\$ 143	\$ 215	\$ 153	\$ 131	\$ 272	\$ 200	\$ 187	\$ 194	\$ 215	\$ 153	\$ 224	\$ 152					
2027 Billing Rate (assumed rate 5% increase)		\$ 302	\$ 226	\$ 193	\$ 150	\$ 226	\$ 161	\$ 138	\$ 286	\$ 210	\$ 196	\$ 208	\$ 226	\$ 161	\$ 235	\$ 160					
2028 Billing Rate (assumed rate 5% increase)		\$ 317	\$ 237	\$ 203	\$ 158	\$ 237	\$ 169	\$ 145	\$ 300	\$ 221	\$ 206	\$ 218	\$ 237	\$ 169	\$ 247	\$ 168					
<b>Construction 2025 Season (2025 Billing Rate Schedules)</b>		<b>59</b>	<b>281</b>	<b>102</b>	<b>50</b>	<b>46</b>	<b>84</b>	<b>40</b>	<b>14</b>	<b>52</b>	<b>16</b>	<b>0</b>	<b>10</b>	<b>8</b>	<b>20</b>	<b>0</b>	<b>782</b>	<b>\$171,109</b>	<b>\$0</b>	<b>\$0</b>	<b>\$171,109</b>
105	Construction Meetings (1Hr duration each, as frequent as by-weekly) and Meeting Prep.	13	13	26		4	8		4	8			8		4		88	\$20,632			\$20,632
106	Shop Drawing and Submittal Review	3	5														8	\$2,036			\$2,036
107	Change Orders, RFIs, Field Orders	5	5														10	\$2,640			\$2,640
108	Review Construction Schedules (Bi-weekly Schedules)		5														5	\$1,130			\$1,130
109	Processing Partial and Final Pay Applications (Monthly Pay App)		6														6	\$1,422			\$1,422
110	Construction Admin (2028 Construction Season)	30	155			10	20										215	\$51,995			\$51,995
111	Coordinate and Review Inspections and Tests		20														20	\$3,680			\$3,680
112	As-Built Survey Work and Coordination		4			10											14	\$3,318			\$3,318
113	Substantial Completion Punchlist	4	4	8		8	8		8	8							48	\$11,256			\$11,256
114	Final Completion Review and Walkthrough	4	4	8		4	8										28	\$6,140			\$6,140
115	Record Drawings		40		50	10	40	40	2	16	16		2	8	16		240	\$45,520			\$45,520
116	O&M Manuals		20	60						20							100	\$21,340			\$21,340
<b>Task</b>	<b>Phase 061 - Construction RPR Phase Services</b>	<b>0</b>	<b>0</b>	<b>3200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3200</b>	<b>\$ 560,200</b>	<b>\$ -</b>	<b>\$ 32,000</b>	<b>\$ 592,200</b>
201	Part-Time Construction Observation (2025 Construction Season)			200													200	\$29,200		\$2,000	\$31,200
201	Part-Time Construction Observation (2026 Construction Season)			1300													1300	\$198,900		\$10,000	\$208,900
201	Part-Time Construction Observation (2027 Construction Season)			1300													1300	\$250,900		\$10,000	\$260,900
201	Part-Time Construction Observation (2028 Construction Season)			400													400	\$81,200		\$10,000	\$91,200
<b>Task</b>	<b>Phase 060 - Post Construction Phase Services (2028 Billing Rate Schedules)</b>	<b>92</b>	<b>104</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>356</b>	<b>\$ 86,964</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 86,964</b>
301	Commissioning Services	80	80	80													240	\$60,560			\$60,560
302	Project Close-Out (C-134, Tax Documents, File Transfer, etc.)	8	20	80													4	\$4,188			\$4,188
303	1-Year Warranty Inspection	4	4														8	\$2,216			\$2,216
<b>Estimated Subtotal Hours for AE25 Staff</b>		<b>334</b>	<b>1,658</b>	<b>3,655</b>	<b>130</b>	<b>151</b>	<b>283</b>	<b>90</b>	<b>108</b>	<b>368</b>	<b>36</b>	<b>20</b>	<b>106</b>	<b>58</b>	<b>70</b>	<b>12</b>	<b>7,081</b>				
<b>Estimated Labor and Expenses for AE25 Staff</b>		<b>\$ 101,523.0</b>	<b>\$ 346,207.0</b>	<b>\$ 644,372.0</b>	<b>\$ 19,200.0</b>	<b>\$ 33,960.0</b>	<b>\$ 44,762.0</b>	<b>\$ 12,430.0</b>	<b>\$ 29,833.0</b>	<b>\$ 74,312.0</b>	<b>\$ 7,072.0</b>	<b>\$ 3,780.0</b>	<b>\$ 23,131.0</b>	<b>\$ 9,030.0</b>	<b>\$ 16,217.0</b>	<b>\$ 1,832.0</b>		<b>\$1,364,636</b>	<b>\$83,600</b>	<b>\$32,260</b>	<b>\$1,480,496</b>
		Vollmer, PE	Mindermann	Amundson	Reynolds	Landrus, PE	Prior	Staff	Wahler, PE	Staff	Staff	Staff	Siewert, PE	Clery	Thompson	Staff	<b>AE25 Fee \$1,480,496</b>				

# **ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC**

## **2025 HOURLY FEE AND EXPENSE SCHEDULE**

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

**Task Order No. 4**

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

**1. Background Data**

- a. Effective Date of Task Order: October 15, 2025
- b. CLIENT: City of Minnetrista
- c. AE2S: Advanced Engineering and Environmental Services, LLC (AE2S)
- d. Specific Project (title): Woodland Cove Water Treatment Plant (WTP) Supervisory Control and Data Acquisition (SCADA) Programming
- e. Specific Project (description): Provide Professional Programming Services to upgrade the SCADA computers and application, as well as SCADA programming and startup services for the new Woodland Cove WTP.

**2. Services of AE2S**

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

1. SCADA Programming Services

a. The SCADA Programming Services consist of professional programming services for the Programmable Logic Controllers (PLCs), Operator Interface Terminals (OITs), networking equipment, radio equipment, SCADA software, and computer hardware related to the Assignment, including:

i. Coordination with Owner and Contractor to have SCADA computer hardware and software components purchased via allowance in accordance with the WTP Project.

ii. Coordination with Owner IT contractor for networking related architecture and services.

iii. Programming PLC, OIT, and communications equipment for:

1. One (1) Water Treatment Plant (WTP) Main Supervisory Control Panel (SCP) for:

a. Well control (Wells 8 & 9)

b. One (1) Aerator

c. Two (2) Detention Tanks

d. Backwash System

i. One (1) Air Blower

- ii. One (1) Backwash Pump
    - iii. One (1) Backwash Pumping Chamber
    - iv. Two (2) Backwash Tanks
  - e. Four (4) High Service Pumps
  - f. Two (2) Clearwells
  - g. Reclaim System
  - h. Chemical treatment
    - i. Fluoride
    - ii. Chlorine
    - iii. Ortho/Polyphosphate
- iv. Programming PLC and communications equipment for:
  - 1. One (1) Filter Control Panel (FCP)
    - a. Monitoring and controlling four (4) gravity filters
- v. Review field Input/Output (I/O) scheme for proper operation, provide I/O checkout, and verify proper operation and control of WTP SCP and FCP system components.
- vi. Networking switch configuration for new WTP networking equipment, including two (2) 48-port managed switches, two (2) 6-port managed switches, and eleven (11) wireless access points
- vii. Radio configuration and radio link/path testing from Woodland Cove WTP to existing master radio at water tower, updating existing telemetry programming to add Woodland Cove WTP data mapping
- viii. Installing operation system, SCADA software, and configuring computer hardware for:
  - 1. Two (2) Redundant SCADA servers
  - 2. One (1) Historian server
  - 3. Secure remote SCADA access, in coordination with Owner IT staff
  - 4. Four (4) SCADA workstations
  - 5. Two (2) Methods of Alarm notification
  - 6. Compliance and operational reporting
- ix. SCADA Software Programming
  - 1. Modify existing SCADA application for addition of new Woodland Cove WTP monitoring and control, including the following anticipated 3D Revit process control screen exports:
    - a. WTP Main Overview

- b. Raw Water
  - c. Filters (x4)
  - d. Backwash
  - e. High Service
  - f. Fluoride
  - g. Chlorine
  - h. Ortho/Polyphosphate
2. Modify existing SCADA application to add functionality for redundancy
    - a. A new set of computers/servers will be developed and put online in parallel with existing SCADA computers, which will remain active and usable during transition to new application
    - b. Existing application will be upgraded to the latest AVEVA System Platform version available and operable at the time of startup
- x. Decommissioning of the existing SCADA system
1. Existing server(s) and software
  2. System transition verification and support for sites being demolished at end of project
- xi. Commission, test, demonstrate operation for all new SCADA programming.
- xii. SCADA system and site/process operational training

**3. Task Order Schedule**

A. The parties shall meet the following schedule:

<u>Phase</u>	<u>Estimated Completion Date</u>
Woodland Cove WTP SCADA Programming	May 2028

**4. Payments to AE2S**

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

<b>Description</b>	<b>Hrs</b>	<b>Fee</b>
<i>SCADA Programming Services</i>	2,132	\$466,908.00
<b>TOTAL</b>	<b>2,132</b>	<b>\$466,908.00</b>

**5. Attachments:**

- 2025 Hourly Fee and Expense Schedule

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 15, 2025.

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

AE2S:  
By: Brian R. Bergantine  
Brian R. Bergantine (Oct 15, 2025 16:44:12 CDT)

Print Name: \_\_\_\_\_

Print Name: Brian R. Bergantine

Title: \_\_\_\_\_

Title: Project Quality Director

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\***

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Mapping GPS	\$25.00/hour
Fast Static/RTK GPS	\$50.00/hour
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Cellular Modem	\$75.00/month
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Outside Services	cost * 1.15
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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. 94-25**

**RESOLUTION APPROVING AE2S TASK ORDER NO. 18 FOR  
CONSTRUCTION OBSERVATION SERVICES AS STATED IN SAID TASK  
ORDER FOR THE NEW WOODLAND COVE WATER TREATMENT PLANT  
(CITY PROJECT 06-25)**

**WHEREAS**, AE2S has provided Task Order No. 18 outlining the professional construction observation services to be provided.

**WHEREAS**, the cost of said construction services stated in AE2S Task Order No. 18 are not to exceed \$1,480,496.00.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA**, that an agreement has been made between the City AE2S to provide professional construction services for the new Woodland Cove Water Treatment Plant (City Project No. 06-25).

This resolution was adopted by the City Council of the City of Minnetrista on the 20<sup>th</sup> day of October 2025, by a vote of \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

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

ATTEST:

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

**RESOLUTION NO. 95-25**

**RESOLUTION APPROVING AE2S SCADA TASK ORDER NO. 4 FOR SCADA SERVICES AS STATED IN SAID TASK ORDER FOR THE NEW WOODLAND COVE WATER TREATMENT PLANT (CITY PROJECT 06-25)**

**WHEREAS**, AE2S has provided SCADA Task Order No. 4 outlining the professional SCADA services to be provided.

**WHEREAS**, the cost of said SCADA services stated in AE2S SCADA Task Order No. 4 are not to exceed \$466,908.00.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA**, that an agreement has been made between the City AE2S to provide professional SCADA services for the new Woodland Cove Water Treatment Plant (City Project No. 06-25).

This resolution was adopted by the City Council of the City of Minnetrista on the 20<sup>th</sup> day of October 2025, by a vote of \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

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

ATTEST:

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