



June 17, 2025

Bruce Westby  
City Engineer/Public Works Director  
7550 Sunwood Drive NW  
Ramsey, MN 55303

**Re: Water Treatment Plant – Request for Engineering Amendment**

Dear Mr. Westby:

AE2S is currently under contract with the City of Ramsey to provide construction phase engineering services for the City's new 10 MGD Water Treatment Plant (WTP). The original scope of services assumed full-time construction support through Substantial Completion on May 1, 2025, and part-time support through Final Completion on August 1, 2025.

Since the start of construction, AE2S has been actively engaged in providing on-site representation, submittal and RFI reviews, contractor coordination, QA/QC oversight, bi-weekly progress meetings, and construction documentation review. Our team has worked diligently to manage project needs while maintaining budget, including optimizing our on-site time and shifting support efforts off-site when feasible.

Following initial permitting delays, the City granted the Contractor an 88-day extension to the construction contract, pushing Substantial Completion to July 28, 2025, and Final Completion to October 28, 2025. AE2S absorbed this extension within our existing budget without seeking additional compensation. To do so, we strategically limited our on-site presence to only the most critical construction activities—such as concrete placements, mechanical and process equipment installations, and major system tie-ins—while performing other support tasks remotely whenever feasible. This approach allowed us to conserve hours and manage costs, while still ensuring the Contractor had the guidance and oversight needed to maintain quality and project progress. However, with the Contractor requesting an additional time extension, it will be difficult to maintain the same support this project requires during the crucial startup and closeout phases without exceeding the remaining budget from the original agreement.

Given this continued extension and the increasing demands of the startup and closeout phases, AE2S is requesting an amendment to our construction phase services agreement to ensure we can maintain the necessary level of involvement and oversight through project completion. The remainder of this letter provides the basis for our request and a summary of the proposed amendment.

**Basis for Request:**

AE2S has supported the City through every phase of this important project and remains dedicated to completing the WTP with focus on quality, safety, and performance. As the project advances into its final and most critical stages—including process, electrical, and architectural systems installation, painting, equipment commissioning, WTP startup, punch list development, and project closeout—the need for consistent, experienced engineering oversight becomes increasingly vital.



These final stages are typically the most time- and labor-intensive for complex treatment facilities. They involve close coordination between the contractor, equipment vendors, system integrators, and City staff; active troubleshooting and optimization; and detailed validation and documentation of operational performance. AE2S's continued involvement will help ensure that these activities are completed correctly, efficiently, and in alignment with the project requirements.

AE2S has reviewed the revised construction timeline and developed a staffing plan to support the remainder of the project starting June 1, 2025, which aligns with the period covered by our most recent engineering invoice. This plan reflects our experience with similar facilities, our understanding of the contractor's pace and needs, and our responsibility to uphold the City's investment in a safe and high-performing water treatment system. A summary of the major tasks and associated Professional Hours/Fees and a detailed breakdown is attached at the end of this document.

**Requested Engineering Fee:**

AE2S estimates that a total of \$276,100 will be required to provide the necessary level of engineering services from June 1, 2025, through the Contractor's requested time extension and final project closeout. As of our most recent engineering invoice (through May 30, 2025), \$91,777.79 remains available in our current construction phase services agreement. Therefore, AE2S is requesting an amendment in the amount of **\$184,300**. This amount equates to approximately \$33,500 per month in engineering services over the 5.5-month extension period—from the original Substantial Completion date of May 1, 2025, to the new date of October 15, 2025—which aligns closely with AE2S's historical monthly billing average of \$32,500 over the past 18 months.

Once the fee is approved, AE2S can supply an Amendment to the Owner–Engineer Agreement for execution.

AE2S appreciates the opportunity to continue supporting the City of Ramsey on this important project and remains committed to its successful completion. Please don't hesitate to contact us with any questions or if you would like to review our staffing plan or fee breakdown in more detail.

Submitted in Service,  
**AE2S**

Ryan Hanson, PE  
Project Engineer



City of Ramsey Water Treatment Plant		AE2S								Expenses	Expense Total	Subconsultants	Line Item Total
Role	PM	Asst. PM	RPR	Process Tech	Cons. Support	Cons.	Operations	Total Hours	Total \$				
Labor Category	PM IV	Eng III	Eng I	Eng Tech III	Eng III	Cons. Serv. V	Op. Spec. V						
Name	Aaron V.	Ryan H.	Abby B.	Shleby R.	Lane V.	Darrell S.	Del D.						
Project Billing Rate (2025)	\$274	\$205	\$146	\$136	\$205	\$224	\$214						
Project Billing Rate (2026)	\$288	\$215	\$153	\$143	\$215	\$235	\$225						
<b>Phase 060 - Construction Services</b>	<b>58</b>	<b>256</b>	<b>148</b>	<b>60</b>	<b>40</b>	<b>8</b>	<b>24</b>	<b>594</b>	<b>\$115,659</b>	<b>\$500</b>	<b>\$500</b>	<b>\$10,346</b>	<b>\$126,504</b>
Project Management													
Progress Meetings	8	8						16	\$3,832		\$0		\$3,832
Amendment Development	1	8						9	\$1,914		\$0		\$1,914
Communications with Owner		8						8	\$1,640		\$0		\$1,640
Shop Drawing Review		8						8	\$1,640		\$0		\$1,640
Change Orders & RFIs	2	6						8	\$1,778		\$0	\$750	\$2,528
Communications with Contractor	2	16						18	\$3,828		\$0		\$3,828
Review Construction Schedules		2						2	\$410		\$0		\$410
Contractor Pay Requests		4						4	\$820		\$0		\$820
Start-Up of Systems	20	80			8		24	132	\$28,656		\$0	\$1,000	\$29,656
Substantial Completion Punchlist	8	40			16	8		72	\$15,464	\$125	\$125	\$2,500	\$18,089
Final Completion Review	8	16						24	\$5,472	\$125	\$125	\$1,500	\$7,097
Post-Construction - (2026 Rates)													
MDH Walkthrough		4	8					12	\$2,087	\$125	\$125		\$2,212
Project Close-Out	4	16						20	\$4,595		\$0		\$4,595
Record Drawings		16	60	60				136	\$21,210		\$0	\$3,096	\$24,306
Document Library/O&M Manuals	4	16	80		16			116	\$20,303		\$0	\$1,500	\$21,803
Warranty Walkthrough	1	8						9	\$2,010	\$125	\$125		\$2,135
<b>Phase 061 - RPR</b>	<b>0</b>	<b>0</b>	<b>983</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>983</b>	<b>\$143,518</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>0</b>	<b>\$149,518</b>
Construction RPR													
Construction Observation (35 hrs/wk thru Substantial Completion & Start-Up & 30 hrs/wk thru Final Completion)			983					983	\$143,518	\$6,000	\$6,000		\$149,518
<b>Total Hours</b>	<b>58</b>	<b>256</b>	<b>1131</b>	<b>60</b>	<b>40</b>	<b>8</b>	<b>24</b>	<b>1577</b>	<b>\$259,177</b>	<b>\$6,500</b>	<b>\$6,500</b>	<b>\$10,346</b>	<b>\$276,022</b>
<b>Total Labor at Billing Rate</b>	<b>\$16,015.30</b>	<b>\$53,095.00</b>	<b>\$166,206.40</b>	<b>\$8,568.00</b>	<b>\$8,364.00</b>	<b>\$1,792.00</b>	<b>\$5,136.00</b>		<b>\$259,177</b>	<b>\$6,500</b>	<b>\$6,500</b>	<b>\$10,346</b>	<b>\$276,022</b>
<b>Total Construction Phase Professional Services Fee to Complete Project</b>													<b>\$276,100</b>

**Advanced Engineering and Environmental Services, Inc.**

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