



KRAUS-ANDERSON®
Construction Company

Change Order Request

Project: 1923025-02
La Crosse Center Expansion & Renovation
400 La Crosse Street
La Crosse, WI 54601

COR # 145.00

Date: 1/5/2021

To: Owner City of La Crosse
400 La Crosse Street
La Crosse, WI 54601

From: Kraus-Anderson Construction Company
151 East Wilson Street, Suite 100
Madison, WI 53703

PCO # 229 - Commissioning Allowance Credit

Item #	Description	Vendor	Amount
1	Commissioning Allowance Credit	North American Mechanical, Inc.	(\$29,500.00)
Total For Change Order			(\$29,500.00)

Approved By: City of La Crosse

Signed: _____

Date: _____

Submitted By: Kraus-Anderson Construction Company

Signed: *Peter Linsmeier*
6867371012384A6...

Date: 1/5/2021 | 3:01 PM CST

Accepted By: I & S Group, Inc.

Signed: *Kevin Bills*
B2D92ADEC16949C...

Date: 1/5/2021 | 3:15 PM CST

Proposal for Commissioning Services

The City of La Crosse

La Crosse Center Expansion & Renovation

La Crosse, WISCONSIN

December 17, 2020

Submitted by



**HALLBERG
ENGINEERING**

Mechanical / Electrical / Commissioning / Energy



December 17, 2020

Weston Gumbert
Project Engineer
Kraus-Anderson Construction
151 E Wilson Street, Suite 100
Madison, WI 53703
weston.gumbert@krausanderson.com

Re: Proposal for Commissioning Services for La Crosse Center Expansion & Renovation
Hallberg Project #P20-3977.000

Dear Mr. Gumbert,

We appreciate the opportunity to submit this proposal for commissioning services for the La Crosse Center. We understand the City of La Crosse, Wisconsin is seeking the services of a qualified System Inspector/Commissioning Authority for the La Crosse Center Expansion & Renovation project. We understand the construction start is December 9, 2019 with final completion November 1, 2021.

This proposal represents our entire understanding of the project based on the RFP issued on December 3, 2020 and the construction documents downloaded. We are in receipt of addendum #1 received on December 10th.

Hallberg has not been involved with any litigation, contract default, mediation/arbitration over the past 7 years on a project.

We look forward to working with you and assisting you with your project needs.

Sincerely,

HALLBERG ENGINEERING, INC.

Richard L. Lucio PE LEED® AP
Chief Executive Officer/Principal

AUTHORIZATION TO PROCEED

Signed

Title

Date



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FEE PROPOSAL

The following are HEI's proposed fixed fees for commissioning services for the La Crosse Center Expansion & Renovation project:

COMMISSIONING FEE **\$29,500**
(Twenty-Nine thousand Five Hundred dollars)

REIMBURSABLE EXPENSES

Reimbursable expenses are included in the Total Fee noted above and include:

- Expenses for special handling, reproduction and postage of drawings, specifications and other documents.
- Expenses of travel including mileage and meals.

ADDITIONAL SERVICES

Any work required beyond that defined in the Scope of Work will be billed on an hourly basis. Additional services will not be performed without written approval of Owner. Examples of additional services include:

- Providing services required because of significant changes in the project.
- Providing services in connection with evaluating substitutions proposed by the contractor.
- Providing services made necessary by the default of the contractor.

ASSUMPTIONS

- It is assumed that the A/E will provide adequate written design intent, basis of design and full sequences of operation for all equipment and systems for the O&M manuals and for the Commissioning Authority to use in writing functional tests.
- The fee will be honored through July 31, 2020
- The fee is priced for the schedule of the project.

HOURLY BILLING RATES

Principals	\$200
Project Manager	\$155
Sr. Engineer.....	\$145
Sr. Project Engineer/Sr. Designer/ Commissioning Agent.....	\$135
Project Engineer/Sr. Project Designer.....	\$120
Staff Engineer/Project Designer/ Commissioning Tech/ I.T. Tech	\$110
Engineer/Staff Designer/Project Admin/Program Consultant	\$95
Designer/Commissioning Associate	\$80
Clerical	\$75

SCOPE OF WORK

Construction Phase:

- Coordinate, attend, and lead a temperature controls submittal review meeting between the project team and controls contractor prior to acceptance of controls submittal (devices, sequences and graphics).
- Provide commissioning milestone date information to be incorporated into the overall project schedules.
- Perform two site visits prior to start of commissioning.

Building Acceptance Phase:

- Perform HVAC system functional testing through the front end DDC controls interface. All testing shall include:
 - o 100% verification of system sequences of control
 - o 100% sampling of terminal units via trend analysis
 - o Sampling of alarm configurations to be per Owner standards/direction
 - o Sampling of trend configurations to be per Owner standards/direction
 - o 100% graphic representation accuracy
- Document initial functional testing results for inclusion in the final report.
- Develop a functional testing deficiency punchlist. Perform follow-up contractor correction verification.
- Perform seasonal HVAC system functional testing thru all four seasons. Perform follow-up contractor correction verification.
- Review the final test and balance report for accuracy against the contract documents and provide written comments back to project team.
- Provide accounting for Owner training for mechanical and electrical equipment and systems, with training to be scheduled and delivered by the contractor.
- Miscellaneous Testing Allowance: \$1,500 allowance has been included in this proposal to be assigned by Kraus-Anderson for unforeseen conditions or non-defined work scope items.

Building Turnover/Occupancy Phase:

- Review the Operations and Maintenance manuals for accuracy and completeness. Provide comments to the Owner and project team.
- Review all as-built drawings for the project for accuracy and completeness. Provide comments to the Owner and project team.
- Develop and submit a final Commissioning Report including a summary of the commissioning scope, a copy of all generated documentation and associated correspondence, and a copy of all field-testing results.
- Equipment to be Commissioned in their entirety (except as may be noted):
 - i. HVAC System
 - ii. Temperature Controls

COMMISSIONED SYSTEMS

Scheduled Equipment	Units to be Tested	Percent Tested
Air Cooled Condensing Units	1	100%
Air Handling Units	4	100%
Arena Roof Exhaust Fans	1	100%
Cabinet Unit Heaters	3	100%
DDC Control System	1	100%
Ductless Mini-Split Cooling Systems	7	100%
Exhaust Fans	7	100%
Fan Coil Units	3	100%
Fin Tube Radiation Concourse Level	1	100%
Heating Coils	2	100%
In-floor Heating Manifold Valves	11	100%
Kitchen Exhaust Fans	4	100%
Transfer Fans	3	100%
Unit Heaters	6	100%
VAV Boxes with Reheat Coils	43	100%
TOTALS	97	



PROJECT APPROACH

Managing the project – John Parks will be the project manager and will assign commissioning tasks to Nick Cierzan (Lead Mechanical Commissioning Agent) and Terry Olson (Mechanical Commissioning Technician). John will also work with Kristin Papke (Accounts Receivables and Invoicing) on invoicing requirements.

Travel – We anticipate approximately 16 visits for meetings, field observations, training and functional testing. John Parks, Nick Cierzan and Terry Olson are based out of our White Bear Lake, MN office.

Fostering Teamwork – The Hallberg Commissioning agents believe that in order to obtain a high return on investment for paying for the commissioning process, the agents need to be highly involved with the construction delivery process. We cannot be a silent 3rd party entity. We plan to communicate with the design team, owner and construction team members in a very cooperative manner. Our commissioning agents feel that in order to maximize productivity and meet the construction schedule, there will be no finger pointing of inefficiencies but instead do our job as commissioning agent to communicate our field observations, installation deficiencies and functional testing results in a cordial and proper manner which will eliminate any adversarial relationships.

Commissioning Effort – This process consists of identifying each piece of equipment in the construction drawings, reviewing the piece of equipment's controllability and maintainability, observing and documenting the functionality of each piece of equipment and its role in the system it serves and testing its overall performance in the programming and sequence of operation of the Building Automation System. The commissioning agents will physically observe and document the equipment installation and performance, and openly communicate for resolution of deficiencies. Therefore, each piece of equipment is being commissioned during the design, construction, functional testing, off-season testing, occupancy and warranty phases.

Software - Main Issues Log - Hallberg Engineering has experience in the use of many different construction software formats such as Procore, PlanGrid, Submittal Exchange and Viewpoint One for the distribution of the commissioning issues log. HEI's commissioning agents are experienced with both the latest design concepts and operational methods and are familiar with the many different brands of building automation systems. Each agent is armed with state-of-the-art equipment and resources. The commissioning agents have laptops, software and investigative tools to achieve the commissioning tasks.

To follow are some of the standalone tools the HEI Commissioning Group owns and uses:

- TSI Veloci-Calc Air Velocity Meter
- Data Loggers
- Fluke Thermometers
- Shortridge Air Velocity Hood
- Illuminance Meters
- TSI Indoor Air Quality Probe with CO
- Volt/Amp Meters
- Energy Calculator Tool
- Energy Modeling Software



FIRM OVERVIEW

Design

Mechanical
Electrical
Plumbing
Technology
LEED®

Commissioning

New Construction
Recommissioning
Existing Systems
Retro-Commissioning
LEED®

Building Analysis

Indoor Air Quality Solutions
Health & Safety Review
Heating Plant Analysis
Swimming Pool Evaluation
Facility Review
Power Distribution Review
Lighting Analysis
Fire Protection Analysis
ASTM Property Condition
Assessments

Energy Services

Energy Modeling
Energy Studies

Established in 1979, Hallberg Engineering, Inc. (HEI) is a consulting engineering firm specializing in mechanical, electrical, and technology systems design, commissioning, building analysis, and energy services. Our versatile staff provides various mechanical and electrical services including pre-design studies, early schematic planning and budgeting with the client, timely design development of the project, thorough construction documents, and comprehensive construction administration with post-occupancy evaluation.

HEI has 40 years of experience providing consulting engineering services and over 20 years of experience providing commissioning services to K-12 schools in Minnesota. HEI's Commissioning Group has commissioned more than 150 education facilities since the group's inception in 1998. Our commissioning group verifies that a project was constructed per the design intent and the building performs per the owner's project requirements and the designer's basis of design. Our energy services department performs energy modeling, energy studies, or energy tax deduction analysis for your design or project assessment needs.

HEI originated with a focus on providing mechanical services for K-12 education facilities. Throughout the years, we have expanded our engineering services, but our established reputation in the education sector has continued and has allowed us to have worked with over half of all Minnesota school districts. Our history has provided us with the knowledge and the relationships that are necessary to successfully execute the needs of our K-12 clients.

HEI is a Small and Minority Business Enterprise (S/MBE) certified with the State of Minnesota, University of Minnesota, City of Minneapolis, Minnesota Department of Transportation, Metropolitan Airport Commission, Metropolitan Council, Hennepin County, Ramsey County, and City of St. Paul.

We have earned a reputation for listening and responsiveness, for honesty and professionalism, and for delivering proven, functional engineering solutions. With the combination of our firm expertise and our focus on exceptional customer service, it is our promise to provide every client with the utmost in integrity, commitment and quality of service.



COMMISSIONING

Commissioning Services

LEED® Construction
Passive House (Passivhaus)
Minnesota Sustainable Building
Guidelines (MSBG)
ASHRAE Commissioning
Requirements
Army National Guard Military
Construction

Systems Typically Commissioned

HVAC Systems
Building Automation Systems
Laboratory Systems
Humidification Systems
Electrical Power and UPS
Lighting Control Systems
Emergency Power Systems
Life Safety Systems
Data Center Systems

Since its inception in 1998, the HEI Commissioning Group has commissioned mechanical and electrical systems for hundreds of buildings including those for K-12 schools, higher education, retail, government, and private industry facilities. The commissioning group has successfully completed recommissioning projects and custom efficiency studies funded by utility companies which included a team of energy experts comprised of HEI engineering staff, sub-consultants, and subcontractors.

Commissioning is a quality assurance procedure applied to building construction throughout the entire process of a project including planning, design, construction, and operation. It is a systematic, documented, and collaborative process including inspection, testing, and training. Commissioning ensures that building systems work as intended by the original design intent and provides for reduced operation and maintenance costs, energy savings, and improved indoor air quality.

The HEI Commissioning Group's goal is to provide the owner with smoother building turnover, improved building performance, reduced contractor callbacks, and a safe, healthy facility for all building occupants. Commissioning is not an exercise in "finger pointing" – we believe in a harmonious process to provide the desired results for all stakeholders. A project is successful only if each task of the commissioning plan was accomplished per the design intent and the owner received a building that performs per the owner's project requirements and designer's basis of design.

HEI is a member of the Building Commissioning Association (BCA) and the AABC Commissioning Group (ACG), and our HVAC commissioning agents are certified ACG Commissioning Authorities (CxA), which demonstrates the CxA's education, knowledge, and technical expertise in the commissioning process.

HEI is also a member of the U.S. Green Building Council and has several LEED® Accredited Professionals (AP) among its staff. Members of HEI's commissioning staff are also members of the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE).





FEATURED PROJECT EXPERIENCE

SCHOOL DISTRICT OF RIVER FALLS, WISCONSIN

- River Falls High School
- Greenwood Elementary School
- Rocky Branch Elementary School
- Montessori Elementary School
- Meyer Middle School
- Westside Elementary School

Completed: Current 2020

Square Feet: 6 Buildings

Contact: Shane Butler, Kraus-Anderson, shane.butler@krausanderson.com

Project Description: HEI is performing commissioning services for the mechanical and electrical upgrades to 6 buildings in the District.

SHERBURNE COUNTY

GOVERNMENT CENTER EXPANSION AND RENOVATION – Elk River, MN

Square Feet: 98,000 New / 125,000 Renovation

Completed: 2019

Contact: Steve Taylor, Sherburne County Administrator, steve.taylor@co.sherburne.mn.us

Project Team: Mike Jones – Project Manager; John Parks – Lead Commissioning Agent, Nick Cierzan – Commissioning Agent.

Project Description: Sherburne County Government Center recently had a renovation project that included 98,000 square feet of new construction and approximately 125,000 square feet of renovation. The HEI commissioning team provided commissioning services for all HVAC, building automation systems, plumbing and fire protection systems and electrical systems

SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY

SAVAGE INTENSIVE RESIDENTIAL TREATMENT SERVICES – Savage, MN

Square Feet: 16,000

Completed: 2020

Contact: Steve Dunbar, Ivy Properties, steven.dunbar@ivyprop.com

Project Team: Mike Jones – Project Manager; John Parks - Lead Commissioning Agent; Nick Cierzan – Commissioning Agent; Jeff Hauswirth – Electrical Commissioning Agent.

Project Description: HEI is performing commissioning services for all HVAC systems, lighting controls, daylighting sensors, domestic hot water systems and renewable energy systems. This project is following the MSBG B3 requirements.

CITY OF COTTAGE GROVE, MN

HERO CENTER (Health & Emergency Response Occupations) – Cottage Grove, MN

Square Feet: 47,000

Completed: 2020

Contact: Jennifer Levitt, Community Development Director, jlevitt@cottage-grove.org

Project Team: Mike Jones – Project Manager; John Parks – Lead Commissioning Agent, Terry Olson – Commissioning Technician; Jeff Hauswirth – Electrical Commissioning Technician.

Project Description: The Hero Center is a state-of-the-art immersive training center for police, fire and emergency medical services. One important feature of the integrated facility is that it's built for all first responders. With the new center, police officers, firefighters, paramedics, and EMT's will be able to practice hands-on skills in real-life scenarios, utilizing the tools and skills they need to do their jobs. HEI provided commissioning services during the Design, Construction and Verification and Acceptances Phases of this project.



QUALIFICATIONS

- Hallberg Engineering has acted as the System Inspector/Commissioning Authority/ or part of the team for at least five projects over 25,000 square feet in size.
- Hallberg Engineering has extensive experience in the operation and troubleshooting of HVAC systems, energy management control systems and lighting control systems.
- Hallberg Engineering has extensive field experience and a minimum of three full years in this type of work.
- Hallberg Engineering is knowledgeable in test and balance of both air and water systems.
- Hallberg Engineering is experienced in energy efficient equipment design and control strategy optimization.
- Hallberg Engineering has direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.



PROFESSIONAL REFERENCES

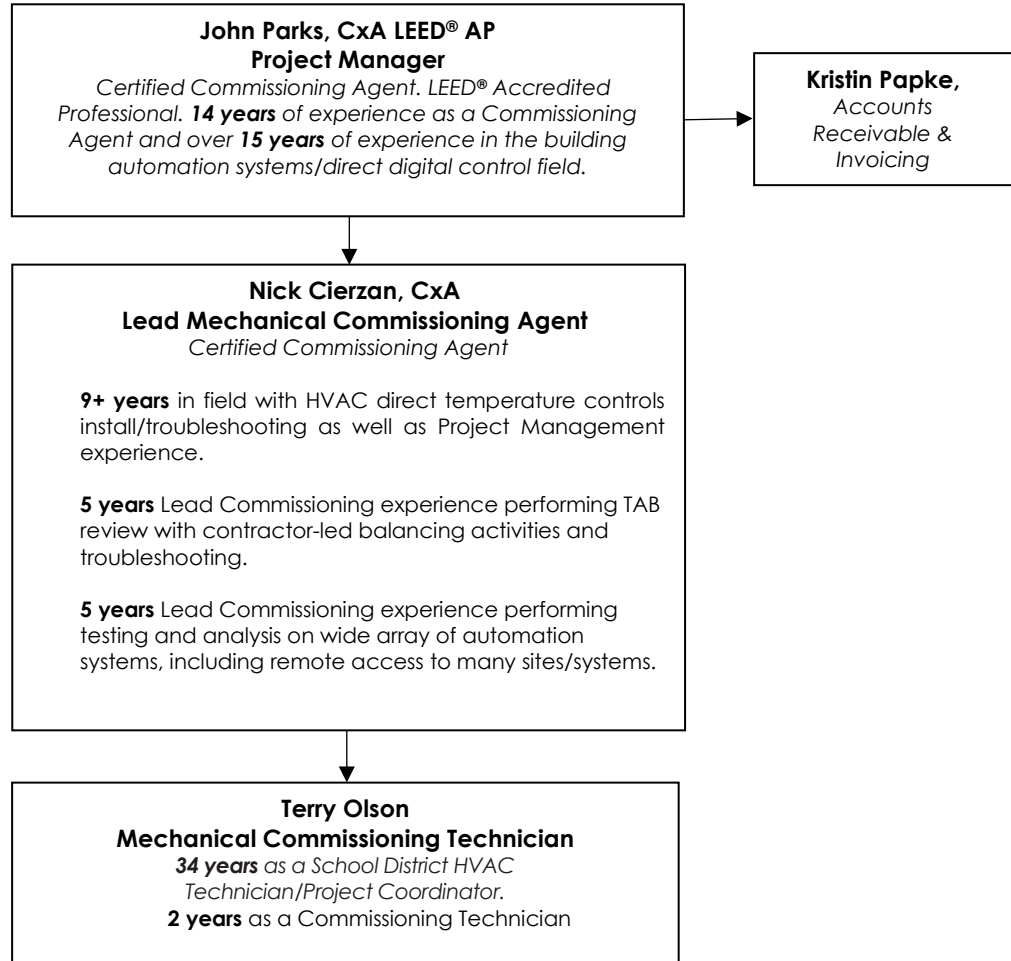
Craig Schibonski
Senior Project Manager/Engineer
Hennepin County Property Services
craig.schibonski@hennepin.us
612-543-0526

David Laskey
Director of Enterprise Efficiency and Facilities Management
Second Harvest Heartland
dlaskey@2harvest.org
651-484-5117

Justin Skoglund
Project Manager
Department of Military Affairs
Justin.a.skoglund2.nfg@mail.mil
320-616-6074



PROPOSED PROJECT TEAM



Team members proposed for this project were selected because of their specific qualifications and experience in commissioning healthcare industry projects and ability to work with the owner in providing a successful project.

Team Member	Percentage Level of Effort per Team Member			
	Construction Phase	Acceptance Phase	Occupancy Phase	Total Project
John Parks	5%	5%	5%	5%
Nick Cierzan	70%	70%	70%	70%
Terry Olson	25%	25%	25%	25%



Professional Profile

Certifications

ACG Certified Commissioning Authority (CxA)

Building Operator Certification (BOC) – Level 1

U.S. Green Building Council LEED® Accredited Professional

Professional Affiliations

AABC Commissioning Group (ACG)

Building Commissioning Association (BCA) (Corporate Membership)

American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE)

U.S. Green Building Council– MN Chapter (USGBC-MN)

Education

Mechanical Engineering credits, Michigan Technological University

John Parks, CxA LEED® AP



Project Manager

Mr. Parks joined Hallberg Engineering in 2005 and has a vast amount of experience in commissioning mechanical and lighting systems. In addition, he has 15 years of experience in the building automation systems/direct digital control field. His experience includes working as a project manager building automation systems design. He also has experience with programming, commissioning, and client training for public, corporate, and educational facilities. This background gives him a strong working knowledge of how the building automation system and HVAC system work together as designed for ventilation, comfort, and energy savings.

GOVERNMENT COMMISSIONING PROJECT EXPERIENCE

- City of Mankato Public Safety Center – Mankato, MN (LEED®)
- City of Minneapolis Emergency Operations Training Facility – Minneapolis, MN (B3 and LEED®)
- Hennepin County
 - Facility Condition Assessments – Phase I (2018) & Phase II (2019 - Current)
 - Adult Correctional Facility – Minneapolis, MN
 - Central Library – Minneapolis, MN
 - Facility Audits – Phase 2 (In progress 2019)
 - 701 Center Building Pressurization Study
 - PSF Detention Quad BAS Modifications (In progress 2019)
 - Government Center ENERGY STAR® Statement of Energy Performance – Minneapolis, MN
 - NorthPoint Health & Wellness Center – Minneapolis, MN
 - Golden Valley & Rockford Road Libraries
 - Oxboro Library Renovation
 - Webber Park Library
- Minneapolis-St. Paul Air Reserve Station 934th Air Lift Wing Medical Training Facility – Minneapolis, MN
- Minnesota Army National Guard Armory – Jackson, MN (B3)
- Minnesota Army National Guard Armory – Winona, MN (B3)
- Minnesota Department of Transportation Rochester District 6 Headquarters – Rochester, MN (B3)
- Minnesota Sex Offender Program (MSOP) Facility Expansion Phases 1 and 2 – Moose Lake, MN (B3)
- St. Louis County Courthouse – Duluth, MN
- Washington County Environmental Center – Woodbury, MN
- Washington County North Service Center/Library Building – Forest Lake, MN
- Washington County South Service Center – Cottage Grove, MN



Nick Cierzan, CxA

Commissioning Department

Mr. Cierzan joined Hallberg in 2015 and holds a Bachelor of Science in Computer Network Engineering. Prior to Hallberg, Mr. Cierzan was a controls Technician and Project Manager for 9 years, specializing in control of HVAC systems and BAS integration.

Professional Profile

Certifications

ACG Certified Commissioning Authority (CxA)

Education

Bachelor of Science, Computer Network Engineering, St. Cloud State University 2002

GOVERNMENT COMMISSIONING PROJECT EXPERIENCE

- Hormel Institute/International Center of Research and Technology Expansion – Austin, MN
- City of Lino Lakes New Fire Station – Lino Lakes, MN

HEALTHCARE COMMISSIONING PROJECT EXPERIENCE

- Children's Hospital, Elliot Towner – Minneapolis, MN*
- St. James Hospital, New construction – St. James, MN*
- St. Joseph's Hospital, New construction DePaul Tower – St. Paul, MN*

SPORTS ARENA COMMISSIONING PROJECT EXPERIENCE

- Bielenberg Ice Arena, HVAC upgrades and Geothermal Install – Woodbury, MN*
- St. Cloud MAC Ice Arena , HVAC upgrades and Geothermal install – St. Cloud, MN*
- American Swedish Institute, New Construction – Minneapolis, MN*

ENTERTAINMENT/HOSPITALITY COMMISSIONING PROJECT EXPERIENCE

- Running Aces Harness Park, New Construction – Columbus, MN*

HIGHER EDUCATION PROJECT EXPERIENCE

- Metropolitan State Science Center – Minneapolis, MN



Professional Profile

Professional Affiliations

Minnesota Educational
Facilities Management
Professionals (MASMS)

Building Commissioning
Association (Corporate
Membership)

Terry Olson

Commissioning Department Technician

Mr. Olson joined Hallberg in 2018 and has over 34 years as a School District HVAC Technician/Project Coordinator.

GOVERNMENT/MUNICIPAL PROJECT EXPERIENCE

- Rochester Parking Ramp #6
- Sherburne County Government Center
- 428 Minnesota Street, St. Paul
- Mill City Clinic Landlord Design
- Hennepin County Audits for Non-Library & Transfer Station Facilities

HIGHER EDUCATION PROJECT EXPERIENCE

- University of St. Thomas John Roach Center - Controls Replacement Study

K-12 EDUCATION COMMISSIONING PROJECT EXPERIENCE

- ISD 13 Columbia Heights Public Schools
 - North Park Elementary School
- ISD 192 Farmington Public Schools
 - Aikin Road Elementary School
 - Farmington Elementary School
 - Meadowview Elementary School
- ISD 194 Lakeville Area Public Schools
 - Lake Marion Elementary School
 - McGuire Middle School
- ISD 279 Osseo Area Schools
 - Garden City Elementary School
 - Park Brook Elementary School
 - Zanewood Community School
 - Oak View Elementary School
- ISD 463 Eden Valley-Watkins School District
 - 2019 Facility Upgrade Projects (Current)
- ISD 531 Byron Public Schools
 - Middle School HVAC Improvements
 - Byron Intermediate School Chiller Replacement
- ISD 535 - Rochester Public Schools
 - Hoover Elementary Addition & Indoor Air Quality Improvements
- ISD 625 St. Paul Public Schools
 - Adams Spanish Immersion
 - Linwood Monroe Arts Plus Upper Campus Renovation
 - St. Anthony Park Elementary
 - Humboldt High School
 - Como Park High School
- ISD 761 Owatonna Public Schools
 - New McKinley Elementary School
 - Middle School
 - Lincoln Elementary School
 - New Washington Elementary School
 - Wilson Elementary School
- ISD 834 - Stillwater Area Public Schools
 - Deferred Maintenance 2017
 - Brookview Elementary School
 - Lakeland Elementary School
 - Lake Elmo Elementary School
 - Stillwater Middle School
- ISD 813 Lake City Schools
 - Bluff View Elementary
- ISD 659 Northfield Schools
 - Bridgewater Elementary
- Intermediate District 287
 - Ann Bremer Education Center