

SIGNED  
4-13-2020

Proposal for Commissioning Services for

**Waterville-Elysian-Morristown School District**  
**ISD 2143**

**ADDITIONS AND ALTERATIONS**

WATERVILLE, MINNESOTA

**April 8, 2020**

**Submitted by**



**HALLBERG**  
**ENGINEERING**

*Mechanical / Electrical / Commissioning / Energy*



April 8, 2020

RA Morton  
Preston Euerle  
3315 Roosevelt Road  
Suite 100  
St Cloud, MN 56301  
[prestone@ramorton.com](mailto:prestone@ramorton.com)

**Re: Proposal for Commissioning Services**  
Waterville-Elysian-Morristown School District - ISD 2143  
Additions and Alterations Projects  
Hallberg Project #P20-3825.000

Dear Mr. Euerle,

We appreciate the opportunity to respond to the Request for Proposal for third party Commissioning services for the Additions and Alterations projects for Waterville-Elysian-Morristown School District. We understand the projects consist of building additions, remodeling and HVAC improvements at two (2) separate facilities in the District which consists of; an elementary and High School Facility which is approximately 198,515 square feet, multiple stories and level type building which is located in Waterville, MN and a Middle School facility which is approximately 26,660 square feet, single story type building located in Morristown, MN.

This proposal represents our entire understanding of the projects based on the Request for Proposal dated March 11, 2020. We look forward to working with you and assisting you with your project needs.

Hallberg Engineering's ultimate goal and responsibility is to represent Waterville-Elysian-Morristown School District as the owner's commissioning agent to deliver a fully functional performing buildings per the intended design and to work in partnership with the entire project and construction team for a great outcome.

Sincerely,

HALLBERG ENGINEERING, INC.

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

AUTHORIZATION TO PROCEED

Signed

*SUPERINTENDENT*

Title

*4-13-2020*

Date



## TABLE OF CONTENTS

---

FEE PROPOSAL .....	4
SCOPE OF WORK .....	5
COMMISSIONED SYSTEMS .....	7
FIRM BACKGROUND .....	9
COMMISSIONING .....	10
FEATURED PROJECT EXPERIENCE .....	11
PROFESSIONAL REFERENCES .....	12
PROJECT APPROACH .....	13
PROJECT TEAM .....	14



## FEE PROPOSAL

The following is HEI's proposed fixed fee for commissioning services for Waterville-Elysian-Morristown School District Addition and Alterations projects:

Waterville High School/Elementary School Commissioning Services Fee .....	\$55,000
Morristown Middle School Commissioning Services Fee .....	\$25,000
<b>Total Commissioning Services Fee .....</b>	<b>\$80,000</b>
	<i>(Eighty thousand dollars)</i>

### REIMBURSABLE EXPENSES

Reimbursable fees are included in the commissioning services fee listed above.

### 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 projects.
- 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 Agent to use in writing functional tests.

It is also assumed that the contractors will assist with the execution of the functional testing of the systems. Testing will be coordinated and documented by the Commissioning Agent, using forms provided by the Commissioning Agent.

### LIABILITY INSURANCE

Hallberg Engineering has commercial liability insurance through The Phoenix Insurance Group, \$2,000,000 for each occurrence.

### HOURLY BILLING RATES

Principals .....	\$200
Sr. Project Manager .....	\$170
<b>Project Manager.....</b>	<b>\$155</b>
Sr. Engineer .....	\$144
Sr. Project Engineer/Sr. Designer/ <b>Commissioning Agent.....</b>	<b>\$135</b>
Energy Consultant .....	\$130
Project Engineer/Sr. Project Designer .....	\$120
Staff Engineer/Project Designer/ <b>Commissioning Tech/I.T. Tech.....</b>	<b>\$110</b>
Engineer/Staff Designer/Project Admin/Program Consultant .....	\$95
Designer/Commissioning Associate.....	\$80
Engineering Intern/Design Intern.....	\$55
Clerical.....	\$75

## SCOPE OF WORK

---

### Programming and Conceptual Development Phase

None.

### Design Development Phase

None.

### Construction Documents Phase

None.

### Construction and Acceptance Phase

1. Coordinate and direct the Commissioning activities in a logical, sequential and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, frequently updated timelines and schedules and technical expertise.
2. Request and review additional information required to perform review tasks, including O&M materials, contractor start-up and checkout procedures.
3. Review submittals (shop drawings) for testability of ventilation equipment, temperature controls, and other water and air flow control devices. Review the test and balancing plan/procedures, concurrent with the A/E reviews.
4. Observe HVAC installation and its compliance with the plans, specifications and ASHRAE 62-2010 (or most recent version). Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/substitutions relating to the Commissioning process. Assist in resolving any discrepancies.
5. Observe and validate hydronic system flushing, cleaning, filling of system, testing of water chemistry and glycol solution as outlined in the Specification, Section 23 25 31.
6. Before startup, gather and review the current control sequences (from the approved submittals as provided by the controls contractor) and interlocks and work with contractors and design engineers until sufficient clarity has been obtained, in writing, to be able to write detailed testing procedures.
7. Verify systems startup by reviewing start-up reports and by selected site observation.
8. Validate the test and balance report by randomly checking (with contractor assistance) 10% of the occupied rooms to determine that the air flow supplied to the rooms matches the test and balance report as well as the engineer's design intent. Also check (with contractor assistance) 100% of the ventilation equipment which supplies outdoor air to the occupants to determine that the quantities of outdoor air brought into the building match the test and balance report as well as the engineer's design intent.
9. Write the functional performance test procedures from the design engineer's approved control shop drawings submittals.
10. Validate through witness testing and review of validated Test and Balance reports that the specified minimum outdoor air volumes are being provided for all ventilation equipment that introduces outdoor air into the building, throughout the full operational range of the equipment and during all seasonal modes of control. Verification is to occur through a validated test and balance report and functional performance tests.

## SCOPE OF WORK (continued)

---

11. Direct, witness and document the verification of the sequence of operation for all of equipment and systems including all terminal units. Verification is performed by the contractor and witnessed by the Commissioning Agent and shall be done for all operational and seasonal modes of control. Verification includes a visual determination that all components and systems respond as called for in the sequences and function in accordance with the design requirements. The Commissioning Agent shall provide the contractors the necessary functional test forms and procedures for these tests. The Commissioning Agent shall personally witness these tests.
12. Provide to the project team written progress reports and test results with recommended actions.
13. Coordinate retesting as necessary until satisfactory performance is achieved.
14. Verify water systems balancing by site observation, spot testing and by reviewing completed balancing reports.
15. Compile and maintain a system verification report log.
16. Review the preparation of the O&M manuals.
17. Provide a final commissioning report, including an executive summary, brief building description, overview of testing scope and a general description of testing and verification methods, along with a summary of the process used. Provide an appendix which includes the final test and balance report, test procedures that include pass/fail notation and design intent documentation. Each non-compliance issue shall be referenced to the specific functional test, trend log, etc. where the deficiency is documented. Appendices shall contain acquired sequence documentation, logs, meeting minutes, progress reports, deficiency lists, site visit reports, findings, unresolved issues, communications, commissioning plan, etc.

### One Year Correction Period

18. Supervise any seasonal or deferred testing and deficiency corrections required by the specifications.
19. Return to the sites during the one-year correction period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal system tests. Also interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports, documents and requests for services to remedy outstanding problems.

## COMMISSIONED SYSTEMS

---

The following systems at each site (two (2) separate sites/facilities), including all components and controls, are to be commissioned:

### **Morristown Site:**

- New Front-end Central building automation system (*Alerton*), including remote monitoring and control sites (excludes any security-related control systems or interlocks).
- (6) Indoor Air Handling Units
- (3) Three existing AHUs
- (3) Three new AHUs
- (6) New remote air-cooled condensing units
- (3) Relief Fans
- (18) New VAV Boxes (test 18 of the 18 boxes)
- (3) Hot Water Boilers
- (2) Stand-by fuel oil pumps
- (3) Power Roof Ventilators
- (6) Destratification fans
- (3) Primary Hot Water Pumps
- (2) Secondary Hot Water Heating Pumps
- Existing Kitchen Exhaust Hood
- Gas Fired Domestic Water Heaters
- Domestic Water Mixing Station with Associated Circulation Pump
- Domestic 120° Circulation Pump
- Review balancing of domestic recirculating loops and return back to water heaters
- (12) New unit heaters
- New Baseboard radiation (located in the remodeled office area)
- Miscellaneous BAS Monitoring points (listed in spec)
- Observe and validate hydronic system flushing, cleaning, filling of system, testing of water chemistry and glycol solution as outlined in the Specification.
- Demolition work

## COMMISSIONED SYSTEMS (continued)

---

### Waterville Site:

- New Front-end Central building automation system (Alerton), including remote monitoring and control sites (excludes any security-related control systems or interlocks).
- (12) Indoor Air Handling Units
- (8) Eight existing AHUs
- (4) Four new AHUs
- (9) New remote air-cooled condensing units
- (2) New Rooftop units with packaged DX cooling and heat recovery
- (23) New floor-set, vertical-type unit ventilators (future DX cooling provisions)
- (9) Relief Fans
- (23) New VAV Boxes (test 23 of the 23 boxes)
- (36) New Dual duct boxes (test 36 of the 36 boxes)
- (4) Duct Heating Coils
- (3) Hot Water Boilers
- (2) Stand-by fuel oil pumps
- (5) Power Roof Ventilators
- Utility set-type fan and science fume hood
- (10) Destratification fans
- Primary Hot Water Pumps
- Secondary Hot Water Heating Pumps (Phase 2)
- Steam to water heat exchanger (Installed under Phase 1, removed under Phase 2)
- Hot water Heating Pumps (Phase 1 location near boiler room)
- Tertiary Heating Pumps –(Relocated from heat exchanger under Phase 2)
- Existing Kitchen Exhaust Hood
- Gas Fired Domestic Water Heaters
- Domestic Water Mixing Station with Associated Circulation Pump
- Domestic 120° Circulation Pump
- Review balancing of domestic recirculating loops and return back to water heaters
- (16) New unit heaters
- Existing unit heaters with new electric controls (refer to the plans)
- New and existing Baseboard radiation (refer to the plans)
- Miscellaneous BAS Monitoring points (listed in spec)
- Observe and validate hydronic system flushing, cleaning, filling of system, testing of water chemistry and glycol solution as outlined in the Specification.
- Under Phase 1, observe and validate existing pneumatic systems and tubing are removed and tubing capped to allow systems that are remaining under this phase to remain functioning until Phase 2 work begins. Also, under Phase 1, observe and validate newly installed HVAC equipment is functioning and controlled utilizing the new DDC frontend.
- Demolition work



## FIRM BACKGROUND

---

### Design

Mechanical  
Electrical  
Plumbing  
Technology  
LEED®

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.

### Commissioning

New Construction  
Recommissioning  
Existing Systems  
Retro-Commissioning  
LEED®

HEI has over 35 years of experience providing consulting engineering services and over 17 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.

### 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

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.

### Energy Services

Energy Modeling  
Energy Studies

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

---

### ROCHESTER PUBLIC SCHOOLS, ISD 535

#### **HOOVER ELEMENTARY SCHOOL EARLY CHILDHOOD ADDITION AND INDOOR AIR QUALITY IMPROVEMENTS**

Client: Rochester Public Schools, ISD 535  
 Square Feet: 35,000  
 Completed: 2019  
 Contact: Knutson Construction, Keane McWaters, [kmcwaters@knutsonconstruction.com](mailto:kmcwaters@knutsonconstruction.com), 507-206-2501

**Project Description:** This project is a new 35,000 square foot early childhood addition and an Indoor Air Quality renovation of the existing 35,653 square foot building, which includes architectural renovation, a preschool addition, HVAC and electrical improvements, and ADA upgrades. The building is a 49 year-old facility originally constructed in 1968. HEI performed commissioning services during the construction, acceptance and building turnover phases of this project.

### LITTLE FALLS COMMUNITY SCHOOLS, ISD 482

#### **SCHOOLS:**

- LINDBERG ELEMENTARY SCHOOL
- LINCOLN ELEMENTARY SCHOOL
- LITTLE FALLS HIGH SCHOOL

Client: ISD 482 – Little Falls Community Schools  
 Completed: 2019  
 Contact: Integrity Group, Larry Filippi, [larry@contegritygroup.com](mailto:larry@contegritygroup.com), (320) 639-1952

**Project Description:** HEI provided the commissioning services for these schools which included HEI performed commissioning during the construction, acceptance and building turnover phases.

### BYRON PUBLIC SCHOOLS, ISD 531

#### **BYRON ELEMENTARY SCHOOL**

Client: ISD 531 - Byron Public Schools  
 Square Feet: 98,000  
 Completed: 2017  
 Contact: Knutson Construction, Keane McWaters, [kmcwaters@knutsonconstruction.com](mailto:kmcwaters@knutsonconstruction.com), 507-206-2501

**Project Description:** HEI provided the commissioning services for this new elementary school facility, approximately 98,000 square feet, two story type building located in Byron, MN.

## PROFESSIONAL REFERENCES

---

Steve Anderson  
Director of Buildings & Grounds  
Anoka-Hennepin School District, ISD 11  
[Steven.Anderson@AHSchools.us](mailto:Steven.Anderson@AHSchools.us)  
763- 506-1228

Jane Houska  
Director of Finance  
Farmington Public Schools, ISD 192  
[jhouka@farmington.k12.mn.us](mailto:jhouka@farmington.k12.mn.us)  
651-463-5043

Tony Wilger  
Supervisor of Facility & Site Operations  
Stillwater Area Public Schools, ISD 834  
[willgert@stillwater.k12.mn.us](mailto:willgert@stillwater.k12.mn.us)  
651-351-8374

## PROJECT APPROACH

---

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

**Travel** – We anticipate approximately **50** total trips to the job sites during construction for meetings, field observations, training and functional testing. Mike Jones, Nick Cierzan and Terry Olson are all based out of our White Bear Lake, MN office.

**Overall Construction Schedule** – The commissioning agents will attend construction meetings to become aware of construction progress, share commissioning items with the contractors and openly communicate the commissioning task schedule with contractors. Hallberg commissioning agents will communicate how the commissioning tasks are being accomplished during the construction process in order to keep with the overall construction schedule and minimize time delays.

**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 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.

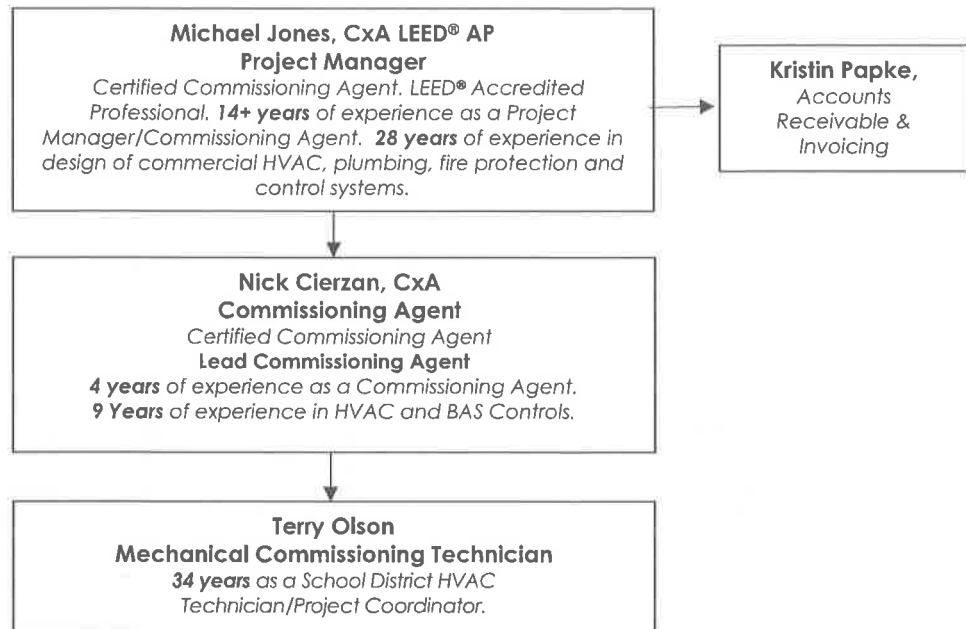
**Commissioning Effort** – This process consists of identifying each piece of equipment in the construction drawings, reviewing the piece of equipment's controllability and maintainability, observing and documenting the functionality of each piece of equipment and its role in the system it serves and 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

## PROJECT TEAM



Team members proposed for these projects 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.

Percentage Level of Effort per Team Member					
Team Member	Design Phase	Bid Phase	Construct Phase	Warranty Period	Total
Mike Jones	10%	10%	5%	5%	5%
Nick Cierzan	90%	90%	35%	40%	45%
Terry Olson	0%	0%	60%	55%	50%



## Professional Profile

### Certifications

ACG Certified Commissioning Authority (CxA)

U.S. Green Building Council LEED® Accredited Professional

### Professional Affiliations

AABC Commissioning Group (ACG)

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

Building Commissioning Association (Corporate Membership)

U.S. Green Building Council- MN Chapter

International Facility Management Association

### Education

Associates Degree in Architecture, North Hennepin Community College

Associates Degree in Mechanical HVAC, North Hennepin Community College

## Michael Jones CxA LEED® AP

### Commissioning Department Manager

Mr. Jones joined Hallberg Engineering (HEI) in 2002, bringing with him over 25 years of mechanical engineering experience in a variety of areas including K-12 schools, healthcare, office buildings, professional and collegiate sports facilities, government centers, and higher education facilities. Mr. Jones has extensive HVAC design knowledge of chilled water and heating water systems, VAV and constant volume air handling systems, heat recovery systems and laboratory air systems as well as good design knowledge of plumbing and fire protection systems. As part of his design and commissioning work, Mr. Jones has had extensive experience with design reviews, field observations, punch lists, deficiency reports, and verification testing. Mr. Jones also has experience with the operation and troubleshooting of a variety of HVAC systems and energy management systems.

### K-12 EDUCATION PROJECT EXPERIENCE

- Alexandria Lincoln Elementary School – Alexandria, MN
- Alexandria Middle School – Alexandria, MN
- Faribault Public Schools
  - High School HVAC Upgrades/Chiller Upgrade
  - Middle School HVAC Upgrades
  - Lincoln Elementary School HVAC Upgrades/Boiler
  - Jefferson Elementary School HVAC Upgrades/Boiler
  - Roosevelt Elementary School Chiller Replacement
- Henry Sibley High School – West St. Paul, MN
- Skyview Middle School Recommissioning – Woodbury, MN
- Stillwater Early Childhood Family Center – Stillwater, MN (LEED®)

### HIGHER EDUCATION PROJECT EXPERIENCE

- Carleton College Evans Hall – Northfield, MN
- College of St. Scholastica – Duluth, MN (LEED®)
- Fond du Lac Tribal and Community College New Library and Cultural Center Addition – Cloquet, MN
- Hamline University Anderson University Center – St. Paul, MN
- Lake Superior College Academic and Student Services Addition – Duluth, MN (LEED®)
- Lake Superior College Health and Science Center – Duluth, MN (LEED®)
- University of Minnesota-Duluth Bagley Nature Area Classroom – Duluth, MN (LEED® and Passivhaus)
- University of Minnesota-Duluth Civil Engineering Building – Duluth, MN (B3 and LEED®)
- University of Minnesota-Duluth Labovitz Business School – Duluth, MN (B3 and LEED®)
- University of Minnesota-Duluth Montague Hall
- University of Rochester Health Sciences Renovation – Rochester, MN
- University of St. Thomas Athletic and Recreation Complex – St. Paul, MN



## Professional Profile

### Certifications

ACG Certified Commissioning Authority (CxA)

### Education

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



## 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.

#### K-12 EDUCATION COMMISSIONING PROJECT EXPERIENCE

- Anoka-Hennepin County Schools – Minneapolis, MN
- Columbia Heights Public Schools – Columbia Heights, MN\*  
-Xcel Energy ReCx study for each of the 5 buildings in district\*
- Eastern Carver County Schools ISD 112 – Chaska, MN
- Eden Prairie Schools ISD 272, Transportation Building Mechanical Upgrades – Eden Prairie, MN
- Buffalo-Hanover-Montrose Public Schools – Buffalo, MN
- Grand Meadow Public Schools – Grand Meadow, MN
- Mankato Public Schools, New East Middle School – Mankato, MN
- Minneapolis Public Schools – Minneapolis, MN
- Mound Westonka Public Schools – Mound Area, MN\*
  - Shirley Hills Primary School – HVAC upgrades
  - Grandview Middle School - HVAC upgrades
  - Hilltop Primary School – HVAC upgrades
- Providence Academy, Addition and campus wide BAS upgrade – Plymouth, MN\*
- Randolph Public School, Campus wide BAS Upgrade – Randolph, MN\*
- Richfield Senior High School, ReCx Study – Richfield, MN\*
- St. Cloud Public Schools – St. Cloud, MN\*
  - Clearview Elementary - Addition and HVAC upgrades
  - North Junior High School - Addition and HVAC upgrades
  - Westwood Elementary - Addition and HVAC upgrades

#### HIGHER EDUCATION PROJECT EXPERIENCE

- Metropolitan State Science Center – Minneapolis, MN

#### 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\*





## 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.

#### 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 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

#### HIGHER EDUCATION PROJECT EXPERIENCE

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

#### 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

## APPENDIX A

### COMMISSIONING AGENT QUALIFICATIONS

Hallberg Engineering	Nick Cierzan, CxA	Commissioning Agent	
<b>Company Name</b>	<b>Contact Person</b>	<b>Title</b>	
1750 Commerce Court	White Bear Lake	MN	55110
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip/Postal Code</b>
(651) 748-1100	(651) 748-9370	ncierzan@hallbergengineering.com	
<b>Telephone</b>	<b>Fax</b>	<b>E-Mail</b>	

**Description of Business:** Consulting engineering firm specializing in mechanical, electrical, and technology systems design, building analysis, commissioning, and energy services

**Commissioning Activities:**

Percentage of overall business devoted to commissioning services. \_\_\_\_\_ 15 \_\_\_\_\_ %

How long has the firm offered commissioning services? \_\_\_\_\_ 21 \_\_\_\_\_ Years

Average number of commissioning projects performed each year? \_\_\_\_\_ 30 \_\_\_\_\_ Projects

**Systems (technologies) for which firm has provided commissioning services (check all that apply):**

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Pkg or Split HVAC     | <input checked="" type="checkbox"/> Day Lighting             | <input checked="" type="checkbox"/> Commercial Refrigeration |
| <input checked="" type="checkbox"/> Chiller System        | <input checked="" type="checkbox"/> Electrical, General      | <input checked="" type="checkbox"/> Telecommunications       |
| <input checked="" type="checkbox"/> Boiler System         | <input checked="" type="checkbox"/> Electrical, Emerg. Power | <input checked="" type="checkbox"/> Thermal Energy Storage   |
| <input checked="" type="checkbox"/> Energy Mgmt. System   | <input type="checkbox"/> Envelope                            | <input checked="" type="checkbox"/> Labs & Clean Rooms       |
| <input checked="" type="checkbox"/> Variable Freq. Drives | <input checked="" type="checkbox"/> Fire/Life Safety         | <input type="checkbox"/> _____                               |
| <input checked="" type="checkbox"/> Lighting Controls     | <input checked="" type="checkbox"/> Plumbing                 |  |

**Number of qualified professionals on staff who have directed commissioning projects:** 5

**List Qualifications:** 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, military, 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 "recommissioning team" comprised of HEI engineering staff, subconsultants, and subcontractors. The HEI Commissioning Group has extensive experience commissioning LEED® and Minnesota Sustainable Guidelines projects. HEI's staff consists of LEED® Accredited Professionals and ACG (AABC Commissioning Group) Certified Commissioning Authorities (CxA).

**Prior Projects of a Similar Nature**

Building Name	Location	Type of Projects (new, additions or remodeling)	Contact Name	Contact Phone Number
Brookview Elementary School	Stillwater, MN	New Elementary School	Tony Wilger	651.351.8374
River Falls High School	River Falls, WI	Additions & Alterations	Chad Smurawa	715.425.1800
Wilmar Elementary School	Wilmar, MN	Additions & Alterations	Stephen Plantenberg	320.251.0262
Aikin Road, Meadowview and Farmington Elementary Schools	Farmington, MN	Additions & Alterations	Greg Hultman	612.850.4985
Brooklyn Center Schools Secondary & Earle Brown Elementary Schools	Brooklyn Center, MN	Additions & Alterations	Jim Langevin	763.450.3386