

**AMENDED AGENDA—Monday, June 17, 2024**

**SUGGESTED MOTION: Move to amend the order of the agenda with the addition of item j. Authorize SEH to contract with The Design Group for HVAC Commissioning services for the RRRDC.**

**CONSENT AGENDA**

g. Authorize SEH to contract with The Design Group for HVAC Commissioning services for the RRRDC



**Robert W. Wilson**  
**County Administrator**

Telephone: 701-241-5770  
wilsonro@casscountynd.gov

**MEMO**

TO: County Commission  
FROM: Robert W. Wilson  
Date: June 17, 2024  
Subject: RRRDC Dispatch Center – HVAC Commissioning

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Proof of an HVAC Commissioning agreement is a pre-condition for issuing a City of Fargo Building Permit for the RRRDC Dispatch Center. The service will be ongoing throughout the construction project with the contractor responsible for verifying all systems are installed and operating properly.

Project architect SEH has obtained three quotes for the service ranging from \$20,000 - \$35,000. The low bidder is The Design Group at \$20,000. This expense is not included within the estimated total cost of construction.

The Red River Regional Dispatch Center Authority Board recommended authorizing this expenditure at its meeting on June 13<sup>th</sup>. The County Commission is asked to approve the attached agreement at the June 17<sup>th</sup> meeting.

**SUGGESTED MOTION: Authorize SEH to contract with The Design Group for HVAC Commissioning services in the amount of \$20,000.**



Building a Better World  
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June 14, 2024

RE: Additional Services Proposal for Red  
River Dispatch Center Commissioning  
SEH No. CASSN 173817

Robert Wilson  
County Administrator  
Cass County  
211 9<sup>th</sup> Street  
Fargo, ND 58103

Dear Mr. Wilson

Thank you for the opportunity to submit this Proposal for HVAC and Lighting Controls Commissioning Services for the Red River Dispatch Center Project. Short Elliott Hendrickson Inc. (SEH) is pleased to present you with the following fee proposal for additional services as noted above.

Our original agreement dated June 5, 2023 will be amended to incorporate these additional services and fees as listed below upon your approval of this amendment.

### **Project Understanding**

Cass County is seeking commissioning (Cx) services from a qualified engineering firm to assess the Red River Regional Dispatch Center (RRRDC) project in Fargo, North Dakota. The commissioning efforts are to verify the project aligns with Section C408 of the 2021 International Energy Conservation Code. Commissioning services will be led by Otto Maki, PE who is a professional engineer with The Design Group, Inc.

### **Scope of Additional Services**

SEH proposes to provide following services and deliverables as part of this contract amendment:

Commissioning of the following systems is included in this scope:

- Building automation system, including controlled devices, sensors, control loops, and logic
- Central cooling plant
- Primary air-handling units (AHUs)
- Terminal units (25% VAV sampling)
- DX systems
- Central boiler plant
- Primary heating systems
- Lighting systems
- Domestic hot water equipment
- Humidity control equipment

The following services and deliverables will be provided as part of the commissioning services:

- Development of a Commissioning Plan

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110

SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 651.490.2000 | 800.903.6970 | 888.908.8166 fax

- Review of HVAC and lighting controls shop drawings provided by the building contractor
- On-site functional testing of building systems
- Development of a draft commission report
- One (1) site visit to retest various systems after contractor modifications
- Review of contractor provided Testing and Balancing (TAB) Report
- Final Commissioning Report
- Three (3) site visits during construction to review and observe mechanical and electrical system installation

**Schedule:** Commissioning services will be coordinated with the construction schedule and services provided as the construction reaches the appropriate milestones. A more detailed commissioning schedule may be provided once the construction schedule is finalized.

**Fees**

We propose to provide the additional commissioning services for an additional lump sum fee of \$20,000.

If you have questions or would like to discuss this proposal in more detail, please contact Brian Bergstrom at 952.215.8118 or [bbergstrom@sehinc.com](mailto:bbergstrom@sehinc.com).

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Brian Bergstrom, AIA (AR, IA, KS, OK, MO, NC, SD, TX, VA, WA, WI)  
Director of Architecture – Central Region | Principal

**Accepted By:**

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Signature

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Printed Name and Title

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Entity

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Date