



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: August 26, 2025

Title of Item: Contract for Commissioning Services for HHS Remodel Project

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Jim Bright		Department: Maintenance
Presenter (Name and Title): Jim Bright, Facilities Coordinator		Estimated Time Needed: 10 min.
Summary of Issue: Bids went out for commissioning services (HVAC and lighting systems) for the HHS Remodel Project. 4 Bid were received with Hallberg Engineering's bid coming in as the lowest. Hallberg Engineering - \$29,000 IEA, Inc. - \$33,500 Dunham Associates - \$38,900 Cooper Commissioning - \$118,425		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt Resolution approving contract for Commissioning Services for HHS remodel project with Hallberg Engineering for \$29,000.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ \$29,000 <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED August 26, 2025

By Commissioner: xxx

20250826-xxx

Commissioning Services Contract for HHS Remodel Project

WHEREAS, Aitkin County Health and Human Services remodel project has a commissioning services contract for HVAC and lighting systems with Hallberg Engineering,

NOW THEREFORE BE IT RESOLVED, Aitkin County Board authorizes the Board Chair to sign the Commissioning Services contract with Hallberg Engineering

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26th day of August 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26th day of August 2025

John Welle
County Engineer

Proposal for Commissioning Services for

AITKIN COUNTY

HEALTH & HUMAN SERVICES REMODEL PROJECT

Aitkin, Minnesota

May 16, 2025

Submitted by:



**HALLBERG
ENGINEERING**

Mechanical / Electrical / Commissioning

May 16, 2025

Kathleen Ryan
Aitkin County
307 2nd Street NW
Aitkin, MN, 56431
Kathleen.ryan@aitkincountymn.gov

Re: Proposal for Commissioning Services for Aitkin County Health and Human Services Remodel Proj
Hallberg Project #P25-5208.000

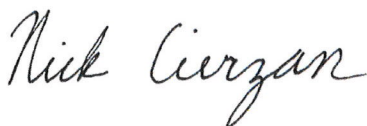
Dear Ms. Ryan,

We appreciate the opportunity to submit this proposal for commissioning services for the Aitkin County Health and Human Services Renovation project. We understand that the project is a roughly 15,750 square foot renovation spanning multiple floors of office, and common area space. We understand that this project is designed by Widseth Architects, with construction management by the Contegrity Group. We also understand that this project will be abide by State of MN B3 Guidelines Version 3.2r02 and the corresponding commissioning process for HVAC and lighting systems.

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

Sincerely,

HALLBERG ENGINEERING, INC.



Nick Cierzan, CxA
Commissioning Department Manager
ncierzan@hallbergengineering.com

AUTHORIZATION TO PROCEED

Signed

Title

Date

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FEE PROPOSAL

The following are HEI's proposed fixed fees for commissioning services for Aitkin County Health and Human Services Remodel project:

FIXED FEE: \$29,000

(Twenty-Nine Thousand Dollars)

REIMBURSABLE EXPENSES

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

- Expenses of travel including mileage, lodging 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 is priced for the schedule of the project.

HOURLY BILLING RATES

Principals	\$210/hour
Sr. Project Manager	\$180/hour
Project Manager	\$165/hour
Sr. Engineer	\$155/hour
Sr. Project Engineer/Sr. Designer/Commissioning Agent/Construction Admin	\$145/hour
Project Engineer/Sr. Project Designer	\$130/hour
Staff Engineer/Project Designer/Commissioning Technician/I.T. Tech	\$120/hour
Engineer/Staff Designer/Program Consultant	\$105/hour
Designer	\$90/hour
Engineering Intern/Design Intern	\$65/hour
Clerical	\$85/hour

Terms & Conditions

- * **Invoices will be processed monthly with payment due within 30 days.**
 - * **All unpaid balances older than 30 days will accrue interest charges at 1.5% per month and will continue to accrue on all unpaid balances until they are paid in full.**
 - * **Hallberg Engineering reserves the right to: 1) Stop work on the project; 2) Notify Owner of work stoppage and the reason why; 3) Contact the Owner to determine payment history and/or schedule of payment.**
 - * **In recognition of the relative risks of the Client and the Engineer on the Project, Client agrees, to the extent permitted by law, that Engineers liability to the Client for any errors, acts, omissions, negligence, or breaches of the agreement, shall be limited to \$50,000 or the Engineer's fee, whichever is greater.**

B3 SCOPE OF WORK

- HVAC and Lighting Controls *Commissioning Services* per MN B3 Guidelines Version 3.2r02 utilizing Appendix P-1b1 Design and Construction Commissioning Process, Owner's Project Requirements and Basis of Design Plan Template and Appendix P-1b2 Commissioning Roles.
 - **Projects that include less than 20,000 gsf of conditioned space are only required to commission HVAC systems and lighting controls.*

Commissioning Tasks and Responsibilities as described in Appendix P-1b1 Design and Construction Commissioning Process:

2.01 Engage Commissioning Team

The Commissioning Team assists in planning, reviewing and coordination of commissioning activities with all disciplines involved in the building project. The Commissioning Team shall include the following members at a minimum. Contractors will not join the team until they are selected through the normal procurement process.

- Commissioning Leader (Hallberg Engineering Commissioning Agents)
- Facility Operations Manager (FOM)
- Project Manager
- Designers
- Contractors
- Energy Modeler (if energy modeling is part of the project)
- Guideline Leader

The Commissioning Leader facilitates and coordinates the efforts of the commissioning team. For Design and Construction Commissioning, the commissioning leader shall have a distinct role from the design team but may be employed within a firm providing design services.

2.02 Coordination of Owner's Project Requirements (as required by guideline P.1A)

The Owner's Project Requirements (OPR) shall quantify functional performance expectations and parameters for each system to be commissioned. The OPR is created by the Owner or Owner's Project Manager with the assistance of the Commissioning Leader which will provide the common understanding that focuses design, construction, and commissioning activities on the desired outcome.

2.03 Coordination with Basis of Design (as required by guideline P.1C)

The Basis of Design (BOD) is a narrative description of how the systems will be designed to achieve the Owner's Project Requirement acceptance criteria. This document is created by the A/E design team and reviewed by the Commissioning Leader with reference to the OPR. Comments to be provided back to the A/E team for their review and incorporation into the design documents as needed.

2.04 Commissioning Design Review

At least once during each of the Design, Final Design, review the design progress against the goals of the Owners Project Requirements. Commissioning Design Review comments shall be documented in writing and responses prepared by the appropriate designers. Performance Check: Commissioning Team shall review design as documented to verify that it meets the physical outcomes and operational performance defined at that phase. Performance areas include, but are not limited to:

- Owner's Project Requirements acceptance criteria for all required and additional pursued Guidelines
- Requirements for specific operational scenarios of the building

- Measurability/ Testability Check: Commissioning Team shall review design as documented to verify that it meets criteria for testing and verification of performance for Design and Construction Commissioning as well as Operations Commissioning monitoring during Ongoing Occupancy. Performance areas include, but are not limited to:
- Measurements and testing required during all phases of Design and Construction Commissioning.
- Measurement, monitoring, and control of energy, water, indoor environmental quality during Ongoing Occupancy.

2.05 Coordinate with Operations Commissioning and Energy Efficient Operations Manual (furnished by Design Team). The Commissioning Leader will cooperate with the Operations Commissioning Team by incorporating design features required to perform Operations Commissioning. Refer to and coordinate with the completion of Guideline P.2A: SB 2030 Energy Efficient Operations Manual process.

2.06 List of I/O Data Points

As part of the design process, the MEP design team shall submit a list of input and output (I/O) data points or sequence of operations as part of outcome documentation before the completion of the Final Design Phase. These shall be submitted for all computer-based control systems, e.g., HVAC, lighting controls which have programmable control logic.

2.07 Provide Cx Criteria & Scope for Construction Documents

Provide a commissioning specification section for Division 1 of the project manual. The commissioning specification shall define and elaborate on the contractor's responsibilities as defined in the Commissioning Plan. Incorporate the Commissioning Plan into the contract documents by reference to communicate the context of the commissioning specification and information regarding other team member responsibilities. This specification shall be created by the A/E design team.

2.08 Review Contractors' Submittals

Review temperature controls contractor submittals for commissioned equipment and other commissioned design elements.

2.09 Verify Installation (3 Trips)

Complete customized system installation checklists, as included in the Commissioning Plan, prior to system acceptance by the owner.

2.10 Verify Functional Performance (3 Trips)

Complete customized system functional performance test procedures, as included in the Commissioning Plan, prior to system acceptance by the owner.

2.11 Verify Operations & Maintenance (O&M) Documentation

Verify that the contractor creates and submits Operations & Maintenance manuals for the owner prior to construction completion and system acceptance.

2.12 Verify Operations & Maintenance (O&M) Training

Verify that the contractor presents Operations & Maintenance training to the owner prior to construction completion and system acceptance by the owner.

2.13 Systems Operations Manual

Review the preparation of a Systems Operations Manual (furnished by Design Team) to be delivered to the Owner, including at least the parts listed under ASHRAE 202-2013 Part 14.2.3.

2.14 Deferred Verification (1 Trip)

Some of the system functional performance test procedures will not be practical or meaningful to complete prior to the Correction Period. This may be due to construction phasing, climate or other constraints. Those test procedures shall be completed at the earliest appropriate time, and the results of the tests shall be reported to the Owner and Project team. It shall be expected that deficiencies identified as part of this deferred testing executed after the Correction Period will be resolved by the project team as if they had been identified prior to the end of the Correction Period.

2.15 Ten Month O&M Review (1 Trip)

At 10 months into the correction period, review building operation with Operations and Maintenance staff, and create a plan for resolution of outstanding commissioning-related issues.

Appendix P-1b2: Commissioning Roles

B3 Guidelines - Version 3.2r02

ACTIVITIES		Pre-Design (PD)				TEAM MEMBERS RESPONSIBILITIES							
		Design (D)	Final Design (FD)	Construction (CO)		"R" represents Responsible Party "X" represents Participating Party							
Commissioning Documentation						Cx Leader	Facilities Operations Manager (FOM)	Project Manager	Designers	Contractors	Energy Modeler	Guideline Leader	
1.01	Design & Construction Phase Commissioning Plan	X	X	X	X	R							
1.02	Commissioning Reports	X	X	X	X	R							
Commissioning Activities													
2.01	Engage Commissioning Team		X			R	X	X	X		X	X	
2.02	Coordination of Owners Project Requirements	X	X	X		X	X	R			X		
2.03	Coordination of Basis of Design Document		X	X		X		X	R		X		
2.04	Commissioning Design Review		X	X		R			X				
2.05	Coordinate with Operations Commissioning and Energy Efficient Operations Manual		X	X	X	R	X	X	X	X	X		
2.06	List of I/O Data Points			X					R				
2.07	Incorporate Cx Criteria & Scope into Construction Documents			X		X			R				
2.08	Review Contractors' Submittals				X	R			X	X			
2.09	Verify Installation				X	R				X			
2.10	Verify Functional Performance				X	R				X			
2.11	Verify O&M Documentation				X	R				X			
2.12	Verify O&M Training				X	R	X			X			
2.13	Systems Operations Manual				X	R			X	X	X		
2.14	Deferred Verification				X	R				X			
2.15	Ten Month O&M Review				X	R	X	X	X	X			

B3 COMMISSIONED SYSTEMS

- Mechanical HVAC Comfort, Energy, and Renewable Energy Systems, Review of Testing Adjusting and Balancing
- Lighting and Daylighting Controls

Scheduled Equipment	Number of Units
HEATING	
Cabinet Unit Heaters	3
Building Heating Water Pumps	1
Finned Tube Radiation	38
Horizontal Unit Heaters	1
COOLING	
Air Cooled Condensing Units	1
VENTILATION	
Air Handling Units	1
Ceiling Exhaust Fans	1
Exhaust Fan	1
Roof Top Units	1
Transfer Fans	1
VAV Boxes with Reheat Coils	24
CONTROLS	
DDC Control System	1
ELECTRICAL	
Lighting Control Systems	1

Exclusions: Commissioning Services for Electrical Power Systems, Building Envelope, Interior Materials, Physical measurement of vibrations/acoustics/noise.

Assumptions: Testing and Balancing work performed by others.

PROJECT APPROACH

Managing the project – Nick Cierzan will be the Project Manager and Scott Hoffman will be the Mechanical Commissioning Agent. Nick will also work with Kristin Papke (Accounts Receivables and Invoicing) on invoicing requirements.

Travel – We anticipate approximately 5-10 visits for meetings, field observations, training and functional testing and close-out. All Hallberg personnel are based out of our White Bear Lake, MN office.

Fostering Teamwork – The Hallberg Commissioning agents believe that 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 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



Established in 1979, Hallberg Engineering, Inc. (HEI) is a consulting engineering firm specializing in mechanical, electrical, and technology systems design, commissioning, and building analysis. 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.

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 not only our K-12 clients, but our clients in all markets.

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.

HEI is a Small and Minority Business Enterprise (S/MBE).



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

SHERBURNE COUNTY

GOVERNMENT CENTER EXPANSION AND RENOVATION – Elk River, MN

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

Completed: 2021

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.

MNDOT

EDEN PRAIRIE TRUCK STATION – Eden Prairie, MN

Square Feet: 21,000 additions

Completed: 2023

Project Description: HEI is performing commissioning services for this project which featured a warm storage garage and two truck wash bays as well as an office space.

OXBORO LIBRARY

Bloomington, MN

Square Feet: 14,000 sq. ft.

Completed: 2020

Project Description: This renovation included a complete interior renovation with parts of the building being demolished and rebuilt, all new mechanical equipment, except boilers, and new lighting with lighting controls. Hallberg Engineering performed mechanical and lighting controls systems commissioning for the 14,000 sq. ft. building renovation.

WRIGHT COUNTY

WRIGHT COUNTY JUSTICE CENTER – Buffalo, MN

Square Feet: 150,000

Completed: 2020

Project Description: Wright County constructed a new “Courthouse” structure adjacent and connected to the existing Wright County LEC. It contained nine courtrooms along with judges’ chambers, holding facilities, and conference rooms. The HEI commissioning team provided commissioning services for all HVAC, building automation systems, plumbing and fire protection systems and electrical systems.

CITY OF COTTAGE GROVE, MN

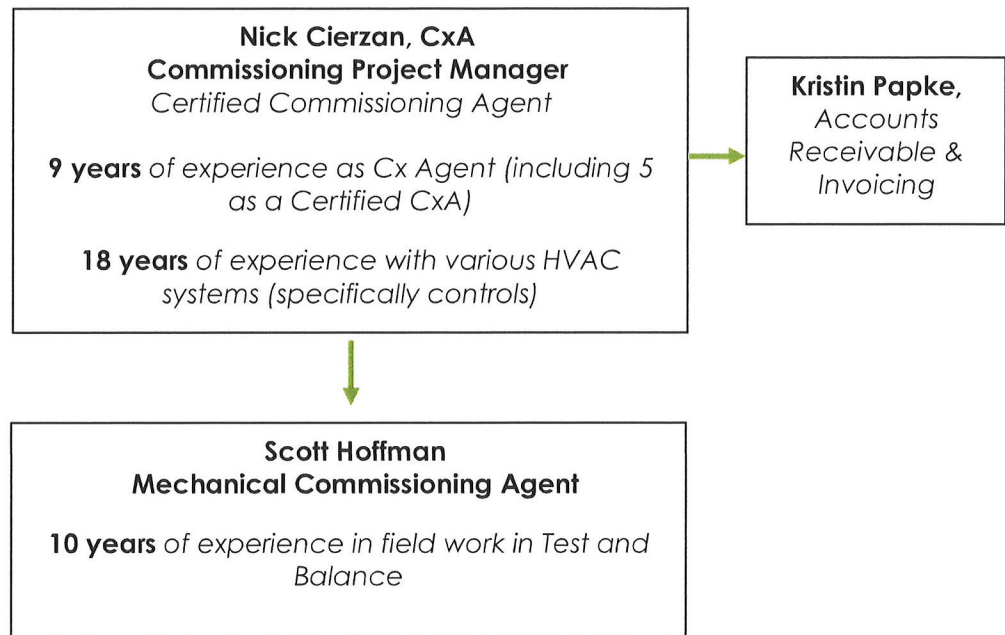
HERO CENTER (Health & Emergency Response Occupations) – Cottage Grove, MN

Square Feet: 47,000

Completed: 2020

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 is 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.

PROPOSED PROJECT TEAM





PROFESSIONAL PROFILE

Certifications

ACG Certified
Commissioning Authority
(CxA)

Education

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

NICK CIERZAN, CxA

Commissioning Project Manager

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. Nick took over as Commissioning Department Manager and Project Manager in Spring of 2023.

GOVERNMENT COMMISSIONING PROJECT EXPERIENCE

- Blue Earth County Building
- Chisholm Public Safety Building
- City of Burnsville New Fire Station
- City of Cottage Grove HERO Center
- City of Lino Lakes New Fire Station
- Hormel Institute/International Center of Research and Technology Expansion – Austin, MN
- Hormel Nature Center – Austin, MN
- Mayo Civic Center Convention Center Expansion – Rochester, MN
- MN Army National Guard
 - St. Cloud Armory – St. Cloud, MN
 - Stillwater Readiness Center – Stillwater, MN
- MN DNR
 - Glenwood Office Building
 - Lanseboro Fish Hatchery
- MNDOT
 - Clearwater Truck Station
 - Eden Prairie Truck Station
 - Jordan Truck Station
 - Mendota Heights Truck Station
- ND National Guard
 - Readiness Center
 - Vehicle Maintenance Shop
- Sherburne County Government Center
- Webber Park Library Additional Services – Minneapolis, MN
- Westonka Library Pre-Design
- Wright County Justice Center



PROFESSIONAL PROFILE

Certifications

ACG Certified
Commissioning Authority
(CxA)

Education

Bachelor's Degree in
Geography, Minnesota
State University Mankato

Professional Affiliations

Minnesota Educational
Facility Management
Professionals (MASMS)

Projects with a "" were
completed at another
firm*

SCOTT HOFFMAN, CxA Mechanical Commissioning Agent

Mr. Hoffman joined Hallberg Engineering's commissioning team in 2023. He previously worked for 10 years a Test and Balance Contractor balancing mechanical systems and programming temperature control systems.

GOVERNMENT PROJECT EXPERIENCE

- City of Apple Valley Fire Stations
- City of Northfield Babcock Shelter
- Howard Lake New Library
- Rice County Public Safety Center

HEALTHCARE PROJECT EXPERIENCE

- Crosby Regional Medical Center – Crosby, MN*
- Deerwood Clinic and Pharmacy
- Gundersen Tri-County Clinic
- Gundersen Tri-County Hospital
- M Health Fairview East Bank Dietary Expansion
- Northfield Hospital – Northfield, MN*
 - Birthing Center
 - Wound Care Center
- Sartell Pediatrics – Sartell, MN *
- Welia Hospital – Mora, MN*

COMMERCIAL PROJECT EXPERIENCE

- 270 Hennepin Apartments – Minneapolis, MN*
- Premier Marine Corporate – Big Lake, MN*
- Salon Lofts
 - Alexandria, VA
 - Atlanta, GA
 - Charlotte, NC
 - Dallas, TX
 - Irving, TX
 - Scottsdale, AZ
- Thrivent Financial Headquarters – Minneapolis, MN*
- The Nordic Plaza – Minneapolis, MN*



contegritygroup INC.

Construction Management

TO: Hallberg Engineering
FROM: Travis Fuechtmann
DATE: 7/31/25
RE: Aitkin County Health and Human Services Remodel

Contegrity Group, Incorporated (CGI) has been retained by Aitkin County to provide construction management services for their Aitkin County Health and Human Services Remodel project. Throughout the course of the project, Contegrity Group, Inc. will arrange and secure purchases and services on behalf of Aitkin County as their agent.

New accounts, contracts and/or invoices should be set up under name of **Aitkin County** and exempt from sales tax (*if applicable*). As owner of the project, Aitkin County will be processing payments directly to you. All invoices received by the **20th of each month** will be included in a payment book which will be sent to the owner for direct payment. Payments will be made within (35) days of this date. All purchases and service invoices shall be mailed as follows:

Aitkin County

Attn: Contegrity Group, Inc.

101 First Street SE

Little Falls, MN 56345

or – email to Karen Schelonka: kschelonka@contegritygroup.com

Please note: On behalf of Aitkin County, if you will be onsite during construction, a certificate of insurance will need to be provided in accordance with the requirements of the project. Aitkin County, Contegrity Group, Inc., and Widseth need to be listed as Additional Insured. See attached for insurance requirements.

If you should have any questions regarding this procedure, please feel free to call me at the number listed below.

Please sign and return this acknowledging your understanding and acceptance of above terms. Please also email a copy of your W-9 form which will be forwarded to the owner.

Authorized Signer: _____ **Date:** _____

Company Name: Hallberg Engineering

VENDOR INSURANCE COVERAGE

Certificates of Insurance

All Certificates of Insurance listed below shall include the following:

- The policy shall name the **Aitkin County, Widseth, and Contegrity Group, Inc.** as Additional Insured.
- Certificate Holder shall be: **Aitkin County, 307 2nd St NW, Aitkin, MN 56431**

Commercial General Liability

- The Minimum Limits of Liability should be:
\$3,000,000 AGGREGATE
\$3,000,000 PRODUCTS & COMPLETED OPERATIONS AGGREGATE
\$1,500,000 PERSONAL INJURY/EACH OCCURRENCE
\$1,500,000 PROPERTY DAMAGE/EACH OCCURRENCE
- The policy shall include Explosion, Collapse, Underground, and Independent Contractors protective.
- The policy shall be written on an occurrence basis, not a claim made basis. An umbrella liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements for this project.

Worker's Compensation

- The policy shall include Employer's Liability Insurance
- The limits shall be statutory per applicable State and Federal Laws

Bodily Injury By Accident: \$500,000 Each Accident
Bodily Injury By Disease: \$500,000 Each Employee
Bodily Injury By Disease: \$500,000 Policy Limit

Auto Limits

- The Minimum Limits of Liability should be:

BODILY INJURY: \$1,500,000 Each Occurrence/\$3,000,000 Aggregate
PROPERTY DAMAGE: \$1,500,000 Each Occurrence/\$3,000,000 Aggregate
- The Auto coverage shall include the following: Any Auto, Hired and Non-Owned.
- Auto coverage shall be waived only when the Contractor's work clearly does not involve the use of an automobile.



TO: Hallberg Engineering
FROM: Travis Fuechtmann
DATE: 7/31/25
RE: Aitkin County Health and Human Services Remodel

Contegrity Group, Incorporated (CGI) has been retained by Aitkin County to provide construction management services for their Aitkin County Health and Human Services Remodel project. Throughout the course of the project, Contegrity Group, Inc. will arrange and secure purchases and services on behalf of Aitkin County as their agent.

New accounts, contracts and/or invoices should be set up under name of **Aitkin County** and exempt from sales tax (*if applicable*). As owner of the project, Aitkin County will be processing payments directly to you. All invoices received by the **20th of each month** will be included in a payment book which will be sent to the owner for direct payment. Payments will be made within (35) days of this date. All purchases and service invoices shall be mailed as follows:

Aitkin County
Attn: Contegrity Group, Inc.
101 First Street SE
Little Falls, MN 56345
or – email to Karen Schelonka: kschelonka@contegritygroup.com

Please note: On behalf of Aitkin County, if you will be onsite during construction, a certificate of insurance will need to be provided in accordance with the requirements of the project. Aitkin County, Contegrity Group, Inc., and Widseth need to be listed as Additional Insured. See attached for insurance requirements.

If you should have any questions regarding this procedure, please feel free to call me at the number listed below.

**Please sign and return this acknowledging your understanding and acceptance of above terms.
Please also email a copy of your W-9 form which will be forwarded to the owner.**

Authorized Signer: Nick Cierzan Digitally signed by Nick Cierzan
DN: C=US, E=ncierzan@hallbergengineering.com,
O=Hallberg Engineering, CN=Nick Cierzan
Reason: I am approving this document
Date: 2025.07.31 15:05:41 -05'00' **Date:** _____
Company Name: Hallberg Engineering

VENDOR INSURANCE COVERAGE

Certificates of Insurance

All Certificates of Insurance listed below shall include the following:

- The policy shall name the **Aitkin County, Widseth, and Contegrity Group, Inc.** as Additional Insured.
- Certificate Holder shall be: **Aitkin County, 307 2nd St NW, Aitkin, MN 56431**

Commercial General Liability

- The Minimum Limits of Liability should be:
\$3,000,000 AGGREGATE
\$3,000,000 PRODUCTS & COMPLETED OPERATIONS AGGREGATE
\$1,500,000 PERSONAL INJURY/EACH OCCURRENCE
\$1,500,000 PROPERTY DAMAGE/EACH OCCURRENCE
- The policy shall include Explosion, Collapse, Underground, and Independent Contractors protective.
- The policy shall be written on an occurrence basis, not a claim made basis. An umbrella liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements for this project.

Worker's Compensation

- The policy shall include Employer's Liability Insurance
- The limits shall be statutory per applicable State and Federal Laws

Bodily Injury By Accident: \$500,000 Each Accident
Bodily Injury By Disease: \$500,000 Each Employee
Bodily Injury By Disease: \$500,000 Policy Limit

Auto Limits

- The Minimum Limits of Liability should be:

BODILY INJURY: \$1,500,000 Each Occurrence/\$3,000,000 Aggregate
PROPERTY DAMAGE: \$1,500,000 Each Occurrence/\$3,000,000 Aggregate
- The Auto coverage shall include the following: Any Auto, Hired and Non-Owned.
- Auto coverage shall be waived only when the Contractor's work clearly does not involve the use of an automobile.