



## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** Paul J. Peanasky, Parks and Recreation Director  
**MEETING DATE:** January 22, 2019  
**SUBJECT:** Resolution 2019-020 Order Improvements,  
Approve Plans and Specifications, and Establish  
Bid Date for City Hall HVAC Replacement

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### **Background:**

The attached resolution orders the improvements, approves the plans and specifications, and establishes the bid date for the City Hall HVAC improvements. The project is included in the approved Capital Improvement Plan. The improvements consist of replacing the HVAC unit at City Hall.

Bid opening is scheduled for Tuesday February 19 at 3:00 PM and the City Council will receive those bids at their February 26, 2019, City Council Meeting for approval. Anticipated start date would be late March.

### **Recommendation:**

Approve Resolution 2019-020 Order Improvements, Approve Plans and Specifications, and Establish Bid Date for City Hall HVAC Replacement

### **Attachments:**

- Resolution 2019-020
- Plans and Specifications

State of Minnesota  
County of Rice

**CITY OF FARIBAULT**

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**RESOLUTION #2019-020**

**ORDER IMPROVEMENTS, APPROVE PLANS AND SPECIFICATIONS, AND  
ESTABLISH BID DATE FOR CITY HALL HVAC REPLACEMENT**

**WHEREAS**, the City of Faribault operates numerous facilities; and

**WHEREAS**, the Capital Improvement Plan and Budget includes a project for City Hall to replace the HVAC unit with a budget of \$175,000; and

**WHEREAS**, the proposed improvements include installing a new unit on City Hall; and

**WHEREAS**, plans and specifications for the improvements have been prepared by DJ Medin Architects, Inc. and

**NOW, THEREFORE BE IT RESOLVED**, that the proposed HVAC improvements are hereby ordered; and

**ALSO, BE IT RESOLVED**, that plans and specifications for the City Hall improvements, prepared by DJ Medin Architects, Inc, are hereby approved; and

**ALSO, BE IT RESOLVED**, a bid opening date of February 19, 2019, is hereby established.

**Date Adopted: January 22, 2019**

**Faribault City Council**

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**Kevin F. Voracek, Mayor**

**ATTEST:**

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**Timothy C. Murray, City Administrator**

**DOCUMENT 00002  
PROJECT DATA SHEET**

**OWNERS:** City of Faribault  
Faribault, MN

**PROJECT SITE:** City Hall  
208 1<sup>st</sup> Ave NW  
Faribault, MN 55021

**PROJECT TITLE:** City Hall Rooftop HVAC Unit Replacement

**ARCHITECTS PROJECT NUMBER:** 18-051

**OWNERS REPRESENTATIVE:** Paul Peanasky  
Parks & Recreation Director  
City of Faribault  
15 Division Street W  
Faribault, MN 55021  
507-334-2064

**OWNERS ARCHITECT:** David J. Medin  
DJ Medin Architects  
203 NW 1<sup>st</sup> Ave, Suite B  
Faribault, MN 55021  
507-334-2252

**OWNERS MECHANICAL ENGINEER:** Tom Thompson, PE  
T2 Engineering  
412 Tyler Road N.  
Red Wing, MN 55066  
651-388-0751

**DATE OF ISSUE:** February ???, 2019

**END DOCUMENT 00002**

**OFFICIAL PUBLICATION  
ADVERTISEMENT FOR BIDS**

Notice is hereby given that sealed bid will be received at Faribault City Hall until 3 p.m. CST on February ??, 2019, at which time the quotes will be publicly opened and read aloud for the furnishing of all labor and materials for:

City Hall Rooftop HVAC Unit Replacement  
Faribault, MN

The work includes the installation of a new rooftop HVAC at City Hall and removal of existing.

Plans and Proposal documents for this project will be available after August ??, 2019, from the Project Architects for a cost of \$15.00 per set payable to D.J. Medin Architects. The Architect of Record is D.J. Medin Architects, 203 N.W. First Avenue, Suite B, Faribault, MN 55021, (phone number 507-334-2252).

All bids shall be made on the forms furnished with the Proposal Documents and shall be accompanied by a Certified Check, Cashier's Check, or Money Order payable to The City of Faribault for a minimum 5% of the total bid amount.

Bids shall be directed to:           City of Faribault  
  208 NW 1<sup>st</sup> Ave  
  Faribault, MN 55021  
  C/O Paul Peanasky

Bids shall be securely sealed and endorsed upon the outside wrapper with:

**City Hall Rooftop HVAC Unit Replacement  
Faribault**

The City reserves the right to reject any or all bid and to waive any informalities or irregularities. No bidder may withdraw their quote for a period of 45 days following the opening of quote. Please call Dave Medin at D.J. Medin Architects if you have any questions, (507-334-2252).

**END ADVERTISEMENT FOR BIDS**

**SECTION 00300**  
**PROPOSAL FORM – LABOR AND MATERIALS**

TO: Paul Peanasky, Director  
City of Faribault  
208 NW First Ave  
Faribault, MN 55021

Sir:

The Bidder, in compliance with the Instructions to Bidders for the City Hall Rooftop HVAC replacement, has examined the project site of the proposed work, and begin familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, herby proposed to furnish all labor, material, services, and supplies, in accordance with the Contract Documents, within the time set forth therein, and at prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, for the categories proposed by the Bidder.

The Bidder hereby agrees to commence work under this contract on or before a date to be specified in a written notice to proceed from the Owner's Representative and to fully complete the project on or before the dates stipulated in the Contract Documents.

A bid shall be rejected if it contains any alteration or erasure unless the alteration or erasure is corrected as herein provided. An alteration or erasure may be crossed out and the correction thereof printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

This Bid is accompanied by a cashier's check, certified check or bid bond for not less than five percent of the amount of the bid payable to the City of Faribault.

In submitting this bid, it is understood that the right is reserved by the Owner to retain the deposits of the three lowest bidders for a period not to exceed 30 days after the date and time set for the opening of bids and that it is agree that this bid may not be withdrawn for a period of thirty (30) days after date of filing same. It is also understood that the Owner reserves the right to accept or reject any and all bids and to waive any informalities or irregularities in bidding.

All addenda shall become a part of the bid and the work and are submitted with the bid.

The undersigned agrees to furnish and pay for all labor, materials, equipment and appliances required by the aforementioned documents, for the category or categories of work indicated below for the Base Bid Stipulated Sum and warranty this work for a minimum period of 18 months after the date of Substantial Completion of the work.

The Bidder, acknowledges receipt of the following numbered addenda \_\_\_\_\_, and has incorporated the requirements of Note: See City of Faribault contract for services the addenda in the proposal.

Categories of Work:

\_\_\_\_\_  
(As specified)

Base Bid Stipulated Sum:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Percentage Markup for Overhead and Profit for Change Order: \_\_\_\_\_%

Anticipated Number of Calender Days to Project Completion: \_\_\_\_\_

Roof Top Unit to be Supplied: \_\_\_\_\_

Alternates:

Voluntary

Alternate Add/Subtract: \$ \_\_\_\_\_

Note: These alternates will not be used in determination of low bidder.

Respectfully Submitted: Firm Name: \_\_\_\_\_

BY: \_\_\_\_\_

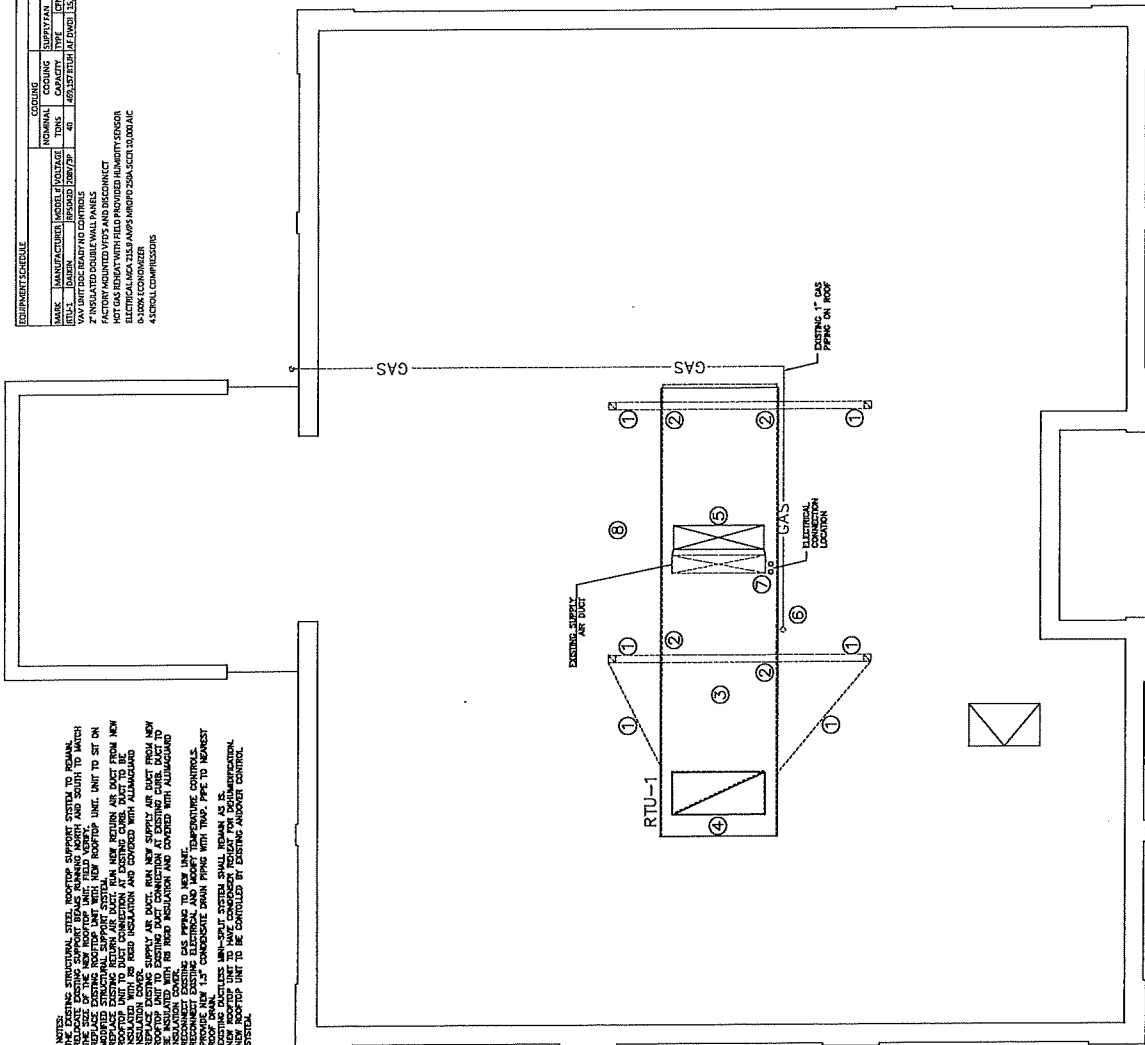
TITLE: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

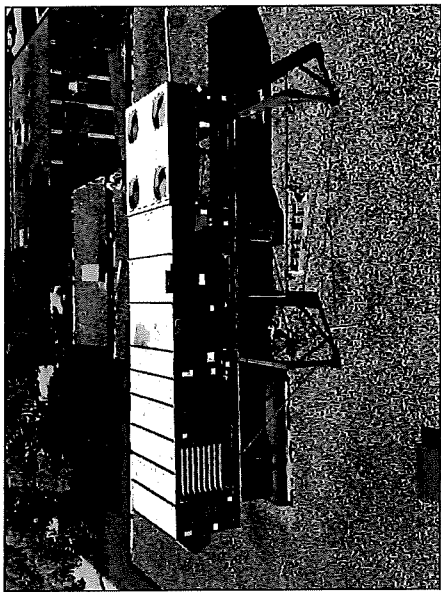
**END SECTION 00300**

1. THE EXISTING STRUCTURAL STEEL ROOFTOP SUPPORT SYSTEM TO REMAIN.
2. THE SIZE OF THE EXISTING ROOFTOP UNIT TO MATCH.
3. REPLACE EXISTING ROOFTOP UNIT WITH NEW ROOFTOP UNIT TO FIT ON THE EXISTING STRUCTURAL STEEL ROOF.
4. REPLACE EXISTING RETURN AIR DUCT FROM NEW RETURN AIR DUCT FROM NEW ROOFTOP UNIT WITH NEW ISOLATION AND CONTROL WITH Airtightness.
5. REPLACE EXISTING SUPPLY AIR DUCT FROM NEW SUPPLY AIR DUCT FROM NEW ROOFTOP UNIT WITH NEW ISOLATION AND CONTROL WITH Airtightness.
6. REPLACE EXISTING ELECTRICAL AND MECH. TEMPERATURE CONTROLS.
7. RECONNECT EXISTING ELECTRICAL AND MECH. TEMPERATURE CONTROLS TO NEW ROOFTOP UNIT.
8. ADD 2" RIGID INSULATION TO THE ROOF OF THE ROOFTOP UNIT.
9. ADD 2" RIGID INSULATION TO THE ROOF OF THE ROOFTOP UNIT.
10. ADD 2" RIGID INSULATION TO THE ROOF OF THE ROOFTOP UNIT.
11. NEW ROOFTOP UNIT TO BE CONTROLLED BY EXISTING AIRFLOW CONTROL SYSTEM.

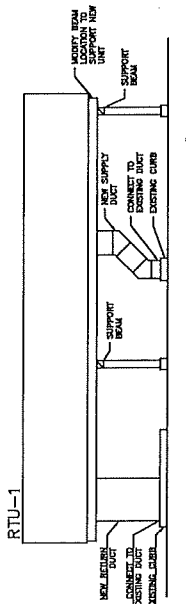


**1**  
NORTH  
SCALE: 1/4" = 1'-0"

NAME	MANUFACTURER / MODEL	QUANTITY	REMARKS
ROOFTOP UNIT	RYAN MODEL 11000	1	REPLACE EXISTING UNIT
RETURN AIR DUCT	6\"/>		
SUPPLY AIR DUCT	18\"/>		
MECH. CONTROLS	TEMPERATURE SENSORS	2	REPLACE EXISTING
ELECTRICAL	WIRING	AS SHOWN	RECONNECT TO NEW UNIT



**2**  
EXISTING PHOTO  
NO SCALE



**2**  
RTU SECTION  
SCALE: 1/4" = 1'-0"

DESIGNED BY	DATE
DRAWN BY	REV.
CHECKED BY	DATE
PROJECT	DESCRIPTION
FREELANCE	NO.

**FARBALLT**  
CITY HALL  
FARBALLT, MINNESOTA  
203 N.W. First Ave  
Farbault, MN 55021  
507/834-2323

**M B D I N**  
architects, inc.  
HWAC PLAN  
**M10**

**JEP-ENGINEERS**  
455 1/2nd Street, Suite 100  
New York, Minnesota 55058  
Phone: 507-834-2323  
Fax: 507-834-2323

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Section 23000  
HVAC SPECIFICATIONS

1. General Conditions - The general conditions of the contract and the general requirements shall apply to all work of this division and shall be referred as part of the contract documents.
2. Scope of work - The scope of this project includes, but is not limited to, the complete furnishing and install of all equipment, materials, items and labor as required for complete replacement of existing rooftop unit and reconnection.
3. Installation - The HVAC System shall be installed in accordance with the IMC as amended, State building code, IBC, SMACNA and ASHRAE STANDARDS, Minnesota rules, chapter 1300,1346 and these plans.
4. Quality - The work furnished shall be in a neat, workman-like manner by experienced and skilled persons. All materials and equipment shall be new. All installations shall be square and true to building lines.
5. Drawings - The mechanical layout shown is only diagrammatic. The contractor shall be responsible for exact locations, verifying of existing conditions, Co-ordination of drawings and co-ordination with others trade.
6. Identification and Cleaning - Upon completion of project provide identification of all major equipment, clean all HVAC equipment, replace all filters with new clean filters and provide one additional complete change of filters.
7. Cutting and Patching - Cutting and patching for mechanical work shall be the responsibility of this contractor.
8. Shop Drawings - Provide a electronic copy of shop drawings for all equipment and duct layout if necessary.
9. Operation and Maintenance Manuals - Provide 3 sets of Operation and Maintenance manuals including shop drawings, parts lists, operation and maintenance instructions for all equipment, instruct owner in proper operation and filter locations.
10. As Built Drawings - Provide as-built drawings of the HVAC System.
11. Duct Insulation - All supply and return air duct shall be insulated with R-8 rigid insulation and covered with an insulation guard.
12. Ductwork - All rectangular ductwork shall be galvanized steel with gages as scheduled and joints as per SMACNA Standards maximum length of duct sections 4' - 0" - ASTM A525
  - A. Duct Gages - Low pressure

	<u>Long dimension</u>	<u>Duct Joint</u>
0 - 22"	26 Ga.	1" x 26 Ga. Standing seam
23" - 36"	24 Ga.	1" x 24 Ga. Standing seam
37" - 60"	22 Ga.	1 5/8" x 22 Ga. Standing seam

61" - 84"	20 Ga.	1 5/8" x 20 Ga. S.S. with bar
<u>Short side</u>		<u>Joint</u>
0 - 20"		24 Ga. Drive slip
21" - 36"		1 1/8 x 22 Ga. Standing drive slip
37" - 84"		Same as long side

13. Duct Seal - All ductwork shall be sealed as per SMACNA duct standards- low pressure Class 'C' and 1346.0603

14. Gas Piping

- A. Provide complete gas piping system from meter to all equipment. Utility to provide meter and service, verify.
- B. Connect all equipment, complete including drip tee, drip leg, valves and regulators.
- C. Gas piping shall be steel or wrought iron complying with ASA B36.10. Exposed outside piping shall be galvanized, painted or coated.
- D. All gas piping shall conform with Section 1346.5101 of the State HVAC Code, IMC as amended and IFGC, NFPA 54
- E. Gas Piping over 2" diameter shall be welded.
- F. Delivery Pressure shall be 2 PSI. Provide regulators to reduce pressure from pounds to inches, on all appliances.

15. Temperature Controls - Provide complete DDC temperature control system extended from existing system. The existing system has been installed by Paape Energy Services-Mankato-Al Vossen at [alv@paape.com](mailto:alv@paape.com) 507-345-8057

16. Rooftop Unit - Packaged Rooftop units furnish and install packaged heat/cool rooftop unit. Base bid unit shall be Daikin Unit as scheduled. Contractor may offer an alternate bid with another manufacturer.

## SECTION 230593 - TESTING, ADJUSTING, AND BALANCING FOR HVAC

### PART 1 - GENERAL

#### 1.1 SECTION REQUIREMENTS

##### A. Submittals:

1. Certified TAB reports.
2. Documentation of work performed per ASHRAE 62.1, Section 7.2.2 - "Air Balancing."
3. Documentation of work performed per ASHRAE/IESNA 90.1, Section 6.7.2.3 - "System Balancing."

B. TAB Firm Qualifications: AABC NEBB or TABB certified.

C. TAB Report Forms: Standard TAB contractor's forms approved by Architect.

D. Perform TAB after leakage and pressure tests on air distribution systems have been satisfactorily completed.

### PART 2 - PRODUCTS (Not Used)

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

A. Examine the Contract Documents to become familiar with Project requirements and to discover conditions in systems' designs that may preclude proper TAB of systems and equipment.

B. Examine the approved submittals for HVAC systems and equipment.

C. Examine system and equipment installations and verify that field quality-control testing, cleaning, and adjusting specified in individual Sections have been performed.

D. Examine HVAC equipment and filters and verify that bearings are greased, belts are aligned and tight, and equipment with functioning controls is ready for operation.

E. Examine automatic temperature system components to verify the following:

1. Dampers, valves, and other controlled devices are operated by the intended controller.
2. Dampers and valves are in the position indicated by the controller.
3. Integrity of dampers and valves for free and full operation and for tightness of fully closed and fully open positions.
4. Sequence of operation for control modes is according to the Contract Documents.
5. Controller set points are set at indicated values.

B. Plenums and Ducts Requiring Insulation:

1. Concealed and exposed supply and outdoor air.

3.2 DUCT AND PLENUM INSULATION SCHEDULE

A. Exposed duct insulation shall be one of the following:

1. Mineral-Fiber Board: 2 inches thick and 3-lb/cu. ft. nominal density.

END OF SECTION 230700

- F. Report deficiencies discovered before and during performance of test and balance procedures.

### 3.2 GENERAL PROCEDURES FOR TESTING AND BALANCING

- A. Perform testing and balancing procedures on each system according to the procedures contained in AABC's "National Standards for Total System Balance" SMACNA's "HVAC Systems - Testing, Adjusting, and Balancing" and in this Section.

### 3.3 GENERAL PROCEDURES FOR BALANCING AIR SYSTEMS

- A. Verify that motor starters are equipped with properly sized thermal protection.
- B. Check for airflow blockages.
- C. Check condensate drains for proper connections and functioning.
- D. Check for proper sealing of air-handling unit components.
- E. Check for proper sealing of air duct system.

END OF SECTION 230593