CITY OF STOUGHTON, 207 S. FORREST STREET, STOUGHTON, WISCONSIN

RESOLUTION OF THE COMMON COUNCIL

Resolution by the Common Council of the City of Stoughton
Amend 2023 Adopted Budget and Approving Agreement Heating, Ventilation and Air Conditioning System Evaluation and Design Services for the Library

Committee Action: Finance Committee recommended approval ___ on 06/27/2023
TIME SENSITIVE ITEM

Fiscal Impact: Expenditures increased $26,500

File Number:	R-108-2023	**Date Introduced:**	June 27, 2023

The City of Stoughton, Wisconsin, Common Council does proclaim as follows:

RECITALS

WHEREAS, the 2023 adopted budget includes $10,000 for initial heating, ventilation and air conditioning (HVAC) system evaluation and the current 2024 CIP includes $120,000 for anticipated HVAC system replacements at the Library; and,

WHEREAS, the City has received a proposal from Strang, Inc. to evaluate the current system, design revisions/upgrades, prepare bidding documents, and provide services through construction for $36,500;

NOW, THEREFORE BE IT RESOLVED, that the Common Council of the City of Stoughton approves entering into an agreement with Strang, Inc. for this scope of service; and,

BE IT FURTHER RESOLVED, that the 2023 adopted budget be amended to increase expenditures by $26,500 as indicated on the table below:

411-53200-49120	Note Proceeds	Revenue	Increase	$26,500
411-53200-50830-22057000	PSB Windows Replacement	Expenditure	Decrease	($10,000)
411-53200-50840-23074000	Library HVAC Eng. Study	Expenditure	Increase	$36,500

Fiscal note: The budget amendment corrects a keypunch error in the adopted budget related to the engineering study. Budget amendments require 2/3 vote of members elected (8).

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____
Tim Swadley, Mayor Date

Council Action: _____ ☐ **Override** **Vote** _____

CITY OF STOUGHTON
DEPARTMENT OF
PLANNING & DEVELOPMENT
207 S. Forrest Street, Stoughton, WI. 53589

(608) 873-6619 www.ci.stoughton.wi.us

RODNEY J. SCHEEL
DIRECTOR

Date: June 20, 2023

To: Finance Committee

From: Rodney J. Scheel
Director of Planning & Development

Subject: Library HVAC System Design and Upgrade Project

The 2023 Budget includes $10,000 for initial heating, ventilation and air conditioning (HVAC) system evaluation. The current 2024 CIP includes $120,000 for anticipated HVAC system replacements. Given we plan to make system improvements, we recommend entering into an agreement that goes beyond just evaluation of the current system. We have received a proposal from Strang, Inc. to evaluate the current system, design revisions/upgrades, prepare bidding documents, and provide services through construction. Their proposal is for this scope of work is $36,500. This will allow us to get the design work underway and allow us to confirm the budget for the complete project.

We recommend amending the 2023 Budget to $36,500 and entering into an agreement with Strang, Inc. for this scope of services.

If you have any questions, please contact me.

W238N1610 Busse Road, Suite 102
Waukesha, WI 53188

811 East Washington Avenue, Suite 200
Madison, WI 53703

May 2, 2023

Martin Briggs
City of Stoughton
Facilities Maintenance

RE: Stoughton Library Air Handling Units Upgrade
Engineering Proposal/Fees for Design Services

Dear Martin,
We are pleased to offer you design services for the referenced Air Handling Units Upgrade at the Stoughton Library. Strang will be evaluating and designing modifications to the packaged rooftop units as well as the replacement of the air handling unit located within the basement. Due to the location and configuration of the existing equipment, construction phasing will be required and will be included as part of the construction documentation. Based upon our review of the project description provided, we have included the following work as a basis for our proposal:

- Engineering design for Mechanical, Electrical and HVAC controls.
  Design to include:
    - Evaluation of existing system components and operation.
    - Evaluation of owner provided pre-construction test and balance report for existing air distribution systems.
    - The new air handling equipment will be evaluated for and provided with UV and/or bipolar ionization systems. This equipment may be installed within the new air handling unit equipment or within the existing ductwork.
    - Evaluation of a humidification grid within the indoor air handling unit and within the existing ductwork served by the new packaged rooftop units.
    - Modification of existing air distribution system as required.
    - Evaluation and modification of electrical distribution system to accommodate equipment replacement.
    - Evaluation and integration of new equipment into existing Building Automation System.
    - Project specifications.
    - Construction documents for competitive bidding.
    - Preparation and exchange of plans with Owner and Consultants.
    - Develop addenda documentation if needed.
    - Assist with bid analysis and offer recommendations.
    - Review shop drawings.
    - Attend construction meetings as required.
    - Respond to contractor Requests for Information and prepare supplemental instructions as needed.
    - Conduct routine site visits to review work progress.

The services will be done in accordance with the Standard Billing Rate Schedule of Strang Inc. A copy of the rate schedule will be provided upon request. We agree to provide our services as outlined above for a flat fee of thirty-six thousand five hundred dollars ($36,500).

Reimbursable expenses include printing, mail and delivery, fees for jurisdictional approvals and any other out of pocket costs approved in advance by the Client. Reimbursables will be billed at 1.10 times the cost, detailed expense receipts shall accompany invoices. Additional services will be approved in advance by the Client for all services extending beyond the scope above. Strang Inc., the Consultant, will commence service on this project upon receipt of signed agreement.

Excluded Services

- Identification or treatment of hazardous materials.
- LEED analysis and certification.
- Acoustical analysis
- Structural analysis and/or design
- Domestic plumbing and fire protection analysis and/or design

Reimbursable Expenses

- Printing and distribution of Bid Sets
- State/local code plan review fees
- Mileage and travel

Thank you for putting your trust in Strang. If you have any questions, feel free to contact our office at your convenience.

Sincerely,
Strang, Inc.

John E Kolodzinski
Director of Mechanical Engineering / Regional Market Executive

Accepted:

Strang, Inc.	Client:
Signature: _____	Signature: _____
Printed name: _____	Printed Name: _____
Date: _____	Date: _____
Title: _____	Title: _____