



Woodbury County Law Enforcement Center Authority

620 Douglas St., Room 104

Sioux City, Iowa 51101

712 – 279-6525

Dan Moore - Chair

Tony Wingert - Secretary

David Dietrich - Treasurer

Agenda

Tuesday, June 23, 2026, 10:00 a.m.

Basement Boardroom, Woodbury County Courthouse

10:00 a.m. Call the Meeting to Order

Reminder: Please silence all cell phones and electronic devices. When speaking, please come to the podium, state your name, and speak loudly and clearly. Thank you

1. Approval of the agenda
2. Discussion and action on retro commissioning – Shane Albrecht
3. Adjourn



Proposal for Commissioning Services

PREPARED FOR:

WOODBURY COUNTY LAW ENFORCEMENT CENTER AUTHORITY

PROJECT:

WOODBURY COUNTY LAW ENFORCEMENT CENTER
EXISTING BUILDING COMMISSIONING

SUBMITTED BY:

SYSTEMS MANAGEMENT & BALANCING, INC.
WAUKEE, IA



SYSTEMS MANAGEMENT & BALANCING, INC.

925 SE Olson Drive
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June 10, 2026

Woodbury County Law Enforcement Center Authority
Attn: Dan Moore, Authority Chair
Kenny Schmitz, Director of Building Services

Project: Woodbury County Law Enforcement Center
Existing Building Commissioning (EBCx)

Dear Sirs:

We are pleased to provide the following proposal for Existing Building Commissioning (EBCx) Services, based on the Request for Proposals by Resource Consulting Engineers, LLC, dated June 4, 2026 and the project documents referenced therein.

We greatly appreciate your consideration, and would welcome any questions you have.

Respectfully yours,

A handwritten signature in blue ink, appearing to read 'Matt Jesson', is written over a light blue circular stamp.

Matt Jesson, TBE, CxA
Systems Management & Balancing, Inc.



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AGENCY QUALIFICATIONS

Systems Management & Balancing, Inc. (SMB) is an independent testing agency, providing independent, objective and professional testing and analysis of building mechanical, electrical, and plumbing systems. We offer a wide array of services including system commissioning (Cx), air and water testing and balancing (TAB), critical room certification, building surveys, controls verification, fume hood testing, duct leakage testing, sound level testing, and building/room envelope testing.

SMB is headquartered in Waukee, Iowa in a 5,800 sqft LEED Silver facility. We have technicians located in multiple parts of Iowa to serve projects throughout the state. SMB has been in operation since 1967, and is a certified member of the Associated Air Balance Council (AABC) since 1971 and a 2005 Charter Member of the AABC Commissioning Group (ACG).

The Associated Air Balance Council (AABC) is a non-profit association of independent professional testing, balancing, and commissioning agencies. Member firms must maintain high professional standards of competence, objectivity, and integrity. The Council conducts a certification program for Test and Balance Technicians (TBTs) and Engineers (TBES).

The AABC Commissioning Group (ACG) is an independent, non-profit association dedicated to the advancement of professional, independent 3rd party commissioning and energy management services through education, training, and certification of qualified individuals to act as Certified Commissioning Authorities (CxAs), Certified Commissioning Specialists (CxSs), and Energy Management Professionals (EMPs). ACG's goals and objectives are based on advocating independence for firms providing commissioning services.

As an independent testing agency, SMB has always represented the Owner, while working closely with the design professionals. This approach results in an excellent working relationship with the Owner, architect, engineer, and all responsible contractors. The agency's only function, since inception, is to test, adjust, balance, and commission all components of HVAC & Electrical systems. This independence (no affiliations with the general and installing contractors, manufacturers of equipment or system components, or other project entities) allows SMB to deliver an independent testing, adjusting & balancing and/or commissioning report.

We employ technicians with qualified training and experience. In addition to experience gained each day on-site, training classes are held in-house for the purpose of updating all technicians on procedures, regulations, safety, and emerging technologies.

Systems Management & Balancing, Inc. believes in providing **total HVAC system knowledge**, a **high standard of ethics** and promoting a **team approach** for all customers and projects.



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PROPOSED STAFF AND ORGANIZATIONAL CHART

Our proposed team includes **Matt Jesson, TBE, CxA** as the Lead Commissioning Agent. Matt has been a certified Commissioning Authority (CxA) since 2018 and has worked on a variety of institutional projects throughout his career. Matt will oversee the project and be the main point of contact for the Owner.

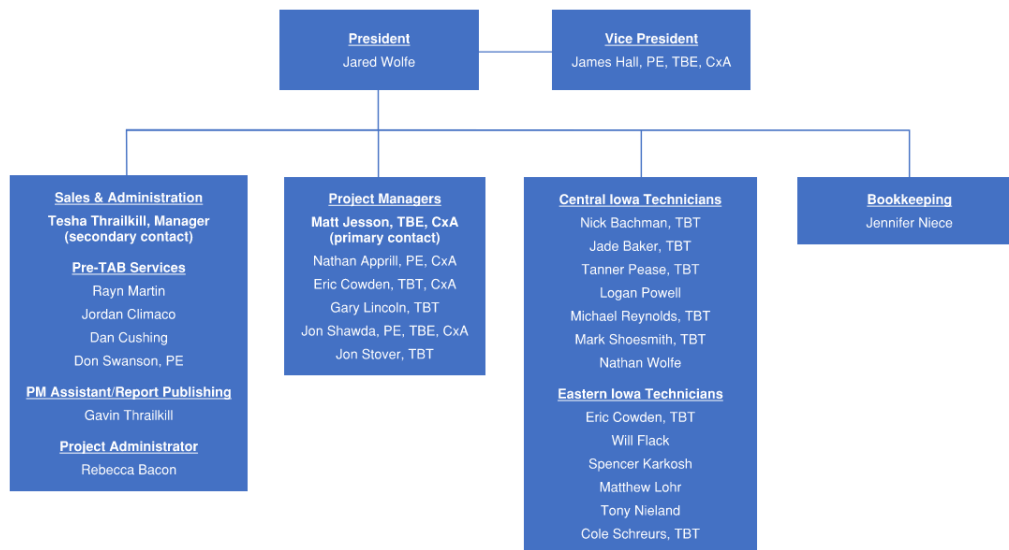
We have (5) employees certified as Commissioning Authority (CxA) through the AABC Commissioning Group (ACG). We also have (4) licensed Professional Engineers (PE) on staff, enhancing our abilities for in-depth design review and analysis. As a Test and Balance firm, we also have (3) Test and Balance Engineers (TBE) and (10) Test and Balance Technicians (TBT) certified through the Associated Air Balance Council (AABC).

We are able to rely on a deep bench of office and field experience from the other project managers and technicians shown on the following SMB organizational chart. Field technicians may be utilized to supplement site visits and testing as needed, under the supervision of the CxA.

The full Systems Management & Balancing, Inc. team is structured as follows:



Systems Management & Balancing, Inc.
Organizational Chart
May 2026





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Matt Jesson, TBE, CxA, LEED AP

Project Manager

Matt joined the SMB team in 2011 as a project manager. Matt works closely with SMB field technicians, design professionals, owners, and contractors. Matt's technical expertise includes testing and balancing, commissioning, blower door testing, duct leakage testing, and system troubleshooting on a wide variety of projects.

EXPERIENCE

HVAC industry experience since 2002; experience with SMB since 2011

EDUCATION

Iowa State University

- BS Construction Engineering (2002)

PROFESSIONAL CERTIFICATIONS

Associated Air Balance Council (AABC)

- Test & Balance Engineer
TBE No. 04-04-37

Associated Air Balance Council Commissioning Group (ACG)

- Certified Commissioning Authority
CxA No. 118-1619

United States Green Building Council (USGBC)

- LEED® Accredited Professional

COMMISSIONING PROJECT EXAMPLES

UIHC North Dodge Clinic – 2nd Floor IVF/REI Renovation #215-011

- 10,000 SF medical clinic and laboratory build-out, completed in 2019
- Scope of Services: HVAC System Commissioning; Testing, Adjusting and Balancing

Washington County Hospital Plant Operations Addition

- New 4500 SF central plant for heating and chilled water, steam, and electrical power, completed in 2025
- Scope of Services: HVAC System Commissioning; Testing, Adjusting and Balancing

Waukee Northwest High School

- New 395,000 SF high school building, including auditorium, gymnasium, and stadium, completed in 2021
- Scope of Services: MEP System Commissioning; Testing, Adjusting and Balancing



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COMMISSIONING CREDENTIALS

Systems Management & Balancing, Inc. is certified by the Associated Air Balancing Council (AABC) as well as the AABC Commissioning Group (ACG). On an individual level, Matt Jesson and several other employees hold registrations as Certified Commissioning Authority (CxA) with ACG.





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RELEVANT PROJECT EXPERIENCE

UIHC North Dodge Clinic – 2nd Floor IVF/REI Renovation Iowa City, IA

- 10,000 GSF build-out of the UIHC North Dodge Clinic facility, including an IVF Lab and procedure room, other lab spaces, offices, ultrasound rooms, prep rooms, and support spaces.
- The HVAC system was crucial in this project, due to the highly sensitive nature of the laboratory environment. The Cx team strove to optimize and ensure the performance and reliability of this system.
- Scope of Services: MEP System Commissioning; Testing, Adjusting and Balancing
- Completed in 2019

Henry County Health Center – Chiller, Cooling Tower & AHU Replacements Mount Pleasant, IA

- This project consisted of the following:
 - Demolition of the existing main chilled water system and replacement with a new water-cooled chiller system in the Central Plant and replacement of air-handling units.
 - HVAC included water-cooled chillers, cooling towers, main system pumps, air-handling units, and humidifiers.
- A major challenge on the project was the delayed delivery of the cooling towers, which left a very short window of the cooling season to test the new system.
- Scope of Services: MEP System Commissioning; Testing, Adjusting and Balancing
- Completed in 2023

Washington County Hospital Plant Operations Addition Washington, IA

- This project replaced the hospital's central plant for heating water, chilled water, steam, and electrical power.
- Maintaining reliable utility service to the hospital was paramount to the success of this project. Connection to the existing distribution systems for chilled water and heating water also presented challenges, as it exposed previously unknown issues that required investigation and resolution.
- Scope of Services: HVAC System Commissioning; Testing, Adjusting and Balancing
- Completed in 2024



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Waukee CSD Northwest High School

Waukee, IA

- New 383,000 GSF High School
- 1,800 Student Capacity
- HVAC Systems:
 - (22) air handling units with energy recovery modules
 - Variable primary chilled water and heating water systems
- Lighting Controls including multi-zone scene setups and daylight harvesting
- Scope of Services: MEP System Commissioning; Testing, Adjusting and Balancing
- Completed in 2022

Washington CSD Lincoln Elementary HVAC Improvements

Washington, IA

- This project is a renovation of an existing Elementary School, including the replacement of Lighting Controls and HVAC Systems for the majority of the building.
- HVAC system features Geothermal Heat Pumps and Energy Recovery Units
- Scope of Services: MEP System Commissioning; Testing, Adjusting and Balancing
- Completed in 2023

West Des Moines Public Schools (multiple projects)

West Des Moines, IA

- Renovations and Safe Room Additions to several schools including:
 - Jordan Creek Elementary
 - Clive Learning Academy
 - Fairmeadows Elementary
 - Stilwell Junior High
 - Crestview School of Inquiry
 - Valley Southwoods Freshman High School
- HVAC Systems including:
 - Air Handling Systems
 - Central Chilled and Heating Water Plants
 - Kitchen Ventilation
 - Safe Room Ventilation
- Lighting Controls including variable CCT programming, multi-zone scene controls, occupancy controls, and daylight harvesting
- Scope of Services: MEP System Commissioning; Testing, Adjusting and Balancing



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COMMISSIONING TECHNICAL APPROACH

Planning Phase

Preliminary Schedule: June-July 2026

Existing Building Commissioning (EBCx) Services requires engaging with the Owner and Design Team to gain a complete understanding of the facility's use and history, and to develop the scope of services. This includes discussion of the building systems and the challenges and successes that have been experienced by the operation and maintenance (O&M) staff.

For the Woodbury County Law Enforcement Center, Resource Consulting Engineers (RCE) has already worked with the Owner to develop the scope for EBCx, as laid out in the RFP. Some corrective actions have already been performed, as well. Therefore, this phase will mostly consist of preparatory work for the on-site (Investigation Phase) work. This includes development and submittal of the EBCx Plan, which will include laying out the steps for equipment testing, and the roles and responsibilities of the team members. The EBCx Plan is a living document that will be updated at each phase and as required throughout the project.

Following submittal of the EBCx Plan, the CxA will visit the facility to hold a kickoff meeting with the project team. The plan will be discussed and adjusted as needed, and a site walk will be conducted to familiarize the CxA with the building layout and systems.

Once the initial EBCx Plan is agreed upon, SMB will develop the Functional Performance Test (FPT) procedures to be used in evaluating the existing equipment and systems. These tests will be designed to verify that the control sequences of operation are implemented properly. At this point it is helpful to bring the Building Automation System (BAS) firm on board and hold a Controls Review meeting, to ensure all team members are in agreement on how the systems are intended to function, and to make adjustments to the sequences if needed.

This preparatory work is expected to generate questions and potential issues, which will be discussed with the project team as needed and tracked in the Commissioning Issues Report (CIR). SMB uses [BlueRithm](#), a web-based system, for all Cx documentation and issue tracking. Project team members can be set up with access to BlueRithm and training at no cost, if desired. Alternatively, the documents and issues logs can be communicated through email and updated on BlueRithm by SMB personnel.



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Investigation Phase

Preliminary Schedule: July-Sept 2026 (Cooling) / Nov 2026-Jan 2027 (Heating)

This phase includes the on-site investigation and testing of the building systems. The installed condition of major equipment and key components will be examined prior to testing, with any issues tracked on the CIR. If a deficiency might impact testing, this will be brought up with the appropriate parties immediately for resolution.

The CxA will meet with the BAS firm and O&M staff to review any relevant trends, alarms, and current operating status of the systems to be tested. Existing overrides in the systems will be documented and released prior to testing. Calibration of key controls sensors will be verified and adjusted if needed. The testing plan will be reviewed and confirmed with the O&M staff to avoid or minimize disruption to occupants and processes.

The Functional Performance Tests (FPTs) will then be performed to verify the sequence of operation for each commissioned system or piece of equipment. This requires the CxA and the BAS firm, and in some cases the O&M staff. Whenever possible, testing for heating, cooling, and humidity control functions will be performed in near-peak climate conditions to provide verification of the system capacity.

Issues and deficiencies that arise during FPTs will be documented and tracked on the CIR. For any given deficiency, if there is a simple solution that can be implemented immediately (such as a minor controls programming adjustment), this can be done if approved by the appropriate parties, and re-testing can be done on the same trip. More complicated or costly corrections will require further discussion, approval, and planning.

Implementation Phase

Preliminary Schedule: Oct 2026-Mar 2027 (Cooling) / Feb 2027-July 2027 (Heating)

The CxA, Owner, and Design Team will review the results of the Investigation Phase and determine next steps forward. The resulting analysis will be used to draft proposed Facility Improvement Measures (FIMs) and/or Energy Conservation Measures (ECMs). These measures may include recommendations such as:

- Repair or replacement of components
- Adjustments to controls programming or setpoints
- Addition of controls sensors and devices
- Changes to the facility maintenance program
- Further trend studies or data logging



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FIMs and ECMs typically involve additional cost from separate parties (contractors and suppliers, or in-house Owner resources). The process of pricing and evaluation of this work, as well as the execution of any approved work, will be coordinated by the Design Team and Owner. After the corrective actions take place, the CxA will schedule re-testing and verification.

Verification Phase

Preliminary Schedule: Feb-July 2027

During this phase, the CxA will verify the completion of corrective work (FIMs and ECMs) and the resolution of issues on the CIR. FPTs may be repeated for certain systems and functions to properly document the results, following similar steps to the description in the Investigation Phase. Trend data will be collected to confirm the effectiveness of the actions taken in the Implementation Phase.

Note: Implementation work on the heating system may need to be performed after the heating season is over, depending on the scope and nature of that work. If this is the case, the verification of that work may have to be delayed until the winter of 2027-28. In most cases, the basic functions of the heating system can still be tested during the summer, but final verification of heating capacity requires an actual load condition.

Upon completion of this verification, the CxA will review the results with the Owner and Design Team. Re-training of facility staff may be needed at this time as well, to educate the proper personnel on any changes to the operation and maintenance of the building systems.

The Final Commissioning Report will be assembled and provided to the Owner at this point, and the contract will be closed out.



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Systems to be Commissioned

The following equipment and systems are included in the EBCx scope, as outlined in the RFP and contract documents:

(3) Air Handling Units

(25) VAV Air Terminal Units

(3) Fan Powered Boxes

Chilled Water System, including (2) Chillers and (3) Pumps

Heating Water System, including (2) Boilers and (3) Pumps

(9) General Exhaust Fans

(3) Demand-Controlled Ventilation sequences for Court Rooms

Kitchen Ventilation System, including (1) Makeup Air Unit, (5) Exhaust Fans, and (2) VAV Air Terminal Units

(4) Unit Heaters

(1) Heating System for Sallyport, including in-floor heat and gas unit heater

(3) Smoke Control System activation buttons

Control sequences and BAS integration associated with all listed systems

Testing and Balancing services are included for specific hydronic and air equipment as listed in the RFP and plans.

Sound Testing is included for Secure Corridor 2034.

Thermal Imaging is included for the exterior wall of Offices 1085, 1087, and 1088 (winter).

Exclusions and Clarifications

1. Assistance from the Project team, including but not limited to, the BAS contractor and equipment manufacturers is required. Cost for this assistance is NOT included in our proposal.
2. Verification of the EasyWater system is listed on the plans, but is NOT included in our proposal, per discussion with Corey Metzger (RCE).



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FEE PROPOSAL

The Existing Building Commissioning Services outlined in this proposal will be performed for a total price of:

\$41,000.00

(Forty-One Thousand and No/100 Dollars)

Alternate

For testing all terminal units – (95) VAVs and (6) FPBs,

ADD \$7,500

to the above base fee

Terms of payment are monthly as work progresses. This proposal is firm for 30 days from date of this proposal.

We greatly appreciate the opportunity to provide this proposal, and we would be glad to answer any questions you may have during the evaluation process. Our points of contact regarding this proposal are:

Primary:

Matt Jesson

mattj@hvactab.com

515.371.4087 mobile

Secondary:

Tesha Thrailkill

teshat@hvactab.com

515.987.2825 office

