

STATE OF MINNESOTA
BOARD OF ARCHITECTURE, ENGINEERING,
LAND SURVEYING, LANDSCAPE ARCHITECTURE, GEOSCIENCE
AND INTERIOR DESIGN

In the matter of Andrew Koshire
PROFESSIONAL ENGINEER
License Number 44189

STIPULATION AND ORDER

Board File No. 2011-0032

TO: Andrew Koshire
5775 Wayzata Boulevard Suite 300
Minneapolis, Minnesota 55416

RECEIVED
JUN 01 2011

The Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design ("Board") is authorized pursuant to Minnesota Statutes section 214.10 (2010) and Minnesota Statutes section 326.111 (2010) to review complaints against architects, professional engineers, land surveyors, landscape architects, geoscientists, and certified interior designers, and to take disciplinary action whenever appropriate.

The Board received information concerning Andrew Koshire ("Respondent"). The Board's Complaint Committee ("Committee") reviewed the information. The parties have agreed that the matter may now be resolved by this Stipulation and Order.

STIPULATION

IT IS HEREBY AGREED by and between Respondent and the Committee as follows:

1. Jurisdiction. The Respondent was first issued a Professional Engineer license by the Board on June 13, 2005. Respondent is subject to the jurisdiction of the

Board with respect to the matters referred to in this Stipulation.

2. Facts. This Stipulation is based upon the following facts:

a. Respondent was first licensed as a Professional Engineer in the State of Minnesota on June 13, 2005.

b. On July 1, 2010, Respondent's Minnesota Professional Engineer license in the State of Minnesota expired.

c. On December 8, 2010, Respondent's Minnesota Professional Engineer license was reinstated.

d. Respondent's Minnesota Professional Engineer license is current with an expiration date of June 30, 2012.

e. During the time Respondent's license was lapsed (July 1, 2010 until December 8, 2010), Respondent admits that he held himself out as a Professional Engineer on various letters and emails. In a letter dated November 24, 2010, Respondent admits to holding himself out as a Professional Engineer by using the title of 'P.E.' designation behind his name on the following attachments: 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, and 15.

A true and correct copy of the letter dated November 24, 2010, with attachments is attached as Exhibit A.

3. Violations. Respondent admits that the facts specified above constitute violations of Minnesota Statutes section 326.02, subdivisions 1 and 3 (2010) and are sufficient grounds for the action specified below. Specifically, the Committee's position is that the Respondent held himself out as a Professional Engineer during the lapse of

his Professional Engineer's license from July 1, 2010 until December 8, 2010.

4. Enforcement Action. Respondent and the Committee agree that the Board should issue an Order in accordance with the following terms:

- a. Reprimand. Respondent is reprimanded for the foregoing conduct.
- b. Civil Penalty. Respondent shall pay to the Board a civil penalty of Five Hundred Dollars (\$500.00). Respondent shall submit a civil penalty of Five Hundred Dollars (\$500.00) by cashier's check or money order to the Board within sixty (60) days of the Board's approval of this Stipulation and Order.

5. Additional Discipline for Violations of Order. If Respondent violates this Stipulation and Order, the Board may impose additional discipline pursuant to the following procedure:

- a. The Committee shall schedule a hearing before the Board. At least thirty days prior to the hearing, the Committee shall mail Respondent a notice of the violation alleged by the Committee and of the time and place of the hearing. Within fourteen days after the notice is mailed, Respondent shall submit a response to the allegations. If Respondent does not submit a timely response to the Board, the allegations may be deemed admitted.

- b. At the hearing before the Board, the Complaint Committee and Respondent may submit affidavits made on personal knowledge and argument based on the record in support of their positions. The Complaint Committee may submit affidavits responding to any affidavits submitted by Respondent. The evidentiary record before the Board shall be limited to such affidavits and this Stipulation and

Order. Respondent waives a hearing before an administrative law judge and waives discovery, cross-examination of adverse witnesses, and other procedures governing administrative hearings or civil trials.

c. At the hearing, the Board will determine whether to impose additional disciplinary action, including additional conditions or limitations on Respondent's practice or suspension or revocation of Respondent's license.

6. Waiver of Respondent's Rights. For the purpose of this Stipulation, Respondent waives all procedures and proceedings before the Board to which Respondent may be entitled under the Minnesota and United States constitutions, statutes, or the rules of the Board, including the right to dispute the allegations against Respondent, to dispute the appropriateness of discipline in a contested case proceeding pursuant to Minnesota Statutes Chapter 14 (2010), and to dispute the civil penalty imposed by this Agreement. Respondent agrees that upon the application of the Committee without notice to or an appearance by Respondent, the Board may issue an Order containing the enforcement action specified in paragraph 4 herein. Respondent waives the right to any judicial review of the Order by appeal, writ of certiorari, or otherwise.

7. Collection. In accordance with Minnesota Statutes section 16D.17 (2010), in the event this order becomes final and Respondent does not comply with the condition in paragraph 4(b) above, Respondent agrees that the Board may file and enforce the unpaid portion of the civil penalty as a judgment without further notice or additional proceedings.

8. Board Rejection of Stipulation and Order. In the event the Board in its discretion does not approve this Stipulation and Order or a lesser remedy than specified herein, this Stipulation and Order shall be null and void and shall not be used for any purpose by either party hereto. If this Stipulation is not approved and a contested case proceeding is initiated pursuant to Minnesota Statutes Chapter 14 (2010), Respondent agrees not to object to the Board's initiation of the proceedings and hearing the case on the basis that the Board has become disqualified due to its review and consideration of this Stipulation and the record.

9. Unrelated Violations. This settlement shall not in any way or manner limit or affect the authority of the Board to proceed against Respondent by initiating a contested case hearing or by other appropriate means on the basis of any act, conduct, or admission of Respondent justifying disciplinary action which occurred before or after the date of this Stipulation and Order and which is not directly related to the specific facts and circumstances set forth herein.

10. Record. The Stipulation, related investigative reports and other documents shall constitute the entire record of the proceedings herein upon which the Order is based. The investigative reports, other documents, or summaries thereof may be filed with the Board with this Stipulation.

11. Data Classification. Under the Minnesota Government Data Practices Act, this Stipulation and Order is classified as public data upon its issuance by the Board, Minnesota Statutes section 13.41, subdivision 5 (2010). All documents in the record shall maintain the data classification to which they are entitled under the Minnesota

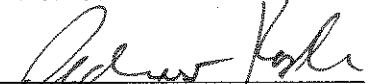
Government Data Practices Act, Minnesota Statutes Chapter 13 (2010). They shall not, to the extent they are not already public documents, become public merely because they are referenced herein. A summary of this Order will appear in the Board's newsletter. A summary will also be sent to the national discipline data bank pertaining to the practice of professional engineering.

12. Entire Agreement. Respondent has read, understood, and agreed to this Stipulation and is freely and voluntarily signing it. The Stipulation contains the entire agreement between the parties hereto relating to the allegations referenced herein. Respondent is not relying on any other agreement or representations of any kind, verbal or otherwise.

13. Counsel. Respondent is aware that he may choose to be represented by legal counsel in this matter. Respondent knowingly waived legal representation.

14. Service. If approved by the Board, a copy of this Stipulation and Order shall be served personally or by first class mail on Respondent. The Order shall be effective and deemed issued when it is signed by the Chair of the Board.

RESPONDENT



Andrew Koshire

Dated: May 20, 2011

COMPLAINT COMMITTEE

By: 

Lisa Hanni, LS
Committee Chair

Dated: June 2, 2011

ORDER

Upon consideration of the foregoing Stipulation and based upon all the files, records and proceedings herein, all terms of the Stipulation are approved and hereby issued as an Order of this Board on this the 2ND day of JUNE, 2011

MINNESOTA BOARD OF
ARCHITECTURE, ENGINEERING,
LAND SURVEYING, LANDSCAPE
ARCHITECTURE, GEOSCIENCE AND
INTERIOR DESIGN

By: William D. Arockiasamy
William D. Arockiasamy, PE
Board Chair

EXHIBIT A

RECEIVED
NOV 29 2010

November 24, 2010

Lynette DuFresne
Investigator
Minnesota Board of AELSLAGID
85 East 7th Place, Suite 160
St. Paul, MN 55101

Dear Lynette:

Subject: Complaint Letters & *File No. 2011-0032*

The following is my response to the complaint letter issued by your office on October 28, 2010 and the complaint letters issued and signed by Mr. Rob Darnell October 11, 2010 and October 13, 2010.

Background Information:

My current position with Stanley Consultants is as a Project Principal in charge of sales and marketing for higher education, industrial and utility clients across the Midwest. I previously held a license in mechanical engineering in MN only (License #44819), which expired on June 30, 2010 due to my inability to complete all necessary Professional Development Hours (PDHs) in time. I have been since been taking classes to get the necessary PDHs to apply for re-instatement. As of Thursday November 11, 2010 I have completed enough PDHs to send in my application.

Due to my license lapsing, I have not signed or sealed any studies, reports, drawings or specifications since June 30, 2010. My primary responsibility as a Project Principal is to talk to current and prospective clients to understand their problems and needs, and then work closely with our engineers to develop an effective proposal to resolving their needs. **As such, I do not represent myself to my clients that I am the person that will be performing any professional engineering work on their project.** My billable hours to projects are typically 2-4 hours of time which is used to attend meetings and discuss contractual matters.

Regarding File No. 2011-0032 and Attachments:

Attachment 2 – RFP response letter dated July 8, 2010:

This was a letter prepared in collaboration with three current P.E. license holders, Rob Darnell and Brian Bimberg (mechanical) and Chad Westbrook (electrical). All three are referenced in the letter. Chad and Brian both visited the site to develop their professional opinion. When the letter was prepared we used a previous template that included my name and Rob's name, with the P.E. designation behind our names. My signing of this letter was an honest mistake and in no way was an intentional misrepresentation of my lapsed MN P.E. license.

Attachment 3 – Proposal letter dated July 15, 2010:

This proposal was for electrical engineering work for my assigned client, Black Hills State University, whom which our firm has worked with for several years. The scope of work,

schedule and budget was developed with Rob Darnell and the licensed electrical engineers who would be performing the work. Included in the fee was 2 hours of my time for contractual matters. This proposal was previously issued on April 23, 2010 (a copy included herein as EXHIBIT 1), but since the client did not respond prior to the June 1, 2010 expiration date of the proposal, it needed to be re-issued. We re-issued the proposal on July 15, 2010 using the same cover letter and proposal language. My P.E. designation was still on the original cover letter and I inadvertently signed the letter. Because I am not authorized to issue proposals without an officer of the company co-signing, Rob Darnell signed the proposal. At the time, Rob Darnell was a Vice President and authorized officer of Stanley Consultants. My signing of this letter was an honest mistake and in no way was an intentional misrepresentation of my lapsed MN P.E. license or a way to misrepresent that I hold P.E. license in South Dakota.

Attachment 4 –South Dakota Bureau of Administration Contract dated August 6, 2010:

This is a draft copy of the contract issued by the State Engineers Office. The actual contract signed by Rob Darnell of Stanley Consultants, which resulted from our proposal referenced in Attachment 3, is dated August 18, 2010 (a copy is included herein as EXHIBIT 2). I do not have authority to sign contracts on behalf of Stanley Consultants.

Attachments 5, 6, 7 and 8 (emails):

These emails were a result of using the automatic signature in Microsoft Outlook. After my license lapsed, I forgot to remove the P.E. designation. This was an honest mistake and in no way was an intentional misrepresentation of my lapsed MN P.E. license or a way to misrepresent that I hold P.E. license in South Dakota.

Attachment 9 – Proposal letter dated July 23, 2010:

This letter proposal was prepared and reviewed in collaboration with several current P.E. license holders in our office. The document was sent electronically, as indicated at the bottom of the cover page where it reads “This document was sent electronically”. My electronic signature was applied to the document by someone else in our office. This practice is no longer being used due to the potential risks associated with it. This was an honest mistake and in no way was an intentional misrepresentation of my lapsed MN P.E. license.

Attachments 10 and 11 – Email and Proposal letter dated July 23, 2010:

This email was a result of using the automatic signature in Microsoft Outlook. After my license lapsed, I forgot to remove the P.E. designation. This was an honest mistake and in no way was an intentional misrepresentation of my lapsed MN P.E. license.

This letter proposal was prepared and reviewed in collaboration with several current P.E. license holders in our office. The document was sent electronically, as indicated at the bottom of the cover page where it reads “This document was sent electronically”. My electronic signature was applied to the document by someone else in our office. This practice is no longer being used due to the potential risks associated with it. This was an honest mistake and in no way was an intentional misrepresentation of my lapsed MN P.E. license.

Attachment 12 – Email dated July 29, 2010:

This email was a result of using the automatic signature in Microsoft Outlook. After my license lapsed, I forgot to remove the P.E. designation. This was an honest mistake and in no way was an intentional misrepresentation of my lapsed MN P.E. license.

Attachment 13 – Email dated August 10, 2010:

This was an **internal** email was a result of using the automatic signature in Microsoft Outlook. After my license lapsed, I forgot to remove the P.E. designation. **This email did not get released to the public.**

Attachment 14 – Contract letter dated August 23, 2010:

This is a copy of the contract that resulted from the emailed proposal letter referenced in Attachment 10 and 11. This work will be performed under our Master Professional/Technical Contract which was signed by Rob Darnell (a copy is included herein as EXHIBIT 3).

Attachment 15 – Proposal letter dated September 3, 2010:

This letter proposal was prepared and reviewed in collaboration with several current P.E. license holders in our office. The document was sent electronically, as indicated at the bottom of the cover page where it reads “This document was sent electronically”. My electronic signature was applied to the document by someone else in our office. This practice is no longer being used due to the potential risks associated with it. This was an honest mistake and in no way was an intentional misrepresentation of my lapsed MN P.E. license.

Regarding Complaint Letter Dated October 13, 2010 (Unauthorized and Unknown Use of Electronic Signature):

This letter proposal was prepared and reviewed in collaboration with several current P.E. license holders in our office; including Chad Westbrook, P.E. (project manager/lead electrical engineer) and Brian Bimberg, P.E. lead mechanical engineer. During each iteration of the proposal, I reviewed the scope/schedule/budget with the project team and finally Rob Darnell, prior to issuing any proposals. Because I am not authorized to issue proposals without an officer of the company co-signing, Rob Darnell would either sign in ink or allow myself or our proposal coordinator (Melissa Lidberg) to attach his electronic signature after reviewing the proposal. At no time during this process did I use his signature with his knowledge and authorization. When the proposal was issued on January 20, 2010, it was issued via email and a copy was sent to the project manager, Chad Westbrook. A copy of this email is included as EXHIBIT 4. More often than not, the proposal is copied to the project manager only, because Rob is already aware of the proposal having reviewed and signed or reviewed and authorizing someone else to use his electronic signature.

The proposals in Attachments 5 and 6 were issued under Rob Darnell’s direct authorization and knowledge. Stanley Consultants conducted their own internal review of this incident, led by House Counsel Henry Marquard and our Ethics Committee and Audit Committee. No further action was required and the investigation was terminated. A summary of the company’s investigation by Henry Marquard is included herein as EXHIBIT 5.

Interim Plan of Action While MN License is Expired

As a result of MN license being lapsed, I have self-imposed the following action items to address this situation:

1. Cease from using any designation that indicates or holds myself out to the public as a professional engineer until such time as my registration is re-instated.
2. Expedite completion of PDH hours (completed all hours by November 11, 2010).

Lynette DuFresne
November 11, 2010
Page 4

3. Apply to MN to reinstate license (application will be sent week of November 29, 2010).

For your information, Mr. Darnell, on his own behalf and not under the direction of Stanley Consultants, issued a complaint to the South Dakota Board of Professional Engineering that I held myself out as a licensed Professional Engineer (as referenced in Attachments 3 and 4). I have received the complaint letter from the Board and have issued a formal written response. I have not yet received a response from the Board.

I stand prepared to support the MN Board of AELSLAGID as necessary with your investigation into this matter. If you have any questions or immediate needs, please me at 952.738.4322 (office) or 612.384.9891 (mobile).

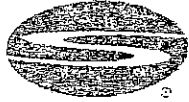
Thank you.

Sincerely,


Andy Koshire

Enclosures:

Exhibits 1, 2, 3, 4 and 5



Stanley Consultants INC.

A Stanley Group Company
Engineering, Environmental and Construction Services - Worldwide

ATTACHMENT 2

July 8, 2010

Mr. Jay McHenry, Campus Planner
Winona State University
Facilities Office
175 West Mark Street
Winona, MN 55987

Dear Jay:

Subject: RFP for A/E Services for Performing Arts Center HVAC and Fire Detection Design

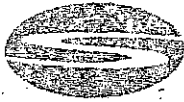
Thank you for the invitation to provide a proposal for the Performing Arts Center HVAC and Fire Detection Design project. On Monday, June 28, 2010, Andy Koshire of Stanley Consultants spent several hours going through drawings and reviewing the building conditions. On Tuesday, June 29, 2010, Chad Westbrook and Brian Bimberg went through the building and also reviewed the original construction drawings. On Wednesday, June 30, 2010, all three of us sat down and discussed the RFP with Rob Darnell to determine if we should pursue this project. As a result of our review, Stanley Consultants has decided not to submit a response to this RFP.

Nevertheless, we feel that we are the most qualified firm for this project based on our recent experience with designing large HVAC and fire protection upgrade/retrofit projects at WSU, including challenging projects at Tau Center, Kryzsko Commons, Memorial Hall, and Phelps Hall. Based on this knowledge and experience, we are all in agreement that a building of this magnitude and complexity needs a fully developed Predesign with a construction cost estimate for upgrades to all aspects of the HVAC and fire protection systems for the entire building in order for this project to be successful given the limited available funding. We do not feel that all parties will be satisfied with the end product, if the project is executed as written in the RFP. We also offer an alternate design strategy below if a Predesign is not desired.

Assuming the twenty-month proposed project schedule in the RFP is valid (completion by April 2012), there is plenty of time to take a different course of action and still complete the project well within this timeline and on budget. This allows the project to be complete following a master plan for the entire building, and provides a plan for future HVAC/fire alarm upgrades as funding becomes available. The following is a summary of our concerns and ideas:

1. Economizer Operation:

Based on the size of air handling units S1, S4, and S8, replacement will require economizer operation (per MN Energy Code) to take advantage of free cooling. Currently S1, S4, and S8 are not currently designed for this situation and redesign will require significant changes to the HVAC systems including new large ducts to exhaust 100% outside air during economizer operation (and possibly larger outdoor air intake ducts). This will also require determining



Mr. Jay McHenry, Campus Planner

July 8, 2010

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suitable pathways for these ducts to the outdoors and possibly new soffits/chases and roof or wall penetrations. This will be a significant cost and challenge and is not addressed in the RFP.

2. Rebuild vs. New:

Rebuilding these 40-year-old AHUs may be as costly or more than providing new AHUs (which will outlast the components of a rebuilt AHU). Access into the mechanical rooms is limited to passenger elevators and stairwells with standard sized doorways. An option to consider against rebuilt AHUs would be to provide new access into the mechanical rooms through opening an exterior wall (like we did at Memorial Hall) or providing a new floor opening at the first floor.

The sum total CFM for S1, S4, and S8 is 36,500 CFM. Discussing this with our Trane Representative (Randy Schock), new AHUs would be \$92,864 (budget equipment cost only). According to Randy, rebuild cost for the coils alone would be \$0.40/CFM for chilled water and \$1.00/CFM for steam WING coils (integral face and bypass). Coil replacement cost alone is roughly \$51,100 (budget equipment cost only). Adding the required dampers/motors/fans and equipment cost plus labor for all the installation will likely push the cost as high as \$100,000.

3. Consolidating AHUs:

We also recommend considering consolidating AHUs that serve similar occupancy spaces; thereby, reducing the building from nine AHUs down to three or four. Once the access to the mechanical room is provided, all AHU and work in the space should be complete at this time – all new AHUs, pumps/converters/piping/duct, etc.

4. Perimeter Radiation Heating:

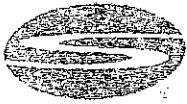
The RFP does not discuss replacing perimeter radiation heating terminal equipment and controls. Nearly all perimeter offices/classrooms will be disturbed during this project and the 40-year-old fin tube radiation/piping/controls should be replaced at this time to eliminate the need to go back for another project to replace this equipment later. Also, existing pneumatic perimeter heating controls need to be integrated into the new supply air DDC control system so that these systems are not fighting each other.

5. Building Pressure:

The RFP does not address the obvious building air pressure issue. This building appears to have problems with some spaces being too positively pressurized and others negative. Simply rebuilding four of the nine AHUs will not address this without preparing an air balance for the entire building. An air balance can only be properly determined by preparing a total building heating/cooling/ventilation load calculation to determine the required volume of outside air and relief air required at each AHU (including toilet and miscellaneous exhaust fan operation and control).

6. Duct Chases:

Because the ductwork is all fiberboard and the duct chases are currently very tight, we suggest that all duct in the chases be replaced with rigid/insulated duct at one time. This is especially



Mr. Jay McHenry, Campus Planner
July 8, 2010
Page 3

important if new chases are required for exhaust air for economizer operation of the AHUs. This is not addressed in the RFP.

7. Variable Frequency Drives, Electrical Work, and Fire Alarm Work:

All new fans and motors should be given consideration for replacing with VFD driven fan motors and controls for energy savings improved performance. Also, the existing switchboards and MCCs are beyond their useful life expectancy. Any new electrical work should consider replacing this equipment with new, or at a minimum, the new HVAC equipment should be served out of new panel boards (sized for future HVAC upgrades) fed from the existing switchboards. Details of these requirements are absent in the RFP. In addition, the fire alarm cost estimate was completed in 2002 and these costs have not been escalated to today's dollars and therefore this portion of the project may be under-budgeted.

8. Terminal Air Devices:

A recent major ceiling/lighting project replaced many terminal air devices (diffusers/grilles). These should be considered for re-use to reduce project cost. In addition, new ceiling tile and lighting is present in many areas, yet it is unknown whether this equipment should be replaced or provided with new. Often tiles are damaged during the installation of significant ductwork and new tile should be provided.

9. Fire Protection Sprinkler Systems:

There is no new sprinkler system required per the RFP (only the back stage has a sprinkler system). However, as the RFP is written, without a wet sprinkler system there will likely be a significant number of costly fire/smoke dampers required at the new duct penetrations through fire walls/floors and these will also require annual maintenance/testing. Often the local authority having jurisdiction highly recommends buildings to be provided with a wet sprinkler system during major HVAC renovations of building (especially when ceilings are disturbed with new duct/tile/lights/controls). During the design phase of our remodeling project at Memorial Hall, this became apparent. If the building is only partially renovated for HVAC, at least the sprinkler riser and mains could be provided for future work, and spaces that are provided with new HVAC systems could be provided with a wet sprinkler system tied into the new fire alarm control system.

10. Alternate Design Strategy

An alternate design strategy, if a Predesign is not desired and if the scope of work in the RFP is modified, would be to focus solely on the mechanical rooms and replace all the AHUs and the pumps, piping (as required), duct, electrical upgrades and DDC controls. We will review consolidating AHUs, and pick 1 or 2 AHUs for alternate deducts. If we stay out of the rest of the building (except the duct chases and through roof penetrations) we avoid the inherent risks and costs associated with unknown conditions in the ceiling plenums. New rigid supply/return duct, VAVs w/ reheat, perimeter radiation, HWS/HWR piping, with all DDC controls will be very costly and a major disturbance to the building occupants. This work could be completed at



Mr. Jay McHenry, Campus Planner

July 8, 2010

Page 4

another time when funding is available. We feel that the primary energy, operation and maintenance savings is in the major equipment located in the two basement mechanical rooms.

Regardless of the design strategy chosen, the project should be considered for co-funding for the preliminary design phases through one of Xcel Energy's numerous energy conservation programs. Stanley Consultants is very familiar with these processes, having completed several of these types of programs with Xcel Energy at Winona State University.

We truly value our long-standing working relationship with Winona State University and we look forward to working with you in the future. Please let us know if you would like to discuss our services for this important project.

Sincerely,

Stanley Consultants, Inc.

Handwritten signature of Andy Koshire in cursive.

Andy Koshire, P.E.
Project Principal

Handwritten signature of Rob Darnell in cursive.

Rob Darnell, P.E.
Vice President

ATTACHMENT 3



Stanley Consultants INC.

A Stanley Group Company
Engineering, Environmental and Construction Services - Worldwide

July 15, 2010

Mr. Art Jones
Director, Facilities Services
Black Hills State University
1200 University Street, Unit 9513
Spearfish, SD 57799-9513

Dear Art:

Subject: Proposal for Electrical Distribution System Modeling

Attached is our proposal to provide electrical distribution system modeling.

If you have any questions regarding this proposal, please do not hesitate to contact me at 952.738.4322.
Thank you for this opportunity and we look forward to working with you to complete this important project.

Sincerely,

Stanley Consultants, Inc.

Andy Koshire, P.E.
Project Principal

Robert T. Darnell, P.E.
Vice President

Attachment

ajk:rttd:1EBTB-18265

This document was sent electronically

ATTACHMENT 5

Darnell, Rob

From: Koshire, Andy
Sent: Thursday, July 15, 2010 11:22 AM
To: Jones, Art; Kevin.Espeland@state.sd.us
Cc: Coonan, Jeremy; Westbrook, Chad; Darnell, Rob; Lidberg, Melissa
Subject: Proposal for Electrical Distribution System Modeling
Attachments: Proposal_Electrical Distribution System Modeling_071510.pdf

Kevin - I talked to Art this morning and he would like to proceed with this project. I have attached an updated proposal because the original proposal had an expiration date of June 1.

Please let me know if you have any questions. We are ready to get started on this project immediately upon receipt of a contract.

Andy Koshire, P.E.
Project Principal
Energy Business Unit

Stanley Consultants, Inc.
5775 Wayzata Blvd Suite 300
Minneapolis, MN 55416
Direct 952-738-4322
Cell 612-384-9891
Main Office 952-546-3669
Main Fax 952-546-4279
www.stanleygroup.com

ATTACHMENT 6

Darnell, Rob

From: Koshire, Andy
Sent: Friday, July 16, 2010 1:12 PM
To: Darnell, Rob
Subject: Fw: Pine Tech Boiler Project

Just fyi...

----- Original Message -----

From: Roger Wolff <rwolff@pegasusgrp.net>
To: Koshire, Andy
Cc: Bimberg, Brian; 'James Morgan' <James.Morgan@csu.mnscu.edu>; 'Steve Lange' <LangeS@pinetech.edu>
Sent: Fri Jul 16 13:08:48 2010
Subject: RE: Pine Tech Boiler Project

Andy,

I'm available anytime on Tuesday.

Thanks,

Roger

-----Original Message-----

From: Koshire, Andy [mailto:koshireandy@stanleygroup.com]
Sent: Friday, July 16, 2010 9:43 AM
To: Roger Wolff; James Morgan; Steve Lange
Cc: Bimberg, Brian
Subject: Pine Tech Boiler Project

I talked to John Strand this morning from LBP and he advised working directly with Tim Hayes regarding this project. I didn't realize Tim is the Owner, which is very surprising. I left Tim a voicemail message letting him know we will be having discussions with the project team (MnSCU/Pine Tech/Roger) to develop an action plan to complete the project by canceling his contract and working with either new contractors or working directly with the existing subcontractors.

If we don't hear from LBP Monday, let's plan to talk on Tuesday about this. Please let me know your availability.

Thanks.

Andy Koshire, P.E.
Project Principal
Energy Business Unit

Stanley Consultants, Inc.
5775 Wayzata Blvd Suite 300
Minneapolis, MN 55416
Direct 952-738-4322
Cell 612-384-9891
Main Office 952-546-3669
Main Fax 952-546-4279

ATTACHMENT 7

Darnell, Rob

From: Koshire, Andy
Sent: Tuesday, July 20, 2010 1:52 PM
To: Darnell, Rob; Eckman, Shane
Subject: Fw: Dakota State University

FYI....

----- Original Message -----

From: Graves, Kenton
To: Koshire, Andy
Sent: Tue Jul 20 12:16:13 2010
Subject: RE: Dakota State University

I am scheduled for Jury duty starting on wed Jul 28 and will not know anything more until the night before. Is it possible that the interview can be done without me?

Please be aware that Muscatine has several large Afghanistan projects with very tight schedules happening over the next couple of months. If any building design people in Minneapolis are available get their managers to talk to Muscatine.

Kenton

-----Original Message-----

From: Koshire, Andy
Sent: Monday, July 19, 2010 10:00 AM
To: Graves, Kenton
Cc: Westbrook, Chad; Prescher, John; Eckman, Shane
Subject: Dakota State University

Attached are the relevant files from this proposal. John/Chad/Shane - we were shortlisted on this project and will have an interview in 2 weeks (date TBD) in Pierre, SD. Not sure who all we'll bring but just a heads up we may bring all of you since this is a large project and we need work.

There is large amount of electrical work also. We might want to consider a trip to the campus this week to collect more information (both electrical and mechanical), especially if we can piggy back the trip w/ a meeting at SDSU (Madison is about 40 minutes from Brookings). JP/Chad - let me know what you think about that with your schedule/workload.

Andy Koshire, P.E.
Project Principal
Energy Business Unit

Stanley Consultants, Inc.
5775 Wayzata Blvd Suite 300
Minneapolis, MN 55416
Direct 952-738-4322
Cell 612-384-9891
Main Office 952-546-3669
Main Fax 952-546-4279
www.stanleygroup.com

ATTACHMENT 8

Darnell, Rob

From: Koshire, Andy
Sent: Friday, July 23, 2010 9:34 AM
To: Jason Theisen
Cc: Corrigan, Barbara J; Darnell, Rob; Lidberg, Melissa; Westbrook, Chad
Subject: Proposal for Heating System Optimization Study
Attachments: Proposal_Heating System Optimization Study.pdf; Xcel Energy_Application for Heating System Optimization Study_draft.pdf

Jason - Attached is our proposal for the Heating System Optimization Study, in accordance with Xcel Energy's program.

Also attached is a draft Xcel Energy pre-approval form. Please complete the section titled "Business Customer Information" on page 1 and "Customer's Declaration" on page 2 and submit to Barb with our proposal.

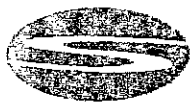
Let me know if you have any questions.

Thank you.

Andy Koshire, P.E.
Project Principal
Energy Business Unit

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ATTACHMENT 9



Stanley Consultants INC.

A Stanley Group Company
Engineering, Environmental and Construction Services - Worldwide

July 23, 2010

Mr. Jason Theisen
Director of Facilities
St. Cloud Technical & Community College
1540 Northway Drive
St. Cloud, MN 56303

Dear Jason:

Subject: Proposal for Heating System Optimization Study

Attached is our proposal to provide a boiler plant study in accordance with Xcel Energy's Heating System Optimization program. If pre-approved by Xcel Energy, this study could be refunded by up 75% of the cost of the study.

If you have any questions regarding this proposal, please do not hesitate to contact me at 952-738-4322.

Thank you for this opportunity and we look forward to working with you to complete this important project.

Sincerely,

Stanley Consultants, Inc.

Andy Koshire, P.E.
Project Principal

Robert T. Darnell, P.E.
Vice President

Attachment

cc: Proposal File - 1EBTB-18642

This document was sent electronically.

ATTACHMENT 10

Darnell, Rob

From: Koshire, Andy
Sent: Friday, July 23, 2010 10:48 AM
To: bill.breyfogle@csu.mnscu.edu; shelly.robshaw@csu.mnscu.edu
Cc: Darnell, Rob; Lidberg, Melissa
Subject: Proposal for Design Standards Support Service
Attachments: Proposal_Design Standards Review.pdf; Proposal Request Letter.pdf

Bill - Attached is a proposal per Shelley Robshaw's request to provide Design Standards Support Services (included is her original letter request).

We look forward to continuing to support MnSCU on these important services.

Please let me know if you have any questions.

Thanks.

Andy Koshire, P.E.
Project Principal
Energy Business Unit

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Minneapolis, MN 55416
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ATTACHMENT 11



Stanley Consultants INC.

A Stanley Group Company
Engineering, Environmental and Construction Services - Worldwide

July 23, 2010

Mr. Bill Breyfogle
Director, Construction and Support Services
350 Wells Fargo Place
30 East Seventh Street
St. Paul, MN 55101

Dear Bill:

Subject: MnSCU Design Standards Reviews

Stanley Consultants is pleased to submit for your consideration the attached proposal for reviewing items related to the MnSCU design standards.

Thank you for the opportunity to submit this proposal. We are looking forward to continuing our ongoing services, related to reviewing items with the MnSCU design standards. Should you have questions concerning this proposal, please do not hesitate to contact me at 952.738.4322.

Sincerely,

Andy Koshire, P.E.
Project Principal
Stanley Consultants, Inc.

Robert T. Darnell, P.E.
Vice President
Stanley Consultants

Attachments

This document was sent electronically

ATTACHMENT 12

Darnell, Rob

From: Koshire, Andy
Sent: Thursday, July 29, 2010 9:35 AM
To: Gordon Heitkamp
Cc: Darnell, Rob; Lidberg, Melissa; Bimberg, Brian
Subject: RE: Construction Change Directive

This is the notice to proceed. Please print this email out and deliver to Don.

I don't have access to the official AIA software to generate the document. The person in our office that has this authority is not in the office at the moment, but will be later today and we'll issue the formal paperwork at that time.

Thanks!

-----Original Message-----

From: Gordon Heitkamp [mailto:Gordon.Heitkamp@mnwest.edu]
Sent: Thursday, July 29, 2010 9:32 AM
To: Koshire, Andy
Subject: RE: Construction Change Directive

Andy,
Please call me when this notice to proceed has been faxed so I can get it to Don ASAP.
Call 1-507-360-1128
Thanks,
Gordy

-----Original Message-----

From: Koshire, Andy [mailto:koshireandy@stanleygroup.com]
Sent: Thursday, July 29, 2010 9:28 AM
To: Gordon Heitkamp; Jeff Harms
Cc: Bimberg, Brian; Jaster, Mark; Lidberg, Melissa
Subject: Construction Change Directive

Gordon - Don checked on other available backfill material, locally and readily available. He talked to 2 suppliers of 1-1/2" stone. One supplier did not have enough material to offer and the other had very little so his selling price was high, \$30/yard. Therefore, we'll go with the crushed concrete that is readily available in Worthington.

please pass this along to Don (Mark and I have discussed this with Don already):

Construction Change Directive:

"Provide crushed concrete backfill material in the excavation as necessary to achieve compaction test results per the contract documents.
This work shall be billed on a time/material basis not to exceed \$6,000.
The final change order amount will be based on actual time/material logs for the crushed concrete material work less the amount originally provided in the bid for backfill labor/material costs."

Andy Koshire, P.E.
Project Principal
Energy Business Unit

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ATTACHMENT 15

September 3, 2010

Mr. Kip Oveson
Physical Plant Director
Ridgewater College
2101 15th Avenue NW
Willmar, MN 56201

Dear Kip:

Subject: Proposal for Construction Documents for Phase 2
Central Heating Plant Improvements Project


Enclosed is our proposal to provide professional services for construction documents for Phase 2 of the Central Heating Plant Improvements Project. This proposal is based on our understanding of the project following completion of the schematic design for Phase 1 and 2, detailed design for Phase 1, and recent discussions.

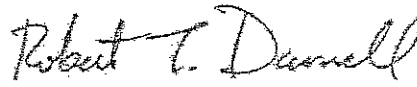
If you have any questions regarding this proposal, please do not hesitate to contact me at 952.738.4322 or our team's project manager, Brian Bimberg, at 952.738.4375.

Thank you for this opportunity and we look forward to working with you to complete this important project.

Sincerely,

Stanley Consultants, Inc.


Andrew J. Koshire, P.E.
Project Principal


Robert T. Darnell, P.E.
Vice President

Attachment

cc: Barry Schaub - MnSCU Program Manager
Daniel Holtz - Ridgewater College
Files 1EBTB-18990

This document was sent electronically



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252

