



Minnesota Sports Facilities Authority

Amended Agenda

Friday, March 8, 2013

9:00 a.m.

Hubert H. Humphrey Metrodome

Halsey Hall Room

900 South Fifth Street, Minneapolis, MN 55415

1. CALL TO ORDER
2. ROLL CALL
3. ADOPTION OF AGENDA
4. APPROVAL OF AUTHORITY MEETING MINUTES:
 - Regular Meeting, February 8, 2013
 - Special Meeting, February 15, 2013
5. CHAIR'S REPORT
6. ORGANIZATIONAL MATTERS
 - a. Election of Officers
 - Vice-Chair
 - Secretary/Treasurer
7. BUSINESS
 - a. Action Items
 - i. Approve Proposals & Award Contract
 - Insurance Broker Services for Property & Casualty Program
 - ii. Authorize Request for Proposals
 - Chilled Water & Steam Services
 - Employment Assistance Firm
 - iii. Authorize Prepayment
 - Electrical Feeder Relocation
 - iv. Approve Negotiation & Execution of Amendment to Hammes Contract
8. PUBLIC COMMENTS
9. DISCUSSION
10. ANNOUNCE FUTURE MEETINGS – Friday, April 12, 2013 at 9:00 a.m. – Board Meeting
11. ADJOURNMENT

MINNESOTA SPORTS FACILITIES AUTHORITY

Regular Meeting
Friday, February 8, 2013
9:00 a.m.

Hubert H. Humphrey Metrodome
MSFA Conference Room
900 South 5th Street
Minneapolis, MN 55415

1. CALL TO ORDER

Chair Michele Kelm-Helgen called the meeting of the Minnesota Sports Facilities Authority to order at 9:00 AM.

2. ROLL CALL

Commissioners Present: Chair Kelm-Helgen, Commissioner Butts Williams, Commissioner Benson, Commissioner McCarthy, and Commissioner Griffith.

Commissioners Absent: None

3. ADOPTION OF AGENDA

Chair Kelm-Helgen presented the agenda. *A motion was made by Commissioner Benson and seconded by Commissioner Butts Williams to adopt the agenda. Motion carried.*

4. APPROVAL OF AUTHORITY MEETING MINUTES

Approval of Authority Minutes for Regular Meeting of January 18, 2013. *A motion was made by Commissioner McCarthy and seconded by Commissioner Benson to approve the minutes. Motion carried.*

5. CHAIR'S REPORT

Chair Kelm-Helgen recognized Representative Morrie Lanning who was in attendance. She thanked him for his work on the passage of the stadium bill, and mentioned how everyone will miss his involvement as he enters retirement.

Chair Kelm-Helgen announced that the MSFA will not be selecting a Construction Manager at this particular meeting, but it is expected that a special meeting will be called as soon as the following Friday. Chair Kelm-Helgen assured everyone that the MSFA is still on track and on schedule. She emphasized that the MSFA and Team need to make a careful and thoughtful decision. The Authority and Team are taking the time to go through all information and conduct negotiations in a thorough manner.

The field has been narrowed to Hunt who has partnered with Kraus Anderson and Mortenson who has partnered with THOR Construction.

6. BUSINESS

a. Equity Plan Update

The draft Equity Plan was released on Friday, January 18, 2013. This Equity Plan is a continuation of equity efforts from the design phase; building on comments from stakeholders; and public input we have received.

Staff has held two public meetings gathering input on the draft Equity Plan, and received a lot of great feedback internally and externally. This feedback has allowed for the Authority and Team to adjust a number of items within the plan.

The two major issues that are different in this new draft are:

- 1) The Authority and the Vikings agree that the goal for the Targeted Group Businesses will be 20% and that goal applies to Minnesota based businesses only.
- 2) The Authority and the Vikings have established a veterans inclusion program within the Equity Plan. This will ensure that the Authority and the Team are working on connecting with Minnesota's veteran population. The MSFA will be working on the inclusion of veteran owned businesses as well as including veterans in workforce outreach.

The plan and stadium project will set a new standard for transparency, oversight, resulting in real numbers and real impact on businesses and individuals. The goals are going to be challenging for everyone but the Authority and Team have established a strong process that is grounded in collaboration and transparency.

Recommendation: The Authority approve the Construction Services Agreement Equity Plan. Motion was made by Commissioner Butts Williams and seconded by Commissioner McCarthy. Motion carried.

A copy of the Equity Plan is available in the MSFA offices and on the MSFA website.

b. Update on Construction Management

Chair Kelm-Helgen provided this update in the Chair's report.

c. Metrodome Events Update

Bobbi Ellenberg presented a report on upcoming events at the Metrodome. Various baseball, motocross and soccer events will be held at the Dome as well as the annual Vikings draft party.

d. Budget Report – November 30, 2013

Mary Fox-Stroman presented the monthly financial reports. The report discussed was the MSFA Budget Report as of November 30, 2012. Copies of the report are on file in the Authority Office.

7. **PUBLIC COMMENT**

Two individuals came forward to address the MSFA Board.

Jerry Kyser, Topic: Mr. Kyser introduced himself as a representative of the veterans' community. He appreciates efforts from the Authority and Team to work with the community and provide opportunities.

Al Flowers, Topic: Mr. Flowers reiterated his concerns with the equity plan not resulting in real work for African Americans. In particular, he is concerned with the use of "good-faith" efforts as language in the plan. He would like to see the plan incorporate language that actually states that these goals must be met.

8. **DISCUSSION**

None

9. **ANNOUNCE FUTURE MEETINGS**

Friday, March 8, 2013 at 9:00am – MSFA Board Meeting, Halsey Hall.

10. **ADJOURNMENT**

There being no further business to come before the Authority, a motion was made by Commissioner Benson and seconded by Commissioner Butts Williams to adjourn the meeting. Motion carried. Chair Kelm-Helgen adjourned the meeting at 9:35 am.

ADOPTED this 8 day of March, 2013 by the Minnesota Sports Facilities Authority

Duane Benson, Secretary

Ted Mondale, CEO/Executive Director

MINNESOTA SPORTS FACILITIES AUTHORITY

Special Meeting
Friday, February 15, 2013
9:00 a.m.

Hubert H. Humphrey Metrodome
Halsey Hall Room
900 South 5th Street
Minneapolis, MN 55415

1. CALL TO ORDER

Chair Michele Kelm-Helgen called the meeting of the Minnesota Sports Facilities Authority to order at 9:00 am.

2. ROLL CALL

Commissioners Present: Michele Kelm-Helgen, Barbara Butts Williams, Duane Benson, Bill McCarthy, John Griffith

Commissioners Absent: None

3. ADOPTION OF AGENDA

Chair Kelm-Helgen presented the agenda. *A motion was made by Commissioner Benson and seconded by Commissioner Butts Williams to adopt the agenda. Motion carried.*

4. APPROVAL OF CONSTRUCTION SERVICES AGREEMENT

The Authority in collaboration with the Minnesota Vikings solicited proposals for a Construction Manager ("CM") beginning in early December. That process resulted in statements of interest by potential CM firms in late December. Those firms that indicated interest were Skanska, Gilbane, Hunt, and Mortenson. Following those submittals, the next step in the process was the submittal of proposals in early January. Proposals were received from Skanska, Hunt, and Mortenson. The Team and Authority interviewed the firms in late January.

After the interviews, the Team and Authority agreed to negotiate proposed contract arrangements with Hunt Construction of Indianapolis and Mortenson of Minneapolis. Both firms underwent an Equity Plan evaluation by the Team, Authority, other stakeholders and consultants. A number of meetings were held with the firms by the Team, the Authority, legal consultants and respective Owners' Representatives regarding the proposed contracts. Those negotiations were completed late this week. Based upon those negotiated contracts, the Team

and Authority are in agreement that the Construction Services Agreement should be awarded to Mortenson.

Recommendation: The Authority authorizes the Chair and CEO/Executive Director to enter into a contract for Construction Services with Mortenson. A motion was made Commissioner Griffith and seconded by Commissioner McCarthy to authorize the Chair and CEO/Executive Director to enter into a contract for Construction Services with Mortenson. Motion carried.

5. **ADJOURNMENT**

There being no further business to come before the Authority, a motion was made by Commissioner Griffith and seconded by Commissioner McCarthy to adjourn the meeting. Motion carried. Chair Kelm-Helgen adjourned the meeting at 9:17 am

ADOPTED this 15 day of February, 2013 by the Minnesota Sports Facilities Authority

Duane Benson, Secretary

Ted Mondale, CEO/Executive Director



MINNESOTA SPORTS FACILITIES AUTHORITY
900 South 5th Street
Minneapolis, Minnesota 55415

March 8, 2013

MEMORANDUM

TO: MSFA Commissioners

FROM: Ted Mondale/Mary Fox-Stroman

SUBJECT: Award the contract for Insurance Broker Services for Property and Casualty Program

On February 22, 2013 the Minnesota Sports Facilities Authority (Authority) received six proposals in response to the request for proposals (RFP) for insurance broker services for the property and casualty program. The property and casualty insurance program includes the following insurance policies: auto liability, boiler and machinery, crime, general liability, property, public officials, roof deductible buy-back, terrorism, umbrella, and workers' compensation. All six proposals were reviewed and evaluated based on the criteria specified in the RFP. Fees for services ranged from \$24,500 to \$70,000. Four proposers were selected for a one-hour interview.

Interviews were held on Tuesday, March 5, 2013 and the interview panel included Chair Kelm-Helgen, Commissioner Benson, Ted Mondale, Mary Fox-Stroman, Jay Lindgren, and Robert Staed, Greyling Consultants, Inc. Each proposer was asked to make a presentation and respond to a list of 12 questions. The interview panel looked at the following seven key criteria: expertise, experience, and service capabilities; key staff proposed to be assigned to perform work on the program; past performance; access to specialized insurance markets; interview; acceptance of contractual terms proposed in the project services agreement; and fees or commissions (cost). During the interviews, a wealth of information was provided and a variety of creative ideas and suggestions for next year's insurance program were discussed.

Based upon the materials submitted by the interviewees and the interviews of the four firms, the panel unanimously recommends that the contract be awarded to Team Minnesota for a negotiated fee of \$30,000. Team Minnesota is a partnership of Associated Insurance Agents, Risk Management Consulting Services, Inc. and Willis of Minnesota. Associated Insurance Agents is the Authority's current broker, which has had a long-term partnership with Risk Management Consulting Services, Inc., and has continuously provided the insurance broker services for this program since 2008.

Recommendation: *The Authority accepts the proposal for Insurance Broker Services for the Property and Casualty Insurance Program from Team Minnesota and authorizes the Chair and CEO/Executive Director to execute a professional services agreement with Associated Insurance Agents for a negotiated fee of \$30,000.*



MINNESOTA SPORTS FACILITIES AUTHORITY
900 South 5th Street
Minneapolis, Minnesota 55415

March 8, 2013

MEMORANDUM

TO: MSFA Board Members

FROM: Ted Mondale/Steve Maki

SUBJECT: Authorize Request for Proposals – Chilled Water & Steam Services

The Authority will need service providers for both heating services and chilled water for the new stadium. HKS's sub consultant ME Engineers has reached out to local entities NRG and Hennepin County (Environmental Services) for pricing of the estimated heating and cooling loads. This information will help to make a determination of best value for a plant built onsite and operated only for the stadium versus a service provider off site. In the interim, staff is requesting the ability to issue an RFP for heating and cooling services as if the services will be provided by an outside vendor. This information is needed as part of the design/development process.

Recommendation: The Authority authorizes a Request For Proposal for Chilled Water & Steam Services.



MINNESOTA SPORTS FACILITIES AUTHORITY
900 South 5th Street
Minneapolis, Minnesota 55415

March 8, 2013

MEMORANDUM

TO: MSFA Commissioners

FROM: Ted Mondale

SUBJECT: Authorize Request for Proposals for Employment Assistance Firm

Pursuant to Minn. Stat. § 473J.12, the Authority is charged with issuing a Request for Proposals for an employment assistance firm, preferably minority-owned, or owned by a disabled individual or a woman, to create an employment program to recruit, hire, and retain minorities for the stadium facility. The Authority intends to supplement its statutory mandate and engage an employment assistance firm to identify, train, and facilitate the hiring and utilization of minorities, women, and veterans by the Construction Manager and its Subcontractors hired to construct the Project.

The stadium legislation calls for the Authority to establish workforce utilization goals at least equal to current City of Minneapolis goals – which are 32% minority and 6% women. The Equity Plan for the Construction Services Agreement states that the Authority is committed to ensuring that the Construction Manager meets the goals or uses all necessary and reasonable good faith efforts to meet these goals.

The Employment Assistance Firm will train minorities and women to perform work on the stadium project. This training service will help us address these aggressive workforce goals.

Recommendation: The Authority authorizes the CEO/Executive Director to solicit Request for Proposals (RFP) for an Employment Assistance Firm. A recommendation for contract award will be presented at a future meeting.



MINNESOTA SPORTS FACILITIES AUTHORITY
900 South 5th Street
Minneapolis, Minnesota 55415

March 8, 2013

MEMORANDUM

TO: MSFA Commissioners

FROM: Ted Mondale/Steve Maki

SUBJECT: Authorize Prepayment – Electrical Feeder Relocation

Xcel Energy has a high voltage feeder that extends across the North side of the main East parking lot subsurface. The feeder needs to be relocated prior to the upcoming football season to allow for initial construction activities in October. Xcel Energy has estimated the cost of this work to be approximately \$1M. This is a project related cost. The Authority has to prepay for this work and a credit will occur for any costs less than the estimate. Staff is in discussions with Xcel Energy regarding the timing of payment(s) for the work. The Minnesota Vikings are in agreement as to the expense.

Recommendation: The Authority authorize prepayment as outlined above in an amount not to exceed \$1M. Furthermore, the Authority authorizes the Chair and CEO/Executive Director to enter into said agreement and payment once finalized.



1518 Chestnut Avenue
Minneapolis, Minnesota 55403-1232

March 6, 2013

Mr. Steve Maki
Minnesota Sports Facilities Authority
900 S. 5th St.
Minneapolis, MN 55415

RE: An Indicative Cost Estimate for Moving Xcel Energy Facilities

Dear Mr. Maki,

Thank you for the opportunity to respond to your request for an indicative cost estimate for Xcel Energy to provide Special Facilities for electrical duct line relocations for the new Vikings Stadium.

An indicative engineering effort produced a cost estimate of \$1,000,000 for moving the existing Xcel Energy duct line to a new location. Payment for the relocation work can take place in two installments; one payment of \$500,000 before start of construction and the remainder of balance due before completion of construction.

This cost is meant to give you an idea of the potential required investment. It is based on typical conditions encountered on past construction projects and utilized historical cost data from other Xcel Energy projects that may or may not be directly comparable. It is intended to provide a broad-based estimate of possible costs that may be incurred during a potential construction project.

An indicative cost estimate is not a cost estimate based on a detailed engineering and design analysis (DEDA). To get a DEDA, a non-refundable payment of \$5,000 must be submitted. The DEDA may take up to 90 days to complete and will be valid for 90 days from the date of receipt of the DEDA. Xcel Energy does not guarantee or warrant that a DEDA will be within the range of the indicative cost estimate.

The DEDA is completed based on information provided to Xcel Energy. Therefore, any changes in information provided may add further cost and time to the completion of the DEDA. If additional detailed engineering and design analysis is incurred, Xcel Energy reserves the right to request additional payment. Once the DEDA is complete, it will include a cost estimate that can be used to move forward with payment and construction of the requested Special Facilities. If Xcel Energy is requested to build the Special Facilities, the non-refundable payment of \$5,000.00 will be applied towards construction costs incurred.

In closing, if you have any questions or comments, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Patrick Dalton".

Patrick Dalton
Metro West Operating Engineer
1518 Chestnut Ave, Minneapolis, MN 55403
P: 612.330.6375 C: 612.308.8157 E: patrick.l.dalton@xcelenergy.com



MINNESOTA SPORTS FACILITIES AUTHORITY
900 South 5th Street
Minneapolis, Minnesota 55415

March 8, 2013

MEMORANDUM

TO: MSFA Commissioners

FROM: Ted Mondale/Steve Maki

SUBJECT: Authorize Negotiation & Execution of Amendment to Hammes Contract

The new stadium development will require an integrated program management service to deal with issues relating to financial, contract, budget & cost controls, risk and reports. There is a need to move ahead quickly on such a system given the pace of the project and anticipated expenditures.

The Construction Manager, Mortenson, has a system that they will use for processing their payments, construction coordination matters and contracts. There will be a need for an audit function to verify the payments to be made to the various and many sub contractors and sub consultants for the project. Hammes, in response to the Authority's Request for Proposals (RFP) for Owner's Representative, supplied to the Authority last summer a proposal consistent with the RFP for such services for the project.

Staff and consultants have reviewed many of the services available for this need. Based upon this review, staff believes the course of action would be to utilize the data generated by Mortenson as part of their system to be integrated with the Hammes proposal, with an additional outside audit function to monitor and verify payments.

The Hammes contract would need to be amended for this increased scope of work. Staff would proceed with negotiation and execution of an agreement of this matter with board approval. The total cost of this service has been budgeted by the MN Vikings and Authority to not exceed \$2M. Staff anticipates this will be a project cost.

Recommendation: The Authority authorize the Chair and the CEO/Executive Director to negotiate and execute an Amendment to the Hammes contract as outlined above.