

REQUEST FOR QUOTATIONS

Stadium Wayfinding

FOR CAPITAL IMPROVEMENT TO U.S. BANK STADIUM IN MINNEAPOLIS, MINNESOTA

June 21, 2019

A. Project Background and Objectives

In 2012, the State of Minnesota enacted 2012 Minnesota Laws, Chapter 299 (the “Act”), to establish the Minnesota Sports Facilities Authority (“Authority”) and to provide for the construction, financing, and long-term use of a new stadium now known as U.S. Bank Stadium (the “Stadium”) and related stadium infrastructure (the “Stadium Infrastructure”) as a venue for professional football and a broad range of other civic, community, athletic, educational, cultural and commercial activities.

As set forth in the Act, the Authority may make capital improvements to design, development and construction of the Stadium and the Stadium Infrastructure, and certain capital improvements that that Authority is soliciting in this Request for Quotations (“RFQ”). This shall be referred to as the “Project”. in this RFQ. To that end, the Authority has prepared this RFQ for the cocktail dispensing procurement. Those who respond to this RFQ shall be referred to as “Proposers”.

The Specification Documents identifying and indicating the scope of the Project are also incorporated within this RFQ as **Exhibit 1**. The Project must be completed no later than July 23, 2019 (the “Required Completion Date”).

B. Intent and Process of the Request for Quotations

This RFQ is focused on the selection of a Proposer who will provide the best value to the Authority in regards to Stadium Wayfinding.

Proposers should have experience in fields similar to products described in this RFQ. It is the desire of the Authority to consider as part of its selection criteria the commitment of the Proposer to exert good faith efforts to comply with the plan of the Authority to ensure equitable opportunities for Minority Owned Business Enterprises (“MBE”) and Women Owned Business Enterprises (“WBE”) to participate in the Project.

The successful Proposer or Proposers must also demonstrate the ability to exert good faith efforts to comply with workforce goals and targeted zip code hiring goals, and work with organizations to develop effective MBE, WBE and workforce recruitment efforts during the Project.

The Authority has developed an Equity Plan and each Proposer should provide details describing how they will optimize the participation and utilization of appropriate workforce, MBEs and WBEs in the Proposers' performance of the Flex Stand Video Wall Equipment and Turn Key Installation project.

MBEs and WBEs that are interested in acting as the Proposers for the Project are encouraged to respond to the RFP.

C. Scope of the Project Requirements

Please see Exhibit 1 for project requirements.

D. Requested Qualifications

The Authority reserves the right and discretion to determine the qualifications and responsibility of the Proposers to perform the work and services that are the subject of the RFQ. It is the request and intent of the Authority that Proposers responding to the RFQ have the following qualifications.

- Experience history with signage similar to the Project described in this RFQ.
- Ability to provide ongoing services.

E. RFQ Timeline

Advertise and issue Request for Quotations	June 21, 2019
Quotations Due	June 26, 2019
Selection of Provider	July 1, 2019
Project Completion	July 23, 2019

By submitting a Quotation, the Proposer affirms that this timeline can be met.

F. Proposer Qualifications

The following items shall be included in a Proposal executive summary:

- Proposer's name and address of office that would have central responsibility for the work. Identify the business form of Proposer. If the proposed form of entity is a joint venture, please identify each joint venture participant and their respective percentage of ownership.
- Provide a summary, on one page or less, describing why the Proposer is the most qualified to be the Provider for the Project.
- Proposer agrees that if it is proposing any services including installation work, it shall obtain worker's compensation insurance, vehicle insurance, and any other insurance required by applicable law or regulation. Proposer also agrees that it shall maintain commercial general liability insurance in commercially reasonable amounts, and that proposer shall provide upon request a certificate of insurance evidencing such coverage and additional insured status as requested.

- Exhibit 1 – Scope and Specification Documents. See scope and site documents.
- Exhibit 2 – Proposal Scope of Services and Pricing Information. The Proposer will provide a.) a detailed description of all services, labor, labeling, testing and documentation preparation included in the proposal, as required for a turn key installation, and b.) a detailed listing of all equipment, installation materials, licenses, connecting devices and miscellaneous components included in the proposal as required for a turn key installation.
- Exhibit 3 – Equity Plan Targeted Business Commitment and Information Form. Proposer must complete and provide both the Targeted Business Commitment and Information Forms with the proposal.
- Exhibit 4 – Equity Report. Prior to MSFA approval and payment of monthly project invoices, Proposer must complete the monthly report form detailing required information including all workforce services and hours performed.

G. Quotations

Quotations are due by June 26, 2019. One electronic copy and 3 bound copies of each quote and should be enclosed in a sealed envelope addressed to:

Minnesota Sports Facilities Authority
 Attention: James Farstad
 1005 4th Street South
 Minneapolis, Minnesota 55415

The electronic copy should be sent via email to:

James Farstad at james.farstad@msfa.com
JP Paul at paulj@vikings.nfl.net
AND
Elizabeth Proeitz at Elizabeth.proeitz@msfa.com

Questions or Inquiries. All questions must be submitted via email by June 25, 2019 BY 5PM, to:

James Farstad at james.farstad@msfa.com
JP Paul at paulj@vikings.nfl.net
AND
 Elizabeth Proeitz at Elizabeth.proeitz@msfa.com

H. Minnesota Government Data Practices

All Quotations are subject to the Minnesota Government Data Practices Act (the “Act”), Minn. Statutes, Chapter 13, but the Act prohibits disclosure of any information derived from Quotations submitted by competing Proposers, and the content of all quotations is nonpublic data under Chapter 13, until such time as notice to award a contract to the successful Proposer is given by the Authority. Proposers shall

note with their quotation, any data in their quotation that they consider proprietary information or otherwise private and confidential.

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EXHIBIT 1

U.S. Bank Stadium needs updated wayfinding signage throughout the stadium. Please refer to the below pages for a list of changes needed. Selected proposer is also responsible for labeling, testing, clean up, and preparation for the Wayfinding Signage and Turn Key Installation projects.

USBS Wayfinding Updates 2019

Overall Stadium Wayfinding Updates

Requestor	Sign Type	Photo Reference	Specs	Description	Qty	Cost per Unit	Total Cost	Comments
Both	Vinyl	Page 2	6" tall vinyl	Entry and Exit Signs for Women's and Men's Restrooms - Vinyl added for ENTRY and EXIT	55			25 - Main, 30 - Upper
			1/8" Aluminum Sheeting - CNC cut - Brake Formed to shape - Painted MP28314 'Purple' 1/8" Acrylic Painted Brushed Aluminum First Surface		2			
Both	Blade/Vinyl	Page 3		Guest Services Booth Signage; Purple/Gold Lobby distinction	2			
Both	Hanging Signage	Page 6	4" tall vinyl	Section 136 signage is confusing; Change arrow on 136; Take 239-240 off sign; vinyl 136 sign above door	1			
Both	Hanging Signage	Page 9	13" vinyl	Add sign indicating Veizon Gate is down	2			
Both	Vinyl and Beam Signage	Page 10	34" vinyl	Upper Concourse Section 326 needs arrow added to direct people to the left	1			
			FABRICATED ACRYLIC - TRANSLUCENT RE-USE EXISTING INTERNAL LIGHTING MATCH ALL SPECIFICATIONS ON SITE					
Both	Removing Truss Bar sign	Page 11		Truss Bar sign needs to be taken off in the Cabin area - glued on reception desk millwork	1			
			Back Panel 1/2" ACRYLIC PAINTED BRUSHED ALUMINUM MILLED POCKET FOR ACCENT 1/8" DEEP Accent 3/8" CLEAR ACRYLIC RECESSED INTO MILLED POCKET IN BACK PANEL SECOND SURFACE PAINTED CONFIRM LOCATION COLOR Install STUDS AND SILICONE PURPLE SOUTH SIDE: MP26181 GOLD NORTH SIDE: MP46399		2			
Both	Restroom Signs	Page 12		Replace paper restroom signage in FMP Club with permanent signage	2			
			Plaque Backer 1/2" ACRYLIC PAINTED BRUSHED ALUMINUM Copy and Symbols Install VERIFY CORRECT LOCATION COLOR VERIFY AVAILABLE SPACE 1/32" RAISED COPY TO MATCH PMS COOL GREY 11C Footer 1/4" ACRYLIC PAINTED MP28314 PURPLE (OR MP59554 GOLD)		1			
Both	Restroom Signs	Page 13		Replace laminated paper restroom sign for Men's bathroom with permanent signage in Hyundai Club closest to Ecolab Gate	1			
Both	Wall sign	Page 14	Vinyl	Arrows do not match on lower Pentair hallway sign across from Tommy Bahamas store	1			
			Back Panel 1/2" ACRYLIC PAINTED BRUSHED ALUMINUM MILLED POCKET FOR ACCENT 1/8" DEEP Accent 3/8" CLEAR ACRYLIC RECESSED INTO MILLED POCKET IN BACK PANEL SECOND SURFACE PAINTED CONFIRM LOCATION COLOR Install STUDS AND SILICONE PURPLE SOUTH SIDE: MP26181 GOLD NORTH SIDE: MP46399		1			
Both	Wall sign	Page 15		Replace paper Medtronic hallway sign next to the top of the Delta escalators with permanent signage	1			
Both	Escalator Hanging Sign	Page 16	Vinyl	Change V20 to V10	1			
Both	Wall sign above door	Page 18	12" 1/4" ACRYLIC PAINTED BRUSHED ALUMINUM	Add "Ticket Office" above door in corridor of Polaris Gate	1			
Both	Hanging Signage	Page 19	Vinyl	Add left arrow for Mystic Lake's Club Purple to the hanging sign on the Main Concourse by section 101 and 143 that directs people over to stair 10 to get up to Club Purple	1			
Both	Couch Labeling	Page 20	Vinyl	Add numbers to couch signs in Club Purple	1			
Both	Elevator Blade Signs		Vinyl	Add "Elevator" copy to existing signs	5			
Both	Blade Signs	Page 4	Vinyl	Signs for charging stations around the stadium	10			
Both	Drink Rail Signage	Page 5	Vinyl	ADA Section Signage "Be Respectful"; Sec. 240 Row 16; Sec. 217 16w	2			
Both	Wall sign	Page 7	Vinyl	Section 334-337 Sign on staircase wall should say 337-338; Hanging Sign should be 334-336	1			
Both	Beam Sign	Page 17	Vinyl	Change Gold Lobby arrow on beam sign behind escalator at Legacy gate next to Caribou	1			

EXHIBIT 2

Proposal Scope of Services and Pricing Information

Proposer: _____

Proposer Address: _____

Proposer Phone Number: _____

Contact Name: _____

Proposer Email Address: _____

Scope of Professional Services and Fees

Define the scope of professional services, if any, that will be provided to the MSFA and detail all hourly rates and fees.

Sub Total of Professional Services

Total Professional Fees

EXHIBIT 2

Proposal Scope of Services and Pricing Information

Proposer: _____

Proposer Address: _____

Proposer Phone Number: _____

Contact Name: _____

Proposer Email Address: _____

Describe the equipment and materials, if any, that will be provided to the MSFA and detail all quantities and unit prices for the equipment and materials proposed below. In addition, include installation labor costs, freight, and Minnesota sales tax.

Quantity	Materials Description	Price
	Subtotal of Professional Services	
	Subtotal Materials	
	Installation Labor	
	Freight	
	Minnesota Sales Tax (6.875%)	
	Total	

EXHIBIT 3

EQUITY PLAN

TARGETED BUSINESS COMMITMENT AND INFORMATION FORM

Proposer Company Name: _____

Check ONE of the following:

No Targeted Business participation is committed on this project

The following Targeted Business (MBE & WBE) participation is committed on this project:

Firm Name (Legal business name used for Targeted Business certification)	WBE MBE (Check one)		How will firm participate? (subcontractor, consortium, joint venture)	Description of work	Estimated dollar value of participation	Estimated percentage of total bid
	WBE	MBE				

Total WBE % _____

Total MBE % _____

TARGETED BUSINESSES WHO WERE CONSIDERED BUT WERE NOT SELECTED:

Firm Name	Address	Telephone Number

Certification

On behalf of the proposer identified below, I certify that the information provided in this form is true and correct.

Proposer Name: _____

Signature: _____

Date: _____

Name: _____

Title: _____

