

# MINNESOTA SPORTS FACILITIES AUTHORITY

Regular Meeting  
Friday, January 18, 2013  
9:00 a.m.

Hubert H. Humphrey Metrodome  
MSFA Conference Room  
900 South 5<sup>th</sup> 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 AUTHORITY MEETING MINUTES

Approval of Authority Minutes for Regular Meeting of December 7. *A motion was made by Commissioner McCarthy and seconded by Commissioner Benson to approve the minutes. Motion carried.*

## 5. CHAIR'S REPORT

The Authority and Team are in the process of selecting the Construction Manager. An RFP was issued in December 2012, and a pre-proposal meeting for prospective bidders was held on January 11, 2013. Electronic proposals are due January 21, 2013 with hard copies due the following day on January 22, 2013. The Authority will be conducting interviews on January 23, 2013 and hopes to make a selection in early February 2013. The Authority expects to release a full schematic design in March 2013. The groundbreaking is thought to be in the fall of this year.

HKS has been working hard on basic design elements and has put together a local team of associate architects and sub-consultants. In many cases, they have already been working hard on various aspects of the process. This has been a good, collaborative process between the Authority, the Team and HKS. Wanda Kirkpatrick and Aaron Koski have done a great job

in making progress towards meeting our targeted business goals for the design work. Many of the firms are in attendance today.

Chair Kelm-Helgen listed newly hired firms and thanked those who were present.

**Associate Architectural firms to HKS**

**Vikings Stadium Consortium** - Minneapolis, MN

P.S. Vedi, AIA President-Vedi Associates, Inc.

Puneet Vedi Senior Associate-Vedi Associates, Inc.

Keith Baker-Vikings Stadium Consortium

Tan Nguyen-Nguyen Architects

**Studio Hive** - Minneapolis, MN (Interior design)

Janice Linster

**Studio Five Architects** - Minneapolis, MN

Linda McCracken Hunt, FAIA

**Lawal, Scott Erickson Architects (LSE)** - Minneapolis, MN

Mohammed Lawal

**Structural-subconsultants to Thornton Tomasetti**

**Palanisami & Associates, Inc.** - Minneapolis MN

P. Palanisami, P.E.

**Chase Engineering, LLC.** - New Prague, MN

Amy M. R. Trygestad, P.E. Principal Engineer

**MEP- subconsultants to M-E Engineers**

**Coastwise Fireguard** (Fire Sprinkler) - Webster, MN

Linda D French

**Elert & Associates** (Security) - Stillwater, MN

Jiggs Lee

**TMC** (IT Systems) - Shorewood, MN

Cheryl O'Brien-Wilms

Ray Schleck – Senior Project Manager

**M-P Consultants** (FS Electrical) - Minneapolis, MN

Beatriz Mendez Lora - CEO

Matthew Wolff

**EVS- Civil /Traffic and Pedestrian Engineering** – Eden Prairie, MN

Dennis Kim, President, **EVS**

Andy Kim, **EVS**

Sirish Samba, President, **MFRA** - Plymouth, MN

Rhonda Pierce, President, **Pierce Pini** - Blaine, MN

Laurie Johnson, Principal, **HTPO** - Eden Prairie, MN

Brian Lokkesmoe, Senior Project Manager, **SEH** - Minnetonka, MN

John Mark Lucas, Principal, **Greenway** - St. Paul, MN

**Landscape Architect**

**Oslund and Associates** - Minneapolis, MN

Tom Oslund

**Accessibility- subconsultant to Ed Roether Consulting, LLC**

Roberta Juarez - Minneapolis, MN

**Vertical Transportation**

**Elevator Advisory Group, Inc.** - Apple Valley, MN

Kathy Markwell

## 6. BUSINESS

### a. Action Items

#### i. Approve Proposal & Award Contract – Governmental Relations Services

On December 19, 2012 at 1:00PM, two proposals were received for governmental relations services. One proposal was provided by Dorsey & Whitney and the other by Lockridge Grindal Nauen.

On December 21, 2012, the MSFA directed staff to negotiate with both proposers and return with a recommendation for contract award.

Staff recommends that this work be awarded to Lockridge Grindal Nauen.

*Recommendation: The Authority authorizes the Chair & CEO / Executive Director to enter into said Contract. A motion was made by Commissioner Benson and seconded by Commissioner Griffith. Motion carried.*

#### ii. Authorize Contract Extensions

The Minnesota Sports Facilities Authority (Authority) has contracts with C.H. Skiem Consulting, LLC and Eberhardt Advisory, LLC which expired on December 31, 2012. C.H. Skiem Consulting, LLC provides financial advisory services specific to professional sports stadia and Eberhardt Advisory, LLC provides commercial real estate consulting services.

The Authority would like to continue its contractual relationship with these contractors as they provide high quality professional services at a competitive and reasonable price. Attached is Resolution No. 2013-01 which provides additional information.

*Recommendation: The Authority approve the attached Resolution No. 2013-01 which authorizes the Chair and CEO/Executive Director to enter into negotiated proposed future contracts with C.H. Skiem Consulting, LLC and Eberhardt Advisory, LLC. A motion was made by Commissioner Griffith and seconded by Commissioner Butts Williams. Motion carried.*

**Minnesota Sports Facilities Authority**  
**RESOLUTION NO. 2013-01**  
**Authorize Contract Extensions**

**WHEREAS**, the Minnesota Sports Facilities Authority (the "Authority") has previously entered into contracts with C.H. Skiem Consulting, LLC (f/k/a Conventions, Sports & Leisure International or CSL) ("Skiem Consulting") and Eberhardt Advisory, LLC ("Eberhardt Advisory");

**WHEREAS**, these contracts expired on December 31, 2012;

**WHEREAS**, the Authority has received high-quality services from both Skiem Consulting and Eberhardt Advisory under its prior contracts;

**WHEREAS**, the Authority has negotiated potential future contracts with Skiem Consulting and Eberhardt Advisory, separately;

**WHEREAS**, the Authority believes that the negotiated potential future contracts are in the Authority's economic interest, because they will provide for high-quality services at a competitive and reasonable price;

**WHEREAS**, the Authority does not believe that an additional competitive process - whether by obtaining additional quotations, sealed bids, advertisement, or other means - would yield superior results or a superior bargain for the Authority;

**WHEREAS**, the value of the negotiated potential future contracts for professional services exceed \$100,000 each; and

**WHEREAS**, the Authority Procurement Policy requires the Authority to engage in an unspecified "competitive process" for professional services exceeding \$100,000 "unless otherwise determined by the Authority."

NOW THEREFORE, the Authority hereby determines:

1. The negotiated proposed future contract with Skiem Consulting offers the Authority high quality professional services at a competitive and reasonable price.
2. The negotiated proposed future contract with Eberhardt Advisory offers the Authority high quality professional services at a competitive and reasonable price.
3. No benefit would be gained from further competitive process in the award of contracts for the services described in the Skiem Consulting and Eberhardt Advisory contracts.
4. The Authority hereby determines that no further competitive process is required, in compliance with the Authority Procurement Policy.
5. The Authority hereby authorizes its Chair and its CEO/Executive Director, to enter into the negotiated proposed future contracts with Skiem Consulting and Eberhardt Advisory.

6. The amount of the contract with Skiem Consulting shall not exceed \$300,000.
7. The amount of the contract with Eberhardt Advisory shall not exceed \$200,000.

ADOPTED this 18<sup>th</sup> day of January 18, 2013, by the Minnesota Sports Facilities Authority.

iii. Authorize issuance of RFQ/RFP for Insurance Broker Services

(a.) Brokerage Services for the Property and Casualty Program

The Minnesota Sports Facilities Authority (Authority) has utilized the services of Associated Insurance Agents (AIA) since 2008 as its broker of record for its property and casualty insurance program. AIA has had a successful history of providing brokerage services to the Authority for several years. AIA also provided services to the Metropolitan Sports Facilities Commission for its property program from 1999 to 2006.

Periodically the Authority initiates a process of competitive procurement for these services and solicits request for qualifications/proposals (RFQ/RFP). The RFQ/RFP will require a variety of services including: marketing the program to insurers to achieve effective service capabilities, receiving and analyzing quotes from prospective insurers, representing the Authority in negotiations with insurers, underwriters, and other parties concerning the insurance program, servicing the Authority's insurance policies including issuance of Certificates of Insurance, verifying rates and premiums, checking accuracy of policy wording and providing analysis and recommendations.

The Authority's property and casualty insurance program includes the following policies: auto liability, crime, commercial general liability, umbrella liability, property, boiler and machinery, roof deductible buy-back, property terrorism, public officials' liability, and workers compensation.

The Authority's goal is to select the broker who is best able to meet the unique insurance needs of the Authority.

*Recommendation: The Authority authorizes the CEO/Executive Director to solicit Request for Qualifications/Proposals (RFQ/RFP) for insurance brokerage services for its property and casualty insurance program. A recommendation for contract award will be presented at a future meeting. A motion was made by Commissioner Butts Williams and seconded by Commissioner McCarthy. Motion carried.*

(b.) Authorize Request for Qualifications/Proposals (RFQ/RFP) for Insurance Consulting and Brokerage Services for Stadium and Stadium Infrastructure

The Minnesota Sports Facilities Authority (Authority) together with the Minnesota Vikings, LLC (Team) plan to issue a Request for Qualifications/Proposals (RFQ/RFP) to seek an experienced broker to provide a broad range of insurance consulting, brokerage, and administration services to assist the Authority and Team in the design, evaluation, placement and administration of a comprehensive insurance program in

connection with the development, design, and construction of a new Stadium and some or all of the related Stadium Infrastructure.

The Authority will initiate a process of competitive procurement for insurance brokerage services. The process will use a RFQ/RFP that seeks a broad range of insurance consulting, insurance brokerage, and OCIP administration services. Proposals will be solicited for the following services: consulting; brokerage, administration and servicing on one or more of the types of insurance desired such as Worker's Compensation, Commercial General Liability, OPPI, Pollution and Environmental Liability, Excess and/or Umbrella Excess Liability, and Builders Risk; brokerage on payment, performance and other bonds; and OCIP or CCIP administration.

The Authority and the Team intend to have the broker serve as the lead service liaison who will be responsible for coordinating other insurance service providers for the Authority and Team.

*Recommendation: The Authority authorizes the CEO/Executive Director to solicit Request for Qualifications/Proposals (RFQ/RFP) for insurance consulting and brokerage services for Stadium and Stadium Infrastructure. A recommendation for contract award will be presented at a future meeting. A motion was made by Commissioner Butts Williams and seconded by Commissioner McCarthy. Motion carried.*

#### b. Report Items

##### i. Public Release of Draft Equity Plan

Chair Kelm Helgen reported on the public release of the draft equity plan.

-The draft equity plan is now available for public comment and review. Individuals can view the plan on the MSFA website at [www.msfa.com](http://www.msfa.com).

-The draft equity plan is the result of a strong, collaborative process with many individuals and organizations providing input.

-The MSFA is adopting the City of Minneapolis' goals for workforce and targeted businesses. 32% of the workforce must consist of minorities and 6% of the workforce must consist of women. Within its Design Services agreement, the MSFA set targeted business goals that stated 11% of businesses must be owned by women and 9% of businesses must be owned by minorities.

-A Community Oversight Committee will be established to provide a forum for information and feedback. Members of the community can receive project updates and share concerns.

-The stadium legislation calls for the Authority to contract with an employment assistance agency (ESA). The ESA will conduct outreach & training to build a diverse workforce for the stadium project and for future projects. This requirement is incorporated into the draft plan.

-The Construction Manager will work with the MSFA & Team to conduct the ESA selection process. It will also work to implement the equity plan.

-The goal is to adopt the official plan in early February 2013.

**7. PUBLIC COMMENT**

Four individuals came forward to address the MSFA Board.

Dennis Kim, Civil Engineering Consultant, EVS; Topic: Mr. Kim thanked the MSFA for the opportunity to work on the project as a sub-consultant. He stated that this company is ready to deliver.

Al Flowers, Topic: Mr. Flowers is concerned about the possibility of the equity plan not resulting in real work for African Americans.

Avi Viswanathon, Summit Academy OIC; Topic: Mr. Viswanathon is thankful for the opportunities that will arise from the equity plan. Summit Academy students will be available for work.

Sirish Samba, Topic: Mr. Samba thanked the MSFA and Met Council executives for the equity plan and the inclusion of workforce goals.

**8. DISCUSSION**

None

**9. ANNOUNCE FUTURE MEETINGS**

Friday, February 8, 2013 at 9:00am – MSFA Board Meeting, Halsey Hall. Chair Kelm-Helgen mentioned that there is a possibility for a special board meeting to select the Construction Manager on February 1, 2013.

**10. ADJOURNMENT**

There being no further business to come before the Authority, a motion was made by Commissioner Griffith and seconded by Commissioner Benson to adjourn the meeting. Motion carried. Chair Kelm-Helgen adjourned the meeting at 9:31 am.

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

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Duane Benson, Secretary

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Ted Mondale, CEO/Executive Director