



## **Request for Proposal**

**Women's Locker Room Buildout  
SMG/U.S. Bank Stadium  
June 30, 2017**

REQUEST FOR PROPOSALS  
**Women's Locker Room Buildout**  
FOR CAPITAL IMPROVEMENT TO U.S. BANK STADIUM  
IN MINNEAPOLIS, MINNESOTA

**June 30, 2017**

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 the certain capital improvements that that Authority is soliciting in this Request for Proposals ("RFP") shall be referred to in this RFP as the "Project". To that end, the Authority has prepared this RFP for the design, coordination, construction, supply, installation and testing of the complete **Women's Locker Room Buildout**. The preliminary program for the Project is incorporated within this RFP. Those who respond to this RFP shall be referred to as "Proposers".

The Project is located at the Stadium [and other additional adjacent land that has been acquired by the Authority in Minneapolis, Minnesota]. The Construction Documents identifying and indicating the scope of the Project are also incorporated within this RFP as **Exhibit E**. The Project will be designed in accordance with the design requirements set forth in the Act and such additional standards as are established by the Authority. The Project must be completed by **August 25, 2017**, (the "Required Construction Schedule").

The successful Proposer to the RFP will be engaged to design, coordinate, supply, construct, install, commission, and test the complete the Hyundai Kitchen Equipment for the Project (as further described in the RFP and any addenda that will be issued to this RFP) including, without limitation:

- **Design services for the for the Project. The intent is to match the Male Staff Locker Room finishes located within the Minnesota Viking’s Locker Room space.**
- **Acquire all permits and conform to local and State codes.**
- **Provide, install, coordinate, test, and inspect all items required to complete the work associated with the Project.**
- **All necessary equipment and other equipment as needed to provide a turnkey installation and delivery of the Project.**
- **Provide start up and commissioning of equipment.**
- **All premium (overtime) hours required to meet the Project schedule and scope, not including time added due to Owner revisions/additions.**
- **One-year on-site warranty to repair or replace the work and services constituting the Project.**
- **Construction trade staff shall be onsite for two NFL 2017 pre-season home games to address any issue that may arise during space use. Up to 5 NFL Credentials will be issued provide staff access to the building. Staff time and expenses are to be included in the Project cost. This includes:**
  - **Plumbing**
  - **HVAC**
  - **Electrical – Power and Lights**
  - **General Construction – Doors, Finishes, Lockers, etc.**

B. Intent and Process of the Request for Proposals

This RFP is focused on the selection of Proposer that will provide the best value to the Authority in the design, coordination, supply, construction, installation, commissioning, and testing of the Project.

Proposers should have significant experience in **Tenant Improvements, Sports and Entertainment Venues, Athletic Locker Rooms** and projects similar to the Project that is the subject of this RFP. 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 preconstruction, design, construction management, and the construction of the **Women’s Locker Room Build Out**. The Authority has developed an Equity Plan for this Project available on its web site, and as described below, each Proposer should provide a plan describing how they will encourage the participation and utilization of

appropriate workforce, MBEs and WBEs in the Proposers' performance of their services. 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

The proposal should be responsive to and explain how the Proposer will provide the following project requirements:

- **Significant experience in - Tennant Improvements, Sports and Entertainment Venues, Athletic Locker Rooms.**
- **In-house capacity to provide construction management, coordination and scheduling for the required completion of the Project.**
- **If out sourcing the design scope, provide the firms name(s) and requisite experience that matches the Project work.**
- **Project Schedule that shows completion by RFP completion date, including acknowledgement of the "non-work" and "limited access" dates identified in Exhibit E.**
- **Contingency plans if scope cannot be 100% completed in the Project timeframe, but the space would still need to be useable for its intended purpose by August 27, 2017 and 100% complete by the first regular season NFL game on September 11, 2017.**
- **U.S. Bank Stadium is an active venue hosting a variety of events during the course of this Project's construction schedule. Event logistics and event programs take precedence over construction activities. Close coordination with construction activities that create noise and limit access to spaces will be paramount.**

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 RFP. It is the request and intent of the Authority that Proposers responding to the RFP have the following qualifications.

- Significant experience in the design, coordination, supply, installation, and testing of projects similar to the Project that is the subject of this RFP.
- Experience in the design, coordination, supply, installation, and testing of a similar project in a professional or major collegiate sports venue with a seating capacity in excess of 15,000 seats.
- In-house capacity to produce necessary design, construction, and schedule documentation, which does not preclude any Proposer from also identifying potential sub-consultants that could assist in producing such estimates and schedules.
- Performance and payment bond bonding capacity or ability to obtain bonding capacity to the full amount of the selected scope of the Project System contained within the submitted Proposal.

## E. RFP Timeline

Advertise and issue Request for Proposals	June 30, 2017
Pre-proposal Meeting [Location- US Bank Stadium]	<b>July 12, 2017 1:00PM CST</b>
Written Questions Due	July 15, 2017
Proposals Due	<b>July 18, 2017 1:00PM CST</b>
Interviews of Shortlisted Proposers	July 20, 2017
Final Negotiations	July 22, 2017
Selection of Provider	<b>July 25, 2017</b>
Project Completion	August 25, 2017

By submitting a Proposal, the Proposer affirms that this timeline must and can be met to avoid the potential for significant harm to the progress of the Project and to the interests of the Authority and public.

## F.1 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 and list the principal shareholders or other business owners. If the proposed form of entity is a joint venture, please identify each joint venture participant and their respective percentage of participation. Provide a summary, on three pages or less, describing why the Proposer is the most qualified to be the Provider for the Project.
- Provide copies of Proposer's certificates of insurance showing Proposer's current total limits of liability for commercial general liability, worker's compensation, employer's liability, business automobile liability, and professional liability.
- Provide representative list of similar projects managed by Proposer during that last 3 years or that are currently under construction or management. Include:
  - Project name.
  - Project location.
  - Contracting or ownership entity.
  - Project description; listing dates of construction, seating capacity, project gross square footage, and wireless environment cost. Proposers shall be specific about which projects have been worked on by current employees while employed by your firm vs. those that were worked on while employees of another employer. List key principal of Proposer who was responsible for the project.
  - Key contact or reference from project Owner including name, title, email, and telephone number.

- Provide evidence of Proposer’s capacity to provide or obtain performance and payment bonds in a letter from Proposer’s bonding company listing Proposer’s single project bonding capacity or limit. If Proposer is a joint venture, describe the joint venture’s plan to provide bonding capacity.
- Complete and submit a fully executed confidentiality agreement
- Submit response to State of Minnesota “Affirmative Action Data” form and “Statement of Non Collusion”.

F.2 Submittal Requirements: Evaluation of Proposals

Proposers shall include the following items in their Proposal. As described below, the Authority will score Proposals on a point system, with some criteria being graded on a pass/fail basis. Proposers who fail any criterion may have their Proposal rejected. A total of 1,100 points will be available as follows:

Project Delivery:	500 points
Commercial Terms:	500 points
Interview:	100
Equitable Contracting and Hiring:	Pass/Fail

The Proposals receiving the highest three scores, as determined by the Authority in its sole discretion, will then be short-listed and selected to enter into final discussions and negotiations with the Authority, as a result of which the Authority will select in its discretion the Proposer whose final Proposal is most advantageous and the best value to the Authority as permitted by the Act.

**Project Delivery – 500 Points (100 points each)**

1. Similar Project Experience. Describe Proposer’s experience with Commercial Kitchen installation, fast track, confined space and event facility projects, and discuss Proposer’s view as to appropriate ways to proceed with the requirements for this Project.
2. Project Personnel. Provide names and resumes of key personnel who would be directly responsible for the work. Provide key contact telephone, fax, and email addresses. Provide organizational chart listing proposed team members by name and responsibility. Indicate other projects to which team members are assigned currently for years 201\_ to 20\_\_\_. Any other relevant experience pertinent to the requirements for this Project shall be listed under “Other Significant Experience.”
3. Project Specific Risks and Solutions. Identify and describe the risks Proposer perceives as being significant for the scope of services required by this RFP, and how Proposer intends to mitigate, manage, and control those risks.

4. Project Controls. Describe Proposer’s approach and methodology for implementing project controls relating to budget and schedule compliance, and provide examples of Proposer’s experience in successfully managing similar projects that were completed within the established budget and schedule and fulfilled the defined project’s program.

5. Preliminary Performance Schedule. Please provide Proposer’s preliminary critical path method performance schedule with milestones interdependencies identified for critical items of design, ordering, construction, and installation work that generally demonstrates Proposer’s strategy for completing the scope of work required by this RFP by the required deadline.

### **Commercial Terms – 500 Points**

1. Price. (200 Points) Provide itemized pricing on all necessary, coordination, supply, construction, installation, and testing of a complete Project and all scope of work items required by this RFP, including without limitation:

- All material and equipment;
- All design or design assist services;
- All construction and installation;
- All training and testing;
- Opening event support;
- Warranty for onsite hardware maintenance for first and second year;
- Detailed cost information for ongoing fixed and variable costs, including licenses, hosting fees, customer service, tax calculation service fees, and any cost exclusions
- Estimate of all other project expenses including travel, shipping, and sales tax (if any).

2. Warranties and Maintenance. (50 points) A two year warranty will be requested covering the services and work performed for the Project. Provide copies of the proposed warranties and describe the warranty terms, durations, limitations, etc. Provide Maintenance and service plans for similar projects. Provide company detail on maintenance and service programs, staffing, records on service times, during of program, etc.

3. Agreement to or Requested Revisions to Trade Contract Agreement (Exhibit G) Contract Terms. (250 points). The extent to which revisions are requested to the Authority’s proposed contract in this RFP will be given point deductions in the sole discretion of the Authority.

### **Interview – 100 Points**

1. Interview. The Authority will conduct an interview with each qualified Proposer that has submitted a responsive proposal.

## **Equitable Contracting and Hiring – Pass/Fail**

**1. Hiring and MBE/WBE Utilization.** Describe Proposer’s practices and history of hiring women and minorities. Also describe Proposer’s specific plan to reach targeted goals for MBE and WBE construction participation on this project, and Proposer’s strategies for employing women and members of minority communities to comply with the Authority’s Equity Plan.

According to the Act, there shall be no disclosure of any information derived from Proposals submitted by competing Proposers and the content of all Proposals is nonpublic data under Chapter 13 of Minnesota Statutes until such time as a notice to award a contract is given by the Authority.

The Authority may change its scoring of Proposals as a result of interviews of and negotiations with Proposers.

A Proposer’s response may also contain any narrative, charts, tables, diagrams, or other materials in addition to those called for herein, to the extent such additions are useful for clarity or completeness of the response. Attachments should clearly indicate on each the page the paragraph in the RFP to which they pertain.

The RFP, responses to it, and any subsequent negotiations and discussions shall in no way be deemed to create a binding contract or expectation of an agreement between the Proposer and the Authority.

Each Proposer submitting a Proposal in response to this RFP acknowledges and agrees that the preparation of all materials for submittal to the Authority and all presentation, related costs, and travel expenses are at Proposer’s sole expense and that the Authority shall not, under any circumstances, be responsible for any cost or expense incurred by the Proposers, except the payment of the stipend that will be given to those short listed Proposers who properly submit in good faith the preliminary construction estimate and otherwise complete the RFP process. The Authority shall be allowed to keep any and all materials supplied by the Proposers in response to the RFP.

The Authority reserves the right to accept or reject any or all Proposals, to amend or alter the selection process in any way by addendum, to postpone the selection process for its own convenience at any time, and to waive any non-material defects in proposals submitted. Proposals are required to remain open and subject to acceptance until an award is finalized, or a minimum of (90) days following the date of submission of Proposals. The Authority also reserves the right to accept or reject any individual sub-consultants that the successful Proposer proposes to use.

### **G. Project Labor Agreement**

The Authority will require the Proposer to negotiate and enter into an appropriate labor agreement acceptable to the Authority for the Proposer’s work required by this RFP.

### **H. Payment and Performance Bonds**

By Minnesota statutes and the Act, payment and performance bonds will be required from the successful Proposer in the amount of 100% of the cost of Proposal.

I. Pre-proposal Meeting

A Pre-proposal meeting will be held July 12, 2017, 1:00 p.m. CST in

U.S. Bank Stadium  
1005 4<sup>th</sup> Street South,  
Minneapolis, MN 55415-1752

Please contact the following for stadium security access approval coordination. Must provide a list of attendees 24 hours prior to arrival at the stadium:

Curtis Schmillen  
Email: [cschmillen@usbankstadium.com](mailto:cschmillen@usbankstadium.com)

Proposals are due by 1:00 p.m. CST, July 18, 2017. One electronic copy and 2 bound copies of the Proposal should be enclosed in a sealed envelope addressed to:

Richard G. Evans  
Executive Director  
Minnesota Sports Facilities Authority  
1005 4<sup>th</sup> Street South  
Minneapolis, MN 55415-1752

One electronic copy via email should also be sent and addressed to:

Curtis Schmillen  
Director of Operations  
SMG – U.S. Bank Stadium  
1005 4<sup>th</sup> Street South  
Minneapolis, MN 55415-1752  
Email: [cschmillen@usbankstadium.com](mailto:cschmillen@usbankstadium.com)

N. Questions or Inquiries

All questions must be submitted in writing no later than 3:00 p.m. CST, July 15, 2017 to:

Curtis Schmillen  
Director of Operations  
SMG – U.S. Bank Stadium  
1005 4<sup>th</sup> Street South  
Minneapolis, MN 55415-1752

Email: [cschmillen@usbankstadium.com](mailto:cschmillen@usbankstadium.com)

Q. Minnesota Government Data Practices

All Proposals are eventually subject to the Minnesota Government Data Practices Act, Minn. Statutes, Chapter 13, but the Act prohibits disclosure of any information derived from Proposals submitted by competing Proposers, and the content of all Proposals 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 Proposal any data in their Proposal that they consider proprietary information or otherwise private and confidential.

P. List of Exhibits

Exhibit A	Acknowledgement and Attestation Form
Exhibit B	Confidentiality Agreement
Exhibit C	Non Collusion Statement
Exhibit D	Minnesota Department Affirmative Action Data Page
Exhibit E	Construction Documents
Exhibit F	Equity Plan
Exhibit G	Trade Contract Agreement