

REQUEST FOR QUOTATIONS
SIGNAGE SERVICES PROCUREMENT
FOR CAPITAL IMPROVEMENT TO U.S. BANK STADIUM
IN MINNEAPOLIS, MINNESOTA

September 7, 2018

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 Quotations (“RFQ”) shall be referred to in this RFQ as the “Project”. To that end, the Authority has prepared this RFQ for Signage Services project. Those who respond to this RFQ 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 Specification Documents identifying and indicating the scope of the Project are also incorporated within this RFQ as **Exhibit 1**. The Specifications Documents meet the standards required for a National Football League (“NFL”) franchise, as well as additional standards established by the Authority. The Project must be completed by October 12 (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.

Proposers should have experience in similar projects to those that are the subject of 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 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 RFQ.

C. Scope of the Project Requirements

Please see Exhibit 1 for project specifications.

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.

E. RFQ Timeline

Advertise and Issue Request for Quotations	September 7, 2018
Quotations Due	September 14, 2018 by 3PM
Artwork Provided to Selected Contractor	September 19, 2018
Project Completion	October 12, 2018

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 participation. 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. The Authority may terminate this purchase order if it determines in its sole discretion that the proposer's insurance coverage is not adequate for this project.
- Exhibit 1 – Scope and Specification Documents. The Authority will complete the Scope and Specification Documents.
- Exhibit 2 – Proposal Scope of Services and Pricing Information. There are two pages for this Exhibit. The first page is for the Proposer to define the scope of professional services, if any, that will be provided to the MSFA. The second page is for the Proposer to describe the equipment, materials, and installation labor, if any, that will be provided to the MSFA.
- Exhibit 3 – Equity Plan Targeted Business Commitment and Information Form. Proposer must complete the Targeted Business Commitment and Information Form.

- Exhibit 4 – Equity Report. Proposer must complete this form at the completion of the project for all workforce services.
- Exhibit 5 – Purchase Order Form. The Authority will complete this form.

G. Quotations

Quotations are due by **September 14, 2018**. One electronic copy and three 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

Minnesota Vikings
Attention: JP Paul
2600 Vikings Circle
Eagan, MN 55121

The electronic copy should be sent via email to the following parties:

1. JP Paul: PaulJ@Vikings.nfl.net
2. Elizabeth Brady: Elizabeth.brady@msfa.com
3. James Farstad: james.farstad@msfa.com

Questions or Inquiries. All questions must be submitted via email to the following parties:

1. James Farstad at james.farstad@msfa.com
2. JP Paul: PaulJ@vikings.nfl.net
3. Elizabeth Brady: Elizabeth.brady@msfa.com

H. Minnesota Government Data Practices

All Quotations are eventually subject to the Minnesota Government Data Practices 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.

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.

EXHIBIT 1

Scope and Specification Documents

Press Box Graphics – Existing System with-out Sound Suppression:

Seven individual dye-sublimated Block-out fabric pieces, which meet flame rating requirements, and are to be finished per MSFA and MN Vikings specs. The seven pieces combine to form a continuous graphic, and should be finished with Velcro for attachment to the existing hardware and mounting system.

Proposal to include the cost of manufacturing, installation, and any additional costs including taxes related to the process.

Press Box Graphics – Replaceable System with Enclosed Sound Suppression:

Seven individual dye-sublimated Block-out fabric pieces, which meet flame rating requirements, and are to be finished per MSFA and MN Vikings specs. The seven pieces combine to form a continuous graphic, and each component will have a custom extruded aluminum frame. Finishing should accommodate attachment to the frame, via a means that is removable and able to be reinstalled. The frame for each graphic component will enclose sound suppressing panels to meet all safety and MSFA standards and be attached directly to the concrete wall. Please specify the properties of the fabric, the absorbent material behind (such as Johns-Manville or Owens Corning semi-rigid board), and the depth/thickness of the material.

Proposal to include the cost of manufacturing, installation, and any additional costs including taxes related to the process.

Press Box Graphics Removal and Re-installation Services:

Future removal and reinstallation on a case-by-case basis should be quoted as a separate element. Removed graphics will need to be folded or rolled on cores to prevent wrinkles and containerized for safe storage at U.S. Bank Stadium or designated storage facility until reinstallation to ensure good condition and appearance when in place again. A turn-key storage container system solution must be provided as an option.

Removal must not begin until two (2) hours following the completion of the game and completed within six (6) hours. Re-installation may begin anytime on the two days prior to the game and must be completed no later than 10:00 pm on the day prior to the game.

Proposal to include the cost of removal, storage preparation and re-installation, and any additional costs including taxes related to the services.

Field Wall Graphics:

Dye-sublimated flame-retardant pieces, which meet flame rating requirements, and are to cover all field walls and pads, and to be removable and replaceable between events as needed. Finishing per MSFA and MN Vikings specs to attach via existing systems where available, methodology will vary depending on location and existing architecture. Proposal must include one 30' wide sample print for color and placement approval, including installation of said sample, as well as initial installation of the complete graphic package.

Proposal to include the cost of manufacturing, installation, and any additional costs including taxes related to the process.

Field Wall Graphics Removal and Re-installation Services:

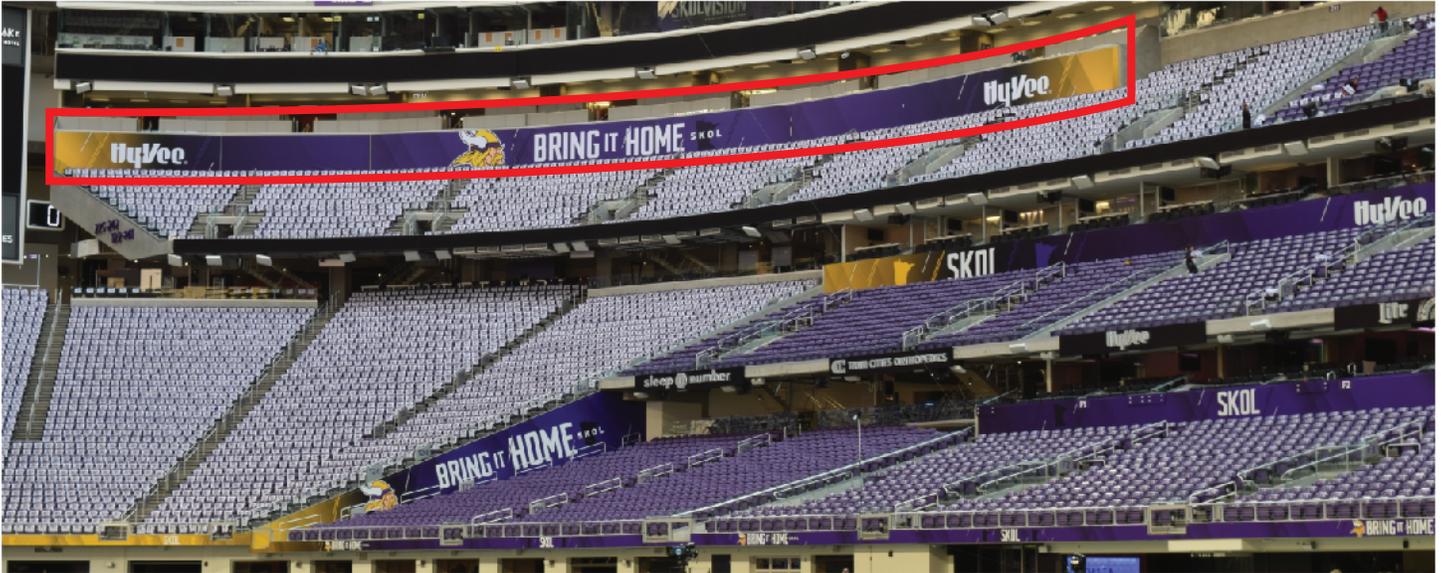
Future removal and reinstallation on a case-by-case basis should be quoted as a separate element. Removed graphics will need to be folded or rolled on cores to prevent wrinkles and containerized for safe storage at U.S. Bank Stadium or designated storage facility until reinstallation to ensure good condition and appearance when in place again. A turn-key storage container system solution must be provided as an option.

Removal must not begin until two (2) hours following the completion of the game and completed within six (6) hours. Re-installation may begin anytime on the two days prior to the game and must be completed no later than 10:00 pm on the day prior to the game.

Proposal to include the cost of removal, storage preparation and re-installation, and any additional costs including taxes related to the services.

2018 US BANK STADIUM BRANDING PACKAGE

PRESS BOX SCRIM COVER



379" x 100.5"

354" x 100.5"

353" x 100.5"

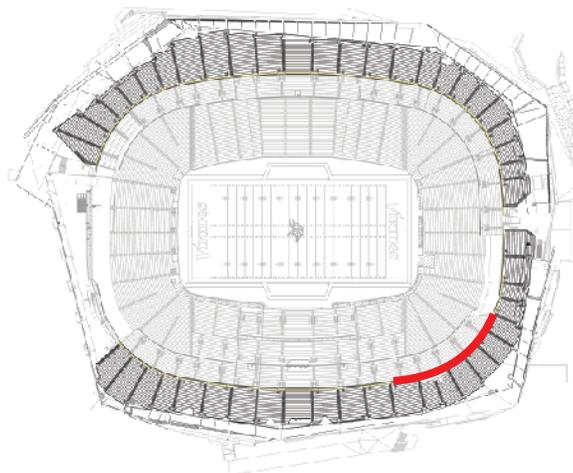
353" x 100.5"

355" x 100.5"

303" x 100.5"

551.5" x 100.5"

Seven individual banners.



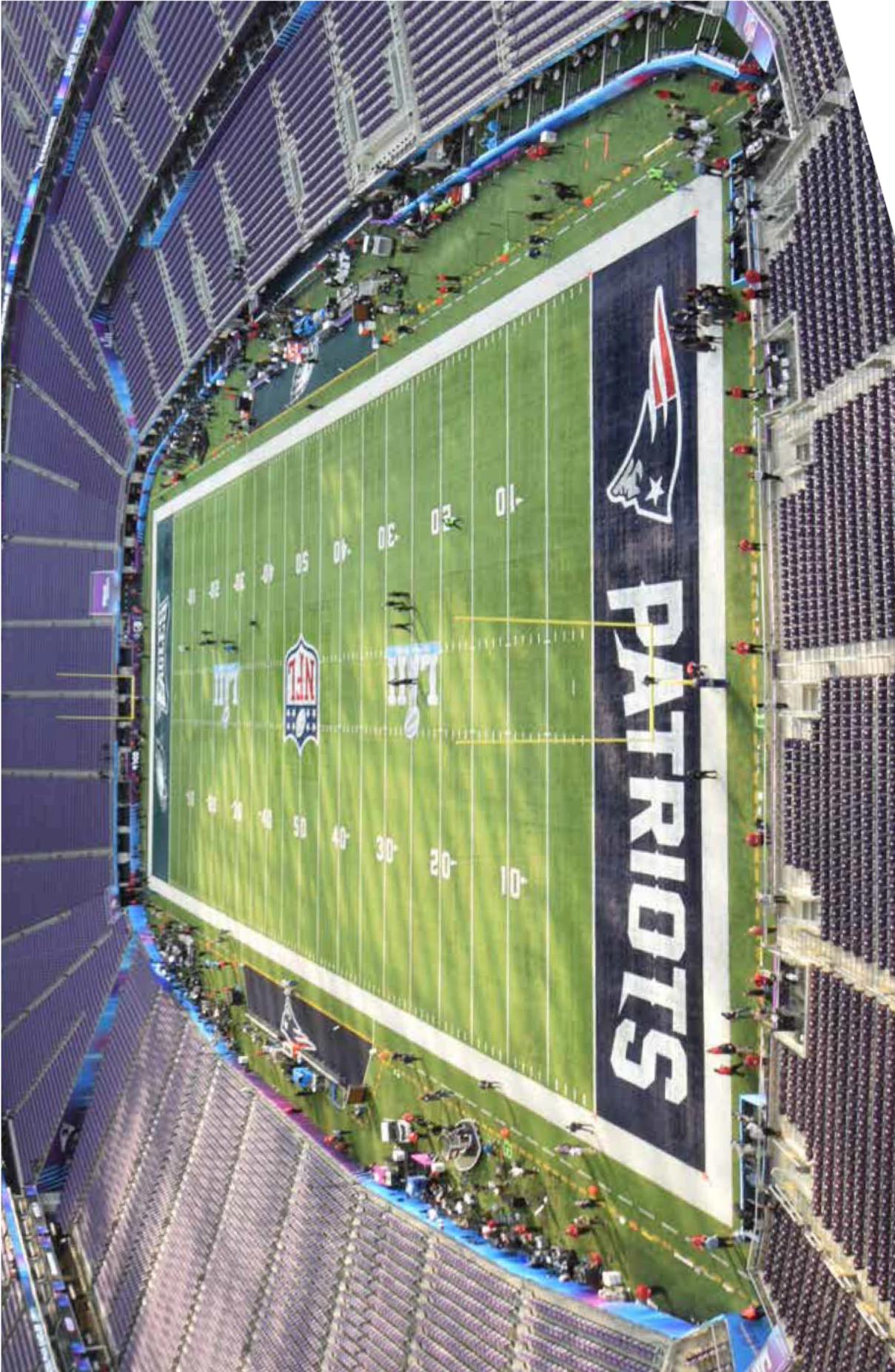


EXHIBIT 2

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, define the full scope of services that will be provided to the MSFA and detail all services fees, and specific hourly rates by service category. Services may include design, testing, installation, removal, storage preparation and re-installation. Please include all freight, and Minnesota sales tax in your proposed price.

Quantity	Materials and Services Description	Price
	<p>Press Box Graphics – Existing System with-out Sound Suppression:</p> <p>Dye-sublimated Block-out fabric pieces, which meet flame rating requirements, and combine to form a continuous graphic, and should be finished with Velcro for attachment to the existing hardware and mounting system.</p> <p>Proposal includes the cost of manufactured or supplied materials, and any additional costs related to the materials.</p>	Materials Cost:
	<p>Define the full scope of services associated with Press Box Graphics – Existing System with-out Sound Suppression: and detail all services fees, and specific hourly rates by service category. Services may include design, testing, installation, removal, storage preparation and re-installation.</p>	Services Cost:
	<p>Press Box Graphics – Replaceable System with Enclosed Sound Suppression:</p> <p>Dye-sublimated Block-out fabric pieces, which meet flame rating requirements, and are to be finished per MSFA and MN Vikings specs. The seven pieces combine to form a continuous graphic, and each component will have a custom extruded aluminum frame. Finishing should accommodate attachment to the frame, via a means that is removable and</p>	

	<p>able to be reinstalled. The frame for each graphic component will enclose sound suppressing panels to meet all safety and MSFA standards and be attached directly to the concrete wall. Please specify the properties of the fabric, the absorbent material behind (such as Johns-Manville or Owens Corning semi-rigid board), and the depth/thickness of the material.</p> <p>Proposal includes the cost of manufactured or supplied materials, and any additional costs related to the materials.</p>	<p>Materials Cost:</p>
	<p>Define the full scope of services associated with Press Box Graphics – Replaceable System with Enclosed Sound Suppression: and detail all services fees, and specific hourly rates by service category. Services may include design, testing, installation, removal, storage preparation and re-installation.</p>	<p>Services Cost:</p>
	<p>Press Box Graphics – Replaceable System with Enclosed Sound Suppression: Removal and Re-installation Services:</p> <p>Future removal and reinstallation on a case-by-case basis should be quoted as a separate element. Removed graphics will need to be folded or rolled on cores to prevent wrinkles and containerized for safe storage at U.S. Bank Stadium or designated storage facility until reinstallation to ensure good condition and appearance when in place again. A turn-key storage container system solution must be provided as an option.</p> <p>Removal must not begin until two (2) hours following the completion of the game and completed within six (6) hours. Re-installation may begin anytime on the two days prior to the game and must be completed no later than 10:00 pm on the day prior to the game.</p> <p>Proposal to include the cost of removal, storage preparation and re-installation, and any additional costs including taxes related to the services.</p>	<p>Removal and Re-installation Costs (per event):</p>
	<p>Field Wall Graphics:</p> <p>Dye-sublimated flame-retardant pieces, which meet flame rating requirements, and are to cover all field walls and pads, and to be removable and replaceable between events as needed. Finishing</p>	

	<p>per MSFA and MN Vikings specs to attach via existing systems where available, methodology will vary depending on location and existing architecture. Proposal must include one 30' wide sample print for color and placement approval, including installation of said sample, as well as initial installation of the complete graphic package.</p> <p>Proposal includes the cost of manufactured or supplied materials, and any additional costs related to the materials.</p>	<p>Materials Cost:</p>
	<p>Define the full scope of services associated with Field Wall Graphics: and detail all services fees, and specific hourly rates by service category. Services may include design, testing, installation, removal, storage preparation and re-installation.</p>	<p>Services Cost:</p>
	<p>Field Wall Graphics Removal and Re-installation Services:</p> <p>Future removal and reinstallation on a case-by-case basis should be quoted as a separate element. Removed graphics will need to be folded or rolled on cores to prevent wrinkles and containerized for safe storage at U.S. Bank Stadium or designated storage facility until reinstallation to ensure good condition and appearance when in place again. A turn-key storage container system solution must be provided as an option.</p> <p>Removal must not begin until two (2) hours following the completion of the game and completed within six (6) hours. Re-installation may begin anytime on the two days prior to the game and must be completed no later than 10:00 pm on the day prior to the game.</p> <p>Proposal to include the cost of removal, storage preparation and re-installation, and any additional costs including taxes related to the services.</p>	<p>Removal and Re-installation Costs (per event):</p>
	<p>Subtotal Materials</p>	
	<p>Subtotal Services</p>	
	<p>Removal and Re-installation (per event)</p>	
	<p>Freight and Shipping</p>	

	Minnesota Sales Tax (6.875%)	
	Total Proposal Price	

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: _____

