



**KEVIN A. TAYLOR AIA**  
SENIOR VICE PRESIDENT

November 6, 2012

Re: **Minnesota Multi-Purpose Stadium – Accessibility Consulting RFP**  
Project Number 16246

To Whom It May Concern:

HKS has been retained by The Minnesota Sports Facilities Authority to be the architect for the new Minnesota Multi-Purpose Stadium located in Minneapolis, Minnesota. HKS hereby respectfully requests your firm to submit a proposal to provide the Accessibility Consulting services for the project. The Project information, including a detailed description of the Project scope along with the Project design schedule is included in the enclosed Design Services Agreement between HKS, Inc. and the Authority dated September 28, 2012 (“Prime Agreement”), for your use in preparing your proposal.

The following summarizes the preliminary program of the Project as outlined the Prime Agreement:

The Stadium shall comprise approximately 1,500,000 square feet with approximately 65,000 seats, expandable to 72,000, shall meet or exceed NFL program requirements, include approximately 150 suites and approximately 7,500 club seats, space for NFL team-related exhibitions and sales, which shall include a NFL team museum, a Hall of Fame, retail merchandise and gift shop retail venues, and themed concessions and restaurants, year-round space for the NFL team administrative operations, sales, and marketing, including a ticket office, team meeting space, locker, and training rooms, space for administrative offices of the Authority, and a roof that is fixed or retractable. The Stadium Infrastructure includes on-site parking and off-site surface and structured parking currently anticipated to include a new approximate 1000 stall parking garage, a new approximate 900 stall parking garage, dedicated walkways, and up to four total skyways and tunnels connecting the new or existing parking garages to the Stadium.

Accessible routes from multiple points of the project site must be considered. The applicable codes and regulations include the 2010 ADA Standards for Accessible Design, the most recent version of the Minnesota Accessibility Code, and Title III, Americans with Disabilities Act. Provisions of the Architectural Barriers Act (ABA) do not apply to the project.

The following represents the anticipated scope of services to be included in your proposal:

**Accessibility Consulting Services:**

The consultant is expected to provide services to work with HKS and other project team consultants, as well as the appropriate client user group representatives as may be necessary, in the design and documentation of the facility. Your proposal should include, but not necessarily be limited to, all accessibility consulting services required under Exhibit 1 of the Prime Agreement, and also address the following:

1. At conceptual design, prepare an outline of the applicable codes and standards, outlining the most restrictive of the requirements of each applicable code or standard.
2. At the schematic design phase provide input on the development of the floor plans in a written report to be included with the design narrative. Make recommendations on the following at a minimum:
  - a. Accessible routes from:
    - Surface parking
    - Parking deck adjacent to the facility
    - Throughout the facility
    - Others that may be determined through the course of design
  - b. Accessible means of egress
  - c. Parking spaces
  - d. Passenger loading zones and bus stops (if needed)
  - e. Areas of refuge (if needed)
  - f. Accessible seating for the bleachers
  - g. Plumbing fixtures and restrooms
  - h. Locker and dressing rooms
  - i. Exercise rooms and machines
  - j. Fire alarm systems
  - k. Accessible Seating quantities and dispersion
  - l. Assistive Listening systems
3. Provide updated information on the above items as necessary during the design development phase of the project, and make recommendations on the applicable building blocks, elements and facilities as they develop. Provide a written report to be included with the design narrative, presented to the owner for approval.
4. Review the construction documents during their development to confirm that the agreed to accessibility strategy is being accomplished, and the required elements and facilities are being provided.
5. Provide coordination with the general contractor/construction manager, and the architectural, civil, landscape, structural, mechanical/electrical/plumbing and other consultants as may be required during each phase of the project. This would include attending coordination and review meetings with the contractor, HKS and other consultants.
6. Attend project meetings as required for the proper implementation of the work. Prepare meeting reports for those meetings in which HKS is not in attendance.
7. Provide compliance with applicable local, state and national ordinances, codes and regulations, and assist in gaining necessary municipal and state agency approvals that may be required for obtaining building permits, approvals, and Certificates of Occupancy. This will include attendance at any review meetings with regulatory officials for general project review and to gain the required approvals and permits for the project.
8. The project documentation will be prepared in the BIM platform Revit 2013. PDFs of drawings will be provided for review. Refer to the Prime Agreement for delivery of Design Document Works.

Your proposal should, at a minimum, address the following items:

1. Provide resumes for the prospective project team members. The personnel resumes should include a summary of experience list of sports and higher education projects in which the individual has been involved, along with background information on general level of experience, education, licensure (if applicable) and professional organization affiliations.
2. Include an acknowledgement that consultant understands and agrees with the enclosed "Architect and Consultant Agreement and Release" form stating that they will not be paid for submitted invoices for fees for services and reimbursable expenses until HKS has been paid by the owner for such fees for services and reimbursable expenses. It is required that this form be executed by consultant prior to commencement of services for the project. HKS will establish a regular billing cycle for the project and will actively pursue payments from the client.
3. A statement on the amounts of professional liability insurance as well as general liability, automobile, and workmen's compensation insurance carried, and the identities of the underwriters for this insurance should be included. Also include a summary of any pending litigations or claims. Note that HKS requires consultants to carry coverage of \$1,000,000 per claim with \$2,000,000 annual aggregate in professional liability insurance with waiver of subrogation, and requires HKS and the client to be certificate holders for all insurance and additional insureds for general liability and automobile insurance. Certificates of insurance for all insurance on Acord forms should be submitted with the proposal. Adequate proof of insurance is required before consultant will be authorized to commence with services for the project. Please note that a Targeted Business Plan will be forwarded to you for review.
4. Provide a proposed fee for the project in the form of a stipulated sum. The scope of services for the project, in addition to those previously described, should be based on the Consultant Contract to be used by HKS on this project, which is enclosed for your review, though you are hereby advised that the Agreement is currently being reviewed by the Authority and the Team and as a result is subject to revision. Please review this document and acknowledge that the terms and conditions are acceptable. Your response to this request for proposal shall serve as your agreement to all terms and conditions of the attached contract form and no changes will be considered or made to the attached form. Payments of invoices will be withheld in the event your contract is not executed within thirty days of receipt.
5. Provide an Hourly Rate Billing Schedule for your personnel with the proposal.
6. Note also that reimbursable expenses are to be included in your fee.
7. Please refer to the requirements of the General Conditions in Exhibit 10 for the Prime Agreement.
8. Please state your methodology for achieving 10% MBE and 15% WBE participation. Please note that the MSFA's WBE/MBE Plan is attached to this RFP and your firm will have to meet the targeted Plan requirements including retaining documentation of all solicitations, targeted business interviews or meetings and correspondence records of your firm to targeted businesses.
9. MSFA Equity consultant will provide the list of eligible accessibility businesses whose work will count towards achieving the aspirational goals.
10. Refer to the attached WBE/MBE draft plan for additional requirements.

Please submit eight (8) hard copies of your proposal along with the electronic copy by 11:00am November 10, 2012 to:

Kevin A. Taylor (2)  
HKS

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Interview date:  
Morning of November 12, 2012  
The location of interview:  
Halsey Hall in the Metrodome

Please call with any questions that you may have. We look forward to receiving your response.

Sincerely,

A handwritten signature in black ink that reads "Kevin A. Taylor". The signature is written in a cursive style with a horizontal line above the "A" and a long vertical stroke for the "y".

Kevin A. Taylor, AIA

Attachments:

1. Agreement between The Authority and the Architect - Design Services Agreement between HKS, Inc. and Minnesota Sports Facilities Authority dated September 28, 2012 ("Prime Agreement")
2. Agreement between Architect and Consultant
3. Architect and Consultant Agreement and Release
4. Minnesota Multi-Purpose Stadium Design Services Agreement Draft WBE/MBE Plan and cover letter from the Authority
5. Exhibit B Preliminary Site Plan

cc: Mr. Steve Maki

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Mr. Jim Cima  
Mr. Bryan Trubey  
Mr. John Hutchings  
Ms. Kim Cooper