

MINNESOTA SPORTS FACILITIES AUTHORITY
REQUEST FOR PROPOSALS
FOR
PROFESSIONAL SERVICES
FOR AN ENVIRONMENTAL CONSULTANT

I. INTRODUCTION

In 2012, the State of Minnesota enacted Minnesota Laws 2012, Chapter 299, to establish the Minnesota Sports Facilities Authority (“MSFA”) and to provide for the construction, financing, and long term use of a stadium and related 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 Chapter 299, it is contemplated that the design, development and construction of the stadium be a collaborative process between the MSFA and the Minnesota Vikings’ football team (the “Team”). To that end, there will be established a stadium design and construction group (the “Project Group”) comprised of representatives of the MSFA and the Team to manage the design of the stadium and oversee construction. The Environmental Consultant will be engaged by the MSFA, the Responsible Governmental Unit (RGU) under the state environmental review process, and work with the Project Group to develop the required environmental documentation for the project. The environmental process and documentation will be in compliance with Minnesota Statute, Chapter 116D (Minnesota Environmental Policy Act) and Minnesota Administrative Rule 4410.

The MSFA is requesting proposals from professional services firms to provide Environmental Consulting Services for the MSFA described below (collectively, the "Services") for the new \$975 million "People's Stadium" on the current Metrodome site in Minneapolis, Minnesota, which will serve as the home of the Minnesota Vikings for the next 30 years ("Project"). The design firms and the construction firms for the Project have not yet been selected.

II. PROJECT OVERVIEW

The design, development, and construction of the stadium will be a collaborative process between the Authority and the Vikings. Unless otherwise agreed by the Authority and Vikings 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, and include approximately 150 suites and approximately 7500 club seats or other components as agreed to by the Authority and Vikings. Other key programmatic elements include adjacent structured parking development and roof that is

fixed or retractable. Premium parking for up to 2500 spaces will be developed as part of the project. The new stadium is expected to open for operation in August of 2016. The Vikings will play at least one season at the University of Minnesota's TCF Bank Stadium during the construction.

The site will be expanded from the current 20 acre site of the existing football stadium to about 33 acres in size upon property acquisition. The site in general will be bounded by 3rd and 6th Streets and Park and 11th Avenues; excepting properties currently owned by Hennepin County (Crime Lab) and Valspar. The proposed action identified and evaluated in the environmental document should assume required stadium infrastructure as defined in Minnesota Statute 473J.03.

III. SCOPE OF SERVICES

The MSFA Environmental Consultant's duties may include, but shall not be limited to, coordinating and cooperating with the Project Group, Project Group owner's representative and the Team owner's representative, if any, in analyzing environmental impacts of a new professional football stadium for the Minnesota Vikings. By Minnesota Statute 473J.17 Sec. 20 Subd. 3, the environmental impact statement shall not be required to consider alternative stadium sites.

The MSFA Environmental Consultant has no authority to enter into any contracts or otherwise obligate the MSFA or Team. All approvals authority and signature authority for expenditure of funds shall remain with the MSFA and its duly authorities designees.

The following activities are representative of the types of services that may be provided by the MSFA Environmental Consultant as required:

A. General: Serve as the MSFA's and Project Group's Environmental Consultant for the data gathering, coordination and leading of any public meetings, analysis, technical support, and preparation of required Environmental Assessment Worksheet (EAW) and Environmental Impact Statement (EIS) including and necessary Final EIS, draft EIS, Scoping Decision Document, and Amended Scoping Decision Documents. Services shall be conducted using an interdisciplinary approach integrating natural resource, engineering, and social science expertise and analyses. Work activities performed by the Environmental Consultant shall include, but not be limited to, the following:

- Project management – Conduct general internal and external management duties. Environmental Consultant is requested to provide suggested meeting format and frequency over the life of the environmental process to expedite preparation of required documents and review process. The Environmental Consultant will maintain an up to date project schedule and work plan.
- Conduct Scoping Process Under State Environmental Review – Environmental Consultant will prepare the required state level scoping documents for the

proposed action. As part of the work task, the Environmental Consultant will prepare for and assist the MSFA in conducting required public meetings. Following the close of the Scoping comment period, the Environmental Consultant will prepare an internal draft and Final Scoping Decision Document.

- Conduct Social, Economic and Environmental Analysis – The Environmental Consultant shall collect existing condition data, and conduct environmental analysis, as defined in the Scoping Decision Document, and in compliance with Minnesota Rule 4410.2600. Specific issue areas that are anticipated to require more detailed technical analysis should be identified in the proposal. The impact analysis shall address both construction and operational phase impacts of the proposed action.
- Develop Recommended Mitigation Measures – Based on the findings of the impact analysis, the Environmental Consultant will prepare recommended mitigation measures for consideration by the MSFA.
- Coordination/Consultation Activities – As part of the preparation of the technical analysis, the Environmental Consultant will meet with appropriate stakeholders, including but not limited to resource agencies with permit approval authority for the proposed action. The Environmental Consultant will be responsible for accurately documenting decisions reached at project meetings. The Environmental Consultant will also be responsible for preparing required notifications in the Environmental Quality Board Monitor and local newspapers.
- Preparation of Draft Environmental Impact Statement – Based on the findings of the required technical analysis for the No Build and Build Alternative, as defined in the Scoping Decision Document, prepare a preliminary Draft EIS for review by the MSFA and the Project Group. Revise and finalize for signature the Draft EIS per the comments received on the preliminary draft document. The Environmental Consultant will take the lead in preparing the required distribution list and actual production and distribution of the Draft EIS.
- Draft EIS Public Informational Meeting(s) – Provide logistical support and presentation/handout information the Draft EIS Public Information Meeting(s). The Environmental Consultant is requested to provide suggestions relative to the number, location, timing and information to be presented at said public informational meeting(s).
- Response to Public Comments – Following the close of the Draft EIS comment period, the Environmental Consultant will take the lead in the coordination and preparation of the response to comments received on the Draft EIS.
- Preparation of the Final EIS – Prepare a draft Final EIS that includes responses to comments received on the Draft EIS. The Environmental Consultant is requested

to provide an approach to the preparation of the Final EIS that expedites the preparation process, while meeting the requirements of Minnesota Rule 4410.2700 (Final EIS).

- Assist in Preparation of Adequacy Determination – The Environmental Consultant will prepare the required supporting documentation for the MSFA to issue a Determination of Adequacy for the proposed action, in compliance with Minnesota Rule 4410.2800.
- Innovative Suggestions – The Environmental Consultant is encouraged to identify specific approaches to streamline the environmental review process for the proposed action.

IV. QUALIFICATIONS STATEMENT CONTENTS

- A. General Project Team Information. Include in your qualifications statement the following information about you, your firm and any and all key project team members:
1. Cover Letter. Cover letter must include: (a) name, address and phone number of the office where the personnel assigned to the Project will be based, and (b) name, title and phone number of the principal contact person.
 2. Company Overview. Include a general company overview of each key member of the Project team including location, size and years in business.
 3. Insurance Certificate. Certificate of insurance evidencing the firm's current limits of liability for commercial general liability, business automobile liability and professional liability insurance. List any claims made against the policies within the last 5 years and provide detail of claim.
 4. Local Offices. State whether your firm has a local office in Minneapolis, MN, and, if so, the size of the office (i.e., number of employees) and the number of years it has been in operation.
 5. Criminal Offenses. A certification that neither the firm nor any of its officers or owners shall have been convicted of a criminal offense in connection with obtaining, attempting to obtain, or performing any public or private contract.
 6. Management Systems. Describe the record keeping, reporting, monitoring and other information management systems that your firm would propose to use for the Project. Describe the scheduling and cost control systems that your firm would propose to use for the Project.
 7. Non-Collusion Statement. Submit Exhibit 1. (attached)
 8. Minnesota Department of Human Rights. Provide information on Exhibit 2. (attached)

9. Conflict of Interest. Describe any actual or potential conflicts of interest with respect to you, your firm and any subcontractors. In particular, describe any relationship you have currently or have had with the Minnesota Vikings or any other major user of the Hubert H. Humphrey Metrodome.
- B. Project-Specific Information. Include the following information relevant to the Scope of Work for your firm and any key project team members that will provide any portion of the Scope of Work:
1. Experience. Describe any relevant experience of your firm and the key personnel for major professional sports (i.e., NFL, MLB, NBA or NHL) facilities that have opened in the last fifteen (15) years. Include:
 - a) Project Description. Project name, location, completion date, total construction value, brief description of project and the firm's role.
 - b) Project Team. Identify your team members and joint venture partners (if any) who were assigned to the project and the roles and duties they performed.
 - c) Client. The client's name and contact information. Include the name, title and telephone number of the client contact most familiar with your services on the project.
 - d) Project Schedule. Original completion date, actual completion date, and reasons for any deviations.
 - e) Project Cost. Original budget, final cost and reasons for any deviations.
 2. Prior Minneapolis/St. Paul Experience. Describe any environmental consulting experience in the greater Minneapolis/St. Paul metropolitan area. Include any prior experience in completing documents under the Minnesota Environmental Review program.
 3. Public Sector Experience. Describe any prior experience representing public sector projects. Include any experience working with the Metropolitan Council and Metropolitan Transit organizations.
 4. Project Team and Organization. Provide resumes for the proposed project team, including the proposed project manager and any other proposed key staff. Each resume should include a one paragraph description of the duties and responsibilities of the individual's proposed project role. List the prior experience of such key personnel on similar projects and a summary of the proposed time commitment such key personnel shall have to this Project. Include any registrations, licenses or professional certifications of the proposed project manager and any other proposed key staff. List and describe roles for any subcontractors that the proposer anticipates using. Include key contacts with their background and experience.

5. Hiring Practices. Describe your firms hiring practices and hiring history in terms of women and minorities.
 6. Use of Targeted Group Businesses. Describe your firms work with incorporating contracts utilizing woman owned and minority businesses on an environmental consulting basis. List any small or Targeted Group businesses that will provide any or all portion of the work (must be certified by the State of Minnesota Department of Administration or City of Minneapolis – CERT Program). Provide evidence of that certification.
 7. RGU Responsibilities. Provide listing of RGU responsibilities during the project not provided by Proposer.
 8. Project Budget. Provide project budget detailing in all respects the proposers costs for performing the services. Include by task, a breakout by number of work hours and hourly rates of key project personnel, include by breakout similarly, services performed by any sub consultants. Note by cost any services attributed to small, minority, or Targeted Group businesses.
 9. Project Timeline. Provide timeline for performance of services including anticipated key decision time frames for the services presuming start of services beginning July 30, 2012.
- C. Proposal Format -All proposals should be typewritten, bound in 8-1/2 by 11 format, and should be properly identified by the name of respondent and marked with “**New Stadium - Environmental Consultant Request for Proposal.**” Boilerplate, glossy and unnecessarily elaborate proposals are neither expected nor desired. The emphasis of the submission should be in responding to the requirements set forth above. The response shall not exceed twenty-five (25) pages, excluding the cover letter and tabs. Additional information may be requested of short-listed respondents.
- D. Pre-proposal Meeting – A pre-proposal meeting will be held on July 6, 2012 at 10:00 am in the Stadium Administration conference room. It is mandatory that prime proposers attend the meeting.

V. INTERVIEWS AND SELECTION

The MSFA will determine its own selection and review criteria. At this time, it is contemplated as follows:

- A. Review Criteria. The MSFA shall review the responses to this RFP from proposers based on the following criteria: (1) demonstrated understanding of and responsiveness to the MSFA's requirements for the Project, and (2) prior relevant experience on projects of similar size and complexity.

- B. Interviews. In addition to submitting a response to the RFP, the MSFA may interview one or more firms regarding the service. The purpose of the interview will be to meet the proposed project team, become familiar with key personnel, and understand the project approach and ability to meet the MSFA's stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct the services in compliance the MSFA's timetable.

- C. Negotiation. After the interview(s), the MSFA shall negotiate a contract with any or all firm(s) deemed qualified to perform the environmental consulting services. Contract negotiations shall be directed toward: (a) ensuring that the firm and the MSFA have a mutual understanding of the essential requirements involved in providing the Services; (b) determining that the firm will make available the necessary personnel, equipment, and facilities to perform the Services within the required time; (c) agreeing upon compensation that is fair and reasonable, taking into account the estimated value, scope, complexity, and nature of the Services. The MSFA will select the firm it best determines meets its needs upon completion of the negotiation(s).

- D. Selection Schedule. As The tentative schedule for selection of a firm is as follows:

June 22, 2012	Issuance of RFP
July 6, 2012 10 a.m.	Pre-proposal meeting
July 9, 2012 4 p.m.	Deadline for Submitting Proposals
July 11, 2012	Conduct Interviews
July 13, 2012	Award Contract

VI. INSTRUCTIONS FOR SUBMISSIONS

- A. Submission. Twelve copies and one electronic copy of the qualification statement are to be submitted by 4:00 p.m. Central Time, on, July 9, 2012. Responses must be sent to:

Steven C. Maki, PE
 Director of Facilities & Engineering
 Metropolitan Sports Facilities Commission
 900 South 5th Street
 Minneapolis MN 55415

- B. Questions; Inquiries. Questions regarding interpretation of the content of this Request for Qualifications must be in writing and directed to: Steven C. Maki at the address above or via email to makis@msfc.com. Questions may be submitted up to 10 days prior to the deadline for submitting proposals. If the questions are deemed necessary to provide clarification, an addendum to this RFP will be issued 7 days prior to the submission deadline.

- C. Communications. Firms considering responding to this RFP are strictly prohibited from communicating with any other member of the MSFA's Board or staff, as all questions should be directed to the person identified in Section V.B above.
- D. Amendments. This RFP shall be modified only by a written amendment issued by the MSFA or. It is the responsibility of the proposers to verify that they have received and incorporated into their responses, all changes due to amendments issued to this RFP.
- E. Cancellation; Rejection. The MSFA reserves the right to cancel at any time for any reason this solicitation and to reject all qualifications statements. The MSFA shall not have any liability to any proposer arising out of such cancellation or rejection. The MSFA reserves the right to waive minor variations in the selection process.
- F. Proposer Costs. The MSFA assumes no responsibility for costs incurred in the preparation, presentation or submission of the qualifications statements.
- G. Minnesota Government Data Practices Act. All persons are subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Respondents shall note with their submittal any privileged information or other private data in their submittal.

EXHIBIT 1

NON-COLLUSION STATEMENT

STATE OF _____

CITY/COUNTY OF _____

_____ being first duly sworn, deposes and says that he or she is

_____ Title of Person Signing

of _____

_____ Name of Proposer

that all statements made and facts set out in the proposal for the above project are true and correct; and the proposer (The person, firm, association, or corporation making said proposal) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said proposal or any contract which may result from its acceptance.

Affiant further certifies that proposer is not financially interested in, or financially affiliated with, any other proposer for the above project.

BY _____

BY _____

BY _____

SWORN to before me this _____ day of _____ 20 ____.

_____ Notary Public

My Commission Expires

EXHIBIT 2

State Of Minnesota – Affirmative Action Data Page (For responses in excess of \$100,000 only)

If your response to this solicitation is in excess of \$100,000, please complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363.073) certification requirement, and to provide documentation of compliance if necessary. *It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date and time of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract.*

How to determine which boxes to complete on this form:

Then you must complete these boxes...	BOX A	BOX B	BOX C	BOX D
On any single working day within the past 12 months, if your company...				
Employed more than 40 full-time employees in Minnesota	•			•
Did not employ more than 40 full-time employees in Minnesota, but did employ more than 40 full-time employees in the state where you have your primary place of business		•		•
Did not employ more than 40 full-time employees in Minnesota or in the state where you have your primary place of business.			•	•

BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months

Your response will be rejected unless your business:

has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR)

—or—

has submitted an affirmative action plan to the MDHR, which the Department received prior to the date and time the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- We have a current Certificate of Compliance issued by the MDHR. **Proceed to BOX D.** Include a copy of your certificate with your response.
- We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on _____ (date) at _____ (time). [If you do not know when the Department received your Plan, contact the Department.] We acknowledge that the plan must be approved by the MDHR before any contract or agreement can be executed. **Proceed to BOX D.**
- We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. *We acknowledge that our response will be rejected.* **Proceed to BOX D. Call the Minnesota Department of Human Rights for assistance.**

Please note: Certificates of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be reviewed and approved by the Minnesota Department of Human Rights before a certificate can be issued.

BOX B – For companies which *have not* had more than 40 full-time employees in Minnesota but *have* employed more than 40 full-time employees on any single working day during the previous 12 months in the state where they have their primary place of business

You may achieve compliance with the Minnesota Human Rights Act by certifying that you are in compliance with applicable Federal Affirmative Action requirements.

Check one of the following statements if you have not employed more than 40 full-time employees in Minnesota but you have employed more than 40 full-time employees on any single working day during the previous 12 months in the state where you have your primary place of business:

- We are not subject to Federal Affirmative Action requirements. **Proceed to BOX D.**
- We are subject to Federal Affirmative Action requirements, and we are in compliance with those requirements. **Proceed to BOX D.**

BOX C – For those companies not described in BOX A or BOX B

Check below. You are not subject to the Minnesota Human Rights Act certification requirement.

- We have not employed more than 40 full-time employees on any single working day in Minnesota or in the state of our primary place of business within the previous 12 months. **Proceed to BOX D**

BOX D – For all companies

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder.

Name of Company: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____ Telephone number: _____

For further information regarding Minnesota Human Rights Act requirements, contact:

Minnesota Department of Human Rights, Compliance Services Section

Mail: 190 East 5th Street, Suite 700
St. Paul, MN 55101

Website: www.humanrights.state.mn.us
Email: employerinfo@therightsplace.net

Metro: (651) 296-5663
Toll Free: 800-657-3704
Fax: (651) 296-9042
TTY: (651) 296-1283