



KEVIN A. TAYLOR AIA
SENIOR VICE PRESIDENT

November 9, 2012

Re: **Minnesota Multi-Purpose Stadium – Code 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 Code 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.

HKS shall be the Architect of Record for the Project, and your firm, if recommended by HKS and approved by the Authority and Minnesota Vikings Football, LLC (the “Team”) pursuant to the Prime Agreement, would be engaged as code consultant.

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.

The stadium is anticipated to be Group A Occupancy and Type I Construction. The entire building, including the atrium, will be provided with an automatic fire sprinkler system. An engineered smoke control system will be provided for the arena. The applicable codes are the 2007 Minnesota State Building Code and 2007 Minnesota State Fire Code.

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

Code 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 code consulting services required under Exhibit 1 of the Prime Agreement, and also address the following:

1. During the schematic design phase provide appropriate information and concepts that include the following:
 - a. Input and a written report on the code criteria for the project.
 - i. Construction type
 - ii. Building Height and Area
 - iii. Occupancies
 - iv. Occupancy Separations
 - v. Occupant Load
 - vi. Travel distances and Number of Exits Required
 - vii. Egress Capacities
 - viii. Egress Paths
 - ix. Distribution of exits
 - x. Requirements for fire resistance rated construction elements
 - xi. Requirement for automatic sprinklers
 - xii. Requirement for standpipe system
 - xiii. Requirement for fire alarm / detection systems
 - xiv. Interior finish criteria
 - xv. Emergency lighting requirements
 - xvi. MEP system features related to fire protection
 - b. Life safety plans
 - c. Fire Alarm and Fire Sprinkler design will be provided by the MEP engineer. Review MEP design of these systems for compliance with the design parameters established by the Life Safety Engineer.
 - d. Identify requirements which require clarification, variance or can be approached utilizing an equivalency concept with the goal of achieving equal or superior life safety for the Project while obtaining greater flexibility or cost savings. Prepare a written report identifying the variances and equivalencies to provide to the authorities having jurisdiction. Attend meetings as necessary with the Architect and authorities having jurisdiction and/or code variance board(s) to present all requested variances.
 - e. Identify areas to be provided with smoke control and provide a smoke control model analysis for both the seating bowl and concourses. Provide analysis and design consultation related to passive smoke removal in the seating bowl and concourses. If passive smoke removal is not an option, provide design requirements (CFM and exhaust locations) to the mechanical engineer.
 - f. Prepare graphic material which aids in illustrating the proposed fire protection concepts.
 - g. Solicit approval of any large issues that will affect design or that cannot be priced as an alternate.

It should be assumed that the Schematic Design documents are to be used for scope pricing by general contractors / construction managers and subcontractors, and may form the basis of their selection for involvement on the project.
2. During the design development phase provide appropriate information and concepts that include the following:

- a. Revise written report on the code criteria for the project as required based on meetings with the authority having jurisdiction.
 - b. Revise the strategies approved during Schematic Design.
 - c. Develop life safety plans
- It should be assumed that the Design Development documents are to be used for scope pricing by general contractors / construction managers and subcontractors, and may form the basis of their selection for involvement on the project.
3. During the construction document phase provide appropriate information and concepts that include the following:
 - a. Revise written report on the code criteria for the project as required based on meetings with the authority having jurisdiction.
 - b. Update life safety plans
 4. Perform timed egress analyses to demonstrate to the authorities having jurisdiction that the proposed egress schemes comply with requirements necessary to safely evacuate the building.
 5. Perform the necessary engineering calculations in accordance with NFPA 92B, Guide for Smoke Management Systems in Malls, Atria, and Large Areas, and other applicable codes and/or regulations as may be necessary. Provide CFD modeling, animations, and a report to be submitted to the authorities having jurisdiction for approval.
 6. Prepare documentation as necessary for the MEP engineer to complete the smoke control system design, and to allow integration of architectural features as necessary to support the smoke control system features and parameters.
 7. Perform Sprinkler Effectiveness Calculations for the seating bowl and concourses to demonstrate to the authorities having jurisdiction areas where sprinklers may be removed and still comply with requirements necessary to safely evacuate the building.
 8. Provide exposed steel analysis for exposed structural steel on the concourse as it relates to the equivalent fireproofing provided as a result of the height of the space, mass of the steel, fuel load and level of sprinkler protection. Evaluate the need for passive fireproofing and/or propose an equivalency to meet the intent of the code. Coordinate the analysis of the structural steel with the structural engineer.
 9. Provide analysis and/or interpretations for fire resistance of grandstand seating platforms.
 10. Provide the documentation and reports necessary to submit to the Minnesota State Fire Marshal's Minneapolis Office and the City of Minneapolis Development Review with the Building Permit application. It should be assumed that a separate meeting with the Minnesota Fire Marshal's Minneapolis Office and the City of Minneapolis Development Review offices will be necessary to gain their approval of the system design.
 11. Prepare sequence of operation description required for the smoke control system and its interface with other building systems, and coordinate these requirements with the MEP engineer.
 12. Prepare smoke control system testing parameters that specifically excludes the use of smoke bombs, which is cold smoke and does not behave as hot smoke generated by a fire event would. This testing criterion is to be presented to the applicable authorities for approval.
 13. Review the construction documents during their development to confirm that the agreed to exiting strategy is being accomplished, and the required fire resistance ratings of partitions and structural frame are being provided.

14. Participate in project budget meetings, value engineering sessions and processes that may be required if conditions warrant. This activity should be anticipated to occur during each phase of the project.
15. Provide services normally associated with construction administration. This should include attending project meetings, addressing the implementation of code-related systems, and making site visits as requested to address questions regarding contract documents, construction, and code interpretations.
16. Post Construction required by the Prime Agreement.
17. Provide coordination with the general contractor/construction manager, and the architectural, 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.
18. 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.
19. Prepare an outline of the necessary municipal and regulatory agency approvals and permits required, and indicate the submittals required and the submittal dates, approval periods and process involved for each that applies. Coordinate these with the overall project schedule and make adjustments in consultant's work plan as necessary during each of the project phases to maintain project progress and compliance with the overall project schedule.
20. 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.
21. Note that the client has established sustainability goals and requires that the project achieve a minimum LEED 2009 Certified or Green Globes certification. The scope of work includes the services necessary to comply with this requirement, including participation in designated LEED workshops and charrettes, and update status meetings during all phases of the project. A summary of compliance with the various LEED points is to be prepared during each phase of the project. The consultant is to participate proactively with innovative ideas and suggestions on ways to achieve various specific credits. There will be a separate sustainability consultant or individual that will be responsible for leading the project team through this effort, as well as preparation and submission of the necessary paperwork and applications. Consultant is to provide exhibits and illustrations necessary for those applications. The fee amounts for services associated with achieving sustainability goals are to be included within the professional services fees and considered a part of basic services.
22. The project documentation will be prepared in the BIM platform Revit, and it therefore will be required that any documents the consultant prepares to be done in Revit during all document phases. Refer to the Prime Agreement for delivery of Design Document Works.
23. The fee should include the preparation of record drawings per the Prime Agreement.

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 healthcare 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 code consulting 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 3:00pm
November 16, 2012 to:

Kevin A. Taylor (2)
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Code Consulting RFP
November 9, 2012
Page 6

Scott Stenman (3)
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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 "T".

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
Mr. Jim Cima
Mr. Aaron Koski
Mr. Art Aaron
Mr. John Hutchings