



KEVIN A. TAYLOR AIA
SENIOR VICE PRESIDENT

November 9, 2012

Re: **Minnesota Multi-Purpose Stadium – Signage and Wayfinding 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 Sign Graphics 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 signage 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 following represents the anticipated scope of services to be included in your proposal. 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 signage and wayfinding consulting services required under Exhibit 1 of the Prime Agreement, and also address the following:

A. Site Wayfinding

1. Prepare schematic design concepts for wayfinding graphics that include vehicular site circulation and pedestrian site circulation directional signage, building identifiers, main facility identification signs, and major project circulation directional signage. It will be necessary to analyze the existing

- campus wayfinding graphics and make appropriate recommendations on updating that signage or integrating the new project requirements into the existing context.
2. Prepare a budget for wayfinding graphics based on the approved schematic design concept.
 3. Prepare design development documents necessary for the wayfinding graphics design to convey scope and intent. Accommodations necessary to the base building design site work, architectural detailing, and electrical systems are to be fully coordinated with HKS and consultants of the design team as required. Emphasis should be placed on the coordination of the signage design with the interior design consultant, as well as coordination with the branding and architectural design of the project.
 4. Prepare the construction documents for the wayfinding graphics based on the approved design development concept. These documents are to be fully coordinated with the base building design site work, architectural and interior design, and electrical systems design.
 5. Presentations of the signage design concepts to the client will be required at schematic design, design development, and during the construction documents phases of the project.

B. Sign Graphics

1. Develop programming/master planning for the sign graphics for all of the various project departments and spaces as depicted on the floor plans.
2. Provide services for sign graphics as outlined in section A Wayfinding above for the sign graphics components of the project.
3. The signage to be provided includes those required for departmental identification, room identification, code required graphics (stairs, toilet rooms, etc.), directional signs, main lobby directory, seating bowl signage, premium seating signage, and other signage as may be required.

C. Scope Related to Items A and B Above

1. Provide services necessary for the proper procurement and installation of the wayfinding graphics by the contractor and its suppliers.
2. Post Construction required by the Prime Agreement.
3. Provide services necessary for complete coordination of this scope of work with other consultants as required. Attend project design and coordination meetings with the design team as necessary to implement this activity.
4. 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. Make all necessary submittals to municipal and regulatory agencies to gain approval for graphics design. This includes attendance at any review meetings with regulatory officials for general project review and to gain the required approvals and permits for the project. Signage is to specifically comply with requirements of The Americans With Disabilities Act Accessibility Guidelines, applicable State accessibility standards and others that may apply.
5. 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.

6. The project documentation will be prepared in the BIM platform Revit, and it therefore will be required that consultant prepare their documents in Revit for the schematic design, design development and construction document phases. Refer to the Prime Agreement for delivery of Design Document Works.
7. The fee should include the preparation of record drawings per the Prime Agreement.

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

1. Assist in issuing the signage and graphics construction documents for subcontractor bidding and provide normal bidding and negotiation services.
2. 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.
3. 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.
4. 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.
5. 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.
6. Provide an Hourly Rate Billing Schedule for your personnel with the proposal.
7. Note also that reimbursable expenses are to be included in your fee.

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8. Please refer to the requirements of the General Conditions in Exhibit 10 for the Prime Agreement.
9. 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.
10. MSFA Equity consultant will provide the list of eligible signage consulting businesses whose work will count towards achieving the aspirational goals.
11. 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)
1919 McKinney Ave.
Dallas, Texas 75201
ktaylor@hksinc.com

Scott Stenman (3)
900 South 5th Street
Minneapolis, Minnesota 55415
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Art Aaron (3)
8101 E. Prentice Ave., Suite 900
Greenwood Village, CO 80111
aaron@iconvenue.com

Interview date for short listed firms:
November 27, 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,

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A handwritten signature in black ink that reads "Ken 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
Mr. Jim Cima
Mr. Aaron Koski
Mr. Art Aaron
Mr. John Hutchings