

**MINNESOTA SPORTS FACILITIES AUTHORITY**

**REQUEST FOR PROPOSALS**

**FOR**

**PROFESSIONAL SERVICES**

**FOR A CONCRETE MONITORING & VALIDATION 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. As of this date, the Authority is the Stadium Developer. The Consultant will be engaged by the MSFA as a project related cost.

The MSFA is requesting proposals from professional services firms to provide Concrete Monitoring & Validation 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"). HKS Architects is the lead design consultant. HKS has as sub consultants Thornton Tomasetti (Structural Engineer) and EVS (Civil Engineer).

The Authority has hired Mortenson Construction as its Construction Manager. Mortenson under its contract with the Authority has the ability to self perform the cast in place concrete work for the project.

**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 (by others TBD) and roof. 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 3<sup>rd</sup> and 6<sup>th</sup> Streets and Park and 11<sup>th</sup> Avenues; excepting properties currently owned by Hennepin County (Crime Lab) and Valspar.

### III. SCOPE OF SERVICES

The MSFA Concrete Monitoring & Validation Consultant's duties include:

- Monitor cast in place concrete work performed by Mortenson
  - Note weather, manpower staffing/crew sizes/supervision on a daily basis
  - Note equipment and material deliveries on a daily basis
- Validate quantities of cast in place concrete put in place
  - Observe and note Quality Control Services and sampling processes
- Make observations regarding alignment of work put in place with critical path construction schedule work projections
- Make observations regarding productivity and efficiency of cast in place concrete put in place
- Review cast in place change order requests to validate need, cost, and schedule impacts and advise MSFA on mitigation, approval or rejection of change orders.
  - Provide data on project change orders to Owners Project Management consultant
  - Review and make recommendation to the MSFA on accuracy and completeness of monthly Cast In Place Concrete Payment Application
- Evaluate overtime hours projected, budgeted, requested, and incurred on the project for cast in place concrete.
- Participate in project meetings related to cast in place concrete placement
  - Identify design issues impacting procurement, fabrication or installation of Cast In Place Concrete
- Provide regular reporting and documentation (photo or other as needed) on a daily basis.
- Review for general conformance and technical acceptability submittals for cast in place concrete
- Make observations and note billable equipment provided/utilized by Mortenson personnel in cast in place concrete placement and finishing on a daily basis. Identify and notify MSFA of any equipment that should be removed from the project to avoid unnecessary costs.

The MSFA Concrete Monitoring & Validation Consultant has no authority to enter into any contracts or otherwise obligate the MSFA. All approvals authority and signature Authority for expenditure of funds shall remain with the MSFA and its duly authorized representatives.

#### 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.
  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 concrete monitoring and validation consulting experience in the greater Minneapolis/St. Paul metropolitan area.
3. Public Sector Experience. Describe any prior experience representing public sector projects for this particular scope of work. 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. Note any use of women, minorities, and veterans proposed to perform any scope of work.
6. Use of Targeted Group Businesses. Describe your firms work with incorporating contracts utilizing woman owned and minority businesses on a 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. MSFA Responsibilities. Provide listing of MSFA 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 no later than December 30, 2013.
- 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 - Concrete Monitoring & Validation 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 December 3, 2013 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 concrete monitoring & validation 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:

November 15, 2013		Issuance of RFP
December 3, 2013	10 a.m.	Pre-proposal meeting
December 9, 2013	4 p.m.	Deadline for Submitting Proposals
TBD		Conduct Interviews
December 13, 2013		Tentative Award Contract

## VI. INSTRUCTIONS FOR SUBMISSIONS

- A. Submission. three copies and one electronic copy of the qualification statement are to be submitted by 4:00 p.m. Central Time, on, December 9, 2013. Responses must be sent to:

Steven C. Maki, PE  
Director of Facilities & Engineering  
Metropolitan Sports Facilities Commission  
900 South 5<sup>th</sup> 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 [steve.maki@msfa.com](mailto:steve.maki@msfa.com). Questions may be submitted up to 3 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 1 day 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. All proposals are eventually subject to the Minnesota Government Data Practices Act, Minn. Statutes, Chapter 13, but the Act prohibits disclosure of any information derived from Proposals submitted by competing Proposers, and the content of all Proposals is nonpublic data under Chapter 13 until such time as notice to award a contract is given by the Authority. Proposers shall note with their Proposal any proprietary information or other private data in their submittal.

H. List of Exhibits

Exhibit 1	Non Collusion Statement
Exhibit 2	Minnesota Department of Human Rights form
Exhibit 3	(Reserved)
Exhibit 4	(Reserved)
Exhibit 5	Form of Consulting Agreement
Exhibit 6	Acknowledgement and Attestation Form
Exhibit 7	Preliminary Master Project Schedule
Exhibit 8	Estimated Monthly Work Scope
Exhibit 9	Fee Proposal

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
<b>On any single working day within the past 12 months, if your company...</b>				
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 5<sup>th</sup> Street, Suite 700  
St. Paul, MN 55101

Website: [www.humanrights.state.mn.us](http://www.humanrights.state.mn.us)

Email: [employerinfo@therightsplace.net](mailto:employerinfo@therightsplace.net)

Metro: (651) 296-5663

Toll Free: 800-657-3704

Fax: (651) 296-9042

TTY: (651) 296-1283

**EXHIBIT 3**

RESERVED/NOT USED

**Exhibit 4**

Reserved/Not Used

**EXHIBIT 6**

**NEW MINNESOTA MULTI PURPOSE STADIUM  
ACKNOWLEDGEMENT AND ATTESTATION FORM**

**(To Be Submitted With Indication of Interest and Qualifications)**

In submitting these Qualifications for Concrete Monitoring and Validation Services the undersigned has certified that the Proposer has reviewed the Request for Proposals/Qualifications for Concrete Monitoring and Validation Services ("RFP") dated November 15, 2013 and is familiar with the terms and conditions therein and accepts and waives any protest of the terms and conditions imposed under the RFP and all documents identified therein. The Proposer hereby agrees to handle any and all information provided with this RFQ and/or from the Authority on a confidential basis.

The Proposer understands the Authority reserves the right to reject any or all proposals in accordance with its best interest. The Proposer submitting a response does so at its own expense. I hereby certify that the foregoing is true and correct.

Proposer's Name \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Use full corporate name and attach corporate seal, if any, here. {SEAL}

**Exhibit 7**

Mortenson GMP Procurement & Schedule  
Dated November 8, 2013

**EXHIBIT 8**

**Estimated Monthly Work Scope Requirements**

<b><u>Month</u></b>	<b><u>Estimated Hours</u></b>
1	120
2	120
3	120
4	120
5	180
6	180
7	180
8	180
9	220
10	220
11	220
12	220
13	220
14	260
15	260
16	260
17	220
18	220
19	220
20	180
21	180
22	180
23	120
24	120
Total Estimated Hours	4,520

**EXHIBIT 9**

Item to Propose: **New Multipurpose Stadium – Request for Proposals; Concrete Monitoring and Validation**

Owner: **Minnesota Sports Facilities Authority  
900 South 5th Street  
Minneapolis, MN 55415  
Attn: Steven C. Maki, PE; Director of Facilities**

Date of Issue: November 15, 2013

Due Date: **December 9, 2013; 4 pm.**

1. Hourly Rate \$ \_\_\_\_\_ Not to Exceed \$ \_\_\_\_\_

We acknowledge the receipt of the addenda listed as follows: \_\_\_\_\_

Undersigned has examined Proposal and Contract Information, Exhibits and Drawings. We agree, if this proposal is accepted, to execute a contract for the work involved. We have sufficient personnel and equipment and have verified any required material availability and agree to complete the work as indicated in the proposal.

Owner reserves right to reject proposals and to waive irregularities therein. It is agreed this proposal may not be withdrawn for a period of thirty (30) days after day of proposal receipt.

Consultant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Submitted By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_