



KEVIN A. TAYLOR AIA
SENIOR VICE PRESIDENT

November 6, 2012

Re: **Minnesota Multi-Purpose Stadium – Landscape Design 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 Landscape Design 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.

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

Landscape Design Consultant Responsibilities

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

1. Attend site planning work sessions with HKS and other members of the design team to develop site planning schemes for the project site, including but not limited to layout and design of walks, entries, plazas, enhanced paving areas, security fencing, site screen fencing, pedestrian bridges, and planting areas.

2. Identify zoning requirements associated with landscaping for the project site. Assist the owner with variances or zoning revisions related to the current city landscape ordinance, if necessary.
3. Prepare schematic design concept drawings for the project that includes planting and any proposed hardscape features. Note that all planting and other features must be suitable to achieve aesthetic qualities for the full range of all four seasons, recognizing that winters can be severe. The landscape concept is to respond to and incorporate the various landscape zones as part of the overall site design concept developed by the Architect. Consideration is to be given to the use of lower maintenance and draught tolerant plant material. The sprinkler system is to maximize water saving features and equipment.
4. Particular attention should be paid to the selection of plant materials to avoid those that can be deemed toxic where accessible by children.
5. Prepare a landscape planting, hardscape and irrigation budget estimate based on the approved schematic concept plan.
6. Prepare an illustrative master plan drawing for presentation and marketing purposes, at a suitable scale, based on the approved schematic design.
7. Select site furnishings and pedestrian lighting, including presentation materials, and present options to the Architect and Owner.
8. Prepare a grading plan for final grading and accessible routes to be coordinated with and documented by the civil engineer.
9. Prepare design development drawings based on the approved schematic design plan that defines the limits of planting areas indicating the types of plant materials proposed along with specific planting details, and defining proposed hardscape features with materials designated, showing sufficient detail in plans, sections and elevations to convey an accurate understanding of the horizontal and vertical plane attributes of the hardscape features.
10. Prepare construction documents (including appropriate plans and specifications) for planting, hardscape features, site furnishings and details, and the irrigation system. The plans should clearly indicate the required handicap accessible routes from the property lines to the building entrances. All aspects of the accessible route are to be designed and shown on the plans to be in compliance with the applicable handicap accessibility standards.
11. Provide services normally associated with the bidding and negotiation process, including subcontractor pricing review and pre-bid conference.
12. 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 to maintain adherence with the established project construction budget. This will include development of cost savings items lists, participation in cost reduction work sessions, and documenting the results of the cost savings efforts approved by the client in the project drawings and specifications.
13. Provide services normally associated with construction administration. This should include attending project meetings, making site visits to observe the quality of construction and preparing Field Observation Reports at appropriate intervals, but should be assumed to average once every two weeks during construction. These services will also include reviewing the contractor's applications for payment and signing the necessary certifications for completed work covered by the landscape design scope of work.
14. Post Construction required by the Prime Agreement.

15. Provide coordination with architectural and other consultants (civil engineer, electrical engineer, graphics design, etc.) as required for the proper implementation of the landscape design.
16. Attend project design and coordination meetings with the client, HKS and other consultants as required for the proper implementation of the work. Prepare meeting reports for those meetings in which HKS is not in attendance.
17. 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 construction of site work, landscaping and irrigation. 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.
18. Note that the client has required that the project achieve a minimum LEED 2009 Certified or Green Globes certification. The scope of work should include the services necessary to comply with this requirement, including participation in designated LEED workshops, charrettes, and update status meetings. 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.
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 period and process involved for each that applies.
20. The project documentation will be prepared in the BIM platform Revit, and it therefore will be required that consultant also 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.
21. The fee should include the preparation of record drawings per the Prime Agreement.
22. In the event the scope of services provided by this consultant requires the services of other specialty consultants (such as irrigation, pools, spas, cabanas and shade structures, etc.) then landscape design consultant is to subcontract direct with those specialty consultants as a part of the landscape design consultant scope of services, and those fees and expenses will be included in the landscape design consultant fees and expenses provided in response to this request for proposal.

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 \$2,000,000 per claim with \$4,000,000 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 landscape 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)
1919 McKinney Ave.
Dallas, Texas 75201
ktaylor@hksinc.com

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Scott Stenman (3)
900 South 5th Street
Minneapolis, Minnesota 55415
stenmans@hammescosports.com

Art Aaron (3)
8101 E. Prentice Ave., Suite 900
Greenwood Village, CO 80111
aaaron@iconvenue.com

Interview date for short listed firms:
Morning of November 13, 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 "Ken A. Taylor". The signature is written in a cursive, slightly slanted style. The first name "Ken" is written with a large, prominent "K". The middle initial "A." is written in a smaller, simpler font. The last name "Taylor" is written in a cursive script with a long, sweeping tail on 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

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