



**MINNESOTA SPORTS FACILITIES AUTHORITY REGULAR MEETING MINUTES**

**Friday, July 17, 2015, 9:00 A.M.**

**1010 Metrodome Square Building, Lower Level Conference Room**

**1010 South 7<sup>th</sup> Street, Minneapolis, MN 55415**

**A portion of the meeting will be closed, pursuant to Minnesota Statutes Section 13D.05, subd. 3(b), to discuss attorney-client privileged matters related to potential claims related to the Stadium.**

**1. CALL TO ORDER**

Chair Kelm-Helgen called the meeting of the Minnesota Sports Facilities Authority (MSFA) to order at 9:00 AM.

**2. ROLL CALL**

Commissioners Present: Chair Kelm-Helgen, Commissioner Butts Williams, Commissioner McCarthy, Commissioner Benson and Commissioner Griffith.

Commissioners Absent: None

**3. ADOPTION OF AGENDA**

Chair Kelm-Helgen presented the agenda. Commissioner Griffith moved approval of the agenda, seconded by Commissioner Butts Williams and approved unanimously – 5 YEAS, 0 NAYS.

**APPROVED**

**4. APPROVAL OF AUTHORITY MEETING MINUTES**

Commissioner Butts Williams moved approval of the June 19, 2015 Regular Meeting Minutes, seconded by Commissioner McCarthy and approved unanimously – 5 YEAS, 0 NAYS.

**APPROVED**

**5. CHAIR'S REPORT**

Chair Kelm-Helgen reported that the MSFA had received an unqualified, clean financial audit from the Legislative Auditor. She acknowledged the MSFA finance staff & project team for their efforts in maintaining clean financial records on such a large project.

Chair Kelm-Helgen commented on the major construction progress that has occurred. She reported that the workforce would peak this month with over 1200 workers on site daily. 314 Minnesota companies have also worked on the project. A more detailed construction update will occur later in the meeting.



Chair Kelm-Helgen reported that the MN Vikings had reached agreement with Metro Transit for a pedestrian bridge to connect the LRT block with the stadium plaza. This will provide efficient and safe access to the stadium for major events.

## 6. **BUSINESS**

### a. **Action Items**

#### i. **Approve Project Budget Amendments**

- Locker Room Lighting Controls
- Façade Sponsorship Signage Supports
- Colored Bowl Glow Lights
- SMG Office Televisions
- Design Completion of Stadium Skyway North Parcel
- Sponsorship Signage
- CenturyLink - WiFi Installation

The items identified that require adjustments to the Master Project Budget are summarized below:

- A) Ryan Contract Revision #06, Stadium Skyway North Portal
- B) Mortenson Issue 2439, Locker room lighting controls
- C) Mortenson Issue 2749, CCD 220 SMG Offices
- D) Mortenson Issue 2784, Façade sponsorship signage supports
- E) Mortenson Issue 3042, Colored bowl glow lights
- F) Mortenson Issue 3099, Sponsorship Signage
- G) CenturyLink, Communications, Design, Configure, & Install Wi-Fi/LAN/IPTS

Additional detail on the above adjustments is outlined below along with corresponding recommendations.

#### **A) Ryan Contract Revision #06, Stadium Skyway North Portal**

Ryan Companies has submitted a Cost Issue to perform additional work as a result of requested changes to the Stadium Skyway to accommodate a future connection to the north. The following Issue is funded as noted below by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.

The Team has elected to proceed with the changes to the Stadium Skyway to facilitate a possible northerly connection point, also known as Revision #06. The Team has agreed to fund the entire Total Cost for this Revision, which is \$159,470.00. This will also require an increase in the Stadium Capital Budget.



**Recommendation: The MSFA approves an increase of \$159,470.00 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. The Ryan Stadium Skyway Contract within the Uses section of the Stadium Master Project Budget would be increased by the same amount. This increase is the Team’s agreed upon contribution for Ryan Companies Revision #06. The MSFA authorizes the Chair and CEO/Executive Director to execute this Contract Revision. This adjustment would become effective after Master Application for Payment No. #33 is finalized. Commissioner Griffith moved to approve the recommendation. Commissioner Butts Williams seconded the motion.**

**APPROVED**

**B) Mortenson Issue 2439, Locker Room Lighting Controls**

Mortenson Construction has submitted a Cost Issue to perform additional work as a result of requested changes to the Construction Documents. The following Issue is funded as noted below by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.

The Team has elected to proceed with changes to the Locker Room Lighting Controls, also known as Issue 2439. The Team has agreed to fund the entire Total Cost for this Issue, which is \$2,805.00 and will be included in CSA Revision No. 36. This will also require an increase in the Stadium Capital Budget.

**Recommendation: The MSFA approves an increase of \$2,805.00 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. The Construction Contract within the Uses section of the Stadium Master Project Budget would be increased by the same amount. This increase is the Team’s agreed upon contribution for Mortenson Issue 2439. The MSFA authorizes the Chair and CEO/Executive Director to execute CSA Revision No. #36, inclusive of the aforementioned Issue. This adjustment would become effective after Master Application for Payment No. #33 is finalized. Commissioner Griffith moved to approve the recommendation. Commissioner Butts Williams seconded the motion.**

**APPROVED**

**C) Mortenson Issue 2749, CCD 220 SMG Offices**

Mortenson Construction has submitted a Cost Issue to perform additional work as a result of requested changes to the Construction Documents. The following Issue is partially funded as noted below by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.

The MSFA and Team have elected to proceed with modifications to the SMG Offices, including wall layouts, electrical, millwork, and openings, also known as Issue 2749. The Team has agreed to fund \$15,357.00 for television monitors and the Owner’s Contingency will fund the balance of \$67,977.00. This issue will be included in CSA Revision No. #40. This will also require an increase in the Stadium Capital Budget.



**Recommendation: The MSFA approves an increase of \$15,357.00 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. The Construction Contract within the Uses section of the Stadium Master Project Budget would be increased by the same amount plus the funding from Owner's Contingency. This increase is the Team's agreed upon contribution for Mortenson Issue 2749. The MSFA authorizes the Chair and CEO/Executive Director to execute CSA Revision No. #40, inclusive of the aforementioned Issue. This adjustment would become effective after Master Application for Payment No. #33 is finalized. Commissioner Griffith moved to approve the recommendation. Commissioner Butts Williams seconded the motion.**

**APPROVED**

**D) Mortenson Issue 2784, Façade sponsorship signage supports**

Mortenson Construction has submitted a Cost Issue to perform additional work as a result of requested changes to the Construction Documents. The following Issue is funded by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.

The Team has elected to add additional signage loads which resulted in heavier studs, tube steel, and changes to framework, this is identified as Issue 2784. The Team has agreed to fund the entire Total Cost for this issue, which is \$206,139.00. This issue will be included in CSA Revision No. #38. This will also require an increase in the Stadium Capital Budget.

**Recommendation: The MSFA approves an increase of \$206,139.00 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. The Construction Contract within the Uses section of the Stadium Master Project Budget would be increased by the same amount. This increase is the Team's agreed upon contribution for Mortenson Issue 2784. The MSFA authorizes the Chair and CEO/Executive Director to execute CSA Revision No. #38, inclusive of the aforementioned Issue. This adjustment would become effective after Master Application for Payment No. #33 is finalized. Commissioner Griffith moved to approve the recommendation. Commissioner Butts Williams seconded the motion.**

**APPROVED**

**E) Mortenson Issue 3042, Colored bowl glow lights**

Mortenson Construction has submitted a Cost Issue to perform additional work as a result of requested changes to the Construction Documents. The following Issue is funded as noted below by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.

The Team has elected to proceed with changing the bowl glow lights to color changing LED fixtures, also known as Issue 3042. The Team has agreed to fund the entire Total Cost for this issue, which is \$301,126.00 and will be included in CSA Revision No. #36. This will also require an increase in the Stadium Capital Budget.



**Recommendation: The MSFA approves an increase of \$301,126.00 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. The Construction Contract within the Uses section of the Stadium Master Project Budget would be increased by the same amount. This increase is the Team's agreed upon contribution for Mortenson Issue 3042. The MSFA authorizes the Chair and CEO/Executive Director to execute CSA Revision No. #36, inclusive of the aforementioned Issue. This adjustment would become effective after Master Application for Payment No. #33 is finalized. Commissioner Griffith moved to approve the recommendation. Commissioner Butts Williams seconded the motion.**

**APPROVED**

**F) Mortenson Issue 3099, Sponsorship Signage Adjustment**

Mortenson Construction has submitted a Cost Issue to perform additional work as a result of requested changes to the Construction Documents. The following Issue is funded as noted below by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.

The Team has previously elected to proceed with exterior sponsorship signage support that was included within Cost Issue 2784. Cost Issue 3099 corrects two minor accounting errors included within Cost Issue 2784 and requires additional funding for those corrections. The Team has agreed to fund the entire Total Cost for this issue, which is \$2,386.00 and will be included in CSA Revision No. 40. This will also require an increase in the Stadium Capital Budget.

**Recommendation: The MSFA approves an increase of \$2,386.00 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. The Construction Contract within the Uses section of the Stadium Master Project Budget would be increased by the same amount. This increase is the Team's agreed upon contribution for Mortenson Issue 3099. The MSFA authorizes the Chair and CEO/Executive Director to execute CSA Revision No. 40, inclusive of the aforementioned Issue. This adjustment would become effective after Master Application for Payment No. #33 is finalized. Commissioner Griffith moved to approve the recommendation. Commissioner Butts Williams seconded the motion.**

**APPROVED**

**G) CenturyLink Communications, Design, Configure, & Install Wi-Fi/LAN/IPTS**

CenturyLink Communications was awarded a contract to design, configure, and install services for Wi-Fi, Local Area Network ("LAN"), and IP Telephony Systems ("IPTS"). The Total Cost for this contract is \$10,867,198.72. The total contract is to be funded by (a) Wi-Fi for \$4,755,000.00, (b) Vendor Contract Technology for \$5,776,295.00, (c) Additional Team Funding for \$9,886.00, and (d) MSFA operating expenses for \$326,017.72. Therefore, the Master Project Budget is to fund \$10,541,181.00 of this contract, which is net of the aforementioned MSFA operating expenses related to this contract.



The Team has agreed to fund their portion of this Contract award, which totals \$9,886.00. This will also require an increase in the Stadium Capital Budget.

**Recommendation: The MSFA approves an increase of \$9,886.00 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget to fund additional WiFi costs. The MSFA authorizes the Chair and CEO/Executive Director to execute the CenturyLink Communications contract. This adjustment would become effective after Master Application for Payment No. 33 is finalized. Commissioner Griffith moved to approve the recommendation. Commissioner Butts Williams seconded the motion.**

**APPROVED**

**Summary:**

The proposed budget adjustments outlined in this memorandum would modify the Stadium Master Project Budget as outlined in Table 1 - Stadium Master Project Budget.

**Table 1  
Stadium Master Project Budget Summary**

Division	Description	Master Project Budget as of 7/15/2015	7/17/15 Adjustments	Adjusted Budget
<b>SOURCES OF FUNDS</b>				
00-25-005	Team Contribution	\$377,000,000.00	\$0.00	\$377,000,000.00
00-25-010	Private Contribution	\$100,000,000.00	\$0.00	\$100,000,000.00
00-25-015	Additional Team Contribution	\$95,120,099.50	\$697,169.00	\$95,817,268.50
00-30-005	State of Minnesota Contribution	\$498,000,000.00	\$0.00	\$498,000,000.00
00-90-005	Aramark Capital Investment	\$10,000,000.00	\$0.00	\$10,000,000.00
00-90-010	SMG Capital Investment	\$2,000,000.00	\$0.00	\$2,000,000.00
	<b>Total Sources of Funds</b>	<b>\$1,082,120,099.50</b>	<b>\$697,169.00</b>	<b>\$1,082,817,268.50</b>
<b>USES OF FUNDS</b>				
10-00-000	Site Acquisition & Improvements	\$54,921,824.10	\$159,470.00	\$55,081,294.10
20-00-000	Construction Costs	\$841,936,024.14	\$527,813.00	\$842,463,837.14
30-00-000	Furnishings, Fixtures & Equip.	\$52,908,439.93	\$9,886.00	\$52,918,325.93
40-00-000	Development Costs	\$87,788,257.85	\$0.00	\$87,788,257.85
50-00-000	Financing Costs	\$0.00	\$0.00	\$0.00
60-00-000	Other Project Costs			
	TCF Stadium Improvements	\$7,356,012.57	\$0.00	\$7,356,012.57
	SDC Group Contingency	\$8,000,000.00	\$0.00	\$8,000,000.00
	East Event Buildout	\$2,000,000.00	\$0.00	\$2,000,000.00
	Other Mutually Agreed Cost Issues	\$2,537,528.00	\$0.00	\$2,537,528.00
	IPTV Enhancement	\$6,009,655.00	\$0.00	\$6,009,655.00
90-00-000	Project Contingency	\$18,662,357.91	\$0.00	\$18,662,357.91
	<b>Total Uses of Funds</b>	<b>\$1,082,120,099.50</b>	<b>\$697,169.00</b>	<b>\$1,082,817,268.50</b>



**ii. Approve Construction Services Agreement Contract Revision 40**

Draft Contract Revision 40 has been prepared and is currently being reviewed by the MSFA and Team. The total value of the Contract Revision exceeds the staff approval level and therefore requires approval from the MSFA Board to execute.

**A) CONTRACT REVISION 40:**

Proposed Contract Revision 40 totals \$415,868.00 and includes the cost issues identified on the attached Table 1. Team Financed Budget increases have previously been considered and approved by the MSFA.

**Recommendation: The MSFA approves an increase of \$415,868.00 to the Construction Services Agreement. The MSFA authorizes the Chair and CEO/Executive Director to execute CSA Revision No. 40. Commissioner McCarthy moved to approve the recommendation. Commissioner Griffith seconded the motion.**

**APPROVED**

**Table 1 – CSA Contract Revision 40**

Mort Issue #	Cost Description	Construction Contingency	Owner Funding	Team Financed	MSFA Funding Source
1622	7" high removable platform (semi-ambulatory seats)		\$ 89,473.00		Other Mutually Agreed Costs
2230	Elevator Cab Finishes Tracking	\$ (222.67)	\$ 8,605.00		Owner Contingency
2322	Column at Operabe Seating	\$ (937.77)	\$ 36,240.00		Other Mutually Agreed Costs
2339	SE Corner Stormwater Options	\$ (2,359.75)	\$ 91,192.00		Owner Contingency
2523	Fixed Seating Custom Cupholder	\$ (876.87)	\$ 33,886.00		Other Mutually Agreed Costs
2529	Remove interior sealants from Homeco scope and move to Carciofini	\$ -			
2546	Club Purple - Add Back Doors and Shrouds	\$ (2,486.85)	\$ 96,104.00		Other Mutually Agreed Costs
2653	Encountered Obstruction at 11th Ave. Retaining Wall	\$ (766.48)	\$ 29,621.00		Owner Contingency
2718	Pex Piping VA	(\$2,625.00)	(\$7,989.00)		Owner Contingency
2748	Issue 2371 PCO Adjustment	\$ (34.38)	\$ 1,328.00		Vendor Contract Technology
2749	SMG Offices Hold Area	\$ (2,156.43)	\$ 67,977.00	\$ 15,357.00	Owner Contingency
2808	Perlick beer distribution voluntary deduct	\$ 1,274.52	(\$48,312.00)		Food Service Equipment
3099	Issue 2784 CCD 204 PCO Adjustment	\$ (61.74)		\$ 2,386.00	
<b>TOTAL</b>		<b>\$ (11,253.42)</b>	<b>\$ 398,125.00</b>	<b>\$ 17,743.00</b>	
			<b>\$415,868.00</b>		





**iii. Authorize Negotiations/Contract  
- Final Contract Revision for Team-Funded Roof Signage & Lights**

The Team-funded roof signage and lighting design has been issued by the Design Team to the Construction Manager for pricing. The Construction Manager's pricing is anticipated to be finalized within the next two weeks. To ensure that the Construction Manager can be released to construct the roof signage and lighting consistent with its current construction schedule, a Contract Revision approving the scope of work is required prior to the August 2015 MSFA Board meeting. Costs for this work will be 100% Team funded. Staff requests that the Chair and the CEO/Executive Director be authorized to negotiate and execute a Contract Revision with the Construction Manager in order to authorize the construction of Team-funded Stadium roof signage and lighting upon receipt and approval of Construction Manager's pricing. Staff requests that the Chair and CEO/Executive Director be authorized to modify the Master Project Budget accordingly.

**Recommendation: The Authority authorize the Chair and the CEO/Executive Director to negotiate and execute a Contract Revision with the Construction Manager in order to authorize the construction of Team-funded Stadium roof signage and lighting upon receipt and approval of Construction Manager's proposed cost to complete the work. The Authority also authorizes the Chair and CEO/Executive Director to increase the Team Additional Funding source and the Construction use within the Master Project Budget accordingly. Commissioner Butts Williams moved to approve the recommendation. Commissioner McCarthy seconded the motion.**

**APPROVED**

**iv. Authorize Negotiations/Contract - Pedestrian Bridge**

The Minnesota Sports Facilities Authority ("MSFA") in collaboration with the Minnesota Vikings, and related entities, and the Metropolitan Council ("Met Council") has drafted a Construction and Transit Operations and Maintenance Interface Agreement ("Construction O & M Agreement") that describes in detail, among other items, how the Transit System will serve the new Minnesota Multi-Purpose Stadium and the development of a 30-foot wide Pedestrian Bridge to facilitate a safe crossing for pedestrians over the Transit System in connection with Stadium events.

The Construction O & M Agreement details:

- How the Pedestrian Bridge will be funded, constructed, operated and maintained
- The grant of certain use rights for the Pedestrian Bridge and Stadium Skyway Bridge
- How the Transit System areas will be operated and maintained
- Management of Transit System passengers and security measures in connection with events at the Stadium
- Describes advertising and naming rights in connection with the Transit Station

The Met Council will be responsible for funding and construction of the Pedestrian Bridge. The Vikings will reimburse the Met Council for 50 percent of the actual costs of constructing the Pedestrian Bridge up to \$3.5 million.





In addition, the MSFA in collaboration with the Vikings, and related entities, has also prepared a Connection Agreement (Stadium Skyway Bridge) (“Connection Agreement”) that describes in detail, among other items, the connection of a potential skyway bridge from Team-affiliate-owned property to the Stadium Skyway Bridge that will connect the MSFA-owned parking ramp to the new Minnesota Multi-Purpose Stadium. The potential skyway bridge requires an easement from the Met Council, which will be governed by the Construction O & M Agreement, so approval of the Connection Agreement is also being sought at this time.

The Connection Agreement further details:

- That the bridge connection will be affixed to the Stadium Skyway Bridge at no cost to the MSFA
- The design and construction process for the bridge connection
- How the Stadium Skyway Bridge and the skyway connected by the bridge connection will be operated and maintained
- Grant of certain easements for use of the Stadium Skyway and the skyway connected by the bridge connection

**Recommendation: The MSFA authorizes the Chair and the CEO/Executive Director to finalize and execute the Construction and Transit Operations and Maintenance Interface Agreement (Plaza and Pedestrian Bridge) and the Connection Agreement (Stadium Skyway Bridge). Commissioner McCarthy moved to approve the recommendation. Commissioner Butts Williams seconded the motion.**

**APPROVED**

#### **v. Approve Request for Proposals**

- FF&E
- Carrier Neutral Network
- Stadium Radio System
- Command Center Software
- Artificial Turf

Staff, consultants and SMG have developed a listing of request for proposals (RFPs) that will need to be authorized over the next several months. Rather than authorize the release of these items on a piecemeal basis, staff is requesting authorization to release these RFPs in advance. These items are part of the overall project budget. Staff will return at a later date with a recommendation for award on them individually after receipt and review.

The RFPs recommended for authorization to issue are:

- Artificial Playing Surface
- Furniture, Fixtures & Equipment (multiple RFPs are expected)
- Command Center Software
- Stadium Radio System
- Carrier Neutral Network



**Recommendation: The Authority authorizes the Request For Proposals on those items outlined above. Commissioner Butts Williams moved to approve the recommendation. Commissioner McCarthy seconded the motion.**

**APPROVED**

**vi. Approve Proposal & Award Contract – Video Control Room**

The selected system integrator for this package will work with the MSFA and the Minnesota Vikings to develop a final system design for a Stadium Production Control Room that will include a hybrid system that combines HD and 4K signals via a mixed baseband video and IP infrastructure. Destinations for the system include two end zone LED screens (Daktronics), an IPTV system (Cisco), post-production suites and additional delivery methods (i.e. Stadium App).

Based on an estimated \$6,500,000 budget, the selected system integrator will work with the MSFA and the Minnesota Vikings on a solution that includes, but is not limited to; 4K manned camera systems, 4K PTZ cameras, 1080p wireless camera system(s), connectivity to the television truck dock area, video clip servers and playback systems, relay systems, a mixed 1080p and 4k recording, support for NFL-mandated equipment, and closed captioning equipment to support the encoding of captioning to the IPTV system and decoding of caption on LED displays.

In order to establish a final system design that meets the project's budget, the system integrator will establish a not to exceed budgetary allowance for the project, re-evaluate the overall design intent of the system, present potential technology solutions, vendors and work with the MSFA and the Minnesota Vikings on a final system design and budget that reflects the technologies, vendors and equipment that will be used in the system.

The system integrator will work on an "open book" mark-up and overhead percentage and abide by all additional terms and conditions of the MSFA and M.A. Mortenson contract terms.

The RFP, with Board approval, was posted on the MSFA web site on December 10, 2014. Proposers include firms that are Minnesota-based. Full implementation of the Stadium Production Control Room will be completed prior to the end of June 2016.

The staff is requesting authorization to complete negotiations and enter into a contract for Production Control Room Design, Build and Integration Services.

**Recommendation: The MSFA authorizes the staff to complete negotiations and enter into a contract for Production Control Room Design, Build and Integration Services. Commissioner McCarthy moved to approve the recommendation. Commissioner Butts Williams seconded the motion.**

**APPROVED**



### **vii. Approve Proposal & Award Contract – Document Management**

Throughout its 30-year history of owning and operating the Hubert H. Humphrey Metrodome, the MSFA has maintained electronic and paper documentation. The MSFA plans to consolidate this documentation in a state of the art document and content management system to provide such functionality as; capture and indexing of text, image, audio and video documents, web-enabled desktop and mobile access and retrieval, personalized dashboards, intuitive and searchable navigation of multiple document types, e-mail integration and archiving, configurable workflows and distribution, automated document retention scheduling, document history including revisions, reporting, auditing and records management.

As a part of the scope of work, the MSFA's documents identified for retention from the large volume of historical paper documentation will be indexed and captured into an electronic format by the selected Vendor. The selected Vendor will capture and transfer electronic records stored on systems operated by the stadium design, construction and contract management partners into the new system by the selected Vendor.

The RFP, with Board approval, was posted on the MSFA web site on October 17, 2014. Proposers include firms that are Minnesota-based, women-owned and include persons with disabilities in their workforce. Full implementation of the document and content management system will be completed prior to the end of June 2016.

The staff is requesting authorization to complete negotiations and enter into a contract for an Electronic Document Management System and Services.

**Recommendation: The MSFA authorizes the staff to complete negotiations and enter into a contract for an Electronic Document Management System and Services. Commissioner McCarthy moved to approve the recommendation. Commissioner Butts Williams seconded the motion.**

**APPROVED**

### **viii. Approve Design Services Agreement Contract Revision – West Plaza Design Services**

The Board at its April 2015 meeting authorized staff to solicit Personal/Technical Services proposals for the above matter, enter into contract with the selected proposer and return at the May 2015 board meeting with a report on this matter. Two responses were received on April 29, 2015 at 1 pm to the Request for Proposals (RFP). Proposals were received from EVS, Inc. and Hargreaves Associates. A third proposal was received on April 30, 2015 after the due date and not considered. The costs proposed for the Base Scope of work was \$326,500 (EVS) and \$578,000 (Hargreaves).

Following the receipt of proposals, the new stadium's architect HKS, volunteered to perform the base scope of work for \$300,000. That amount is less than the amount proposed by EVS. HKS further offered to perform coordination work relative to the proposed pedestrian bridge by Met Transit and coordination work to potential sponsor work desired by the Minnesota Vikings in the amount of \$50,000 for each item.



Of the \$400,000 of added work scope for HKS, \$350,000 would be funded by available funds in the stadium development budget and \$50,000 would be funded by the Minnesota Vikings if they move forward on the sponsor work. The Minnesota Vikings are in favor of implementing the sponsor-related work.

The legal advertisement for the RFP states, “The Minnesota Sports Facilities Authority reserves the right to reject any and all proposals and to waive any informalities in any proposals received without explanation.” Staff recommends the Board rejects the proposals received and approves adding the above scope to HKS’ work and further authorizes the Chair and CEO/Executive Director to approve the Design Services Agreement (DSA) contract revision to HKS as outlined above. Since HKS is a current professional contractor with the MSFA, the added work scope can be facilitated by the DSA revision. The Minnesota Vikings are in agreement with this recommendation.

**Recommendation: The MSFA reject proposals received for the West Plaza Design Services as outlined above. Furthermore, the Board authorizes the Chair & CEO/Executive Director to approve the Design Services Agreement contract revision with HKS as outlined above. Commissioner McCarthy moved to approve the recommendation. Commissioner Butts Williams seconded the motion.**

**APPROVED**

#### **ix. Approve CenturyLink/IPTV Contract Amendment**

The MSFA previously awarded DAS, WiFi, and LAN IP telephony installation, equipment and maintenance contracts to CenturyLink. As part of the negotiations authorized by the Board, the CenturyLink contracts include both project and operating funds for maintenance requirements over a five year period because the MSFA received favorable contract pricing. The MSFA has now completed a Contract Revision to the existing CenturyLink agreement that provides services, including; design services, labor, materials, and equipment to complete IPTV System Services in accordance with the Trade Contract Documents pursuant to the Construction Schedule for the Trade Contract Amount for the IPTV System Basic Services. CenturyLink will also provide maintenance for IPTV over a five-year period using operating funds.

The Contract Revision specifies the professional services for the installation and configuration of the IPTV System at the Stadium Site. The Scope of Services includes:

- Project Management
- Content Strategy and Creation Services
- Event Day Operations – Consulting Services
- IPTV Requirements Document
- High Level Design Review
- Low Level Design Review
- IPTV System Configuration
- IPTV System Testing



- As-Built Documentation
- Knowledge Transfer

CenturyLink will complete the specified work for the fixed sum of \$3,203,133.31

Maintenance costs for the IPTV System will be billed via an amendment to the separately executed Maintenance Agreement at an annual charge of \$70,456.22.

The staff is requesting Board Approval of the Contract Revision dated July 15, 2015.

**Recommendation: The MSFA approves the Contract Revision dated July 15, 2015 for Provision and Installation of Wi-Fi, LAN and IP Telephony Systems at the Stadium Site. . Commissioner McCarthy moved to approve the recommendation. Commissioner Butts Williams seconded the motion.**

**APPROVED**

**x. Approve Proposal & Award Contract – SMG FF&E Procurement Services**

The MSFA has budgeted Project funds of approximately \$13 million for procurement of furniture, fixtures and equipment (“FF&E”) required for the Stadium. In addition to the management services SMG provides to the MSFA, the MSFA desires to retain SMG as its agent for the procurement of this FF&E.

The proposed Consulting Agreement details:

- The budget and schedule for procurement
- The requirement for SMG to comply with all required bidding and procurement procedures
- The process SMG will use to receive bids for the FF&E and how the MSFA, Hammes and the Vikings will approve purchases prior to award
- The process for the MSFA to disburse Project funds to selected vendors in accordance with the existing agreements governing the disbursement of project funds
- The establishment of an MSFA advance payment process in the maximum amount of \$800,000 which will allow for limited, upfront deposits to certain vendors as required to place orders that cannot be procured according to the normal Project fund disbursement procedure

The MSFA will pay SMG a fee of \$250,000, payable over 10 equal monthly installments, for these services.

**Recommendation: The MSFA authorizes the Chair and the CEO/Executive Director to finalize and execute the Consulting Services (FF&E) Agreement with SMG. Commissioner McCarthy moved to approve the recommendation. Commissioner Butts Williams seconded the motion.**

**APPROVED**



**xi. Authorize MSFA Check-signing Authority**

The MSFA currently utilizes the signature of the Chair and the Treasurer for authorizing checks drawn on MSFA accounts. The MSFA's predecessor, the Metropolitan Sports Facilities Commission, utilized the same procedure. Minnesota law does not require two signatures on checks, but audit guidance suggests it is a best practice. Given the pending opening in the Board Treasurer position, staff believes it is an appropriate time to revisit check-signing authorization and intends to continue utilizing two signatures, but to change the account authorizations to the Chair and CEO/Executive Director for the sake of efficiency.

**Recommendation: The MSFA authorizes staff to take all steps necessary to authorize the Chair and CEO/Executive Director as authorized signers on MSFA checking accounts. Commissioner McCarthy moved to approve the recommendation. Commissioner Butts Williams seconded the motion.**

**APPROVED**

**b. Report Items**

**i. 2014 Comprehensive Annual Financial Report**

We are pleased to present to you the Comprehensive Annual Financial Report (CAFR) of the Minnesota Sports Facilities Authority for the fiscal year ended December 31, 2014. The CAFR is divided into three major sections: introductory, financial, and statistical.

The financial section includes the independent audit opinion, management's discussion and analysis, the basic financial statements including the notes to the financial statements, and required supplementary information. On June 22, 2015, the Minnesota Office of the Legislative Auditor (OLA) issued an unqualified (clean) audit opinion on the MSFA's financial statements for the year ended December 31, 2014. A separate audit report on internal control over financial reporting and compliance and other matters will be issued at a later date. The OLA has informed us that they do not anticipate any audit findings in their report; however, they have not completed the final review of their work.

During the year, the MSFA adopted two new statements of financial accounting standards issued by the Governmental Accounting Standards Board, Statements No. 68 and No. 71. Implementation of these standards required the MSFA to recognize a long-term liability for pension benefits, \$827,002, for the first time. Also, the MSFA was required to report a change in accounting principle and a restatement of net position as of January 1, 2014 of \$1,918,932 to reflect the cumulative retrospective effect of adoption of the statements. The statement of net position includes two new sections: deferred outflows of resources related to pensions and deferred inflows of resources related to pensions. Deferred outflows of resources represent a consumption of net position that applies to future periods (expense) and deferred inflows of resources represents an acquisition of net position that applies to future periods (revenue).



The statement of net position presents information on the financial resources and obligations of the MSFA on December 31, 2014. As of December 31, 2014 total assets were \$474,017,610, deferred outflows of resources were \$117,570, total liabilities were \$66,886,009, deferred inflows of resources were \$1,049,766, and net position was \$406,199,405. Net position is comprised of two components: investment in capital assets of \$389,507,399 and unrestricted net position of \$16,692,006, which may be used to meet the MSFA's ongoing operations.

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the MSFA for its CAFR for the year ended December 31, 2013. We believe that this CAFR meets the certificate program requirements and we are submitting it to the GFOA to determine its eligibility. The award is typically received six months after submission of the report.

**Recommendation: None. This report is for informational purposes only. No action is required at this time.**

## ii. Fourth Quarter Budget Report

The fourth quarter budget report for the Minnesota Sports Facilities Authority for the period from January 1, 2014 through December 31, 2014 was presented.

The budgetary comparison report for the operating account includes the MSFA's adopted 2014 annual budget, actual revenues and expenses for the fiscal year ended December 31, 2014, the change in account balance, and the ending account balance as of December 31, 2014.

The beginning account balance was reduced by \$1,918,932 and restated due to implementation of Governmental Accounting Standards Board Statements No. 68 and 71. The MSFA's operating revenues for the fiscal year totaled \$464,049, operating expenses totaled \$4,280,630, and non-operating net revenues were \$1,749,737. As of December 31, 2014 the account balance decreased by \$2,053,948 and the ending account balance was \$8,666,968.

The budgetary comparison report for the MMPS stadium project trust account includes the project budget, actual revenues and expenses for 2012, 2013, and 2014, and a project-to-date column. For the period from January 1, 2014 through December 31, 2014 the stadium project trust account non-operating (non-capital) revenues totaled \$6,328,588, project expenses were \$331,185,132, capital contributions were \$324,869,440, and the ending account balance was \$2,882. Project-to-date non-operating (non-capital) revenues totaled \$7,750,115, project-to-date expenses totaled \$387,667,432, project-to-date capital contributions were \$379,930,213 and the net account balance was \$2,882.





Design services for the Block 1 Parking Ramp began in the first quarter of 2014 and demolition began in the third quarter of 2014. For fiscal year 2014 expenses for the ramp project were \$16,879,473, capital contributions were \$16,879,473 (MMPS contributed \$7,701,120 and the City of Minneapolis contributed \$9,178,353), and the account balance was \$0. The MMPS expenses and capital contributions also include the \$7,701,120.

**Minnesota Sports Facilities Authority  
Cash and Investment Summary  
December 31, 2014**

**Cash and Investment Summary as of December 31, 2014:**

SUMMARY OF CASH AND INVESTMENTS	
<b>Cash and Cash Equivalents:</b>	
U. S. Bank - operating account	\$272,075.93
U.S. Bank - payroll account	\$1,000.17
U.S. Bank - commercial paper account	\$665,000.15
U.S. Bank investment account-cash equivalents	\$573,547.21
Total Cash and Cash Equivalents	\$1,511,623.46
<b>Restricted Cash and Cash Equivalents:</b>	
U. S. Bank – trust accounts for income, SBL’s, Chicago Title	\$10,668,155.64
<b>Investments:</b>	
U.S. Bank investment account	\$7,474,977.00

**Recommendation: No action is required at this time. This is for informational purposes only. No action is required for this time.**



### iii. Equity Update

The project reports were assessed as of May 31, 2015. These reports are posted on the MSFA website for transparency purposes. *The next Stadium Equity Oversight Committee will be on July 29, 2015.*

- The **EAF** is currently conducting outreach and training for resource efforts in support of the project.  
*64 Trained and 61 Placements*
  - 813 Workers identified;
  - 145 Workers are available for hire
- Mortenson/Thor Construction provided a **WORKFORCE** report, *as of May 31, 2015.*
  - Exceeding both minority (32%) and women (6%) goals at;
  - 37% minority, 9% women and 4% veteran; 1,557,147 hours total
  - 182 Hired Workers from the TARGETED ZIP CODES in the metro area
- Ryan Construction provided a **WORKFORCE** report, *as of May 31, 2015.*
  - 37% minority, 10% women and 0.1% veteran; 62,478 hours total
  - 23 Hired Workers from the TARGETED ZIP CODES in the metro area
- Total WORKFORCE on the U. S. Bank Stadium Project, as of May 31, 2015
  - 37% Minority
  - 9% Women
  - 4% Veteran
- HKS provided a TARGETED BUSINESS report on **DESIGN** activity, *as of May 31, 2015.*
  - Goals MBE (8%) and WBE (11%) goals at;
  - 15 MBE: 8% (\$3,150,769)
  - 17 WBE: 10% (\$4,121,337)
- Ryan Companies' TARGETED BUSINESS report on **DESIGN** activity, *as of May 31, 2015.*
  - 5 MBE: 9% (\$195,773)
  - 7 WBE: 12% (\$263,650)
- Total DESIGN, as of May 31, 2015
  - MBE: \$3,414, 419 (7%)
  - WBE: \$4,384,987 (10%)
  - Total: \$11,878,515
- Mortenson/Thor's TARGETED BUSINESS report on **Construction** activity, *as of May 31, 2015.*
  - MBE (9%) and WBE (11%) goals at;
  - 57 MBE Contracts totaling 12%; (\$91,772,003)
  - 71 WBE Contracts totaling 17% (\$122,289,073)
  - 9 VBE Contracts totaling 1% (\$9,425,691)
  - Total Targeted Business: (\$223,486,767)
- Ryan Companies' TARGETED BUSINESS report on **Construction** activity, *as of May 31, 2015.*



- 8 MBE Contracts totaling 12%; (\$4,422,263)
- 18 WBE Contracts totaling 16% (\$5,905,960)
  
- 2 VBE firms totaling 1% (\$144,180)
  
- **Total TARGETED BUSINESS Construction activity, as of May 31, 2015**
  - MBE: \$96,194,266 (12%)
  - WBE: \$128,195,033 (15%)
  - VBE: \$9,569,871 (1%)
  - Total: \$771,344,791

**Recommendation: No action is required at this time. This is for informational purposes only. No action is required for this time.**

#### **iv. U.S. Bank Stadium Construction Project Update**

Eric Grenz offered a construction update on behalf of Mortenson/Thor. The current status of the project was reported as well as milestones that have been reached recently.

#### **7. PUBLIC COMMENT**

One individual came forward to address the MSFA Board.

1. Jerry Bahls, Minneapolis Chapter - Audubon Society: Mr. Bahls suggested that when the 3M film is tested on the stadium glass, it should be applied to areas where there is a high probability for bird impact.

Chair Kelm-Helgen mentioned that they have spoken with the MN Audubon Society and the 3M film and testing protocol is not ready yet but is still in progress.

#### **8. DISCUSSION**

No discussion occurred at this time.

#### **9. ANNOUNCE FUTURE MEETINGS**

Friday, August 21, 2015 at 9:00 A.M MSFA Board Meeting, 1010 Metrodome Square Building

#### **10. MOTION TO CLOSE MEETING**

**Commissioner McCarthy moved to close the meeting pursuant to Minnesota Statutes Section 13D.05, subd. 3(b), to discuss attorney client privileged matters related to potential claims related to the Stadium. Commissioner Butts Williams seconded the motion.**

**APPROVED**



**Meeting Participants Present for Closed Portion:**

Chair Kelm-Helgen  
Commissioner Benson  
Commissioner Butts Williams  
Commissioner McCarthy  
Commissioner Griffith  
CEO/Executive Director Ted Mondale  
Jay Lindgren, Dorsey & Whitney, LLP  
Dean Thomson, Fabyankse, Westra, Hart & Thomson  
Scott Stenman, Hammes Companies  
William Robinson, Hammes Companies  
Craig Skiem, Skiem Consulting, LLC

**11. DISCUSS ATTORNEY-CLIENT PRIVILEGED MATTERS**

**12. MOTION TO OPEN MEETING**

**Commissioner McCarthy moved to open the meeting. Commissioner Butts Williams seconded the motion.**  
**APPROVED**

**13. ADJOURNMENT**

There being no further business to come before the Authority, Commissioner Butts Williams moved to adjourn the meeting, seconded by Commissioner McCarthy and approved unanimously – 5 YEAS, 0 NAYS.

**APPROVED**

**The meeting was adjourned at 11:35 am.**



ADOPTED this 21st day of August 2015 by the Minnesota Sports Facilities Authority

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Bill McCarthy, Secretary

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Ted Mondale, CEO/Executive Director