



MINNESOTA SPORTS FACILITIES AUTHORITY REGULAR MEETING MINUTES

Friday, October 9, 2015, 9:00 A.M.

**1010 Metrodome Square Building, Lower Level Conference Room
1010 South 7th Street, Minneapolis, MN 55415**

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 Griffith and Commissioner Sertich

Commissioners Absent: None

3. ADOPTION OF AGENDA

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

APPROVED

4. APPROVAL OF MSFA MEETING MINUTES

Commissioner Butts Williams moved approval of the September 18, 2015 Special Meeting Minutes and the September 18, 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 there continues to be significant progress that is more readily apparent on the construction site. Again, Mortenson will provide a more detailed update later in the meeting. Landscaping work has commenced around the east side of the building. In addition, one can see that the stairways and scissor park are being completed outside of the east entrance.



Chair Kelm-Helgen reported that there will also be another corporate development that will be built on the back of the Wells Fargo towers which will bring the surrounding stadium development to more than \$1 billion in economic development. The stadium continues to be a positive force for economic development within the region.

Chair Kelm-Helgen highlighted the Vikings' announcement of the art collection that will be a part of U.S. Bank Stadium. She invited the Vikings to come and talk about the art collection at a future board meeting. This will be a huge public benefit, as it will feature over 500 works of art with local artists.

Chair Kelm-Helgen reported that the mediation between the MSFA and Mortenson would take place November 9-11, 2015. The two entities will meet with an outside 3rd-party mediator to guide discussions.

Chair Kelm-Helgen commented on the work that continues to occur with SMG, the stadium's third-party operator, to secure and plan for major events in U.S. Bank Stadium. The College Football Playoff Championships site selection will be announced on November 4, 2015.

Chair Kelm-Helgen indicated that SMG would give an update on their operations at the November board meeting.

6. BUSINESS

a. Action Items

i. Approve Project Budget Amendments

-Water Fountain System Enhancements

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

- A) Mortenson Issue 3277, Drinking Fountain Substitution

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

A) Mortenson Issue 3277, Drinking Fountain Substitution

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 require a different drinking fountain that requires modification to work in place as well as added infrastructure for water filters/chillers, also known as Issue 3277. The Team has agreed to fund the entire Total Cost for this Issue, which is \$131,546.00 and will be included in CSA Revision No. 46.



Recommendation: The MSFA approves an increase of \$131,546.00 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 3277. The MSFA authorizes the Chair and CEO/Executive Director to execute CSA Revision No. 46, inclusive of the aforementioned Issue. This adjustment would become effective after Master Application for Payment No. 36 is finalized. Commissioner Sertich moved to approve the recommendation. Commissioner McCarthy 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 Summary.



**Table 1
Stadium Master Project Budget Summary**

Division	Description	Master Project Budget as of 10/8/2015	10/9/15 Adjustments	Adjusted Budget
SOURCES OF FUNDS				
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	\$99,846,174.44	\$131,546.00	\$99,977,720.44
0-30-005	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
	Total Sources of Funds	\$1,086,846,174.44	\$131,546.00	\$1,086,977,720.44
USES OF FUNDS				
10-00-000	Site Acquisition & Improvements	\$55,071,539.35	\$0.00	\$55,071,539.35
20-00-000	Construction Costs	\$847,173,316.08	\$131,546.00	\$847,304,862.08
30-00-000	Furnishings, Fixtures & Equip.	\$56,556,050.10	\$0.00	\$56,556,050.10
40-00-000	Development Costs	\$88,146,126.18	\$0.00	\$88,146,126.18
50-00-000	Financing Costs	\$0.00	\$0.00	\$0.00
60-00-000	Other Project Costs			
	TCF Stadium Improvements	\$8,073,884.57	\$0.00	\$8,073,884.57
	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	\$1,166,297.00	\$0.00	\$1,166,297.00
	IPTV Enhancement	\$2,806,521.69	\$0.00	\$2,806,521.69
90-00-000	Project Contingency	\$17,852,439.47	\$0.00	\$17,852,439.47
	Total Uses of Funds	\$1,086,846,174.44	\$131,546.00	\$1,086,977,720.44

- ii. **Approve Information Technology Project Manager Contracts**
 - Stadium Information Technology
 - MSFA Document Management Systems

This Contract Award is for two scopes of Project Management (PM) services (as further described in the RFP and Contract) including, without limitation:



PM Services for Stadium Information Technology (IT) Implementation \$235,000

- Assist the Stadium Technology Program Manager to ensure that the U.S. Bank Stadium technology initiatives are accurately planned, communicated and tracked, completed on schedule and meet customer expectations and contract stipulations.
- Review work in place done by technology vendors and identify potential cost, schedule or risk issues to MSFA and Hammes.
- Manage punch list and startup activities for work done by technology vendors. Coordinate startup activities with SMG.

PM Services for MSFA Document Management System \$95,000

- Coordinate MSFA project tasks and milestones with AMI and their subcontractor, Document Technology Services, Inc. (DTS).
- Develop and implement communications plan.
- Schedule and chair project status meetings.
- Identify and escalate issues that could delay project progress or impede successful project completion.

The RFP, with Board approval, was posted on the MSFA web site on July 13, 2015, and proposals were received. The provider is a women-owned, Minnesota-based firm.

Staff is requesting authorization to complete negotiations and enter into a contract for Project Management services.

Recommendation: The Authority authorizes the Chair and CEO/Executive Director to complete negotiations and enter into a contract for Project Management Services. Commissioner Butts Williams moved to approve the recommendation. Commissioner Sertich seconded the motion.

APPROVED

iii. Authorize Negotiations/Contract – Irwin Seating Company

The Minnesota Sports Facilities Authority (MSFA) is excited to host Super Bowl LII in February 2018 in U.S. Bank Stadium. Super Bowl LII is a premier event requiring the seating capacity of the stadium be expanded from 64,481 seats to approximately 72,000 seats. In order to expand the seating capacity of the stadium, the MSFA desires to purchase additional stadium seats that will be stored onsite until the seats are installed in January 2018.



Currently, M.A. Mortenson Company has a subcontract agreement with Irwin Seating Company, Inc. for the design, fabrication and installation of fixed and telescopic seating and railings in U.S. Bank Stadium for a base seating capacity of 64,481. Irwin Seating Company, Inc. has offered to fabricate an additional 1,924 seats at the same time that the base stadium seats are fabricated to ensure the dye lot for the additional seats exactly matches the dye lot of the base stadium seats. Irwin Seating Company, Inc. is the only seating fabricator and manufacturer that can ensure an exact match of the dye lots.

The MSFA desires to purchase and store the following chairs:

- Type 1 Seat Modules for Super Bowl-Typical Non-Upholstered Chairs to match typical U.S. Bank Stadium Chairs
 - 1,125 chairs for \$70.76 each, for a cost of \$79,605.00
- Type 2 Seat Modules for Super Bowl-Padded/Upholstered Seat Red Zone Chairs to match U.S. Bank Stadium Red Zone Chairs
 - 132 chairs for \$89.30/each, for a cost of \$11,787.60
- Type 3 Seat Modules for Super Bowl-Padded/Upholstered Seat and Back Club Chairs to match U.S. Bank Stadium Club Chairs
 - 249 chairs for north sideline telescopic seating
 - 418 chairs for other fixed seating club areas
 - Total of 667 chairs for \$107.31/each, for a cost of \$71,575.77
- For a grand total cost of \$162,968.37 plus sales tax, if applicable.

These chairs will be delivered to the stadium by July 31, 2016.

To achieve the required seating capacity for Super Bowl LII, a separate riser seating system will be procured and installed in the stadium at a later date.

Recommendation: The MSFA authorizes the Chair and CEO/Executive Director to negotiate and execute a contract with Irwin Seating Company, Inc. for the purchase of the above listed chairs (1,924) for a contract amount of \$162,968.37 plus sales tax, if applicable. Commissioner Sertich moved to approve the recommendation. Commissioner McCarthy seconded the motion.

APPROVED

**iv. Authorize Request for Proposals
- Employment Assistance Firm & Market Study for Stadium Operations**

Staff wishes to prepare equity goals for U.S. Bank Stadium operations and bring those goals to the Board for consideration. In order to properly establish goals, the MSFA should first conduct a market research study regarding similar operations. Staff has identified that these services are available to the MSFA from the Roy Wilkins Center at the University of Minnesota at an estimated cost of \$104,000.



In addition, pursuant to Minn. Stat. § 473J.12, the MSFA is charged with issuing a Request for Proposals for an Employment Assistance Firm, preferably minority-owned, or owned by a individual with a disability or a woman, to create an employment program to recruit, hire and retain minorities for stadium operations and concessions. Staff wishes to engage an employment assistance firm to identify and facilitate the hiring and utilization of minorities, women, and veterans by the Stadium Operator, Concessionaire and subcontractors hired to manage and operate the Stadium. The Employment Assistance Firm will outreach, assess, and recruit minorities and women to perform work on the stadium. These services will help address the anticipated workforce goals.

Recommendation: The MSFA authorizes the Chair and CEO/Executive Director to negotiate and enter into an agreement as provided above for a market study to address equity goals for targeted business and workforce activity. In addition, the MSFA authorizes staff to issue a Request for Proposals for an Employment Assistance Firm. Commissioner Butts Williams moved to approve the recommendation. Commissioner McCarthy seconded the motion.

APPROVED

b. Report Items

i. Equity Update

The project reports were assessed as of August 31, 2015. These reports are posted on the MSFA website for transparency purposes. *The next Stadium Equity Oversight Committee will be on November 18, 2015.*

- The **EAF** is currently conducting outreach and training for resource efforts in support of the project.
64 Trained and 72 Placements
 - 835 Workers identified;
 - 165 Workers are available for hire
- Mortenson/Thor Construction provided a **WORKFORCE** report, *as of August 31, 2015*.
 - Exceeding both minority (32%) and women (6%) goals at;
 - 37% minority, 9% women and 4% veteran; 2,139,767 hours total
 - 220 Hired Workers from the TARGETED ZIP CODES in the metro area
- Ryan Construction provided a **WORKFORCE** report, *as of August 31, 2015*.
 - 36% minority, 10% women and 0.1% veteran; 117,109 hours total
 - 40 Hired Workers from the TARGETED ZIP CODES in the metro area
- **Total WORKFORCE** on the U. S. Bank Stadium Project, *as of August 31, 2015*
 - 37% Minority



- 9% Women
- 4% Veteran

- HKS provided a TARGETED BUSINESS report on **DESIGN** activity, *as of August 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 August 31, 2015*.
 - 5 MBE: 9% (\$195,773)
 - 7 WBE: 12% (\$263,650)

- **Total DESIGN, as of August 31, 2015**
 - MBE: \$3,346,542 (7%)
 - WBE: \$4,384,987 (10%)
 - **Total: \$7,731,529**

- Mortenson/Thor's TARGETED BUSINESS report on **Construction** activity, *as of August 31, 2015*.
 - **MBE (9%) and WBE (11%) goals at;**
 - 56 MBE Contracts totaling 12%; (\$91,357,900)
 - 73 WBE Contracts totaling 16% (\$116,373,546)
 - 7 VBE Contracts totaling 1% (\$11,171,930)
 - **Total Targeted Business: (\$218,903,376)**

- Ryan Companies' TARGETED BUSINESS report on **Construction** activity, *as of August 31, 2015*.
 - 32 MBE Contracts totaling 12%; (\$5,198,525)
 - 48 WBE Contracts totaling 18% (\$7,141,926.62)
 - 2 VBE firms totaling .35% (\$144,180)
 - **Total Targeted Business: (\$12,484,631.62)**

- **Total TARGETED BUSINESS Construction** activity, as of *August 31, 2015*
 - MBE: \$96,556,425 (12%)
 - WBE: \$123,515,472.62 (15%)
 - VBE: \$11,316,110 (1%)
 - **Total Targeted Business: (\$ 231,388,008)**
 - **Total Business: (\$836,671,001)**

Recommendation: None. This report is for informational purposes only.

Commissioner Butts Williams asked if there could be information on new apprentices available at the next board meeting. Mr. Tittle agreed to provide this information with an ethnicity and gender breakdown at the next meeting.



ii. U.S. Bank Stadium Construction Project Update

Eric Grenz offered a construction update on behalf of Mortenson/Thor. It was reported that the project is 75% complete with approximately 1,400 people on site. Other significant milestones were shared.

7. PUBLIC COMMENT

No one came forward for public comment at this time.

8. DISCUSSION

No discussion occurred at this time.

9. ANNOUNCE FUTURE MEETINGS

Friday, November 20, 2015 at 9:00 A.M MSFA Board Meeting, 1010 Metrodome Square Building

10. ADJOURNMENT

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

APPROVED

The meeting was adjourned at 9:36 am.

ADOPTED this 20th day of November 2015 by the Minnesota Sports Facilities Authority

Secretary, Bill McCarthy

Ted Mondale, CEO/Executive Director