

REQUEST FOR QUOTATIONS  
**Press Box One-Sheet holder**  
FOR CAPITAL IMPROVEMENT TO U.S. BANK STADIUM  
IN MINNEAPOLIS, MINNESOTA

5/9/2018

A. Project Background and Objectives

In 2012, the State of Minnesota enacted 2012 Minnesota Laws, Chapter 299 (the “Act”), to establish the Minnesota Sports Facilities Authority (“Authority”) and to provide for the construction, financing, and long-term use of a new stadium now known as U.S. Bank Stadium (the “Stadium”) and related stadium infrastructure (the “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 the Act, the Authority may make capital improvements to design, development and construction of the Stadium and the Stadium Infrastructure, and the certain capital improvements that that Authority is soliciting in this Request for Quotations (“RFQ”) shall be referred to in this RFQ as the “Project”. To that end, the Authority has prepared this RFQ for the Press Box One-Sheet Holder. Those who respond to this RFQ shall be referred to as “Proposers”.

The Project is located at the Stadium [and other additional adjacent land that has been acquired by the Authority in Minneapolis, Minnesota]. The Specification Documents identifying and indicating the scope of the Project are also incorporated within this RFQ as **Exhibit 1**. The Specifications Documents meet the standards required for a National Football League (“NFL”) franchise, as well as additional standards established by the Authority. The Project must be completed by June 15, 2018 (the “Required Completion Date”).

The successful Proposer to the RFQ will be engaged including, without limitation:

- Build and install the Press Box One-Sheet Holder

B. Intent and Process of the Request for Quotations

This RFQ is focused on the selection of a Proposer who will provide the best value to the Authority.

Proposers should have experience in similar to those that are the subject of this RFQ. It is the desire of the Authority to consider as part of its selection criteria the commitment of the Proposer to exert good faith efforts to comply with the plan of the Authority to ensure equitable opportunities for Minority Owned Business Enterprises (“MBE”) and Women Owned Business Enterprises (“WBE”) to participate in the Project. The successful Proposer or Proposers must also demonstrate the ability to exert good faith efforts to comply with workforce goals and targeted zip code hiring goals, and work with organizations to develop effective MBE, WBE and workforce recruitment efforts during the preconstruction, design,

construction management, and the construction for the Project. The Authority has developed an Equity Plan and each Proposer should provide a plan describing how they will encourage the participation and utilization of appropriate workforce, MBEs and WBEs in the Proposers' performance of their services. MBEs and WBEs that are interested in acting as the Proposers for the Project are encouraged to respond to the RFQ.

C. Scope of the Project Requirements

Please see Exhibit 1 for project requirements.

D. Requested Qualifications

The Authority reserves the right and discretion to determine the qualifications and responsibility of the Proposers to perform the work and services that are the subject of the RFQ. It is the request and intent of the Authority that Proposers responding to the RFQ have the following qualifications.

- Experience history with projects similar to the Project that is the subject of this RFQ.
- Ability to provide ongoing services that would include Press Box One-Sheet Holder.

E. RFQ Timeline

Advertise and issue Request for Quotations	May 9, 2018
Quotations Due	May 23, 2018 by 5PM
Selection of Provider	May 25, 2018
Project Completion	June 15, 2018

By submitting a Quotation, the Proposer affirms that this timeline can be met.

F. Proposer Qualifications

The following items shall be included in a Proposal executive summary:

- Proposer's name and address of office that would have central responsibility for the work. Identify the business form of Proposer. If the proposed form of entity is a joint venture, please identify each joint venture participant and their respective percentage of participation. Provide a summary, on one page or less, describing why the Proposer is the most qualified to be the Provider for the Project.
- Proposer agrees that if it is proposing any services including installation work, it shall obtain worker's compensation insurance, vehicle insurance, and any other insurance required by applicable law or regulation. Proposer also agrees that it shall maintain commercial general liability insurance in commercially reasonable amounts, and that proposer shall provide upon request a certificate of insurance evidencing such coverage and additional insured status as requested. The Authority may

terminate this purchase order if it determines in its sole discretion that the proposer's insurance coverage is not adequate for this project.

- Exhibit 1 – Scope and Specification Documents. The Authority will complete the Scope and Specification Documents.
- Exhibit 2 – Proposal Scope of Services and Pricing Information. There are two pages for this Exhibit. The first page is for the Proposer to define the scope of professional services, if any, that will be provided to the MSFA. The second page is for the Proposer to describe the equipment, materials, and installation labor, if any, that will be provided to the MSFA.
- Exhibit 3 – Equity Plan Targeted Business Commitment and Information Form. Proposer must complete the Targeted Business Commitment and Information Form.
- Exhibit 4 – Equity Report. Proposer must complete this form at the completion of the project for all workforce services.
- Exhibit 5 – Purchase Order Form. The Authority will issue the Purchase Order Form to the successful Proposer.

#### G. Quotations

Quotations are due by May 23, 2018. One electronic copy and three bound copies of each quote and should be enclosed in a sealed envelope addressed to:

Minnesota Sports Facilities Authority  
Attention: James Farstad  
1005 4<sup>th</sup> Street South  
Minneapolis, Minnesota 55415

The electronic copy should be sent via email to JP Paul at: PaulJ@Vikings.nfl.net

#### H. Minnesota Government Data Practices

All Quotations are eventually subject to the Minnesota Government Data Practices Act, Minn. Statutes, Chapter 13, but the Act prohibits disclosure of any information derived from Quotations submitted by competing Proposers, and the content of all Quotations is nonpublic data under Chapter 13 until such time as notice to award a contract to the successful Proposer is given by the Authority. Proposers shall note with their Quotation any data in their Quotation that they consider proprietary information or otherwise private and confidential.

## **EXHIBIT 1**

### **Scope and Specification Documents**

- The Press Box Material Holder should be a plastic laminate material holder with the following dimensions: 60" x 36" x 4" deep, with 12 slots for paper storage with slot covers.
- All surfaces to be black laminate or black paint

**[See next page for example]**



# Steelers



Game Summary

Individual

Team

First Quarter

Second Quarter

Halftime

Third Quarter

Fourth Quarter

Defense

Ball Possession

Quotes

Quotes

Quotes

Quotes





**EXHIBIT 3**

**EQUITY PLAN**

**TARGETED BUSINESS COMMITMENT AND INFORMATION FORM**

Proposer Company Name: \_\_\_\_\_

Check ONE of the following:

No Targeted Business participation is committed on this project

The following Targeted Business (MBE & WBE) participation is committed on this project:

Firm Name (Legal business name used for Targeted Business certification)	WBE MBE (Check one)		How will firm participate? (subcontractor, consortium, joint venture)	Description of work	Estimated dollar value of participation	Estimated percentage of total bid
	WBE	MBE				

Total WBE % \_\_\_\_\_

Total MBE % \_\_\_\_\_

**TARGETED BUSINESSES WHO WERE CONSIDERED BUT WERE NOT SELECTED:**

Firm Name	Address	Telephone Number

**Certification**

On behalf of the proposer identified below, I certify that the information provided in this form is true and correct.

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

Signature: \_\_\_\_\_

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

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

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

