



Request for Proposal

**Portable Package Carts
MSFA/Aramark/SMG
U.S. Bank Stadium
August 7, 2017**

REQUEST FOR PROPOSALS
Portable Package Carts
FOR CAPITAL IMPROVEMENT TO U.S. BANK STADIUM
IN MINNEAPOLIS, MINNESOTA

August 7, 2017

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 Proposals (“RFP”) shall be referred to in this RFP as the “Project”. To that end, the Authority has prepared this RFP for the selection, coordination, supply, installation, hook up and testing of the **Portable Package Carts**. The preliminary program for the Project is incorporated within this RFP. Those who respond to this RFP 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 Construction Documents identifying and indicating the scope of the Project are also incorporated within this RFP as **Exhibit E**. The Project will be designed in accordance with the design requirements set forth in the Act and such additional standards as are established by the Authority. The Project must be completed by **September 7, 2017**, (the “Required Construction Schedule”).

The successful Proposer to the RFP will be engaged to select, coordinate, supply, install, hook up, commission, and test the complete the **Portable Package Carts** (as further described in the RFP and any addenda that will be issued to this RFP) including, without limitation:

- Acquire all permits and conform to local and State codes.
- Provide, install, hook up, coordinate, test, and inspect all items required to complete the work associated with the Project. This includes receiving, inspecting, uncrating, removal/disposal of packing material, and final “burn-in” if required.
- All necessary tools, equipment and components (hoses, cords, connections, fasteners, etc.) as needed to provide a turnkey installation and delivery of the Project. Including,
 - Electrical
 - Plumbing
 - HVAC
- Provide start up and commissioning of equipment.
- All premium (overtime) hours required to meet the Project schedule and scope, not including time added due to Owner revisions/additions.
- Two-year on-site warranty to repair or replace the work and services constituting the Project.

B. Intent and Process of the Request for Proposals

This RFP is focused on the selection of Proposer that will provide the best value to the Authority in the selection, coordination, supply, installation, commissioning, and testing of the Project.

Proposers should have significant experience in **Sports and Entertainment Venues, Food and Beverage Improvements** and projects similar to the Project that is the subject of this RFP. 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 of the **Portable Package Carts**. The Authority has developed an Equity Plan for this Project available on its web site, and as described below, 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 RFP.

C. Scope of the Project Requirements

The proposal should be responsive to and explain how the Proposer will provide the following project requirements:

- In-house capacity to provide construction management, coordination and scheduling for the required completion of the Project.
- Project Schedule that shows completion by RFP completion date, including acknowledgement of the “non-work” and “limited access” dates identified in Exhibit E.
- Contingency plans if scope cannot be 100% completed in the Project timeframe. Submit timeline and schedule for items that cannot be completed by RFP completion date.
- U.S. Bank Stadium is an active venue hosting a variety of events during the course of this Project’s construction schedule. Event logistics and event programs take precedence over construction activities. Close coordination with construction activities that create noise and limit access to spaces will be paramount.

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 RFP. It is the request and intent of the Authority that Proposers responding to the RFP have the following qualifications.

- Significant experience in the coordination, supply, installation, and testing of projects similar to the Project that is the subject of this RFP.
- Experience in the coordination, supply, installation, and testing of a similar project in a professional or major collegiate sports venue with a seating capacity in excess of 15,000 seats.
- In-house capacity to produce necessary selection, construction, and schedule documentation, which does not preclude any Proposer from also identifying potential sub-consultants that could assist in producing such estimates and schedules.
- Performance and payment bond bonding capacity or ability to obtain bonding capacity to the full amount of the selected scope of the Project System contained within the submitted Proposal.

E. RFP Timeline

Advertise and issue Request for Proposals	August 7, 2017
Pre-proposal Meeting [Location- US Bank Stadium]	August 11, 11:00AM CST
Written Questions Due	August 14, 2017
Proposals Due	August 16, 2017 1:00PM CST
Interviews of Shortlisted Proposers	August 17, 2017
Final Negotiations	August 18, 2017
Selection of Provider	August 18, 2017
Project Completion	September 7, 2017

By submitting a Proposal, the Proposer affirms that this timeline must and can be met to avoid the potential for significant harm to the progress of the Project and to the interests of the Authority and public.

F.1 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 and list the principal shareholders or other business owners. 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 three pages or less, describing why the Proposer is the most qualified to be the Provider for the Project.
- Provide copies of Proposer’s certificates of insurance showing Proposer’s current total limits of liability for commercial general liability, worker’s compensation, employer’s liability, business automobile liability, and professional liability.
- Provide representative list of similar projects managed by Proposer during that last 3 years or that are currently under construction or management. Include:
 - Project name.
 - Project location.
 - Contracting or ownership entity.
 - Project description; listing dates of construction, seating capacity, project gross square footage, and wireless environment cost. Proposers shall be specific about which projects have been worked on by current employees while employed by your firm vs. those that were worked on while employees of another employer. List key principal of Proposer who was responsible for the project.
 - Key contact or reference from project Owner including name, title, email, and telephone number.
- Provide evidence of Proposer’s capacity to provide or obtain performance and payment bonds in a letter from Proposer’s bonding company listing Proposer’s single project bonding capacity or limit. If Proposer is a joint venture, describe the joint venture’s plan to provide bonding capacity.
- Complete and submit a fully executed confidentiality agreement
- Submit response to State of Minnesota “Affirmative Action Data” form and “Statement of Non Collusion”.

F.2 Submittal Requirements: Evaluation of Proposals

Proposers shall include the following items in their Proposal. As described below, the Authority will score Proposals on a point system, with some criteria being graded on a pass/ fail basis. Proposers who fail any criterion may have their Proposal rejected. A total of 1,100 points will be available as follows:

Project Delivery:	500 points
Equipment Specifications:	500 points
Commercial Terms:	500 points

The Proposals receiving the highest three scores, as determined by the Authority in its sole discretion, will then be short-listed and selected to enter into final discussions and negotiations with the Authority, as a result of which the Authority will select in its discretion the Proposer whose final Proposal is most advantageous and the best value to the Authority as permitted by the Act.

Project Delivery – 500 Points (100 points each)

1. Similar Project Experience. Describe Proposer’s experience with Commercial Kitchen installation, fast track, confined space and event facility projects, and discuss Proposer’s view as to appropriate ways to proceed with the requirements for this Project.
2. Project Personnel. Provide names and resumes of key personnel who would be directly responsible for the work. Provide key contact telephone, fax, and email addresses. Provide organizational chart listing proposed team members by name and responsibility. Indicate other projects to which team members are assigned currently for years 201_ to 20___. Any other relevant experience pertinent to the requirements for this Project shall be listed under “Other Significant Experience.”
3. Project Specific Risks and Solutions. Identify and describe the risks Proposer perceives as being significant for the scope of services required by this RFP, and how Proposer intends to mitigate, manage, and control those risks.
4. Project Controls. Describe Proposer’s approach and methodology for implementing project controls relating to budget and schedule compliance, and provide examples of Proposer’s experience in successfully managing similar projects that were completed within the established budget and schedule and fulfilled the defined project’s program.
5. Preliminary Performance Schedule. Please provide Proposer’s preliminary critical path method performance schedule with milestones interdependencies identified for critical items of design, ordering, construction, and installation work that generally demonstrates Proposer’s strategy for completing the scope of work required by this RFP by the required deadline.

Equipment Specifications – 500 Points

1. Meeting assigned specifications. (400 Points) Ability to meet the required specifications as outlined above “Scope of Requirements” for each piece of equipment listed.
2. Provide comparable equipment. (100 points) Should the exact equipment spec not be met a comparable product shall be offered along with a list of differences between what was requested and what is proposed.

Commercial Terms – 500 Points

1. Price. (250 Points) Provide itemized pricing on all necessary, coordination, supply, construction, installation, and testing of a complete Project and all scope of work items required by this RFP, including without limitation:

- All material and equipment;
- All design or design assist services;
- All construction and installation;
- All training and testing;
- Warranty for onsite maintenance for two years;
- Detailed cost information for ongoing fixed and variable costs, including licenses, hosting fees, customer service, tax calculation service fees, and any cost exclusions
- Estimate of all other project expenses including travel, shipping, and sales tax (if any).

2. Warranties and Maintenance. (100 points) A two year warranty will be requested covering the services and work performed for the Project. Provide copies of the proposed warranties and describe the warranty terms, durations, limitations, etc. Provide Maintenance and service plans for similar projects. Provide company detail on maintenance and service programs, staffing, records on service times, during of program, etc.

3. Agreement to or Requested Revisions to Trade Contract Agreement (Exhibit G) Contract Terms. (150 points). The extent to which revisions are requested to the Authority’s proposed contract in this RFP will be given point deductions in the sole discretion of the Authority.

Equitable Contracting and Hiring – Pass/Fail

1. Hiring and MBE/WBE Utilization. Describe Proposer’s practices and history of hiring women and minorities. Also describe Proposer’s specific plan to reach targeted goals for MBE and WBE construction participation on this project, and Proposer’s strategies for employing women and members of minority communities to comply with the Authority’s Equity Plan.

According to the Act, there shall be no disclosure of any information derived from Proposals submitted by competing Proposers and the content of all Proposals is nonpublic data under Chapter 13 of Minnesota Statutes until such time as a notice to award a contract is given by the Authority.

The Authority may change its scoring of Proposals as a result of interviews of and negotiations with Proposers.

A Proposer's response may also contain any narrative, charts, tables, diagrams, or other materials in addition to those called for herein, to the extent such additions are useful for clarity or completeness of the response. Attachments should clearly indicate on each the page the paragraph in the RFP to which they pertain.

The RFP, responses to it, and any subsequent negotiations and discussions shall in no way be deemed to create a binding contract or expectation of an agreement between the Proposer and the Authority.

Each Proposer submitting a Proposal in response to this RFP acknowledges and agrees that the preparation of all materials for submittal to the Authority and all presentation, related costs, and travel expenses are at Proposer's sole expense and that the Authority shall not, under any circumstances, be responsible for any cost or expense incurred by the Proposers, except the payment of the stipend that will be given to those short listed Proposers who properly submit in good faith the preliminary construction estimate and otherwise complete the RFP process. The Authority shall be allowed to keep any and all materials supplied by the Proposers in response to the RFP.

The Authority reserves the right to accept or reject any or all Proposals, to amend or alter the selection process in any way by addendum, to postpone the selection process for its own convenience at any time, and to waive any non-material defects in proposals submitted. Proposals are required to remain open and subject to acceptance until an award is finalized, or a minimum of (90) days following the date of submission of Proposals. The Authority also reserves the right to accept or reject any individual sub-consultants that the successful Proposer proposes to use.

G. Project Labor Agreement

The Authority will require the Proposer to negotiate and enter into an appropriate labor agreement acceptable to the Authority for the Proposer's work required by this RFP.

H. Payment and Performance Bonds

By Minnesota statutes and the Act, payment and performance bonds will be required from the successful Proposer in the amount of 100% of the cost of Proposal.

I. Pre-proposal Meeting

A Pre-proposal meeting will be held **August 11, 2017, 11:00 a.m. CST** in

U.S. Bank Stadium
1005 4th Street South,
Minneapolis, MN 55415-1752

Please contact the following for stadium security access approval coordination. Must provide a list of attendees 24 hours prior to arrival at the stadium:

Curtis Schmillen
Email: cschmillen@usbankstadium.com

John Fitzgibbon
Email: fitgibbon-john@aramark.com

Proposals are due by **1:00 p.m. CST, August 16, 2017**. One electronic copy on a flash drive and 2 bound copies of the Proposal should be enclosed in a sealed envelope addressed to:

Richard G. Evans
Executive Director
Minnesota Sports Facilities Authority
1005 4th Street South
Minneapolis, MN 55415-1752

One electronic copy via email should also be sent and addressed to:

Curtis Schmillen
Director of Operations
SMG – U.S. Bank Stadium
1005 4th Street South
Minneapolis, MN 55415-1752
Email: cschmillen@usbankstadium.com

John Fitzgibbon
Regional District Manager
Aramark – U.S. Bank Stadium
1005 4th Street South
Minneapolis, MN 55415-1752
Email: fitgibbon-john@aramark.com

N. Questions or Inquiries

All questions must be submitted in writing no later than **3:00 p.m. CST, August 13, 2017** to:

Curtis Schmillen
Director of Operations
SMG – U.S. Bank Stadium
1005 4th Street South
Minneapolis, MN 55415-1752
Email: cschmillen@usbankstadium.com

John Fitzgibbon
Regional District Manager
Aramark – U.S. Bank Stadium
1005 4th Street South
Minneapolis, MN 55415-1752
Email: fitgibbon-john@aramark.com

O. 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 to the successful Proposer is given by the Authority. Proposers shall note with their Proposal any data in their Proposal that they consider proprietary information or otherwise private and confidential.

P. List of Exhibits

Exhibit A	Acknowledgement and Attestation Form
Exhibit B	Confidentiality Agreement
Exhibit C	Non Collusion Statement
Exhibit D	Minnesota Department Affirmative Action Data Page
Exhibit E	Construction Documents
Exhibit F	Equity Plan
Exhibit G	Trade Contract Agreement