HKS

KEVIN A. TAYLOR AIA
SENIOR VICE PRESIDENT

November 6, 2012

Re: **Minnesota Multi-Purpose Stadium – Wind and Snow Engineering 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 Wind and Snow Engineering 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 services that should be included in your proposal.

Wind and Snow Engineering Consulting Services

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 wind and snow engineering consulting services required under Exhibit 1 of the Prime Agreement, and also address the following:

1. Review long-term meteorological data for Minneapolis to be used for analysis of wind tunnel results.
2. Provide an initial "desktop" analytical code based structural wind load study, cladding wind load study, and snow load study for the roof before the wind tunnel testing.
3. Conduct a Structural (primary) and Cladding (secondary element) Wind Load Study and climate assessment, including scaled model and wind tunnel testing to provide a summary of the expected positive and negative wind pressures and object trajectories loads imposed on the exterior envelope of the project, with the objective of determining design wind loads for the roofing and cladding systems design criteria. Determine loads for 10-, 50-, 100-, and 500-year return periods. Include all existing and proposed buildings and geographical features located within a 1,600 foot radius of the site. Structures considered to be of aerodynamic significance that are located outside of the 1,600 foot radius shall be added to the wind tunnel floor for testing. Coordinate with HKS and other consultants to determine areas of interest to be tested prior to testing.
4. Conduct a Pedestrian Wind Study to simulate and assess the comfort level of the wind environment at the key pedestrian spaces that includes, but not necessarily limited to, the main entrance drive, secondary entrance drives, truck dock access drive, seating bowl spectators, and indoor / outdoor plazas.
5. Conduct a Mechanized Wall Cladding Wind Load Study to provide a summary of the expected positive and negative wind pressures acting on the mechanized wall at the exterior envelope of the project, with the objective of determining design wind loads for the mechanized wall system design criteria.
6. Conduct Snow Load studies that take into account the cumulative effect of wind, snow, rain, melting and heat transfer through the roof, and sliding ice studies necessary for the roof loading and snow drifting conditions, including recommendations on snow barrier height and location, roof gutter size to accommodate snow melt and recommendations on the use of heat trace.
7. Conduct a Model Scale Anemometer Study to calibrate the wind loading experienced by the roof, drive system loading, and interior building elements to wind speeds measured at the anemometer on the roof of the stadium. Conduct roof open, roof half open, and roof closed studies for the retractable roof including any drifting conditions adjacent to or on the retractable/operable roof elements. This study will only be required if a retractable roof or operable wall design is used.
8. Review design documents as the project progresses to confirm mitigation of any issues identified in the studies. It is required that preliminary information be provided as the studies progress, specifically alerting HKS of any potential issues as soon as they are discovered so that preemptive or corrective action can be promptly taken for mitigation that might be required.
9. Provide coordination with architectural, structural, mechanical/electrical/plumbing, roof and wall mechanization and other consultants as may be required during each phase of the project. This includes attending coordination and review meetings with HKS and other consultants.
10. Attend project meetings and conduct project site visits as required for the proper implementation of the work. Prepare meeting reports for those meetings in which HKS is not in attendance.
11. Provide an outline of the deliverables for each of the studies outlined above.
12. Provide a schedule that outlines when the various studies and tasks are to be complete. Coordinate the time frame for each deliverable and its required coordination with the documents issue dates as

indicated on the enclosed project schedule. Proposed schedule: Desktop Study: January 15, 2013; Wind tunnel testing, wind load study and snow load study: July 15, 2013.

13. Provide separate fee amounts for each of the studies listed above.

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 $1,000,000 per claim with $2,000,000 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 10:00am November 10, 2012 to:

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Please call with any questions that you may have. We look forward to receiving your response.

Sincerely,

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