

KEVIN A. TAYLOR AIA
SENIOR VICE PRESIDENT

October 29, 2012

Re: **Minnesota Multi-Purpose Stadium – Civil Engineering RFP**

Project Number 16246

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 Civil Engineering Consulting services for the project. The project information with detailed scope along with a preliminary project schedule is included in the enclosed Design Services Agreement between HKS, Inc. and Minnesota Sports Facilities 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 within 2012 Minnesota Law Chapter 299:

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, on-site parking and off-site surface and structured parking currently anticipated to include a new 600 stall parking garage, a new 900 stall parking garage, dedicated walkways, and up to four total skyways and tunnels connecting the new or existing parking garages to the Stadium, and a roof that is fixed or retractable.

Civil 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 civil engineering services required under Exhibit 1 of the Prime Agreement, and also address the following:

1. During the conceptual design phase provide appropriate information and concepts that include the following:
 - a. Confirm the adequacy of the client-provided existing site conditions and topographic survey and provide prompt notification of any additional information that may be required. It should be assumed that some on-site verification of existing conditions would be necessary.
 - b. Develop preliminary concepts for site grading and drainage, including potential storm water quality and quality control devices, to evaluate the proposed project site plan.
 - c. Provide preliminary information on the availability of existing utility capacities for storm sewer, sanitary sewer, domestic water, natural gas, electrical, and telecommunications services and the ability for them to adequately serve the proposed project. Confirm location, size, and adequacy of utilities serving the site.
 - d. Identify utility companies to be engaged for relocation of equipment, if deemed necessary. Coordinate with the identified utility companies and prepare designs for all necessary on-site and off-site utility systems.
 - e. Verify property platting requirements, zoning, local criteria for drainage and water quality, flood plain status, and indicate specific approval processes required. Prepare and file applications for zoning, permits, and other regulatory approvals. Attend public meetings and hearings as required.
 - f. Identify buildings to be demolished. Prepare and file applications for demolition as required.

g. Coordinate with Owner's geotechnical consultant and the structural engineer to provide locations required for soil borings and tests. Refer to the Prime Agreement. Review the preliminary geotechnical report and provide comments as appropriate for design criteria affecting civil engineering scope of work, such as paving design, subsurface water, etc.

h. If your firm has the capabilities, HKS would like a separate fee (expenses included in fee) proposal for Traffic and Pedestrian Engineering Services.

a. Develop a traffic analysis of the streets surrounding the facility, focusing on ingress and egress points, addressing turning movements, stacking depths and projected roadway traffic volumes of the surrounding streets.

b. Develop recommended turning movements and traffic patterns for the loading dock area of the facility.

c. Pedestrian flow analysis for the site red line district and impact on the ingress egress points within the stadium

2. Prepare schematic design documents for the project that include the following:

a. Preliminary site grading and drainage plan indicating contours at an appropriate interval extended to the adjacent property lines or to back of curb for property lines with street frontage, or to other indicated limits of the work, and showing the proposed finished floor elevations in relation to existing floor elevations. Any retaining walls, site structures or features, etc. necessary for proper site grading and drainage should also be indicated.

b. Preliminary site utilities plan showing all pertinent utilities routing to the building from applicable nearest utility mains to within 5 feet of the building drip line. Any required off site utility extensions should be identified. Coordinate building tie in locations with the MEP engineer. Coordinate with utility companies to identify equipment and distribution line locations.

c. Preliminary plan showing layouts of site circulation roads, parking lots and sidewalks.

d. Prepare outline specifications of the proposed materials and systems. It should be assumed that the schematic design documents would be used for scope pricing by the general contractor/construction manager.

3. Prepare design development documents for the project that include the following:

a. Site grading and drainage plan indicating contours and spot grades at building entrances, along with any retaining walls and site structures or features necessary for proper site grading and drainage, and water quality or quantity control devices. Drawings should define the expected condition of the site upon completion of demolition of the existing facilities.

b. Site utilities plan indicating routing and sizes of the anticipated utility lines to the building to within 5 feet of the building drip line.

c. Plan showing layouts of site circulation roads, parking lots with locations of handicap spaces, and sidewalks.

d. Typical details for site features such curb and gutter, handicap ramps, manholes, etc.

e. Provide preliminary specifications in AIA 2004 Master Spec format. It should be assumed that the design development documents are to be used for pricing by the selected general contractor/construction manager. The DD package may form the basis of the project Guaranteed Maximum Price (GMP) prepared by the contractor (or CM at Risk).

4. Prepare the construction documents (including appropriate drawings and specifications) for the project that would include documents sufficient for the contractor to use in constructing the site components and features, and include the following specific information:

a. Final finish grading plan with contours and spot grades as appropriate to allow proper grading and drainage of the project site, extending from the building face to the property lines or curb lines, or other limits of the work, as necessary. The design and documentation for site hardscape features necessary for the proper site grading and drainage are to be included, as well as features required for water quality and quantity control. This plan is also to clearly indicate the required handicap accessible routes from the property lines to the building entrances. All aspects of the accessible route are to be designed and shown on the plans to be in compliance with the applicable handicap accessibility standards.

b. Prepare plans, details and other documents for required erosion control plans that may need to be in place during the course of construction that comply with all appropriate regulations and standards. These documents are to be submitted for approval and permits to the appropriate municipal, state and federal agencies or jurisdictions.

c. Horizontal dimensional control and site layout plan showing the building location relative to existing structures and property lines, site circulation roads, parking lots and sidewalks layouts.

d. Design and construction details for paving, curb and gutters, sidewalks, handicap parking spaces and handicap curb cuts and ramps, manholes and other drainage structures, and any storm water management basins and structures that may be required.

e. Required plans and details for the applicable site utilities required for regulatory agencies and/or utility company approval and permits, and for construction. Site utilities are to be brought to within five feet of the building line with tie in locations and elevations properly coordinated with the MEP engineer. Site utilities are to include domestic and fire water, sanitary sewer, storm sewer, natural gas, electrical service, cable service, fiber optic service, and telephone and data cabling. Coordinate size of the required utilities with regulatory agencies and / or utility companies.

5. Coordination of the civil engineering concepts, designs and documents is required during all phases of the project with architectural, structural, mechanical, plumbing and electrical, landscape, and other consultants as required for the proper implementation of the project.

6. Coordinate Fire Department access around the site and to the building.

7. Provide services normally associated with the bidding and negotiation process, including subcontractor pricing review and attending pre-bid conferences.

8. Participate in project budget meetings, value engineering sessions and processes that may be required if conditions warrant. This activity should be anticipated to occur during each phase of the project to maintain adherence with the established project construction budget. This will include development of cost savings items lists, participation in cost reduction work sessions, and documenting the results of the cost savings efforts approved by the client in the project drawings and specifications.

9. Provide services normally associated with construction administration. This should include attending project meetings, making site visits to observe the quality of construction and preparing Field Observation Reports at appropriate intervals, but should be assumed to average once every two weeks during construction. These services also include reviewing the contractor's applications for payment and signing the necessary certifications for completed work covered by the civil engineer scope of work.

10. Post Construction required by the Prime Agreement.

11. Provide coordination with the general contractor/construction manager, and the architectural, landscape, mechanical/electrical/plumbing and other consultants as may be required during each phase of the project. This would include attending coordination and review meetings with the contractor, HKS and other consultants.

12. Attend project meetings as required for the proper implementation of the work. Prepare meeting reports for those meetings in which HKS is not in attendance.

13. Prepare an outline of the necessary municipal and regulatory agency approvals and permits required, and indicate the submittals required and the submittal dates, approval periods and process involved for each that applies. Coordinate these with the overall project schedule and make adjustments in consultant's work plan as necessary during each of the project phases to maintain project progress and compliance with the overall project schedule.

14. Provide compliance with applicable local, state and national ordinances, codes and regulations, and assist in gaining necessary municipal and state agency approvals that may be required for obtaining building permits, approvals, and Certificates of Occupancy. Make all necessary submittals to municipal and regulatory agencies to gain approval for construction of site work, grading, utilities, and erosion control. This includes attendance at any review meetings with regulatory officials for general project review and to gain the required approvals and permits for the project.

15. Note that the client has established sustainability goals and requires that the project achieve a minimum LEED 2009 Certified certification. The scope of work includes the services necessary to comply with this requirement, including participation in designated LEED workshops and charrettes, and update status meetings during all phases of the project. A summary of compliance with the various LEED points is to be prepared during each phase of the project. The consultant is to participate proactively with innovative ideas and suggestions on ways to achieve various specific credits. There will be a separate sustainability consultant or individual that will be responsible for leading the project team through this effort, as well as preparation and submission of the necessary paperwork and applications. Consultant is to provide exhibits and illustrations necessary for those applications. The fee amounts for services associated with achieving sustainability goals are to be included within the professional services fees and considered a part of basic services.

16. The project documentation will be prepared in the BIM platform Revit, and it therefore is required that consultant prepare their documents in AutoCAD Civil 3D for the schematic design, design development and construction document phases. Refer to the Prime Agreement for delivery of Design Document Works.

17. The fee should include the preparation of record drawings per the Prime Agreement.

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 comparable 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 \$2,000,000 per claim with \$4,000,000 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. Please state your methodology for achieving 10% MBE and 15% WBE participation.
10. MSFA Equity consultant will provide the list of eligible civil businesses whose work will count towards achieving the aspirational goals.
11. Post RFP submittal steps.
12. After the RFP submittal but before the award of the Civil Engineering contract, the Proposer(s) will be required to identify the WBE and MBE firms that will be used on the contract. Both the WBE and MBE firms will be identified by name, including the dollar amount and percentage of the work to be performed. If a Proposer does not commit to meet either, or both, the WBE or MBE goal the Proposer will be required to submit Good Faith Effort (GFE) documentation. MSFA Equity consultant will provide GFE guidelines and documentation requirements upon request.

In the case of a Proposer requesting a waiver from meeting the 10% MBE and 15% WBE goals through GFE, the MSFA will request and review all documentation. The MSFA will either pass the Proposer based on adequate GFE or fail the Proposer for failing to meet GFE. If the Proposer commits to meet the 10% MBE and 15% WBE goal, no GFE documentation will be required.

Please submit eight (8) hard copies of your proposal along with the electronic copy by November 5, 2012 to:

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Interview date for short listed firms:
November 13, 2012
The location of interview:
Halsey Hall in the Metrodome

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. MSFA WBW/MBE Plan
5. Exhibit B Preliminary Site Plan