



**KEVIN A. TAYLOR AIA**  
SENIOR VICE PRESIDENT

November 9, 2012

Re: **Minnesota Multi-Purpose Stadium – Audio, Video, Broadcast 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 Audio/Visual, Video, Television Broadcast, and Acoustics 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.

HKS shall be the Architect of Record for the Project, and your firm, if recommended by HKS and approved by the Authority and Minnesota Vikings Football, LLC (the “Team”) pursuant to the Prime Agreement, would be engaged as an Audio, Video, Television Broadcast, and Acoustics consultant.

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 to be included in your proposal. 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 audio, video, acoustics, and broadcast consulting services required under Exhibit 1 of the Prime Agreement, and also address the following:

**A. Sound Reinforcement, Audio/Visual, Video and Broadcast Systems Consulting Services**

1. Programming – meet with representatives of the client, National Football League, and Local and Network television affiliates to define the technical and performance criteria for the following

sound and audio/visual systems and document this information in a programming report including detailed system cost estimates:

- a. Sound reinforcement, audio playback and production intercom systems as appropriate in the seating bowl, suites, clubs, conference rooms, locker rooms, film rooms, concourses, public restrooms, and dining areas.
  - b. Television Broadcast systems as appropriate, distributed throughout the facility. Advise on locations, configurations, and systems for cameras, broadcasters, production studio, interview rooms,
  - c. Master Antenna Television System (MATV), distributed throughout the facility.
  - d. Audio/visual projection, satellite and video distribution and routing, scoreboards, ribbon boards, video displays, replay system, and control systems throughout the facility.
  - e. Background music and paging systems throughout common areas of the arena.
  - f. Coaching Intercom and Video Infrastructure and cabling, routed to areas including, but not limited to coaches' booths, camera platforms, film rooms, and sidelines.
2. Design the systems in accordance with the approved program and budgets.
  3. Coordinate with HKS to minimize the aesthetic impact of system equipment such as the location and appearance (or concealment) of projectors, technical panels, loudspeakers, etc.
  4. Provide assistance with layout of control areas.
  5. Provide plans with device locations, sketches, dimensional information, etc. early in the design process as required that sufficiently defines the work to be included and to coordinate with other design disciplines.
  6. Provide the project MEP engineer with equipment heat loads, special cooling requirements, and electrical requirements related to the systems.
  7. Review and coordinate with the architectural and MEP design documents prior to each major design milestone to evaluate and comment on design issues affecting or impacted by the audio/visual and related systems.
  8. Provide the following deliverables during construction documents:
    - a. Floor plans and reflected ceiling plans showing equipment locations and layouts, and conduit requirements of loudspeakers, floor boxes, wall panels, etc.
    - b. Single-line functional block diagrams showing the interconnection of all major system components.
    - c. Control system block diagrams indication all control functions.
    - d. Details or elevations showing technical panel layouts, patch panel layouts and equipment racks.
    - e. Drawings and specifications will be ready for inclusion in the construction documents. The documents are to be signed and sealed by a professional engineer registered in the State of Minnesota.
  9. Prepare AV systems conduit layout drawings in electronic format that include sizing, routing and details, and locations of back boxes.
    - a. The MEP engineer will have the following low voltage scope:
      - Telecommunication device layout throughout building with design input from architect and design architect.
      - Telecommunication design input of MDF/IDF room sizes, locations and equipment layouts.
      - Security system/access control system device layout and raceway systems integration with design input provided by owner consultant.

10. During the construction administration phase, respond to requests for information, review contractor submittals and assist with coordination between trades related to the installation of the systems. Review test reports for “source quality control tests” and “field quality control tests” prior to the date of substantial completion. Provide services normally associated with construction administration. This includes 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 will also include reviewing the contractor’s applications for payment and signing the necessary certifications for completed work covered by the consultant scope of work.

**B. Acoustics and Noise Control Consultant Responsibilities**

Your proposal should include, but not necessarily be limited to, the following:

1. Provide an acoustical and noise control design guide that includes, but not limited to, the following:
  - a. Establish design criteria for acceptable background noise levels (NC/RC ratings).
  - b. Sound isolation class (STC ratings) as appropriate for all areas.
  - c. Recommendations for partitions, doors, windows, floor/ceiling conditions and other interior construction required to control sound transmission between adjacent noise sensitive spaces in accordance with space requirements program.
2. Develop recommendations for the project MEP engineer regarding noise control of mechanical, electrical and plumbing systems, to include the following:
  - a. Vibration isolation of mechanical equipment, plumbing equipment, medical gas equipment, and electrical equipment.
  - b. Review and comment on the transfer of mechanical noise from air handling units to adjacent floors and areas.
  - c. Air duct design review to meet specified noise criteria.
  - d. Sound attenuation requirements for the supply and return openings of the air-handling units.
  - e. Noise isolation for the fan powered air boxes.
  - f. Specify room noise criteria for the critical rooms, to include:
    - i. Seating Bowl
    - ii. Suites
    - iii. Clubs
    - iv. Press Box
    - v. Interview Rooms
    - vi. Locker Rooms
    - vii. Entrance Lobbies (4 min.)
    - viii. Conference rooms
    - ix. Offices
  - g. Design of floor structure for critical equipment sensitive to vibration.
3. Provide recommendations to prevent acoustic intrusions from noise producing areas, including public spaces, miscellaneous equipment, and the environment.
  - a. Exercise fitness rooms
  - b. Loading docks and materials handling
  - c. Elevators and elevator equipment rooms

- d. Mechanical and electrical rooms
- e. Roof mounted equipment
- f. Off-site sources
4. Provide design of “room acoustics” in the main lobby, mall, dining, waiting areas, other public spaces, conference rooms, and classrooms for good listening conditions.
5. Provide written recommendations as appropriate, with details and specifications, if required, for use by the design team in preparing the construction documents.
6. Review contractor’s noise and vibration controls submittals to determine conformance with the design intent as conveyed in the contract documents.

**C. Scope Items Related to A and B Above**

1. Provide ongoing reviews and coordination with the MEP engineer throughout the Project to confirm that required infrastructure and systems are coordinated.
2. Provide design document reviews at 50% and 90% of the design development phase, and at 50% and 90% of the construction documents phase. These reviews will consist of checking all relevant architectural and MEP drawings and specifications to verify and to confirm that systems requirements are integrated and incorporated properly into the design documents.
3. Provide services normally associated with the bidding and negotiation process, including pre-qualifications of bidders, subcontractor pricing review and attending pre-bid conferences.
4. 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.
5. Provide services normally associated with construction administration. These includes attending project meetings, making site visits to observe the quality of construction and preparing Field Observation Reports, and are to be coordinated with HKS.
6. Assist in the review of substitutions, proposed changes and change orders regarding this scope of services.
7. Post Construction required by the Prime Agreement.
8. Provide coordination with architectural 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.
9. 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.
10. 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. 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.
11. Note that the client has established sustainability goals and requires that the project achieve a minimum LEED 2009 Certified or Green Globes 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.

12. The project documentation will be prepared in the BIM platform Revit, and it therefore will be required that consultant also prepare their documents in Revit for the schematic design, design development and construction document phases. Refer to the Prime Agreement for delivery of Design Document Works.
13. The fee should include the preparation of record drawings per the Prime Agreement.
14. Separate fee amounts are to be provided for scopes indentified in section A, section B, and section C 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 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 \$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.

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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 audio/video 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 3:00pm  
November 16, 2012 to:

Kevin A. Taylor (2)  
1919 McKinney Ave.  
Dallas, Texas 75201  
ktaylor@hksinc.com

Scott Stenman (3)  
900 South 5th Street  
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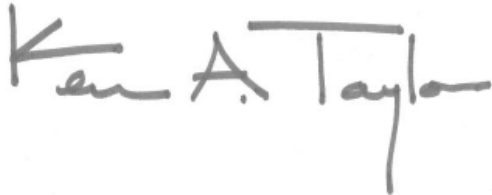
Art Aaron (3)  
8101 E. Prentice Ave., Suite 900  
Greenwood Village, CO 80111  
aaaron@iconvenue.com

Interview date for short listed firms:  
November 27, 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,

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A handwritten signature in black ink that reads "Kevin A. Taylor". The signature is written in a cursive style with a horizontal line above the "A" and "T".

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. Aaron Koski  
Mr. Art Aaron  
Mr. John Hutchings