



MINNESOTA SPORTS FACILITIES AUTHORITY
900 South 5th Street
Minneapolis, Minnesota 55415

June 22, 2012

MEMORANDUM

TO: MSFA Board Members

FROM: Steve Maki

SUBJECT: Approve Request for Proposals New Stadium – Owner’s Representative Services

The Metropolitan Sports Facilities Commission authorized on the behalf of the MSFA a Request for Qualifications for Owner’s Representative Services on May 24, 2012. The submittals for the RFQ are due at 4 p.m. on June 22, 2012. Attached is documentation related to the RFQ and to the RFP.

The Owner’s Representative services are in general to advise, guide, and assist the MSFA during the pre-construction and construction time frames. The Owner’s Representative will be a key MSFA consultant in relationships with the Minnesota Vikings (“Team”), designers and contractors for the project. The RFQ and RFP documents more specifically outline the scope of services of the Owner’s Representative. It is desirable to have an Owner’s Representative services available at the start of the new stadium design.

By Statute, the Authority and Team will create a stadium design and construction group to manage the design and construction of the stadium and to oversee construction (“Project Group”). The Project Group will be comprised of representatives of the Authority and the Team. The Project Group will hire an Owner’s Representative for the project. Similarly, the Team may have its own Owner’s Representative. Potentially, either the MSFA Owner’s Representative or the Team Owner’s Representative could be the Project Group’s Owner’s Representative.

The timeline for procurement of services is recommended as follows:

- Authority Approval of Request for Proposals June 22, 2012
- Request for Qualifications Due June 22, 2012 4 p.m.
- Request for Proposals Due July 2, 2012 4pm
- Interviews of Proposers (if necessary) July 10, 2012
- Authority Award of Contract July 13, 2012

Recommendation: The Authority authorizes the Chair and Executive Director to issue the Request for Proposals for Owner’s Representative Services.