

REQUEST FOR QUOTATIONS

SIGNAGE PROCUREMENT

FOR CAPITAL IMPROVEMENT TO U.S. BANK STADIUM
IN MINNEAPOLIS, MINNESOTA

May 2, 2018

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 Quotations (“RFQ”) shall be referred to in this RFQ as the “Project”. To that end, the Authority has prepared this RFQ for the signage procurement. Those who respond to this RFQ 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 Specification Documents identifying and indicating the scope of the Project are also incorporated within this RFQ as **Exhibit 1**. The Specifications Documents meet the standards required for a National Football League (“NFL”) franchise, as well as additional standards established by the Authority. The Project must be completed by July 9, 2018 (the “Required Completion Date”).

The successful Proposer to the RFQ will be engaged in, without limitation:

- Coordinate design and installation of signage noted in project scope to include removal and disposal of existing signage
- Provide design ideas and concept names for approval for concession stand in section 129
- Repair or replace any damage from removal of old signage in Section 129 and Section 130

B. Intent and Process of the Request for Quotations

This RFQ is focused on the selection of a Proposer who will provide the best value to the Authority in the design of and installation of concession stand signage at a concession stand in section 129 and removal of existing signage and repair to fascia at concessions stands in section 129 and 130.

Proposers should have experience in providing concept design, fabrication and installation of signage similar to those that are the subject of this RFQ. 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 Project. The Authority has developed an Equity Plan and 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 RFQ.

C. Scope of the Project Requirements

Please see Exhibit 1 for project requirements.

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

- Experience history with signage design, fabrication, and installation similar to the Project that is the subject of this RFQ.
- Ability to provide ongoing services that would include signage procurement.
- Previous demonstration of providing similar services and work in high profile signage projects.

E. RFQ Timeline

Advertise and issue Request for Quotations	May 2, 2018
Quotations due	May 14, 2018 by 5PM
Selection of Provider	May 21, 2018
Project Completion*	July 9, 2018

*If vendor cannot meet the required completion date, please provide a date in which it can be finished.

By submitting a Quotation, the Proposer affirms that this timeline can be met.

F. 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. 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 one page or less, describing why the Proposer is the most qualified to be the Provider for the Project.
- Proposer agrees that if it is proposing any services including installation work, it shall obtain worker's compensation insurance, vehicle insurance, and any other insurance required by applicable law or regulation. Proposer also agrees that it shall maintain commercial general liability insurance in commercially reasonable amounts, and that proposer shall provide upon request a certificate of insurance evidencing such coverage and additional insured status as requested. The Authority may terminate this purchase order if it determines in its sole discretion that the proposer's insurance coverage is not adequate for this project.
- Exhibit 1 – Scope and Specification Documents. The Authority will complete the Scope and Specification Documents.
- Exhibit 2 – Proposal Scope of Services and Pricing Information. There are two pages for this Exhibit. The first page is for the Proposer to define the scope of professional services, if any, that will be provided to the MSFA. The second page is for the Proposer to describe the equipment, materials, and installation labor, if any, that will be provided to the MSFA.
- Exhibit 3 – Equity Plan Targeted Business Commitment and Information Form. Proposer must complete the Targeted Business Commitment and Information Form.
- Exhibit 4 – Equity Report. Proposer must complete this form at the completion of the project for all workforce services.
- Exhibit 5 – Purchase Order Form. The Authority will issue the Purchase Order Form to the successful Proposer.

G. Quotations

Quotations are due by MAY 14, 2018 by 5PM. One electronic copy and three bound copies of each quote and should be enclosed in a sealed envelope addressed to:

Minnesota Sports Facilities Authority
Attention: James Farstad
1005 4th Street South
Minneapolis, Minnesota 55415

The electronic copy should be sent via email to JOHN FITZGIBBON, Fitzgibbon-john@aramark.com

Questions or Inquiries. All questions must be submitted via email by MAY 8, 2018 by 5PM, to:

James Farstad at james.farstad@msfa.com
and
JOHN FITZGIBBON, Fitzgibbon-john@aramark.com

H. Minnesota Government Data Practices

All Quotations are eventually subject to the Minnesota Government Data Practices Act, Minn. Statutes, Chapter 13, but the Act prohibits disclosure of any information derived from Quotations submitted by competing Proposers, and the content of all Quotations 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 Quotation any data in their Quotation that they consider proprietary information or otherwise private and confidential.

EXHIBIT 1

Scope and Specification Documents

Scope of work:

- -Provide (1) concession stand sign concept for a concession stand located in section 129. Sign design & concept shall correlate to but not be limited to factors such as menu, stadium look and feel, partners of the building, event types, etc. Signage dimensions shall be similar to existing signage used but has flexibility in sizing dependent upon overall feedback from vendor using their expertise in the field.
- -Fabricate and install signage at said location.
- -Removal of existing Mill City Classic signage in section 130 and repair/replace existing fascia if required.

Project details to include the following:

- Provide conceptual design work with up to (3) revisions for concept based on feedback from f&b provider.
- Provide final shop drawings for final approval and provide color electronic concept drawings for review of concept.
 - Each concept shall include elevation view and side views for concept to include how lighting will look.
 - Dimensions, sq. footage, material, finish & lighting.
- Provide electronic artwork files of all design drawings.
- Engineer, fabricate and install concession signage
- Removal of disposal of any existing signage noted in project.
- Provide replacement or repair of any existing fascia that may be required from removal of existing signage.
- Coordinate with electrical contractor, if required, to install and/or connect electric for sign illumination.
- If required based on event schedule, provide temporary banners to be created, installed, and ultimately removed.
- Obtain all required permits and required inspections associated with the project.



**MILL CITY SECTION
129 – NEW SIGNAGE
TO BE DESIGNED &
INSTALLED**





**MILL CITY SECTION
130 – SIGNAGE TO BE
REMOVED**

	Total	
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EXHIBIT 3

EQUITY PLAN

TARGETED BUSINESS COMMITMENT AND INFORMATION FORM

Proposer Company Name: _____

Check ONE of the following:

No Targeted Business participation is committed on this project

The following Targeted Business (MBE & WBE) participation is committed on this project:

Firm Name (Legal business name used for Targeted Business certification)	WBE MBE (Check one)		How will firm participate? (subcontractor, consortium, joint venture)	Description of work	Estimated dollar value of participation	Estimated percentage of total bid
	WBE	MBE				

Total WBE % _____

Total MBE % _____

TARGETED BUSINESSES WHO WERE CONSIDERED BUT WERE NOT SELECTED:

Firm Name	Address	Telephone Number

Certification

On behalf of the proposer identified below, I certify that the information provided in this form is true and correct.

Proposer Name: _____

Signature: _____

Date: _____

Name: _____

Title: _____

