



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

November 9, 2012

Re: **Minnesota Multi-Purpose Stadium – Food Service Consulting 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 Foodservice Design 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 foodservice 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 that should be included in your proposal.

**A. Food Service Consultant Responsibilities**

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

1. Prepare a detailed program of the food service system for the entire arena, including, but not limited to menu, concessions, club/suite catering, beverage centers and distribution systems, concessions support / storage, commissary, waste management, point-of-sale systems, related areas, and the food delivery system. The program shall include infrastructure support for the arena food service and dietary functions.
2. Provide a Food Service Equipment budget based on the approved program.
3. Prepare schematic design documents at an appropriate scale of the dietary areas as may be necessary to gain approval from the client and HKS. The outcome of these documents may entail developing multiple schemes for presentation to the client. Prepare a list of Owner-provided smallwares as required for the project. Prepare an order-of-magnitude cost estimate for foodservice equipment. Identify locations and sizes of trash chutes and trash and recycling collections areas and equipment.
4. Prepare design development documents at quarter inch scale, showing all equipment. These documents are to include an itemized equipment schedule, catalog cut sheets where appropriate, and outline specifications. Utility loads for all equipment should also be provided.
5. Prepare the construction documents, consisting of plans and specifications that include:
  - a. Food service areas with food service and related equipment. Indicate floor depressions, underground or below floor sleeves, conduits, and penetrations. Identify walls that require special treatment, such as stainless steel, flashing, corner guards, special openings, backing or reinforcing, etc.
  - b. Waste areas with waste related equipment. Indicate floor depressions, underground or below floor sleeves, conduits, and penetrations. Identify walls and floors requiring special treatment, such as stainless steel, flashing, corner guards, special openings, backing or reinforcing, bollards, etc.
  - c. All drawings are to be fully dimensioned, based on control points and column grids provided by HKS. All exhaust ducts are to be clearly located, sized, and dimensioned, and include static pressure requirements.
  - d. Plumbing rough-ins for hot and cold water supplies, sanitary sewers, cooling tower water, natural gas, steam, condensation lines, air, and any other plumbing connection requirements shall be fully dimensioned with vertical height requirements from finished floor.
  - e. Electrical rough-ins are to be fully dimensioned with the final point of connection clearly identified. The rough-in connections are to show the requisite connected load and type of connection. Identify equipment that requires emergency power.
  - f. Data and telephone rough-ins are to be clearly identified with vertical height requirements from the finished floor.
  - g. Special details are to be prepared, showing all custom stainless steel and millwork; refrigeration pipe routing, details and sizes; tray delivery systems; exhaust hoods; and utility distribution systems.
  - h. Provide beverage line routing, details, and sizes to the MEP engineer for inclusion in their construction documents.
  - i. Decorative and special finishes, panels and trim on the face or front of serving line and other equipment are to be fully delineated and detailed and coordinated in accordance with the approved design developed by other consultants.

- j. Materials and finishes shall be coordinated with the design team and the client.
- k. Equipment specifications are to be prepared in the standard CSI format. The specifications are to include the General Conditions relating to the food service scope, specific fabrication methods, detail requirements, and itemized equipment specifications. The specifications are not to be proprietary, and are to be prepared to encourage competitive bids.

### **B. Laundry Service Consultant Responsibilities**

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 laundry service consulting services required under Exhibit 1 of the Prime Agreement, and also address the following:

1. Prepare a project narrative describing the concepts and operational criteria for the laundry services. The narrative will serve as the basis for the detailed space program. Consultant will work closely with client and design team to confirm goals, budget, basic design requirements and understanding of the project.
2. Prepare a detailed space program of the laundry service system, as well as flow diagrams that identify special relationships between areas and functions. The program is to include infrastructure support for the laundry service and functions.
3. Prepare schematic design documents at an appropriate scale of the laundry areas as may be necessary to gain approval from the client and HKS. The outcome of these documents may entail developing multiple schemes for presentation to the client.
4. Prepare design development documents at quarter inch scale, showing all equipment and working clearances needed. These documents are to include an itemized equipment schedule, catalog cut sheets where appropriate, and outline specifications. Utility loads for all equipment are also to be provided.
5. Prepare the construction documents, consisting of plans and specifications that include:
  - a. Laundry service areas with equipment. Indicate floor depressions, underground or below floor sleeves, conduits, and penetrations. Identify walls that require special treatment, such as stainless steel, flashing, corner guards, special openings, backing or reinforcing, etc.
  - b. All drawings are to be fully dimensioned, based on control points and column grids provided by HKS. All exhaust ducts are to be clearly located, sized, and dimensioned, and include static pressure requirements.
  - c. Plumbing rough-ins for hot and cold water supplies, sanitary sewers, cooling tower water, natural gas, steam, condensation lines, air, and any other plumbing connection requirements are to be fully dimensioned with vertical height requirements from finished floor.
  - d. Electrical rough-ins are to be fully dimensioned with the final point of connection clearly identified. The rough-in connections are to show the requisite connected load and type of connection. Identify equipment that requires emergency power.

- e. Special details are to be prepared showing: all custom stainless steel and millwork, details and sizes; exhaust hoods; and utility distribution systems.
- f. Materials and finishes are to be coordinated with the design team and the client.
- g. Equipment specifications are to be prepared in the standard CSI format. The specifications are to include the General Conditions relating to the laundry service scope, specific fabrication methods, detail requirements, and itemized equipment specifications. The specifications shall not be proprietary, and are to be prepared to encourage competitive bids.

#### **Scope Related to Items A and B**

1. Provide services normally associated with the bidding and negotiation process, including subcontractor pricing review and attending pre-bid conferences. Attendance at a pre-bid conference is required.
2. 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.
3. Provide services normally associated with construction administration. This included 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 food service consultant scope of work. Construction administration services are to include:
  - a. Review of shop drawings and submittal data for conformance to design intent.
  - b. Conduct site observations of the installation of the food service, laundry, and waste equipment as necessary to assess the status of work in conformance with the design intent.
  - c. Prepare a punch list and perform final inspections.
  - d. Provide assistance in the project close out, including collection of all warranties, operating, training, and service manuals.
4. Prepare an outline of the necessary municipal and regulatory agency approvals and permits required, and indicate the submittals required and the submittal dates, approval period and process involved for each that applies. 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, Health Department 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.
5. Post Construction required by the Prime Agreement.
6. Provide coordination with architectural and other consultants (civil engineer, mechanical /electrical/plumbing engineer, etc.) as required for the proper implementation of the food

- service, laundry, and waste design. Coordinate the location and interface with various utilities, grease traps, service areas, trash collection procedures, etc. as required and with other consultants and entities as necessary.
7. Prepare appropriate documentation of meetings, decisions and directives throughout the course of the project.
  8. 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.
  9. 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.
  10. 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 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 \$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. MSFA Equity consultant will provide the list of eligible foodservice consulting 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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stenmans@hammescosports.com

Art Aaron (3)  
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Interview date for short listed firms:  
November 26, 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,

A handwritten signature in black ink that reads "Ken A. Taylor". The signature is written in a cursive, slightly slanted style. The first name "Ken" is written with a large, sweeping 'K'. The middle initial "A." is written in a smaller, simpler font. The last name "Taylor" is written in a cursive style with a long, trailing tail on the 'y'.

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