



MINNESOTA SPORTS FACILITIES AUTHORITY REGULAR MEETING MINUTES

FRIDAY, MARCH 8, 2013, 9:00 A.M.

**Hubert H. Humphrey Metrodome, Halsey Hall Room
900 South 5th Street, Minneapolis, MN 55415**

1. CALL TO ORDER

Chair Michele Kelm-Helgen called the meeting of the Minnesota Sports Facilities Authority to order at 9:00 AM.

2. ROLL CALL

Commissioners Present: Chair Kelm-Helgen, Commissioner Butts Williams, Commissioner Benson, Commissioner McCarthy and Commissioner Griffith.

Commissioners Absent: None

3. ADOPTION OF AGENDA

Chair Kelm-Helgen presented the agenda. Commissioner Benson moved approval of the agenda, seconded by Commissioner Butts Williams and approved unanimously – 5 YEAS, 0 NAYS.

APPROVED

4. APPROVAL OF AUTHORITY MEETING MINUTES

Approval of Authority Minutes for Regular Meeting of February 8, 2013 and for Special Meeting of February 15, 2013. Commissioner McCarthy moved approval of the February 8, 2013 Regular Meeting Minutes and approval of the February 15, 2013 Special Meeting Minutes, seconded by Commissioner Benson and approved unanimously – 5 YEAS, 0 NAYS.

APPROVED



5. CHAIR'S REPORT

Chair Kelm-Helgen reported that there has been major progress in multiple areas. After a thorough and collaborative process, the Authority and Team reached agreement on a baseball configuration for the new stadium. This is a great solution for the Team, the Authority and baseball groups, as it will ensure an outstanding indoor venue for various uses throughout the year, including, collegiate, high school and amateur baseball without compromising the optimal NFL sideline. The architects came up with a more asymmetrical bowl design, made changes to seating, and moved home plate back 40 feet. The Authority and Team were careful in the way this process was approached and were thus able to have a great result. This configuration will be incorporated into the new design.

With Mortenson on board, the Authority and Team have taken a big step forward. Mortenson is now working carefully with the architects to start pricing out options, and to begin putting together elements for design. With both the architects and Construction Manager on board, everyone is looking at the project schedule. The schedule must match work that needs to be done, and it will naturally change when a new firm comes on board. As everyone works to integrate systems, the Authority and Team will then have a better handle on the schedule. It is anticipated that the schematic design will not be ready for March. A more specific schedule will be determined when the Authority and Team have more information,

6. ORGANIZATIONAL MATTERS

a. Election of Officers

-Vice-Chair

-Secretary/Treasurer

Chair Kelm-Helgen stated that according to Authority by-laws, the Vice-Chair and Secretary/Treasurer for the board must stand for election every year.

Chair Kelm-Helgen asked if there were nominations for Vice-Chair. Commissioner Griffith nominated Commissioner McCarthy for re-election. Commissioner Butts Williams seconded the nomination.

APPROVED

Chair Kelm-Helgen asked if there were nominations for Secretary/Treasurer. Commissioner Butts Williams nominated Commissioner Benson for re-election. Commissioner Griffith seconded the nomination.

APPROVED



7. BUSINESS

a. Action Items

i. Approve Proposals & Award Contract

-Insurance Broker services for Property & Casualty Program

On February 22, 2013 the Minnesota Sports Facilities Authority (Authority) received six proposals in response to the Request for Proposals (RFP) for insurance broker services for the property and casualty program. The property and casualty insurance program includes the following insurance policies: auto liability, boiler and machinery, crime, general liability, property, public officials, roof deductible buy-back, terrorism, umbrella, and workers' compensation. All six proposals were reviewed and evaluated based on the criteria specified in the RFP. Fees for services ranged from \$24,500 to \$70,000. Four proposers were selected for a one-hour interview.

Interviews were held on Tuesday, March 5, 2013 and the interview panel included Chair Kelm-Helgen, Commissioner Benson, Ted Mondale, Mary Fox-Stroman, Jay Lindgren, and Robert Staed of Greyling Consultants, Inc. Each proposer was asked to make a presentation and respond to a list of twelve questions. The interview panel looked at the following seven key criteria: expertise, experience, and service capabilities; key staff proposed to be assigned to perform work on the program; past performance; access to specialized insurance markets; interview; acceptance of contractual terms proposed in the project services agreement; and fees or commissions (cost). During the interviews, a wealth of information was provided and a variety of creative ideas and suggestions for next year's insurance program were discussed.

Based upon the materials submitted by the interviewees and the interviews of the four firms, the panel unanimously recommends that the contract be awarded to Team Minnesota for a negotiated fee of \$30,000. Team Minnesota is a partnership of Associated Insurance Agents, Risk Management Consulting Services, Inc. and Willis of Minnesota. Associated Insurance Agents is the Authority's current broker, which has had a long-term partnership with Risk Management Consulting Services, Inc., and has continuously provided the insurance broker services for this program since 2008.

Recommendation: The Authority accepts the proposal for Insurance Broker Services for the Property and Casualty Insurance Program from Team Minnesota and authorizes the Chair and CEO/Executive Director to execute a professional services agreement with Associated Insurance Agents for a negotiated fee of \$30,000.

Commissioner McCarthy moved to approve the recommendation. Commissioner Butts Williams seconded the motion.

APPROVED



ii. Authorize Request for Proposals

-Chilled Water & Steam Services

-Employment Assistance Firm

The Authority will need service providers for both heating services and chilled water for the new stadium. HKS's sub-consultant ME Engineers has reached out to local entities NRG and Hennepin County (Environmental Services) for pricing of the estimated heating and cooling loads. This information will help to make a determination of best value for a plant built on-site and operated only for the stadium versus a service provider off-site. In the interim, staff is requesting the ability to issue an RFP for heating and cooling services as if an outside vendor will provide the services. This information is needed as part of the design/development process.

Recommendation: The Authority authorizes a Request For Proposal for Chilled Water & Steam Services. Commissioner Griffith moved to approve the recommendation. Commissioner Benson seconded the motion.

APPROVED

Pursuant to Minn. Stat. § 473J.12, the Authority is charged with issuing a Request for Proposals (RFP) for an Employment Assistance Firm, preferably minority-owned, or owned by a disabled individual or a woman, to create an employment program to recruit, hire, and retain minorities for the stadium facility. The Authority intends to supplement its statutory mandate and engage the Employment Assistance Firm to identify, train, and facilitate the hiring and utilization of minorities, women, and veterans by the Construction Manager and its sub-contractors hired to construct the project.

The stadium legislation calls for the Authority to establish workforce utilization goals at least equal to current City of Minneapolis goals – which are 32% minority and 6% women. The Equity Plan for the Construction Services Agreement states that the Authority is committed to ensuring that the Construction Manager meets the goals or uses all necessary and reasonable good faith efforts to meet these goals. The Employment Assistance Firm will train minorities and women to perform work on the stadium project. This training service will help us address these aggressive workforce goals.

Recommendation: The Authority authorizes the CEO/Executive Director to solicit Request for Proposals (RFP) for an Employment Assistance Firm. A recommendation for contract award will be presented at a future meeting. Commissioner Benson moved to approve the recommendation. Commissioner Butts Williams seconded the motion.

APPROVED



**iii. Authorize Prepayment
-Electrical Feeder Relocation**

Xcel Energy has a high voltage feeder that extends across the North side of the main East parking lot sub-surface. The feeder needs to be relocated prior to the upcoming football season to allow for initial construction activities in October. Xcel Energy has estimated the cost of this work to be approximately \$1M. This is a project-related cost.

The Authority has to pre-pay for this work and a credit will occur for any costs less than the estimate. Staff is in discussions with Xcel Energy regarding the timing of payment(s) for the work. The Minnesota Vikings are in agreement as to the expense.

Recommendation: The Authority authorizes prepayment as outlined above in an amount not to exceed \$1M. Furthermore, the Authority authorizes the Chair and CEO/Executive Director to enter into said agreement and payment once finalized. Commissioner Griffith moved to approve this recommendation. Commissioner McCarthy seconded the motion.

APPROVED

iv. Approve Negotiation & Execution of Amendment to Hammes Contract

The new stadium development will require an integrated program management service to deal with issues relating to financial, contract, budget & cost controls, risk and reports. There is a need to move ahead quickly on such a system given the pace of the project and anticipated expenditures.

The Construction Manager, Mortenson, has a system that they will use for processing their payments, construction coordination matters and contracts. There will be a need for an audit function to verify the payments to be made to the various and many sub-contractors and sub-consultants for the project. Hammes, in response to the Authority's Request for Proposals (RFP) for Owner's Representative, supplied to the Authority last summer a proposal consistent with the RFP for such services for the project.

Staff and consultants have reviewed many of the services available for this need. Based upon this review, staff believes the course of action would be to utilize the data generated by Mortenson as part of their system to be integrated with the Hammes proposal, with an additional outside audit function to monitor and verify payments. The Hammes contract would need to be amended for this increased scope of work. Staff would proceed with negotiation and execution of an agreement of this matter with board approval. The total cost of this service has been budgeted by the MN Vikings and Authority to not exceed \$2M. Staff anticipates this will be a project cost.

Recommendation: The Authority authorizes the Chair and the CEO/Executive Director to negotiate and execute an Amendment to the Hammes contract as outlined above. Commissioner Griffith moved to approve the recommendation. Commissioner Butts Williams seconded the motion.

APPROVED



7. **PUBLIC COMMENT**

One individual came forward to address the MSFA Board.

Jerry Kyser, Military Action Group, Topic: Mr. Kyser appreciates the efforts underway to facilitate businesses going through the veteran-owned business certification process.

8. **DISCUSSION**

None

9. **ANNOUNCE FUTURE MEETINGS**

Friday, April 12, 2013 at 9:00am – MSFA Board Meeting, Halsey Hall.

10. **ADJOURNMENT**

There being no further business to come before the Authority, Commissioner McCarthy moved to adjourn the meeting, seconded by Commissioner Benson and approved unanimously – 5 YEAS, 0 NAYS. Chair Kelm-Helgen adjourned the meeting at 9:20 am.

ADOPTED this 12th day of April, 2013 by the Minnesota Sports Facilities Authority

Duane Benson, Secretary

Ted Mondale, CEO/Executive Director