



**MINNESOTA
SPORTS FACILITIES
AUTHORITY**

MINNESOTA SPORTS FACILITIES AUTHORITY MEETING AGENDA

Thursday, March 18, 2021, 8:00 A.M.

Zoom Link: <https://zoom.us/j/96937569280>

Zoom Phone Number: 312-626-6799

Meeting ID/Pass Code: 969 3756 9280

Pursuant to the Governor’s ongoing Emergency Executive Orders, the Minnesota Sports Facilities Authority (MSFA) is holding its previously scheduled **8:00 a.m., March 18, 2021**, Board meeting via Zoom and telephonically consistent with Minnesota Statutes, Section 13D.021. The MSFA Chair has concluded that an in-person meeting is not practical or prudent because of the health pandemic declared under the Emergency Executive Orders and the importance of social distancing and minimizing contact with others pursuant to the Orders. **The public may monitor the meeting by downloading the Zoom video app and using the following website: <https://zoom.us/j/96937569280> If you do not have access to the video app, the public may choose to Dial-In by using the following Zoom phone number: 312-626-6799, with passcode: 969 3756 9280. Should the public want to make a public comment, they must raise their virtual hand during that portion of the meeting. In order to do this, click on the “Participant” button on the bottom of the screen, and then click on the “Raise Hand Button”. The Chair will then call your name in the order it was received. The Agenda and meeting materials will be available at www.msfa.com.**

1. CALL TO ORDER
2. APPROVAL OF PRIOR MEETING MINUTES – January 21, 2021
3. BUSINESS
 - a. Action Items
 - i. Approve 2020-2021 Capital Reserve Budget and Concession Capital Reserve Budget Amendment
 - ii. Approve Tegra Contract Revision
 - iii. Approve Insurance Brokerage Services for Property and Casualty Programs
 - b. Reports
 - i. Stadium Update – ASM Global and Aramark
 - ii. Executive Director’s Report
4. PUBLIC COMMENTS
5. DISCUSSION
6. ANNOUNCEMENT OF NEXT MEETING – April 18, 2021
7. ADJOURNMENT



**MINNESOTA
SPORTS FACILITIES
AUTHORITY**

**MINNESOTA SPORTS FACILITIES AUTHORITY
Meeting Minutes – January 21, 2021 at 8:00 A.M.
Zoom Video & Teleconference**

1. **CALL TO ORDER**

Chair Vekich called the meeting of the Minnesota Sports Facilities Authority (“MSFA” or “Authority”) to order at 8:00 A.M.

2. **ROLL CALL**

Commissioners present via phone: Chair Michael Vekich, Tony Sertich, Bill McCarthy, Barbara Butts Williams, and Angela Burns Finney

3. **APPROVAL OF MEETING MINUTES – November 19, 2020. See, Exhibit A.**

4. **BUSINESS**

a. Action Items

i. Approve Cisco 3-Year Maintenance

James Farstad, Executive Director of the Minnesota Sports Facilities Authority, stated that in 2015 the MSFA signed a 5-year Cisco maintenance program, which has now expired. The MSFA staff would like to extend the maintenance for an additional 3 years, which will cover all Cisco equipment and licensing, for a total \$1,031,634.39. See, Exhibit B.

Chair Vekich asked Mr. Farstad if there are any difference in the contracts between the 2015 and the 2021 selection, and Mr. Farstad stated that the only difference is that the MSFA was able to negotiate an abatement of costs due to the lack of events in the stadium during the Covid-19 pandemic.

Commissioner Sertich moved, and Commissioner Butts Williams seconded the motion to approve the following recommended motion, which was unanimously adopted:

The MSFA authorizes the Chair and Executive Director to enter into an agreement with Lumen Technologies for an amount not to exceed \$1,031,634.39.

ii. Authorize Chair and Executive Director to Negotiate and Finalize Proposed Changes to the Parking Agreement between the City of Minneapolis, Ryan Companies, and the MSFA

Mr. Farstad stated that as part of the Stadium construction, the MSFA worked with the City and Ryan Companies in order to coordinate the development of the Commons Park, Ryan housing, and the Wells Fargo towers, which allowed, in part, for the Mills Fleet Farm and Downtown East ramps to function as district parking for the area. To fund these projects, the City issued Bonds that are payable from some of the parking revenues from the ramps, as the ramp supports Ryan's development. Ryan Companies guarantees the parking revenue and makes annual payments to the City that pays those Bonds, while the MSFA remains owner of the ramps; however, with Covid-19, Ryan Companies will need financial relief due to loss of revenue. See, Exhibit C.

Chair Vekich stated that this parking agreement covers the two ramps owned by the MSFA which are operated under a 2014 agreement among the City, Ryan Companies, and the MSFA. Under this agreement, Ryan Companies is the manager of the ramps, and is currently making annual payments to the City in order to meet the bond payments that originally funded the construction of one of the MSFA ramps, the redevelopment costs associated with the five block Downtown East project, and the Commons Park. Chair Vekich noted that parking revenues are significantly down due to Covid-19 and the reduced economic activity in the Downtown East, and the City and Ryan are proposing a mutually beneficial amendment to the original parking agreement. The future bond refinancing will be used to offset a portion of the losses that incurred in 2020 and will significantly reduce future bond payments in the future. Chair Vekich did state that Ryan is current on all payments, including the payment recently made to the City on January 15, 2021, and stressed that no funds will be paid out of pocket by the MSFA or the City to reimburse Ryan's losses.

Commissioner McCarthy moved and Commissioner Finney seconded the motion to approve the following recommended motion, which was unanimously adopted:

The MSFA authorizes the Chair and Executive Director to negotiate and execute and amendment to the Parking Agreement with the City and Ryan Companies.

iii. Approve Pay Equity Report

Mary Fox-Stroman, Director of Finance at the MSFA, stated that in 1982, the Minnesota Legislature passed the Minnesota State Government Pay Equity Act, which provides a process to establish equitable compensation relationships between female-dominated, male-dominated, and balanced job classes of employees. She noted that Minnesota Management and Budget (MMB) developed a software program that local units of government are required to use for pay equity compliance analysis, testing, and reporting. One of the tests, the statistical analysis test, compares salary data to determine if female-dominated job classes are paid consistently below male-dominated job classes of comparable work value (job points). The Alternative Analysis Test is a manual review of job data to determine if there is a compensation disadvantage for at least 80% of female job classes as compared to male job classes, and if compensation differences can be accounted for by years of service or performance. MSFA job data as of December 31, 2020 were reviewed and compensation disadvantages were not found. See, Exhibit D.

Commissioner Butts Williams asked Ms. Fox-Stroman how the year 2020 compared to prior years, and Ms. Fox-Stroman stated that the report results were the same as the prior year, with the exception of the elimination of the Director of Communications position in 2019.

Commissioner Sertich moved and Commissioner Butts Williams seconded the motion to approve the following recommended motion, which was unanimously adopted:

The Minnesota Sports Facilities Authority approves the 2021 Pay Equity Implementation Report and the Compliance Report.

iv. Minneapolis Downtown Council License Agreement for Storage

The Minneapolis Downtown Council currently has one remaining float from the old Hollidazzle parade, which is still used for the Grand Marshall during the Aquatennial Torch Light Parade. The float's current storage facility now has plans for redevelopment, and the Minneapolis Downtown Council is no longer able to house their float at that location. They have inquired if U.S. Bank Stadium would be able to store their float until April 30, 2021. See, Exhibit E.

Commissioner Finney moved and Commissioner McCarthy seconded the motion to approve the following recommended motion, which was unanimously adopted:

The board authorizes the Chair and Executive Director to enter into a License Agreement with the Minneapolis Downtown Council to store its float until April 30, 2021.

v. Adoption of Annual Board Calendar

Chair Vekich recommend dates for the 2021 monthly board meetings. See, Exhibit F.

Commissioner McCarthy moved and Commissioner Finney seconded the motion to approve the following recommended motion, which was unanimously adopted:

The MSFA Board adopts the above 2021 monthly board meeting calendar.

vi. Election of Officers

Chair Vekich nominated incumbent Commissioner Butts Williams to remain in her position as Vice-Chair, and nominated the incumbent Commissioner Sertich to remain in his position as the Secretary/Treasurer. All Commissioners supported his nominations, and the motion was adopted.

b. Report Items

i. Q4 – 2019-2020 Budget Report – June 30, 2020

Ms. Fox Stroman presented the Q4 Budget Report, for the period ending June 30, 2020, to the MSFA Board. See, Exhibit G.

ii. Q1 – 2020-2021 Budget Report – September 3, 2020

Ms. Fox Stroman presented the Q1 Budget Report, for the period ending September 3, 2020, to the MSFA Board. See, Exhibit H.

iii. Vikings' Man of the Year

Lester Bagley, Executive Vice-President of Public Affairs of the Minnesota Vikings, stated that Eric Kendricks, Middle Linebacker for the Minnesota Vikings, was nominated by the Vikings upper management for the *Walter Payton NFL Man of the Year* award. Mr. Bagley stated that Mr. Kendricks has become a leading voice in the NFL on social equity following the death of George Floyd in May 2020 and has been laying the groundwork for improving societal issues. Within the community, Mr. Kendricks has been an advocate for minors in juvenile detention centers, a supporter of the *Boys and Girls Club of America*, involved in the *Special Olympics*, and has also helped battle childhood hunger through the *Every Meal* program. Mr. Bagley stated that Mr. Kendricks represents the Minnesota Vikings and the local community very well, and that he is grateful for all his work both on and off the field. Mr. Bagley stated that the recipient for the *Walter Payton NFL Man of the Year* award will be announced before *Super Bowl LV* on February 7, 2021.

vi. Status of U.S. Bank Stadium

John Drum, Interim General Manager of U.S. Bank Stadium, provided the MSFA board with a stadium update. Mr. Drum stated that ASM Global is following the recommendations of the State of Minnesota, the City of Minneapolis, and the CDC, and noted that staff who are able to work from home are continuing to doing so, and only essential U.S. Bank Stadium employees are currently working in the building. When those essential employees arrive, their entrance is contingent upon their agreement to wear a face covering at all times, as well as a brief health screening. Mr. Drum thanked the stadium partners for all their hard work during the Minnesota Vikings season, and stated that Aramark, G4S, and Whelan Security exceeded expectations throughout this unprecedented year. Lastly, Mr. Drum stated that he is excited to work with them again next season, and noted that he is ready to bring back some major events once the time is right.

Jenifer Freeman, General Manager of Aramark/M Hospitality at U.S. Bank Stadium, thanked all of the stadium partners for a successful Minnesota Vikings season. She noted that she is currently working with ASM Global to prepare for future events at the stadium, as well as working to put together a plan for 2021 capital. Ms. Freeman stated that Aramark is working on a new premium food menu, and is also collaborating with local food partners for the 2021-2022 Vikings season.

Commissioner McCarthy asked Mr. Drum if ASM Global is currently working on booking events into 2022, and Mr. Drum stated that they have already been planning for the following year. He noted that ASM Global is already working with concert promoters and vendors, and stated that the planning of major events and concerts usually begins 2-3 years in advance.

v. Executive Director Report

Mr. Farstad stated that phase one of the exterior panel project is now complete and the preparation is underway for phase two. Fencing for the player's parking lot on the south-east corner of the stadium was erected on Monday January 11th, and he noted that the west side of the fencing will be limited to construction personnel only. The parking lot will be used by Mortenson until early/mid-August, and the demobilization of the lot is targeted to occur prior to the first Minnesota Viking's preseason game.

Mr. Farstad stated that before the work on the south side of the building begins at the end of January, overhead protection will be installed along the building from the parking gate to the Administration doors, with access provided to all the doors along the sidewalk.

Mr. Farstad noted that the locations where the panels will be replaced will impact the team member entrance, Upper and lower Pentair, Verizon and the administration entrances. Once the Covid-19 spread is under control and the Governor deems it safe for events to return to the building, overhead protection will be added to support the ingress and egress in those impacted areas.

Regarding the snow gutter project, Mr. Farstad stated that the new replacement panels are all installed and the ancillary work is now complete.

Mr. Farstad noted that the MSFA, ASM Global, Aramark and the Minnesota Vikings are working together to develop the 2021 Capital Plan for Concession, Operations, and Guest Experience improvements. He

stated that a prioritized summary of recommended investments is in process, and that it will be presented at the February Board meeting.

Lastly, Mr. Farstad noted that in 2020, a team from Aramark, ASM Global, Envision Community, and Moxie collaborated to understand how U.S. Bank Stadium partners might support current and former U.S. Bank Stadium employees who may be experiencing housing and financial insecurity. Mr. Farstad stated that through collaboration and research, the team and stakeholders from the homelessness community developed a few concepts that could be considered for testing at the start of 2021. The first concept is the creation of a plan to serve former U.S. Bank Stadium employees, who have been out of work due to Covid-19, a warm meal twice a month throughout the winter. He noted that he will continue to report back to the board as the project progresses.

5. **PUBLIC COMMENTS**

There were no public comments.

6. **DISCUSSION**

There was no discussion.

7. **ANNOUNCEMENT OF NEXT MEETING**

Chair Vekich announced that the next MSFA meeting will be held on Thursday March 18, 2021, at U.S. Bank Stadium in the Medtronic Club at 8:00 A.M., or possibly by teleconference based on the status of the Covid-19 pandemic.

8. **MOTION TO CLOSE MEETING**

Commissioner Butts Williams moved to close the meeting pursuant to Minnesota Statutes, Section 13D.05, subd. 3(b) to discuss attorney client privileged matters regarding potential claims related to a demand filed by M.A. Mortenson Company. Commissioner Finney seconded the motion.

The meeting was closed at 9:05 A.M.

Individuals present at the closed meeting: Chair Michael Vekich, Bill McCarthy, Barbara Butts Williams, Tony Sertich, and Angela Burns Finney, James Farstad, Jay Lindgren, and Dean Thompson

9. MOTION TO OPEN MEETING

Chair Vekich moved to open the meeting and Commissioner Butts Williams seconded the motion.

The meeting was opened at 9:30 A.M

10. ADJOURNMENT

There being no further business to come before the MSFA, the meeting was adjourned at 9:32 A.M.

Approved and adopted the 18th day of March 2020, by the Minnesota Sports Facilities Authority.

Tony Sertich, Secretary/Treasurer

James Farstad, Executive Director



MEMORANDUM

TO: MSFA Commissioners

FROM: James Farstad, Executive Director
Mary Fox-Stroman, Director of Finance

DATE: March 18, 2021

SUBJECT: Approval of 2020-2021 Capital Reserve Budget and Concession Capital Reserve Budget Amendment

CAPITAL RESERVE ACCOUNT BUDGET

On June 22, 2020 the Authority approved the 2020-2021 Capital Reserve Account budget. This budget was amended on November 19, 2020 and the capital reserve expense budget was increased to \$17,061,032. The snow gutter repair project was included in the original project plan and expense budget. The repair work is complete, the insurance claim has been settled, and the Authority received insurance proceeds of \$1,955,211. This revenue was not included in the original budget. Staff is requesting a revenue budget increase of \$1,955,211, this will increase the total 2020-2021 capital reserve revenue budget to \$5,194,122. Attached is the capital reserve account budget and the capital reserve account project plan.

Recommended Motion: *The Minnesota Sports Facilities Authority approves the attached project plan and an increase of \$1,955,211 to the 2020-2021 capital reserve revenue budget for a total capital reserve revenue budget of \$5,194,122.*

CONCESSION CAPITAL RESERVE ACCOUNT BUDGET

On June 22, 2020 the Authority approved the 2020-2021 Concession Capital Reserve Account budget. The original revenue budget of \$241,725 was based on Aramark's obligation to pay 2.5% of monthly gross sales to the Authority for deposit into this account. Aramark's gross sales were greatly reduced this year due to COVID-19 and the cancellation or rescheduling of stadium events. The concession capital reserve revenues to date are only \$3,748. Staff is requesting a revenue budget decrease of \$237,977 so that the total 2020-2021 concession capital reserve revenue budget will be decreased to \$3,748. Attached is the concession capital reserve account budget and the concession capital reserve account project plan.

Recommended Motion: *The Minnesota Sports Facilities Authority approves the attached project plan and a decrease of \$237,977 to the 2020-2021 concession capital reserve revenue budget for a total concession capital reserve revenue budget of \$3,748.*

Minnesota Sports Facilities Authority
 Summary 2020-2021 Capital Reserve Account Budget and Concession Capital Reserve Account Budget
 As of 3/18/2021

Capital Reserve Account	Approved Budget 2020-2021	11/19/20 Budget Amendment #1	3/18/21 Budget Amendment #2	Amended Budget 2020-2021
Revenues:				
Minnesota Vikings Capital Cost Payment	\$ 1,738,911.00	\$ -	\$ -	\$ 1,738,911.00
State of Minnesota Capital Payment	\$ 1,500,000.00	\$ -	\$ -	\$ 1,500,000.00
Other Capital Revenues:				
Property insurance proceeds for snow gutter claim repairs	\$ -		\$ 1,955,211.00	\$ 1,955,211.00
Total Revenues	<u>\$ 3,238,911.00</u>	<u>\$ -</u>	<u>\$ 1,955,211.00</u>	<u>\$ 5,194,122.00</u>
Expenses:				
Capital Expenses	\$ 16,961,032.00	\$ 100,000.00	\$ -	\$ 17,061,032.00
Total Expenses	<u>\$ 16,961,032.00</u>	<u>\$ 100,000.00</u>	<u>\$ -</u>	<u>\$ 17,061,032.00</u>
Net Income Before Transfers	\$ (13,722,121.00)	\$ (100,000.00)	\$ 1,955,211.00	\$ (11,866,910.00)
Transfers:				
Transfer from Operating Account	\$ 2,000,000.00	\$ -	\$ -	\$ 2,000,000.00
Total Transfers	<u>\$ 2,000,000.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,000,000.00</u>
Change in Account Balance	<u>\$ (11,722,121.00)</u>	<u>\$ (100,000.00)</u>	<u>\$ 1,955,211.00</u>	<u>\$ (9,866,910.00)</u>
Beginning Capital Reserve Account Balance	\$ 14,930,167.00	\$ -	\$ -	\$ 14,930,167.00
Ending Capital Reserve Account Balance	<u>\$ 3,208,046.00</u>	<u>\$ (100,000.00)</u>	<u>\$ 1,955,211.00</u>	<u>\$ 5,063,257.00</u>
Capital Reserves:				
Reserve for concrete repairs				\$ 1,285,000.00
Reserve for perimeter gating system				\$ 1,012,500.00
Undesignated				<u>\$ 2,765,757.00</u>
Total Capital Reserves				<u>\$ 5,063,257.00</u>
Concession Capital Reserve Account	Approved Budget 2020-2021		3/18/21 Budget Amendment #1	Amended Budget 2020-2021
Revenues:				
Aramark 2.5% concession capital payment	\$ 241,725.00		\$ (237,977.00)	\$ 3,748.00
Expenses:				
Concession Capital Expenses	\$ 1,353,910.00		\$ -	\$ 1,353,910.00
Change in Account Balance	<u>\$ (1,112,185.00)</u>		<u>\$ (237,977.00)</u>	<u>\$ (1,350,162.00)</u>
Beginning Capital Reserve Account Balance	\$ 1,675,462.00		\$ -	\$ 1,675,462.00
Ending Capital Reserve Account Balance	<u>\$ 563,277.00</u>		<u>\$ (237,977.00)</u>	<u>\$ 325,300.00</u>
Concession Capital Reserves:				
Undesignated				<u>\$ 325,300.00</u>

Minnesota Sports Facilities Authority
2020-2021 Capital Reserve Account Project Plan and Concession Capital Reserve Account Project Plan
As of 3/18/2021

	2020-2021
Capital Projects:	Project Budget
Exterior panel repair project	\$10,076,951.78
Modify gates for field stairs	\$ 14,250.00
Steam pressure monitoring	\$ 8,856.00
HVAC repairs EF-1C08 & re-aim ducts	\$ 13,800.00
IPTV upgrade	\$ 16,744.96
Clorox electrostatic sprayers	\$ 22,437.34
Turf costs	\$ 120,837.26
Turf costs-final	\$ 46,495.31
Atmos Air/Bio Star - monthly contract payment \$11,227.40	\$ 143,991.36
ASM Global professional services agreement-Curtis	\$ 76,800.00
Club floor coating - Phase 1 of 3 - Delta Club floor refinishing	\$ 1,841.00
Windows 10 - upgrade	\$ 24,906.66
Stormwater Meters-4 sump pit pump meters	\$ 13,985.00
Snow gutter repairs and other repairs	\$ 2,240,014.38
Pallet racking black-out curtain storage	\$ 4,256.87
Transit Concessions & domestic water booster pump	\$ 19,292.00
Wireless microphone system upgrade	\$ 18,130.00
Emergency valve replacement	\$ 10,387.49
Replace VFD on AHU-L10 Supply fan	\$ 13,278.00
Cold water spa Vikings locker room pump replacement	\$ 5,552.48
COVID projects:	
COVID Preparedness-headsets	\$ 3,169.92
COVID Preparedness-UVC Hygiene system cleaning	\$ 8,031.00
COVID Preparedness-Green Zapr 850	\$ 15,159.16
COVID Preparedness-Video Control Room partitions	\$ 27,218.92
COVID Preparedness-Acrylic barriers	\$ 12,059.77
COVID Preparedness-Acrylic VCR dividers	\$ 2,283.92
Project budgets unspecified	\$ 3,633,892.92
Subtotal Capital Projects	\$16,594,623.50
Minnesota Vikings Designated Capital Projects:	
Sure Microphone antenna installation	\$ 7,041.00
Visiting Team Locker Room Shelf Replacement-almost every locker	\$ 24,367.50
Subtotal Minnesota Vikings Designated Capital Projects	\$ 31,408.50
Total Capital Projects	\$16,626,032.00
Additional Capital Projects:	
HVAC Engine replacement	\$ 6,000.00
Exterior groundcover project	\$ 33,000.00
Equipment-Cleaning services	\$ 40,000.00
Lighting updates-stairwells	\$ 20,000.00
Lighting System control upgrade	\$ 11,000.00
Lighting Upgrades-LED fixtures in corridors	\$ 11,000.00
Clubs-emergency lighting upgrades	\$ 10,000.00
Exterior light pole covers	\$ 9,000.00
Production Control partitions	\$ 7,000.00
Perimeter security study	\$ 5,000.00
Subtotal Additional Capital Projects	\$ 152,000.00
Additional Minnesota Vikings Designated Capital Projects:	
Security-X-ray machines	\$ 50,000.00
Production and A/V-Multiview monitors	\$ 15,000.00
Production and A/V-Ross replay controller	\$ 5,000.00
Production and A/V-Program/preview TD monitoring	\$ 5,000.00
Building-Suite door stops	\$ 8,000.00
Project budgets unspecified	\$ 200,000.00
Subtotal Additional Minnesota Vikings Designated Capital Projects	\$ 283,000.00
Grand Total Capital Projects	\$17,061,032.00

Minnesota Sports Facilities Authority
 2020-2021 Capital Reserve Account Project Plan and Concession Capital Reserve Account Project Plan
 As of 3/18/2021

	2020-2021
CONCESSION CAPITAL RESERVE ACCOUNT:	<u>Project Budget</u>
Equipment	\$ 220,125.05
Electrical power	\$ 18,598.00
Digital signage	\$ 486,931.59
Smallwares	\$ 103,173.38
3M Signage	\$ 16,790.06
Painting	\$ 9,373.00
COVID 19 Readiness	\$ 38,207.81
Fire Suppression Systems	\$ 13,418.99
Project budgets unspecified	\$ 271,929.12
Subtotal	<u>\$ 1,178,547.00</u>
ADDITIONAL CONCESSION CAPITAL PROJECTS:	
Metal doors for concourse bars	\$ 16,688.00
Appetize terminals	\$ 30,000.00
Stanchions and sign holders	\$ 22,250.00
Caribou side door install	\$ 10,000.00
Infill entry cover plates	\$ 40,000.00
Corner guards overhead doors	\$ 4,000.00
Security monitor-Aramark offices	\$ 5,000.00
FMP-additional fryer	\$ 20,000.00
Power modifications	\$ 10,000.00
FMP-Ansul	\$ 2,500.00
Portable cabinets for storage	\$ 6,925.00
Portable wraps	\$ 8,000.00
Subtotal Additional Concession Capital Projects	<u>\$ 175,363.00</u>
Total Concession Capital Projects	<u>\$ 1,353,910.00</u>



MEMORANDUM

TO: MSFA Commissioners

FROM: James Farstad, Executive Director
Mary Fox-Stroman, Director of Finance

DATE: March 18, 2021

SUBJECT: Approve Amendment to the Professional Services Agreement with Tegra Group, Inc.

On March 19, 2020 the Authority approved a contract with the Tegra Group, Inc for Owners Representative services for the Exterior Envelope (Panel Removal and Replacement) Project for an amount of \$247,000.00 for 13 active project months in 2020 and 2021. Tegra's services included participation in weekly construction meetings, review of payment applications, preparation, tracking and monitoring of Requests for Information, monitoring work performance, collaboration with third party inspectors, monitoring potential risk factors, and delivery of monthly project and work schedule updates.

During December 2020 and January 2021, non-active project months, Tegra provided the following additional services: they held debriefing Phase 1 meetings and planning Phase II meetings, weekly project meetings and other meetings, and they assisted with the mediation. Their fees were \$7,275.00 and \$9,795.00, respectively for the months of December 2020 and January 2021.

Staff would like to amend the professional services agreement with Tegra, Inc. by increasing the agreement amount by \$17,070.00 for the additional services performed in December 2020 and January 2021, the revised total agreement amount would increase to \$264,070.00.

Recommended Motion: *The Minnesota Sports Facilities Authority authorizes the Chair and Executive Director to execute an amendment to the professional services agreement with the Tegra Group, Inc. in the amount of \$17,070.00, for a revised total agreement amount of \$264,070.00.*





MEMORANDUM

TO: MSFA Commissioners

FROM: James Farstad, Executive Director
Mary Fox-Stroman, Director of Finance

DATE: March 18, 2021

SUBJECT: Authorize Negotiation for Insurance Brokerage Services

On or before February 26, 2021 the Authority received two proposals in response to the request for proposals (RFP) for insurance brokerage services for the property and casualty program. Brokerage services include: risk assessment of the current casualty and property insurance program, marketing the casualty and property program to various carriers to obtain competitive quotes and then negotiating the best value in terms of pricing and coverages, presenting a written marketing report to the Authority, binding authorized coverages, reviewing the policies for accuracy and completeness, handling claims, and presenting loss history reports. The program includes the following insurance policies: Automobile and garage keepers' legal liability, crime, cyber/privacy liability, general and excess liability, property, public officials liability, terrorism, and workers compensation.

The two proposals were reviewed and evaluated based on the criteria specified in the RFP. Interviews of the proposers were conducted last week. Staff is requesting authorization for the Chair and Executive Director to finalize negotiations with the proposer on the terms and conditions of the professional services agreement for insurance brokerage services.

Recommended Motion: *The Minnesota Sports Facilities Authority authorizes the Chair and Executive Director to finalize negotiations with the proposer and enter into a professional services agreement for insurance brokerage services for the property and casualty insurance program.*

