



**Municipal Building Commission Meeting**  
**October 11, 2023, 1:00 p.m.**  
**Meeting location: City Hall/Courthouse Conference Room 143**

## **AGENDA**

### **INTRODUCTIONS:**

### **INFORMATIONAL AGENDA ITEMS:**

- 1) 2024-2026 Capital Funding Request
- 2) 2022 Audit completed by Office of the State Auditor
- 3) Joint MBC Mechanical/Life Safety and City Restacking project

### **CONSENT AGENDA ITEMS:**

- 4) Approve the August 24, 2023 meeting minutes
- 5) Approve MBC contract summary

### **DISCUSSION AND ACTION AGENDA ITEMS:**

- 6) Approve MBC expenditure report
- 7) Approve MBC historic preservation fund balance and expenditure

## Informational Agenda Item: 1

**Date:** October 11, 2023

**To:** **Municipal Building Commission Board:**  
**Commissioner Irene Fernando, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Marion Greene**  
**Council Member Lisa Goodman**

**From:** Erin Delaney

**Subject:** **2024-2026 Capital Funding Request**  
**Informational Agenda Item: 1**

Listed below is the MBC Capital Funding request for 2024-2026.

The funding request for priority Projects 1, 2, and 5, have been recommended by City: CLIC and the Mayor  
County: CBTF and County Administrator

It is anticipated that this funding request will be approved by the City Council and Hennepin County Board.

Reminder that Priority projects 1 and 2 are used to fund the joint MBC Life Safety/Mechanical and City Restacking project.

This is an informational item. No action is requested at this time.

MBC 2024-2026 Joint Capital Funding Request					
Projects	Priority	2024 total	2025 total	2026 total	Total
Life Safety Improvements	1	\$7,426,024	\$0	\$0	\$7,426,024
Mechanical System Upgrades	2	\$7,664,024	\$0	\$0	\$7,664,024
Facility Safety Improvements	3	\$0	\$0	\$0	\$0
Elevator 12 Modernization	4	\$0	\$0	\$0	\$0
Exterior Improvements	5	\$1,300,000	\$3,000,000	\$6,600,000	\$10,900,000
<b>Total</b>		<b>\$16,390,048</b>	<b>\$3,000,000</b>	<b>\$6,600,000</b>	<b>\$25,990,048</b>

## Informational Agenda Item: 2

**Date:** October 11, 2023

**To:** **Municipal Building Commission Board:**  
**Commissioner Irene Fernando, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Marion Greene**  
**Council Member Lisa Goodman**

**From:** Erin Delaney

**Subject:** **OSA Management and Compliance Report**  
**Informational Agenda Item: 2**

The Office of the State Auditor (OSA) recently completed its Management and Compliance Report (audit) on the MBC for the year ending December 31, 2022.

Staff is reporting that the audit disclosed no instances of noncompliance or other matters required to be reported under *Government Auditing Standards*.

The office of the State Auditor issued an unmodified/clean opinion to the MBC, which is the best rating available.

**Informational Agenda Item: 03**

**Date:** October 11, 2023

**To:** **Municipal Building Commission Board:**  
**Commissioner Irene Fernando, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Marion Greene**  
**Council Member Lisa Goodman**

**From:** Erin Delaney

**Subject:** **Joint MBC Mech/Life Safety and City Restacking project**  
**Informational Item: 03**

Progress continues in the joint MBC Mechanical/Life Safety and City Restacking project.

**Phase 1:** SW corner of the Ground floor (MBC Stage 19). Work completed 2021.

**Phase 2:** SW corner of the 1<sup>st</sup> floor (MBC Stage 15). Work completed October 2022.

**Phase 3:** SE and NE corner of 3<sup>rd</sup> and Mezzanine floors (MBC Stages 20-21) and City Restacking on Floors 1, 2, 3 & M.

**Phase 3A:** Room 100 and 124, Work completed May 2023.

**Phase 3B:** Room 51, Sheehy Construction holds contract in the amount of \$2,773,792.28.

MBC: \$708,466.26 and City: \$2,065,326.02. Work started and scheduled for completion in August 2024.

**Phase 3C:** 3<sup>rd</sup> and Mezzanine floors, and office improvements in several small areas on other floors. Total square footage is: 92,655 square feet and total project cost is estimated at \$52M.

**Informational updates:**

**Phase 3C:**

Best value solicitation for construction has been released and proposals due October 10.

MBC and City staff will start the evaluation and interview process.

MBC Staff will request proposal approval at the December Board meeting.

**Request for Proposals for Owner's Project Representative:**

As approved at the August Board meeting, the MBC and City are issuing a joint RFP for Owner's Project Representative services for the Joint MBC Mech/Life Safety and City Restacking project.

The RFP scope will start with Phase 3C construction and continue through project completion, scheduled for December 2025.

The estimated cost for MBC and City OPR services is \$500,000-\$750,000.

MBC Staff will request proposal approval at the December Board meeting.

**Consent Agenda Item: 4**

**Date: October 11, 2023**

**To: Municipal Building Commission Board:  
Commissioner Irene Fernando, President  
Mayor Jacob Frey, Vice President  
Commissioner Marion Greene  
Council Member Lisa Goodman**

**From: Erin Delaney**

**Subject: MBC Board meeting minutes  
Consent Agenda Item: 4**

Staff requests approval of the attached August 24, 2023, MBC Board meeting minutes.

**UNAPPROVED**  
**Municipal Building Commission Meeting Minutes**  
**August 24, 2023**

President Irene Fernando called the regular Municipal Building Commission (MBC) meeting to order at 11:00 AM at the City Hall/Courthouse Hearing Room 143. Present were:

President Irene Fernando, Chair of the Hennepin County Board  
Vice President Jacob Frey, Mayor, City of Minneapolis  
Hennepin County Commissioner Marion Greene  
Minneapolis City Council Member Lisa Goodman

Commissioner Greene moved to approve an amended agenda, removing Discussion and Agenda Items 9) and 10). President Fernando seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Yea	Jacob Frey	Yea
Marion Greene	Yea	Lisa Goodman	Yea

**INFORMATIONAL ITEMS**

The following items were discussed:

1. 2024-2026 Capital Funding Schedule
2. Memorial to Dr. Tony Hill, Founder of the Tower Bell Foundation. Council Member Goodman proposed dedicating one of the tower bells to Dr. Hill. After discussion, staff was directed to consult with the players of the carillon bells about this proposal and report back to the board at the next board meeting.

**CONSENT AGENDA ITEMS**

President Fernando moved to approve the following consent agenda items:

3. Meeting minutes from the June 12, 2023 meeting.
4. Contract summary as of July 31, 2023.

Commissioner Greene seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Yea	Jacob Frey	Yea
Marion Greene	Yea	Lisa Goodman	Yea

**DISCUSSION & ACTION AGENDA ITEMS**

5. Commissioner Greene moved to approve the June 30, 2023 expenditure report and the June 30, 2023 MBC Historic Preservation Fund balance. President Fernando seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Yea	Jacob Frey	Yea
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**UNAPPROVED**  
**Municipal Building Commission Meeting Minutes**  
**August 24, 2023**

Marion Greene      Yea                      Lisa Goodman      Yea

6. President Fernando moved to approve the MBC 2024 Operating Budget in the amount of \$9,714,031. Commissioner Greene seconded. A roll call vote was taken, and the motion carried:

Irene Fernando      Yea                      Jacob Frey              Not Present  
Marion Greene      Yea                      Lisa Goodman          Yea

7. Council Member Goodman moved to approve ICS contract amendment #3 for the joint MBC Mech/Life Safety and City Restacking project, for an amount not to exceed \$76,191 and contract extension through December 31, 2024. Commissioner Greene seconded. A roll Call vote was taken, and the motion carried:

Irene Fernando      Yea                      Jacob Frey              Not Present  
Marion Greene      Yea                      Lisa Goodman          Yea

8. President Fernando moved to approve authority to release a Request for Proposals for an Owner's Project Representative to assist the MBC in the Joint MBC Mech/Life Safety and City Restacking project. The RFP scope to include Phase 3C construction, through the remainder of the project, for an estimated termination date of no later than December 2025. Council Member Goodman seconded. A roll Call vote was taken, and the motion carried:

Irene Fernando      Yea                      Jacob Frey              Not Present  
Marion Greene      Yea                      Lisa Goodman          Yea

**ADJOURNMENT**

The meeting was adjourned at 11:57 AM by President Fernando.

## **Consent Agenda Item: 5**

**Date: October 11, 2023**

**To: Municipal Building Commission Board:  
Commissioner Irene Fernando, President  
Mayor Jacob Frey, Vice President  
Commissioner Marion Greene  
Council Member Lisa Goodman**

**From: Erin Delaney**

**Subject: MBC Contract Summary  
Consent Agenda Item: 5**

Attached are the balances for MBC Contracts through August 31, 2023. The summary report includes:

- Professional Services Contracts
- Master Contracts
- Pricing Contracts
- Bid Contracts
- Other Contracts (Service, Revenue, MOU's etc.)



**Professional Services Contracts as of 8/31/2023**

Contract	Supplier Name	Descr.	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
C-42871	AUTOMATIC DATA PROCESSING, INC.	MBC-HR & PAYROLL SERVICES	6/19/2017	11/25/2023	250,000.00	2,624.45	247,375.55	0.00
COM0000931A	BUILDING SYSTEMS HOLDINGS LLC.	MBC - CONSULTING POOL	5/15/2019	5/31/2024	356,149.05	0.00	301,965.21	54,183.84
C-43202	DRT BENEFITS CORP/ BRI PARENT INC.	MBC- COBRA ADMIN RETIREE SERV	11/29/2017	12/31/2024	20,000.00	4,989.00	15,011.00	0.00
COM0004996	FIRENET SYSTEMS, INC	MBC-FIRE SYST INSPECTIONS	3/14/2022	3/14/2024	480,000.00	82,783.25	147,875.25	249,341.50
COM0005966	FIRENET SYSTEMS, INC	MBC-SMOKE DAMPER TESTING	10/1/2022	12/31/2024	175,000.00	102,650.00	72,350.00	0.00
COM0003961	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-ELEVATOR CONSULTING	5/1/2021	5/1/2026	81,000.00	45,075.00	34,435.00	1,490.00
COM0003948	J. PELZL CONSULTING LLC	MBC-ORG DEVELOPMENT_HR CONSULT	6/1/2021	6/1/2026	20,000.00	4,125.00	15,875.00	0.00
COM0005526	MILLER DUNWIDDIE ARCHITECTURE, INC.	MBC- ELEVATOR 7 AND 8 SERVICES	5/27/2022	12/31/2023	264,799.00	21,184.00	243,615.00	0.00
C-43442	NHA HEATING AND AIR CONDITIONING, INC.	MBC-DRIVE MAINTENANCE & REPAIR	1/1/2018	12/31/2023	45,000.00	10,000.00	0.00	35,000.00
COM0002763	ROGERS, SHAUN M.	MBC- REPAIRS & IMPROVEMENTS	7/1/2020	7/1/2025	100,000.00	80,099.99	19,900.01	0.00
COM0001293	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE PROTECTION CONSULTING	7/15/2019	7/15/2024	150,000.00	111,523.00	38,477.00	0.00
COM0006780	SYSTEM SOFT TECHNOLOGIES INC.	MBC-TEMPORARY STAFFING	5/1/2023	4/30/2024	175,000.00	142,463.11	32,536.89	0.00
COM0004187	WOLD ARCHITECT AND ENGINEERS	MBC-MLS_CITY TI DESIGN PH 3	8/31/2021	8/31/2024	2,831,124.00	1,770,352.47	1,060,771.53	0.00

**Master Contracts as of 8/31/2023**

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
C-44360	ANGSTROM ANALYTICAL, INC.	MBC - CONSULTING POOL	11/1/2018	11/1/2023	1.00	0.00	0.00	1.00
COM0000666	BENTZ THOMPSON & RIETOW	MBC - MC CONSULTING POOL	2/1/2019	2/1/2024	2,000,000.00	32,702.50	81,237.50	1,886,060.00
C-44359A	BRAUN INTERTEC CORPORATION	MBC - CONSULTING POOL	11/1/2018	11/1/2023	858,012.33	28,628.46	31,590.79	797,793.08
COM0000952	DLR GROUP, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	0.00	1,000,000.00
COM0000670	TRUE NORTH CONSULTING GROUP, LLC	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	0.00	1,000,000.00
COM0000191	ENCOMPASS, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	4,723.54	995,276.46
COM0000671	ERICKSEN ELLISON AND ASSOCIATE, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	2,590.81	132,057.19	865,352.00
COM0000975	ICS CONSULTING, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	0.00	1,000,000.00
COM0000672	INSPEC, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	0.00	1,000,000.00
COM0000882	MEP ASSOCIATES, LLC	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	2,000,000.00	93,186.75	299,808.43	1,607,004.82
COM0000665	MILLER DUNWIDDIE ARCHITECTURE, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	2,000,000.00	301,775.71	251,195.39	1,447,028.90
COM0000953	PALANISAMI AND ASSOC, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	1,950.00	998,050.00
COM0001034	SCHULER AND SHOOK, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	0.00	1,000,000.00
COM0000200	TERRACON CONSULTANTS, INC.	MBC-MC CONSULTING POOL	2/1/2019	11/1/2023	1,000,000.00	0.00	0.00	1,000,000.00
COM0000169	UDRIS BURGESS ARCHITECTURE & DESIGN	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	2,000,000.00	0.00	17,810.22	1,982,189.78
COM0000674	WALKER PARKING CONSULTANT ENGINEERS INC	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	0.00	1,000,000.00
COM0000675	WISS, JANNEY, ELSTNER ASSOCIATES, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	5,867.50	994,132.50

**Pricing Contracts as of 8/31/2023**

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
COM0005559	ALLIANCE MECHANICAL SVCS	MBC - HVAC REPAIR & MAINTENANCE	6/24/2022	6/30/2024	118,000.00	69,219.00	781.00	48,000.00
COM0001012	REILING CONSTRUCTION CO., INC.	MBC- CONSTRUCTION	4/1/2019	12/31/2023	95,600.00	0.00	95,600.00	0.00
COM0006859	WASTE MANAGEMENT OF MN, INC.	MBC - SOLID WASTE DISPOSAL	3/1/2023	4/30/2026	90,000.00	84,279.56	5,720.44	0.00
COM0001973	WELNA II HARDWARE LLP	MBC - PAINT & MISC. SUPPLIES	2/27/2020	2/28/2024	100,000.00	16,447.07	83,552.93	0.00

**Bids as of 8/31/2023**

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
COM0003448	LVC COMPANIES, INC.	MBC- FIRE PROTECTION INSPECTION	3/11/2021	3/10/2026	186,175.00	127,423.34	58,571.66	0.00
COM0003311	NASSEFF PLUMBING & HEATING, INC.	MBC-CONTRACT PLUMBING SERVICES	1/19/2021	12/31/2023	497,895.00	26,041.42	471,853.58	0.00
COM0003148	NORTHERN AIR CORPORATION	MBC- Alerton Controls Svcs	1/1/2021	12/31/2023	50,000.00	9,219.15	10,450.39	30,330.46
COM0003333	PAINTING BY NAKASONE, INC	MBC- PAINTING SERVICES	2/1/2021	1/31/2024	510,000.00	98,077.89	378,922.11	33,000.00
COM0007041	PREFERRED ELECTRIC, INC.	MBC- BUILDING-WIDE ELECTRICAL	6/27/2023	6/30/2024	2,430,725.00	2,309,188.75	0.00	121,536.25
COM0002838	QUALUS SERVICES	MBC - SWITCHGEAR MAINTENANCE	9/16/2020	12/31/2024	264,854.00	0.00	151,601.00	113,253.00
COM0006688	REILING CONSTRUCTION CO., INC.	MBC-JOURNEYMAN CARPENTRY SERV	4/5/2023	4/30/2024	88,000.00	88,000.00	0.00	0.00
COM0003737	RJM CONSTRUCTION, LLC.	MBC-CH RESTACKING PH-2	5/10/2021	9/30/2023	5,408,955.43	140,514.51	5,177,679.23	90,761.69
COM0004086	SCHINDLER ELEVATOR CORPORATION	MBC-VERT TRANSPRTN MAINTNCE	9/27/2021	10/1/2024	305,580.00	215,972.08	89,607.92	0.00
COM0006975	SHEEHY CONSTRUCTION COMPANY	MBC-RFP CITY HALL RESTACK PH	6/26/2023	6/30/2025	2,773,792.28	2,635,102.67	0.00	138,689.61
COM0006990	VERSACON, INC.	MBC: REBID -CITY HALL SAFETY	6/28/2023	6/30/2024	810,000.00	769,500.00	0.00	40,500.00
COM0005600	VERSACON, INC.	MBC- OFFICE IMP PHASE 3A	6/29/2023	6/30/2024	1,047,405.99	29,629.89	972,516.08	45,260.02
COM0001762	VEIT DISPOSAL SYSTEMS	MBC-CONSTRUCTION WASTE RECYCLE	1/3/2020	12/31/2024	30,000.00	11,930.81	18,069.19	0.00

**Other Contracts as of 8/31/2023**

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
COM0005214	COMPLIANCE LINE LLC	MBC-COMPLIANCE HOTLINE	4/13/2022	4/13/2027	21,000.00	16,580.00	4,420.00	0.00
C-18285	HENNEPIN COUNTY	MBC-MOU-MPOP ROOM-A020092	6/1/2001	12/31/2030	1.00	0.00	0.00	1.00
C-27394	HENNEPIN COUNTY	MBC-STEAM/CHILLED WATER TO CH	1/2/2010	12/31/2030	30,000,000.00	146,352.61	6,125,913.90	23,727,733.49
COM0003746	HENNEPIN COUNTY	MBC-A2110735_IT SVCS AGREEMENT	5/1/2021	4/30/2028	450,000.00	129,324.11	320,675.89	0.00
COM0003837	METROPOLITAN COUNCIL	MBC-METPASS COM INCNTV PRGRM	6/1/2021	5/31/2026	50,000.00	42,945.00	7,055.00	0.00
COM0006223	PROCUREMENT CONTRACT MGMT USE ONLY	MBC-COOPERATIVE AGREEMENT	1/1/2023	12/31/2026	1.00	0.00	0.00	1.00

## Discussion and Action Agenda Item: 6

**Date:** October 11, 2023

**To:** **Municipal Building Commission Board:**  
**Commissioner Irene Fernando, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Marion Greene**  
**Council Member Lisa Goodman**

**From:** Erin Delaney

**Subject:** **MBC Expenditure report**  
**Discussion and Action Agenda Item: 6**

This is a Budget vs. Actual Expense report from the City of Minneapolis COMET financial system. This report reflects expenses posted to the system from January 1 through August 31, 2023. Staff requests approval of the attached report.

<b>Municipal Building Commission 2023</b>
<b>Budget vs YTD Actuals - Expenses</b>

*Report Generated 10/3/2023      For Period End 8/31/2023*  
*Percent of Year Remaining                      33%*

Department	Budget	YTD Actual	% Spent	% Remaining	\$ Remaining
5200100 Administration	\$1,834,635	\$800,378	44%	56%	\$1,034,257
5200200 Custodial & Security	\$3,156,238	\$1,540,144	49%	51%	\$1,616,094
5200300 Repairs & Improvements	\$4,292,821	\$2,192,757	51%	49%	\$2,100,064
<b>Subtotal</b>	<b>\$9,283,694</b>	<b>\$4,533,280</b>	<b>49%</b>	<b>51%</b>	<b>\$4,750,414</b>
5200400 Adult Detention Center	\$370,516	\$246,964	67%	33%	\$123,552
5200500 Work for Others	\$81,000	\$12,703	16%	84%	\$68,297
<b>Total</b>	<b>\$9,735,210</b>	<b>\$4,792,947</b>	<b>49%</b>	<b>51%</b>	<b>\$4,942,263</b>

The City's fund balance at the MBC is currently \$2,944,528. Considering the minimum required fund balance, the available balance is \$1,644,528. The fund balance is monitored and managed to budget.

<b>Fund Balance through 8/31/2023 - 31100</b>	<b>\$ 2,944,528</b>
<b>Minimum Fund balance amount</b>	<b>(\$1,300,000)</b>
<b>Projected End Fund Balance Amount</b>	<b>\$ 1,644,528</b>





## Discussion and Action Agenda Item: 7

**Date:** October 11, 2023

**To:** **Municipal Building Commission Board:**  
**Commissioner Irene Fernando, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Marion Greene**  
**Council Member Lisa Goodman**

**From:** Erin Delaney

**Subject:** **MBC Historic Preservation fund balance and expenditure**  
**Discussion and Action Agenda Item: 7**

The current Historic Preservation fund balance is \$402,463.

Beginning Balance ( <b>Fund 3110H</b> )		\$	400,288
2023 Received Revenue to 8/31/2023		\$	2,175
2023 Expenditure to 8/31/2023		\$	-
<b>Ending Fund Balance - 3110H</b>		<b>\$</b>	<b>402,463</b>

Staff is requesting approval to spend an amount not to exceed of \$2,500 from the Historic Preservation fund, to pay for repair work on the west face clock gear. Lee Manufacturing is the vendor and will complete the work.

Accordingly, staff is requesting approval of the Historic Preservation fund balance in the adjusted amount of \$399,963.