



## **Municipal Building Commission Meeting**

**April 25, 2024, 8:30 a.m.**

**Meeting location: City Hall/Courthouse Conference Room 143**

### **AGENDA**

#### **INTRODUCTIONS:**

#### **CLOSED ITEM:**

1) This portion may be closed under Minnesota Statute, section 13D.05 to receive and discuss security briefings and reports.

#### **INFORMATIONAL AGENDA ITEM:**

2) Preliminary 2025 – 2027 Capital Funding Request

#### **CONSENT AGENDA ITEMS:**

- 3) Approve February 28, 2024, meeting minutes
- 4) Approve MBC contract summary

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

- 5) Approve MBC expenditure report
- 6) Approve MBC historic preservation fund balance
- 7) Joint MBC Mechanical/Life Safety and City Restack project
- 8) Payroll/Human Resources Assistance
- 9) Authority for MBC professional services consulting pool

**Closed Agenda Item: 1**

**Date: April 25, 2024**

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

**From: Erin Delaney**

**Subject: Closed Item: 1**

This portion may be closed under Minnesota Statute, section 13D.05 to receive and discuss security briefings and reports.

Information will be distributed at the meeting.

## Informational Agenda Item: 2

**Date:** April 25, 2024

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

**From:** Erin Delaney

**Subject:** **2025-2027 Capital Funding Request**  
**Informational Agenda Item: 2**

Listed below is the MBC's preliminary Capital Funding request for 2025-2027. This is an informational item. Staff presented this funding request to the City / CLIC last week and will present to the County / CBTF in July. No action is requested.

MBC 2025-2027 Capital Funding Request						
	Project Name	Priority	2025 request	2026 request	2027 Request	Total
New	Fire Alarm Upgrades Includes both City Hall and ADC	1	\$75,000.00	\$1,000,000.00		\$1,075,000.00
New	Heat Exchangers for DW&HW/Pumps/Controls Replacement	2	\$50,000.00	\$600,000.00		\$650,000.00
Existing	Exterior Improvements	3	\$3,300,000.00	\$6,000,000.00		\$9,300,000.00
Existing	Elevator 12 Modernization	4	\$400,000.00	\$0.00		\$400,000.00
New	Electrical bus-ducts replacement	5	\$75,000.00	\$3,500,000.00		\$3,575,000.00
New	HC Only ADC Metal Framing	6	\$75,000.00	\$3,000,000.00		\$3,075,000.00
New	5th Street Sidewalk reconstruction	7	\$75,000.00	\$0.00	\$3,250,000	\$3,325,000.00
			\$4,050,000.00	\$14,100,000.00	\$3,250,000.00	\$21,400,000.00

**Consent Agenda Item: 3**

**Date: April 25, 2024**

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

**From: Erin Delaney**

**Subject: MBC Board meeting minutes  
Consent Agenda Item: 3**

Staff requests approval of the attached February 28, 2024, MBC Board meeting minutes.

**UNAPPROVED**  
**Municipal Building Commission Meeting Minutes**  
**February 28, 2024**

President Irene Fernando called the regular Municipal Building Commission (MBC) meeting to order at 9:00 AM at the City Hall/Courthouse, Room 143. Present were:

President Irene Fernando, Chair of the Hennepin County Board  
Vice President Jacob Frey, Mayor, City of Minneapolis  
Minneapolis City Council Member LaTrisha Vetaw

Hennepin County Commissioner Marion Greene, was absent

**INFORMATIONAL ITEMS**

The following item was discussed:

1. 2025-2027 Capital Funding Schedule.

**CONSENT AGENDA ITEMS**

Council Member Vetaw moved to approve the following consent items:

2. Minutes from the December 13<sup>th</sup>, 2023, meeting
3. Contract Summary (through January 31, 2024)
4. 2024 Board Meeting Schedule
5. 2024 Carillon Bell Concert Schedule
6. Doors Open Minneapolis Event

Mayor Frey seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Yea	Jacob Frey	Yea
Marion Greene	Absent	LaTrisha Vetaw	Yea

**DISCUSSION & ACTION AGENDA ITEMS**

7. Mayor Frey moved to approve the following items related to the MBC Mechanical/Life Safety and City Restack Project:
  - a. Contract with Legence Subsidiary Holdings, LLC dba ICS for Owner's Project Representation services in the amount of \$371,420.00.
  - b. Amendment #3 to the Wold Design Contract in the amount of \$9,750.00.
  - c. Amendment #3 to the Sheehy Construction Contract in the amount of \$140,000.00.

Council Member Vetaw seconded. A roll call vote was taken, and the motion carried:

**UNAPPROVED**  
**Municipal Building Commission Meeting Minutes**  
**February 28, 2024**

Irene Fernando	Yea	Jacob Frey	Yea
Marion Greene	Absent	LaTrisha Vetaw	Yea

8. Mayor Frey moved to approve the labor contract with Minneapolis Building & Construction Trades for the 24-month period of January 1, 2023, through December 31, 2024. Council Member Vetaw seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Yea	Jacob Frey	Yea
Marion Greene	Absent	LaTrisha Vetaw	Yea

**ADJOURNMENT**

The meeting was adjourned at 9:11 AM by President Fernando.

## **Consent Agenda Item: 4**

**Date: April 25, 2024**

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

**From: Erin Delaney**

**Subject: MBC Contract Summary  
Consent Agenda Item: 4**

Attached are the balances for MBC Contracts through February 29, 2024. 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 2/29/2024**

Contract	Supplier Name	Descr.	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
COM0007742	AUTOMATIC DATA PROCESSING, INC.	MBC-HR & PAYROLL SERVICES	11/26/2023	11/25/2025	100,000.00	92,615.92	7,384.08	0.00
COM0000931A	BUILDING SYSTEMS HOLDINGS LLC.	MBC - CONSULTING POOL	5/15/2019	12/31/2024	431,834.05	42,397.00	335,253.21	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
COM0005966	FIRENET SYSTEMS, INC	MBC-SMOKE DAMPER TESTING	10/1/2022	12/31/2024	175,000.00	80,275.00	94,725.00	0.00
COM0003961	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-ELEVATOR CONSULTING	5/1/2021	5/1/2026	81,000.00	44,062.50	35,447.50	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
COM0002763	ROGERS, SHAUN M.	MBC- REPAIRS & IMPROVEMENTS	7/1/2020	7/1/2025	100,000.00	74,289.99	25,710.01	0.00
COM0001293	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE PROTECTION CONSULTING	7/15/2019	7/15/2024	150,000.00	106,203.00	43,797.00	0.00
COM0006780	SYSTEM SOFT TECHNOLOGIES INC.	MBC-TEMPORARY STAFFING	5/1/2023	4/30/2024	175,000.00	51,440.69	123,559.31	0.00
COM0004187	WOLD ARCHITECT AND ENGINEERS	MBC-MLS_CITY TI DESIGN PH 3	8/31/2021	8/31/2024	2,831,124.00	579,194.65	2,238,363.13	13,566.22

**Master Contracts as of 2/29/2024**

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
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**Pricing Contracts as of 2/29/2024**

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	45,829.00	72,171.00	0.00
COM0007431	DRAIN KING, INC.	MBC- DRAIN CLEANING SERVICES	11/1/2023	10/31/2024	67,500.00	67,500.00	0.00	0.00
COM0005900	PWF SOLUTIONS, INC.	MBC -MISC. JANITORIAL PRODUCT	9/9/2022	8/31/2024	175,000.00	27,581.07	147,418.93	0.00

**Bids as of 2/29/2024**

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	119,108.59	67,066.41	0.00
COM0003333	PAINTING BY NAKASONE, INC	MBC- PAINTING SERVICES	2/1/2021	1/31/2024	685,000.00	187,000.29	497,999.71	0.00
COM0007041	PREFERRED ELECTRIC, INC.	MBC- BUILDING-WIDE ELECTRICAL	6/27/2023	6/30/2024	2,462,042.18	2,462,042.18	0.00	0.00
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
COM0007568	SHAW LUNDQUIST ASSOCIATES, INC.	MBC-RFP CITY HALL RESTACK PH	12/27/2023	6/30/2026	24,191,782.00	22,982,192.90	0.00	1,209,589.10
COM0006975	SHEEHY CONSTRUCTION COMPANY	MBC-RFP CITY HALL RESTACK PH	6/26/2023	6/30/2025	2,773,792.28	321,872.26	2,313,230.41	138,689.61
COM0007779	TWIN CITY HARDWARE COMPANY, INC.	MBC: BEST LOCKS HARDWARE	2/22/2024	2/21/2025	35,000.00	34,720.20	279.80	0.00
COM0006990	VERSACON, INC.	MBC: REBID -CITY HALL SAFETY	6/28/2023	6/30/2024	810,000.00	355,786.40	413,713.60	40,500.00
COM0005600	VERSACON, INC.	MBC- OFFICE IMP PHASE 3A	6/29/2023	6/30/2024	1,047,405.99	19,389.54	982,756.43	45,260.02
COM0007135	VERSACON, INC.	MBC- PHASE 3C EARLY DEMOLITION	8/4/2023	12/31/2024	64,442.00	5,539.65	58,902.35	0.00
COM0001762	VEIT DISPOSAL SYSTEMS	MBC- CONSTRUCTION WASTE RECYCLE	1/3/2020	12/31/2026	30,000.00	9,142.33	20,857.67	0.00
COM0007851	WELNA HARDWARE, INC.	MBC- CARPET TILE PURCHASE	2/6/2024	3/5/2025	175,000.00	175,000.00	0.00	0.00
COM0007521	WELNA HARDWARE, INC.	MBC- PAINT SUPPLIES	12/15/2023	12/31/2025	75,000.00	25,000.00	0.00	50,000.00

**Other Contracts as of 2/29/2024**

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	14,670.00	6,330.00	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	356,935.59	6,325,330.92	23,317,733.49
COM0003746	HENNEPIN COUNTY	MBC-A2110735_IT SVCS AGREEMENT	5/1/2021	4/30/2028	600,000.00	180,607.99	419,392.01	0.00
COM0003837	METROPOLITAN COUNCIL	MBC-METPASS COM INCNTV PRGRM	6/1/2021	5/31/2026	50,000.00	40,621.00	9,379.00	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
C-44318	STATE OF MINNESOTA	MBC-CH/CRTHSE VEND AGREEMENT	8/1/2018	7/31/2025	1.00	0.00	0.00	1.00



## Discussion and Action Agenda Item: 5

**Date:** April 25, 2024

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

**From:** Erin Delaney

**Subject:** MBC Expenditure report  
 Discussion and Action Agenda Item: 5

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 February 29, 2024. Staff requests approval of the attached report.

<b>Municipal Building Commission 2024</b>					
<b>Budget vs YTD Actuals - Expenses</b>					

*Report Generated 4/17/2024      For Period End 2/29/2024*  
*Percent of Year Remaining                      83%*

	Budget	YTD Actual	% Spent	% Remaining	\$ Remaining
5200100 Administration	\$1,730,123	\$205,072	12%	88%	\$1,525,050
5200200 Custodial & Security	\$3,360,172	\$472,601	14%	86%	\$2,887,571
5200300 Repairs & Improvements	\$3,842,737	\$437,905	11%	89%	\$3,404,831
<b>Subtotal</b>	<b>\$8,933,031</b>	<b>\$1,115,579</b>	<b>12%</b>	<b>88%</b>	<b>\$7,817,452</b>
5200400 Adult Detention Center	\$681,000	\$59,580	9%	91%	\$621,420
5200500 Work for Others	\$100,000	\$1,000	1%	99%	\$99,000
<b>Total</b>	<b>\$9,714,031</b>	<b>\$1,176,159</b>	<b>12%</b>	<b>88%</b>	<b>\$8,537,872</b>

The City's fund balance at the MBC is currently \$2,972,957. Considering the minimum required fund balance, the available balance is \$1,632,957. The fund balance is monitored and managed to budget.

<b>Fund Balance through 2/29/2024 - 31100</b>	<b>\$ 2,972,957</b>
<b>Minimum Fund balance amount</b>	<b>(\$1,340,000)</b>
<b>Projected End Fund Balance Amount</b>	<b>\$ 1,632,957</b>





## Discussion and Action Agenda Item: 6

**Date:** April 25, 2024

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

**From:** Erin Delaney

**Subject:** MBC Historic Preservation fund balance and expenditure  
Discussion and Action Agenda Item: 6

The current Historic Preservation fund balance is \$410,058.

Beginning Balance ( <b>Fund 3110H</b> )		\$	408,408
2024 Received Revenue to 2/29/2024		\$	1,650
2024 Expenditure to 2/29/2024			
<b>Ending Fund Balance - 3110H</b>		<b>\$</b>	<b>410,058</b>

Accordingly, staff is requesting approval of the Historic Preservation fund balance in the amount of \$410,058.

## Discussion and Action Agenda Item: 7

**Date:** April 25, 2024

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

**From:** Erin Delaney

**Subject:** **Joint MBC Mech/Life Safety and City Restack project**  
**Discussion and Action Agenda Item: 7**

Progress continues in the joint MBC Mechanical/Life Safety and City Restack project. The MBC is the contract holder for this project; therefore, the Board approves contracts and amendments.

**Phase 1:** SW corner of the Ground floor. Work completed 2021.

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

**Phase 3:** SE and NE corner of 3rd and Mezzanine floors and City Restacking on Floors 1, 2, 3 & M.

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

Phase 3B: Room 51 and Room 130. Work scheduled for completion in late summer 2024.

Phase 3C: 3<sup>rd</sup> and Mezzanine floors. Shaw Lundquist is the 3C contractor.

Staff is requesting approval of an amendment to the Shaw Lundquist contract, in the amount of \$1,324,535, for an updated contract amount of \$25,516,317. The project remains within budget and funding is available for the following work. In conjunction with this contract amendment, Shaw Lundquist notified the owner group of a potential schedule extension due to unforeseen conditions encountered during demolition. The owner group will work with the contractor to confirm the schedule and provide an update at the June 5<sup>th</sup> Board meeting.

<b>Shaw Lundquist Contract</b>	<b>\$24,191,782.00</b>
ceiling & piping abatement	\$7,480.00
plumbing changes	\$21,117.00
sprinkler valve replacement	\$4,192.00
asbestos abatement	\$19,140.00
additional demolition	\$49,989.00
demo bus duct	\$1,673.00
demo HVAC	\$16,753.00
hard ceiling removal	\$516,131.00
demo mechanical/sprinklers	\$262,688.00
demo ceiling & catwalks	\$64,021.00
floor repair	\$70,145.00
add horizontal bus duct	\$291,206.00
<b><i>Proposed Contract Amendment</i></b>	<b><i>\$1,324,535.00</i></b>
<b>Proposed Contract Total</b>	<b>\$25,516,317.00</b>

**Discussion and Action Agenda Item: 8**

**Date: April 25, 2024**

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

**From: Erin Delaney**

**Subject: Payroll/Human Resources assistance  
Discussion and Action Agenda Item: 8**

The MBC requires reliable and skilled staff to complete bi-weekly payroll, benefit processing and respond to human resource questions.

These tasks were previously completed by two (2) funded full time positions: an HR business partner and human resource specialist. Since May 2023, these positions have been vacant, and the agency has been relying on contractors.

Staff is requesting a discussion on the following:

- 1) Authority to hire a full time payroll/benefits and human resources employee.
- 2) Authority to enter into service level agreements with Hennepin County and/or City of Minneapolis for payroll and human resources assistance.

**Discussion and Action Agenda Item: 9**

**Date: April 25, 2025**

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

**From: Erin Delaney**

**Subject: RFP for Professional Services consulting pool  
Discussion and Action Agenda Item: 9**

The MBC has used a professional services consulting pool since 2019. Agreements in the consulting pool are referred to as master contracts and provide access to qualified professional services and consultants that are already under contract.

The MBC's consulting pool request for proposals (RFP) is modeled after City solicitations, (Public Works and Convention Center) and similar to the County's consulting prequalification program.

Staff also participated in the City's Permanent Review Committee to review MBC documents.

The following 14 categories will be included in the RFP:

Acoustic Design	Architecture and Interior Design
Computer-Aided Facility Management	Commissioning – HVAC/Electrical
Commissioning – Building Envelope	Engineering – Mechanical/Electrical
Engineering and Testing – Structural	Human Resources/Payroll Support
IT/Website Support	Labor Relations Support
Low Voltage Design/AV & Technology	Low Voltage Design/Security
Industrial Hygiene	Solid Waste Recycling

Proposers will select their category and be evaluated on qualifications and experience. Each contract term will be up to three (3) years, for a maximum amount of \$600,000. Individual scopes of services under each contract cannot exceed the maximum amount of \$200,000. The list of MBC master contracts and amounts expended will be included in the Board approved contract summary.

Accordingly, staff is requesting approval to issue a Request for Proposals for a professional services consulting pool and contract with selected vendors.