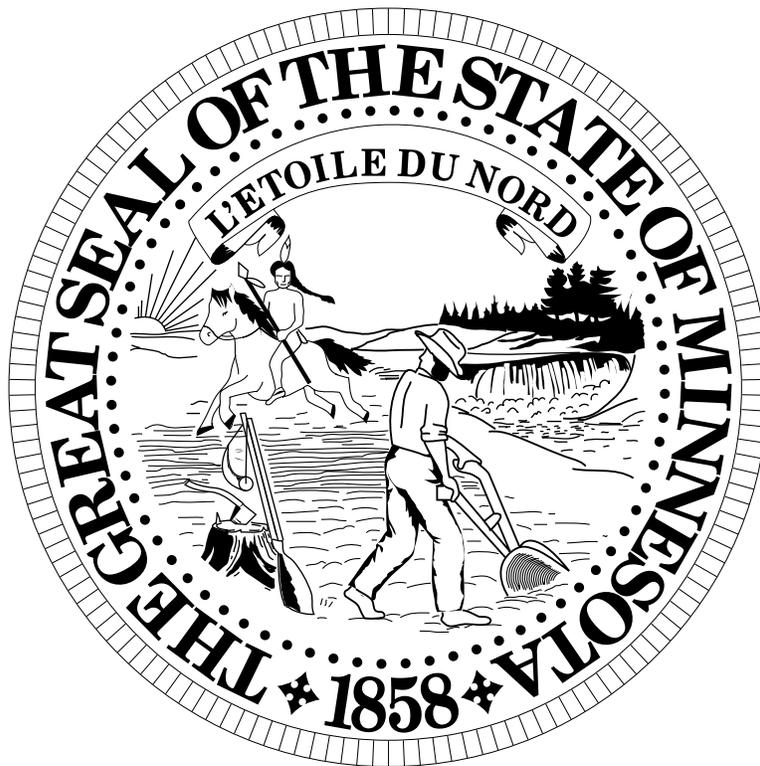


State of Minnesota

State Register

Rules and Official Notices Edition



Published every Monday (Tuesday when Monday is a holiday) by the
Department of Administration – Communications Media Division

Monday 17 April 2000
Volume 24, Number 42
Pages 1477-1504

State Register

Judicial Notice Shall Be Taken of Material Published in the *State Register*

The *State Register* is the official publication of the State of Minnesota, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes* § 14.46. The *State Register* contains:

- proposed, adopted, exempt, expedited emergency and withdrawn rules
- executive orders of the governor
- appointments
- proclamations and commendations
- commissioners' orders
- revenue notices
- official notices
- state grants and loans
- contracts for professional, technical and consulting services
- non-state public bids, contracts and grants
- certificates of assumed name, registration of insignia and marks

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Printing Schedule and Submission Deadlines

Vol. 24 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
#42	Monday 17 April	Noon Wednesday 5 April	Noon Tuesday 11 April
#43	Monday 24 April	Noon Wednesday 12 April	Noon Tuesday 18 April
#44	Monday 1 May	Noon Wednesday 19 April	Noon Tuesday 25 April
#45	Monday 8 May	Noon Wednesday 26 April	Noon Tuesday 2 May

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- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year, hard copy, paper subscription: \$160.00.
- *Contracts Supplement* (published Tuesday, Wednesday, Friday) One year subscription: \$135.00 first class mail, \$150.00 by FAX.
- **13-week trial subscription** which includes both the *State Register* and *Contracts Supplement*. \$65.00
- **Single issues** are available for a limited time: *State Register* \$5.00, *Contracts Supplement* \$1.00. Shipping is \$3.00 per order.

PUBLISHING NOTICES IN THE *State Register*: Submit TWO COPIES of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit TWO COPIES, with a letter on your letterhead stationery requesting publication and date to be published. FAXED submissions to 651-297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$115.00 per page, billed in tenths of a page (columns are seven inches wide). About 2-1/2 pages typed double-spaced on 8-1/2"x11" paper equal one typeset page in the *State Register*. Contact the editor if you have questions.

An "Affidavit of Publication" can be obtained at a cost of \$10.00 for notices published in the *State Register*. This service includes a notarized "Affidavit of Publication" and a copy of the issue of the *State Register* in which the notice appeared.

The *State Register* is published by Communications.Media Division, Department of Administration, State of Minnesota, pursuant to *Minnesota Statutes* § 14.46 and is available at the main branch of county libraries in Minnesota and all "State Depository Libraries": State University and Community College libraries; the University of Minnesota libraries; St. Paul, Minneapolis and Duluth Public Libraries; the Legislative Reference Library; State Law Library; Minnesota Historical Society Library; and the Library Development Service at the State Department of Children, Families and Learning.

FOR LEGISLATIVE NEWS

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

Contact: Senate Public Information Office (651) 296-0504
Room 231 State Capitol, St. Paul, MN 55155

Contact: House Information Office (651) 296-2146
Room 175 State Office Building, St. Paul, MN 55155

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Commodity, Service, and Construction contracts are published in a bulletin, the *State Register Contracts Supplement*, published Tuesday, Wednesday and Friday. Award results are available from the Materials Management Helpline (651) 296-2600.

Individual copies and subscriptions are available through Minnesota's Bookstore, (651) 297-3000, or 1-800-657-3757

Minnesota Rules: Amendments and Additions

NOTICE: How to Follow State Agency Rulemaking in the State Register

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 1997 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the most current edition of the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive; issue #26 cumulative for issues #1-26; issues #27-38 inclusive; issue #39, cumulative for issues #1-39; issues #40-51 inclusive; and issue 52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (651) 297-3000, or toll-free 1-800-657-3757.

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Proposed Rules

Comments on Planned Rules or Rule Amendments

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

Rules to be Adopted After a Hearing

After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rule. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

Rules to be Adopted Without a Hearing

Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Department of Labor and Industry

Workers' Compensation Division

Proposed Permanent Rules Relating to Employment; Fees for Rehabilitation Services

NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

In The Matter of The Proposed Amendment to Rules of the Department of Labor and Industry Governing Fees for Rehabilitation Services for Persons with Work-Related Injuries, *Minnesota Rules*, Part 5220.1900, subp. 1b.

Introduction. The Department of Labor and Industry intends to adopt a rule amendment without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28, and rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310. You have 30 days to submit written comments on the proposed rule amendment and may also submit a written request that a hearing be held on the rules.

Agency Contact Person. Comments or questions on the rule amendment and written requests for a public hearing on the rule amendment must be submitted to the agency contact person. The agency contact person is: Paul Moe, Director, Rehabilitation and Medical Affairs, Department of Labor and Industry, 443 Lafayette Road, St. Paul, MN, 55155; phone: 651-297-1114; FAX: 651-282-5448; e-mail: paul.moe@state.mn.us. TTY users may call the Department of Labor and Industry at 651-297-4198.

Subject of Rules and Statutory Authority. The proposed rule amendment would eliminate the provision in *Minnesota Rules*, Part 5220.1900, subp. 1b that the limitation on fees for rehabilitation services is tied to the different rates on file with the commissioner as of July 15, 1992. The statutory authority to adopt the rules is *Minnesota Statutes*, section 176.102, subd. 2. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

Comments. You have until 4:30 p.m. on Wednesday, May 17, 2000, to submit written comment in support of or in opposition to the proposed rules and any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rules addressed and the reason for the comment. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rules must also be made during this comment period.

Request for a Hearing. In addition to submitting comments, you may also request that a hearing be held on the rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on May 17, 2000. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rules

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Proposed Rules

to which you object or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and cannot be counted by the agency for determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

Withdrawal of Requests. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

Alternative Format. Upon request, this Notice can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the agency contact person at the address or telephone number listed above.

Modifications. The proposed rules may be modified as a result of public comment. The modifications must be supported by comments and information submitted to the agency, and the adopted rules may not be substantially different than these proposed rules. If the proposed rules affect you in any way, you are encouraged to participate in the rulemaking process.

Statement of Need and Reasonableness. A statement of need and reasonableness is now available from the agency contact person. This statement contains a summary of the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. Copies of the statement may be obtained at the cost of reproduction from the agency.

Adoption and Review of Rules. If no hearing is required, the agency may adopt the rules after the end of the comment period. The rules and supporting documents will then be submitted to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date the rules are submitted to the office. If you want to be so notified, or want to receive a copy of the adopted rules, or want to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

Dated: 5 April 2000

Gretchen B. Maglich
Commissioner

5220.1900 REHABILITATION SERVICE FEES AND COSTS.

[For text of subps 1 and 1a, see M.R.]

Subp. 1b. **Fees.** Hourly fees for rehabilitation services for the period from June 28, 1993 to September 30, 1993, shall not be increased beyond the level of the hourly rates on file with the commissioner as of July 15, 1992. Fees exceed the maximum rates in subparts 1c, 1d, 1e, and 1f, except that the maximum rates may be increased annually beginning October 1, 1993, but any annual increase is limited by the annual adjustment under *Minnesota Statutes*, section 176.645.

[For text of subps 1c to 9, see M.R.]

Official Notices

Pursuant to Minnesota Statutes §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the State Register at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking. The State Register also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

Department of Administration

Governor's Council on Developmental Disabilities

Notice of Availability of State Plan for Public Comment

In compliance with the Developmental Disabilities Assistance and Bill of Rights Act (P.L. 104-183), the Minnesota Governor's Council on Developmental Disabilities prepares a state plan that sets out our proposed goals for the next three years. We will submit our Three-Year State Plan for FFY 2001-2003 to the Department of Health and Human Services no later than August 15, 2000.

A copy of the proposed goals is available by contacting the Council office:

(651) 296-4018 voice (877) 348-0505 toll free

(651) 296-9962 TTY (651) 297-7200 fax

email: <admin.dd@state.mn.us>

The proposed goals are also posted on the Council's web page at www.mnddc.org OR www.mncdd.org under "What's New." Alternative formats are available. Comments will be accepted through May 31, 2000.

Department of Children, Families and Learning

Positions Available on Advisory Committees for Minnesota Resource Centers: Blind/Visually Impaired and Deaf/Hard of Hearing

The Special Education Advisory Council and the Minnesota Department of Children, Families and Learning are seeking applications for the Advisory Committees for the MN Resource Centers: Blind/Visually Impaired and Deaf/Hard of Hearing. The purpose of the Advisory Committees is to assist and advise the Directors of the Resource Centers in developing policies, plans, and practices that will assure effective and efficient special education programs for learners with disabilities. Each Committee consists of twelve to fifteen members who represent parents, advocates, consumers, general and special education teachers and administrators, students and institutes of higher education. Selection of members is also based on geographical representation.

The Committees generally meet two times during the fiscal year in the metro area. Reimbursement is provided for travel costs, lodging, meals, childcare reimbursement for parent representatives and substitute teacher pay.

There are 4 to 6 three-year vacancies. To ensure appropriate representation, special consideration will be given to the following: parents of children with disabilities, consumers, teachers of Deaf/HH, teachers of Blind/VI, teachers or administrators to represent the MN State Academy for the Deaf and MN State Academy for the Blind. Special consideration will be given to maintain a geographical balance.

For an application contact:

Mary McDevitt Kraljic
The Department of Children, Families & Learning
1500 Highway 36 West
Roseville, MN 55113-4266
Voice: (651) 582-8589
TTY: (651) 582-8201
Fax: (651) 582-8729
E-mail: mary.mcdevitt-kraljic@state.mn.us

Official Notices

Department of Labor and Industry

Labor Standards Unit

Notice of Correction to Highway/Heavy Prevailing Wage Rates

Corrections have been made to the Highway/Heavy Prevailing Wage Rates certified 10/25/99, for all rates. In making a prior correction, it caused a computer error.

Copies of the corrected certifications may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, or by calling (651) 296-6452. Charges for the cost of copying and mailing are \$1.00 for the first page and \$.65 for each additional page. Make check or money order payable to the State of Minnesota.

Gretchen Maglich
Commissioner

Metropolitan Airports Commission (MAC)

Notice of Adoption of Airport Redesignation Ordinance – MAC Ordinance No. 92

Please take notice that on the 17th day of March, 2000, at a regularly scheduled meeting, the Metropolitan Airports Commission adopted Ordinance No. 92.

ORDINANCE NO. 92:

An ordinance to promote and conserve the public safety, health, peace, convenience and welfare; to facilitate Airport expansion; to rename Airport gates and concourses using the alpha-numeric system used at most airports.

Copies of Ordinance No. 92 as adopted will be on file with the Secretary of State and may be obtained from the Metropolitan Airports Commission offices.

Jeffrey W. Hamiel, Executive Director
Metropolitan Airports Commission
6040 - 28th Avenue South
Minneapolis, MN 55450

Metropolitan Airports Commission (MAC)

Notice of Public Hearing on the MAC Building Code Ordinance

NOTICE IS HEREBY GIVEN that on the 2nd day of May, 2000 at 2:00 p.m., in the Lindbergh Terminal Building at the Minneapolis-St. Paul International Airport, Room 3040, the Metropolitan Airports Commission will hold a public hearing to receive testimony relative to the adoption of:

BUILDING CODE ORDINANCE:

An ordinance to promote and conserve the public safety, health, peace, convenience, and welfare by adopting the Minnesota State Building Code as the building code for the Minneapolis-St. Paul International Airport and providing for the application, administration, and enforcement of that building code.

Copies of the draft Ordinance may be obtained by contacting:

Rebecca Zwart
Metropolitan Airports Commission
6040 28th Avenue South
Minneapolis, MN 55450
Phone: (612) 726-8197
Fax: (612) 726-5306

Mr. Jeffrey W. Hamiel, Executive Director
Metropolitan Airports Commission
6040 – 28th Avenue South
Minneapolis, MN 55450

Dated this 17th day of April, 2000.

Minnesota Board of Psychology

Notice of Membership of Public Advisory Committee to Assist the Minnesota Board of Psychology in the Promulgation of Rule Amendments Concerning *Minnesota Rules* 7200.0100 through 7200.5700

NOTICE IS HEREBY GIVEN that the Minnesota Board of Psychology has formed a Public Advisory Committee (PAC) to offer assistance to the Board in drafting the above-captioned rule amendments. This PAC consists of Jacquelyn Albright, R. Christopher Barden, Pearl Barner, Richard Friberg, Lou Fuller, John Gonsiorek, Dan Hanson, Pamela Hoopes, Stephen Huey, John Hung, Gregory Korgeski, Paula Laidig, Paul Meehl, John O'Regan, Thomas A. Pearson, Judith Pendergrass, William Robiner, Nancy Rust, Janet Schank, Gary Schoener, Elizabeth Super, and Janet Thomas. Also participating in the rule writing process are Board of Psychology Rules Committee Chair, Samuel Albert, and Rules Committee members, Jack Schaffer, and Board of Psychology staff, Pauline Walker-Singleton and Debroah Sellin-Beckerleg. Written or oral comments regarding the membership of the PAC may be directed to:

Deborah Sellin-Beckerleg, Rules Program Coordinator
Minnesota Board of Psychology
2829 University Avenue South, Suite 320
Minneapolis, MN 55414-3237
Telephone: 612-617-2230

Dated: 3 April 2000

Pauline Walker-Singleton
Executive Director

Minnesota Department of Trade and Economic Development Governor's Working Group on Minority Business Development

Notice of Public Meeting

In addition to those meetings announced in the *State Register* of March 27, 2000 and April 10, 2000, the Governor's Working Group will hold the following meeting:

April 28, 2000	American Indian Focus Group
1:00 - 3:00 PM	Fond du Lac Tribal Center, 1720 Big Lake Road, Cloquet, MN

All meetings are open to the public, and all materials received or produced by the Working Group will be public data under the Minnesota Government Data Practices Act (*Minnesota Statutes* Chapter 13).

Persons wishing to make statements at any of the meetings are requested to register four working days in advance by calling the Working Group staff at (651) 282-2103.

UAW-Ford-MnSCU Training Center

Meeting of the Board of Directors

The UAW-FORD-MnSCU Training Center Board of Directors will meet on Tuesday May 16 at 9:00 a.m. in the Training Center Conference Room.

State Grants & Loans

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself. Agencies are encouraged to publish grant and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

Department of Economic Security Juvenile Justice Advisory Committee

Request for Concept Papers for Funding of Juvenile Justice Programs

The Juvenile Justice Advisory Committee (JJAC) and the Minnesota Department of Economic Security Office of Youth Development are pleased to announce the availability of approximately \$845,000 of Title II Juvenile Justice Formula Grant Funds authorized by the Juvenile Justice and Delinquency Prevention Act of 1974, Public Law 102-586 as amended, 42 United States Code 5601 et seq. Applicants may apply for up to \$50,000 of Title II funds. No matching funds are required for Title II activities.

The application process consists of two parts: preparation of a two-page Concept Paper (Part One) and preparation of a full proposal (Part Two). Only those organizations and entities whose Concept Papers are selected by the Juvenile Justice Advisory Committee in Part One will be invited to submit full proposals for consideration in Part Two of this process.

Applicants can apply for Title II funds in three focus areas: 1) Prevention, Diversion and Pre-Adjudication; 2) Post-Adjudication; and 3) Aftercare Services with an Employment and Training Component. Eligible applicants may include public or private non-profit agencies, townships, cities, counties, local educational agencies, tribal governments and organizations, state agencies or combinations.

An original and six (6) copies of the Concept Paper must be received by the Office of Youth Development at the Minnesota Department of Economic Security, 390 North Robert Street, St. Paul, Minnesota 55101 no later than 5:00 p.m. on Friday, July 28, 2000.

FAXED CONCEPT PAPERS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

For a copy of the Request for Concept Papers please contact:
Minnesota Department of Economic Security
Alana Romanowski
390 North Robert Street - Room 125
St. Paul, MN 55101-1812
1/651/282-5667 - toll free 1/800/456-8519
E-mail: aromanow@ngwmail.des.state.mn.us

Department of Human Services

Children Services Division

Request for Proposals to County Social Service Agencies

Request for Proposals for Alternative Response to Reports of Child Maltreatment

The Minnesota Department of Human Services is soliciting proposals from county social service agencies to respond to reports of child maltreatment using the Alternative Response family assessment approach as permitted under *Minnesota Statutes*, Section 626.5551. Respondents will be required to assess 25% of their screened in child maltreatment reports using a strengths-based family assessment and offer post assessment services to 40% of these families. Counties receiving grants will be reimbursed \$500 per assessment and up to \$2000 for each service case. A county match of \$500 per service case will be required.

This Request for Proposals does not obligate the State of Minnesota to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

The Department of Human Services will consider funding grantees for four calendar years beginning in 2000 and continuing through 2003. The total cost of all funded programs will be approximately \$14,600,000 with an additional \$1,400,000 available to fund staff training, program evaluation and program administration.

The deadline for submitting a proposal is June 1, 2000. For a copy and a more detailed explanation of this request for proposals, please contact:

Carole Johnson, Child Welfare Reform Consultant
(651) 297-4124
David M. Thompson, Child Welfare Reform Consultant
(651) 296-2612
Department of Human Services
444 Lafayette Road
St. Paul, Mn 55155-3832

Professional, Technical & Consulting Contracts

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 to be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute. In accordance with *Minnesota Rules* Part 1230.1910, certified Targeted Group Businesses and individuals submitting proposals are prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (651) 296-2600 or [TTY (651) 297-5353 and ask for 296-2600].

Department of Administration

Office of Technology

Pre-Announcement for Information Technology Professional/Technical Services Master Contracts

The Minnesota Office of Technology in the Department of Administration is notifying potential vendors of the upcoming Information Technology Professional/Technical Services Master Contracts, formerly known as the Intertechnologies Group Master Computer Programming and Systems Analysis Support Services Contracts. It is the intent of the office to officially announce a request for proposals in the May 1, 2000 *State Register*.

For further information contact:

Steve Gustafson
Planning Director
Minnesota Office of Technology
First National Bank Building
332 Minnesota Street, Suite E1100
St. Paul, MN 55101
Fax: 651-215-3877
E-mail: steve.gustafson@state.mn.us

Professional, Technical & Consulting Contracts

Department of Administration

Materials Management Division

Request for Proposal (RFP) to Establish a Contract for Programming and Designing Furniture Layouts for Public Facilities

There will **NOT** be a pre-proposal vendor conference.

Questions concerning the RFP terms and conditions or technical requirements must be sent to the Acquisition Management Specialist listed in the RFP by May 12, 2000. Proposals will be due on June 2, 2000, at 2:00 PM CDT.

Contact the Materials Management Division

50 Sherburne Avenue
St. Paul, MN 55155
651-296-2600 - Phone
651-297-3996 - Fax

to request a copy of the complete Request for Proposal.

Department of Administration

State Designer Selection Board

Request for Proposals for the Department of Corrections (Project 00-5) MCF-Lino Lakes, Food Service Building Renovation

To Minnesota Registered Design Professionals:

The State Designer Selection Board has been requested to select consultants for a project. Design firms who wish to be considered for this project must deliver proposals on or before 12 p.m. (Noon), Monday, May 1, 2000, to:

Lisa Blue, Executive Secretary
State Designer Selection Board
Department of Administration
c/o Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155-3000
651-297-5526

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning the Board's procedures herein described, or the schedule in Item 8.h, should be referred to the Executive Secretary at 651-297-5526. Questions relating to the project must be referred to the project contact(s) in Item 8.i.

NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE CONTENT AND FORMAT REQUIREMENT. PROPOSALS THAT DO NOT CONFORM TO THE FOLLOWING CONTENT, ORDER AND FORMAT REQUIREMENTS AS OUTLINED IN ITEMS 1 THROUGH 5 BELOW MAY BE DISQUALIFIED.

1. **The front cover of the proposal should be clearly labeled** with the project number and project title as shown at the top of this request for proposal, together with the designer's firm name, address, telephone number, fax number and the name of the contact person. The back cover should remain blank.
2. **All data should be on 8-1/2" x 11" sheets**, soft bound. No more than 20 printed faces should be included (see the following for clarification):
 - a. All letters directed to the Board should be bound into the proposal and all pages will be counted as printed face(s). It is not necessary to do a cover letter to the Executive Secretary.
 - b. Blank dividers (with printed tab headings only) will not be counted as faces.
 - c. Front and back covers of proposals will not be counted as faces.

Professional, Technical & Consulting Contracts

- d. None of the statutory or mandatory information, except as requested in Item 3 below, should appear on the dividers or covers.
- e. All pages should be numbered.

Proposals that deviate from the above may be disqualified.

3. BRIEF PROPOSAL SUMMARY:

All proposals shall begin with a summary which includes only the following items:

- a. Name of firm and its legal status;
- b. Names of persons in leadership roles for project management, design and production of architecture; design of civil, structural, mechanical and electrical engineering, landscape architecture, land surveying, fire protection and geoscience for each and every discipline called for in Section 8.b. The name of each person so mentioned must also include their Minnesota registration number. Fire protection engineering requires a licensed fire protection engineer, identified by their number OR the engineering registration number accompanied in Section 4.b by a listing of past projects demonstrating competency in this field.

Consultants and assistants to the persons in leadership roles, as identified above, need not provide a Minnesota registration number. These individuals should be listed separately from those above.

- c. A statement indicating that the consultants listed have been contacted and have agreed to be a part of the design team;
- d. A commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in Item 3.b above, along with adequate staff to meet the requirements of work;
- e. At least one copy of the proposal must contain an original signature by an authorized member of the firm submitting the proposal, in ink, on the bottom of the first page of the proposal.
- f. A list of all State and University of Minnesota current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

Projects and studies shall mean those projects and studies (1) funded by the state legislature, by state/user agencies or University of Minnesota operating funds, or by funding raised from the private sector or individuals by state/user agencies or the University of Minnesota; (2) awarded as a result of the State Designer Selection Board process or awarded directly by state/user agencies or the University of Minnesota without employing the State Designer Selection Board process; or (3) related to design-bid-build or design/build project delivery systems.

The prime firm(s) shall list and total all gross fees associated with the above projects and studies, whether the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid, or are anticipated to be paid, to engineering or other specialty consultants employed, or anticipated to be employed, on the projects and studies listed pursuant to the above. The prime firm(s) shall subtract consultant fees from gross fees to determine total net fees using the format below.

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS PORTION	(C) NET TOTAL PROJECT FEE
TOTAL			

(The total shown in column (A) shall equal the sum of those shown in columns (B) and (C).)

4. ADDITIONAL MANDATORY PROPOSAL CONTENTS:

- a. A section containing graphic material (e.g., photos, plans, drawings, etc.) as evidence of the firm's qualifications for the work. The graphic material shall be identified. It shall be work in which the personnel listed in Item 3.b above have had significant participation and their roles shall be clearly described. It shall be noted if the personnel were, at the time of the work, employed by other than their present firms.
- b. Expanded resumes showing qualification of individuals, listed in Item 3.b above, administering or producing the major elements of the work, including consultants. Identify roles which such persons played in projects which are relevant to the project at hand.

Professional, Technical & Consulting Contracts

- c. A discussion of the firm's understanding of and approach to the project.
- d. A listing of relevant past projects.

5. Twelve copies of the proposal should be submitted.

6. Design firms wishing to have their proposals returned after the Board's review shall follow one of the following procedures:

- a. Enclose a *self-addressed, stamped* postal card with the proposals. Design firms will be notified when material is ready to be picked up. Design firms will have two weeks to pick up their proposals, after which time the proposals will be discarded; or
- b. Enclose a *self-addressed, stamped* mailing envelope with the proposals. When the Board has completed its selection, proposals will be returned using this envelope.

7. BOARD SELECTION CRITERIA:

In making its selection of designers the Board shall consider the criteria listed below:

Credit for the following criteria will equal not less than sixty percent.

- a. Qualifications and technical competence in the required field of design;
- b. Ability to deal with aesthetic factors;
- c. Project understanding and approach.

Credit for the following criteria will equal up to forty percent.

- d. Capacity to accomplish the work and services within the required constraints;
- e. Availability of appropriate personnel;
- f. Geographic relationship of the designer's base to the project site; and
- g. Awards previously made to a designer by the state. This is in the interest of equitable distribution of commissions.

The criteria do not necessarily have the same weight, nor are their relative weights necessarily constant from one project to another. The Board may issue statements regarding criteria as they relate to individual projects.

Evaluations of the proposals shall be made independently by the Board members.

8. PROJECT 00-5

Department of Corrections
MCF-LINO LAKES
Food Service Building (H) Renovation
7525 Fourth Avenue
Lino Lakes, Minnesota 55104

a. PROJECT DESCRIPTION:

The project consists of remodeling the existing food service building at MCF-Lino Lakes. This building was constructed as part of the original Lino Lakes facility in 1960, serving a juvenile population of 200. In 1977 the department converted the facility to an adult male level 3 (medium) security facility with a projected population of 1,110 in the year 2000. With the dramatic increase of the inmate population, the need for upgrading this building has become critical. This project will not proceed unless funding is appropriated during the 2000 Legislative Session.

The project scope will include:

- The project to be designed for construction in phases as the preparation of food must continue during the remodeling.
- Remodel and upgrade 15,806 square feet of the existing building that has a total square footage of 23,770.
- New fire alarm, automatic detection and automatic sprinkler systems as required by State Codes
- Reorganization of kitchen preparation areas, new kitchen equipment as required, and renovation of the mechanical system.
- Replace deteriorating ceiling and improve bulk food preparation area per Department of Health directive.
- Completing the warehouse and refrigerated storage, life safety systems, reorganization and equipment upgrades at the kitchen preparation areas, replacement dishwashing facilities, and increased servery accommodations for

Professional, Technical & Consulting Contracts

the current dining capacity. The kitchen preparation areas improvements will respond to increased capacity, improved food quality and bulk food delivery systems for satellite serving operations, and overall staffing and inmate worker efficiency and accountability.

- Design shall comply with the State's Indoor Air Quality Standards, Electrical Standards and Minnesota Food Codes.

b. REQUIRED CONSULTANT SERVICES:

The scope of the project includes full design services for the project including cost estimating, mechanical, electrical, structural, food service consultant, architectural, bidding, and construction administration services.

c. SERVICES PROVIDED BY OTHERS:

Asbestos abatement will be provided by others.

d. SPECIAL CONSIDERATIONS:

Prior experience in Corrections design preferred.

e. PROJECT BUDGET/FEES:

The current construction budget is estimated to be approximately \$2,811,000. The project costs, including all fees, permits, departmental furnishings and equipment purchases, have been fixed at \$3,923,000. Design fees available for this project are approximately \$320,000 including reimbursable expenses.

f. PROJECT SCHEDULE:

The Design process shall begin in June 2000 with construction to begin in February 2001 and project completion by November 2001.

g. PROJECT INFORMATIONAL MEETING(S)/SITE VISIT(S):

An informational meeting will be held Tuesday, April 27, 2000, at 9:30 a.m. in the administration building at MCF-Lino Lakes, 7525 Fourth Avenue, Lino Lakes, Minnesota. Additional programming and predesign information will be made available to the firms chosen for the shortlist only.

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

Project Information Meeting and/or Site Visit:	April 27, 2000
Project Proposals Due:	May 1, 2000, by 12 p.m. (Noon)
Project Shortlist:	May 16, 2000
Project Interviews and Award:	May 30, 2000

i. PROJECT CONTACT(S):

Questions concerning the project should be referred to:
Jim Aleckson, Physical Plant Director
MCF- Lino Lakes
7525 Fourth Avenue, Lino Lakes, Minnesota 55104
Phone: 651-717-6120 Fax: 651-717-6195

Gordon Christofferson
Project Manager, Building Construction Division
Department of Administration
G-10 Administration, 50 Sherburne Avenue
St. Paul, Minnesota 55155
Phone: 651-297-2245 Fax: 651-296-7650

9. CONTRACT REQUIREMENTS:

- a. The amended Minnesota Human Rights Act (*Minnesota Statute 363.073*) divides the contract compliance program into two categories. Both categories apply to any contracts for goods or services in excess of \$100,000. The first category applies to businesses who have more than 40 full-time employees within Minnesota on a single working day during the previous 12 months. The businesses in this category must have submitted an affirmative action plan to the Commissioner of the Department of Human Rights prior to the date and time set for the solicitation opening and must have received a Certificate of Compliance prior to the execution of the contract or agreement. The second category applies to businesses who have more than 40 full-time employees on a single working day in the previous 12 months

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in the State in which they have their primary place of business. The business in this category must either have an unexpired Certificate of Compliance previously issued by the Department of Human Rights, or certify to the contracting State agency that they are in compliance with federal affirmative action requirements before execution of the contract. This Certificate is valid for two (2) years. For further information, contact the Department of Human Rights, 190 East Fifth Street, Suite 700, St. Paul, MN 55101, 651-296-5663 or 800-657-3704.

The Department of Administration is under no obligation to delay award or execution of this contract until a vendor has completed the human rights certification process. It is solely the responsibility of the vendor to apply for, and obtain, a human rights certificate prior to contract award.

- b. Costs incurred in responding to this RFP shall be borne by the responder. In accordance with existing statutes, the Board shall retain one copy of each proposal submitted. Responses to this RFP become public information under the Freedom of Information Act after the final selection has been made.
- c. *Laws of Minnesota 1997*, require the successful responder to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the contract.
- d. *Laws of Minnesota 1997*, Chapter 202, Article 1, Section 12, Subdivision 2, require that during the biennium ending June 30, 1999, for an executive agency contract that is subject to *Minnesota Statutes*, Section 363.073 (over \$100,000 and subject to Human Rights Certification requirements), before the agency enters into the contract, should to the extent practical and to the extent consistent with the business needs of the State, ensure that the company to receive the contract attempts to recruit Minnesota welfare recipients to fill vacancies in entry level positions if the company has entry level employees in Minnesota.
- e. This RFP does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

Department of Administration

State Designer Selection Board

Request for Proposals for the Department of Corrections (Project 00-6) MCF-Red Wing, Mental Health Supportive and Living Unit Renovation

To Minnesota Registered Design Professionals:

The State Designer Selection Board has been requested to select consultants for a project. Design firms who wish to be considered for this project must deliver proposals on or before 12 p.m. (Noon), Monday, May 1, 2000, to:

Lisa Blue, Executive Secretary
State Designer Selection Board
Department of Administration
c/o Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155-3000
651-297-5526

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning the Board's procedures herein described, or the schedule in Item 8.h, should be referred to the Executive Secretary at 651-297-5526. Questions relating to the project must be referred to the project contact(s) in Item 8.i.

NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE CONTENT AND FORMAT REQUIREMENT. PROPOSALS THAT DO NOT CONFORM TO THE FOLLOWING CONTENT, ORDER AND FORMAT REQUIREMENTS AS OUTLINED IN ITEMS 1 THROUGH 5 BELOW MAY BE DISQUALIFIED.

1. **The front cover of the proposal should be clearly labeled** with the project number and project title as shown at the top of this request for proposal, together with the designer's firm name, address, telephone number, fax number and the name of the contact person. The back cover should remain blank.
2. **All data should be on 8-1/2" x 11" sheets**, soft bound. No more than 20 printed faces should be included (see the following for clarification):

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- a. All letters directed to the Board should be bound into the proposal and all pages will be counted as printed face(s). It is not necessary to do a cover letter to the Executive Secretary.
- b. Blank dividers (with printed tab headings only) will not be counted as faces.
- c. Front and back covers of proposals will not be counted as faces.
- d. None of the statutory or mandatory information, except as requested in Item 3 below, should appear on the dividers or covers.
- e. All pages should be numbered.

Proposals that deviate from the above may be disqualified.

3. BRIEF PROPOSAL SUMMARY:

All proposals shall begin with a summary which includes only the following items:

- a. Name of firm and its legal status;
- b. Names of persons in leadership roles for project management, design and production of architecture; design of civil, structural, mechanical and electrical engineering, landscape architecture, land surveying, fire protection and geoscience for each and every discipline called for in Section 8.b. The name of each person so mentioned must also include their Minnesota registration number. Fire protection engineering requires a licensed fire protection engineer, identified by their number OR the engineering registration number accompanied in Section 4.b by a listing of past projects demonstrating competency in this field.

Consultants and assistants to the persons in leadership roles, as identified above, need not provide a Minnesota registration number. These individuals should be listed separately from those above.

- c. A statement indicating that the consultants listed have been contacted and have agreed to be a part of the design team;
- d. A commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in Item 3.b above, along with adequate staff to meet the requirements of work;
- e. At least one copy of the proposal must contain an original signature by an authorized member of the firm submitting the proposal, in ink, on the bottom of the first page of the proposal.
- f. A list of all State and University of Minnesota current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

Projects and studies shall mean those projects and studies (1) funded by the state legislature, by state/user agencies or University of Minnesota operating funds, or by funding raised from the private sector or individuals by state/user agencies or the University of Minnesota; (2) awarded as a result of the State Designer Selection Board process or awarded directly by state/user agencies or the University of Minnesota without employing the State Designer Selection Board process; or (3) related to design-bid-build or design/build project delivery systems.

The prime firm(s) shall list and total all gross fees associated with the above projects and studies, whether the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid, or are anticipated to be paid, to engineering or other specialty consultants employed, or anticipated to be employed, on the projects and studies listed pursuant to the above. The prime firm(s) shall subtract consultant fees from gross fees to determine total net fees using the format below.

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS PORTION	(C) NET TOTAL PROJECT FEE
TOTAL			

(The total shown in column (A) shall equal the sum of those shown in columns (B) and (C).)

4. ADDITIONAL MANDATORY PROPOSAL CONTENTS:

- a. A section containing graphic material (e.g., photos, plans, drawings, etc.) as evidence of the firm's qualifications for the work. The graphic material shall be identified. It shall be work in which the personnel listed in Item 3.b above

Professional, Technical & Consulting Contracts

have had significant participation and their roles shall be clearly described. It shall be noted if the personnel were, at the time of the work, employed by other than their present firms.

- b. Expanded resumes showing qualification of individuals, listed in Item 3.b above, administering or producing the major elements of the work, including consultants. Identify roles which such persons played in projects which are relevant to the project at hand.
- c. A discussion of the firm's understanding of and approach to the project.
- d. A listing of relevant past projects.

5. copies of the proposal should be submitted.

6. Design firms wishing to have their proposals returned after the Board's review shall follow one of the following procedures:

- a. Enclose a *self-addressed, stamped* postal card with the proposals. Design firms will be notified when material is ready to be picked up. Design firms will have two weeks to pick up their proposals, after which time the proposals will be discarded; or
- b. Enclose a *self-addressed, stamped* mailing envelope with the proposals. When the Board has completed its selection, proposals will be returned using this envelope.

7. BOARD SELECTION CRITERIA:

In making its selection of designers the Board shall consider the criteria listed below:

Credit for the following criteria will equal not less than sixty percent.

- a. Qualifications and technical competence in the required field of design;
- b. Ability to deal with aesthetic factors;
- c. Project understanding and approach.

Credit for the following criteria will equal up to forty percent.

- d. Capacity to accomplish the work and services within the required constraints;
- e. Availability of appropriate personnel;
- f. Geographic relationship of the designer's base to the project site; and
- g. Awards previously made to a designer by the state. This is in the interest of equitable distribution of commissions.

The criteria do not necessarily have the same weight, nor are their relative weights necessarily constant from one project to another. The Board may issue statements regarding criteria as they relate to individual projects.

Evaluations of the proposals shall be made independently by the Board members.

8. PROJECT 00-6

Department of Corrections
MCF-RED WING
Mental Health Supportive and Living Unit Renovation
1079 Highway 292
Red Wing, Minnesota 55066

a. PROJECT DESCRIPTION:

This project calls for renovation of Brown Cottage to house and provide adequate program space for 12-14 serious chronic juvenile male offenders with a varied degree of mental health issues. The renovated mental health unit will also be available to the general population for outpatient care. The project also calls for installation of cameras utilized for observation purposes in 2-3 cells in the Dayton Security Cottage. These cells would house offenders with serious mental health issues who require a higher security level. This project will not proceed unless funding is appropriated during the 2000 Legislative Session.

The project scope includes:

- Remodel and upgrade 6,500 square feet of Brown Cottage and 140 square feet of Dayton Cottage.
- Installation of an automatic sprinkler system.
- One accessible bedroom is required.

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- Mechanical system upgrades to include plumbing associated with new toilet and shower accommodations. In addition, the existing air handling unit will be replaced to include cooling/dehumidification capability and improved temperature controls. Modifications to existing air distribution components includes addition of a variable air volume device and thermostat at each of six existing zones, duct insulation, and duct extension and diffusers at new office spaces. A fire protection sprinkler system will be installed throughout the building.
- Electrical system upgrades to include additional service capacity for mechanical system improvements, data/communications and power accommodations for new office and therapy spaces, and hook-up of other remodeled areas. New CCTV cameras and monitors will be provided in the new Supportive Living Unit and additional cameras will be provided in the Dayton Security Cottage.
- Upgrades to security systems (CCTV/monitoring systems) with expansion of central control desk.
- An accessible entrance ramp sidewalk must be provided.

Designs shall comply with the state's Indoor Air Quality Standards and Electrical Standards.

b. REQUIRED CONSULTANT SERVICES:

The scope of the project includes full design services for the project including cost estimating, mechanical, electrical, structural, architectural, bidding, and construction administration services.

c. SERVICES PROVIDED BY OTHERS:

Asbestos abatement.

d. SPECIAL CONSIDERATIONS:

Prior experience in Corrections design preferred.

e. PROJECT BUDGET/FEES:

The current construction budget, is estimated to be approximately \$556,000. The project cost, including all fees, permits, departmental furnishings and equipment purchases, have been fixed at \$801,000. Design fees available for this project are approximately \$65,000 including reimbursable expenses.

f. PROJECT SCHEDULE:

The design process shall begin in June 2000 with construction to begin in January 2001 and project completion by May 2001.

g. PROJECT INFORMATIONAL MEETING(S)/SITE VISIT(S):

An informational meeting will be held Monday, April 24, 2000, at 9:30 a.m. in the administration building at MCF-Red Wing, 1079 Highway 292, Red Wing, Minnesota. Additional programming and predesign information will be made available to the firms chosen for the shortlist.

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

Project Information Meeting and/or Site Visit:	April 24, 2000
Project Proposals Due:	May 1, 2000, by 12 p.m. (Noon)
Project Shortlist:	May 16, 2000
Project Interviews and Award:	May 30, 2000

i. PROJECT CONTACT(S):

Questions concerning the project should be referred to:

Steve Prall, Physical Plant Director
MCF-Red Wing
1079 Highway 292, Red Wing, Minnesota 55066
Phone: 651-267-3700 Fax: 651-385-6435

Gordon Christofferson
Project Manager, Building Construction Division
Department of Administration
G-10 Administration, 50 Sherburne Avenue
St. Paul, Minnesota 55155
Phone: 651-297-2245 Fax: 651-296-7650

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9. CONTRACT REQUIREMENTS:

- a. The amended Minnesota Human Rights Act (*Minnesota Statute* 363.073) divides the contract compliance program into two categories. Both categories apply to any contracts for goods or services in excess of \$100,000. The first category applies to businesses who have more than 40 full-time employees within Minnesota on a single working day during the previous 12 months. The businesses in this category must have submitted an affirmative action plan to the Commissioner of the Department of Human Rights prior to the date and time set for the solicitation opening and must have received a Certificate of Compliance prior to the execution of the contract or agreement. The second category applies to businesses who have more than 40 full-time employees on a single working day in the previous 12 months in the State in which they have their primary place of business. The business in this category must either have an unexpired Certificate of Compliance previously issued by the Department of Human Rights, or certify to the contracting State agency that they are in compliance with federal affirmative action requirements before execution of the contract. This Certificate is valid for two (2) years. For further information, contact the Department of Human Rights, 190 East Fifth Street, Suite 700, St. Paul, MN 55101, 651-296-5663 or 800-657-3704.

The Department of Administration is under no obligation to delay award or execution of this contract until a vendor has completed the human rights certification process. It is solely the responsibility of the vendor to apply for, and obtain, a human rights certificate prior to contract award.

- b. Costs incurred in responding to this RFP shall be borne by the responder. In accordance with existing statutes, the Board shall retain one copy of each proposal submitted. Responses to this RFP become public information under the Freedom of Information Act after the final selection has been made.
- c. *Laws of Minnesota 1997*, require the successful responder to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the contract.
- d. *Laws of Minnesota 1997*, Chapter 202, Article 1, Section 12, Subdivision 2, require that during the biennium ending June 30, 1999, for an executive agency contract that is subject to *Minnesota Statutes*, Section 363.073 (over \$100,000 and subject to Human Rights Certification requirements), before the agency enters into the contract, should to the extent practical and to the extent consistent with the business needs of the State, ensure that the company to receive the contract attempts to recruit Minnesota welfare recipients to fill vacancies in entry level positions if the company has entry level employees in Minnesota.
- e. This RFP does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

Board of Electricity

Notice Of Request For Proposals For Providing Electrical Inspection Service For Fiscal Year 2001 (July 1, 2000 Through June 30, 2001)

The Board of Electricity is requesting proposals to provide electrical inspection service in all areas of the state that are not provided with local electrical inspection service. In accordance with *Minnesota Statutes* section 326.241, subdivision 2(2), all individuals providing inspection service must be licensed as journeyman or master electricians.

A detailed Request for Proposals has been prepared by the Board that defines geographical inspection areas, minimum service requirements, and other related information.

Prospective responders who are interested in submitting a proposal for this service should request the detailed Request for Proposals. Requests for the detailed Request for Proposals and related questions should be directed to the following person:

John A. Schultz, Executive Secretary
Minnesota Board of Electricity
Griggs-Midway Building, Suite S-128
1821 University Avenue
Saint Paul, MN 55104
Telephone: (651) 642-0800 Facsimile: (651) 642-0441
e-mail: john.schultz@state.mn.us

Proposals must be received at the Board office by 4:30 p.m. Central Time, May 9, 2000. Late proposals will not be considered.

Minnesota Historical Society

Request for Proposals for Preparation of Condition Assessment Report for the William G. LeDuc House Historic Site

The Minnesota Historical Society is soliciting proposals from qualified professionals for a fixed-price contract for the preparation of a Condition Assessment Report for the William G. LeDuc House Historic Site located at 1629 Vermillion Street, Hastings, Minnesota. The Condition Assessment is to include: physical investigation and description of existing conditions of the LeDuc house, work shop (a non-contributing building) and grounds; recommended preservation and rehabilitation treatments including priorities and cost estimates for house, work shop and grounds; and maintenance projections for entire site.

The Request for Proposals is available by calling or writing Chris M. Bonnell, Contracting Officer, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, Minnesota 55102. Telephone (651) 297-5863 (chris.bonnell@mnhs.org)

There will be a **MANDATORY** pre-proposal meeting for all interested parties on Tuesday, May 2, 2000 at 1:00 P.M. Local Time.

All proposals must be received by Chris M. Bonnell, Contracting Officer for the Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102 or an authorized agent no later than 2:00 P. M. Local Time, Tuesday, May 16, 2000. A proposal opening will be conducted at that time. Late proposals will not be considered.

Dated: 17 April 2000

Iron Range Resources and Rehabilitation Board

Advertisement for Proposals for Enhancement of Economic Development Opportunities through the Use of Advanced Technology

The Office of the Commissioner of the Iron Range Resources & Rehabilitation (IRRRB) is seeking proposals from qualified various firms/individuals with experience in the use of information technology to enhance the economic development opportunities of various communities and business by the use of advanced technology. For a complete request for proposals, prospective responders may call or write:

Richard Nordvold
IRRRB
P.O. Box 441, 1006 Hwy. 53 S
Eveleth, MN 55734
(218) 744-7400

Proposals must be received by no later than 2:30 p.m. Central Time, May 8, 2000. Late proposals will not be considered.

Minnesota Department of Labor and Industry

Request for Proposals for Administrator of Workers' Compensation Arbitration Process

INTRODUCTION AND BACKGROUND

The Department of Labor and Industry requests proposals for an administrator of the workers' compensation apportionment arbitration process.

In 1995, the Minnesota Legislature amended the Workers' Compensation Act to prohibit equitable apportionment of liability among employers and insurers. The prohibition is not applicable to occupational disease cases. The Legislature allowed two exceptions to the prohibition. The first allows parties, insurers and self-insured employers, to agree among themselves and settle equitable apportionment issues if the agreement is submitted on a stipulation agreement subject to approval under *Minnesota Statutes* 176.521. The other exception allows arbitration of equitable apportionment issues under *Minnesota Statutes* 176.191, subd. 1a and subd. 5. The 1995 law is found in *Laws of Minnesota 1995*, Chapter 231, Article 2, Sections 77 and 78. The Legislature amended Minnesota's workers' compensation system to, among other reasons, reduce disputes - including equitable apportionment disputes.

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Minnesota Rules Chapter 5229, Parts 5229.0100 through 5229.0700, set forth the procedure for the arbitration of workers' compensation equitable apportionment issues. They also provide a process for selecting arbitrators and establish a general rule for presumptive apportionment.

The goal of this project is the efficient administration of the workers' compensation apportionment arbitration process described in the rules. The administrator would accomplish this goal by facilitating the selection of arbitrators and the expeditious resolution of equitable apportionment issues. The arbitration process will be staffed by experienced, qualified arbitrators nominated by workers' compensation insurers, self-insurers, and third-party administrators for self-insured employers. Administration of the apportionment arbitration process, in accordance with *Minnesota Rules*, Parts 5229.0100 through 5229.0700, will not be a function of the Minnesota Department of Labor and Industry.

The administrator will manage the logistics of the arbitration process consistent with relevant laws and rules. The administrator's compensation will come from the fees paid with each request for arbitration. The duties of the administrator include:

1. Implementing *Minnesota Rules* Parts 5229.0100 through 5229.0700 as adopted by the Department of Labor and Industry;
2. Checking qualifications of nominated arbitrators and maintaining a roster of those meeting the qualifications;
3. Managing logistics of the arbitration operation, for example: scheduling, notification of parties, accounting of fees;
4. Providing appropriate documents and forms for arbitration proceedings;
5. Developing and implementing quality control procedures; and
6. Maintaining documents, records, and results from arbitration proceedings.

Responders may propose additional tasks or activities if they will substantially improve the results of the project. Such items should be separated from the required items on the cost proposal.

Disclaimer

This Request for Proposal does not obligate the state to award a contract or complete the proposed project, and the state reserves the right to cancel the solicitation if it is considered in its best interest.

AGENCY CONTACT

Prospective responders who have any *questions* regarding this request for proposals may call or write:

Name: Mary Miller
Legal Services Division
Address: Department of Labor and Industry
443 Lafayette Road
Saint Paul, MN 55155
Phone: (651) 296-8726

Other Department personnel are NOT allowed to discuss the request for proposal with anyone, including responders, before the proposal submission deadline.

All proposals must be sent to and received by:

Agency: Minnesota Department of Labor and Industry
Name: Todd Hendrickson
Special Compensation Fund
Address: Department of Labor and Industry
443 Lafayette Road
Saint Paul, MN 55155
Phone: (651) 297-4777

All proposals must be received not later than 4:30 p.m. May 10, 2000, as indicated by the receipt date and time on each proposal affixed by the Department's Mail Room or Front Desk receptionist.

Late proposals will not be accepted.

Responders must submit six (6) copies of the proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed, in ink, by an authorized member of the submitting entity. Fees and terms, stated in the proposal, must be valid for the length of any resulting contract.

SCOPE OF THE PROJECT - Costs and Fees

Neither a guarantee nor a representation concerning the number of requests for arbitration under *Minnesota Statutes* § 176.191 or, consequently, financial remuneration to the successful responder, are made hereby. The Department anticipates the legislative

Professional, Technical & Consulting Contracts

changes in the law governing equitable apportionment will continue to reduce the number of disputes between or among insurers and self-insurers requiring formal resolution.

Under the statute, costs of arbitration will be paid by the parties using the equitable apportionment arbitration process. The administrative rules allow for an administrative fee to be initially assessed on the party requesting an arbitration. The administrator's compensation will come from these fees. The amount of the fee that may be assessed upon a party requesting arbitration will be incorporated into the Department's agreement with the administrator.

The Department of Labor and Industry will not assume any direct or indirect financial responsibility for any incurred costs including, but not limited to, administering the apportionment arbitration process. Administrative costs associated with the apportionment arbitration process will be initially borne by the parties filing the arbitration request.

DURATION OF CONTRACT

The length of the contract is three years. The successful responder will be recognized as the Administrator of Minnesota's Workers' Compensation Apportionment Arbitration Process.

PROPOSAL FORMAT AND MINIMUM CONTENT

The following will be considered minimum contents of the proposal:

1. Proposal cover page providing the following:
 - A. Name and address of the responding organization;
 - B. Name and telephone number of the contact person;
 - C. Address and telephone number of the office from which administrator services for the arbitration process would be delivered, if different from above.
 - D. Abstract/Synopsis of the proposal (executive summary); and
 - E. Proposed administrative cost/fee per requested arbitration.
2. Background information on the proposing organization which includes:
 - A. A description of the organization and services provided to customers;
 - B. How long the organization has been in business;
 - C. The most recent annual statement or other documentation of the organization's or parent organization's financial stability;
 - D. A description of the organization's involvement with the workers' compensation system and/or alternative dispute services including the percentage of business revenue derived from each; and
 - E. The organization's capacity to perform requisite administrative tasks and host arbitrations.
3. A detailed plan of operation that describes the following:
 - A. Your understanding of the proposal's objectives and tasks;
 - B. Scheduling and notification procedures;
 - C. Document maintenance;
 - D. Quality control procedures;
 - E. Fee collecting and accounting procedures; and
 - F. Reporting procedures and case closure.
4. Information on the qualifications of the individuals who will be assigned to work on the administration of the apportionment arbitration process, with their relevant work histories, functions and levels of responsibilities in each job.
5. An estimated dollar amount the responder would charge to administer, including facilitation of, apportionment arbitrations (per individual request), with a description explaining the basis for the administrative charge/fee.
6. Five references of accounts handled by the responding organization that include a brief description of service(s) provided and the name and telephone number of the contact person.

EVALUATION CRITERIA

All proposals received by the deadline will be evaluated by the representative of the Commissioner of the Department of Labor and Industry and an advisory group comprised of three representatives of insurers and one representative of self-insurers. In some instances, an interview may be part of the evaluation process. The factors reviewers will use to judge the submitted proposals will include, but are not limited to, the following:

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1. Completeness of the proposal;
2. Expressed understanding of the proposal objectives;
3. Detailed plan of operation and its feasibility;
4. Responder's knowledge of and experience with Minnesota's workers' compensation system and alternative dispute practices;
5. Responder's capacity to administer the apportionment arbitration process, including technological resources, personnel, and access to facilities to carry-out the tasks required by the proposal;
6. Responder's proposed administrative fee and its accounting systems to collect and account for collected fees;
7. Responses of the client references provided by the responder; and
8. Qualifications of the responder and its personnel.

TIME LINE

April 17, 2000	RFP Published in <i>State Register</i>
May 10, 2000	RFP must be received by 4:30 p.m.
May 10 - June 12, 2000	RFP reviews and proposer interviews
June 30, 2000	Approximate date contract to be awarded

WORKERS' COMPENSATION

The successful responder will be required to submit acceptable evidence of compliance with Minnesota workers' compensation insurance coverage requirements prior to execution of the contract.

The state's contract contains terms and conditions required by law of which you should be aware. A copy of the contract is available for your review by calling either of the contacts listed above. If any section represents critical problems for you, you must indicate those issues in your response to the Request for Proposal.

Disposition of Responses

All materials submitted in response to this RFP will become property of the State and will become public record after the evaluation process is completed and an award decision made. If the Responder submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, *Minnesota Statutes* § 13.37, the Responder must:

- clearly mark all trade secret materials in its response at the time the response is submitted,
- include a statement with its response justifying the trade secret designation for each item, and
- defend any action seeking release of the materials it believes to be trade secret and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State. The State is required to keep all the basic documents related to its contracts, including responses to RFP's for a minimum of seven years.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Responses to this RFP will not be open for public review until the State decides to pursue a contract and that contract is awarded.

Non-State Public Bids, Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *State Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector. It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

Dakota County

Request for Proposals for Consulting Services To Develop an Implementation Plan for Criminal Justice Information Integration in Dakota County

The Dakota County Criminal Justice Information Integration Network (CJIIN) is requesting proposals from respondents interested in providing consulting services to develop an implementation plan for integrating criminal justice information at the state, county, and municipal levels of government within the County of Dakota, Minnesota. Proposals must be received no later than 4:00 p.m., May 12, 2000.

To obtain a complete copy of the Request for Proposal, please contact:

Dakota County Administration
ATTN: Marlene Mailhot
Dakota County Administration Center
1590 Highway 55
Hastings, MN 55033
Phone: 651-438-4418

Minnesota Workers' Compensation Assigned Risk Plan

Notice of Request for Proposals for Collection Services

The Minnesota Workers' Compensation Assigned Risk Plan intends to contract with one or more licensed collection agencies to provide collection services. The contract period will commence on July 1, 2000. Interested parties may obtain the complete Request for Proposals by sending a written request by mail or fax to:

Minnesota Workers' Compensation Assigned Risk Plan
4500 Park Glen Road, Suite 410
Minneapolis, MN 55416
FAX: (612) 922-5423

Please provide an email address if you wish to receive the RFP via email. Deadline for submission of proposals is Thursday, June 1st 2000 at 4:00 p.m.

University of Minnesota

Notice of Bid Information Service (BIS) Available for All Potential Vendors

The University of Minnesota offers 24 hour/day, 7 day/week access to all Request for Bids/Proposals through its web based Bid Information Services (BIS). Subscriptions to BIS are \$75/year. Visit our web site at bidinfo.umn.edu or call the BIS Coordinator at 612-625-5534.

Requests for Bids/Proposals are available to the public at no charge each business day from 8:00 a.m. to 4:30 p.m. in Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Mpls., MN 55454.

Certificates of Assumed Name; Registration of Insignia and Marks

Minnesota Statutes Chapter 333 requires the filing of an assumed name with the Secretary of State. This filing does not protect a users exclusive right to that name. The filing is required as a consumer protection, in order to enable consumers to be able to identify the true owner of a business. For more information, or to register an assumed name, insignia or mark, contact the Secretary of State, Business Services Division, (651) 297-1455.

Certificate of Assumed Name

Second Run: File # 0232969 - Empathy Nursing & Home Care Services (Second Run)

1. The exact assumed name under which the business is or will be conducted is: **Empathy Nursing & Home Care Services**
2. The address of the principal place of business is: **426-B Concordia Avenue, St. Paul, MN 55103**
3. The name and complete street addresses of all persons conducting business under the above Assumed Name are:
 - **Raymond L. Mansray, 426-B Concordia Avenue, St. Paul, MN 55103**

I certify that I am authorized to sign this certificate and that I understand that by signing this certificate, I am subject to the penalties of perjury as set forth in *Minnesota Statutes* section 609.48 as if I had signed this certificate under oath.

Dated: 17 February 1999

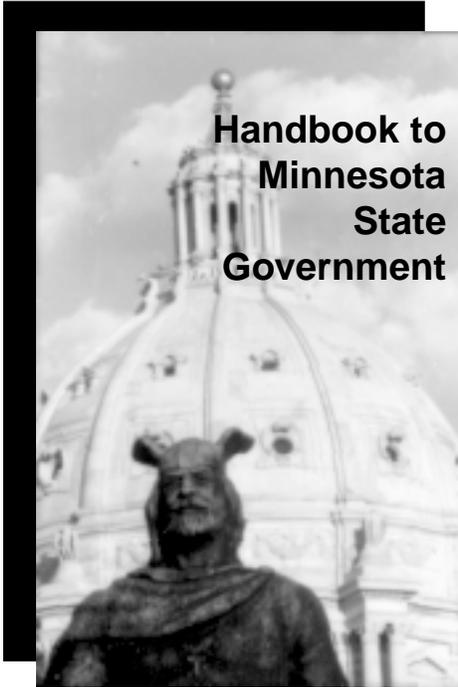
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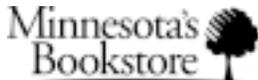
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\$100.01-\$1,000.00		\$10.00 Shipping	
			(based on Subtotal)	
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