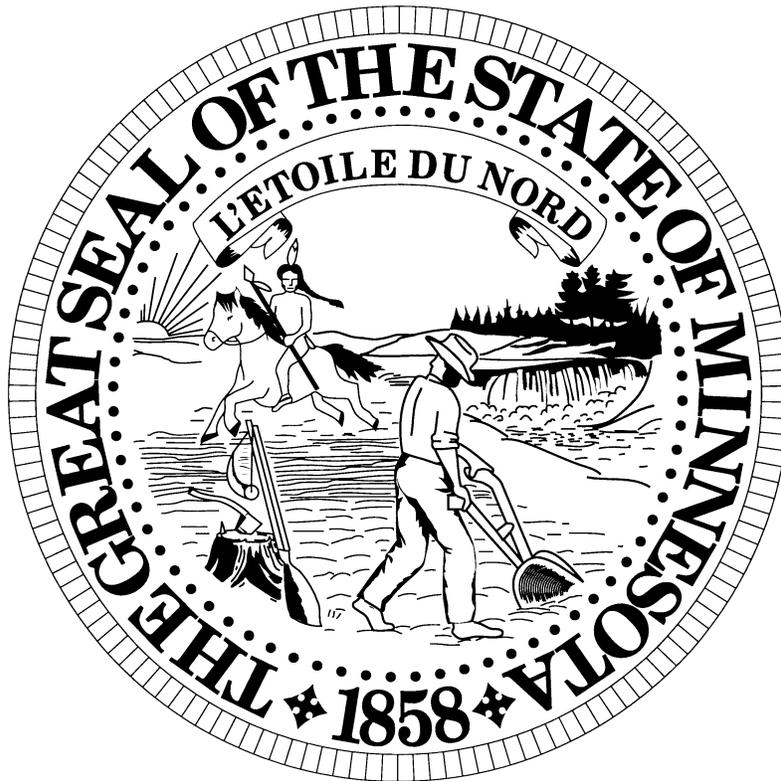


State of Minnesota

State Register

Rules and Official Notices Edition



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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:

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- appointments
- proclamations and commendations
- commissioners' orders
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- official notices
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Vol. 27 Issue Number	PUBLISH DATE	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	Deadline for both Adopted and Proposed RULES
#31	Monday 27 January	Noon Monday 27 January	Noon Wednesday 15 January
#32	Monday 3 February	Noon Tuesday 28 January	Noon Wednesday 22 January
#33	Monday 10 February	Noon Tuesday 4 February	Noon Wednesday 29 January
#34	TUESDAY 18 FEBRUARY	Noon Tuesday 11 February	Noon Wednesday 5 February

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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 1999 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 issues #1-52 (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 (612) 297-3000, or toll-free 1-800-657-3757.

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Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

Expedited and Emergency Expedited Rules

Provisions for the Commissioner of Natural Resources to adopt emergency expedited Game and Fish Rules are specified in *Minnesota Statutes* §§ 84.027. The commissioner may adopt emergency expedited rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Emergency expedited rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Emergency expedited rules are effective for the period stated or up to 18 months.

Minnesota Pollution Control Agency

Adopted Permanent Rules Relating to the Water Quality Assessment Process

The rules proposed and published at *State Register*, Volume 26, Number 45, pages 1425-1437, April 29, 2002 (26 SR 1425), are adopted with the following modifications:

7050.0150 DETERMINATION OF COMPLIANCE WITH WATER QUALITY STANDARDS AND WATER QUALITY CONDITION.

Subp. 4. **Definitions.** For the purposes of this part, the following terms have the meanings given them.

C. "Hydraulic residence time" means the time water resides in a basin, ~~usually a lake or reservoir,~~ or, alternately, the time it would take to fill the basin if it were empty. ~~Hydraulic residence time is often determined over a range of flow conditions.~~

D. "Impaired water" or "impaired condition" means a water body that does not meet applicable water quality standards ~~or fully support applicable beneficial uses,~~ due in whole or in part to ~~pollutants~~ water pollution from point or nonpoint sources, or any combination thereof.

E. "Index of biological integrity" or "IBI" means an index, ~~usually numeric, that represents the health of aquatic communities. The IBI is developed by measuring attributes of the an aquatic community that change in quantifiable and predictable ways in response to human disturbance, representing the health of that community.~~

F. "Lake morphometry" means the physical characteristics of the lake basin, ~~including, for example~~ that are reasonably necessary to determine the shape of a lake, such as maximum length and width, maximum and mean depth, area, volume, and shoreline configuration.

G. "Mixing status" means the frequency of complete mixing of the lake water from surface to bottom, which is determined by whether temperature gradients are established and maintained in the water column during the summer season. ~~Mixing is typically a function of the lake's location, morphometry, and exposure to wind energy.~~

H. "Nuisance algae bloom" means an excessive population of algae that ~~causes, for example,~~ is characterized by obvious green or blue-green pigmentation in the water, floating mats of algae, reduced light transparency, aesthetic degradation, loss of recreational ~~value~~ use, possible harm to the aquatic community, or possible toxicity to animals and humans. Algae blooms are measured ~~using reliable data for relevant factors including, but not limited to,~~ through tests for chlorophyll-a, observations using a Secchi disk, and observations of impaired recreational and aesthetic conditions ~~observed~~ by the users of the water body, or any other reliable data that identifies the population of algae in an aquatic community.

I. "Readily available and reliable data and information" means chemical, biological, and physical data and information determined by the commissioner to meet the quality assurance and quality control requirements in subpart 8, ~~and~~ that are

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.

Adopted Rules

~~normally~~ not more than ten years old from the time ~~it is~~ they are used for the assessment. A subset of data in the ten-year period, or data more than ten years old can be used if credible scientific evidence shows that ~~the older~~ these data is ~~are~~ representative of current conditions.

J. "Reference water body" means a water body least impacted by point or nonpoint sources of pollution that is ~~used~~ representative of water bodies in the same ecoregion or watershed. Reference water bodies are used as a base for comparing the quality of similar water bodies in the same ecoregion or watershed.

L. "Summer-average" means ~~the~~ a representative average of concentrations or measurements of nutrient enrichment factors, taken over one summer growing season, ~~usually~~ from June 1 through September 30.

Subp. 5. **Impairment of waters due to excess algae or plant growth.** In evaluating whether the narrative standards in subpart 3, which prohibit any material increase in undesirable slime growths or aquatic plants including algae ~~is, are~~ being met, the commissioner will use all readily available and reliable data and information for ~~relevant~~ the following factors of use impairment ~~including, but not limited to, the factors listed in items A to E. The commissioner may consider other scientifically objective, credible, and supportable factors that are not listed in this subpart, but in all cases a finding of an impaired condition must be supported by data showing elevated levels of nutrients in item A, and at least one factor showing impaired conditions resulting from nutrient over-enrichment in items B to E.~~

~~Assessment of trophic status and the response of a given water body to nutrient enrichment will take into account the morphometry, hydraulic residence time, mixing status, watershed size, location, and other factors that affect trophic status; appropriate for that geographic region. The factors in this subpart normally apply to lakes; however, the commissioner may apply them to rivers, streams, and wetlands when the application of the factors is scientifically justified. The factors referred to in this subpart are as follows:~~

C. ~~representative measurements of light transparency in the water body, as measured with a Secchi disk in lakes or a transparency tube in rivers and streams, throughout the growing season; and~~

D. ~~the magnitude, duration, and frequency of nuisance algae blooms in the water body; and documented impaired recreational and aesthetic conditions observed by the users of the water body, due to excess algae or plant growth, reduced transparency, or other deleterious conditions caused by nutrient over-enrichment; and any other scientifically objective, credible, and supportable factor.~~

E. ~~failure of an individual water body to meet documented expectations of trophic status, based on readily available and reliable data for the water body, when compared to data for reference water bodies appropriate for that ecoregion.~~

A finding of an impaired condition must be supported by data showing elevated levels of nutrients in item A, and at least one factor showing impaired conditions resulting from nutrient over-enrichment in items B and C. The trophic status data described in items A to D must be assessed in light of the magnitude, duration, and frequency of nuisance algae blooms in the water body; and documented impaired recreational and aesthetic conditions observed by the users of the water body due to excess algae or plant growth, reduced transparency, or other deleterious conditions caused by nutrient over-enrichment.

Assessment of trophic status and the response of a given water body to nutrient enrichment will take into account the trophic status of reference water bodies; and all relevant factors that affect the trophic status of the given water body appropriate for its geographic region, such as the morphometry, hydraulic residence time, mixing status, watershed size, and location. The factors in this subpart apply to lakes and, where scientifically justified, to rivers, streams, and wetlands.

Subp. 6. **Impairment of biological community and aquatic habitat.** In evaluating whether the narrative standards in subpart 3, which prohibit serious impairment of the normal fisheries and lower aquatic biota upon which they are dependent and the use thereof, material alteration of the species composition, material degradation of stream beds, and the prevention or hindrance of the propagation and migration of fish and other biota normally present, are being met, the commissioner will consider all readily available and reliable data and information for ~~relevant~~ the following factors of use impairment ~~including, but not limited to, the factors listed in items A to D. The commissioner may consider other scientifically objective, credible, and supportable factors not listed in this subpart, but in all cases a finding of an impaired condition must be supported by data for the factors listed in at least one of items A to C. The factors listed in item D are used to support the biological data described in items A to C, when habitat data are available.~~

Adopted Rules

~~The biological quality of any given surface water body will be assessed by comparison to the biological conditions determined for a set of reference water bodies which best represents the most natural condition for that surface water body type within a geographic region.;~~

A. an index of biological integrity calculated from measurements of attributes of the resident fish community, including measurements of:

(3) fish abundance and condition.;

B. an index of biological integrity calculated from measurements of attributes of the resident aquatic invertebrate community, including measurements of:

(3) species abundance and condition.;

C. an index of biological integrity calculated from measurements of attributes of the resident aquatic plant community, including measurements of:

(2) species abundance and condition.;

D. a quantitative or qualitative assessment of habitat quality, determined by an assessment of:

(6) types of land use in the watershed; ~~or~~ and

(7) other scientifically accepted and valid factors of habitat quality.;

E. any other scientifically objective, credible, and supportable factors.

A finding of an impaired condition must be supported by data for the factors listed in at least one of items A to C. The biological quality of any given surface water body will be assessed by comparison to the biological conditions determined for a set of reference water bodies which best represents the most natural condition for that surface water body type within a geographic region.

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Exempt Rules

Exempt rules are excluded from the normal rulemaking procedures (*Minnesota Statutes* § 14.386 and 14.388). They are most often of two kinds. One kind is specifically exempted by the Legislature from rulemaking procedures, but approved for form by the Revisor of Statutes, reviewed for legality by the Office of Administrative Hearings, and then published in the *State Register*. These exempt rules are effective for two years only.

The second kind of exempt rule is one adopted where an agency for good cause finds that the rulemaking provisions of *Minnesota Statutes*, Chapter 14 are unnecessary, impracticable, or contrary to the public interest. This exemption can be used only where the rules:

- (1) address a serious and immediate threat to the public health, safety, or welfare, or
- (2) comply with a court order or a requirement in federal law in a manner that does not allow for compliance with *Minnesota Statutes* 14.14-14.28, or
- (3) incorporate specific changes set forth in applicable statutes when no interpretation of law is required, or
- (4) make changes that do not alter the sense, meaning, or effect of the rules.

These exempt rules are also reviewed for form by the Revisor of Statutes, for legality by the Office of Administrative Hearings and then published in the *State Register*. In addition, the Office of Administrative Hearings must determine whether the agency has provided adequate justification for the use of this exemption. Rules adopted under clauses (1) or (2) above are effective for two years from the date of publication of the rule in the *State Register*. Rules adopted, amended or repealed under clause (3) or (4) are effective upon publication in the *State Register*.

The Legislature may also exempt an agency from the normal rulemaking procedures and establish other procedural and substantive requirements unique to that exemption.

Department of Natural Resources

Division of Fisheries

Adopted Exempt Permanent Rules Relating to Game and Fish; Trout Streams and Lakes

NOTICE IS HEREBY GIVEN that the above entitled rules have been adopted through the process prescribed by *Minnesota Statutes*, section 97C.005.

Dated: 13 December 2003

Bradley M. Moore
Acting Commissioner of Natural Resources

6264.0050 RESTRICTIONS ON DESIGNATED TROUT LAKES AND STREAMS.

[For text of subs 1 to 3, see M.R.]

Subp. 4. **Listing of designated trout streams.** The following described streams and portions of streams and their tributaries within the section specified are designated as trout streams and counties whose names appear in parentheses contain portions of those streams:

Name	Location		
	Township	Range	Section

[For text of items A to P, see M.R.]

Q. Dakota county:

[For text of subitems (1) to (6), see M.R.]

(7) Vermillion River	113	20	1, 2, 3, 4, 9
	114	18	19, 20, 21
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	114	20	33, 34, 35, 36

[For text of items R to AAA, see M.R.]

Appointments

Minnesota Statutes, Section 15.06, Subd. 5 requires a notice of the designation of a commissioner or acting commissioner, or the assumption of office by a temporary commissioner, shall be filed with the president of the senate and the speaker of the house with a copy delivered to the secretary of state and published in the next available edition of the *State Register*.

Department of Employee Relations

Notice of Appointment of Commissioner Cal Ludeman

NOTICE IS HEREBY GIVEN, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Tim Pawlenty has appointed Cal Ludeman Commissioner of the Minnesota Department of Employee Relations effective January 14, 2003. He succeeds Acting Commissioner Ann Schluter, appointed September 12, 2002 to succeed Commissioner Julien Clark Carter.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Employee Relations are:

- *Minnesota Statutes*, Chapters 43A, 179A and 471
- *Minnesota Rules* 3900-3920

Commissioner Ludeman resides at 3073 - 160th Street, Tracy, Minnesota 56175 in Lyon County, Congressional District Seven.

He can be reached at the Minnesota Department of Employee Relations, 200 Centennial Bldg., 658 Cedar Street, St. Paul, MN 55155. Telephone (651) 296-3095. Internet home page: <http://www.doer.state.mn.us>

Department of Trade and Economic Development

Notice of Appointment of Commissioner Matt Kramer

NOTICE IS HEREBY GIVEN, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Tim Pawlenty appointed Matt Kramer to the office of Commissioner of the Minnesota Department of Trade and Economic Development effective January 21, 2003. He succeeds Acting Commissioner Elaine Bliss who succeeded Commissioner Rebecca Yanisch on January 6, 2003.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Trade and Economic are:

- *Minnesota Statutes*, Chapters 116J
- *Minnesota Rules* 4100-4399

Commissioner Kramer resides at 4308 Brigadoon Drive, Shoreview, Minnesota 55126, Ramsey County, Congressional District Four.

He can be reached at the Minnesota Department of Trade and Economic Development, 500 Metro Square Bldg., 121 7th Place East, St. Paul, MN 55101-2146. Telephone (651) 296-6424. Internet home page: <http://www.dted.state.mn.us>

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 Human Services

Continuing Care for People with Disabilities

Public Notice Regarding Proposed Payment Rate Change for Intermediate Care Facilities for Persons with Mental Retardation (ICFs/MR) Participating in the Medical Assistance Program

NOTICE IS HEREBY GIVEN to recipients, providers of services under the Medical Assistance Program, and to the public, of a proposed payment rate change for ICFs/MR participating in the Medical Assistance Program.

This notice is published pursuant to 42 *United States Code* §1396a(a)(13)(A) (§1902(a)(13)(A) of the Social Security Act), which requires the Department to publish proposed facility payment rates, the methodologies underlying the establishment of such rates, and the justification for such rates. This notice is also published pursuant to title 42, part 447, section 205 (42 CFR §447.205), which requires publication of a notice when there is a proposed rate change in the methods and standards for setting payment rates for Medical Assistance services.

The Department is notifying interested parties that the Governor's State Fiscal Year 2003 supplemental budget contains the following proposed change to institutional payment rates or to rate methodology. It is proposed in order to reduce the state's current budget deficit.

- **The supplemental budget proposes to suspend for two years ICF/MR temporary rate adjustments.** Legislation was enacted in 2002 providing that after a discharge, ICFs/MR receive a temporary rate adjustment for the vacancy for up to 75 days or until the vacancy is filled (*Minnesota Statutes*, §256B.5013, subdivision 4). The temporary rate adjusts the occupied day rate in months in which the monthly occupancy rate of licensed beds is at least 75 percent. The temporary rate adjusts the rate of the occupied days in the month to compensate for lost revenues. The supplemental budget proposes to suspend for two years these temporary rate adjustments, effective April 1, 2003. The suspension would sunset on July 1, 2005.

The net effect of this proposed change is a decrease in Medical Assistance expenditures of \$298,000 for the remainder of State Fiscal Year 2003 and a decrease in Medical Assistance expenditures of \$1,192,000 for State Fiscal Years 2004 and 2005.

Information on the proposed change is available from Barbara Nelson, Minnesota Department of Human Services, Community Supports for Minnesotans with Disabilities, 444 Lafayette Road North, St. Paul, Minnesota, 55155-3857; **phone** (651) 582-1969 or **email:** barbara.nelson@state.mn.us.

The public is invited to attend the legislative hearings where these proposals will be discussed. Information on Senate hearings is available from the Senate Information Office at: (651) 296-0504 (voice) or (651) 296-0250 (TTY); for Greater Minnesota call 1-888-234-1112 (voice) or 1-888-234-1216 (TTY). Hearing schedules are posted at: <http://www.senate.leg.state.mn.us/schedule/2003/index.htm>. Information on House of Representatives hearings is available from the House of Representatives Public Information Office at: (651) 296-2146 (voice) or (651) 296-9896 (TTY) or 1-800-657-3550 (Greater Minnesota). Hearing schedules are posted at: <http://www.house.leg.state.mn.us/hinfo/schedule/>.

Notice of any final rate changes enacted by the 2003 legislature will be published in the *State Register* prior to the effective date of the changes.

Department of Human Services

Health Care Purchasing and Delivery Systems Division

Public Notice Regarding Proposed Payment Rate Change For Inpatient Hospitals Participating in the Medical Assistance Program

NOTICE IS HEREBY GIVEN to recipients, providers of services under the Medical Assistance Program, and to the public, of a proposed payment rate change for inpatient hospitals participating in the Medical Assistance Program.

This notice is published pursuant to 42 *United States Code* §1396a(a)(13)(A) (§1902(a)(13)(A) of the Social Security Act), which requires the Department to publish proposed facility payment rates, the methodologies underlying the establishment of such rates, and the justification for such rates. It is also published pursuant to title 42, part 447, section 205 (42 CFR §447.205), which requires publication of a notice when there is a proposed rate change in the methods and standards for setting payment rates for Medical Assistance services.

The Department is notifying interested parties that the Governor's State Fiscal Year 2003 supplemental budget contains the following proposed change to institutional payment rates. It is proposed in order to reduce the state's current budget deficit.

- **The supplemental budget decreases payments to hospitals by 5% for inpatient hospital services, excluding: 1) inpatient mental health; and 2) inpatient hospital services provided by facilities of the Indian Health Service or facilities operated by a tribe or tribal organization under funding authorized by Title I of the Indian Self-Determination and Education Assistance Act (Public Law 93-638), as amended, or Title V of the Indian Self-Determination and Education Assistance Act (Public Law 106-260), operating as 638 facilities.**

The net effect of this proposed change is a decrease in Medical Assistance expenditures of \$435,000 for the remainder of State Fiscal Year 2003 and a decrease in Medical Assistance expenditures of \$10,078,000 for State Fiscal Year 2004.

Information on the proposed rate change may be obtained from Paul Olson, Minnesota Department of Human Services, Health Care Purchasing and Delivery Systems Division, 444 Lafayette Road North, St. Paul, Minnesota, 55155-3853; **phone** (651) 296-5620 or **email**: paul.olson@state.mn.us.

The public is invited to attend the legislative hearings where these proposals will be discussed. Information on Senate hearings is available from the Senate Information Office at: (651) 296-0504 (voice) or (651) 296-0250 (TTY); for Greater Minnesota call 1-888-234-1112 (voice) or 1-888-234-1216 (TTY). Hearing schedules are posted at: <http://www.senate.leg.state.mn.us/schedule/2003/index.htm>. Information on House of Representatives hearings is available from the House of Representatives Public Information Office at: (651) 296-2146 (voice) or (651) 296-9896 (TTY) or 1-800-657-3550 (Greater Minnesota). Hearing schedules are posted at: <http://www.house.leg.state.mn.us/hinfo/schedule/>.

Notice of any final payment rate changes enacted by the 2003 legislature will be published in the *State Register* prior to the effective date of the changes.

Department of Human Services

Health Care Purchasing and Delivery Systems Division

Public Notice of Payment Rates Related to Inpatient Hospital Services Under the Medical Assistance Program

NOTICE IS HEREBY GIVEN to recipients, providers of services under the Medical Assistance (MA) Program, and to the public of the final payment rates for inpatient hospital services. This notice is published pursuant to 42 *United States Code* section 1396a(a)(13)(A) (Section 1902(a)(13)(A) of the Social Security Act), which requires the Department to publish hospital payment rates, the methodologies underlying the establishment of such rates, and the justification of such rates.

Minnesota's MA inpatient payment system establishes hospital specific rates for Minnesota and local trade area hospitals on a calendar year basis. Rates must be rebased to more current data every two years pursuant to *Minnesota Statutes*, section 256.969, subd. 2b and are determined pursuant to *Minnesota Statutes*, sections 256.9685, 256.9686 and 256.969 and *Minnesota Rules*, parts 9500.1090 to 9500.1140 (Rule 54).

Effective January 1, 2003, the rates were rebased, as first noted in the *State Register* on December 30, 2002 (27 SR 1023). Rates increased by an average of 5.7 percent.

Official Notices

Additional information, including individual inpatient hospital payment rates, is available by contacting:

Richard Tester
Health Care Administration
Minnesota Department of Human Services
444 Lafayette Road North
St. Paul, Minnesota 55155-3853
Phone: (651) 296-5596
Email: richard.testler@state.mn.us

Department of Labor and Industry

Labor Standards Unit

Notice of Addition to Commercial Prevailing Wage Rates

An **additional rate** has been made to the Commercial Wage Rates certified 12/30/01, for **Labor Code 430, Wiring System Technician, in St. Louis County.**

A copy of the corrected certification may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, by calling (651) 284-5091, or accessing our **web site** at www.doli.state.mn.us. Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Jane Volz
Commissioner

Department of Labor and Industry

Labor Standards

Notice of Correction to Commercial Prevailing Wage Rates

Corrections have been made to the Commercial Prevailing Wage Rates certified 12/30/02, for:

Labor Code 102, Laborer, Skilled-Asst Craft Journeyman, in Brown, Cottonwood, Jackson, Lincoln, Lyon, Martin, Murray, Nobles and Watonwan Counties.

Labor Code 109, Underground & Open Ditch Labor (8') and for all of Group 1 in Pennington County.

Labor Code 102, Laborer, Skilled-Asst Craft Journeyman and for Labor Code 103, Laborer, Landscaping in Sherburne County.

A copy of the certification with the correction may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306, by calling (651) 284-5091, or accessing our **web site** at www.doli.state.mn.us. Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Jane Volz
Commissioner

Teachers Retirement Association

Notice of Meeting

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Thursday, February 13, 2003 at 9:30 a.m. in Suite 400, 60 Empire Drive, St. Paul, MN to consider matters which may properly come before the Board.

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 Human Services

Health Care Purchasing and Service Delivery

Notice of Request for Proposals from Prepaid Health Plans for Minnesota Health Care Programs Recipients in Blue Earth County

The Minnesota Department of Human Services (DHS) is seeking proposals from prepaid health plans to provide health care services to persons in Blue Earth County who are covered by Medical Assistance (MA), General Assistance Medical Care (GAMC), or MinnesotaCare. The covered populations include all persons enrolled in MinnesotaCare, Medical Assistance, and GAMC. The education/enrollment process will occur in June 2003. The estimated number of eligible enrollees is:

Blue Earth County:

MA:	4,359
GAMC:	308
MinnesotaCare:	1,467
Total:	6,134

Prepaid health plans qualified to respond to this RFP must be able to provide all MA/GAMC/MinnesotaCare covered services, and must be able to accept financial risk. Capitation rates have been set by DHS in consultation with an independent actuary. Contracts will be awarded based on: (1) network capacity, and geographic accessibility of service delivery sites; (2) ability to comply with service delivery standards appropriate to the demographic characteristics of the population to be enrolled; (3) financial and risk capability; and (4) ability to meet quality assurance, complaint, appeal, and reporting requirements. The Commissioner reserves the right to reject any proposal.

Proposal requirements for prospective respondents currently contracting with DHS for Minnesota Health Care Programs enrollment in our counties include network information applicable to Blue Earth Counties, and assurances and exhibits addressing specific county issues and concerns. Prospective respondents who have no current contracts with DHS for Minnesota Health Care Programs are required to submit additional information pertaining to network capabilities, administration and reporting capabilities.

Request for Proposals will be available January 27, 2003. Interested parties may receive a copy of the Request for Proposal by contacting:

Pam Olson, Development Manager
Purchasing and Service Delivery Division
Minnesota Department of Human Services
444 Lafayette Road
St. Paul, Minnesota, 55155-3854
Telephone: (651) 282-6129
Fax: (651) 297-3230
Email: Pam.R.Olson@state.mn.us

Prospective respondents with questions regarding this RFP may call, write or email: Pam Olson at the above address. Ms. Olson is the only person at the Department of Human Services who is authorized to answer questions regarding this document. All responses to this RFP are due to the Department of Human Services by 12:00 p.m. March 14, 2003.

State Contracts

Informal Solicitations: Effective March 1, 2002, informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be published in the *State Register* or posted on the Department of Administration, Materials Management Division's (MMD) website. Interested vendors are encouraged to monitor the P/T Contract section of the MMD website at www.mmd.admin.state.mn.us for informal solicitation announcements.

Formal Solicitations: Department of Administration procedures require that formal solicitations (announcements for contracts with an estimated value over \$50,000) for professional/technical contracts must be published in the *State Register*. Certain quasi-state agency and Minnesota State College and University institutions are exempt from these requirements.

Department of Administration State Designer Selection Board

Request for Proposals for The Departments of Military Affairs, for Design Services for Upgrades at Minnesota Army National Guard Facilities Located in Cloquet, Grand Rapids, Hibbing, Chisholm, Thief River Falls and Bemidji (Project 03-04)

To Minnesota Registered Design Professionals:

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a design team for the above project. Proposals from interested firms must be received by, 11:00 a.m. Monday, February 10, 2003 to:

Terry Lewko, Executive Secretary
State Designer Selection Board
Department of Administration
c/o Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155
(651) 297-1545

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning procedures, or schedule are to be referred to the Executive Secretary at (651) 297-1545. Questions relating to the project are to be referred to the project contact(s) in Item 1.j.

1. PROJECT 03-04

a. PROJECT DESCRIPTION:

Building renovations to include facility maintenance and repair; Life safety; Americans with Disabilities Act (ADA) requirements; installation of new ceiling, carpet and floor tile at limited locations; Electrical systems upgrade; HVAC modifications; and Roof replacement at Minnesota National Guard Training and Community Centers (Armories). Locations: Bemidji, Chisholm, Cloquet, Grand Rapids, Hibbing, and Thief River Falls.

Project Scope:

1. Cloquet

- Installation of fire sprinkler and fire alarm systems throughout the building.
- Replacement of exit lights and installation of emergency egress lighting throughout the building.
- Replacement of all applicable doors with appropriately fire rated door assemblies. Install exit (panic) devices at both double doors in Drill Hall.
- Replace south double doors main entry.
- Lighting replacement / facility electrical, phone, and data upgrades throughout the building.
- Modify north main entry lobby for full ADA compliance.
- Remodel woman's toilet / locker area for full ADA compliance as required and allow for new shower.
- Modify / remodel men's toilet / locker / shower area for full ADA compliance.
- Modify one room to create physical training room and lockable storage room.
- Provide shelving layout at one room. Remove existing shelving and caging and provide new shelving layout at one room.
- Partition garage area to create lockable storage room.

Modify / remodel front office area to create large office area. Provide new finishes throughout office areas.

Provide complete systems furniture design throughout office areas for future systems furniture.

Modifications to classrooms/sleeping rooms including adding egress window(s).

Remove existing glass block clerestory windows and replace with thermo-pane fixed sash windows.

Remove two existing windows between Drill Hall and adjacent second floor corridor.

Remove existing covered bullet trap at Drill Hall wall.

Install carpet floor tile and install 2'X2' suspended ceiling throughout second floor.

Miscellaneous repairs to second floor stair areas.

Install new Air Conditioning (AC) system. AC system to have separate zones / controls to service Office areas and Classrooms.

Construct gable roof system over (1,010 SF) flat garage roof.

Roof replacement (15,625 SF) to include new standing seam metal roof at sloped roofs, new reinforced EPDM and tapered insulation at flat roofs, and new metal flashing and coping. Install concrete splash blocks at all downspouts.

Minimal repair of exterior brick, and then apply sealant at exterior masonry walls.

2. Grand Rapids

Installation of fire sprinkler and fire alarm systems throughout the building.

Replacement of exit lights and installation of emergency egress lighting throughout the building.

Replacement of all applicable doors with appropriately fire rated door assemblies. Install exit (panic) devices at both double doors in Drill Hall.

Replace north and south double door main entries.

Lighting replacement / facility electrical, phone, and data upgrades throughout the building.

Remodel Men's and Woman's toilet / locker area to create fully compliant ADA Women's toilet / locker / shower rooms as required.

Modify/remodel Men's toilet / locker / shower for full ADA compliance.

Install handicap signage and striping as required at parking lot. Modify rear exterior building entry for full ADA compliance.

Modify / remodel front office area to create large office area. Provide new finishes throughout office areas.

Provide complete systems furniture design throughout office areas for future systems furniture.

Modifications to classroom / sleeping rooms including new movable panel partition and egress window.

Remove partition in one room, and remove and infill door between two rooms.

Construct wall in classroom to create 400 SF Distance Learning Center at west end of classroom area. Modify heating system to provide separate zone for Distance Learning Center. Enclose and ventilate equipment rack.

Remove existing glass block clerestory windows at east and west walls and replace with thermo-pane fixed sash windows.

Remove existing covered bullet trap at Drill Hall wall.

Install new Air Conditioning (AC) system. AC system to have separate zones / controls to service Distance Learning Center, Classrooms, and Office areas.

Construct gable roof system over (1,010 SF) flat garage roof.

Roof replacement (13,890 SF) to include new standing seam metal roof at sloped roofs, new reinforced EPDM and tapered insulation at flat roofs, and new metal flashing & coping. Install concrete splash blocks at all downspouts.

Minimal repair of exterior brick, and then apply sealant at exterior masonry walls.

3. Hibbing

Installation of fire sprinkler and fire alarm systems throughout the building.

Replacement of exit lights / installation of emergency egress lighting throughout the building.

Modifications to stairs for fire code compliance.

Replacement of all applicable doors with appropriately fire rated door assemblies. Install exit (panic) devices at both double doors in Drill Hall.

State Contracts

Replace north double doors main entry.

Lighting replacement / facility electrical, phone, and data upgrades throughout the building.

Modify main entry lobby to include entry stoop and curb cut for full ADA compliance.

Remodel woman's toilet / locker area for full ADA compliance as required and allow for new shower.

Modify / remodel men's toilet / locker / shower area for full ADA compliance.

Remove two window units between two rooms and two window units between two other rooms. Infill to match existing walls.

Modify / remodel front office area to create large office area. Provide new finishes throughout office areas.

Provide complete systems furniture design throughout office areas for future systems furniture.

Modifications to classrooms / sleeping rooms including adding egress window(s) and construct partition to allow for table & chair storage room.

Remove existing glass block clerestory windows at east and west walls and replace with thermo-pane fixed sash windows.

Remove two existing windows between Drill Hall and adjacent second floor corridor.

Install 2'x 2' suspended ceiling at one second floor room. Remove door and remove and replace wall between two rooms.

Install new Air Conditioning (AC) system. AC system to have separate zones / controls to service office areas and classrooms.

Remove wood wall in basement and make any necessary repairs to foundation wall.

Repair or modify under slab sewer and under slab drainage system to eliminate humidity problem and occasional flooding during power failures. Separate under slab drainage system from sanitary sewer. Modify sump and sump pump or replace as appropriate.

Construct gable roof system over (1,010 SF) flat garage roof.

Roof replacement (15,600 SF) to include new standing seam metal roof at sloped roofs, new reinforced EPDM and tapered insulation at flat roofs, and new metal flashing & coping. Install poured in place concrete splash blocks at all downspouts.

Minimal repair of exterior brick, and then apply sealant at exterior masonry walls.

Remove and replace concrete apron at garage door.

4. Chisholm

Installation of fire sprinkler and fire alarm systems throughout the building.

Replacement of exit lights and installation of emergency egress lighting throughout the building.

Replacement of all applicable doors with appropriately fire rated door assemblies to include removal of louvers over doors. Install exit (panic) devices at both double doors in Drill Hall.

Construct gable roof system over (1,025 SF) flat garage roof.

Roof replacement (14,850 SF) to include new standing seam metal roof at sloped roofs, new reinforced EPDM and tapered insulation at flat roofs, and new metal flashing & coping. Repair grades and install concrete splash blocks at all downspouts.

Construct 5760 SF addition. Replace fenced military vehicle storage lot displaced by new addition.

5. Thief River Falls

Installation of fire sprinkler and fire alarm systems throughout the building.

Replacement of exit lights and installation of emergency egress lighting throughout the building.

Replacement of all applicable doors with appropriately fire rated door assemblies. Install exit (panic) devices at both double doors in Drill Hall.

Lighting replacement/facility electrical, phone, and data upgrades throughout the building.

Demolish walls between three rooms. Construct new wall in one room to create a new 420 SF Distance Learning Center.

Modify / remodel front office area to create large office area. Provide new finishes at large office area.

Provide complete systems furniture design throughout office areas for future systems furniture.

Modifications to classrooms / sleeping rooms to include new floor tile and egress window.

Install carpet floor tile and install 2'X2' suspended ceiling at certain locations.

Remove existing glass block clerestory windows at north and south walls and replace with thermo-pane fixed sash windows.

Remove and infill two windows at supply room.

Install new Air Conditioning (AC) system with three zones. AC system to have separate zones / controls to service Office areas, Classrooms, and new Distance Learning Center.

Modify heating system to provide separate zone for Distance Learning Center.

Install handicap curb cut, signage and striping as required.

Install concrete splash blocks at all downspouts.

Minimal repair of exterior brick, and then apply sealant at exterior masonry walls.

6. Bemidji

Installation of fire sprinkler and fire alarm systems throughout the building.

Replacement of exit lights and installation of emergency egress lighting throughout the building.

Replace two locker room doors off Drill Hall with fire rated doors.

Replace four-door main entry. Replace single door side entry.

Remove Boiler room suspended ceiling and lights and install new florescent lighting.

Install Handicap signage at three parking lot locations.

Modify HVAC at Distance Learning Center and adjacent classroom. Install new air conditioning system with two zones for Distance Learning Center and classroom. Modify heating system to provide separate zone for Distance Learning Center. Enclose and ventilate equipment rack.

Replace drill hall exit door.

b. REQUIRED CONSULTANT SERVICES:

The consultant will: Services shall include but not be limited to the following:

Provide certified property survey of each site, which shall include research of legal description and placement of property boundary markers.

Code analysis of complete facility for building type, occupant loads, egress requirements, fire separation, fire suppression, etc.

Working along with Owner's asbestos abatement consultant during design and construction.

Develop bid documents in electronic format (AutoCAD), to include reviews with Owner at completion of Schematic Design, Design Development, Construction Document, and Bid Document Phases. The specifications and drawing format will be the Architect's normal for commercial work, tailored to the project.

Submit Bid Documents to State Building Code Division, and Dept. of Health for code review.

Distribute Construction Documents for bid, answer bidder's questions, approve / disapprove requests for equals and issue addendums.

Assist Owner with bid opening.

General supervision of the construction work for the Owner.

Assist in preparation of Supplemental Agreements (change orders).

Review and approval of shop drawings and payment requests.

Issue Certificate of Substantial Completion.

Assemble as-built documents and provide final CAD files to the Owner.

Assist in final acceptance of the work.

c. SERVICES PROVIDED BY OTHERS:

In addition to the licensed Architects, Mechanical and Electrical Engineers, the design team must include the following: Certified Building Code Official, Fire Protection Engineer, Fire Alarm System Engineer, and a registered Land Surveyor.

d. SPECIAL CONSIDERATIONS: None

e. PROJECT BUDGET/FEES: Construction Budget: \$3,872,000.00.

The fee for all services will be a negotiated lump sum fee. This lump sum fee will be divided into three parts: Type A services (investigative), Type B Services (design/bidding) and Type C Services (construction administration). According to Federal funding rules, the Type B Services portion cannot exceed 6% of the project budget. The total lump sum fee (Types A, B & C) will include all costs for travel and other typical reimbursable expenses but does not include bidding document duplication or distribution.

State Contracts

f. PROJECT SCHEDULE:

Because this project is being funded with a combination of State and Federal funds, it must have a bid opening date of not later than August 1, 2003. It is expected that construction will begin in the fall of 2003 and construction completion by July 1, 2004.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

g. PROJECT PRE-DESIGN INFORMATION: None

h. PROJECT INFORMATIONAL MEETING (S)/SITE VISIT (S): None

i. STATE DESIGNER SELECTION BOARD SCHEDULE:

<i>Project Information Meeting and/or Site Visit:</i>	None
<i>Project Proposals Due:</i>	Monday, February 10, 2003, by 11:00 a.m.
<i>Project Shortlist:</i>	Tuesday, February 25, 2003
<i>Project Information Meeting for Shortlisted firms:</i>	Tuesday, March 4, 2003
<i>Project Interviews and Award:</i>	Tuesday, March 11, 2003

j. PROJECT CONTACT(S):

Questions concerning the project should be referred to the Project Manager:

Michael Nash, Department of Military Affairs
Camp Ripley
15000 Highway 115
Little Falls, MN 56345
Phone #: (320) 632-7356 **Fax #:** (320) 632-7473
E-mail address: *Mike.Nash@mn.ngb.army.mil*

k. SAMPLE CONTRACT

The successful responder will be required to execute the Department of Military Affairs' Basic Services Agreement which contains standard contract terms and conditions and includes insurance requirements. A copy is available by contacting Ms. Carol Prozinski at **telephone** (320) 632-7303 or *Carol.Prozinski@mn.ngb.army.mil*. No terms and conditions in the contract may be changed. You must respond in your proposal that you accept the Department's contract as written.

NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE FOLLOWING AS OF 11 JUNE 2002.

2. PROPOSAL REQUIREMENTS

- a. 9 copies
- b. 8 1/2 X 11, soft bound, portrait format
- c. Maximum 20 faces (excluding front and back covers and blank dividers)
- d. All pages numbered

3. PROPOSAL CONTENTS**a. COVER**

- Project name and number
- Prime firm name, address, telephone number, fax number
- Contact person, telephone number, fax number, and email address

b. COVER LETTER

Single face letter with original signature (on at least one copy) of principal of prime firm, including:

- Brief overview of proposal
- Statement that proposal contents are accurate to the best knowledge of signatory

c. INFORMATION ON FIRM(S)

For prime firm and each consultant firm provide brief description including:

- Name and location
- Year established
- Legal status
- Ownership
- Staffing by discipline
- For firms with multiple offices briefly summarize for each office

State Contracts

d. PROJECT TEAM

- Brief statement of team's past or present working relationships

For each team member provide:

- Name and position in firm, include name of firm
- Home base (if in multi-office firm)
- Responsibility on this project
- Years of experience
- Relevant recent experience (if in another firm, so note)
- Registration (including specialty if engineer)

e. TEAM ORGANIZATION

If planning or design consultants are a part of the team explain how they will be utilized (e.g. major role during design, absent during construction, etc). Matrix or chart *may* be used.

f. PROJECT EXPERIENCE

For architectural, planning, and/or landscape architecture firms, provide examples of relevant projects recently completed or in progress including:

- Photographs, sketches and/or plans
- Name and location
- Brief description (e.g. size, cost, relevance)
- Firm of record
- Involvement of proposed project team members (*may* be separate matrix; if in another firm so note)
- Completion date or current status

For engineering or technical firms provide examples of relevant projects recently completed or in progress including the above except that photographs, sketches and/or plans are to be for only that portion of the work for which firm was responsible.

g. APPROACH/METHODOLOGY

Describe your understanding of the project, significant issues to be addressed and your *specific* approach to the planning, design and construction process for *this* project.

h. UNIQUE QUALIFICATIONS

Briefly summarize your team's unique qualifications for this project.

i. OTHER REQUIREMENTS

- A statement of acceptance of the Department's contract as written.
- A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
- A statement indicating that consultants listed have been contacted and have agreed to be a part of the team.
- A complete Affidavit of Non-collusion
- If appropriate, provide a list of all entities that create a conflict of interest (see 5.b.)
- A completed Affirmative Action Data Page regarding compliance with Minnesota Human Rights Requirements. A copy of the form is available on **Web Site** <http://www.dsb.admin.state.mn.us>, click on forms.
- 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. SELECTION CRITERIA

Criteria for selection shall be as stated in the project description. Technical and aesthetic experience and capabilities are paramount. In addition, the Board seeks equitable distribution of fees among qualified firms in the selection evaluation and gives consideration to geographical location of firms with respect to project site.

5. CONTRACT REQUIREMENTS

a. AFFIDAVIT OF NONCOLLUSION:

Each responder must attach a completed Affidavit of Non-collusion. A copy of the form is available on **Web Site** <http://www.dsbcd.admin.state.mn.us>, click on forms.

b. CONFLICTS OF INTEREST:

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

c. DISPOSITION OF RESPONSES:

All materials submitted in response to this RFP will become property of the State and will become public record in Accordance with *Minnesota Statutes* 13.591 after the evaluation process is completed. 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 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.

d. CONTINGENCY FEES PROHIBITED:

Pursuant to *Minnesota Statutes* Section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

e. ORGANIZATIONAL CONFLICTS OF INTEREST

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, the responder is unable or potentially unable to render impartial assistance or advice to the State, or the responder's objectivity in performing the contract work is or might be otherwise impaired, or the responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the

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conflict to the contracting officer, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor (consultant), and the terms "contract," "contractor (consultant)," and "contracting officer" modified appropriately to preserve the State's rights.

f. STATE EMPLOYEES:

In compliance with *Minnesota Statutes* § 16C.07, the availability of this work is being offered to State employees. The State will evaluate the responses of any State employee, along with other responses to this Request for Proposals.

g. PREFERENCE TO TARGETED GROUP AND ECONOMICALLY DISADVANTAGED BUSINESS AND INDIVIDUALS:

In accordance with *Minnesota Rules* 1230.1810, subpart B and *Minnesota Rules* 1230.1830, certified Targeted Group Businesses or individuals and certified Economically Disadvantaged Businesses or individuals submitting proposals as prime contractors (consultants) will receive up to six percent preference in the evaluation of their proposals. For information regarding certification, contact the Department of Administration, Materials Management Helpline at (651) 296-2600, TTY (651) 282-5799.

h. HUMAN RIGHTS REQUIREMENTS

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative Action Data page and return it with the response. As required by *Minnesota Rules* 5000.3600, "It is hereby agreed between the parties that *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it". A copy of *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available on **Web Site** <http://www.dsb.admin.state.mn.us>.

i. Any changes in team members for the project requires approval by the State.

j. All costs incurred in responding to this RFP will be borne by the responder. This RFP does not obligate the State to award a contract or 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 Departments of Military Affairs, for Design Services for Upgrades at Minnesota Army National Guard Facilities Located in New Ulm, Luverne, Jackson and Redwood Falls (Project 03-05)

To Minnesota Registered Design Professionals:

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a design team for the above project. Proposals from interested firms must be received by, 11:00 a.m. Monday, February 10, 2003 to:

Terry Lewko, Executive Secretary
State Designer Selection Board
Department of Administration
c/o Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155
(651) 297-1545

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning procedures, or schedule are to be referred to the Executive Secretary at (651) 297-1545. Questions relating to the project are to be referred to the project contact(s) in Item 1.j.

1. PROJECT 03-05

a. PROJECT DESCRIPTION:

Building renovation of National Guard Training and Community Centers (Armories) Locations: New Ulm, Luverne, Jackson and Redwood Falls.

Project Scope:**1. New Ulm:**

Project to include major building renovation with respect to the following categories; 1) Facility maintenance and repair, 2) Life safety, 3) Americans with Disabilities Act (ADA) requirements, and 4) Kitchen renovation.

Building renovation work shall include but not be limited to the following:

Male/female restroom renovations on the main floor.

Kitchen renovation/expansion into storage area.

Male restroom/locker/shower renovation in lower level.

Provide for new female restroom/locker/shower in lower level.

Provide water softener in mechanical room.

Replace entrance doors at ramp, and beneath ramp. Replace storefront.

Lighting replacement (interior and exterior)/facility electrical upgrade throughout the building.

Provide ceiling and exhaust fans for Assembly Hall.

Minimal repair of exterior stucco, and paint.

Provide (design only) for wire mesh partition locations.

Replace heating system (floor radiators and piping) with new distribution from system. Remain tied to City's district heating system.

Provide fire sprinkler system throughout the building.

Provide smoke/fire alarm system throughout the building.

Provide exit/emergency lighting throughout the building.

Replace interior doors with rated doors and frames (as required by Code).

Provide second exit from lower level (at Dining Hall).

Provide structural analysis/recommendations of existing exterior ramp.

Additional building renovation work to include:

Based upon structural report of ramp, provide design and construction services for the owner approved best option. * Cost estimate of \$ 150,000 is assuming a ramp replacement. Ramp demolition or repair would be less.

2. Luverne Armory:

Project to include major building renovation with respect to the following categories; 1) Facility maintenance and repair, 2) Life safety, and 3) Americans with Disabilities Act (ADA) requirements, and Kitchen renovation/expansion.

Building renovation work shall include but not be limited to the following:

Partial roof replacement/stucco repair at high wall above lower roof.

Renovation of female restroom and new male restroom on the main floor providing shower/locker spaces with each restroom.

Replace front entry doors.

Replace concrete front steps at north entry with handicap accessible ramp from public sidewalk.

Lighting replacement/facility electrical upgrade throughout the building.

Provide ceiling fans for Assembly Hall.

Renovate office area to include air conditioning.

Improve/replace mezzanine handrail/guardrail.

Provide new ceiling finish in Assembly Hall.

Seal off open space above second floor classrooms.

Provide fire sprinkler system throughout the building.

Provide smoke/fire alarm system throughout the building.

Provide exit/emergency lighting throughout the building.

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Replace interior doors with rated doors and frames (as required by Code).

Provide second exit from second floor (from classroom).

Provide second exist from basement.

Provide rear exit out of Assembly Hall.

Provide ventilation/exhaust system for basement level.

Renovate and expand kitchen into assembly hall.

3. Jackson Armory:

Project to include major building renovation with respect to the following categories; 1) Facility maintenance and repair, and 2) Life safety.

Building renovation work shall include but not be limited to the following:

Provide fire sprinkler system throughout the building.

Provide smoke/fire alarm system throughout the building.

Provide exit/emergency lighting throughout the building.

Replace interior doors with rated doors and frames (as required by Code).

Replace the clerestory windows in the Assembly Hall.

4. Redwood Falls Armory:

Project to include major building renovation with respect to the following categories; 1) Facility maintenance and repair, 2) Life safety, 3) Americans with Disabilities Act (ADA) requirements, and 4) Kitchen addition.

Building renovation work shall include but not be limited to the following:

Kitchen addition.

Provide female restroom/locker/shower room (in area of replaced kitchen).

Renovate male restroom/locker/shower area.

Lighting replacement upgrade throughout the building.

Provide ceiling fans for Assembly Hall.

Replace front entry doors.

Replace clerestory windows in assembly hall.

Provide fire sprinkler system throughout the building.

Provide smoke/fire alarm system throughout the building.

Provide exit/emergency lighting throughout the building.

Replace interior doors with rated doors and frames (as required by Code).

b. REQUIRED CONSULTANT SERVICES:

The consultant will: Services shall include but not be limited to the following:

Provide certified property survey of each site, which shall include research of legal description and placement of property boundary markers.

Code analysis of complete facility for building type, occupant loads, egress requirements, fire separation, fire suppression, etc.

Owner will provide, at consultant's request, copy of original building drawings and specifications for your use. Owner will also provide for your use, architectural floor plan(s) of each facility in AutoCAD format. The Owner provided AutoCAD floor plans were drawn in recent years, based upon in part, from the original facility drawings and may not be totally accurate.

Working along with Owner's Asbestos Abatement consultant and contractor during design and construction.

Develop bid documents in electronic format (AutoCAD), to include reviews with Owner at completion of Schematic Design, Design Development, Construction Document, and Bid Document Phases. The specifications and drawing format will be the Architect's normal for commercial work, tailored to the project.

Submit Bid Documents to State Building Code Division, and Dept. of Health for code review.

Distribute Construction Documents for bid.

Assist Owner with Bid Opening.

General observation of the construction work for the Owner.

Assist in preparation of Supplemental Agreements (change orders).

Review and approval of shop drawings and payment requests.

Conduct substantial completion inspection; provide Certificate of Substantial Completion (AIA Document G704).

Assemble as-built documents in AutoCAD format.

Assist in final acceptance of the work.

c. SERVICES PROVIDED BY OTHERS:

In addition to the licensed Architects, Mechanical and Electrical Engineers, the design team must include the following: Certified Building Code Official, Fire Protection Engineer, Fire Alarm System Engineer, and a registered Land Surveyor.

d. SPECIAL CONSIDERATIONS: None

e. PROJECT BUDGET/FEES: Construction Budget: \$2,111,000.00

The fee for all services will be a negotiated lump sum fee. This lump sum fee will be divided into three parts: Type A services (investigative), Type B Services (design/bidding) and Type C Services (construction administration). According to Federal funding rules, the Type B Services portion cannot exceed 6% of the project budget. The total lump sum fee (Types A, B & C) will include all costs for travel and other typical reimbursable expenses.

f. PROJECT SCHEDULE:

Because this project is being funded with a combination of State and Federal funds, it must have a bid opening date of not later than August 1, 2003. It is expected that construction will begin in the fall of 2003 and construction completion by July 1, 2004.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs

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8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

g. PROJECT PRE-DESIGN INFORMATION: None

h. PROJECT INFORMATIONAL MEETING (S)/SITE VISIT (S): None

i. STATE DESIGNER SELECTION BOARD SCHEDULE:

<i>Project Information Meeting and/or Site Visit:</i>	None
<i>Project Proposals Due:</i>	Monday, February 10, 2003, by 11:00 a.m.
<i>Project Shortlist:</i>	Tuesday, February 25, 2003
<i>Project Information Meeting for Shortlisted firms:</i>	To be set by user agency if needed
<i>Project Interviews and Award:</i>	Tuesday, March 11, 2003

j. PROJECT CONTACT(S):

Questions concerning the project should be referred to the Project Manager:

Dennis Arntson, Department of Military Affairs
Camp Ripley
15000 Highway 115
Little Falls, MN 56345
Phone #: (320) 632-7206 **Fax #:** (320) 632-7473
E-mail address: *Dennis.Arntson@mn.ngb.army.mil*

k. SAMPLE CONTRACT

The successful responder will be required to execute the Department of Military Affairs' Basic Services Agreement which contains standard contract terms and conditions and includes insurance requirements. A copy is available by contacting Ms. Jeannette Austin at telephone (320) 632-7047 or *Jeannette.Austin@mn.ngb.army.mil*. No terms and conditions in the contract may be changed. You must respond in your proposal that you accept the Department's contract as written.

NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE FOLLOWING AS OF 11 JUNE 2002.

2. PROPOSAL REQUIREMENTS

- a. 9 copies
- b. 8 1/2 X 11, soft bound, portrait format
- c. Maximum 20 faces (excluding front and back covers and blank dividers)
- d. All pages numbered

3. PROPOSAL CONTENTS

a. COVER

- Project name and number
- Prime firm name, address, telephone number, fax number
- Contact person, telephone number, fax number, and email address

b. COVER LETTER

Single face letter with original signature (on at least one copy) of principal of prime firm, including:

- Brief overview of proposal
- Statement that proposal contents are accurate to the best knowledge of signatory

c. INFORMATION ON FIRM(S)

For prime firm and each consultant firm provide brief description including:

- Name and location
- Year established
- Legal status
- Ownership
- Staffing by discipline
- For firms with multiple offices briefly summarize for each office

d. PROJECT TEAM

- Brief statement of team's past or present working relationships

For each team member provide:

- Name and position in firm, include name of firm
- Home base (if in multi-office firm)
- Responsibility on this project
- Years of experience
- Relevant recent experience (if in another firm, so note)
- Registration (including specialty if engineer)

e. TEAM ORGANIZATION

If planning or design consultants are a part of the team explain how they will be utilized (e.g. major role during design, absent during construction, etc). Matrix or chart *may* be used.

f. PROJECT EXPERIENCE

For architectural, planning, and/or landscape architecture firms, provide examples of relevant projects recently completed or in progress including:

- Photographs, sketches and/or plans
- Name and location
- Brief description (e.g. size, cost, relevance)
- Firm of record
- Involvement of proposed project team members (*may* be separate matrix; if in another firm so note)
- Completion date or current status

For engineering or technical firms provide examples of relevant projects recently completed or in progress including the above except that photographs, sketches and/or plans are to be for only that portion of the work for which firm was responsible.

g. APPROACH/METHODOLOGY

Describe your understanding of the project, significant issues to be addressed and your *specific* approach to the planning, design and construction process for *this* project.

h. UNIQUE QUALIFICATIONS

Briefly summarize your team's unique qualifications for this project.

i. OTHER REQUIREMENTS

- A statement of acceptance of the Department's contract as written.
- A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.

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- A statement indicating that consultants listed have been contacted and have agreed to be a part of the team.
- A complete Affidavit of Non-collusion
- If appropriate, provide a list of all entities that create a conflict of interest (see 5.b.)
- A completed Affirmative Action Data Page regarding compliance with Minnesota Human Rights Requirements. A copy of the form is available on **Web Site** <http://www.dsb.admin.state.mn.us>, click on forms.
- 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. SELECTION CRITERIA

Criteria for selection shall be as stated in the project description. Technical and aesthetic experience and capabilities are paramount. In addition, the Board seeks equitable distribution of fees among qualified firms in the selection evaluation and gives consideration to geographical location of firms with respect to project site.

5. CONTRACT REQUIREMENTS

a. AFFIDAVIT OF NONCOLLUSION:

Each responder must attach a completed Affidavit of Non-collusion. A copy of the form is available on **Web Site** <http://www.dsb.admin.state.mn.us>, click on forms.

b. CONFLICTS OF INTEREST:

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

c. DISPOSITION OF RESPONSES:

All materials submitted in response to this RFP will become property of the State and will become public record in accordance with *Minnesota Statutes* 13.591 after the evaluation process is completed. 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 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.

d. CONTINGENCY FEES PROHIBITED:

Pursuant to *Minnesota Statutes* Section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

e. ORGANIZATIONAL CONFLICTS OF INTEREST

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, the responder is unable or potentially unable to render impartial assistance or advice to the State, or the responder's objectivity in performing the contract work is or might be otherwise impaired, or the responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor (consultant), and the terms "contract," "contractor (consultant)," and "contracting officer" modified appropriately to preserve the State's rights.

f. STATE EMPLOYEES:

In compliance with *Minnesota Statutes* § 16C.07, the availability of this work is being offered to State employees. The State will evaluate the responses of any State employee, along with other responses to this Request for Proposals.

g. PREFERENCE TO TARGETED GROUP AND ECONOMICALLY DISADVANTAGED BUSINESS AND INDIVIDUALS:

In accordance with *Minnesota Rules* 1230.1810, subpart B and *Minnesota Rules* 1230.1830, certified Targeted Group Businesses or individuals and certified Economically Disadvantaged Businesses or individuals submitting proposals as prime contractors (consultants) will receive up to six percent preference in the evaluation of their proposals. For information regarding certification, contact the Department of Administration, Materials Management Helpline at (651) 296-2600, TTY (651) 282-5799.

h. HUMAN RIGHTS REQUIREMENTS

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative Action Data page and return it with the response. As required by *Minnesota Rules* 5000.3600, "It is hereby agreed between the parties that *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it". A copy of *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available on **Web Site** <http://www.dsbc.admin.state.mn.us>.

i. Any changes in team members for the project requires approval by the State.

j. All costs incurred in responding to this RFP will be borne by the responder. This RFP does not obligate the State to award a contract or 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 Military Affairs, for Design Services for
Upgrades at Minnesota Army National Guard Facilities Located in Marshall, Olivia and
Madison (Project 03-06)**

To Minnesota Registered Design Professionals:

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a design team for the above project. Proposals from interested firms must be received by, 11:00 a.m. Tuesday, February 18, 2003 to:

Terry Lewko, Executive Secretary
State Designer Selection Board
Department of Administration
c/o Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155
(651) 297-1545

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning procedures, or schedule are to be referred to the Executive Secretary at (651) 297-1545. Questions relating to the project are to be referred to the project contact(s) in Item 1.j.

1. PROJECT 03-06

a. PROJECT DESCRIPTION:

Life Safety, ADA, electrical and code upgrades; roof replacements; exterior repair; facility survey; remodeling and upgrading of spaces for Minnesota Army National Training and Community Centers (Armories). Locations: Marshall, Olivia, and Madison, Minnesota.

Project Scope:

1. Marshall

- Replace roof approximately 3,000 square feet.
- Convert existing steam boiler to hot water boiler with piping, radiation, and air handling.
- Electrical service upgrade, and lighting upgrade for the entire facility, interior and exterior.
- Replace phone/data wiring throughout the building.
- Renovate Men's locker and shower to incorporate a Women's locker and shower.
- Renovate office wing. Add central air conditioning system.
- Provide fire rate corridors, door and hardware to allow sleeping in the facility.
- Replace exit / panic hardware.
- Install fire alarm and emergency lighting system throughout the building.
- Install a fire sprinkler system throughout the building.

2. Olivia

- Miscellaneous brick tuckpointing and brick sealant.
- Replaster/ stucco exterior wainscot.
- Replace concrete entrance steps, hand rails.
- Renovate front entry, stair and hand rails.
- Electrical service upgrade, and lighting/power upgrade throughout the facility, interior and exterior.
- Replace phone/data wiring throughout the building.
- Install new suspended ceilings throughout the building.

Provide fire rate corridors, door and hardware to allow sleeping in the facility.

Replace exit / panic hardware.

Install fire alarm and emergency lighting system throughout the building.

Install a fire sprinkler system throughout the building.

3. Madison

Replace roof over Vehicle Maintenance training bays; approx. 1600 SF.

Miscellaneous brick tuckpointing and brick sealant over the entire exterior masonry surfaces.

Remove and replace wood athletic floor in the assembly hall. Shim and over sagging structure.

Remove and replace concrete floor in basement. Renovate unit storage caging and locker room.

Electrical service upgrade, and lighting/power upgrade throughout the facility, interior and exterior.

Replace phone/data wiring throughout the building.

Install new suspended ceilings throughout the building.

Provide fire rate corridors, door and hardware to allow sleeping in the facility.

Replace exit / panic hardware.

Install fire alarm and emergency lighting system throughout the building.

Install a fire sprinkler system throughout the building.

Provide a comprehensive study for the entire facility.

b. REQUIRED CONSULTANT SERVICES:

The consultant will: The work includes investigating the sites; provide certified property survey of each site, which shall include research of legal description and placement of property boundary markers; obtaining *all* code reviews by the State/cities, preparation of schematic, preliminary and final drawings and specifications to include issuing the bidding documents; and fielding questions during the bidding phase. General observation of the work for the Owner, assisting in the preparation of supplemental agreements, approving payment requests, review shop drawings, etc. during the construction phase. The architect may use his standard document format normally associated with commercial work, tailored to the project. The fees will include any site surveys, investigative / correction / services required to prepare the facilities to comply with regulations for construction and subsequent occupancy.

The Owner has limited existing drawings and specification documents for the three facilities. The Owner has "AutoCAD" architectural floor plans available.

The documents for the Madison and Olivia facilities, are not complete and an exhaustive investigative visit(s) is required. The architect will need to verify *all* existing conditions including but not limited to, finishes, sizes, room configuration, mechanical, electrical and exterior conditions to allow for design work.

c. SERVICES PROVIDED BY OTHERS:

In addition to the licensed Architects, Mechanical and Electrical Engineers, the design team must include the following: Certified Building Code Official, Fire Protection Engineer, Fire Alarm System Engineer, and a registered Land Surveyor.

d. SPECIAL CONSIDERATIONS: None

e. PROJECT BUDGET/FEES: Construction Budget: \$1,213,000.00.

The fee for all services will be a negotiated lump sum fee. This lump sum fee will be divided into three parts: Type A services (investigative), Type B Services (design/bidding) and Type C Services (construction administration). According to Federal funding rules, the Type B Services portion cannot exceed 6% of the project budget. The total lump sum fee (Types A, B & C) will include all costs for travel and other typical reimbursable expenses.

f. PROJECT SCHEDULE:

Because this project is being funded with a combination of State and Federal funds, it must have a bid opening date of not later than August 1, 2003. It is expected that construction will begin in the fall of 2003 and construction completion by July 1, 2004.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

g. PROJECT PRE-DESIGN INFORMATION: None

h. PROJECT INFORMATIONAL MEETING (S)/SITE VISIT (S): None

i. STATE DESIGNER SELECTION BOARD SCHEDULE:

<i>Project Information Meeting and/or Site Visit:</i>	None
<i>Project Proposals Due:</i>	Tuesday, February 18, 2003, by 11:00 a.m.
<i>Project Shortlist:</i>	Tuesday, March 4, 2003
<i>Project Information Meeting for Shortlisted firms:</i>	<i>To be set by user agency if needed</i>
<i>Project Interviews and Award:</i>	Tuesday, March 18, 2003

j. PROJECT CONTACT(S):

Questions concerning the project should be referred to the Project Manager:

Patrick Rolph, Department of Military Affairs
Camp Ripley
15000 Highway 115
Little Falls, MN 56345
Phone #: (320) 632-7312 **Fax #:** (320) 632-7473
E-mail address: *Pat.Rolph@mn.ngb.army.mil*

k. SAMPLE CONTRACT

The successful responder will be required to execute the Department of Military Affairs' Basic Services Agreement which contains standard contract terms and conditions and includes insurance requirements. A copy is available by contacting Ms. Anna Swoboda at **telephone** (320) 632-7569 or *Anna.Swoboda@mn.ngb.army.mil*.. No terms and conditions in the contract may be changed. You must respond in your proposal that you accept the Department's contract as written.

NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE FOLLOWING AS OF 11 JUNE 2002.

2. PROPOSAL REQUIREMENTS

- a. 9 copies
- b. 8 1/2 X 11, soft bound, portrait format
- c. Maximum 20 faces (excluding front and back covers and blank dividers)
- d. All pages numbered

3. PROPOSAL CONTENTS**a. COVER**

- Project name and number
- Prime firm name, address, telephone number, fax number
- Contact person, telephone number, fax number, and email address

b. COVER LETTER

Single face letter with original signature (on at least one copy) of principal of prime firm, including:

- Brief overview of proposal
- Statement that proposal contents are accurate to the best knowledge of signatory

c. INFORMATION ON FIRM(S)

For prime firm and each consultant firm provide brief description including:

- Name and location
- Year established
- Legal status
- Ownership
- Staffing by discipline
- For firms with multiple offices briefly summarize for each office

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d. PROJECT TEAM

- Brief statement of team's past or present working relationships

For each team member provide:

- Name and position in firm, include name of firm
- Home base (if in multi-office firm)
- Responsibility on this project
- Years of experience
- Relevant recent experience (if in another firm, so note)
- Registration (including specialty if engineer)

e. TEAM ORGANIZATION

If planning or design consultants are a part of the team explain how they will be utilized (e.g. major role during design, absent during construction, etc). Matrix or chart *may* be used.

f. PROJECT EXPERIENCE

For architectural, planning, and/or landscape architecture firms, provide examples of relevant projects recently completed or in progress including:

- Photographs, sketches and/or plans
- Name and location
- Brief description (e.g. size, cost, relevance)
- Firm of record
- Involvement of proposed project team members (*may* be separate matrix; if in another firm so note)
- Completion date or current status

For engineering or technical firms provide examples of relevant projects recently completed or in progress including the above except that photographs, sketches and/or plans are to be for only that portion of the work for which firm was responsible.

g. APPROACH/METHODOLOGY

Describe your understanding of the project, significant issues to be addressed and your *specific* approach to the planning, design and construction process for *this* project.

h. UNIQUE QUALIFICATIONS

Briefly summarize your team's unique qualifications for this project.

i. OTHER REQUIREMENTS

- A statement of acceptance of the Department's contract as written.
- A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
- A statement indicating that consultants listed have been contacted and have agreed to be a part of the team.
- A complete Affidavit of Non-collusion
- If appropriate, provide a list of all entities that create a conflict of interest (see 5.b.)
- A completed Affirmative Action Data Page regarding compliance with Minnesota Human Rights Requirements. A copy of the form is available on **Web Site** <http://www.dsbc.admin.state.mn.us>, click on forms.
- 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. SELECTION CRITERIA

Criteria for selection shall be as stated in the project description. Technical and aesthetic experience and capabilities are paramount. In addition, the Board seeks equitable distribution of fees among qualified firms in the selection evaluation and gives consideration to geographical location of firms with respect to project site.

5. CONTRACT REQUIREMENTS

a. AFFIDAVIT OF NONCOLLUSION:

Each responder must attach a completed Affidavit of Non-collusion. A copy of the form is available on **Web Site** <http://www.dsbcd.admin.state.mn.us>, click on forms.

b. CONFLICTS OF INTEREST:

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

c. DISPOSITION OF RESPONSES:

All materials submitted in response to this RFP will become property of the State and will become public record in Accordance with *Minnesota Statutes* 13.591 after the evaluation process is completed. 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 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.

d. CONTINGENCY FEES PROHIBITED:

Pursuant to *Minnesota Statutes* Section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

e. ORGANIZATIONAL CONFLICTS OF INTEREST

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, the responder is unable or potentially unable to render impartial assistance or advice to the State, or the responder's objectivity in performing the contract work is or might be otherwise impaired, or the responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the

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conflict to the contracting officer, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor (consultant), and the terms "contract," "contractor (consultant)," and "contracting officer" modified appropriately to preserve the State's rights.

f. STATE EMPLOYEES:

In compliance with *Minnesota Statutes* § 16C.07, the availability of this work is being offered to State employees. The State will evaluate the responses of any State employee, along with other responses to this Request for Proposals.

g. PREFERENCE TO TARGETED GROUP AND ECONOMICALLY DISADVANTAGED BUSINESS AND INDIVIDUALS:

In accordance with *Minnesota Rules* 1230.1810, subpart B and *Minnesota Rules* 1230.1830, certified Targeted Group Businesses or individuals and certified Economically Disadvantaged Businesses or individuals submitting proposals as prime contractors (consultants) will receive up to six percent preference in the evaluation of their proposals. For information regarding certification, contact the Department of Administration, Materials Management Helpline at (651) 296-2600, TTY (651) 282-5799.

h. HUMAN RIGHTS REQUIREMENTS

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative Action Data page and return it with the response. As required by *Minnesota Rules* 5000.3600, "It is hereby agreed between the parties that *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it". A copy of *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available on **Web Site** <http://www.dsb.admin.state.mn.us>.

i. Any changes in team members for the project requires approval by the State.

j. All costs incurred in responding to this RFP will be borne by the responder. This RFP does not obligate the State to award a contract or 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 Designer Selection for Sports & Health Center Expansion, University of Minnesota, Duluth Campus (Project 03-08)

To Minnesota Registered Design Professionals:

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a design team for the above project. Proposals from interested firms must be received by, 11:00 a.m. Monday, February 24, 2003 to:

Terry Lewko, Executive Secretary
State Designer Selection Board
Department of Administration
c/o Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155
(651) 297-1545

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning procedures, or schedule are to be referred to the Executive Secretary at (651) 297-1545. Questions relating to the project are to be referred to the project contact(s) in Item 1.h.

1. PROJECT 03-08

a. PROJECT DESCRIPTION: The University of Minnesota intends to enter into a contract with a consultant to provide complete design and construction administration services for the expansion of the Sports & Health Center on the Duluth Campus. The project will consist of a three level addition, which will house fitness and conditioning facilities to be used by Recreational Sports, Varsity Athletics, and the Health, Physical Education & Recreation (HPER) program. The facility program includes a new entry, reception/lobby, office area; open fitness space, and group fitness rooms for Recreational Sports; conditioning space for Varsity Athletics; and multi-purpose gymnasium space. Recreational Sports spaces will also be used for instructional activities by HPER.

The total area of the addition will be 46,000 gross square feet. Code improvements consisting of the installation of fire suppression and alarm systems in the existing Sports & Health Center, and utility infrastructure upgrades are part of this project.

The proposed building site is currently occupied by a parking lot and a 5,000 square foot wood frame structure, which will be demolished as part of the project.

A detailed predesign study for the project was completed in October 2002.

b. REQUIRED CONSULTANT SERVICES: The scope of the project includes full architectural/engineering services for the project including mechanical, electrical, structural, civil, architectural, landscape architecture, interior design, FF&E design, voice/data design, scheduling, cost estimating, and construction administration services. The pre-design for the project is complete; and the information contained within that pre-design would be used as a starting point for the selected consultant.

c. PROJECT BUDGET/FEES: The construction budget is estimated to be approximately \$8,700,000 including escalation. The total project budget including all fees, permits, and other non-construction costs, have been fixed at a maximum of \$12,000,000. The maximum designer fees available for all phases of the project, including basic services, programming, interior design, FF&E design, voice/data design, and construction administration services is 8.5% of the estimated construction costs plus reimbursable expenses. Final total fees shall be negotiated with the selected consultant.

d. SPECIAL CONSIDERATIONS: The designer shall have applicable prior experience in the design and construction of similar projects, preferably in a University setting. The firm shall have proven experience in working with and directing the efforts of a University building advisory committee.

The consultant shall provide examples of recently completed projects for review by the selection committee. The consultant shall provide a list of clients for similar projects worked on within the last five years along with the names, phone numbers and addresses of contact persons.

e. PROJECT SCHEDULE: The preliminary implementation schedule is as follows:

- *Designer selection* **March 2003**
- *Completion of schematic design* **May 2003**
- *Regents approval of schematic design* **June 2003**
- *Completion of construction documents* **March 2004**
- *Bidding & award* **June 2004**
- *Construction start* **June/July 2004**
- *Occupancy* **September 2005**

Project Predesign Information: The predesign report is available for review at www.facm.umn.edu/facm/rfp/htm.

f. PROJECT INFORMATIONAL MEETING (S) /SITE VISIT (S): There will be a mandatory site visit/informational meeting for firms short-listed for interviews by the State Designer Selection Board. The meeting shall be held on the University of Minnesota, Duluth Campus prior to the required interview date. Short-listed firms shall be contacted directly by the University with confirmed building tour starting location, date, and time information.

g. STATE DESIGNER SELECTION BOARD SCHEDULE:

- Project Information Meeting and/or Site Visit:* **None**
- Project Proposals Due:* **Monday, February 24, 2003, by 11:00 a.m.**
- Project Shortlist:* **Tuesday, March 11, 2003**
- Project Information Meeting for Shortlisted firms:* **To be Set by user agency**
- Project Interviews and Award:* **Tuesday, March 25, 2003**

h. PROJECT CONTACT (S):

John Rashid, AIA
Manager, Design and Construction
241 Darland Administration Building
10 University Drive
Duluth, Minnesota 55812
Phone: 218-726-6930
FAX: 218-726-8127
E-mail: jrashid@d.umn.edu

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i. **SAMPLE CONTRACT:** None

NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE FOLLOWING AS OF 11 JUNE 2002.

2. PROPOSAL REQUIREMENTS

- a. 12 copies
- b. 8 1/2 X 11, soft bound, portrait format
- c. Maximum 20 faces (excluding front and back covers, blank dividers, affidavit of non-collusion, and affirmative action data page)
- d. All pages numbered

3. PROPOSAL CONTENTS

a. COVER

- Project name and number
- Prime firm name, address, telephone number, fax number
- Contact person, telephone number, fax number, and email address

b. COVER LETTER

Single face letter with original signature (on at least one copy) of principal of prime firm, including:

- Brief overview of proposal
- Statement that proposal contents are accurate to the best knowledge of signatory

c. INFORMATION ON FIRM (S)

For prime firm and each consultant firm provide brief description including:

- Name and location
- Year established
- Legal status
- Ownership
- Staffing by discipline
- For firms with multiple offices briefly summarize for each office

d. PROJECT TEAM

- Brief statement of team's past or present working relationships

For each team member provide:

- Name and position in firm, include name of firm
- Home base (if in multi-office firm)
- Responsibility on this project
- Years of experience
- Relevant recent experience (if in another firm, so note)
- Registration (including specialty if engineer)

e. TEAM ORGANIZATION

If planning or design consultants are a part of the team explain how they will be utilized (e.g. major role during design, absent during construction, etc). Matrix or chart *may* be used.

f. PROJECT EXPERIENCE

For architectural, planning, and/or landscape architecture firms, provide examples of relevant projects recently completed or in progress including:

- Photographs, sketches and/or plans
- Name and location
- Brief description (e.g. size, cost, relevance)
- Firm of record

- Involvement of proposed project team members (*may* be separate matrix; if in another firm so note)
- Completion date or current status

For engineering or technical firms provide examples of relevant projects recently completed or in progress including the above except that photographs, sketches and/or plans are to be for only that portion of the work for which firm was responsible.

g. APPROACH/METHODOLOGY

Describe your understanding of the project, significant issues to be addressed and your *specific* approach to the planning, design and construction process for *this* project.

h. UNIQUE QUALIFICATIONS

Briefly summarize your team's unique qualifications for this project.

i. OTHER REQUIREMENTS

- A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
- A statement indicating that consultants listed have been contacted and have agreed to be a part of the team.
- A complete Affidavit of Non-collusion. (Not counted as part of the 20 faces)
- If appropriate, provide a list of all entities that create a conflict of interest (see 5.b.)
- A completed Affirmative Action Data Page regarding compliance with Minnesota Human Rights Requirements. A copy of the form is available on **Web Site** <http://www.dsb.admin.state.mn.us>, click on forms. (Not counted as part of the 20 faces)
- 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. SELECTION CRITERIA

Criteria for selection shall be as stated in the project description. Technical and aesthetic experience and capabilities are paramount. In addition, the Board seeks equitable distribution of fees among qualified firms and gives consideration to geographical location of firms with respect to project site.

5. CONTRACT REQUIREMENTS

a. AFFIDAVIT OF NONCOLLUSION

Each responder must attach a completed Affidavit of Noncollusion. A copy of the form is available on **Web Site** <http://www.dsb.admin.state.mn.us>, click on forms.

b. CONFLICTS OF INTEREST

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

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c. DISPOSITION OF RESPONSES

All materials submitted in response to this RFP will become property of the State and will become public record in accordance with *Minnesota Statutes* 13.591 after the evaluation process is completed. 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 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.

d. CONTINGENCY FEES PROHIBITED

Pursuant to *Minnesota Statutes* Section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

e. ORGANIZATIONAL CONFLICTS OF INTEREST

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, the responder is unable or potentially unable to render impartial assistance or advice to the State, or the responder's objectivity in performing the contract work is or might be otherwise impaired, or the responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor (consultant), and the terms "contract," "contractor (consultant)," and "contracting officer" modified appropriately to preserve the State's rights.

f. STATE EMPLOYEES

In compliance with *Minnesota Statutes* § 16C.07, the availability of this work is being offered to State employees. The State will evaluate the responses of any State employee, along with other responses to this Request for Proposals.

g. PREFERENCE TO TARGETED GROUP AND ECONOMICALLY DISADVANTAGED BUSINESS AND INDIVIDUALS

In accordance with *Minnesota Rules* 1230.1810, subpart B and *Minnesota Rules* 1230.1830, certified Targeted Group Businesses or individuals and certified Economically Disadvantaged Businesses or individuals submitting proposals as prime contractors (consultants) will receive up to six percent preference in the evaluation of their proposals. For information regarding certification, contact the Department of Administration, Materials Management Helpline at (651) 296-2600, TTY (651) 282-5799.

h. HUMAN RIGHTS REQUIREMENTS

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative Action Data page and return it with the response. As required by *Minnesota Rules* 5000.3600, "It is hereby agreed between the parties that *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it". A copy of *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available on **Web Site** <http://www.dsb.admin.state.mn.us>.

- i. Any changes in team members for the project requires approval by the State.
- j. All costs incurred in responding to this RFP will be borne by the responder. This RFP does not obligate the State to award a contract or 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 Children, Families and Learning

Notice of Cancellation of Additional Hearing and Withdrawal of Rule

Proposed Amendment to Rules Governing Behavioral Interventions, *Minnesota Rules*, parts 3525.0850 to 3525.0854, 3525.1100, subpart 2F, 3525.2710, subpart 4f, and 3525.2810, 1a(11); and the repeal of parts 3525.0200, subparts 1d, 1e, 1g, 2a, 2c, 8e, 8f, 25a, and 25b, and 3525.2900, subpart 5.

In accordance with *Minnesota Statutes*, section 14.25, subdivision 2, and *Minnesota Rules* 1400.2240, subpart 8, this Notice is being sent to all persons who signed the hearing register at the public hearing; persons who submitted written comments about the rules by December 16, 2002, the Department registered mailing list and the chief judge.

The hearing is cancelled. In the January 6, 2003, *State Register*, on pages 1035 to 1036, and again on January 13, 2003, *State Register*, on page 1114, the Department of Children, Families and Learning published a Notice of Additional Hearing on Proposed Amendment to Rules Governing Behavioral Interventions. The Notice stated an additional hearing would be held on the proposed rules on January 30, 2003, from 2:00 to 4:00 p.m. and 5:00 to 7:00 p.m. at the Mounds View Community Center, 5394 Edgewood Drive, Mounds View, Minnesota. The Department is canceling the hearing.

The proposed rules are withdrawn. The Department of Children, Families and Learning withdraws the rules in their entirety. Withdrawal of the rules is appropriate as the remaining rules, existing rules found at chapter 3525, are not substantially different.

Agency Contact Person. The agency contact person is Barbara Case at the Minnesota Department of Children, Families & Learning, 1500 Highway 36 West, Roseville, Minnesota 55113, **phone** (651) 582-8247 and **email** Barbara.case@state.mn.us. TTY users may call the Department of Children, Families and Learning at (651) 582-8201. Questions or comments concerning the cancellation of the hearing or about the rule adoption process should be directed to the agency contact person.

Dated: 16 January 2003

Jessie Montañó
Acting Commissioner
Minnesota Department of Children, Families and Learning

Colleges and Universities, Minnesota State (MnSCU)

Invitation to Bid for Price Agreement Contract for Binding Book, Periodicals, Paperbacks and Newspapers

Sealed bids will be received at the Office of the Chancellor of the Minnesota State Colleges and Universities, 500 World Trade Center, 30 East Seventh Street, St. Paul, Minnesota 55101, until **March 7, 2003 at 2:00 P.M.**, at which time they will be publicly opened and read aloud.

Copies of the specifications and bid instruction may be obtained by calling Carol Zwinger at (651) 296-7506 or via fax request at (651) 296-8488. All bids to be considered must be submitted on MnSCU approved bid forms.

The award will be based upon, but not necessarily limited to, factors of price, lead time, and agreement to MnSCU's terms and conditions.

MnSCU reserves the right to accept or reject any and all bids, or any part of any bid, and to waive any minor irregularities and deviations from requirements outlined in the technical specifications.

State Contracts

Colleges and Universities, Minnesota State (MnSCU)

Bemidji State University

Notice of Request for Bids for Dormitory Lounge/Lobby Furniture

NOTICE IS HEREBY GIVEN that Bemidji State University will receive sealed bid proposals for dormitory lounge/lobby furniture for three lounges and one lobby in campus residence halls.

Sealed bids must be received at the address below by 2:00 PM, Friday, February 21, 2003. Late bids will not be considered. Specifications will be available January 27, 2003, from:

Belinda Lindell, Director of Logistical Services
Bemidji State University
1500 Birchmont Drive NE, Box 8
Bemidji, MN 56601
Phone: (218) 755-2043
E-mail: blindell@bemidjistate.edu

Bemidji State University reserves the right to reject any or all bid proposals and to waive any irregularities or informalities in bid proposals received.

Colleges and Universities, Minnesota State (MnSCU)

Request for Proposals for Document Imaging Systems

The Minnesota State Colleges and Universities (MnSCU) is requesting proposals for document imaging systems. The purpose of this solicitation is to obtain specific proposals from potential vendors to include how they would assist a MnSCU institution in obtaining a goal of transferring documents from paper to an imaging system. MnSCU intends to enter into a three-year master contract with one or more selected vendors. This contract will contain all of the terms and conditions required by the RFP, as well as further terms and conditions negotiated between MnSCU and the vendor after MnSCU's review of all the proposals. Such a master contract will then provide a basis for individual contract addenda by the use of which MnSCU institutions can order selected products and services provided under the terms of the vendor's master contract.

Responses to this RFP are due no later than February 28, 2003, when sealed responses will be opened and the names of responders read. The MnSCU Office of the Chancellor **web site** <http://www.oit.mnscu.edu/rfp/docimagerfp.html>, from which vendors may download a copy of the RFP and its attachments, will also provide vendors with updates or clarifications. Vendors are expected to check this site on a daily basis to be aware of any changes, addenda, or additional information. If problems accessing the site are experienced, vendors should immediately contact John O'Brien (contact information given below). Other department personnel are NOT allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline. All queries related to this RFP should be made in writing via email, and both questions and answers will be posted on the web site.

Opening Date and Time: 2:00 PM Central Standard Time, February 28, 2003. Proposals received after 2:00 PM will be returned unopened.

MnSCU RFP Contact:

Name: John O'Brien
Title: Deputy CIO and Associate Vice Chancellor for Instructional Technology
Address: Energy Technology Center EAST
1450 Energy Park Drive, Suite 300 [Note: Suite number must be included in address]
Saint Paul, MN 55108-5227
Phone: (651) 649-5761
E-Mail: john.obrien@so.mnscu.edu

Colleges and Universities, Minnesota State (MnSCU)

Notice of Request for Proposal for Individual Audits of Six Colleges and Universities, Fiscal Years 2003 - 2005

NOTICE IS HEREBY GIVEN that the Minnesota State Colleges and Universities is seeking to acquire individual audits of six colleges and universities from an independent accounting firm duly licensed to practice in the State of Minnesota, pursuant to *Minnesota Statutes* Section 326.192, or a similarly qualified government agency.

Proposals are being sought from parties interested in providing financial statement audits for one or more of the following six colleges and universities on an annual basis for the three-year period from July 1, 2002 to June 30, 2005. The six colleges and universities are:

- Century College, A Community and Technical College
- Hennepin Technical College
- Metropolitan State University
- Minneapolis Community and Technical College
- Rochester Community and Technical College
- Southwest State University

This request for proposal does not obligate MnSCU to complete the proposed project, and MnSCU reserves the right to cancel the solicitation if it is considered to be in its best interest.

Responders may propose additional tasks or activities if they will substantially improve the results of the project.

All proposals must be sent to and received by:

John Asmussen, Executive Director
Office of Internal Auditing
Minnesota State Colleges and Universities
500 World Trade Center
30 E. 7th Street
St. Paul, Minnesota 55101-4946

Not later than **4 PM on Friday, February 28, 2003**, as indicated by the date and time indicated on each response package by the MnSCU mail room, if packages are delivered by U.S. Mail, or the MnSCU reception desk (5th Floor, World Trade Center), if packages are hand-delivered or delivered by courier.

Late proposals will not be considered.

All costs incurred in responding to this RFP will be borne by the responder.

Submit ten 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 firm. Prices and terms of the proposal as stated must be valid for the length of any resulting contract.

Contacts

An information meeting for bidders interested in any of the audits will be held on Friday, February 7, 2003, at 9 a.m. on the 4th floor (International Hall) of the World Trade Center (30 E. 7th Street) in St. Paul, Minnesota. Persons interested in attending the informational meeting should notify Jeannette Nelson by **telephone** at (651) 296-3471 or **e-mail** at jeannette.nelson@so.mnscu.edu by 4 p.m. on Monday, February 3, 2003.

To request a full Request for Proposal, please contact Jeannette Nelson by **telephone** at (651) 296-3471 or **e-mail** at jeannette.nelson@so.mnscu.edu.

State Contracts

Other questions should be directed to any of the following persons:

John Asmussen, Executive Director of Internal Auditing

Telephone: (651) 296-2430

e-mail: john.asmussen@so.mnscu.edu

Rosalie Greeman, Associate Vice Chancellor for Financial Reporting

Telephone: (651) 297-1309

e-mail: rosalie.greeman@so.mnscu.edu

Margaret Jenniges, System Director for Financial Reporting

Telephone: (651) 297-5759

e-mail: margaret.jenniges@so.mnscu.edu

No one other than the persons listed above may answer questions or provide information regarding this proposal.

Department of Health

Notice of Availability of Contract for Materials Management System

The Minnesota Department of Health is requesting proposals for the purpose of a materials management system that will simplify these activities, provide the agency with flexibility to add computerized modules as needed, provide and modify various types of reports and tracking information. Approximately \$9.5 M is purchased in supplies for this agency, from laboratory, and office vendors. The functions should occur on-line, allowing multiple users, providing archive and backup, user security, and approval processes.

Work is proposed to start after February 20, 2003.

MDH will make the Request for Proposals (RFP) available either electronically or by hard copy (electronic transmission is the preferred method). Interested companies should contact Craig Munson by **email** at: Craig.Munson@health.state.mn.us or by **phone** at: (651) 296-3932 to request a copy of the RFP.

Proposals in response to this solicitation must be received at the address and in the manner specified in the RFP no later than **2:00 pm., Central Standard Time, on Wednesday, February 12, 2003. Late proposals will not be considered.**

MDH reserves the right to cancel this solicitation at any time prior to executing any contracts. All expenses incurred by responders to this RFP are the sole responsibility of the responders.

State Board of Investment

Official Notice of Request for Private Money Management Firms

The Minnesota State Board of Investment (MSBI) retains private money management firms to manage a portion of the pension assets and other accounts under its control. Firms interested in managing domestic stock, international stock, domestic bond or global bond portfolios for the MSBI are asked to write to the following address for additional information:

External Manager Program

Minnesota State Board of Investment

60 Empire Drive, Suite 355

St. Paul, MN 55103-3555

Tel.: (651) 296-3328

Fax: (651) 296-9572

e mail: minn.sbi@state.mn.us

Please refer to this notice in your written notice.

Department of Public Safety Driver and Vehicle Services

Notice of Request for Proposal for Professional Technical Services to Solicit and Sell Advertising for the Minnesota Drivers Manuals

The Minnesota Department of Public Safety, Driver & Vehicle Services Division is requesting proposals from qualified contractors to solicit and sell advertising under contract in order to defray the cost of the production and distribution of the Minnesota Drivers Manual, Motorcycle and Motorized Bicycle Manual, and the Minnesota Commercial Drivers Manual.

Qualified contractors will be considered who have:

- 1) background and experience with the sale and production of advertising, production and printing of publications, and familiarity or experience working with governmental interests.
- 2) experience in identifying potential advertisers appropriate for the publication material, and target market audience.

Services are to be provided during an initial two-year period with DVS retaining an option to extend the contract annually for up to three additional years. All expenses incurred in responding to this notice and RFP are solely the responsibility of the responder.

For a copy of the complete Request for Proposals contact:

Minnesota Department of Public Safety, Driver & Vehicle Services
Paul Mathe, Contract Coordinator
445 Minnesota Street, Suite 196, St. Paul, MN 55101
Phone: (651) 215-6252
Fax: (651) 282-2462
Email: paul.mathe@state.mn.us

Deadline for proposals is 2:00 p.m. CST, Tuesday, February 18, 2003. No late proposals will be considered.

Department of Transportation Program Support Group

Notice of Potential Availability of Contacting Opportunities for a Variety of Highway Related Technical Activities (the "Consultant Pre-Qualification Program")

This document is available in alternative formats for persons with disabilities by calling Robin Valento at (651) 284-3622 for persons who are hearing or speech impaired by calling the Minnesota Relay Service at (800) 627-3529.

Mn/DOT, working in conjunction with the Consultant Reform Committee, the Minnesota Consulting Engineers Council, and the Department of Administration, has developed the Consultant Pre-qualification Program as a new method of consultant selection. The ultimate goal of the Pre-Qualification Program is to streamline the process of contracting for highway related professional/technical services. Mn/DOT anticipates that most consultant contracts for highway-related technical activities will be awarded using this method, however, Mn/DOT also reserves the right to use RFP or other selection processes for particular projects. Nothing in this solicitation requires Mn/DOT to complete or use the Consultant Pre-qualification Program.

Mn/DOT is currently requesting applications from consultants in the following service areas: preliminary design, highway design, bridge inspection and environmental studies. Technical and administrative qualification requirements are located on the web site indicated below. In the future, Mn/DOT will be requesting applications for additional highway related consulting services as those services become available. Following advertisement of a particular category of services, applications will be accepted on a continual basis.

All expenses incurred in responding to this notice will be borne by the responder. Response to this notice becomes public information under the Minnesota Government Data Practices.

Consultant Pre-Qualification Program information, application requirements and application forms are available on Mn/DOT's web site at <http://www.dot.state.mn.us/consult>

State Contracts

Send completed application material to:

Robin Valento
Pre-Qualification Administrator
Minnesota Department of Transportation
Consultant Services
395 John Ireland Boulevard, Seventh Floor North, Mail Stop 680
St. Paul, MN 55155

Note: DUE DATE: APPLICATION MATERIAL WILL BE ACCEPTED ON A CONTINUAL BASIS.

Department of Transportation

Program Support Group

Office of Bridges and Structures

Request for Proposal (RFP) to Provide Computer-Programming Services

This document is available in alternative formats for persons with disabilities by calling Victor Crabbe, Contract Administrator at (651) 747-2113 or for persons who are hearing or speech impaired by calling the Minnesota Relay Service at 1-800-627-3529.

Responses to this advertisement will be public information under the Minnesota Data Practices Act, *Minnesota Statutes* Chapter 13. This request for proposal does not obligate the State of Minnesota Department of Transportation to complete the project contemplated in this notice, and the Department reserves the right to cancel the solicitation if it is considered to be in its best interest. All expenses incurred in responding to this notice shall be borne by the responder.

The Minnesota Department of Transportation is seeking the services for the upgrading, development and maintenance of Office of Bridges and Structures' existing MAINTENANCE, DEADBRIDGE, STRIPSEAL and HydInfra databases. These data management programs will be incorporated into Pontis, Virtis and Opis Oracle databases to streamline the data management. The project is tentatively scheduled to be delivered by **May 30, 2003**. The Contractor will be retained for two years to maintain the system.

To receive a copy of the complete Request for Proposal, responders will be required to submit a written request either by direct mail, fax or e-mail, to the address indicated below through **February 5, 2003**. After **February 5, 2003**, responders will be required to pickup the Request for Proposal in person from the Office of Bridges and Structures, Oakdale. Complete Request for Proposal may be obtained from:

Victor E. Crabbe
Contact Administrator
Office of Bridges and Structures
Minnesota Department of Transportation
3485 Hadley Avenue North
Oakdale, MN 55128-3307
Fax: (651) 747-2108
E-mail: victor.crabbe@dot.state.mn.us

Responses to the Request for Proposal must be received by 2:00 PM Central Time February 14, 2003 according to the date stamp made by the 1st floor receptionist of the Office of Bridges and Structures, Oakdale. Late Submittals, E-mails, and fax copies will not be considered.

Department of Transportation

Program Support Group

Notice Concerning Professional/Technical Contract Opportunities

NOTICE TO ALL: The Minnesota Department of Transportation (Mn/DOT) is now placing additional public notices for professional/technical contract opportunities on Mn/DOT's Consultant Services **website** at: www.dot.state.mn.us/consult

New public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice.

Non-State 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.

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.

Request 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, Minneapolis, MN 55454.

