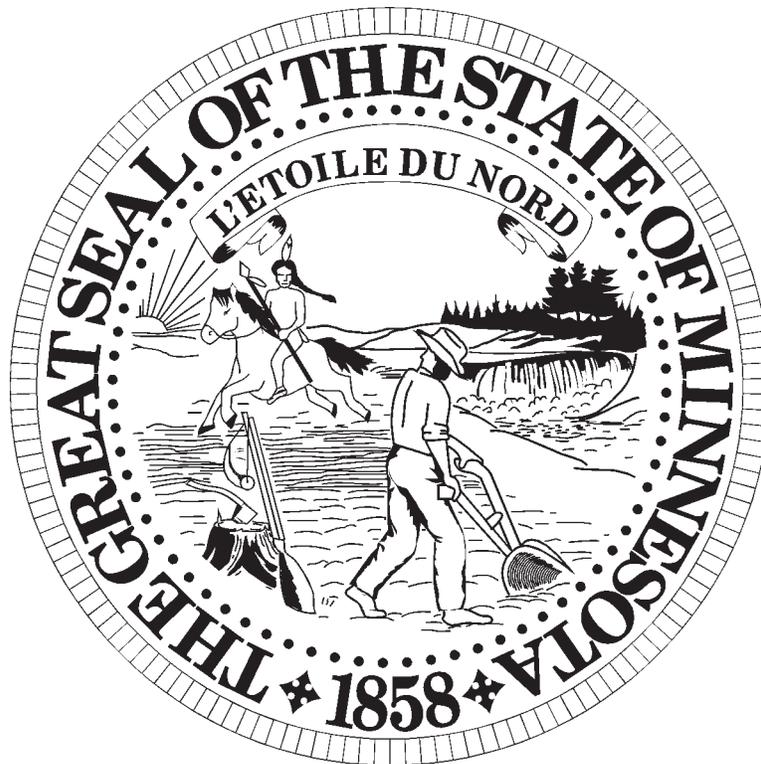


State of Minnesota

# State Register



**Rules, Executive Orders, Appointments,  
Commissioners' Orders, Revenue Notices, Official Notices, Grants,  
State Contracts & Loans, Non-State Bids, Contracts & Grants**

Published every Monday (Tuesday when Monday is a holiday)

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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:

- rules of state agencies
- commissioners' orders
- state grants and loans
- executive orders of the governor
- revenue notices
- contracts for professional, technical and consulting services
- non-state public bids, contracts and grants
- appointments
- official notices

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	# 23	Monday	3 December	Noon Tuesday	27 November	Noon Wednesday
# 24	Monday	10 December	Noon Tuesday	4 December	Noon Wednesday	28 November
# 25	Monday	17 December	Noon Tuesday	11 December	Noon Wednesday	5 December
# 26	Monday	24 December	Noon Tuesday	18 December	Noon Wednesday	12 December

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## Minnesota Rules: Amendments & Additions

Rules Index - Vol. 32, # 14-23,  
October 1 - December 3, 2007 ..... 1014

## Executive Orders

### Office of the Governor

Executive Order # 07-21: Creating the Veterans Health Care  
Advisory Council and Rescinding Order # 07-20..... 1015

## Official Notices

Help with Official Notices..... 1017

## Labor and Industry Department

Labor Standards Unit: Correction to Commercial  
Prevailing Wage Rates..... 1017

## Nursing Board

Meetings in 2008 of the Minnesota Board of Nursing..... 1017

## Transportation Department (Mn/DOT)

Contractors/consultants Who Have Performed, or  
Will Perform, Work on Minnesota Bridges..... 1018  
Transportation Regulation Proceedings (TRP):  
Petition of Unsafe Rail Structure - Canadian Pacific  
Railroad Company's Track and Structure on the Marriam  
Park Subdivision, Mile Post 409.8 to 410.4 in the City of  
St. Paul, Minnesota..... 1019  
Transportation Regulation Proceedings (TRP):  
Petition of Unsafe Rail Structure - Union Pacific  
Railroad Trestle Bridge on the Mankato Subdivision,  
Mile Post 6.2 in the City of Mendota, Minnesota..... 1019

## State Grants & Loans

### Corrections Department

Availability of Funds for Post-Release Vocational Services  
to Released Targeted Offenders in Hennepin and  
Ramsey Counties..... 1020

### Employment and Economic Development Department (DEED)

Minnesota Job Skills Partnership Training Grant Deadline..... 1021

## State Contracts

Aid for Contractors..... 1022

## Colleges and Universities, Minnesota State (MnSCU)

### Minneapolis Community & Technical College:

Advertisement for Bids for IT Office Remodeling and  
Addition..... 1022

### St. Cloud Technical College:

Request for Proposals for Water Filtration Systems..... 1023

## Finance Department

Availability of Request for Proposal for Budget Information  
System (BIS) Replacement Project..... 1024

## Lottery, Minnesota State

Request for Proposals for Sponsorship Agreements..... 1024

## Pollution Control Agency

Request for Proposals for Living Green Expo and  
Eco-Experience Media Relations..... 1025

## Transportation Department (Mn/DOT)

Engineering Services Division: Potential Availability of  
Contracting Opportunities for a Variety of Highway Related  
Technical Activities ("Consultant Pre-Qualification  
Program")..... 1026  
Engineering Services Division: Professional/Technical  
Contract Opportunities..... 1027

## Non-State Bids, Contracts & Grants Metropolitan Council

Invitation for Bids (IFB) for Elevator Maintenance  
Preventative and Emergency Service..... 1027  
Public Sale of Land by Sealed Bid..... 1028

## Metropolitan Emergency Services Board

Advertisement for Interoperable Communications and  
Training Services..... 1028

## Metropolitan Transportation Services

Forest Lake Express Transit Service: Request for Proposals  
to Provide Contract Transit Operations..... 1028

## University of Minnesota

Subscribe to Bid Information Service (BIS)..... 1029

## Washington County Public Works

Transportation Department: Request for Proposals  
for Engineering Services for the Broadway Avenue/County  
State Aid Highway (CSAH) 2 Reconstruction..... 1029

Contracts information is available from the Materials  
Management Helpline (651) 296-2600, or Web site:  
[www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us)

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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, 660 Olive Street (one block east of I-35E and one block north of University Ave), St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

### Rules Index: Volume 32 - Issues # 14-23

Monday 1 October 2007 - Monday 3 December 2007

(For issues # 1 - 13, Monday 2 July 2007 - Monday 24 September 2007, SEE issue #13. Cumulative Index will next appear in issue #26, December 31, 2007)

#### Building Codes - Labor and Industry Department

1330 (repealed)..... 760

#### Chiropractic Examiners Board

2500.5010 (proposed)..... 693

#### Education Department

3525.0210; .0300; .0400; .0550; .0700; .0750; .0755; .0800; .0850; .0855; .0860; .0865; .0870; .1100; .1310; .1325; .1327; .1329; .1331; .1333; .1335; .1337; .1339; .1341; .1343; .1345; .1348; .1350; .1352; .1354; .1400; .1550; .2325; .2335; .2340; .2350; .2440; .2445; .2450; .2455; .2550; .2720; .2810; .2900; .3010; .3100; .3600; .3700; .3900; .4010; .4110; .4420; .4700; .4750; .4770 (proposed)..... 695  
 3525.0210 s. 2, 3, 5, 6, 7, 8, 9, 13, 17, 18, 26, 29, 30, 36, 38, 46, 47; .0800 s. 1, 3, 4, 6, 7, 8, 9; .2435; .2710; .2810 s. 3, 4, 5; .2900 s. 5; .3900 s. 3 (proposed repealer)..... 695  
 3525.1350 (adopted)..... 653

#### Health Department

4725 (proposed)..... 901  
 4730 (repealed)..... 777  
 4731 (adopted)..... 831  
 4732 (adopted)..... 777

#### Higher Education Services Office

4850.0011; .0012; .0014; .0018; .0020; .0021; .0022; .0024 (proposed)..... 603  
 4850.0011, s. 27 (repealed)..... 603

#### Natural Resources Department

6236.0815; .1060 (adopted expedited emergency)..... 803

#### Pollution Control Agency

7002.0025; 7005.0100; 7007.0100; .0300; .1100; .1102; .1110; .1120; .1125; .1130; .1140; .1200; .1300; .3000; .5000;  
 7011.0060; .0061; .0065; .0070; .0072; .0075; .0080; .1005; .1299; .3430; .3520; .8010; .8020; .8030; .8040; .8050; .8060; .8070; .8080; .8090; .8100; .8110; .8120; .8130; .8140; .8150; .8160; .8170; 7017.2005; .2020; 7019.3000; .3020; .3030; .3050; .3080 (adopted)..... 904  
 7011.0065 s.2; .0070 s. 3, 4 (repealed)..... 904  
 7001.0170; .0190; .1080; .1090; .1150; 7049 (proposed)..... 925

#### Revenue Department

8130.2700 (adopted)..... 603  
 8130.5800 (proposed)..... 753  
 8130.5800 s. 7 (proposed repealer)..... 753

#### Secretary of State

8290.0100; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100; .1200; .1300; .1400 (adopted exempt)..... 961

#### Board of Teaching Board

8710.4770 (proposed)..... 653

#### Transportation Department

8820.4090; .9920; .9981; .9995 (adopted)..... 608

# Executive Orders

The governor has the authority to issue written statements or orders, called Executive Orders, as well as Emergency Executive Orders. The governor's authority is specified in the *Constitution of the State of Minnesota*, Article V, and in *Minnesota Statutes* § 4.035. Emergency Executive Orders, for protection from an imminent threat to health and safety, become effective immediately, are filed with the secretary of state, and published in the *State Register* as soon as possible after they are issued. Other Executive Orders become effective 15 days after publication in the *State Register* and filing with the secretary of state. Unless otherwise specified, an executive order expires 90 days after the date the governor who issued the order vacates office.

## Office of the Governor

### Executive Order # 07-21: Creating the Veterans Health Care Advisory Council and Rescinding Order # 07-20

**WHEREAS**, Minnesota is home to an estimated 460,000 veterans who have served our country through extraordinary sacrifice to protect our liberty and freedoms; and

**WHEREAS**, the state must ensure that veterans and their families have appropriate options for meeting veterans' long term medical needs in settings that provide high quality care and services; and

**WHEREAS**, under current law, there are five veterans homes to provide for the long term care needs of veterans and their qualifying spouses and the veterans homes are governed by the Veterans Homes Board; and

**WHEREAS**, the Governor's Veterans Long Term Care Advisory Commission was created in response to operational issues at the Minneapolis Veterans Home and was asked to provide recommendations regarding the governance, management, operations of the veterans homes; and

**WHEREAS**, the Governor's Veterans Long Term Care Advisory Commission has issued a report of recommendations regarding the state's veterans homes and the delivery of long term care to veterans; and

**WHEREAS**, consistent with the recommendations of the Governor's Veterans Long Term Care Advisory Commission, Reorganization Order 194 transfers the duties and responsibilities of the current Veterans Homes Board to the Department of Veterans Affairs; and

**WHEREAS**, the Governor's Veterans Long Term Care Advisory Commission recommends that the an advisory board be created to continue to provide the Department of Veterans Affairs with advice and recommendations from professionals experienced in providing quality long term care and individuals familiar with the current and anticipated future needs of veterans.

**NOW, THEREFORE**, I hereby order the creation of the Veterans Health Care Advisory Council ("Council").

1. The Council shall be comprised of nine public members appointed by the Governor and as follows:
  - a. Seven members with extensive expertise in health care delivery, long-term care, and/or veterans services;
  - b. One licensed clinician (a physician, physician assistant, or a nurse practitioner);
  - c. One additional member;
  - d. The Governor will designate one member to serve as chair.
2. The Commissioner of Veterans Affairs, or designee, will be an ex officio member of the Council and provide necessary and appropriate administrative and technical support to the Council.
3. Members will serve at the pleasure of the Governor and the Governor will fill any vacancies. Members will not receive per diem payments or compensation. Members may receive payment of authorized expenses pursuant to *Minnesota Statutes* 2006, Section 15.0593. Authorized expenses will be paid by the Department of Veterans Affairs.
4. Unless this order is rescinded by proper authority, the Council will continue until this executive order expires pursuant to *Minnesota Statutes* 2006, Section 4.035, Subdivision 3. To establish continuity, the Governor may choose to appoint members to staggered terms and may appoint members to a two, three or four year terms.

# Executive Orders

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5. The Council is intended as an advisory group with a mission of providing the Commissioner of Veterans Affairs with information and professional expertise on any and all aspects of the delivery of quality long term care to veterans. The Council's duties include, but are not limited to:
  - a. Developing a new vision and strategic plan for the veterans homes that complements the Department of Veterans Affairs' overall veterans service programs;
  - b. Providing recommendations and advice on matters such as clinical performance and system-wide quality improvement efforts, the culture and working environment of the veterans homes, and other operational and organizational functions of the veterans homes;
  - c. Studying and reviewing current issues and trends in the long term care industry and the veterans community;
  - d. Providing recommendations to the Commissioner on alternative options for the delivery of long term care to veterans so that veterans and their families can determine appropriate services under models similar to those available in the community;
  - e. Establishing, as appropriate, subcommittees or ad hoc task forces of Council members, stakeholders and other individuals with expertise or experience to address specific issues; and
  - f. Reviewing and providing advice on any other matters at the request of the Commissioner.
6. The Council will begin meeting as soon as possible following the completion of the open appointments process.
7. To assure continued accountability and the active involvement of healthcare experts and stakeholders in the governance structure of the veterans homes, the Governor may appoint a panel of experts to review the continuing effectiveness of the Veterans Health Care Council. This review may occur at any time, but not more than five years from the date of the Council's first meeting.
8. This Order rescinds Order 07-20.

Pursuant to *Minnesota Statutes 2006*, Section 4.035, Subdivision 2, this Executive Order will be effective fifteen (15) after publication in the *State Register* and filing with the Secretary of State and will remain in effect until is rescinded by proper authority or it expires in accordance with *Minnesota Statutes 2006*, Section 4.035, Subdivision 3.

**IN TESTIMONY WHEREOF**, I have set my hand this 21<sup>st</sup> day of November, 2007.

Signed: **TIM PAWLENTY**  
**Governor**

File According to Law

Signed: **MARK RITCHIE**  
**Secretary of State**

## 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.

## Help with Official Notices

The person listed as the contact for each agency is the one you want to connect with. They give you all the information you need.

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## Department of Labor and Industry

### Labor Standards Unit

### Notice of Correction to Commercial Prevailing Wage Rates

A correction has been made to the Commercial Prevailing Wage Rates certified 2/12/07, for Labor Code 422, Sprinkler Fitters, in Washington County.

Copies with the corrected certified wage rate for this County may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306, or by calling (651) 284-5091, or accessing our web site at [www.doli.state.mn.us](http://www.doli.state.mn.us). Charges for the cost of copying and mailing are \$.25 per page for the first 100 pages, \$.65 per page after that. Make check or money order payable to the State of Minnesota.

Steve Sviggum, Commissioner  
Department of Labor and Industry

## Board of Nursing

### Notice of Meetings in 2008 of the Minnesota Board of Nursing

**NOTICE IS HEREBY GIVEN** that the 2008 meetings of the Minnesota Board of Nursing have been scheduled at 9:00 a.m., at 2829 University Avenue SE, 4<sup>th</sup> Floor, Conference Rooms A & B, Minneapolis, Minnesota on the following dates:

February 7, 2008  
April 3, 2008  
June 5, 2008

# Official Notices

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July 31, 2008  
October 9, 2008  
December 4, 2008

A portion of each meeting is review of disciplinary cases and is closed to the public.

For details about time of the open meeting, the agenda or other information, please call (612) 617-2297.

## Minnesota Department of Transportation Contractors/consultants Who Have Performed, or Will Perform, Work on Minnesota Bridges

Because of the collapse of the I-35W bridge in Minneapolis on August 1, 2007, the Minnesota Department of Transportation and its contractors and consultants have been instructed to retain all data about all bridges in Minnesota. Approximately 4,000 Letters of Notice have been mailed to contractors and consultants. All contractors and consultants performing work on or about any Minnesota bridge, and in possession of any data about that work, must preserve that data until further notice even if a contract permits destruction of the data after a period of time. Please read the Notice below and take appropriate steps to retain data about Minnesota bridges.

### **NOTICE OF DUTY TO PRESERVE ALL DOCUMENTS OR DATA RELATING TO THE I-35W BRIDGE OR ANY OTHER MINNESOTA BRIDGE**

The State has a duty to preserve all evidence in its possession, custody or control, whether printed or electronic, that might be or become relevant to any litigation that may arise out of the collapse of the I-35W bridge. This duty extends to such evidence held by MnDOT's contractors and consultants who have worked on, reviewed, or supplied materials or services for any MnDOT bridge project. It is extremely important that all such evidence be preserved.

Accordingly, you are instructed to preserve all documents or data that relate to the I-35W bridge or any other Minnesota bridge. This includes, but is not limited to, documents or data pertaining to the design, construction, maintenance, and repair of bridges; inspections of bridges; rankings of bridges for safety and/or the need for repair/replacement; funding of the maintenance, repair, inspection, and construction of bridges; and written and e-mail communications about bridges.

Specifically, you should immediately take the following steps to preserve all documents or data relating to the I-35W bridge or any other Minnesota bridge:

1. Suspend deletion, overwriting, or any other destruction or alteration of electronic information relating to the I-35W bridge or any other Minnesota bridge. This includes electronic information wherever it is stored (e.g., at a work station, on a laptop, or at home) and all forms of electronic communication (e.g., e-mail, word processing, calendars, voice messages, videos, photographs, and other information). All such information should be preserved in its original electronic form, so that all information contained within it, whether visible or not, is also available for inspection (i.e., it is not sufficient to make a hard copy of electronic communication).
2. Preserve, and not alter or destroy, any hard copies of documents that relate to the I-35W bridge or any other Minnesota bridge.
3. Preserve, and not alter or destroy, any documents or electronic information that are created after your receipt of this notice and that relate to the I-35W bridge or any other Minnesota bridge.
4. Maintain a record of the steps you take to comply with this notice.

Please contact my office (651-366-4822) if you have questions about the scope or implementation of this notice.

Date: October, 2007

Barbara Forsland  
Data Practices Compliance and Policy Analyst  
Minnesota Department of Transportation

**Department of Transportation (Mn/DOT)  
Transportation Regulation Proceedings (TRP)  
Notice of Petition of Unsafe Rail Structure - Canadian Pacific Railroad Company's  
Track and Structure on the Marriam Park Subdivision, Mile Post 409.8 to 410.4 in  
the City of St. Paul, Minnesota**

**NOTICE IS HEREBY GIVEN** that United Transportation Union (UTU) has petitioned the Commissioner of Transportation to inspect, investigate, provide appropriate discovery, and direct the repair, reconstruction or replacement of hand rail and ground surface retaining lumber that is immediately parallel to Canadian Pacific Railway Mainline Two for one half mile. This petition has been made pursuant to *Minnesota Statutes* §§ 218.041, subd. 4 (a) and 219.46, subd. 7. Interested persons shall make objections to the above petition in writing within 20 days of this notice and may request a contested case hearing at the Office of Administrative Hearings. If no objections are received by the Commissioner within 20 days after the notice date, the Commissioner may grant the petition with or without a hearing, 30 days after the notice date. Interested persons may obtain a copy of the complaint by contacting Nandana Perera at (651) 366-3144 or [Nandana.perera@dot.state.mn.us](mailto:Nandana.perera@dot.state.mn.us)

Contact persons:

Petitioner: UTU - Phillip Qualy (651) 222-7500  
Mn/DOT TRP - Nandana Perera (651) 366-3144

[UTUMNLEGBD@VISI.COM](mailto:UTUMNLEGBD@VISI.COM)  
[nandana.perera@dot.state.mn.us](mailto:nandana.perera@dot.state.mn.us)

Date: November 27, 2007

Lisa Freese, Deputy Commissioner  
Minnesota Department of Transportation

**Department of Transportation (Mn/DOT)  
Transportation Regulation Proceedings (TRP)  
Notice of Petition of Unsafe Rail Structure - Union Pacific Railroad Trestle Bridge  
on the Mankato Subdivision, Mile Post 6.2 in the City of Mendota, Minnesota**

**NOTICE IS HEREBY GIVEN** that United Transportation Union (UTU) has petitioned the Commissioner of Transportation to inspect, investigate, provide appropriate discovery, and direct the repair, reconstruction or replacement of Union Pacific Railroad Company's wooden trestle bridge on the Mankato Subdivision, Mile Post 6.2, within the City of Mendota. This petition has been made pursuant to *Minnesota Statutes* § 218.041, subd. 4. Interested persons shall make objections to the above petition in writing within 20 days of this notice and may request a contested case hearing at the Office of Administrative Hearings. If no objections are received by the Commissioner within 20 days after the notice date, the Commissioner may grant the petition with or without a hearing, 30 days after the notice date. Interested persons may obtain a copy of the complaint by contacting Nandana Perera at (651) 366-3144 or [Nandana.perera@dot.state.mn.us](mailto:Nandana.perera@dot.state.mn.us)

Contact persons:

Petitioner - Phillip Qualy (651) 222-7500  
Mn/DOT Transportation Regulation Proceedings: Nandana Perera (651) 366-3144

Date: November 27, 2007

Lisa Freese, Deputy Commissioner  
Minnesota Department of Transportation

# 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.

## Minnesota Department of Corrections Notice of Availability of Funds for Post-Release Vocational Services to Released Targeted Offenders in Hennepin and Ramsey Counties

The Minnesota Department of Corrections (DOC), Community Services Division, Grants and Subsidies Unit, announces the availability of funds through a Request for Proposals (RFP) for a 27-month period providing post-release vocational services to targeted offenders released to communities in Hennepin and Ramsey Counties.

The DOC was awarded a Prisoner Reentry Initiative grant from the U.S. Department of Justice (DOJ). The grant requires the DOC to select a community-based or faith-based provider to receive 30 percent of the grant funds in order to provide post-release vocational services. According to information given to the DOC by the DOJ, the U.S. Department of Labor (DOL) may provide a matching grant to the selected provider. There is no guarantee that the DOL will provide a matching grant. Competitive proposals must include a service plan that will address using both the original and anticipated matching funds. These funds for post-release vocational services delivered by the provider need not but may be used to serve those deemed to be violent offenders under *Minnesota Statutes* (609.1095, subd. d). The funds will not be used to serve sex offenders.

The amount of the original funding available from the DOJ is \$134,987 for the 27-month period from April 1, 2008, to June 30, 2010. It is also anticipated that the DOL will provide an additional \$134,987. However, that funding will be effective from the date the DOL releases the funds to the DOC through June 30, 2009. This RFP addresses the total amount of \$269,974. Only one community-based or faith-based provider will be selected.

This RFP does not obligate the state to complete the proposed project, and the state reserves the right to cancel this solicitation if it is considered to be in its best interests.

All applications are due by 4:00 p.m., Thursday, January 10, 2008.

To receive a copy of the RFP free-of-charge describing in detail how to apply for funding, contact:

Lynda Davis  
Minnesota Department of Corrections  
Grants and Subsidies Unit  
1450 Energy Park Drive, Suite 200  
St. Paul, Minnesota 55108-5219  
**Telephone:** (651) 361-7166,  
**TTY:** (800) 627-3529  
**E-mail:** [ldavis@co.doc.state.mn.us](mailto:ldavis@co.doc.state.mn.us)

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# State Grants & Loans

## Department of Employment and Economic Development (DEED) Minnesota Job Skills Partnership Training Grant Deadline Minnesota Job Skills Partnership Training Grant Deadline

The Minnesota Job Skills Partnership (MJSP) Board solicits grant proposals for incumbent worker and new worker training programs. Proposals will be accepted for the following: Job Skills Partnership Grant Program, Pathways Program, MJSP Pre-Development Program, Healthcare and Human Services Training Program, HELP Loan Program, Special Incumbent Worker Training Program; Low Income Worker Training Program; and MJSP Short Form. Specific program information can be found on the MJSP website at:

*<http://www.deed.state.mn.us/mjsp>.*

A participating business is limited to one active grant in each grant program at any given time, with the exception of businesses that have multiple locations or businesses engaged in projects that involve a consortium of businesses.

The MJSP Board is seeking highly innovative projects for the Special Incumbent Worker Training Program. Possible areas of innovation include:

- Projects that develop creative training models that cannot be funded under other MJSP grant programs;
- Projects that include partnerships between key workforce development stakeholders such as businesses, educational institutions, nonprofit organizations, labor or business organizations, and government entities;
- Projects that develop training models to meet a statewide or regional workforce need;
- Projects that develop training models to meet an industry-wide need;
- Projects that include a high level of collaboration amongst educational institutions; or
- Projects that include the active participation of a Center of Excellence of the Minnesota State Colleges and Universities.

In order to facilitate the development of strong proposals, it is strongly encouraged that a letter of intent outlining your proposed project be submitted to MJSP staff for feedback at least once month before the proposal deadline.

The deadline for submission of proposals is 4:30 p.m. on Monday, January 14, 2008, with the exception of HELP Loan and Short Form applications, which must be submitted by 4:30 p.m. on Monday, February 4, 2008. Proposals must be delivered to DEED, Workforce Partnerships Division, MJSP, 1<sup>st</sup> National Bank Building, 332 Minnesota Street, Suite E200, St. Paul, MN 55101-1351. No late proposals will be considered. Ten final copies must be submitted at that time for consideration at the MJSP Board meeting to be held on Monday, February 25, 2008. It is important to use the current application forms that are available on the MJSP website at:

*<http://www.deed.state.mn.us/mjsp/forms.htm>*

or by calling the Job Skills Partnership at 651-259-7514.

### **State Register Binders**

**Specially designed binders with the State Register logo for storing your State Registers. Two binders typically hold one-year's subscription. Order Stock # 91-8, \$12.00 + tax**

# State Contracts

**Informal Solicitations:** 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) Web site. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD Web site at [www.mmd.admin.state.mn.us](http://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.

**Requirements:** There are no statutes or rules requiring contracts to be advertised for any specific length of time, but the Materials Management Division strongly recommends meeting the following requirements:

\$0 - \$5000 does not need to be advertised. Contact the Materials Management Division: (651) 296-2600

\$5,000 - \$25,000 should be advertised in the *State Register* for a period of at least seven calendar days;

\$25,000 - \$50,000 should be advertised in the *State Register* for a period of at least 14 calendar days; and

anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar days

## Aid for Contractors

Obtain MORE and FASTER information with a SUBSCRIPTION to the *State Register*. Subscribe and receive LINKS to the *State Register*. Open the *State Register* and click on Bookmarks in the upper right corner. You will also receive ALL the current rules, with an INDEX, and previous years' indices. You also receive a summarized "Contracts & Grants" section to review. Subscriptions cost \$180 a year (an \$80 savings). Here's what you receive via e-mail:

- Word Search Capability
- LINKS, LINKS, LINKS
- Easy Access to *State Register* Archives
- Updates to Index to Vol. 31
- "Contracts & Grants" Open for Bid
- Early delivery, on Friday
- E-mailed to you . . . its so easy
- Indexes to Vols. 31, 30, 29, 28 and 27

It's all E-mailed to you, at end-of-day on Friday, instead of waiting for the non-subscriber's issue released on Monday. Contact Cathy Hoekstra, our subscriptions manager, at (651) 297-8777, or **Fax:** (651) 297-8260, or **E-mail:** [cathy.hoekstra@state.mn.us](mailto:cathy.hoekstra@state.mn.us)

## Minnesota State Colleges and Universities (MnSCU) Minneapolis Community & Technical College Advertisement for Bids for IT Office Remodeling and Addition

Sealed Bids for:

**Minnesota State Colleges & Universities System (MnSCU)  
IT Office Remodeling & Addition**  
Management Education Center  
1300 Harmon Place  
Minneapolis Community & Technical College  
Minneapolis, Minnesota

will be received by:

**Roger Broz**  
Minneapolis Community & Technical College  
1501 Hennepin Ave.,  
Technical Building, T600  
Minneapolis, Minnesota 55403

Until **2:00 PM, local time, December 18, 2007** at which time the bids will be opened and publicly read aloud.

**Project Scope:** The project consists of approximately 17,000 square feet of interior remodeling of existing basement space into new office space, plus an approximately 350 square foot building addition to provide a new passenger elevator and entrance vestibule. The new construction consists of concrete footings and foundations, with concrete block bearing walls, brick veneer and built up roofing system. The remodeling consists of demolition and typical new construction needed to provide new offices and related restrooms, new concrete

stairs, wheelchair ramp and new air handling unit to serve the basement.

A Pre-Bid Meeting will be held at **10:00 AM, Thursday, December 6, 2007**, in the existing space that will be remodeled under this project, in the basement of the Management Education Center at 1300 Harmon Place, Minneapolis, MN. The Architect/Engineer and/or College/University Representatives will review the bidding procedures, Bidding Documents and other conditions with interested Bidders and answer questions.

Bidding Documents as prepared by the Project Architect/Engineer; **Bentz/Thompson/Rietow**, are on file at the offices of the:

- 1) above named Project Architect/Engineer.
- 2) following Builders' Exchanges: **St. Cloud, Rochester and Duluth plus St. Paul and Minneapolis.**
- 3) McGraw Hill Construction Plan Room
- 4) Reed Construction Data Plan Room
- 5) MEDA Minority Contractors Plan Room
- 6) National Association of Minority Contractors of Upper Midwest

Complete sets only of Bidding Documents for use by Bidders in submitting a bid may be obtained at the following address:

**Bentz/Thompson/Rietow**  
801 Nicollet Mall, Suite 801  
Minneapolis, Minnesota 55402  
**Phone:** (612) 332-1234  
**Fax:** (612) 332-1813

A refundable deposit of **\$150** is required for each set. The deposit on Bidding Documents will be returned to Bidders who return all of the documents to the Architect in good condition within fifteen (15) calendar days after the bid opening.

Prospective Bidders requesting that Bidding Documents (complete sets only) be mailed to them, may send a separate non-refundable payment (check made out to the Architect) for **\$25** per set for shipping & handling (in addition to the **\$150** deposit) to the Architect. Documents will be sent to street addresses only (P.O. Boxes not acceptable).

Each bid which totals over \$15,000.00 shall be accompanied by a certified check, payable to **Minnesota State Colleges and Universities**, in the sum of not less than 5% of the total base bid; or a corporate surety bond of a surety company duly authorized to do business in the state of Minnesota in the same amount; which is submitted as bid security, conditioned upon the Bidder entering into a contract with Minnesota State Colleges and Universities in accordance with the terms of the bid.

## **Minnesota State Colleges and Universities (MnSCU)**

### **St. Cloud Technical College**

### **Request for Proposals for Water Filtration Systems**

**NOTICE IS HEREBY GIVEN** that St. Cloud Technical College will receive proposals for the procurement and delivery of WATER FILTRATION EQUIPMENT for the Water Environment Technologies lab. The complete Request for Bid will be available on Monday, December 3, 2007, on the website <http://www.sctc.edu/rfp>.

Proposal responses must be delivered in a sealed envelope or package clearly marked "Water Filtration Systems RFB" to Susan Meyer at the Business Office of St. Cloud Technical College, 1540 Northway Drive, St. Cloud, MN 56303 by 2:00 p.m. on Tuesday, December 18, 2007. St. Cloud Technical College reserves the right to reject any or all proposals, or portions thereof, or to waive any irregularities or informalities, in proposals received.

#### **Background/Purpose:**

The purpose of this Request for Bid (RFB) is to evaluate and select a vendor to construct, deliver and install a complete water filtration system at St. Cloud Technical College's Water Environment Technologies lab, located at 1540 Northway Drive, St. Cloud, Minnesota.

# State Contracts

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## Questions:

All questions and inquiries related to this RFB must be in writing and directed to Bruce Peterson, Academic Dean, St. Cloud Technical College, 1540 Northway Drive, St. Cloud, MN 56303, **e-mail:** [bpeterson@sctc.edu](mailto:bpeterson@sctc.edu), phone (320) 290-2185. Other department personnel are NOT allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline.

## Department of Finance

### Notice of Availability of Request for Proposal for Budget Information System (BIS) Replacement Project

The Minnesota Department of Finance is requesting proposals for the purpose of acquiring software and services to replace the State's existing Budget Information System.

Work is proposed to start after April 1, 2008.

The Request for Proposal will be available from December 3, 2007 through January 4, 2008. The Request for Proposal can be downloaded from the Minnesota Department of Finance website at:

<http://www.finance.state.mn.us/rfp/bis>

Questions regarding this Request for Proposal may be directed to:

Charlie, Bieleck, Project Manager

Department of Finance

658 Cedar Street

Saint Paul, MN 55155

**Phone:** (651) 201-8020

**Fax:** (651) 296-8685

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 2:00 PM central time on January 4, 2008. **Late proposals will not be considered.**

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

## Minnesota State Lottery

### Request for Proposals for Sponsorship Agreements

#### Description of Opportunity

The Minnesota State Lottery develops sponsorship agreements throughout the year with organizations, events, and sports teams to create excitement for lottery players, to interest new players and increase the visibility of lottery games. The Lottery encourages and continually seeks new sponsorship agreements to help achieve current Lottery marketing goals.

#### Proposal Content

A sponsorship proposal presented to the Lottery should meet the following three criteria:

- 1. Maximize Lottery Visibility** – the event, sports or tie-in proposal should draw a large number of desired participants (typically 50,000 or more) whose demographics match the Lottery player profile. The Lottery is interested in effectively delivering its message of fun and entertainment to Minnesota adults whose demographics skew primarily towards those aged 25-64, with a household income of \$35,000-\$75,000, and having an educational background of some college or higher. The Lottery does not market to those under

the age of 18, and family events with high levels of children present are generally not accepted. Attendance, on-site signage visibility and paid media exposure will be critical components that will be evaluated.

**2. Enhance Lottery Image-** – the event, sports or tie-in proposal should inherently project the attitude that the Lottery is a fun and socially acceptable part of the community. The Lottery’s presence should fit well within the lineup of other sponsors. The Lottery is interested in creating opportunities whereby the sponsorship can translate into sales revenue, either via on-site sales from a Lottery booth, from sales-generating promotions with Lottery retailers or from joint programs with the sponsor’s media partners.

**3. Provide Promotional Extensions** – the event, sports or tie-in proposal should offer exciting, value-added ways to interact with our players and have opportunities to motivate attendees, listeners and viewers to participate in and purchase Lottery games. The proposal must include proper staffing availability or other considerations to help the Lottery implement any appropriate promotional extension ideas.

Proposals should address all pertinent elements of the sponsorship and how the Lottery criteria as stated above and on the Evaluation Form are to be met. To view or print copies of the Request for Proposal go to: <http://www.mnlottery.com/vendorops.html>

This Solicitation does not obligate the state to award a contract or pursue a proposed sponsorship opportunity, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

### Questions

Questions concerning this Solicitation should be directed to:

John Mellein, Marketing Director  
Minnesota State Lottery  
2645 Long Lake Road  
Roseville, MN 55113  
**Telephone:** (651) 635-8230  
**Toll-free:** (888) 568-8379 ext. 230  
**Fax:** (651) 297-7496  
**TTY:** (651) 635-8268  
**E-mail:** [johnm@mnlottery.com](mailto:johnm@mnlottery.com)

Other personnel are not authorized to answer questions regarding this Solicitation.

### Response Delivery

All responses must be in writing and delivered to the contact noted above. Proposals will be accepted on an ongoing basis.

## Minnesota Pollution Control Agency Request for Proposals for Living Green Expo and Eco-Experience Media Relations

The Minnesota Pollution Control Agency (MPCA) requests proposals from qualified consultants to provide media relations services for ongoing MPCA public outreach programs (specifically, the Living Green Expo and the Eco-Experience at the Minnesota State Fair). One contractor is being sought to enter into a master contract to implement targeted communications campaigns. No payment will be made except for work authorized by Work Orders from the State. No minimum payment is guaranteed by the State.

For a copy of the Request for Proposal Contact:

Martina Cameron  
**Telephone:** (651) 296-7755  
**Fax:** (651) 297-8676  
**E-mail:** [Contracts@pca.state.mn.us](mailto:Contracts@pca.state.mn.us)

Responders are encouraged to supply an email address and to receive the RFP electronically. The subject line of the e-mail request should state “Living Green Expo and Eco-Experience Media Relations, CR 1042.”

# State Contracts

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**Proposal Due Date and Time:** December 26, 2007, 10:00 A.M.

**Contract Duration:** February 2008- February 2010, with the option of three (3) one (1) year extensions upon agreement in each instance of both parties.

**Questions:** Responders should submit in writing a list of questions they would like addressed. Questions must be mailed, faxed, or e-mailed to Martina Cameron and received by 10:00 A.M. on December 7, 2007.

## Department of Transportation (Mn/DOT) Engineering Services Division Notice of Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities (“Consultant Pre-Qualification Program”)

This document is available in alternative formats for persons with disabilities by calling Juanita Voigt at (651) 366-4774 for persons who are hearing or speech impaired by calling Minnesota Relay Service at (800) 627-3529.

Mn/DOT, worked in conjunction with the Consultant Reform Committee, the American Council of Engineering Companies of Minnesota (ACEC/MN), and the Department of Administration, to develop 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 awards most of its consultant contracts for highway-related technical activities using this method, however, Mn/DOT also reserves the right to use Request for Proposal (RFP) or other selection processes for particular projects. Nothing in this solicitation requires Mn/DOT to use the Consultant Pre-Qualification Program.

Mn/DOT is currently requesting applications from consultants. Refer to Mn/DOT’s Consultant Services web site, indicated below, to see which highway related professional/technical services are available for application. Applications are accepted on a continual basis. All expenses are 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 applications forms are available on Mn/DOT’s Consultant Services web site at: <http://www.dot.state.mn.us/consult>.

Send completed application material to:

Juanita Voigt  
Consultant Services  
Office of Technical Support  
Minnesota Department of Transportation  
395 John Ireland Blvd. Mail Stop 680  
St. Paul, Minnesota 55155

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

**Department of Transportation (Mn/DOT)  
Engineering Services Division  
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](http://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 Bids, Contracts & Grants**

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

**Metropolitan Council  
Notice of Invitation for Bids (IFB) for Elevator Maintenance Preventative and  
Emergency Service  
Reference Number 07P014**

The Metropolitan Council is requesting bids for the purpose of establishing a contract to provide Elevator Maintenance – Preventative and Emergency Service for a period of three years.

The tentative schedule for this procurement is as follows:

Issue Invitation for Bids	December 3, 2007
Bids Due	December 27, 2007
Award Contract	February 2008

All firms interested in submitting bids for this contract and desiring to receive an IFB package are invited to make a request by e-mail, fax, mail or phone to:

Sunny Jo Emerson  
Administrative Assistant, Contracts and Procurement Unit  
Metropolitan Council  
390 North Robert Street  
St. Paul, MN 55101-1805

# Non-State Bids, Contracts & Grants

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**Phone:** (651) 602-1499  
**Fax:** (651) 602-1083  
**E-mail:** [sunnyjo.emerson@metc.state.mn.us](mailto:sunnyjo.emerson@metc.state.mn.us)

## Metropolitan Council Public Sale of Land by Sealed Bid

Sealed bids for the sale of land located at 46<sup>th</sup> Street at Hiawatha, 32<sup>nd</sup> Street at Hiawatha, and Lake Street and Hiawatha in Minneapolis, Minnesota will be received at the Office of the Metropolitan Council, 390 N. Robert Street, St. Paul, MN 55101 until 2:00 p.m. on Friday, February 1<sup>st</sup>, 2008, at which time they will be publicly opened and read.

An Invitation for Bids packet may be obtained by contacting:

Sunny Jo Emerson  
**Phone:** (651) 602-1499  
**Fax:** (651) 602-1083  
**E-mail:** [sunnyjo.emerson@metc.state.mn.us](mailto:sunnyjo.emerson@metc.state.mn.us)

## Metropolitan Emergency Services Board Advertisement for Interoperable Communications & Training Services

The Metropolitan Emergency Services Board (MESB) is seeking proposals from qualified independent contractors to coordinate interoperable communications and training.

To obtain a Request for Proposal, please access the MESB website at [www.mn-mesb.org](http://www.mn-mesb.org) or call the MESB at (651) 643-8395. Deadline for submittals is Friday, December 21, 2007 at 4:00 p.m.

## Metropolitan Transportation Services Forest Lake Express Transit Service Request for Proposals to Provide Contract Transit Operations Procurement No. 7617

Metropolitan Transportation Services, a division of the Metropolitan Council, is seeking proposals to provide contract transit operations known as Forest Lake Express Transit Service. This service consists of four morning and four afternoon trips between the new Forest Lake Transit Center/Park and Ride in Forest Lake, Minnesota and downtown Minneapolis. The service will operate locally through the neighborhood west of the Forest Lake Transit Center and will connect with other transit service at the 95<sup>th</sup> Avenue Park and Ride. Service details are contained in the Request for Proposals document.

Proposals are due no later than 2 PM on December 7, 2007.

Firms interested in receiving the Request for Proposals document should contact:

Candace Osiecki  
Metro Transit Purchasing Department  
515 N. Cleveland Avenue  
St. Paul, MN 55114  
**Phone:** (612) 349-5070

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# Non-State Bids, Contracts & Grants

**Fax:** (612) 349-5069

**E-mail:** [candace.osiecki@metc.state.mn.us](mailto:candace.osiecki@metc.state.mn.us)

## University of Minnesota Subscribe to Bid Information Service (BIS)

The University of Minnesota offers 24 hour/day, 7day/week access to all Request for Bids/Proposals through its web-based Bid Information Service (BIS). Subscriptions to BIS are free. Visit our website at [bidinfo.umn.edu](http://bidinfo.umn.edu) or call the BIS Coordinator at (612) 625-5534.

Request for Bids/Proposals are also available to the public each business day from 8:00 a.m. to 4:30 p.m. in the Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Minneapolis, Minnesota 55454.

## Washington County Public Works Transportation Department Request for Proposals for Engineering Services for the Broadway Avenue/County State Aid Highway (CSAH) 2 Reconstruction

**NOTICE IS HEREBY GIVEN** that Washington County Public Works, as the lead agency, is seeking qualified firms to provide preliminary design services for the reconstruction of Broadway Avenue (CSAH 2) from the existing interchange at Interstate 35 to the intersection at Trunk Highway (TH) 61 in the City of Forest Lake. Qualified firms will have experience in Planning, Traffic Studies and Forecasting, Public and Agency Involvement, Environmental Documentation and Layout Development and Analysis.

The project work will commence immediately upon selection of the consultant. The consultant will prepare a project schedule based on a start date of February 1, 2008 and a target date of December 1, 2008 for completion of the preliminary design.

A "Qualification Based Selection" method will be used to review proposals submitted in response to this RFP.

The full Request for Proposal can be obtained at the Office of the Washington County Engineer:

Washington County Public Works Department  
11660 Myeron Road North  
Stillwater, MN 55082  
Phone: (651) 430-4330

The full Request for Proposal can also be obtained from the Washington County website:

[http://www.co.washington.mn.us/info\\_for\\_residents/transportation\\_division/bidsrequest\\_for\\_proposals](http://www.co.washington.mn.us/info_for_residents/transportation_division/bidsrequest_for_proposals)

Pre-proposal Conference: November 26, 2007 at 1:00 p.m. at Washington County Public Works

Proposals Due: December 11, 2007 at 2:00 p.m. at Washington County Public Works

A minimum goal of 12% Good Faith Effort must be subcontracted to Disadvantaged Business Enterprises.

