

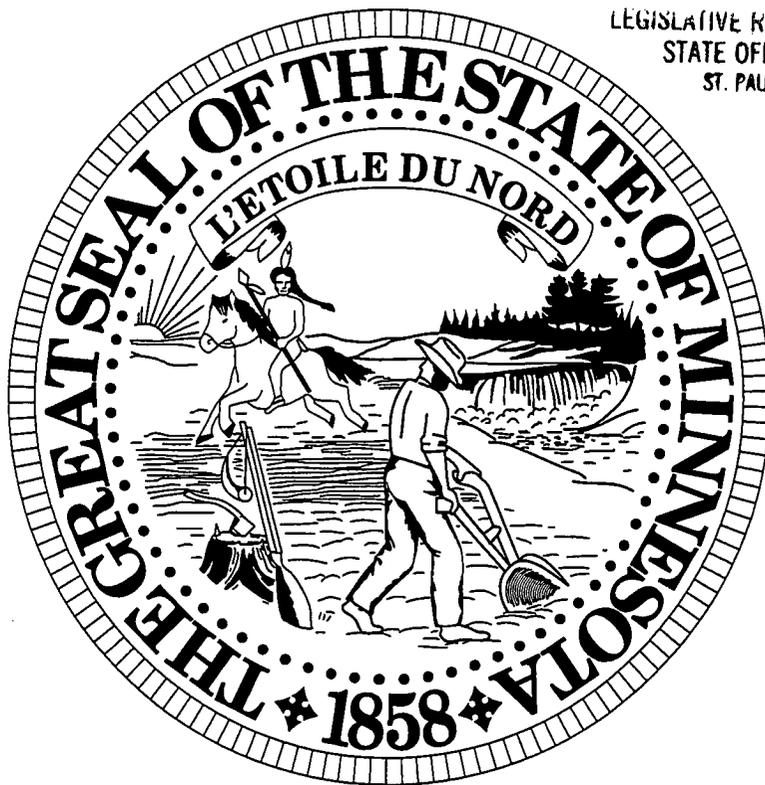
The Minnesota  
**State  
Register**

Department of Administration—Print Communications Division

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**Monday 24 April 1995**

**Volume 19, Number 43**

**Pages 2135-2156**

# 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, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, professional-technical-consulting contracts, non-state bids and public contracts and grants.

A *Contracts Supplement* is published Tuesday, Wednesday and Friday and contains bids and proposals for commodities, including printing bids.

### Printing Schedule and Submission Deadlines

Vol. 19 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
43	Monday 24 April	Monday 10 April	Monday 17 April
44	Monday 1 May	Monday 17 April	Monday 24 April
45	Monday 8 May	Monday 24 April	Monday 1 May
46	Monday 15 May	Monday 1 May	Monday 8 May

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- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year subscription: \$150.00
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- Single issues are available for a limited time: *State Register* \$3.50, *Contracts Supplement* 50¢. Add shipping charge of \$3.00 per order.
- "Commodity Contract Awards Reports," - lists awards of contracts and bids published in the Tuesday-Wednesday-Friday "*Contracts Supplement*" - published every two weeks, \$5.00 per individual report, plus \$3.00 shipping if applicable. Order stock # 99-42. Six-month subscriptions cost \$75.00. Appears every two weeks. Order stock # 90-14. Available in hard copy format only.
- "Professional-Technical-Consulting Award Reports," - published each month listing the previous month's awards of contracts and RFPs that appeared in the Monday edition of the "*State Register*." Individual copies are \$15.00 per report, plus \$3.00 shipping if applicable. Order stock # 99-43. Six-month subscriptions cost \$75.00. Appears monthly. Order stock number 90-15. Available in hard copy format only.

### FOR LEGISLATIVE NEWS

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

#### SENATE

#### HOUSE

**Briefly-Preview**—Senate news and committee calendar; published weekly during legislative sessions.

**Perspe:** —Publication about the Senate.

**Session Preview**—Summarizes actions of the Minnesota Senate.

Contact: Senate Public Information Office (612) 296-0504  
Room 231 State Capitol, St. Paul, MN 55155

**Session Weekly**—House committees, committee assignments of individual representatives; news on committee meetings and action. House action and bill introductions.

**This Week**—weekly interim bulletin of the House.

**Session Summary**—Summarizes all bills that both the Minnesota House of Representatives and Minnesota Senate passed during their regular and special sessions.

Contact: House Information Office (612) 296-2146  
Room 175 State Office Building, St. Paul, MN 55155

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"Commodity Contract Awards Reports" are published  
every two weeks, and "Professional-Technical-  
Consulting Contract Awards Reports" are published  
monthly. Both are available through Minnesota's  
Bookstore, (612) 297-3000 or 1-800-657-3757.  
For subscription information call 612/296-0931.

Individual awards can be obtained from the  
**Materials Management Helpline** 612/296-2600.

# 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 75 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. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or 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 *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 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-657-3757.

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## Adopted Rules

The adoption of a rule becomes effective after the requirements of Minn. Stat. §§14.14-14.28 have been met and five working days after the rule is published in *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 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.

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. §14.33 and upon the approval of the Revisor of Statutes as specified in §14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under §14.18.

## Board of Chiropractic Examiners

### Adopted Permanent Rules Relating to Professional Designations

The rules proposed and published at *State Register*, Volume 19, Number 2, pages 109-110, July 11, 1994 (19 SR 109), are adopted with the following modifications:

#### Rules as Adopted

#### 2500.0550 PROFESSIONAL DESIGNATIONS.

A licensee must in all forms of professional reference include one or more of the following designations: doctor of chiropractic, D.C., chiropractor, ~~and chiropractic physician~~ or any other title or letters that leads the public to believe that the person who uses the title or letters is engaged in the practice of chiropractic. The designation shall be in an emphasis, whether written or verbal, equal to the emphasis of the written or verbal material which contains the designation.

**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.

# Executive Orders

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## Office of the Governor

### Emergency Executive Order #95-2: Providing for Assistance to Officials in Nobles and Murray Counties, Minnesota

I, ARNE H. CARLSON, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Emergency Executive Order:

WHEREAS, a heavy snow and ice storm on April 9, 1995, has caused extensive damage to power lines in Nobles and Murray Counties; and

WHEREAS, 1,000 to 1,500 homes and businesses have remained without power for more than 48 hours following the storm; and

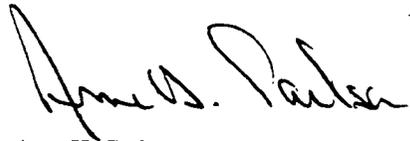
WHEREAS, repair crews from Mankato, Jackson, Glencoe, and Sleepy Eye have responded to the emergency, but additional crews from outside Minnesota are needed to respond to this emergency;

NOW, THEREFORE, pursuant to *Minnesota Statutes* 1994, Chapter 12.31, subd. 2, I hereby declare that:

A state of emergency exists in Murray and Nobles counties and do direct the proper authorities to take whatever measures are necessary to effectively restore electrical power in this disaster area.

Pursuant to *Minnesota Statutes* 1994, Section 4.035, subd. 2, this Order is effective immediately and shall remain in effect for five days or it expires in accordance with *Minnesota Statutes* 1994, Section 4.035, subd. 3.

IN TESTIMONY WHEREOF, I have set my hand this 12th day of April, 1995.



Arne H. Carlson  
Governor

Filed According to Law:



Joan Anderson Growe  
Secretary of State

Pursuant to the provisions of Minnesota Statutes §14.10, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

The *State Register* also publishes other official notices of state agencies, notices of meetings, and matters of public interest.

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## Department of Agriculture

### Agronomy Services Division

#### Notice of Special Local Need Registration for Bravo Zn and Bravo 720 Fungicides

On April 12, 1995, the Minnesota Department of Agriculture issued Special Local Need (SLN) registrations for Bravo Zn and Bravo 720 fungicides manufactured by ISK Biosciences Corporation, Mentor, OH 44061-8000. These SLN registrations would reduce the minimum interval between applications from seven days to five days, add a seven day preharvest interval and limit use to a maximum of 12 pounds of active ingredient per acre per growing season. A federal or state agency, a local unit of government, or any person or groups of persons filing with the commissioner a petition that contains the signatures and addresses of 500 or more individuals of legal voting age, shall have 30 days from publication of notice in the *State Register* to file written objections with the commissioner regarding the issuance of the special local need registrations. Objections may be submitted to: John C. Sierk, Minnesota Department of Agriculture, Agronomy Services Division, 90 West Plato Boulevard, St. Paul, MN 55107. Comment deadline is May 24, 1995.

## Department of Agriculture

### Minnesota Rural Finance Authority

#### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond under *Minnesota Statutes, Chapter 41C, for 111 Acres With Buildings in Bernadette Township, Nicollet County*

**NOTICE IS HEREBY GIVEN** that a public hearing will be held on **May 10, 1995, at 9 A.M. in Room 145** Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes, Chapter 41C*, in order to finance the purchase of **approximately 111 acres with buildings** located in **Section 25, Bernadette Township, Nicollet County, Minnesota** on behalf of **Rick & Nancy Grommersch**, a married couple (the Borrowers). The maximum aggregate face amount of the proposed bond issue is **\$162,000.00**. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 5 April 1995

Wayne Marsolf  
RFA Executive Director (acting)

## Official Notices

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### Department of Agriculture

#### Minnesota Rural Finance Authority

#### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond under *Minnesota Statutes*, Chapter 41C, for 112 Acres of Bare Farmland in Lafayette Township, Nicollet County

NOTICE IS HEREBY GIVEN that a public hearing will be held on **May 10, 1995, at 9 A.M. in Room 145** Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance the purchase of **approximately 112 acres of bare farmland** located in **Section 19, Lafayette Township, Nicollet County, Minnesota** on behalf of **Daniel & Christine Wendinger**, a married couple (the Borrowers). The maximum aggregate face amount of the proposed bond issue is **\$125,000.00**. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 5 April 1995

Wayne Marsolf  
RFA Executive Director (acting)

### Department of Agriculture

#### Minnesota Rural Finance Authority

#### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond under *Minnesota Statutes*, Chapter 41C, for 139 Acres of Bare Farmland in Rosewood Township, Chippewa County

NOTICE IS HEREBY GIVEN that a public hearing will be held on **May 10, 1995, at 9 A.M. in Room 145** Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance the purchase of **approximately 139 acres of bare farmland** located in **Section 31, Rosewood Township, Chippewa County, Minnesota** on behalf of **Chad D. Arends**, a single person (the Borrower). The maximum aggregate face amount of the proposed bond issue is **\$100,000.00**. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 5 April 1995

Wayne Marsolf  
RFA Executive Director (acting)

## **Department of Agriculture**

### **Minnesota Rural Finance Authority**

#### **Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond under *Minnesota Statutes*, Chapter 41C, for 155 Acres of Bare Farmland in Horton Township, Stevens County**

**NOTICE IS HEREBY GIVEN** that a public hearing will be held on **May 10, 1995, at 9 A.M. in Room 145** Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance the purchase of **approximately 155 acres of bare farmland** located in **Section 9, Horton Township, Stevens County, Minnesota** on behalf of **Robert & Mary Rinkenberger**, a married couple (the Borrowers). The maximum aggregate face amount of the proposed bond issue is **\$90,000.00**. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 5 April 1995

Wayne Marsolf  
RFA Executive Director (acting)

## **Department of Health**

### **Health Care Delivery Policy**

#### **Notice Regarding Projected Growth Limit for Health Care Expenditures for 1996**

Pursuant to *Minnesota Statutes* section 62J.04 Subdivision 1, the commissioner of health is required to publish the projected limit on health care spending for the calendar year following the year of publication. The actual growth limit on the rate of health care expenditures is based upon the methodology described in *Minnesota Statutes* 62J.04 Subdivision 1. The growth limit must reflect the projected regional consumer price index for urban consumers for the calendar year of publication.

The projected growth limit on health care expenditures for calendar year 1996 is 7.4%.

## **Department of Health**

### **Health Care Delivery Policy**

#### **Notice Regarding Quarterly Change in the Regional and National Consumer Price Index**

Pursuant to *Minnesota Statutes* section 62J.04 Subdivision 1, the commissioner of health is required to publish the quarterly change in the regional consumer price index for urban consumers. This publication is intended to monitor change in the general inflation as measured by the quarterly change in the North Central CPI-U index. The quarterly change in the U.S. city average CPI-U index is also published for comparative purposes.

The change in the average, unadjusted North Central CPI-U index for all items, from the 4th quarter 1994 to the 1st quarter 1995, is 0.76%.

The change in the average, unadjusted U.S. city CPI-U index for all items, from the 4th quarter 1994 to the 1st quarter 1995, is 0.82%.

The seasonally adjusted annualized rate of change in the average U.S. city CPI-U index, from the 4th quarter 1994 to the 1st quarter 1995, is 3.06%.

## Department of Labor and Industry

### Labor Standards Division

#### Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effect April 24, 1995 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

**Anoka:** Mississippi Elementary Corridors-Coon Rapids; Champlin Elementary School-Champlin; University Elementary Corridors-Blaine; Multi-site Vat 95-Anoka; Renovate Kitchen Facilities-Anoka; MN DOT Forest Lake Truck Station Addition-Forest Lake.

**Becker:** Renovate Kitchen Facilities-Detroit Lakes.

**Carlton:** Renovate Kitchen Facilities-Cloquet; MN DOT Carlton Truck Station Addition-Carlton.

**Dakota:** Simley High School Fire Protection-Inver Grove Heights.

**Dodge:** Al-Corn Ethanol Plant-Claremount.

**Hennepin:** North Hennepin Community College Phase 11A-Brooklyn Park; County ADA Corrections, Ramar Bldg-Minneapolis; Deephaven Education Center, 1995 Asbestos Removal-Deephaven; Hennepin County Maple Grove Library Addition-Maple Grove; Richardson Nature Center-Bloomington; ADA Door Lock/Latch Set & Cylinder Replacement-Variou.

**Kanabec:** HVAC Modifications at Mora High School-Mora.

**Koochiching:** International Falls High School-International Falls.

**Lesueur:** LeCenter High School 1995 Gym Floor/Drainage/Asbestos Abatement-LeCenter.

**Itasca:** Renovate Kitchen Facilities-Grand Rapids.

**Lyon:** Renovate Kitchen Facilities-Marshall; Military Vehicle Parking Upgrade-Marshall; MN DOT Tracy Truck Station Addition/Remodeling-Tracy.

**Meeker:** Renovate Kitchen Facilities-Litchfield.

**Morrison:** Renovate Kitchen Facilities, Camp Ripley-Little Falls.

**Mower:** MN DOT High Forest Rest Area ADA-High Forest.

**Olmstead:** Boiler Replacement at the Rochester National Guard Armory-Rochester.

**Pine:** Water Treatment Plant Improvements to Willow River MCF-Willow River.

**Ramsey:** Addition & Remodeling Mann Elementary School-St. Paul; Kitchen Hood Replacement-St. Paul; Fort Snelling Chapel ADA Modifications-St. Paul; 1995 Carver Asbestos Abatement (Carver Elementary School)-Maplewood; Utilities Systems Conversion (Sewer & Water) New Brighton Comf-New Brighton; Public Safety Bldg Additions & Alterations-White Bear Lake; Accessibility Improvements at Cleveland Jr High School-St. Paul; Johnson Senior High School Technology Installation-St. Paul; Governors Mansion-St. Paul.

**Renville:** Roof Replacement at Motor Vehicle Storage Bldg-Olivia.

**Rock:** Interior & Stucco Repair at the Luverne National Guard Armory-Luverne.

**St. Louis:** Northwest Airlines Reservation Center (Iron Range Reservation Center)-Chisholm; Renovate Kitchen Facilities-Hibbing; Renovate Kitchen Facilities-Chisholm.

**Stearns:** Sauk Center Correctional Facility-Sauk Center.

**Swift:** Roof Replacement at Motor Vehicle Storage Bldg-Appleton.

**Watsonwan:** Renovate Kitchen Facilities-St. James.

**Winona:** MN DOT Enterprise Rest Area ADA-St. Charles; MN DOT Dresbach Rest Area ADA-Dresbach.

Copies of the certified wage rate for these projects may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306. The charge for the cost of copying and mailing are \$1.36 per project. Make check or money order payable to the State of Minnesota.

Gary W. Bastian, Commissioner

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grant funds available through any agency or branch of state government. Although some grant 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 notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

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## Department of Economic Security

### Notice of Request for Proposal for an Employer/Industry (E/I) Liaison for the Dislocated Worker Unit, Community Based Services Division, Department of Economic Security

**Purpose of Project:** Minnesota's Dislocated Worker Program will use the E/I liaison to develop and maintain formal linkages to all state, regional, and local business organizations, facilitate E/I involvement in the program, and educate business groups and management about the program's purpose and services available to eligible dislocated workers. The liaison will link their constituencies of businesses and business organizations with State and local program deliverers through Rapid Response activities, information meetings, networking, and other linkage activities to promote the program. The liaison will be an integral member of the Department's Rapid Response team for plant closings and mass layoffs; taking direction from the Department's Rapid Response Coordinator. The Rapid Response Team functions through cooperation, common goal setting through cooperation, common goal setting, consensus decision making and ongoing communication both formally and informally. Each of these functions will be necessary to develop functional Labor-Management Committees which is a principle responsibility of the Rapid Response team.

**Eligible Applicant:** Any private organization duly constituted to provide services to employers.

**Project Costs:** The Department has estimated that the cost of this project should not exceed \$75,000. The Department reserves the right to negotiate the final cost.

**Deadline for Submission of Applications:** Proposals must be received by **4:00 p.m. Wednesday, May 24, 1995.**

Proposals must, at a minimum, address the following:

- I. Description of the applicant's E/I organization, including the percentage of its membership that are businesses employing over 50 workers, geographic area of coverage, mission, services, and experience with dislocated worker program activities. This description must include how the E/I function will fit within the organization and its staffing and budget.
- II. Description of the applicants labor-management philosophy and accomplishments in labor-management cooperation activities.
- III. Description of the applicant's experience in providing training of individuals and organizations.
- IV. Description of how the E/I liaison function will:
  1. Provide linkages between the Department's DWU and statewide and regional businesses and business organizations.
  2. Facilitate E/I involvement and participation in the Minnesota EDWAA program.
  3. Educate E/I organization and workers about the program's purpose and services available.
  4. Promote labor-management committees in conjunction with plant closings and mass layoffs.

V. Affirmative Action

In accordance with the provisions of *Minnesota Statutes*, 1981 Supplement, Section 363.073; for all contracts estimated to be in excess of \$50,000, all responders having more than 20 full-time employees at any time during the previous 12 months must have an affirmative action plan approved by the Commissioner of Human Rights before a proposal may be accepted. Your proposal will be rejected unless it includes one of the following:

1. A copy of your firm's current certificate of compliance issued by the Commissioner of Human Rights; or
2. A letter from Human Rights certifying that your firm has a current certificate of compliance.
3. A notarized letter certifying that your firm has not had more than 20 full-time employees in Minnesota at any time during the previous 12 months.

All proposals must be sent to and received by Jim Korkki no later than **4:00 p.m. Wednesday, May 24, 1995.**

Jim Korkki, Director  
Dislocated Worker Program  
390 North Robert Street  
St. Paul, MN 55101

## State Grants

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For information or if you have questions, call John Harvanko at (612) 297-3416.

**Late proposals will not be accepted.** Submit 5 copies of proposal. Each copy of the proposal must be signed, in ink, by an authorized member of the organization. Prices and terms of the proposal as stated must be valid for the length of the project.

**Evaluation Criteria:** The following criteria will be used to evaluate applications. The maximum score for all the criteria is 100 points. Application length is limited to 6 single spaced, typed pages.

- I. Extent to which the organizations size, areas of work, mission and experience is appropriate to and consistent with the needs and purpose of the Dislocated Worker Unit (35 points).
  - a. Experience of the organization.
  - b. Quality and clarification of their mission and scope of work.
  - c. Qualification of their key personnel.
  - d. Extent to which the budget is adequate to undertake the liaison function.
- II. Extent of past Labor-Management Cooperation (20 points).
  - a. Quality and clarity of past labor-management cooperation.
  - b. Organization's labor-management philosophy being consistent with the philosophy of the Dislocated Worker Program.
- III. Extent of Appropriate/Related Training Experience (15 points).
- IV. Extent to which the E/I liaison functions are translated into a clear workplan (30 points).

## Department of Economic Security

### Notice of Request for Proposal for a Labor Liaison for the Dislocated Worker Unit, Community Based Services Division, Department of Economic Security

**Purpose of Project:** Minnesota's Dislocated Worker Program will use the labor liaison to develop and maintain formal linkages to all state, regional, and local labor organizations, facilitate union involvement in the program, and educate constituent groups and workers about the program's purpose and services available to eligible dislocated workers. The liaison will link their constituencies of worker organizations with State and local program deliverers through Rapid Response activities, information meetings, networking, and other linkage activities to promote the program. The liaison will be an integral member of the Department's Rapid Response team for plant closings and mass layoffs; taking direction from the Department's Rapid Response Coordinator. The Rapid Response Team functions through cooperation, common goal setting through consensus decision making and ongoing communication both formally and informally. Each of these functions will be necessary to develop functional Labor-Management Committees which is a function of the Rapid Response team.

**Eligible Applicant:** Any private organization duly constituted to represent labor in collective bargaining.

**Project Costs:** The Department has estimated that the cost of this project should not exceed \$75,000. The Department reserves the right to negotiate the final cost.

**Deadline for Submission of Applications:** Proposals must be received by *4:00 p.m. Wednesday, May 24, 1995.*

Proposals must, at a minimum, address the following:

- I. Description of the applicant's labor organization, geographic area of coverage, mission, services, and experience with dislocated worker program activities. This description must include how the labor liaison function will fit within the organization and its staffing and budget.
- II. Description of the applicants labor-management philosophy and accomplishments in labor-management cooperation activities.
- III. Description of the applicant's experience in providing training of individuals and organizations.
- IV. Description of how the labor liaison function will:
  1. Provide linkages between the Department's DWU and statewide and regional labor organizations.
  2. Facilitate union involvement and participation in the Minnesota EDWAA program.
  3. Educate constituent labor groups and workers about the program's purpose and services available.

4. Promote labor-management committees in conjunction with plant closings and mass layoffs.

V. Affirmative Action

In accordance with the provisions of *Minnesota Statutes*, 1981 Supplement, Section 363.073; for all contracts estimated to be in excess of \$50,000, all responders having more than 20 full-time employees at any time during the previous 12 months must have an affirmative action plan approved by the Commissioner of Human Rights before a proposal may be accepted. Your proposal will be rejected unless it includes one of the following:

1. A copy of your firm's current certificate of compliance issued by the Commissioner of Human Rights; or
2. A letter from Human Rights certifying that your firm has a current certificate of compliance.
3. A notarized letter certifying that your firm has not had more than 20 full-time employees in Minnesota at any time during the previous 12 months.

All proposals must be sent to and received by Jim Korkki no later than **4:00 p.m. Wednesday, May 24, 1995.**

Jim Korkki, Director  
Dislocated Worker Program  
390 North Robert Street  
St. Paul, MN 55101

For information or if you have questions, call John Harvanko at (612) 297-3416.

**Late proposals will not be accepted.** Submit 5 copies of proposal. Each copy of the proposal must be signed, in ink, by an authorized member of the organization. Prices and terms of the proposal as stated must be valid for the length of the project.

**Evaluation Criteria:** The following criteria will be used to evaluate applications. The maximum score for all the criteria is 100 points. Application length is limited to 6 single spaced, typed pages.

- I. Extent to which the organizations size, areas of work, mission and experience is appropriate to and consistent with the needs and purpose of the Dislocated Worker Unit (35 points).
  - a. Experience of the organization.
  - b. Quality and clarification of their mission and scope of work.
  - c. Qualification of their key personnel.
  - d. Extent to which the budget is adequate to undertake the liaison function.
- II. Extent of past Labor-Management Cooperation (20 points).
  - a. Quality and clarity of past labor-management cooperation.
  - b. Organization's labor-management philosophy being consistent with the philosophy of the Dislocated Worker Program.
- III. Extent of Appropriate/Related Training Experience (15 points).
- IV. Extent to which the labor liaison functions are translated into a clear workplan (30 points).

## Department of Trade and Economic Development

### Electronic School-based Entrepreneurial Resource Center

#### Notice of Grant to Develop and Implement a Computerized On-line School-based Entrepreneurial Resource Center

This Request for Proposals by the Department of Trade and Economic Development (DTED) is for secondary schools or regional education service providers to develop and implement a computerized on-line school-based entrepreneurial resource center that would be operated as a student-owned business and be accessible to all Minnesota schools.

This is a single one time \$2,000.00 grant that will be awarded on a competitive basis. The award must be matched by an equal amount or greater. Completed grant applications are due no later than 2:30 p.m. on Tuesday May 30, 1995.

For further information or a complete Request for Proposal please contact Gerald Wenner by telephone at 800-657-3858, (or 612-297-1844) or at the Office of Regional Initiatives, Minnesota Department of Trade and Economic Development, 500 Metro Square Building, 121 7th Place East, St. Paul, MN 55101.

# Professional, Technical & Consulting Contracts

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

In accordance with *Minnesota Rules Part 1230.1910*, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (612)296-2600 or [TDD (612)297-5353 and ask for 296-2600].

## Department of Administration

### Division of State Building Construction

#### Notice of Requests for Professional Services of Architects, Engineers, Landscape Architects, Professional Testers and Programmers and Designers

##### 1) Contracts Available for Architects, Engineers and Landscape Architects

The Department of Administration (Admin) intends to retain the services of qualified professionally registered architects, engineers, and landscape architects to design, prepare construction drawings and monitor construction of a number of projects during the year commencing July 1, 1995. These projects will be varied in nature and scope and will involve new construction, remodeling projects and facility studies. The total cost of construction or remodeling projects will be less than \$750,000.00 and the fees associated with facility studies will be less than \$60,000.00. Particular emphasis will be placed on the background and experience of the firm on similar projects as well as the firm's geographic proximity to the project.

Firms wishing to be considered for these projects are asked to submit a short brochure or resume consisting of no more than 10 pages giving qualifications and experience of the firm. Qualified applicants will be contacted as the need arises and may be requested to appear in St. Paul for an interview. Firms which responded during the past year need only respond with a letter indicating continued interest as well as significant organization and experience changes since submission of their last brochure.

In submitting their brochures or resumes, firms shall indicate the area or areas shown below in which they possess qualifications.

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| 1) Research and Programming        | 10) Exhibition and Display          |
| 2) Educational                     | 11) Landscape and Site Planning     |
| 3) Health and Medical              | 12) Interiors                       |
| 4) Correctional                    | 13) Water and Waste Facilities      |
| 5) Restoration                     | 14) Energy Supply and Distribution  |
| 6) Office and Administration       | 15) Pollution Control               |
| 7) Recreational                    | 16) Acoustics                       |
| 8) Service and Industrial          | 17) Hazardous Substance Disposition |
| 9) Arts, including Performing Arts |                                     |

In some cases, Admin may enter into annual contracts for investigative studies. These contracts will be prepared on the basis of the needs of Admin.

The names of firms responding will be provided to other agencies of the State and political subdivisions thereof having a need for the services described herein.

Names of qualified firms will be retained on file with Admin until June 30, 1996.

Designers for projects with estimated costs or fees in excess of those shown above will be selected by the State Designer Selection Board. Projects referred to the Board will be advertised in the *State Register*.

##### 2) Contracts Available for Registered Professional and Technical Services

The Department of Administration (Admin) intends to retain the services of qualified professionally registered individuals and firms to conduct site surveys, materials testing, soil borings and tests, and facility investigations. These projects will be varied in nature and scope. The fees associated with these projects will generally be in the \$3,000.00-\$5,000.00 range, although the fees for some projects may exceed this amount.

As projects arise, it is the intention of Admin to contact firms who have expressed an interest in providing such services to the State. The final selection will be made on the basis of the background and experience of the firm, the geographic proximity of the firm to the project site, and an estimate of the fees to be charged for the specific project, and the ability to meet given time frames.

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## Professional, Technical & Consulting Contracts

Firms wishing to be considered for these projects are asked to submit a short brochure or resume consisting of no more than 10 pages outlining their background, qualifications, and fields of expertise.

Qualified applicants will be contacted as the need arises and may be requested to appear in St. Paul for an interview.

Firms which have previously responded to this request need only provide a letter expressing continued interest as well as significant organization and experience changes since submission of their last brochure.

Names of qualified firms will be retained on file with Admin until December 31, 1997. Names of firms will be provided to other agencies of the State and political subdivisions thereof having a need for the services described herein.

### 3) Contracts for Programming and Designing Furnishing Layouts for Public Facilities

The Department of Administration (Admin) intends to retain the services of qualified independent interior designers to program and design furnishing layouts for State facilities, both owned and leased, as well as for political subdivisions through December 31, 1997. These projects would be varied in scope; however, in no case will the fees for an individual project exceed \$35,000.00.

Firms wishing to be considered for these projects are asked to submit a brochure or resume outlining the following information:

1. Name, address, and contact person for the firm;
2. The number of staff involved in interior design and their classifications;
3. Whether the firm has CAAD capabilities;
4. A listing of the number of interior design projects in the past three years in each of the following categories:
  - to 5000 square feet
  - 5001 to 10000 square feet
  - 10001 to 15000 square feet
  - 15001 + square feet
5. A listing of the firms past 10 projects indicating date completed and square footage.
6. An indication of the lines of modular furnishings with which the firm has familiarity.

#### Designers' Services and Responsibilities Will Include the Following Tasks:

1. Interview key personnel and survey existing facilities to collect programming data.
2. Inventory existing equipment and systems furnishings to be reused.
3. Develop prototype workstations.
4. Develop furnishings budget.
5. Prepare (as each individual project requires) space plans and/or furniture, modular furniture and related equipment layouts for Agency approval.
6. Investigate existing conditions and make all necessary field verifications and should they occur, resulting changes to plans.
7. Develop color and finishes for systems furnishings to coordinate with building finishes.
8. Prepare written specifications where applicable for all new furniture, new or refurbished.
9. Prepare a preliminary list cost estimate for all new modular furniture.
10. Based on the approved design, the Designer shall prepare for the Agency's approval, documents consisting of drawings, specifications indicating quantity, product number, description, and list price, and any other document(s) necessary to describe the quantity and the placement of the furnishings and related equipment. The modular furniture will require the following:
  - a. Panel plan(s) to indicate panel height, width, finish information, panel type (i.e.; acoustical, fabric wrapped, powered, etc.) and critical dimensions.
  - b. Electrical plan(s) to indicate dimensioned location of power entry points where panel system interfaces with building power and type of power entry (i.e.; power pole, base power entry, etc.). The plan must indicate the number, location and type of duplex receptacles to be used, and must also locate all voice and data locations.
  - c. Component plan(s) to indicate size, type, finish information, and any instructions necessary for complete installation (i.e.; install heights, special conditions, etc.).
  - d. Reconfiguration plan(s) shall be developed when existing modular furniture is to be reused in a new floor plan(s), and when reconfigured in phases the phases must be indicated on the floor plan(s).

## Professional, Technical & Consulting Contracts

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11. Documents shall be prepared to include, but not limited to:

- a. Floor plans showing functional relationships between work units.
- b. Floor plans indicating furniture types and arrangements.
- c. Furniture specifications.
- d. Furniture/furnishings installation schedule, including critical dimensions.

12. Prepare move documents indicating the location of all existing furniture to be reused and any special instructions necessary for moving and placement of existing furnishings. Where existing modular furniture is to be reused, a list must be provided to installers indicating existing product to be reused, excess existing product, and new product required. If the reconfiguration is to be completed in phases the list must be broken down into their respective phases.

13. Review with the Dealer/Manufacturer the schedules for delivery and installation of the modular furniture. The Designer shall not be held responsible for any malfeasance, neglect or failure of the supplier or installer to meet completion schedules or to perform respective duties and responsibilities.

14. All interpretations necessary for the installation of those portions of the work where the Designer is responsible, shall be supplied by the Designer.

15. Review and respond to the suppliers submittals of shop drawings, product data, samples, etc., but only for those portions of the design for which the Designer is responsible, and for conformance only with the information given in the documents. The Designer's review of shop drawings, product data and samples shall not relieve the Agency and its suppliers and/or installers of responsibility for any deficiencies in, or deviations from the requirements of the Documents, unless written notice is given to the Designer at the time of submittal.

16. The Designer shall review the placement of all items to determine that the modular furniture and related equipment have been installed in accordance with the Documents, or shall provide directions to alter locations.

Firms wishing to be considered for one or more of the contracts described in this announcement may send their brochure of no more than 10 pages and other pertinent information to Division of State Building Construction, Room G-10, State Administration Building, St. Paul, Minnesota 55155, *Attn:* George Iwan.

## Department of Corrections

### Health Services Unit

### Notice of Request for Proposals for the Professional Services of an Ophthalmologist, Optometrist, Pharmacy, Psychiatric Services, Dietician, Physical Therapist, Electrocardiogram Services, Nurse Practitioner Services, Medical Bill Auditing Services, Physician Services and Medical Case Management Services

#### OPHTHALMOLOGIST

The Minnesota Department of Corrections' Health Services Unit is requesting proposals for services of an ophthalmologist who will visit Minnesota Correctional Facilities Stillwater and Oak Park Heights. The ophthalmologist will coordinate tertiary eye care for inmates and advise on continued and future ophthalmological services and equipment.

#### OPTOMETRIST

The Minnesota Department of Corrections' Health Services Unit is requesting proposals for an optometrist to perform refractions and provide consultations at the Minnesota Correctional Facility - St. Cloud.

#### PHARMACY

The Minnesota Department of Corrections' (DOC) Health Services Unit is requesting proposals for the provision of centralized pharmacy services at our Stillwater, Oak Park Heights, Lino Lakes, St. Cloud, Shakopee, Faribault and Willow River/Moose Lake Correctional Facilities.

#### PSYCHIATRIC SERVICES

The Minnesota Department of Corrections' Health Services Unit is requesting proposals for psychiatric consultation services to Minnesota Correctional Facilities - Stillwater, Lino Lakes, Shakopee, St. Cloud, Faribault, Oak Park Heights, Willow River/Moose Lake, and at the Department of Corrections' Mental Health Unit. Services include initial psychiatric evaluation, prescription of psychotropic medications, evaluate/certify mental illness for emergency holds and judicial commitment.

### DIETICIAN

The Minnesota Department of Corrections' Health Services Unit is requesting proposals for a dietician to provide dietary consultation to the inmates at the Minnesota Correctional Facilities - Stillwater, Oak Park Heights, Lino Lakes, St. Cloud, Willow River/Moose Lake, and Shakopee.

### PHYSICAL THERAPIST

The Minnesota Department of Corrections Health Services Unit is requesting proposals for physical therapy services at the Minnesota Correctional Facilities - Stillwater, Oak Park Heights, Lino Lakes, and Faribault. Treatments provided on-site, limited equipment and space available.

### ELECTROCARDIOGRAM SERVICES

The Minnesota Department of Corrections' Health Services Unit is requesting proposals from qualified vendors to provide electrocardiogram services to Minnesota Correctional Facilities - Stillwater, Lino Lakes, Shakopee, St. Cloud, Faribault, Oak Park Heights, Willow River/Moose Lake. Vendor would provide on-site installation and field service maintenance for computer hardware. The contract would cover ECG supplies, printed ECG strips and interpretation for diagnosis. Emergency overread and call back services by a qualified physician.

### NURSE PRACTITIONER SERVICES

The Minnesota Department of Corrections' Health Services Unit is requesting proposals for the provisions of nurse practitioner services for inmates of the Minnesota Correctional Facilities.

### MEDICAL BILL AUDITING SERVICES

The Minnesota Department of Corrections' Health Services Unit is requesting proposals for medical bill auditing services. Services would include sorting, prescreening and bill audits, and identifying and resolving charges in hospital and provider billings that are inaccurate, medically inappropriate or excessive.

### PHYSICIAN SERVICES

The Minnesota Department of Corrections' Health Services Unit is requesting proposals for primary care physician services at Minnesota Correctional Facilities - Stillwater, Oak Park Heights, St. Cloud, Lino Lakes, Shakopee, Faribault, Red Wing, Sauk Centre, and Willow River/Moose Lake. They will advise the institution wardens and the department's health care administrator as necessary regarding the delivery of health care services to this population.

### MEDICAL CASE MANAGEMENT SERVICES

The Minnesota Department of Corrections' Health Services Unit is seeking proposals for medical case management services for the Minnesota Correctional Facilities.

#### Duties:

- 1) Provide medical case management of all referral services for the department.
- 2) Provide medical opinion and recommendations on medical issues facing the department.
- 3) Review and recommend changes of department medical policies and procedures.
- 4) Attend semi-annual meetings with the Department of Corrections physicians as scheduled by the Health Care Administrator.
- 5) Conduct on-site visits and meet with institution staff as deemed mutually necessary.
- 6) Consult with institution physicians and referral specialists necessary.

#### Bidding Process:

Sealed proposals (original and 1 copy) for providing services will be received until **Monday, May 8, 1995** close of business (4:30) at Minnesota Department of Corrections, 300 Bigelow Bldg., 450 North Syndicate Street, St. Paul, Minnesota 55104. **Proposals must be received at the above address on or before the time and date specified.**

Proposal information is restricted and not publicly available until after the bid is awarded.

Proposals are to be prepared simply, providing a straight forward concise description of the vendor's capabilities to satisfy the requirements of this proposal.

If no Request for Proposals are received, we will renegotiate contracts with existing vendors.

For additional information contact:

Dana P. Baumgartner, Health Care Administrator

## Professional, Technical & Consulting Contracts

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Department of Corrections  
300 Bigelow Building  
450 N. Syndicate Street  
St. Paul, Minnesota 55104  
Phone: (612) 642-0248

### Department of Human Services

#### Chemical Dependency Division

#### Request for Proposals to Conduct a Minnesota State Demand and Needs Assessment Survey on Abuse and Dependency on Alcohol and Other Drugs and Need for Treatment

The Minnesota Department of Human Services, Chemical Dependency Division, is soliciting proposals from qualified parties to conduct a telephone survey of 11,000 Minnesota adults aged 18 years and older.

The primary objective of the Adult Household Survey (AHS) is to obtain accurate estimates of the number of adults in the general population in Minnesota who are abusing or dependent on alcohol or other drugs and are in need of treatment. Such estimates are essential to obtaining and targeting funding and designing prevention and treatment programs.

Respondents are randomly-selected individuals living in households selected by stratified random sampling. Oversampling of American Indians, Asian Americans, Hispanics, and African Americans will also be done.

The AHS questionnaire was designed by staff at the National Technical Center at Harvard University for the federal Center for Substance Abuse Treatment (CSAT) and has been or is being conducted in over 30 states. The average interview time for the AHS core is approximately 20 minutes. The Minnesota-specific items will take no more than 10 additional minutes to complete. No questions will be added or deleted from the AHS questionnaire without CD Division approval.

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

The department has estimated that the cost of this project should not exceed \$475,000. All proposals must be submitted no later than June 20, 1995.

For a copy of a more detailed explanation of this request for proposals, please contact:

Tim Beebe  
Needs Assessment Project Manager  
Department of Human Services  
Chemical Dependency Division  
444 Lafayette Road  
St. Paul, Minnesota 55155-3823  
(612) 296-4617  
FAX #: (612) 297-1862

### Iron Range Resources and Rehabilitation Board

#### Notice of Request for Proposals to Publish the Tabloid Magazine: *RangeView*

The Iron Range Resources and Rehabilitation Board (IRRRB) is seeking proposals from qualified consultants and companies to publish *RangeView*, a tabloid magazine intended to promote northeastern Minnesota and the efforts of the IRRRB. The piece serves to promote tourism and economic development opportunities in the region, and to market northeastern Minnesota as a great place to live, work and visit. The publication is published three times per year.

#### Goal

It is the goal of this project that *RangeView* be published three times per year (Fall 1995, Winter/Spring 1995-96 and Summer 1996). In addition, special editions will be developed as directed, such as the Fall "Northeastern Minnesota Made" issue which promotes products made in northeastern Minnesota. Features/articles will cover business development, tourism, investment opportunities, quality of life, cross-marketing of IRRRB facilities and area resorts, tourism amenities and economic development incentives; all related to the Taconite Tax Relief Area.

### Project Scope and Work Program

The IRRRB requests that respondents address the following sample tasks, explaining in detail their proposed plans to accomplish stated objectives for each task. Respondents should estimate the total time and total cost that will be allotted to each area of consideration, correspondingly breaking down each general task.

The contract will begin immediately on July 1, 1995, and will be completed by June 30, 1996.

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

Prospective responders who have any questions or would like to request a complete request for proposal may call or write:

Jodi Phelps, Project Coordinator  
IRRRB  
P.O. Box 441  
Eveleth, Minnesota 55734  
(218) 749-7721

**It is anticipated that evaluation and selection will be completed by May 19, 1995.**

## Department of Trade and Economic Development

### Notice of Categorical Exclusion from Environmental Review

The purpose of this notice is to advise the public that the Department of Trade and Economic Development (DTED) staff has reviewed the proposed septic system loans that will be made under the Tourism Loan Program Rules (*Minnesota Rules* 4308.0010 - 4308.0090). It has been determined that these septic system loans are not subject to the preparation of an Environmental Assessment Worksheet (EAW).

The Tourism Loan Program has applied for funds under the Minnesota Water Pollution Control Revolving Fund and is, therefore, subject to the State environmental review process. Individual sewage treatment system upgrades or replacements within this project will be in accordance with *Minnesota Rules* ch. 7080, which provide the minimum standards and criteria for design, location, installation, use, and maintenance of individual sewage treatment systems.

If you have questions, comments, or desire additional information about the project, please contact Bob Ahlin at 612-296-6858.

Your interest in Minnesota's environment is appreciated.

## Department of Transportation

### Finance and Administration Division

### Notice of Availability of Contract for System Design and Cost Benefit Analysis to Integrate Mn/DOT's Distribution Lists

The Department of Transportation is requesting proposals for determining the design requirements for an integrated, re-engineered department-wide distribution system, and then re-programming the application in the Mail Center to serve as a component of, and within the context of, the design requirements for the re-engineered department-wide system.

The department has estimated that the cost of this project need not approach but shall not exceed \$40,000.00. It is anticipated that the contract period will begin May 30, 1995 and continue through July 30, 1995.

For further information, or to obtain a copy of the completed Request for Proposal, contact:

Judith A. Weinig  
Office of Administrative Services  
Minnesota Department of Transportation  
Mail Stop 250 - Room 308  
395 John Ireland Boulevard  
Saint Paul, Minnesota 55155  
(Phone: 612-297-2914)

Proposals must be received at the above address no later than 4:00 p.m. on May 15, 1995.

## **Non-State Public Bids, Contracts & Grants**

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This request does not obligate the State of Minnesota, Department of Transportation to complete the work contemplated in this notice, and the department reserves the right to cancel this solicitation. All expenses incurred in responding to this notice shall be borne by the responder.

## **Non-State Public Bids, Contracts & Grants**

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The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *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.

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### **Minnesota Historical Society**

#### **Notice of Request for Bids for Concrete Repair and Patching and Expansion Joint Replacement at Fort Snelling History Center, St. Paul**

The Minnesota Historical Society is seeking bids from qualified firms to provide Concrete Repair and Patching and Expansion Joint Replacement at Forth Snelling History Center, St. Paul, MN.

The project will be accomplished with the use of Belzona brand elastomers and related products.

The Request for Bids is available from Gary W. Goldsmith, Contracting Officer, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, MN 55102. Telephone (612) 297-5863.

Complete specifications and details concerning submission requirements, site visit and bid deadlines are included in the Request for Bids.

### **Metropolitan Council**

#### **Notice of Request for Proposals for the "Agency" Transportation Portion of the Metro Mobility Program**

The Metropolitan Council of the Twin Cities of Minneapolis and St. Paul, Minnesota, has prepared a Request for Proposals (RFP) for the "Agency" transportation portion of its specialized paratransit program, Metro Mobility. Agency service is approximately 40 percent, based on ridership, of the total Metro Mobility program.

The RFP scope of work includes three "blocks of work" delivering Metro Mobility certified customers in a "turnkey" purchase of service operation under contract to the Metropolitan Council to agencies located in Hennepin and Ramsey Counties. Turnkey purchase of service means that the contractor's provide at an hourly rate, the labor to operate the service including drivers, dispatchers and administration; a site/location with maintenance and administrative facilities; insurance coverage meeting minimum state requirements; performance bond equating to 10 percent of the proposed value; and PASS software by On-Line Data Products as well as hardware to operate the software.

There were approximately 100,000 revenue hours for all Metro Mobility agency service in 1994. Ridership was approximately 450,000 for 1994. A vast majority of the service occurs weekdays, excluding holidays, during a.m. and p.m. peak periods.

Interested potential proposers may receive a "Metro Mobility Agency Transportation" RFP by either faxing a request to (612) 229-2739 or by mailing a request by certified mail or overnight premium service to:

Mark W. Fuhrmarin  
Transportation Systems Evaluation/Implementation Manager  
Metropolitan Council  
230 East Fifth Street, 7th Floor  
St. Paul, MN 55101

Joint proposals, with one firm being the prime contact, are acceptable and encouraged. Those requesting RFP's will be the only firms receiving any addenda after May 10, 1995, unless otherwise specified. Targeted Group Businesses are encouraged to apply.

If there are any questions about this notice, please call me at (612) 229-2722.



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## Volunteer Program Development Tools

### The Power and Potential of Youth in Service to Communities

Comprehensive guide to developing and sustaining a successful and meaningful youth volunteer program. Learn what it takes--- from developing a mission, vision and management philosophy to identifying skill and ability experiences suitable for youth age 5-24; from defining a program structure and outcomes to understanding common concerns and issues. Includes information on model programs throughout the state. 96pp. (MOVS, 1993)  
Stock No. 10-48 \$16.00



### Planning it Safe: How to Control Liability & Risk in Volunteer Programs

Offers concrete suggestions, clear definitions, and a preventive approach to managing legal risk and liability concerns of volunteer programs. Discusses liability for personal injury, business liability, possible protection from liability, basic concepts of risk management, and specific risks your organization may face. 112pp. (MOVS, 1992)  
Stock No. 10-45 \$17.95

### Promise of the Future/Responsibility Today

Report sites findings of the Governor's Blue Ribbon Committee on Mentoring and Your Community Service (1989-90). Includes recommendations for mentoring programs/youth community service as a means to match caring responsible individuals with youth to encourage and guide their personal growth and development. 56pp. (MOVS, 1991)  
Stock No. 10-16 \$15.00

### Bridging the Gap: A Training Manual for Respite Care Volunteers

Program assistance for the project director, coordinator of volunteers, or anyone associated with the training of volunteers in a respite care program for caregivers of chronically ill, frail, and elderly individuals. The manual offers ideas, plans, and resources to recruit, train, place and retain volunteers in a respite care program. Provides flexibility/options that enable the trainer to pick and choose training activities that are appropriate for the participants, the time available, and the trainer's skills. Topics covered include:

- \* Recruiting volunteers
- \* Orientation
- \* Resources
- \* Handouts and forms
- \* Practical tips
- \* Guidelines for trainers
- \* Ice breaker activities
- \* Understanding the caregiver
- \* Communications skills
- \* Dealing with grief and loss

Looseleaf, 200pp. (MN Dept. of Human Services, 1994) Stock No. 10-50 \$35.00



