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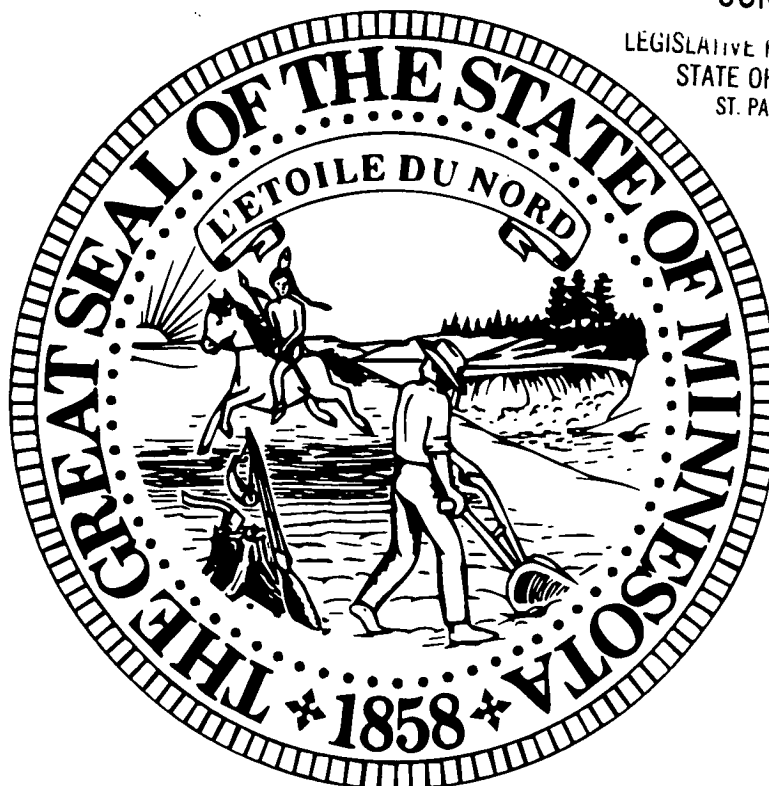
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The Minnesota  
**State  
Register**

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**Rules and Official Notices Edition**

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**Monday 1 July 1996**  
**Volume 21, Number 1**  
**Pages 1-38**

# 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. 21 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
# 1	Monday 1 July	Monday 17 June	Monday 24 June
# 2	Monday 8 July	Monday 24 June	Friday 28 June
# 3	Monday 15 July	Friday 28 June	Monday 8 July
# 4	Monday 22 July	Monday 8 July	Monday 15 July

Arne H. Carlson, Governor 612/296-3391	Hubert H. Humphrey III, Attorney General 612/297-4272	Joan Anderson Growe, Secretary of State 612/296-2079
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To submit notices for publication in the *State Register*, contact the editor listed above. The charge is \$80.00 per page, billed in tenths of a page (columns are seven inches wide). About 2-1/2 pages typed double spaced on 8-1/2"x11" paper equal one typeset page in the *State Register*. Submit TWO COPIES of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and with contracts for professional, technical and consulting services a "Certification/Internal Contract Negotiation" form. Non-State Agencies should submit TWO COPIES, with a letter on your letterhead stationery requesting publication and date to be published. Send to the *State Register* at the address listed below.

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- *Contracts Supplement* (published every Tuesday, Wednesday, Friday) One year subscription: \$125.00 via first class mail, \$140.00 via fax or through our On-Line Service via your computer modem. For a free sample demo of the On-Line Service call via your modem: 612/821-4096. Access item "S": *State Register* Modem parameters 8-N-1 1200/2400. By purchasing the On-Line access you are agreeing to not redistribute without authorization.
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- "*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.
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### FOR LEGISLATIVE NEWS

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

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

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

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is published monthly.  
The *State Register Contracts Supplement* with commodities and price contracts advertised by the state is published every Tuesday, Wednesday and Friday. Award results are currently only available from the Materials Management Helpline.

Individual copies and subscriptions for both publications are available through Minnesota's Bookstore, (612) 297-3000 or 1-800-657-3757.

Vendors interested in responding to the commodity and price contracts advertised in the *Contracts Supplement* should contact the Department of Administration **Materials Management Division 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.

## Volume 21, issue #1

### Arts Board

1900.0110; .0210; .0310; .0410; .0510; .0610; .0710; .0810; .0910;  
.1010; .1110; .1210; .1310; .1410; .1510; .1610; .1710; .1810;  
.1910; .2010; .2110; .2210; .2310; .2410; .2510; .2610; .2710;  
.2810; .3110; .3210; .3310; .3410; .3510; .3610; .3710; .3810;  
.3910; .4010; .4110 (adopted)..... 5  
1900.0100; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900;  
.1000; .1100; .1200; .1300; .1400; .1500; .1600; .1700; .1800;  
.1900; .2000; .2100; .2200; .2300; .2400; .2500; .2600; .2700;  
.2800; .2900; .3000; .3100; .3200; .3300; .3400; .3500; .3600;  
.3700; .3800; .3900; .4000; .4100; .4200; .4300; .4400; .4500;  
.4600; .4700; .4800; .4900; .5000; .5100; .5200; .5300; .5400;  
.5500; .5600; .5700; .5800; .5900 (repealed)..... 5

### Health Department

4688.0005; .0010; .0030; .0040; .0050; .0060; .0070; .0080; .0090;  
.0100; .0110; .0120; .0130; .0140; .0150; .0160 (adopted)..... 6



## 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 the Arts

### Adopted Permanent Rules Governing Procedures for Receiving and Reviewing Requests for, and Standards for Distribution of, Grants or Other Forms of Assistance

The rules proposed and published at *State Register*, Volume 20, Number 39, pages 2348-2374, March 25, 1996 (20 SR 2348), are adopted with the following modifications:

#### Rules as Adopted

#### 1900.1910 ADDITIONAL REQUIREMENTS AND PROCESSES FOR ARTIST ASSISTANCE PROGRAMS.

Subp. 4. **Criteria used by advisory panel to make recommendations to board.** The primary review criterion by which an artist assistance application shall be evaluated by the advisory panel, with the exception of the career opportunity grant application, to make recommendations to the board is artistic quality of work, as demonstrated by an artist's work sample. In addition, the secondary criteria stated in items A to C apply to specific program areas.

#### 1900.2010 ADDITIONAL REQUIREMENTS AND PROCESSES FOR ARTS IN EDUCATION PROGRAMS.

Subp. 4. **Criteria used by advisory panel to make recommendations to board.** The criteria apply to the specific programs in items A and B.

A. For arts in education school support, the five review criteria by which an applicant shall be evaluated by the advisory panel to make recommendations to the board for an arts in education school support grant are listed in subitems (1) to (5). Artistic quality and merit shall be the primary criteria and equally important. Ability of the school applicant to accomplish the residency, demand or need for the residency, impact of the proposed residency on school curricula, and growth in and increased local commitment to school arts programming shall be secondary criteria and equally important. The fifth criterion, growth in and increased local commitment to school arts programming, shall be only for previous grant recipients of the board's arts in education school support program. The criteria are:

B. For arts in education organizational support, the four review criteria by which an applicant shall be evaluated by the advisory panel to make recommendations to the board for an arts in education organizational support grant are in subitems (1) to (4). Artistic quality and merit of the residency program shall be the primary criteria and equally important. Ability of the applicant to accomplish the residencies, demand or need for the program, and impact of the proposed residency program on school arts curricula shall be secondary criteria and equally important. The criteria are:

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

## Adopted Rules

### Department of Health

#### Adopted Permanent Rules Governing Essential Community Providers

The rules proposed and published at *State Register*, Volume 20, Number 20, pages 1142-1148, November 13, 1995 (20 SR 1142), are adopted with the following modifications:

##### Rules as Adopted

##### **4688.0001 STATUTORY AUTHORITY.**

Parts 4688.0001 to 4688.0160 are authorized by *Minnesota Statutes*, section 62Q.19. Parts 4688.0001 to 4688.0160 must be read in conjunction with all applicable federal and state, constitutional, treaty, statutory, and rule provisions which govern the Indian Health Service, service units and facilities, and Indian tribal governments. Nothing in parts 4688.0001 to 4688.0160 is intended to interfere with the sovereignty of Indian tribal governments, including the manner in which they provide, pay for, or charge for health care services.

##### **4688.0020 APPLICATION.**

An application for ECP designation shall be made on forms provided by the commissioner. The applicant shall provide all of the information described in items A to G.

B. The applicant's status as either:

(1) a local government unit, an Indian tribal government, ~~an~~ the Indian Health Service unit, a service unit or facility, or a community health board; or

G. Any other information related to qualification of the applicant for ECP designation as requested by the commissioner that is reasonably necessary to enable the commissioner to carry out the duties under this chapter and *Minnesota Statutes*, section 62Q.19 to determine whether the application should be granted or denied.

##### **4688.0040 CRITERIA FOR ECP DESIGNATION BY COMMISSIONER.**

Subp. 3. **Supportive and stabilizing services.** The applicant must provide or coordinate the provision of supportive and stabilizing services for uninsured persons, high risk and special needs populations, and underserved and other special needs populations in a manner that is appropriate to the populations served by the applicant as identified in the application and to the geographic area served by the applicant and must include the criteria in items A to D. If the applicant provides related services other than those listed, or if the service is not appropriate for the applicant to provide, the applicant shall report this, and provide an explanation, to the commissioner.

B. The applicant must provide at least one of the following child care services:

(2) coordination with an unlicensed day care provider who is exempt from the licensing requirements of applicable state law, including *Minnesota Statutes*, section 245A.03, subdivision 2;

D. The applicant must provide at least one of the following culturally sensitive and competent services options:

(1) some professional staff are ~~from the culture~~ familiar with the cultural background of clients; or

Subp. 5. **Fees.** Only nonprofit entities are required to utilize a sliding fee schedule. The applicant's sliding fee schedule must meet all of the following criteria:

##### **4688.0050 REQUIREMENTS FOR CONTRACTS WITH HEALTH PLAN COMPANIES.**

A health plan company that contracts with providers shall offer a provider contract to all designated ECPs located within the health plan company's approved service area. An ECP shall agree to ~~contract with~~ serve, with or without a contract, all health plan companies within whose approved service area the ECP is located. The provider contract shall be the same or substantially similar to those offered to health plan providers who provide the same type or category of services, unless the parties mutually agree to a different contract. The provider contract shall include all of the services designated by the commissioner to the extent the services are covered under any health plan company certificate of coverage. Every provider contract between a designated ECP and a health maintenance organization, community integrated service network, or integrated service network shall contain the provisions of *Minnesota Statutes*, section 62D.123. Designation of an applicant as an ECP shall not directly or indirectly require a health plan company to contract with a related organization that is affiliated with the designated ECP but is neither designated nor eligible for designation as an ECP. For the purposes of parts 4688.0001 to 4688.0160, "related organization" has the meaning given in *Minnesota Statutes*, section 317A.011, subdivision 18.

**4688.0100 OTHER PROVIDERS.**

A health plan company may make other providers available to its high risk and special needs populations, and underserved and other special needs populations, for any and all services provided by an ECP. Nothing in this chapter requires that high risk and special needs populations, and underserved and other special needs populations be served exclusively by designated ECPs. ~~It is the intent of this chapter that high risk and special needs populations and underserved and other special needs populations be provided a choice of providers, to the extent and in the manner provided by their certificate of coverage, which shall include designated ECPs.~~

**4688.0110 COVERAGE.**

Not all ECP services designated by the commissioner and contained in the contract between the ECP and the health plan company may be paid for under an enrollee's certificate of coverage. Designation of a service included in a contract between an ECP and a health plan company as an ECP service does not require a health plan company to cover that service. Designation of an entity as an ECP does not add benefits to an enrollee's certificate of coverage.

**4688.0160 ANNUAL REPORTS.**

Every ECP shall file an annual report with the commissioner on or before ~~March +~~ April 15. Except as otherwise provided by this part, the report shall be on forms prescribed by the commissioner and shall include all of the following information:

I. any other information relating to the continuing qualification of the entity for ECP designation as is reasonably necessary to enable the commissioner to carry out the duties under this chapter and Minnesota Statutes, section 62Q.19, requested by the commissioner that is reasonably necessary to determine whether the entity continues to qualify for ECP designation.

An ECP that is a community health board as defined in Minnesota Statutes, chapter 145A, may attach a copy of the documentation provided to the Department of Health in the annual report for community health boards, including the maternal child health report, that provides the information required under one or more of items A to L. The ECP must indicate in the ECP annual report that the community health board annual report is being submitted in full or partial satisfaction of the requirements of this part.

**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.

# ERRATA

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## Pollution Control Agency

### Correction to Request for Comments on Planned Amendments to Rules for Aboveground Storage of Products Capable of Polluting the Waters of the State

In the June 10, 1996 *State Register* the Minnesota Pollution Control Agency - Division of Hazardous Waste published a Request for Comments on Planned Amendments to Rules Governing Aboveground Storage of Products Capable of Polluting the Waters of the State, *Minnesota Rules* 7100.0010-7100.0090. Within that section, *Minnesota Statutes*, section 116.47 was errantly referred to as 115.03 subdivision 8.

## Executive Orders

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### Office of the Governor

#### Emergency Executive Order #96-11: Declaring a State of Emergency in the State of Minnesota

I, JOANNE E. BENSON, LIEUTENANT 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**, on May 17, 18, and 19, 1996, severe storms accompanied by very heavy rainfall, resulting in record flooding and strong straight-line winds, have adversely affected a large portion of northwestern, central, and southeastern Minnesota; and

**WHEREAS**, this event has added considerable damage to the public infrastructure as well as to homes, farms, and businesses in portions of the state already ravaged by major flooding; and

**WHEREAS**, in addition to the fourteen counties that were determined to have extensive damage and in need of supplementary state and federal disaster assistance by Emergency Executive Order 96-5, the following counties have now been assessed and determined to also have extensive damage; Chisago, Clay, Dakota, Dodge, Faribault, Freeborn, Houston, Lake of the Woods, Olmsted, Pope, Sibley, Steele, Stevens, Wabasha, Waseca, and Washington.

**WHEREAS**, the resources of local government and private relief agencies are being fully utilized to respond to the crisis; and

**WHEREAS**, those resources are expected to be exhausted as the recovery process continues;

**NOW, THEREFORE**, I hereby order that:

A State of Emergency exists in the State of Minnesota and do direct the Division of Emergency Management, in conjunction with the Federal Emergency Management Agency and other state and federal agencies, to determine the need for supplementary disaster aid and to coordinate the provision of any such assistance as necessary under existing state and federal authority.

Pursuant to *Minnesota Statutes* 1994, section 4.035, subd. 2, this Order is effective immediately and shall remain in effect until rescinded by proper authority or it expires in accordance with *Minnesota Statutes* 1994, section 4.035, subd. 3.

**IN TESTIMONY WHEREOF**, I have set my hand this eighteenth day of June, 1996.

Joanne E. Benson  
Lieutenant Governor

Filed According to Law:  
Joan Anderson Growe  
Secretary of State

Pursuant to the provisions of Minnesota Statutes §14.101, 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 & Plant Protection Services Division

#### Notice of Cancellation of Minnesota Agricultural Response Compensation Board Meeting

The scheduled Agricultural Chemical Response Compensation Board (ACRRA Board) meeting set for July 17, 1996 has been cancelled. The next regularly scheduled meeting will be **August 21, 1996**. This meeting will be held at *St. Paul Downtown/Holman Field Airport*, 644 Bayfield, St. Paul, Minnesota, second floor Conference Room at **9:00 a.m.** Please call the ACRRA Program, 297-3490, should you require additional information.

### Office of the Attorney General

#### Meeting Notice on Proposed Revisions to Brochure, "Landlords and Tenants: Rights and Responsibilities"

Pursuant to *Minnesota Statute* 504.22 subdivision 4a, the Attorney General's Office will hold a public meeting regarding proposed revisions to the brochure, "Landlords and Tenants: Rights and Responsibilities." The meeting will be held on Wednesday, July 3, 1996, from 10:00 to 10:45 a.m., at 1400 NCL Tower, 445 Minnesota Street, St. Paul, MN 55101. If anyone attending needs a reasonable accommodation, please contact Allison O'Toole at (612) 215-1533 by Monday, July 1.

We'd also be happy to take comments by mail, phone or fax. Please contact Allison O'Toole at (612) 215-1533, to request the revised brochure text. She will take comments by phone at (612) 215-1533, by fax at (612) 296-9663, or by mail at 1400 NCL Tower, 445 Minnesota Street, St. Paul, MN 55101.

### Department of Economic Security

#### Request for Comments on Planned Adoption of Rules Governing Extended Employment, *Minnesota Rules* 3300.2050 - 3300.3050

**Subject of Rule:** The Department of Economic Security requests comments on its planned adoption of rules covering: an individual's eligibility for extended employment, the certification of rehabilitation facilities and the methods, criteria and units of distribution for the allocation of state funds to certified rehabilitation facilities.

**Persons Affected:** The adoption of the rules would likely affect rehabilitation facilities, rehabilitation advocacy groups, county social service agencies, consumers and consumer parents and legal guardians. The department has appointed an advisory committee (task force) to comment on the planned rules. Its members are:

Carol Pankow	MN Dep't of Human Services
Curt Strom	MN Council on Disability
Bill Harris	Winona ORC
Jim Steiner	Opportunity Training Center
Lou Besser	Owobopte Industries, Inc.
John Trepp	Tasks Unlimited
Virginia Selleck	MN Dep't of Human Services
Nancy Harding	ARC - Ramsey County
Mary Jo Nichols	Governor's Council on Developmental Disabilities
Cathy Urbain	PACER Center
Steven Schmit	Hennepin County
Gail Lundeen	MN Dep't of Human Services, TBI Program
Clifford Poetz	Advocating Change Together

## Official Notices

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Lisa Rotegard	MN Dep't of Human Services - Long Term Care Svcs
Walter Rupp	Advocating Change Together
Chuck Sandy	MN Dep't of Economic Security - Rehabilitation Services
Jackie Webb	Mental Health Consumer/Survivor Network of MN
Pam Year	Mankato Rehabilitation Center

**Statutory Authority:** *Minnesota Statutes* § 268A.15, Subdivision 3 requires the department to adopt rules covering the subjects identified above.

**Public Comment:** Interested persons or groups may submit comments or information on these planned rules in writing or orally until 4:30 pm on October 1, 1996. The department has not yet prepared a draft of the planned rule. Written or oral comments, questions, requests to receive a draft of the proposal when it has been prepared, and requests for more information on this planned rule should be addressed to:

David Sherwood-Gabrielson  
Minnesota Department of Economic Security  
Rehabilitation Services  
390 North Robert Street  
St. Paul, MN 55101  
612/296-9150  
Fax 612/297-5159  
TTY: 612/296-3900

Comments submitted to this notice will NOT be included in the formal rulemaking record when a proceeding to adopt is started.

R. Jane Brown, Commissioner

## Department of Health

### Division of Environmental Health

#### Request for Comment on Planned Rules Governing Certification of Managers of Food Service Operations

**Subject of Rule.** The Minnesota Department of Health requests comment on the planned development of a rule governing the certification of the managers of food service operations and the approval of training courses. The rules under development are anticipated to require the examination of persons who may prepare, store, package, serve, vend or otherwise provide food for human consumption. At this time food service operations are targeted to require certified operators if the operation:

- serves potentially hazardous food that requires extensive processing on the premises, including manual handling, cooling, reheating or holding for service;
- prepares food several hours or days before service;
- serves menu items that epidemiologic experience has demonstrated to be common vehicles of food-borne illness;
- serves potentially hazardous food but with minimal holding between preparation and service; or
- serves food, such as pizza, that requires extensive handling followed by heat treatment.

**Persons affected.** The rules will likely affect operations licensed by the departments of health and agriculture as food or beverage establishments or food handlers. These rules may affect persons engaged in an operation that stores, prepares, services or otherwise provides food for human consumption. These rules will affect persons who provide or may want to provide training for certification. Food service operations may include restaurants, schools, caterers, markets, vending operations, retail bakeries, mobile food units and carts, congregate dining operations, boarding homes, cafeterias, custom processors, and grocery operations with food service operations where food is prepared or handled such as delicatessens, take out, or restaurants.

Persons affected are the consumers of food and those who may provide training to persons in proper food preparation, sanitation and handling practices.

The department will work with an advisory work group to develop these rules. Members of the group will include representatives of urban and rural counties and local public health agencies, grocers, the hospitality industry, vending and baking industries, manufacturers of sanitizers, small custom food processors, the retail and manufacturing food industry, and academics of food science.

Parties representing the beef and pork industries, food employee trainers, educators, food equipment and technology representatives, federal officials, members of the Governor's Food Safety Advisory Committee, resorts, bed and breakfasts, hotels, motels, convenience stores, health care facilities, and certified food managers and registered dietitians may also participate in an advising capacity. One or two work group meetings will be held during July. Meetings will be open to the public. Public information meetings on a draft rule will be held in June.

**Statutory authority.** Authority for the commissioner of health to adopt standards governing the certification of food service managers is found in *Minnesota Statutes*, section 157.011, subdivision 2 which states:

The commissioner [of health] shall:

- (1) adopt rules for certification requirements for managers of food service operations; and
- (2) establish in rule, criteria for training and certification.

Authority to set fees to administer a certification program are found in *Minnesota Statutes*, section 144.122 paragraph (a) and will be adopted in accordance with *Minnesota Statutes*, section 16A.1285.

**Public comment.** Interested persons or groups may submit comment or information on this planned rule in writing or orally until a notice of proposed rule adoption is published in the *State Register*. The department will have drafts of the planned rule available at various times during the rule development process. Written or oral comment, questions, requests to receive copies of draft rule material, requests to be notified when the rule advisory or information meetings will be held, or to be notified when the rules are proposed should be addressed to:

Mary Sheehan  
Minnesota Department of Health  
Division of Environmental Health  
121 East Seventh Place  
St. Paul, Minnesota 55164-0975  
(612) 215-0870

Comment submitted in response to this notice will not be included in the formal rulemaking record when a proceeding to adopt the rule is started.

Patricia A. Bloomgren, director  
Environmental Health Division  
Minnesota Department of Health

This notice can be made available in alternative formats.

## **Department of Agriculture**

**Food and Dairy Inspection Division**

## **Department of Health**

**Environmental Health Division**

### **Notice of Request for Comment on Planned Rule on Uniform State Food Safety and Sanitation Standards**

**Subject of Rule.** The Minnesota Department of Health and the Minnesota Department of Agriculture request comment on a planned rule establishing uniform state food sanitation and safety standards. The "Uniform Food Code" rule will be based on the federal *Food Code 1995* of the United States Food and Drug Administration. According to the federal *Food code 1995*, the applicability of the food sanitation and safety standards are to any "operation that stores, prepares, packages, serves, vends or otherwise provides food for human consumption." Such establishments include restaurants, schools, caterers, markets, vending machines, retail bakeries, food delivery and sales vehicles, grocery stores and delicatessens.

Copies of the federal *Food Code of 1995* in spiral bound, reproduced or diskette version may be purchased from the United States Department of Commerce, Technology Administration, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. Phone (703) 487-4650. Refer to report number PB95-265492CEH. A copy of the *Food Code of 1995* is also available for review at the State Law Library, Judicial Center, 25 Constitution Avenue, St. Paul, Minnesota 55155.

## Official Notices

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The uniform food code project is designed to establish a set of food sanitation and safety standards statewide.

Existing rules of the Department of Health relating to food and beverage establishments, mobile food establishments, itinerant carts and stands contained in *Minnesota Rules*, parts 4625.2401 to 4625.7801; and vending machines and roller towels, as specified in *Minnesota Rules*, Chapter 4635 are subject to repeal.

Existing rules of the Department of Agriculture relating to retail food stores, *Minnesota Rules* chapter 1547, and food vending machines, are subject to repeal; portions of existing *Minnesota Rules* chapter 1550 relating to commercial bakeries and portions of rules relating to vended water are subject to amendment.

Rules relating to food sanitation and safety administered by the department of health relating to mass gatherings will be developed and existing rules relating to mobile units, special event food stands, seasonal food stands and food carts will be amended. Rules administered by the Minnesota Department of Agriculture relating to retail food vehicles, portable structures and carts will be developed.

The uniform food code may also be of interest to persons regulated by rules relating to food service and vending operations in hospitals, nursing homes and supervised living facilities; and persons certified as food service managers or dietitians.

**Persons affected.** These rules will affect persons who store, prepare, package, serve, vend or otherwise provide food for human consumption. Operations and establishments impacted include restaurants, caterers, congregate dining locations, schools, boarding homes, vending operations, groceries, delicatessens, bakeries, butcher shops, markets, and any establishment, facility, vehicle or conveyance that prepares, serves, vends, stores, packages or provides food for human consumption whether permanent or temporary. Persons affected are the consumers of food and those who train persons in proper food sanitation and safety practices.

The departments have appointed and held several meetings with an advisory work group since initial notice of these planned rules were published in April 1994. The work group is comprised of representatives of urban and rural counties and public health agencies, grocers, the hospitality industry, the vending and baking industries, manufacturers of sanitizers, small food processors, the retail and manufacturing food industry, and academics of food science. Parties representing the beef and pork industries, food employee trainers, educators, food equipment and technology representatives, federal officials, the Governor's Food Safety Advisory Committee, resorts, bed and breakfasts, hotels, motels, lodging, convenience stores, health care facilities, and certified food managers, registered dietitians and sanitarians have also participated on various task forces and attended work group sessions.

The agencies anticipate that work group meetings, which are open to the public, will be held through July. Public information meetings on draft rule provisions will be held in June.

**Statutory authority.** Authority for the commissioner of health to adopt standards relating to food safety and sanitation is contained in *Minnesota Statutes*, section 144.05, clauses (b) and (c); section 144.08; section 144.12, subdivision 1; sections 144.50 to 144.56, 157.011, and 157.13.

Authority for the commissioner of agriculture to adopt food sanitation rules is contained in *Minnesota Statutes*, sections 28.13, 28A.09, 28A.10, 29.27, 30.19, 31.101, 31.104, 31.11, 31.31, 31.36, 31.495, 31.54, 31.671, 31.73, 31.75, 31.76, 31.77, 31.781, 31.783, 31.785, 31.94, 31.95, 31A.08, 32.394, 32.397, 32.401 and 34.09.

**Public comment.** Interested persons or groups may submit comment or information on this planned rule in writing or orally until a notice of proposed rule adoption is published in the *State Register*. The department will have drafts of the planned rule available at various times during the rule development process. Written or oral comment, questions, requests to receive copies of draft rule material, requests to be notified when rule advisory or information meetings will be held, or to be notified when the rules are proposed should be addressed to:

M. Frederick Mitchell  
Minnesota Department of Agriculture  
Dairy and Food Inspection Division  
90 West Plato Blvd.  
St. Paul, Minnesota 55107  
(612) 296-2627

OR

Mary Sheehan  
Minnesota Department of Health  
Division of Environmental Health  
121 East Seventh Place  
St. Paul, Minnesota 55164-0975  
(612) 215-0870



Comment submitted in response to this notice will not be included in the formal rulemaking record when a proceeding to adopt the rule is started.

Patricia A. Bloomgren  
Director  
Environmental Health Division  
Minnesota Department of Health

Gene Hugoson  
Commissioner of Agriculture

This notice can be made available in alternative formats.

## Judicial - Law Library

### Joint Notice of County Law Library Filing Fees

Pursuant to *Minnesota Statutes* 134A.10, the following law library fees are currently in effect. Civil fees include probate matters except as noted. Criminal conviction includes felonies, gross misdemeanors, and misdemeanors except as noted.

COUNTY	CIVIL	CONCILIATION	CRIMINAL CONVICTION	PETTY MISD.
<b>Cottonwood</b>	10	10	10	10
<b>Dakota</b>	10	10	5	5
<b>Houston</b>	5	5	10	5
Houston assesses \$5 on misdemeanors.				
<b>Jackson</b>	10	10	10	5
<b>Martin</b>	10	10	10	10
<b>Scott</b>	5	5	5	5
<b>Sherburne</b>	5	5	5	5

## Department of Labor and Industry

### Labor Standards Division

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

Effective July 1, 1996 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

**Anoka:** Centennial Senior High School-Phase 1 Addition & Alterations-Blaine; Anoka High School Fieldhouse Painting-Anoka.

**Carver:** Norwood Central Elementary School Remedial Repair Phase 1-Norwood.

**Chisago:** North Branch High School Additions & Alterations-North Branch.

**Crow Wing:** 1996 Fire Code Upgrade Brainerd & Franklin School Exit Door.

**Goodhue:** Construct Sanitary Waste Water Disposal System-Welch.

**Hennepin:** Mpls/Stp International Airport Elevator/Escalator-Minneapolis; Transportation Center Plumbing Bid Package #36-Minneapolis; Southwest High School Asbestos Abatement-Minneapolis; North High School Asbestos Abatement-Minneapolis.

**Mower:** Minnesota Riverland Tech-College Entry Door Replacement-Austin.

**Nobles:** Worthington Community College Dehumidification of Gym-Worthington.

**Olmsted:** Rochester Century High School Footings, Foundations & Structural Sheet Work-Rochester; Rochester Community College Daycare Remodeling-Rochester.

**Ramsey:** Governors Residence Storage Building/Mech & Electrical Upgrade-St. Paul.

**St. Louis:** UMD School of Medicine Room 130 Remodeling-Duluth; Twin Lakes Control Building Renovation-Aurora.

**Washington:** Stillwater Prison Electric Peak Control Generator-Stillwater.

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 55115-4306. 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

## Department of Natural Resources (DNR)

### Minerals Division

#### Notice of Sale of State Metallic Minerals Leases

**NOTICE IS HEREBY GIVEN** that a sale of leases to explore for, mine and remove metallic minerals in trust fund lands, lands and minerals forfeited for non-payment of taxes, lands and minerals otherwise acquired, and other state-owned land under the jurisdiction of the Commissioner of Natural Resources, and located in portions of Beltrami, Carlton, Crow Wing, Itasca, Koochiching, Lake, and Saint Louis Counties, is scheduled to be held on August 1, 1996, at 9:30 a.m. The sale will take place in the Fourth Floor Conference Room, Department of Natural Resources, 500 Lafayette Road, Saint Paul, Minnesota.

The Commissioner of Natural Resources, c/o Division of Minerals, 500 Lafayette Road, Saint Paul, Minnesota 55155-4045, will receive sealed bids and applications for leases covering minerals in state lands, in accordance with *Minnesota Rules*, parts 6125.0100 through 6125.0700, the metallic minerals rules, issued under the authority of *Minnesota Statutes*, sections 93.08 through 93.12 and 93.25.

Each bid must be submitted on a form obtained from the Commissioner. Each bid form must be accompanied by a certified check, cashier's check, or bank money order, payable to the Department of Natural Resources in the sum of the following amounts: a) an application fee of \$100.00 for each mining unit bid upon; and b) rental for one full calendar year for each mining unit bid upon. All bids must be received by the Commissioner at the office of the Division of Minerals, Fourth Floor, DNR Building, 500 Lafayette Road, Saint Paul, Minnesota 55155-4045, before 4:30 p.m. of July 31, 1996.

On August 1, 1996, at the time specified, the Commissioner or his representative will publicly open the bids and announce the amount of each bid separately. At a subsequent time leases will be awarded by the Commissioner, with the approval of the State Executive Council, to the highest bidder for the respective mining units, but no bids will be accepted that do not equal or exceed the base royalty rates set forth in the rules or that do not comply with all provisions of the rules. The right is reserved to the State, through the Executive Council, to reject any or all bids.

The purpose of Minnesota's metallic minerals rules is to promote and regulate the prospecting for, mining and removal of metallic minerals on state-owned and state-administered lands. These rules, and the leases issued under the rules, authorize exploration and development of these minerals and impose certain requirements on the lessee. The requirements include: the payment of minimum rentals which increase with the passage of time, the payment of royalty for all ore mined and removed, the submission of data and other reports, and the submission of exploration plans. In addition, the state lessee must comply with all applicable regulatory laws. No land or water areas within the Boundary Waters Canoe Area Wilderness or Voyageurs National Park are included in this or any state mineral lease sale.

After the conclusion of the sale, the Commissioner shall request each high bidder to provide evidence the bidder is qualified to hold state mineral leases pursuant to *Minnesota Rules*, part 6125.0410. The rules state that a lease will only be issued to an applicant qualified to do business in Minnesota and qualified to conduct exploratory borings in Minnesota. In addition, the Commissioner may request evidence that the lease applicant is technically and financially capable of performing under the terms of a state mineral lease. The requested evidence must be provided within 45 days of the request from the Commissioner or the bids from that high bidder will be rejected.

Upon the award of a lease, the application fee submitted with the bid will be deposited with the State Treasurer as a fee for the lease. All bids not accepted will become void, and the application fee and rental payment accompanying such bids will be returned to the respective bidders; provided, however, the application fee and rental payment accompanying a bid shall not be returned if the bidder was the high bidder and subsequently withdrew the bid prior to the awarding of a lease.

Bid forms, instructions on how bids are to be submitted, copies of the rules (*Minnesota Rules*, parts 6125.0100 through 6125.0700) and copies of the Mining Unit Book, listing the land areas designated by the Commissioner as mining units, may be obtained from the Mineral Leasing Section, Division of Minerals, DNR Building, 500 Lafayette Road, Saint Paul, Minnesota 55155-4045.

The Mining Unit Book will be available at least thirty days prior to August 1, 1996. Application for each copy of the Mining Unit Book must be accompanied by a check or money order, payable to the Department of Natural Resources in the sum of \$20.45, as a fee for such Mining Unit Book, plus \$1.43 State of Minnesota Sales Tax. Unit books will also be available for inspection at the Hibbing and Saint Paul offices of the Division of Minerals.

Dated: 24 June 1996

Rodney W. Sando, Commissioner  
Department of Natural Resources  
Saint Paul, Minnesota

By William C. Brice, Director  
Division of Minerals

## Department of Natural Resources (DNR)

### Minerals Division

#### Notice of Sale of State Dimension Stone Leases

**NOTICE IS HEREBY GIVEN** that a sale of leases to explore for, mine and remove dimension stone in trust fund lands, lands and minerals forfeited for non-payment of taxes, lands and minerals otherwise acquired, and other state-owned land under the jurisdiction of the Commissioner of Natural Resources, and located in portions of Koochiching and Saint Louis Counties, is scheduled to be held on August 1, 1996, at 9:00 a.m. The sale will take place in the Fourth Floor Conference Room, Department of Natural Resources, 500 Lafayette Road, Saint Paul, Minnesota.

The Commissioner of Natural Resources, c/o Division of Minerals, 500 Lafayette Road, Saint Paul, Minnesota 55155-4045, will receive sealed bids and applications for leases covering dimension stone in state lands, in accordance with *Minnesota Rules*, parts 6125.8000 through 6125.8700, the industrial minerals rules, issued under the authority of *Minnesota Statutes*, sections 93.08 through 93.12 and 93.25.

Each bid must be submitted on a form obtained from the Commissioner. Each bid form must be accompanied by a certified check, cashier's check, or bank money order, payable to the Department of Natural Resources in the sum of the following amounts: a) an application fee of \$100.00 for each industrial mineral lease site bid upon; and b) rental for one full calendar year for each dimension stone lease site bid upon. All bids must be received by the Commissioner at the office of the Division of Minerals, Fourth Floor, DNR Building, 500 Lafayette Road, Saint Paul, Minnesota 55155-4045, before 4:30 p.m. of July 31, 1996.

On August 1, 1996, at the time specified, the Commissioner or his representative will publicly open the bids and announce the amount of each bid separately. At a subsequent time leases will be awarded by the Commissioner, with the approval of the State Executive Council for all leases covering 160 acres or more, to the highest bidder for the respective dimension stone lease sites, but no bids will be accepted that do not equal or exceed the base royalty rates set forth in the rules or that do not comply with all provisions of the rules. The right is reserved to the State, through the Executive Council, to reject any or all bids.

The purpose of Minnesota's industrial minerals rules is to promote and regulate the prospecting for, mining and removal of industrial minerals on state-owned and state-administered lands. These rules, and the leases issued under the rules, authorize exploration and development of these industrial minerals and impose certain requirements on the lessee. The requirements include: the payment of minimum rentals which increase with the passage of time, the payment of royalty for all ore mined and removed, the submission of data and other reports, and the submission of exploration plans. In addition, the state lessee must comply with all applicable regulatory laws. No land or water areas within the Boundary Waters Canoe Area Wilderness or Voyageurs National Park are included in this or any state mineral lease sale.

After the conclusion of the sale, the Commissioner shall request each high bidder to provide evidence the bidder is qualified to hold state mineral leases pursuant to *Minnesota Rules*, part 6125.8300. The rules state that a lease will only be issued to an applicant qualified to do business in Minnesota and qualified to conduct exploratory borings in Minnesota. In addition, the Commissioner may request evidence that the lease applicant is technically and financially capable of performing under the terms of a state mineral lease. The requested evidence must be provided within 45 days of the request from the Commissioner or the bids from that high bidder will be rejected.

Upon the award of a lease, the application fee submitted with the bid will be deposited with the State Treasurer as a fee for the lease. All bids not accepted will become void, and the application fee and rental payment accompanying such bids will be returned to the respective bidders; provided, however, the application fee and rental payment accompanying a bid shall not be returned if the bidder was the high bidder and subsequently withdrew the bid prior to the awarding of a lease.

Bid forms, instructions on how bids are to be submitted, copies of the rules (*Minnesota Rules*, parts 6125.8000 through 6125.8700) and copies of the List of Lands to be Offered at Sale and the Lease Form to be used in conjunction with the sale, may be obtained from the Mineral Leasing Section, Division of Minerals, DNR Building, 500 Lafayette Road, Saint Paul, Minnesota 55155-4045.

The List of Lands to be Offered at Sale and the Lease Form to be used in conjunction with the sale will be available at least thirty days prior to August 1, 1996. Application for each copy of the List of Lands to be Offered at Sale and the Lease Form to be used in conjunction with the sale must be accompanied by a check or money order, payable to the Department of Natural Resources in the sum of \$2.00, as a fee for such List of Lands to be Offered at Sale, plus \$0.14 State of Minnesota Sales Tax. The List of Lands to be Offered at Sale and the Lease Form to be used in conjunction with the sale will also be available for inspection at the Hibbing and Saint Paul offices of the Division of Minerals.

Dated: 28 June 1996

Rodney W. Sando, Commissioner  
Department of Natural Resources  
Saint Paul, Minnesota  
By William C. Brice, Director  
Division of Minerals

## Official Notices

### Department of Public Safety

#### Request for Comments on Planned Amendments to Rules Governing Incidents for License Revocation, *Minnesota Rules* 7503.0100-7503.2800

**Subject of Rule.** The Minnesota Department of Public Safety requests comments on its planned amendments to rules governing incidents for license revocation. The department is considering rule amendments that define primary and relapse treatment, simplify the special review process, clarify rehabilitation requirements, and changing abstinence periods.

**Persons Affected.** The amendment to the rule would likely affect all persons who have had their driver's license suspended or revoked as a result of an alcohol-or-controlled-substance-related incident and chemical dependency treatment facilities. The department does not contemplate appointing an advisory committee to comment on the planned rule.

**Statutory Authority.** *Minnesota Statutes* sections 299A.01 and 14.06 provide the department general rulemaking authority. *Minnesota Statute* section 169.128 allows the department to promulgate rules necessary to carry out the provisions of *Minnesota Statute* section 169.121 (setting terms for the reinstatement of driving privileges) and *Minnesota Statute* section 169.123 (establishing pilot programs of intensive probation for repeat dwi offenders). *Minnesota Statute* section 171.165 provides the department with authority to promulgate rules for the disqualification of commercial driver's licenses.

**Public Comment.** Interested persons or groups may submit comments or information on this planned rule in writing or orally until 4:30 p.m. on September 1, 1996. The department has not yet prepared a draft of the planned rule amendment. Written or oral comments, questions, and requests for more information on this planned rule should be addressed to: Catherine A. Moore, Administrative Rule Analyst, Department of Public Safety, 395 John Ireland Boulevard, Room 120, Saint Paul, Minnesota 55155, Phone: 612-296-2608 or Fax: 612-296-3141. Comments submitted in response to this notice will not be included in the formal rulemaking record when a proceeding to adopt a rule is started.

Dated: 7 June 1996

Donald E. Davis, Acting Commissioner  
Department of Public Safety

### Office of the Secretary of State

#### Notice of Vacancies in Multi-Member Agencies

**NOTICE IS HEREBY GIVEN** to the public that vacancies have occurred in multi-member state agencies, pursuant to *Minnesota Statutes* 15.0597, subdivision 4. Application forms may be obtained from the Office of the Secretary of State, Open Appointments, 180 State Office Building, 100 Constitution Ave., St. Paul, MN 55155-1299; (612) 297-5845, or in person at Room 174 of the State Office Building. In accordance with the Minnesota Open Appointments Law, the Secretary of State acts as an administrator in publishing vacancies, receiving applications, and recording appointments. Applications will be reviewed and appointments made by the Appointing Authorities for these various agencies. Completed applications are to be submitted to the Secretary of State by July 23, 1996. Appointing Authorities for these agencies may also choose to review applications received by the Secretary of State after that date. Applications are kept on file for a one year period.

The 1995 Annual Report and Registration is now available from the Minnesota Bookstore. This publication includes a complete listing of state boards and councils that follow the Open Appointments process, descriptions of these agencies and their memberships, and statistical information about appointments and vacancies made during the 1995 fiscal year. The 1995 Annual Report also indicates members with terms that end in January 1996 as open for application; many of these positions may still be open.

To order copies of the 1995 Annual Report please call the Minnesota Bookstore at 297-3000 or 1-800-657-3757.

**ADVISORY COMMITTEE ON GENETICALLY ENGINEERED ORGANISMS** EQB, 300 Centennial Office Bldg., 658 Cedar St. St. Paul, MN 55155. 612-296-2871. *Minnesota Statutes* 116C.93.

**APPOINTING AUTHORITY:** MN Environmental Quality Board (12).

**COMPENSATION:** Travel Expenses.

**FIFTEEN POSITIONS:** See member requirements below.

The committee reviews and comments on amendments to the EQB's rules on genetically engineered organisms (GEO); provides a public forum on GEO issues and reports to the board on key issues; monitors the federal regulatory framework; and provides advice & comment on permit applications and exemptions when requested by the board chairperson. The committee consists of fifteen members. Applicants

must disclose any financial or professional interest in commercial or research aspects of biotechnology. Membership shall represent the biotechnology industry and research community, interested citizens, Environmental Quality Board, and state agencies. Meetings are generally held in St. Paul at the request of the Board, 4 hours per meeting, monthly or quarterly. The committee expires on June 30, 1998.

**ALCOHOL & DRUG COUNSELOR LICENSING SPECIAL LICENSING CRITERIA COMMITTEE** PO Box 64975 St. Paul, MN 55164-0975 612-282-5619. *Minnesota Statutes* 15.059 & 148C.11.

**APPOINTING AUTHORITY:** Commissioner of Health

**COMPENSATION:** \$55 per diem, plus expenses.

**TWELVE POSITIONS:** See the agency membership description for more information.

To advise the commissioner of Health on issues specific to licensees in their practice of alcohol and drug counseling with clients for whom special licensing criteria has been developed in rules. The committee consists of 12 members, two members recommended by each of the following councils: MN Commission Serving Deaf and Hard of Hearing People, Council on Affairs of Chicano and Latino Speaking People, Council on Asian Pacific Minnesotans, Indian Affairs Council, Council on Disability and Council on Black Minnesotans. Please indicate on your application in the position sought area which council you are applying for to be a representative of. The meetings will be monthly for about 2.5 hours at the MN Department of Health office in the Metro-Square building, downtown St. Paul. The committee does not expire.

**AMERICAN INDIAN ADVISORY COUNCIL ON CHEMICAL DEPENDENCY** 444 Lafayette Rd., St. Paul, MN 55155-3823. 612-296-4606. *Minnesota Statutes* 254A.035.

**APPOINTING AUTHORITY:** Commissioner of Human Services (15).

**COMPENSATION:** \$55 per diem plus expenses.

**ONE VACANCY:** Applicants must reside in Minneapolis to fill the vacancy.

The council establishes policies and procedures for American Indian chemical dependency programs, and reviews and recommends proposals for funding. The council consists of seventeen members including one member from each of eleven reservations, two members from Minneapolis, two members from St. Paul, one member from Duluth, and one member from International Falls. Quarterly meetings. The council shall expire June 30, 1997 per *Minnesota Statutes* 254A.035.

**BOARD OF PSYCHOLOGY** 2700 University Ave. W., Room 101, St. Paul, MN 55114-1095. 612-642-0587. *Minnesota Statutes* 148.90.

**APPOINTING AUTHORITY:** Governor (01).

**COMPENSATION:** \$55 per diem plus expenses.

**ONE VACANCY:** Masters level psychologist required.

The board examines and licenses psychologists, and investigates complaints. The board consists of eleven members, including three licensed psychologists who have a doctoral degree in psychology; two licensed psychologists who have a master's degree in psychology; two psychologists, not necessarily licensed, including one with a doctoral degree in psychology who represents a doctoral training program in psychology, and one who represents a master's degree training program in psychology; one person licensed or qualified to be licensed as a psychological practitioner; and three public members. Monthly meetings. Members must file with the Ethical Practices Board. The board does not expire.

**ENVIRONMENTAL EDUCATION ADVISORY BOARD** Room 712, Capitol Square, 550 Cedar St., St. Paul, MN 55101. 612-296-2358. *Minnesota Statutes* 126A.02.

**APPOINTING AUTHORITY:** Governor (01).

**COMPENSATION:** \$55 per diem.

**TWO VACANCIES AND THREE POSITIONS:** One must reside within the boundaries of the 4th congressional district and one must reside within the boundaries of the 3rd congressional district, both must be licensed teachers currently teaching in the K-12 system; three new positions have been added, all applicants should have a strong interest in environmental education and should be familiar with "A GreenPrint for Minnesota—State Plan for Environmental Education." The Environmental Education Advisory Board guides environmental education programs per the guidelines found within the Minnesota GreenPrint.

The Board implements the Greenprint for Minnesota, A State Plan for Environmental Education. Seventeen members including the Commissioners of the Office of Strategic and Long Range Planning, Department of Natural Resources, Pollution Control Agency, Department of Agriculture, Department of Education, the chair of the Board of Water and Soil Resources, the executive directors of the Higher Education Coordinating Board, Board of Teaching and the extension service; and eight citizen members appointed by the Governor, one from each congressional district. Two of the citizen members must be licensed teachers currently teaching in the K-12 system. Quarterly meetings required. The board expires with the 1996 fiscal year with the repeal of the 1990 Environmental Education Act.

## Official Notices

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**FEEDLOT AND MANURE MANAGEMENT ADVISORY COMMITTEE** Minnesota Dept. of Agriculture, Ag. Planning & Development Division, 90 W. Plato Blvd., St. Paul, MN 55107. 612-282-6830. *Laws of 1994*, Chapter 619, Sec. 1.

**APPOINTING AUTHORITY:** Commissioners of Agriculture (04) & MN Pollution Control Agency (38).

**COMPENSATION:** Expenses.

**ONE VACANCY:** Environmental representative.

The advisory committee shall identify needs, goals, and suggest policies for research, monitoring, and regulatory activities regarding feedlot and manure management. The committee consists of eighteen members including: representatives from at least eight livestock producers; three environmental organizations; four experts in soil and water science nutrient management and animal husbandry; one representing local units of government; one State Senator and one State House Representative. Ex-officio nonvoting members include representatives from: Department of Agriculture, Pollution Control Agency, Board of Water and Soil Resources, Soil and Water Conservation Districts, Federal Soil Conservation Service, Association of MN Counties, and the Agricultural Stabilization and Conservation Service. First consideration shall be given to members of the existing feedlot advisory group. The committee must include representation from beef, dairy, pork, chicken, and turkey producer organizations. Nongovernment members of the advisory committee shall receive expenses. Meeting schedule and location will vary, meetings are approximately eight hours. The advisory committee expires June 30, 1997 per *Laws of 1994*, Chapter 619, Section 1.

**GAMBLING CONTROL BOARD** 1711 W. Co. Rd. B, Suite 300 South, Roseville, MN 55113. 612-639-4000. *Minnesota Statutes* 349.151.

**APPOINTING AUTHORITY:** Governor (01)/Attorney General (06)/Commissioner of Public Safety (23).

**COMPENSATION:** \$55 per diem plus expenses.

**ONE VACANCY:** Public member.

The board issues, suspends and revokes licenses of organizations, bingo halls, distributors and manufacturers of gambling equipment, registers gambling equipment, collects license fees and inspects records, conducts hearings to insure integrity of operations and compliance with all applicable laws and rules. The board consists of seven members including five members appointed by the Governor, one member appointed by the Commissioner of Public Safety, and one member appointed by the Attorney General. No more than three members appointed by the Governor may belong to the same political party. All appointments are with the advice and consent of the Senate. Members must file with the Ethical Practices Board. Meetings are held at the Kelly Inn, St. Paul, on the third Monday of each month. The board does not expire.

**GOVERNOR'S ADVISORY COUNCIL ON TECHNOLOGY FOR PERSONS WITH DISABILITIES** Minnesota Dept. of Administration, 300 Centennial Bldg., 650 Cedar St., St. Paul, MN 55155. 612-297-1554. Executive Order 92-05.

**APPOINTING AUTHORITY:** Governor (01).

**COMPENSATION:** None.

**ONE VACANCY:** Consumer, provider or family member.

The council will coordinate, support and advance technology uses for persons with disabilities through public awareness, advocacy, training, consumer involvement, expanded service delivery, interagency coordination and insuring services to people of all ages. The council consists of fifteen members representing the private sector, consumers, service agencies, third party funding sources, education, and library systems. The council exists until rescinded by proper authority or until the executive order creating the council expires in accordance with *Minnesota Statutes* 4.035, subd. 3.

**HOUSING FINANCE AGENCY** 400 Sibley St., Suite 300, St. Paul, MN 55101. 612-296-5738. *Minnesota Statutes* 462A.04.

**APPOINTING AUTHORITY:** Governor (01). Senate confirmation.

**COMPENSATION:** \$55 per diem.

**ONE VACANCY:** Must be at least 60 years old, cannot be from the metropolitan area, and cannot reside in development region 3 or 4. The agency provides housing for low and moderate income persons.

The agency consists of seven members, including the Commissioner of the Department of Trade and Economic Development, the State Auditor, and five public members appointed by the Governor. There can be no more than two members from the seven county metropolitan area and no more than one member from any state development region. Monthly meetings. Members must file with the Ethical Practices Board. The agency does not expire.

**MINNESOTA BOARD ON AGING** 4th Floor, Human Services Bldg., 444 Lafayette Road, St. Paul, MN 55155-3843. 612-296-2770. *Minnesota Statutes 256.975.*

**APPOINTING AUTHORITY:** Governor (01).

**COMPENSATION:** \$55 per diem plus expenses.

**ONE VACANCY:** Prefer a person of color interested in and knowledgeable about aging issues.

The board develops, coordinates, evaluates, and administers federal and state funds for programs for the aging; makes grants to 14 area agencies on aging and non-profit agencies; serves as advocate for older persons. The board consists of twenty-five members including at least one member from each congressional district. Monthly meetings on the third Friday of each month, committee meetings are the preceding day. Members must file with the Ethical Practices Board. The board does not expire.

**MINNESOTA POLLUTION CONTROL AGENCY** 520 Lafayette Rd. N., St. Paul, MN 55155. 612-296-6300. *Minnesota Statute 116.02.*

**APPOINTING AUTHORITY:** Governor (01), Senate confirmation.

**COMPENSATION:** \$55 per diem for members.

**ONE VACANCY:** Member of a labor union.

The agency shall meet the variety and complexity of problems relating to water, air and land resources of the state consistent with the maximum enjoyment and use thereof in furtherance of the welfare of the people. The agency consists of nine members, including one member who must be knowledgeable in the field of agriculture. The agency commissioner is the chair of the board. Monthly meetings. Members must file with the Ethical Practices Board. The agency does not expire.

**MINNESOTA ZOOLOGICAL BOARD** 13000 Zoo Boulevard, Apple Valley, MN 55124. 612-431-9200. *Minnesota Statutes 85A.01.*

**APPOINTING AUTHORITY:** Governor (01), Zoo board (30).

**COMPENSATION:** \$55 per diem plus expenses.

**ONE VACANCY:** Background or interest in zoological societies or zoo management or an ability to generate community interest in the Minnesota Zoo. To the extent possible, members will be appointed who are residents of various geographical regions of the state. Members should have the ability to raise significant funds from the private sector.

The board operates and maintains the Minnesota Zoological Garden. The board consists of thirty members who must have a background or interest in zoological societies, zoo management, or an ability to generate community interest in the Minnesota Zoological Garden. Fifteen of the members are appointed by the Governor, one of whom must be a Dakota county resident appointed after consideration of a list supplied by the Dakota County Board; and fifteen of the members are appointed by the Minnesota Zoological Board. To the extent possible, members will be appointed who are residents of the various geographical regions of the state. Members should have the ability to raise significant funds from the private sector. Meetings at the Minnesota Zoological Garden, four times a year. The board does not expire.

**MISSISSIPPI RIVER PARKWAY COMMISSION** 336 Robert St., #1513 Pioneer Bldg., St. Paul, MN 55101. 612-224-9903 *Minnesota Statutes 161.1419.*

**APPOINTING AUTHORITY:** Agriculture/Natural Resources (21)/Transportation (39)/Trade & Economic Development

**COMPENSATION:** \$55 Per diem public members.

**ONE POSITION:** New position appointed by the Commissioner of Agriculture.

The commission works with federal, state and local agencies and the Interstate Mississippi River Commission on planning, construction and maintenance of the Great River Road scenic parkway, promotion of tourism and economic development, and the preservation and enhancement of the natural resources along the Mississippi River. The commission consists of eleven members, including three senators, three representatives, one member appointed by the Commissioner of Agriculture, one member appointed by the Commissioner of Transportation, one member appointed by the Commissioner of Natural Resources, one member appointed by the Commissioner of Trade and Economic Development and one member appointed by the Mississippi River Parkway Commission. Quarterly meetings. The commission expires June 30, 1997 per *Minnesota Statutes 161.1419, subd. 8.*

## Official Notices

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**NONPUBLIC EDUCATION COUNCIL** 710 Capitol Square Bldg., St. Paul, MN 55101. 612-296-6595. *Minnesota Statutes* 123.935, subd. 7.

**APPOINTING AUTHORITY:** Commissioner of Education (11).

**COMPENSATION:** \$55 per diem, reimbursed for expenses.

**VACANCY:** One vacancy: Members should be knowledgeable about non- public education.

The council advises the Commissioner and the state board on nonpublic educational aids. When requested by the Commissioner or the state board, the council may submit its advice about other nonpublic school matters. The council is also authorized to recognize educational accrediting agencies for purposes relating to Minnesota's Compulsory Instruction Law. The fifteen member council shall represent various areas of the state, methods of providing nonpublic education, and shall be knowledgeable about non-public education. The council does not expire per *Minnesota Statutes* 123.935 subd. 7 as amended by *Laws of 1993*.

**OCCUPATIONAL THERAPY PRACTITIONERS ADVISORY COUNCIL MINNESOTA** Minnesota Dept. of Health, PO Box 64975 St. Paul, MN 55164-0975. 612-282-3882. *Minnesota Statutes* 214.13, subd. 4, and rules.

**APPOINTING AUTHORITY:** Commissioner of Health

**COMPENSATION:** \$55 per diem, plus expenses.

**VACANCY:** Seven positions: See the membership description for the requirements.

Advise the Commissioner of Health regarding registration standards, enforcement of registration rules, action on registration applications and disciplinary actions; provide for distribution of information on occupational therapy practitioners registration standards. The council consists of seven members including two public members; two occupational therapists, two occupational therapy assistants, and one credentialed practitioner who works with occupational therapy practitioners. Quarterly meetings, initially more frequently for 2-3 hours at 121 E. 7th Pl., #450, St. Paul. The council expires June 30, 1997.

**SOLID WASTE MANAGEMENT ADVISORY COUNCIL** Minnesota Office of Environmental Assistance, 520 Lafayette Rd, Second Fl, St. Paul, MN 55155. 612-296-3417. *Minnesota Statutes* 115A.12.

**APPOINTING AUTHORITY:** MN Office of Environmental Assistance (29).

**COMPENSATION:** Reimbursed for expenses.

**VACANCY:** Four vacancies: The council shall be representative of a broad geographical area as well as of interests of the state. Three positions are government and one is a representative of industry.

The council makes recommendations on solid waste management activities. The council may have nine to twenty-one members, with equal numbers of citizen members, representatives of local government units, and representatives of the solid waste industry; at least three members experienced in the private recycling industry and at least one member experienced in each of the following areas: state and municipal finance, solid waste collection, processing and disposal, and solid waste reduction and resource recovery. Meetings held the first Friday of each month, from 11:30am to 3:00pm at the MN Office of Environmental Assistance. The council expires June 30, 1997 per *Laws of 1994*, Chpt. 480, Sec. 8.

**STATE ADVISORY COUNCIL ON MENTAL HEALTH** 444 Lafayette Rd., St. Paul, MN 55155-3828. 612-297-4163. *Minnesota Statutes* 245.697.

**APPOINTING AUTHORITY:** Governor (01).

**COMPENSATION:** \$55 per diem. Reimbursed for expenses.

**VACANCY:** One vacancy: County social services agency director.

The council advises the Governor, the legislature, and state agency heads about policy, programs, and services affecting people with mental illness. Thirty members include the assistant commissioner of mental health for the Department of Human Services, a representative of the Department of Human Services responsible for the medical assistance program, one member from each of the four core mental health professional disciplines (psychiatry, psychology, social work, nursing); one representative from each of the following advocacy groups: Mental Health Association of MN, MN Alliance for the Mentally Ill, MN Mental Health Law Projects; providers of mental health services, consumers of mental health services, family members of persons with mental illnesses, legislators, social service agency directors, county commissioners, and other members reflecting a broad range of community interest as the United States Secretary of Health and Human Services may prescribe by regulation or as may be selected by the Governor. The council does not expire per *Minnesota Statutes* 245.697.



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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## Minnesota Housing Finance Agency

### Super Request for Proposals for Multifamily Housing Programs

The Minnesota Housing Finance Agency (MHFA) announces the availability of loan/grant funds to eligible sponsors to assist them in the development, construction, acquisition and rehabilitation of affordable rental housing for low and moderate income residents of Minnesota.

In the seven-county metropolitan area, this announcement is made jointly with the Metropolitan Council, the Minneapolis Public Housing Authority, the Family Housing Fund, and the Minnesota Department of Health (for HIV/AIDS housing/services).

In Greater Minnesota, this announcement is made with the Minnesota Department of Health (for HIV/AIDS housing/services). The Greater Minnesota Housing Fund may be able to join this funding process by early fall.

#### Amount of Funds Available:

Approximately \$10 million

#### Location:

Generally statewide. Funds from the Metropolitan Council, Minneapolis Public Housing Authority and Family Housing Fund are available in the seven-county metropolitan area only. Should funds from the Greater Minnesota Housing Fund become available, they will be considered for projects outside the seven-county metropolitan area.

#### Form of Awards:

Funds are awarded generally in the form of a zero percent (0%), 20-30 year deferred or subordinated loan/grant. Interest rate, term and type of loan/grant will vary depending upon actual recommended funding source and will be discussed in detail with sponsors upon selection for funding.

For developments using the Federal Low Income Housing Tax Credit Program, loans may be structured with an interest rate to be eligible for inclusion in qualified basis.

#### Eligible Applicants:

In general, eligible applicants include limited profit and nonprofit entities, private individuals, corporations, partnerships, Minnesota cities, Minnesota units of local government, Housing and Redevelopment Authorities, Community Housing Development Organizations (CHDOs), joint power boards established by two or more cities, and community based organizations.

#### Eligible Projects:

The funds may be used for a variety of rental housing types including permanent housing, publicly owned housing, temporary or transitional housing, emergency shelters, HIV/AIDS housing/services, and supportive housing. A very limited amount of funding is available for developments that may include homeownership.

Some sources of funding may require ownership by a public entity.

Developments which provide for or maintain economic integration are encouraged.

Developments shall be closely targeted to areas of economic growth, or with sufficient market demand (including household growth, local employment growth, low vacancy rates, and long waiting lists) and with an emphasis on housing for large families and single individuals.

Developments with age restrictions of 55 and older are not eligible under most funding sources.

#### Income Limits:

Although the overall goal of the MHFA is to serve lower income households, the funding sources included in this Super RFP generally allow incomes up to 50% of median income in the seven-county metropolitan area, and up to 80% of statewide median income in Greater Minnesota (adjusted for family size). Some funding sources, particularly those whose objective is to address needs identified in a continuum of care plan, require lower income limits.\*

## State Grants

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### Gross Rent Limits:

Generally maximum gross rents shall not exceed 30% of 50% of statewide or area median income.\*

*\*NOTE: Priority will generally be given to those developments serving the lowest income households.*

### Application Process:

To request a Super RFP application form and procedural guide, please contact:

Minnesota Housing Finance Agency  
400 Sibley Street, Suite 300  
St. Paul, MN 55101  
(612) 297-3294, or  
toll free: 1-800-657-3701

### Application Submission Deadline:

The original and one (1) copy of the application are due by 4:30 p.m. on Thursday, August 22, 1996. Staff will make recommendations for funding to the MHFA Board on October 24, 1996.

This request for proposals (RFP) is subject to all applicable federal, state, and municipal laws, rules, and regulations. MHFA reserves the right to modify or withdraw this RFP at any time and is not able to reimburse any applicant for costs incurred in the preparation or submittal of applications.

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance, disability, or familial status.

# **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**

### **State Designer Selection Board**

#### **Request for Proposals for A Department of Revenue Project & A University of Minnesota Project To Minnesota Registered Design Professionals:**

The State Designer Selection Board has been requested to select consultants for a Department of Revenue project and a University of Minnesota project. Design firms who wish to be considered for these projects should deliver proposals on or before 4:00 p.m., Monday, July 22, 1996, to:

Mary Closner, Executive Secretary  
State Designer Selection Board  
Department of Administration  
50 Sherburne Avenue, Room G-10  
St. Paul, Minnesota 55155-3000  
(612) 296-4655

#### **The proposals must conform to the following:**

- 1) Six (6) copies of the proposal will be required **plus (1) additional unbound copy in black and white for micro fiche purposes only.\***
- 2) All data must be on 8½" x 11" sheets, soft bound. No more than 20 printed faces will be allowed (see the following bullet points for clarification).
  - Any letters directed to the Board should be bound into the proposal. It is not necessary to do a cover letter to Mary Closner.
  - Blank dividers with printed tab headings are not counted as faces.
  - Front and back covers of proposals are not counted as faces.
  - None of the statutory or mandatory information, except as required for the front cover, should appear on the front or back covers.
- 3) The cover of the proposal must be clearly labeled with the project number, as listed in number 7 below, together with the designer's firm name, address, telephone number, and the name of the contact person.
- 4) Proposal Summary

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

- a) Name of firm and its legal status;
  - b) Names of the persons responsible for both the management and production of the work, including consultants, as well as Minnesota registration numbers for all.
  - c) The proposal shall contain a statement indicating that the consultants listed have been contacted and have agreed to be a part of the design team.
  - d) A commitment to enter the work promptly, if selected, by engaging the consultants and assigning the persons named in 4(b) above, along with adequate staff to meet the requirements of work.
  - e) A list of State and University of Minnesota current and past projects and studies awarded to the prime firms(s) submitting this proposal during the four (4) years immediately preceding the date of this request for proposal. The prime firm(s) shall list and total all fees associated with these projects and studies whether or not the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid directly to engineers or other specialty consultants employed on the projects and studies listed pursuant to the above.
- NOTE:** Please call Mary Closner for a copy of the acceptable format for providing this information.

## Professional, Technical & Consulting Contracts

- f) In accordance with the provisions of *Minnesota Statutes*, 1981 Supplement, Section 363.073; for all contracts estimated to be in excess of \$50,000.00, 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; therefore, the proposal shall include 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 statement certifying that the firm has a current certificate of compliance issued by the Commissioner of Human Rights; or
  3. A statement certifying that the firm has not had more than 20 full-time employees at any time during the previous 12 months.
- 5) Additional Proposal Contents:
- a) A section containing graphic material (photos, plans, drawings, etc.) as evidence of the firm's qualifications for the work. The graphic material must be identified. It must be work in which the personnel listed in 4(b) above have had significant participation and their roles must be clearly described. It must be noted if the personnel were, at the time of the work, employed by other than their present firms.
  - b) Expanded resumes showing qualification of individuals, listed in 4(b) above, administering or producing the major elements of the work, including consultants. Identify roles that such persons played in projects which are relevant to the project at hand.
  - c) A discussion of the firms understanding of and approach to the project.
  - d) A listing of relevant past projects.
- 6) Design firms wishing to have their proposals returned after the Board's review, must follow one of the following procedures:
- a) Enclose a self-addressed stamped postal card with the proposals. Design firms will be notified when material is ready to be picked up. Design firms will have two (2) weeks to pick up their proposals, after which time the proposals will be discarded; or
  - b) Enclose a self-addressed stamped mailing envelope with the proposals. When the Board has completed its review, proposals will be returned using this envelope.

In accordance with existing statutes, the Board will retain one copy of each proposal submitted.

Any questions concerning the Board's procedures, their schedule for the projects herein described, or the fee format form may be referred to Mary Closner at (612) 296-4655.

### 7a) PROJECT 10-96

**Department of Revenue Office  
Distribution and Parking Facilities  
Schematic Design through Design Development  
St. Paul, Minnesota**

**The site(s) to be determined by the Legislative Coordinating Committee (LCC)**

#### 1. PROJECT DESCRIPTION:

The Department of Administration (Admin) in consultation with the Department of Revenue (Revenue) will commence the schematic design and design development for a new Revenue office, distribution, and parking facility. The facility is to be located on a site or sites determined by an independent Legislative Coordinating Committee study as described in the 1996 Capitol Bonding Appropriations. To quote the legislative language, "The plans for the facilities for the Department of Revenue may provide for two or more buildings in separate locations. The principal administrative offices of the Department must be located in or near the capitol area. Other operations may be located outside of the capitol area as appropriate and conveniently situated for efficient operations of the Department."

The consultant will not be responsible to commence designing a Revenue facility until this legislative report has been filed and approved by the legislative finance chairs on or before October 15, 1996. The consultant will be able to review and finalize the Revenue program which was developed during the predesign phase by Hellmuth Obata Kassabaum Inc./Rafferty Rafferty Tollefson Architects. This predesign document will only be distributed to the short listed firms, but it is available for review upon request at the Division of State Building Construction (DSBC).

A design competition is not required for this project, but if the project falls within the Capitol Area Architectural Planning Board (CAAPB) boundaries, Admin will work closely with members of the CAAPB staff. This staff will be an integral part of the design process.

### 2. HISTORIC DATA:

Revenue has been located in leased space along the riverfront area of St. Paul since 1988 and the current lease expires in November of 1998. The 1996 predesign report indicates Revenue will require up to 430,000 gross square feet (GSF) to house 1400 of their employees during peak periods of the year with the ability to add space for long-range expansion. Revenue would desire the work space to be grouped into large flexible areas (40 to 50,000 usable square feet) to maximize efficiency and work flow.

The facility will require automated security features comparable to those of financial lending institutions: advanced voice, data, audio and video systems; progressive environmental controls for all employee work area; a high-tech programmed distribution/receiving center; and the strategic plan requires a facility of this size and public function to have convenient access and parking for the public.

During the predesign, creative uses of technology were explored and these will be expanded and enhanced during both the schematic and design development stages. To reduce the dependence on traditional methods of paper handling, storage, and information retrieval is a design premise! Electronic technology will have a significant impact on the public responsiveness and efficiency of operations, including size, relationship, and configuration of internal space.

Key members of the consulting team should be individuals who are literate in the following:

- all facets of information technology strategies, networking, scanning, electronic storage, automated information retrieval, telecommunication centers, offices, and service centers as well as;
- work flow and efficiencies of distribution systems, patterns for the movement of a high volume of material.

These are key to a long-range Revenue plan.

The State requires the schematic design and design development phases be completed with cost approvals prior to commencement into contract documents and construction.

Admin is advertising for registered professional consultants to assist them in the schematic and design development phases prior to the successful firm proceeding into the contract document and construction administration phases of the project.

### 3. REQUIRED SERVICES— SCHEMATIC DESIGN:

The following schematic design requirements should be used as a guide only for this assignment and for more detailed information, the consultant should reference the Consultant Procedures Manual published by the Division of State Building Construction.

- A comprehensive review of the agency long-range program.
- A complete analysis and written approval of the agency space program.
- A complete statewide building code analysis with additional emphasis on air quality, use of materials, air changes per hour, the impact of modular furniture on environmental systems and proper lighting levels.
- A schematic site plan(s) showing the building outlines, relationship to the site orientation, relationship to key neighborhood elements, skyways or tunnels, parking, entryways, service docks, service drives and required easements as well as site restrictions.
- Complete schematic floor plans of each level of the facilities showing the program components, preliminary structural systems, intended window and opening fenestration, support functions, circulation patterns, information technology networks, exit ways, and required occupancy zones.
- Schematic elevations showing general heights, preliminary fenestration, general notation of exterior material to be incorporated into the project and any special features.
- Develop an outline specification for the project.
- A complete information technology analysis to be incorporated into the facility.
- Analyze and develop schematic work flow and circulation patterns for the distribution functions.
- Establish a critical path with milestones for the remainder of the project.
- Develop a schematic budget for both facility and occupancy costs for the facility.
- A site survey and soil borings will be coordinated with your consultant staff but, supplied by Admin.
- Approval of the schematic phase will be required in writing between Admin, Revenue, and the consultants.

## Professional, Technical & Consulting Contracts

### 4. REQUIRED SERVICES—DESIGN DEVELOPMENT:

The consultant should reference the Consultant Procedures Manual for full design development details and the following should be considered a general guide:

- Three copies of the design development phase shall be submitted to DSBC for review and subsequent written approval by both Revenue and Admin prior to proceeding into contract documents.
- This important package must include the final design development drawings, key details, outline specifications, cost estimates, an automation plan for the facility integral with its networks, and all the proper design development requirements that are outlined in detail in the Division of State Building Construction's Consultant Procedures Manual.

### 5. PROJECT SCHEDULE:

A selection is anticipated in July 1996. The consultant will be expected to begin work on the assignment immediately. The attempt is to establish a completed schematic design package with appropriate cost estimates by December 1, 1996.

### 6. PROJECT BUDGET:

The appropriated \$1,950,000 funds shall be for the schematic and design development phases of this project as described above, however, \$50,000 of that amount will be retained by the State for special conditions and unforeseen items.

### 7. MISCELLANEOUS REQUIREMENTS:

With respect to this assignment, all consultant firms must address the following parameters:

- The ability to work with adopted legislative directives, administrative standards and guidelines, fiscal criteria, and the possibility of adhering to the Capitol Area Architectural Planning Board or the City of St. Paul's standards and procedures, or both.
- The ability to understand the overall Revenue program and operation.
- The ability to work with several state agencies.
- The ability to manage and coordinate the efforts of multi-disciplined consultants.
- The ability to record and maintain confidential discretionary data.
- The ability to administer all professional and state services within the project scope and time schedule.
- The ability to record and document this total assignment through automated means.

### 8. PROJECT CONTACT:

Questions concerning the project should be referred to:

A. Thomas Ulness, Assistant Director  
Department of Administration  
Division of State Building Construction  
50 Sherburne Avenue, Room G-10  
St. Paul, MN 55155-3000  
Phone: (612) 296-4646

### 9. STATE DESIGNER BOARD SCHEDULE FOR PROJECT 10-96:

Tuesday, August 6, 1996—Shortlist  
Tuesday, August 20, 1996—Interviews & Award

**\*The addition of the black and white copy is for time and money savings only. If you do not submit this unbound, file copy, you will not be disqualified. We will simply break down one of the bound copies you submit and recycle the components that are unusable for micro fiche (i.e., photos, tabs, decorative covers, laminated inserts, blank covers).**

#### 7b) PROJECT 11-96

University of Minnesota (U of M)  
Molecular & Cellular Therapeutics Building Remodeling  
1900 Fitch Avenue  
St. Paul, Minnesota

#### 1. PROJECT DESCRIPTION:

The U of M is planning to remodel the Minnesota Molecular & Cellular Therapeutics Building on the U of M St. Paul campus. The purpose of this project is to increase the overall space utilization of the facility in support of its research and development mission, and to provide better environmental separation of the major project areas within the facility. The existing 1990 facility,

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## Professional, Technical & Consulting Contracts

41,455 gross square feet, located at 1900 Fitch Avenue, will be redesigned with maximum flexibility in mind to ensure long-term utilization of the space in support of the U of M's overall research mission.

The scope of the project includes full architectural/engineering services for the project including programming, mechanical, electrical, structural, civil, architectural, acoustic, scheduling, and cost estimating services. The architect will also be responsible for coordinating the design and work in cooperation with the U of M's biotechnical production process engineering consultant.

### 2. CONSTRUCTION BUDGET/CONSULTANT FEES:

The current construction budget is estimated to be approximately \$1,500,000. The project costs, including all fees, permits, and certain departmental equipment purchases have been fixed at \$3,000,000. The maximum designer fees available for all phases of the project, including additional construction phase services, travel, and other reimbursables, is approximately \$150,000.

### 3. DESIGNER REQUIREMENTS:

In selecting the firm for the design/construction of this project, it is important to select a company experienced with the many aspects of the production of biologicals. A basic understanding of CGMP and CBER regulatory requirements is a must. The firm should have experience working with fermentation and cell culture, protein recovery/purification, microbial/viral containment, and HVAC systems for the support of various classifications of clean rooms. References should include several biotech facilities that are producing biological materials under the regulatory oversight of the FDA's CBER division.

### 4. PROJECT SCHEDULE:

Development of an overall project schedule for planning and phasing of the project is essential to ensure delivery of the completed project by June 2, 1997. The project team will be responsible for monitoring the contractor's forces and will work closely with both the contractor and the U of M to ensure timely project delivery.

### 5. INFORMAL MEETING/SITE INSPECTION:

A site tour and a copy of the pre program/design information will be limited to short listed firms. The tour will be scheduled before the final interviews. As noted, the project site is the existing building at 1900 Fitch Avenue on the University of Minnesota-St. Paul campus.

### 6. PROJECT CONTACT:

Questions concerning the project should be referred to:

James Litsheim, Project Manager  
University of Minnesota—Twin Cities Campus  
Facilities Management  
400 Donhowe Building  
319 - 15th Avenue SE  
Minneapolis, MN 55455  
Phone: (612) 624-4359  
Fax: (612) 625-2595

### 7. STATE DESIGNER BOARD SCHEDULE FOR PROJECT 11-96:

Tuesday, August 6, 1996—Shortlist  
Tuesday, August 20, 1996—Interviews & Award

**\*The addition of the black and white copy is for time and money savings only. If you do not submit this unbound, file copy, you will not be disqualified. We will simply break down one of the bound copies you submit and recycle the components that are unusable for micro fiche (i.e., photos, tabs, decorative covers, laminated inserts, blank covers).**

Douglas Wolfangle, P.E., Chair  
State Designer Selection Board

## **Professional, Technical & Consulting Contracts**

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### **Department of Administration**

#### **Notice of Request for Proposals for an Electronic Enforcement Pilot Project**

The State is accepting proposals for the electronic enforcement pilot project.

The purpose of the RFP is to solicit proposals for both speed violation detection and red light/railroad crossing violation detection systems.

Responses must be time stamped no later than 3:00 P.M. on July 16, 1996 in the Materials Management Division, 50 Sherburne Ave. Room 112 State Administration Building, St. Paul, MN 55155 attn: Donald H. Olson, CPPB. For a copy send a fax request to Donald H. Olson 612-297-3996.

### **Minnesota Department of Children, Families and Learning**

#### **Notice of Request for Proposals for a Study of Adult Basic Education**

The Department of Children, Families and Learning requests proposals to conduct a study of Adult Basic Education (ABE) which will examine several characteristics of the current system for financing ABE programs in Minnesota. It is expected that the study would commence approximately August 26, 1996, and be completed no later than November 15, 1996. The Department has estimated the cost of this project will not exceed \$39,000.

##### **Goal**

It would be the goal of this study to examine the ABE funding formula, the proration and hold-harmless features of the funding system, and the distribution of funds among ABE programs. The study, mandated by the 1996 Minnesota Legislature, also calls for an inventory of ABE programs to be developed and an examination of the relationship of ABE to concepts for welfare reform.

##### **Timelines**

Proposals must be received by 4:00 p.m., July 29, 1996. No late proposals will be accepted.

For a complete copy of the RFP, contact:

Dr. Barry Shaffer  
Adult Basic Education Team Leader  
Room 996, Capitol Square  
550 Cedar St.  
St. Paul, MN 55101  
(612) 297-7910

### **Minnesota State Colleges and Universities**

#### **Request for Proposal to Operate the Central Lakes College Child Care Center, Brainerd, Minnesota**

Central Lakes College is requesting proposals from qualified individuals or organizations to contract with the State of Minnesota to operate the Central Lakes College Child Care Center.

The State of Minnesota will provide the building, utilities, and ground maintenance at no cost to the vendor. The vendor will be expected to operate the child care program at market rates. It is expected that savings to the vendor through the State's provision of the facility and certain services will be reflected in the wages, benefits and working conditions of the center staff.

On-site inspections may be set up by calling (218) 828-2525 or 1-800-933-0346. Proposals must be submitted no later than 4:30 p.m. CST on Wednesday, July 24, 1996.

A copy of the Request of Proposal may be obtained from Central Lakes College, 501 West College Drive, Brainerd, MN 56401, 218-828-2525 or 1-800-933-0346.



## **Minnesota Housing Finance Agency**

### **Notice of Request for Proposals for Single Family Combined Program(s) Application (Super RFP)**

The Minnesota Housing Finance Agency (MFHA) is seeking proposals from eligible organizations interested in participating in one or more of the following seven programs: Community Activity Set-Aside Program, Community Fix-Up Fund, Community Rehabilitation Fund Program, Entry Cost Homeownership Opportunity Program, Full Cycle Homeownership Services, Partnership for Affordable Housing and the Minnesota Urban and Rural Homesteading Program.

This single application will allow eligible participants to apply for one or more of these programs using the same application package. The Community Rehab Fund, Full Cycle Homeownership Services Program, Partnership for Affordable Housing Program and the Minnesota Urban and Rural Homesteading programs are limited resource programs and applications for these programs will be competitive in nature. These four programs may be used in conjunction with the other non-limited resource programs under this application. The remaining programs, Community Activity Set-Aside Program, Community Fix-Up Fund and Entry Cost Homeownership Opportunity Program are not competitive and these programs may be applied for at any time. Final RFP selections for limited fund programs will be submitted to the Agency's Board in November 1996.

The following information is a brief description of each program.

#### **Community Activity Set-Aside Program (CASA)**

Provides lenders, local governments and/or non-profit housing providers with set-asides of MHFA mortgage revenue bond funds to enable them to meet the homeownership objectives/needs of their communities. Below market interest rate funds are available for set-asides (that may be directed) for use by local governments, non-profits, community organizations and other housing providers.

**Eligible Program Applicants:** Lenders who are currently participating in the MHFA Minnesota Mortgage Loan Program (MMP).

**Funds Available:** Ongoing program.

**Contact Person:** Eleanor Northrop

**Telephone Number:** (612) 296-1795; 1-800-710-8871

#### **Community Fix-Up Fund**

This program provides participating Fix-Up Fund lenders and local partners with a source of funds to address the home improvement needs/objectives of a designated community. Below market-rate home improvement loans are available for low to moderate income households in a designated community. The maximum income limit, loan amount and loan term exceed those of the Fix-Up Fund.

**Eligible Program Applicants:** Applications must be submitted by participating Fix-Up Funds lenders or lender consortia.

**Funds Available:** Approximately \$10 million, with 50% available in the 11 county metro area, and the other 50% available outstate.

**Contact Person:** Terri Black

**Telephone Number:** (612) 296-8275; 1-800-710-8871

#### **Community Rehabilitation Fund Program (CRF)**

Provides grants to cities for the purpose of acquisition, construction, demolition, rehabilitation, permanent financing, refinancing or gap financing single family housing. The Community Rehab Fund encourages partnership efforts between MHFA, cities, local lenders, nonprofit organizations, local governments, community organizations and other participants by providing grants to assist communities in improving and preserving designated neighborhoods and other geographical areas.

**Eligible Program Applicants:** Cities.

**Funds Available:** \$2,000,000 for 1996.

**Contact Person:** Reed Erickson

**Telephone Number:** (612) 296-8843; 1-800-710-8871

#### **Entry Cost Homeownership Opportunity Program (ECHO)**

This program was established to encourage the development of community lending initiatives by private lenders with community partners. Under this program, interest free, deferred loans are provided to low income home buyers who would otherwise be unable to afford homeownership. Lenders are required to contribute a portion of the loan through their own resources. This activity provides homeownership opportunities throughout the state.

## Professional, Technical & Consulting Contracts

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**Eligible Program Applicants:** Private or public sector direct mortgage lenders.

**Funds Available:** Ongoing program.

**Contact Person:** Eleanor Northrop

**Telephone Number:** (612) 296-1795; 1-800-710-8871

### Full Cycle Homeownership Services

The objective of this program is to provide funds to build and/or maintain capacity for eligible entities which are providing comprehensive home buyer training and support on either a pre- or post-purchase basis for low to moderate income home buyers.

**Eligible Program Applicants:** Experienced 501(C)(3) non-profit housing providers, HRAs, CAPs and EDAs who are engaged in comprehensive home buyer training and who are supported by and have received training from the Home Ownership Center or MHFA's Home Stretch Program or have been in the business of providing home buyer training for at least two years.

**Funds Available:** \$270,000; 50% to the seven county metropolitan area and 50% to the balance of the state. Maximum application \$25,000 per year, per applicant.

**Contact Person:** Becky Landon

**Telephone Number:** (612) 296-3029; 1-800-710-8871

### Partnership For Affordable Housing (PAH)

This program provides experienced 501(C)(3) non-profit housing providers, Housing Redevelopment Authority (HRA), Community Action Program (CAP) and Economic Development Authority (EDA) with a six month set aside of below market interest rate interim financing to enable them to meet the homeownership objectives/needs of their community. Both new construction and rehabilitation of single family homes are eligible for financing. The Partnership for Affordable Housing program requires a partnership between MHFA, non-profit housing providers and local lenders. Specific purchase price and income limits apply.

**Eligible Program Applicants:** Experienced 501(C)(3) non-profit housing providers, HRAs, CAPs and EDAs.

**Funds Available:** \$2,000,000 estimated for 1996.

**Contact Person:** Nancy Slattsveen

**Telephone Number:** (612) 296-7994; 1-800-710-8871

### Minnesota Urban and Rural Homesteading Program (MURL)

This program provides grants that will be used by eligible organizations to acquire single family residences that are vacant, condemned or abandoned, rehabilitate those properties, and then sell them by way of contract for deed to first-time homebuyers who are at risk. The program is designed to arrest or prevent the spread of blight and preserve the existing housing stock. MURL funds are available statewide excluding the following counties: Anoka, Cook, Dakota, Hennepin, Itasca, Koochiching, Lake, Ramsey, St. Louis and Washington.

**Eligible Program Applicants:** Political subdivisions, nonprofit organizations or housing and redevelopment authorities.

**Funds Available:** \$1,000,000 estimated for 1996.

**Contact Person:** Brian Kluver

**Telephone Number:** (612) 296-9567; 1-800-710-8871

### Application Process

**Application packets must be requested from MHFA.** To request an application contact:

Jean Warne, Housing Program Technician  
(612) 296-7620 in the metro area or  
1-800-710-8871 outside the metro area

Completed applications must be received at MHFA by 4:30 p.m. on Friday, **September 13, 1996**. Applications should be mailed to:

Minnesota Housing Finance Agency  
Attn: Jean Warne  
400 Sibley Street, Suite 300  
St. Paul, MN 55101-1988

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## Professional, Technical & Consulting Contracts

Applicants are encouraged to contact the specific person identified for each program to discuss their proposal prior to submission of their application.

For general RFP information contact:  
John Silvis, Housing Development Officer  
(612) 297-3127 in the metro area or  
1-800-710-8871 outside the metro area

MHFA reserves the right to modify or withdraw this request for proposal at any time and will not reimburse any applicants for costs incurred in the preparation and/or submission of proposals.

## Department of Human Services

### Residential Facility: Ah-Gwah-Ching Center

#### Notice of Request for Proposal for Pharmacy Consulting Services

To be qualified to render services under this contract, the contractor shall at all times during the course of the contract possess a valid license to practice pharmacy in the State of Minnesota.

##### Contractor's Duties:

1. Provide the facility with a written record of each resident's medication review, particularly those on neuroleptic medication, on a regular basis.
2. Report any irregularities in a client's medication regimen to the prescribing physician and the interdisciplinary team.
3. Ensure adverse reactions are reported to the vendor pharmacist.
4. Review medication administration of standing orders.
5. Ensure a proper system of security is in place including storage, handling, and destruction of medications.
6. Provide in-service training to staff.
7. Provide support and assistance to the facility staff pharmacist.
8. Provide direction for Pharm.D. clerkship program.
9. Provide emergency telephone consultations.
10. Assist with projects which may involve special research.

The contractor shall prepare and sign written reports with respect to all patient services rendered under this contract on a form prescribed by Ah-Gwah-Ching Center.

The contractor's records relevant to this contract must be retained by the contractor for a period of five years following expiration of this contract and shall be accessible at reasonable hours to Ah-Gwah-Ching Center.

A standard state consultant contract will be utilized for these services.

In compliance with *Minnesota Statutes* 16B.167, the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee along with other responses to this Request for Proposal.

**Term of Contract:** August 1, 1996 through June 30, 1997.

**Cost Estimate:** \$34,000.00 per year.

Responses must be received by 4:30 p.m. on July 22, 1996.

Direct inquiries to:

Jeff Smith, Chief Executive Officer  
Ah-Gwah-Ching Center  
P.O. Box 40  
Ah-Gwah-Ching, MN 56430  
218/547-8300

# Professional, Technical & Consulting Contracts

## Department of Human Services

### Residential Facility: Ah-Gwah-Ching Center

#### Notice of Request for Proposal for Physician Services

To be qualified to render services under this contract, the contractor shall at all times during the course of the contract:

1. Provide physicians that possess a valid and unlimited license to practice medicine in accordance with *Minnesota Statute*, Chapter 147.
2. Provide physicians that possess a valid federal narcotics number.

The contractor shall provide a clinic liaison and staff physician services to the residents of Ah-Gwah-Ching Center (including Lakeside Center) as listed below:

1. Participate in the resident care management system including continuous quality improvement effort and participation in multidisciplinary team meetings and medication reviews with nurse practitioners, pharmacist, and consulting psychiatrist.
2. Participate in monthly surgical consultation via in-house visit of surgeon.
3. Be available 24 hours a day.
4. Rapidly identify infectious disease problems, provide help with steps in isolation, and work with the Minnesota Department of Health when needed.
5. Provide direction to the physical therapist on treatment of post-surgical patients.
6. Provide other services as may be requested by the Chief Executive Officer.

The contractor will designate a doctor as the clinic liaison who will coordinate medical care in the facility and comply with required physician schedule of visits in accordance with applicable level of care standards for residents.

A standard state consultant contract will be utilized for these services.

In compliance with *Minnesota Statutes* 16B.167, the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee along with other responses to this Request for Proposal.

**Term of Contract:** August 1, 1996 through June 30, 1997.

**Cost Estimate:** \$35,000.00 per year.

Responses must be received by 4:30 p.m. on July 22, 1996.

Direct inquiries to:

Jeff Smith, Chief Executive Officer  
Ah-Gwah-Ching Center  
P.O. Box 40  
Ah-Gwah-Ching, MN 56430  
218/547-8300

## Department of Human Services

### Residential Facility: Ah-Gwah-Ching Center

#### Notice of Request for Proposal for Psychiatric Consulting Services

##### Contractor's Duties:

1. Perform psychiatry services to residents at Ah-Gwah-Ching Center as assigned by the Ah-Gwah-Ching Medical Director or the director's designee.
2. Confer with the contracted physicians, Ah-Gwah-Ching nurse practitioners, psychologists, the consulting pharmacologist, and the nursing staff regarding the development, implementation, and monitoring of resident management plans, medication usage, and other treatment modalities appropriate for the individual residents.
3. Maintain medical records according to standards of care established by Ah-Gwah-Ching Center policies and procedures.
4. Represent Ah-Gwah-Ching Center in legal proceedings when there is a need for psychiatric opinion.
5. Be available for telephone consultation on emergency resident problems.
6. Provide the above services at Ah-Gwah-Ching Center on a scheduled basis jointly agreed to by the contractor and the Ah-Gwah-Ching Center Medical Director or the director's designee. The contractor shall provide a maximum of ten hours of service per week.
7. Provide documentation of a valid and unlimited license to practice medicine in accordance with *Minnesota Statute*, Chapter 147, and be eligible for or board certified in psychiatry.

A standard state consultant contract will be utilized for these services.

In compliance with *Minnesota Statutes* 16B.167, the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee along with other responses to this Request for Proposal.

**Term of Contract:** August 1, 1996 through June 30, 1997.

**Cost Estimate:** \$45,000.00 per year.

Responses must be received by 4:30 p.m. on July 22, 1996.

Direct inquiries to:

Jeff Smith, Chief Executive Officer  
Ah-Gwah-Ching Center  
P.O. Box 40  
Ah-Gwah-Ching, MN 56430  
218/547-8300

## Department of Human Services

### Willmar Regional Treatment Center

#### Notification of Request for Proposal for Protestant Chaplain Services

NOTICE IS HEREBY GIVEN that the Willmar Regional Treatment Center, Mental Health Division, Department of Human Services, is seeking the following services for the period starting July 1, 1996 - June 30, 1997. These services are to be performed as requested by the Administration of the Willmar Regional Treatment Center; Willmar, MN.

**1. Services of 1 full-time Protestant Chaplain** to conduct services and other ministries to Mentally Ill, Developmentally Disabled and Chemically Dependent patients. Estimated amount of the contract will not exceed \$45,000.00 yearly. Questions: 320-231-5396 - Stephen Grams. **WRITTEN RESPONSES/BIDS OR COPY OF R.F.P.'S FOR THE ABOVE SERVICE MUST BE RECEIVED BY JULY 22, 1996. ADDRESSED TO:** Mr. Stephen Grams, Business Manager; Willmar Regional Treatment Center; Box 1128; Willmar, MN 56201.

## **Professional, Technical & Consulting Contracts**

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### **Department of Natural Resources**

#### **Division of Forestry**

#### **Notice Request for Consulting Services Needed for School Forest Program**

##### **Background about School Forests**

School forests provide a natural setting for students to learn about the environment. In these outdoor classrooms, they can learn firsthand about the complex interrelationships between soil, water, air, trees, wildlife, and people. With the knowledge and guidance of professional natural resource personnel and teachers, they can learn how to care for and manage the state's natural resources.

**NOTICE IS HEREBY GIVEN** that the Division of Forestry is looking for a contractor to help maintain its School Forest Program. Consulting services will be used from August 1, 1996, through June 30, 1997. Contractor must have an education background and working experience with natural resource and environmental education programs.

Services needed by the Division of Forestry include, but are not limited to: setting up active school forest communities in designated school districts, in-servicing educators and resource people for forestry-related environmental education programs, guiding the content and writing of the "DiaLOGue" newsletter, and attending environmental education meetings and conferences as directed.

Estimated dollar amount: \$14,000. This includes salary, travel and lodging, and miscellaneous expenses like postage, supplies, and telephone.

For more information contact:

Meg Hanisch  
Public Affairs Specialist  
DNR Forestry  
500 Lafayette Road  
St. Paul, MN 55155-4044  
(612) 296-5958

This is the only person designated to answer questions regarding this request for interested contractors.

Interested parties should submit letter of interest and resume to the aforementioned contact person by Friday, July 12, 1996.

Dated: 10 June 1996

Gerald A. Rose, Director  
Division of Forestry  
Department of Natural Resources

## **Department of Trade and Economic Development**

#### **Communications Office, Administration Division**

#### **Request for Proposal for General Graphic Design Services**

The Minnesota Department of Trade and Economic Development wishes to retain a contractor to provide general graphic design services for most literature published by the department, including graphic designs and layouts for various publications. The services of the contractor will begin August 15, 1996 and end on June 30, 1997, with an option to renew for 3 years. It is estimated that the cost of this project will not exceed \$40,000.00 annually.

Proposals must be received by 3:00 p.m., Monday, July 29, 1996. To obtain a complete Request for Proposal that offers details, please contact the:

Communications Office  
Minnesota Department of Trade and Economic Development  
500 Metro Square  
121 7th Place East  
St. Paul, Minnesota 55101-2146  
Phone: 612-297-3879

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## Non-State Public Bids, Contracts & Grants

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

#### Notice of Request for Proposals (RFP) for Equal Employment Opportunity (EEO) Complaint Investigation Services

The Metropolitan Council solicits proposals to enter into a contract for the performance of EEO complaint investigation services. A copy of the RFP may be obtained by calling (612) 229-2045 (voice) or 291-0904 (TDD). You may also request a copy by fax at 291-6358, or by writing to the Metropolitan Council, 230 East Fifth St., St. Paul, MN 55101, attn: Liz Newberry. Proposals must be received no later than 5 p.m., Friday, July 19, 1996.

### Minnesota Historical Society

#### Notice of Request for Bids for a Focus Group Study of Minnesota Residents

The Minnesota Historical Society is seeking bids from qualified firms and individuals to provide accurate and timely information about the perception of history museums and state history held by Minnesota residents to inform its exhibit and market planning.

The work will generally consist of conducting six focus group interview sessions in six locations throughout the state, as determined by the Minnesota Historical Society. Each focus group will consist of ten participants from the respective population. The estimated budget for this project is **\$18,000.00**.

The Request for Bids is available by calling or writing Deane M. Roe, Contracting Officer, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, MN 55102. Telephone (612) 297-5863.

Bids must be received not later than 5:00 P.M. Central Time, July 22, 1996.

Complete Specifications and details concerning submission requirements are included in the Request for Bids.

### Minnesota Historical Society

#### Notice of Request for Bids for Statewide Telephone Survey

The Minnesota Historical Society is seeking bids from qualified firms and individuals to provide accurate and timely information about the museum visitation and leisure patterns of Minnesota residents to inform its exhibit and market planning.

The work will generally consist of a single administration of telephone questionnaire of Minnesota residents in September, 1996. The data from this study will be used to complete at least two separate goals. First, to inform the development of an effective exhibit and marketing plan for the History Center. The second goal is to estimate a structural equation model of museum visitation and subject interest. The estimated budget for this project is **\$30,000.00**.

The Request for Bids is available by calling or writing Deane M. Roe, Contracting Officer, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, MN 55102. Telephone (612) 297-5863.

Bids must be received not later than 5:00 P.M. Central Time, July 22, 1996.

Complete Specifications and details concerning submission requirements are included in the Request for Bids.

# Wild About Birds

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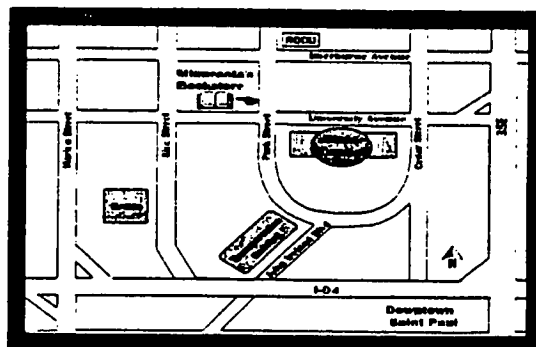
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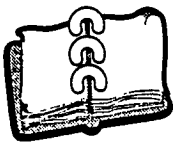
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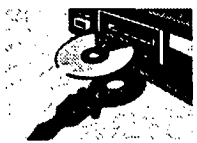
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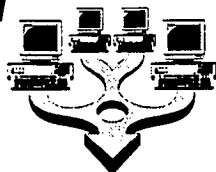


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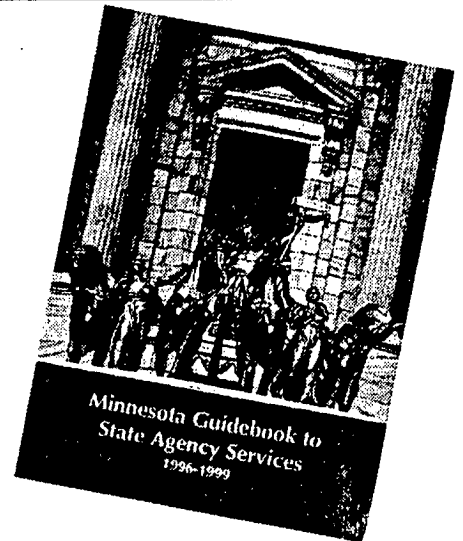


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SR-21