

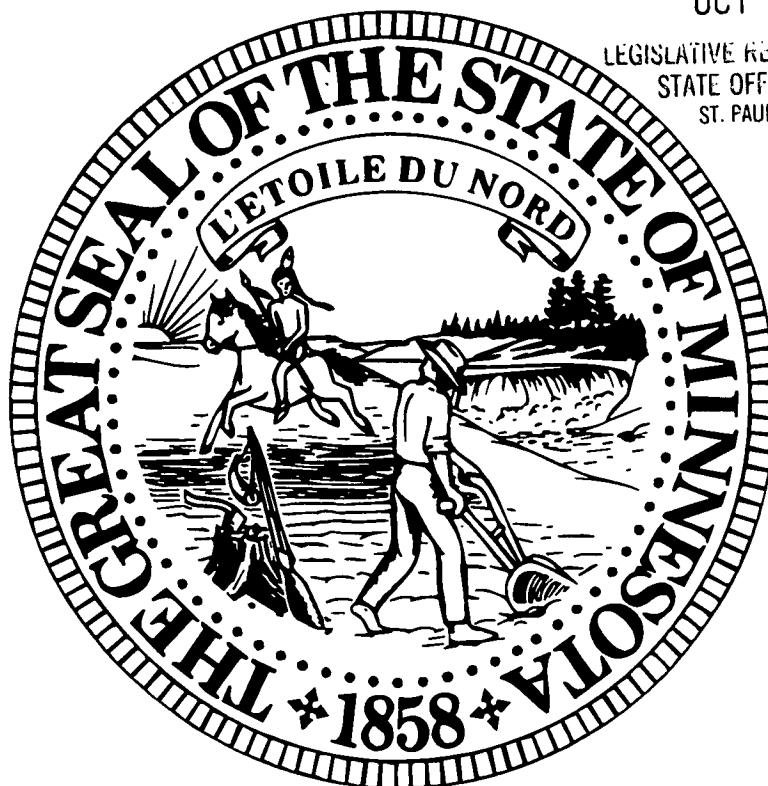
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The Minnesota
**State
Register**

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Rules and Official Notices Edition

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State Register

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

The *State Register* is the official publication of the State of Minnesota, 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
# 16	Monday 14 October	Monday 30 September	Monday 7 October
# 17	Monday 21 October	Monday 7 October	Monday 14 October
# 18	Monday 28 October	Monday 14 October	Monday 21 October
# 19	Monday 4 November	Monday 21 October	Monday 28 October

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
Joanne E. Benson, Lt. Governor 612/296-3391	Judi Dutcher, State Auditor 612/297-3670	Michael A. McGrath, State Treasurer 612/296-7091
Department of Administration: Elaine S. Hansen, Commissioner 612/296-1424 Kent Allin, Asst. Commissioner 612/297-4261	Print Communications Division: Kathi Lynch, Director 612/297-2553 Mary Mikes, Manager 612/297-3979	Robin PanLener, Editor 612/297-7963 Paul Hoffman, Assistant Editor 612/296-0929 Jessie Hill, Subscriptions 612/297-8774

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PUBLISHING NOTICES IN THE *State Register*: Submit TWO COPIES of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit TWO COPIES, with a letter on your letterhead stationery requesting publication and date to be published. FAXED submissions to 612-297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$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*. Contact the editor if you have questions.

An "Affidavit of Publication" can be obtained at a cost of \$5.00 for notices published in the *State Register*. This service includes a notarized "Affidavit of Publication" and a copy of the issue of the *State Register* in which the notice appeared.

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- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year subscription: \$150.00
- *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. On-Line users agree not to redistribute without authorization.
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- Single issues are available for a limited time: *State Register* \$3.50, *Contracts Supplement* 50¢. Add shipping charge of \$3.00 per order.

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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Vendors interested in responding to the commodity and service
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contact the Department of Administration **Materials
Management Division Helpline** 612/296-2600.

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

Minnesota Rules: Amendments and Additions

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

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 75 state agencies have the authority to issue rules. Each agency is assigned specific *Minnesota Rule* chapter numbers. Every odd-numbered year the *Minnesota Rules* are published. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-657-3757.

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Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rule-making proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

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

Environmental Quality Board

Notice of Decision on Certification of Compliance

NOTICE IS HEREBY GIVEN, that at a special meeting on October 2, 1996, the Minnesota Environmental Quality Board approved an order certifying that Northern States Power Company had complied with legislative mandates contained in *Minnesota Statutes* 116C.771(b) (1994), which allows the Company to implement an additional four dry casks at the Prairie Island Independent Spent Fuel Storage Facility.

Environmental Quality Board

Notice of Decision on Certificate of Site Compatibility for the Goodhue County Independent Spent Nuclear Fuel Storage Facility

NOTICE IS HEREBY GIVEN, that at a special meeting on October 2, 1996, the Minnesota Environmental Quality Board approved an order denying Northern States Power Company's application for a Certificate of Site Compatibility for the Goodhue County Independent Spent Nuclear Fuel Storage Facility, pursuant to *Minnesota Statutes* 116C.51 to 116C.69.

Ethical Practices Board

Request for Comments on Planned Amendment to, and Repeal of, Rules Governing Practices Under the Ethics in Government Act, *Minnesota Statutes*, chapter 10A, Lobbying Registration and Reporting, and Campaign Finance Disclosure, *Minnesota Rules*, Chapters 4501, 4503, 4510 and 4511 (Proposed New Chapter)

Subject of Rules. Ethical Practices Board ("Board") requests comments on its planned amendment to, and repeal of, rules governing practices under the Ethics in Government Act, *Minnesota Statutes*, chapter 10A, lobbying registration and reporting, and campaign finance disclosure, *Minnesota Rules*, Chapters 4501, 4503, 4510 and 4511 (proposed new chapter). The Board is considering new rules, rule amendments, and repealing rules that govern various aspects of conduct under the Ethics in Government Act.

The rules changes are expected to include the following:

General Provisions:

- Changing the definition of the word "promptly"
- Modification of the facsimile filing provisions

Campaign Finance Provisions:

- Clarifying rules related to constituent services
- Clarifying the requirement that a political committee establish a bank account before registering with the Board
- Clarifying issues related to classification of receipts, time of receipt of contributions, and identification of contributors, including joint contributors
- Clarifying issues related to campaign expenditures and noncampaign disbursements
- Clarifying provisions related to carryforward of campaign funds
- Clarifying public subsidy provisions related to governor and lieutenant governor committees

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- Clarifying the period during which a public subsidy agreement is effective and the effect of violations of the agreement
- Clarifying enforcement procedures relating to fundraising during session
- Providing for facsimile filing of 48 hour notice

Lobbying Program:

- Repealing all of the existing administrative rules related to lobbying
- Establishing definitions related to the lobbying programs
- Clarifying registration and termination requirements
- Clarifying reporting requirements and disbursement issues

Persons Affected. The changes resulting from this rulemaking procedure would likely affect lobbyists, lobbyist principals (entities which retain lobbyists) political candidates and political committees and political funds registered with the Board.

Statutory Authority. *Minnesota Statutes*, section 10A.02, subd. 13, authorizes the Board to adopt rules to carry out the purposes of the Ethics in Government Act, *Minnesota Statutes*, chapter 10A.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing until further notice is published in the *State Register* that the Board intends to adopt or to withdraw the rules. The time period for public comment under this notice will be at least 60 days from the date this notice is published in the *State Register*. The Board does not contemplate appointing an advisory committee to comment on the planned rules.

Rules Drafts. The Board has prepared a draft of the planned rules changes.

Board Contact Person. Written comments, questions, requests to receive a draft of the rules, and requests for more information on these planned rules should be addressed to: Gary Goldsmith, Assistant Executive Director, Ethical Practices Board, 658 Cedar Street, St. Paul, MN 55155. TTY users may call the Board at (612) 297-5353; ask for (612) 296-5148.

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

Note: Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The Board is required to submit to the judge only those written comments received in response to the rules after they are proposed.

Dated: 30 September 1996

Jeanne Olson
Executive Director
Ethical Practices Board

Higher Education Services Office

Request for Comments on Planned Amendment to Rules Governing Definitions for Higher Education Programs, *Minnesota Rules* 4830.0100, Subpart 11

Subject of Rules. The Minnesota Higher Education Services Office requests comments on its planned amendment to rules governing Definitions for Higher Education Programs. The Higher Education Services Office is considering rule amendments that would reduce the amount of time a school must retain documentation for audit purposes related to state post-secondary financial aid programs. Under the proposed amendment, a school would be required to retain records related to a particular fiscal year for three years rather than five years after the end of the fiscal year or until all audit exceptions for that fiscal year have been resolved.

Persons Affected. The amendment to the rules would likely affect Minnesota post-secondary institutions participating in state financial aid programs.

Statutory Authority. *Minnesota Statutes*, section 136A.101, Subd. 2 authorizes the Higher Education Services Office to adopt rules to administer programs under its supervision.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing or orally until 4:30 p.m. on December 16, 1996. The Higher Education Services Office Department does not contemplate appointing an advisory committee to comment on the planned rules.

Rules Draft. The Higher Education Services Office has prepared a draft of the planned rules amendments.

Agency Contact Person. Written or oral comments, questions, requests to receive a draft of the rules, and requests for more information on these planned rules should be addressed to:

Mary Lou Dresbach
Minnesota Higher Education Services Office
400 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
(612) 296-3974
Fax: (612) 297-8880

TTY users may call the Minnesota relay service at 800-627-3529 to contact the Agency Contact Person.

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

Note: Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed.

Dated: 25 September 1996

Robert K. Poch, Director
Minnesota Higher Education Services Office

Higher Education Services Office

Request for Comments on Planned Repeal of Rules Governing the State Postsecondary Review Program, *Minnesota Rules 4890.0100-4890.0900*

Subject of Rules. The Minnesota Higher Education Services Office requests comments on its planned repeal of rules governing the procedures the Higher Education Services Office must follow in implementing the State Postsecondary Review Program (SPRP) pursuant to the Higher Education Act of 1965 (HEA), Title IV, Part H, United States Code, title 20, sections 1099a-3. The Higher Education Services Office is considering repeal of its rules that specify the process to be followed by the Services Office in coordinating and conducting reviews of postsecondary institutions either referred by the United States Department of Education or identified by the Minnesota Higher Education Services Office and approved for review by the United States Department of Education, as required by federal law. The repeal of these rules is being considered because the program is not operational. This federal program was rescinded in fiscal year 1995, the United States Department of Education did not request program funds for fiscal year 1996, and no funding requests are anticipated in the future.

Persons Affected. The repeal of the rules would likely affect Minnesota postsecondary institutions participating in federal Title IV Programs and also could affect small businesses in the case where some proprietary Postsecondary institutions fit the category of small businesses (i.e., they are independently owned and operated; they are not dominant in their field; they employ less than 50 full-time employees; and they have gross annual sales of less than \$4 million).

Statutory Authority. *Minnesota Statutes*, section 136A.101, Subd. 2 authorizes the Higher Education Services Office to adopt rules to administer programs under its supervision.

Public Comment. Interested persons or groups may submit comments or information on the planned repeal of these rules in writing or orally until **4:30 p.m. on December 16, 1996**. The Services Office does not contemplate appointing an advisory committee to comment on the repeal of these planned rules.

Rules Draft. The Higher Education Services Office does not anticipate that a draft of the rules repealer will be available before the publication of the proposed rules repealer in the *State Register*.

Official Notices

Agency Contact Person. Written or oral comments, questions, requests to receive a draft of the rules repealer when it has been prepared, and requests for more information on the repeal of these rules should be addressed to:

Mary Lou Dresbach
Minnesota Higher Education Services Office
400 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
(612) 296-3974
Fax: (612) 297-8880

TTY users may call the Minnesota relay service at 800-627-3529 to contact the Agency Contact Person.

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

Note: Comments received in response to this notice will be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to repeal the rules is started.

Dated: 25 September 1996

Robert K. Poch, Director
Minnesota Higher Education Services Office

Department of Human Services

Community Services Division

Notice of Publication of State Title XX Activities Report

The Quality Services Division of the Minnesota Department of Human Services has submitted a Title XX Activities Report for the period of October 1, 1994 through September 30, 1995 to the United State Department of Health and Human Services, Office of Community Services. The report is intended to meet federal requirements for funds provided under Title XX of the Social Security Act.

The plan is available for public review and comment. A copy of the plan can be obtained by contacting:

Minnesota Department of Human Services
Quality Services Division
Title XX Activities Report - 1995
444 Lafayette Road
St. Paul, Minnesota 55155-3839

Department of Human Services

Community Services Division

Notice of Publication of State Title XX Intended Use Report

The Quality Services Division of the Minnesota Department of Human Services has submitted a Title XX Intended Use Report for the period of October 1, 1996 through September 30, 1997 to the United States Department of Health and Human Services, Office of Community Services. The report is intended to meet federal requirements for funds provided under Title XX of the Social Security Act.

The plan is available for public review and comment. A copy of the plan can be obtained by contacting:

Minnesota Department of Human Services
Community Services Division
Title XX Intended Use Report - 1996
444 Lafayette Road
St. Paul, Minnesota 55155-3839

Department of Labor and Industry

Labor Standards Division

Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective October 14, 1996 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

Anoka: Partial Reroofing - Anoka County Northtown Central Library-Blaine.

Crow Wing: Remodeling of Orchestra Room - Brainerd High School-Brainerd.

Kandiyohi: 1996 Reroofing Library & Fine Arts Building - Ridgewater College-Willmar.

Martin: Martin County Library Accessibility/Life Safety Project-Fairmont.

Mille Lacs: Mille Lacs Government Center-Onamia.

Pennington: Fire Marshal Corrective Work - Northwest Technical College-Thief River Falls.

Ramsey: Office Remodel - District Service Facility - St. Paul Public Schools-St. Paul; Remodel Video Conference Room - Transportation Building-St. Paul.

Washington: Accessibility Modifications - Minnesota Correctional Facility-Oak Park Heights.

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

Gary W. Bastian, Commissioner

Metropolitan Council

Notice of Public Hearings on:

- **Proposed Amendments to Council Policy Plans/Development Guide Chapters on the *Regional Blueprint* (growth management strategy), *Aviation*, and *Recreation Open Space***
- **Proposed New Policy Plans/Development Guide Chapters on *Transportation* and *Water Resources Management***

The Metropolitan Council will hold public hearings on November 19 and 20 to receive comments on Council Policy Plans/Development Guide Chapters on the *Regional Blueprint* (growth management strategy), *Aviation*, *Recreation Open Space*, *Transportation* and *Water Resources Management*.

Amendments to the Council's *Regional Blueprint*, adopted in 1994, would add a regional growth management strategy to the document. The amendments (and a map) identify general land uses for the region by the year 2040 (or beyond). The desired characteristics of the rural, "urban reserve" and urban parts of the region are identified together with the policies and action steps necessary to achieve the desired land use. Population, household and employment forecasts based on the policies and other factors also are included.

The proposed *Aviation* plan amendments have been prepared to bring the 1995 version up to date with the recommendations of the Metropolitan Council and the Metropolitan Airports Commission to the 1996 Minnesota Legislature. The recommendations, made law by the legislature, set a clear direction about the future of the region's major airport. Other proposed amendments reflect the results of studies completed since 1995 and decisions about the region's smaller airports.

The proposed *Recreation Open Space* amendments would designate two new regional park sites (the Ceridian recreation area in Denmark Township and Mississippi West County Park in Ramsey), give a special designation to Square Lake County Park in May Township and remove the proposed Rum River South Regional Park in Anoka County from the regional system.

The new *Transportation* and *Water Resources Management* plans take their land-use direction from the *Regional Blueprint* document as proposed for amendment. The two documents move the growth management strategy in the amended *Blueprint* an important step toward implementation, by identifying how the areas shown on the map, i.e. the development pattern, will be served (or not served) by regional sewer, transit or highway services. In addition, the two new plans contain many goals, policies and plans pertinent to transportation or water resources.

Official Notices

The changes proposed in the revisions may affect the standards for determining projects of metropolitan significance in the Metropolitan Significance Rules, *Minnesota Rules* Chapter 5800.

Times and locations for the public hearings are:

Tuesday, November 19, 1996, 2-5 p.m.; continued at 6:30 p.m.

Metropolitan Council Chambers

Mears Park Centre
230 East Fifth Street
St. Paul, MN

Wednesday, November 20, 1996, 6 p.m.

Hearings will be conducted simultaneously at three locations.

Burnsville City Council Chambers

100 Civic Center Parkway
Burnsville, MN

Oakdale City Council Chambers

1584 Hadley Avenue
Oakdale, MN

New Hope City Council Chambers

4401 Xylon Avenue North
New Hope, MN

The procedure for the hearings will be as follows: 1) Persons will be called to speak in the order in which they have signed in. Those preregistered by phone will be called on first. 2) Individuals will be asked to limit their remarks to 5 minutes. 3) Designated representatives of groups or organizations will be asked to limit their comments to 10 minutes. 4) The chair of the hearing may limit the testimony by any person.

All interested persons are encouraged to attend the hearings and provide comments. People may register in advance to speak by calling 291-6536 or 291-0904 (TTY). Upon request the Council will provide reasonable accommodations to persons with disabilities. Special accommodations should be requested by November 8, 1996.

Comments may also be submitted as follows (all comments must be received by 4:30 p.m., Friday, December 6, 1996):

- Send written comments to: Metropolitan Council Regional Data Center, 230 E. Fifth St., St. Paul, MN 55101
- FAX comments to: 612/291-6464
- Record comments on the Council's Public Comment Line: 612/291-6536
- Send comments electronically to: data.center@metc.state.mn.us

Copies of the public hearing documents will be available from the Metropolitan Council's Regional Data Center on October 16, 1996. Call 291-8140 or 291-0904 (TTY) to request copies.

At the close of the public comment period, a hearing report will be prepared. To request a copy of the hearing report, call 291-6536 or 291-0904 (TTY).

Pollution Control Agency

Air Quality Division

Request for Comments on Planned Rules Governing National Emission Standards for Hazardous Air Pollutants for Source Categories, *Minnesota Rules Chapter 7011*

Subject of Rule: The Minnesota Pollution Control Agency (MPCA) requests comments on its planned rules governing National Emission Standards for Hazardous Air Pollutants (NESHAPs) for Source Categories. Section 112 of the Clean Air Act mandates that the U.S. Environmental Protection Agency (EPA) develop technology based standards for major industrial sources that emit any of a list of 188 hazardous air pollutants. The technology based standards, referred to as maximum achievable control technology standards, will be embodied in the NESHAPs for Source Categories. EPA intends to write regulations for 174 source categories. On April 15, 1996, MPCA published in the *State Register* (20 S.R. 2254) the adoption notice for a rule incorporating twelve NESHAPs for Source Categories and General Provisions governing NESHAPs for Source Categories into state rules. Since that rulemaking, EPA has adopted six additional NESHAPs for Source Categories which are effective now. The MPCA is considering a rule that would incorporate into state rules these six new NESHAPs for Source Categories, which are:

1. Wood Furniture
2. Shipbuilding and Ship Repair
3. Printing and Publishing
4. Off-site Waste and Recovery Operations
5. Polymers and Resins I
6. Polymers and Resins IV

The federal rules are being incorporated into state law so that the state can receive delegation from EPA to implement and enforce the NESHAPs for Source Categories in the state of Minnesota. The MPCA plans to incorporate the above NESHAPs by reference into state rules, and also plans to incorporate into state rules any other NESHAPs that become final before the MPCA proposes these rules.

Persons Affected: The rule would likely affect any business that is subject to the federal NESHAPs, such as the printing and publishing industry, wood furniture industry, off-site waste and recovery operations and other industries listed above. The MPCA does not contemplate appointing an advisory committee to comment on the planned rule.

Statutory Authority: *Minnesota Statutes*, section 116.07, subd. 4, authorizes the MPCA to adopt rules and standards for the prevention, abatement and control of air pollution.

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 November 13, 1996. The MPCA has not yet prepared a draft of the planned rule. The federal rules for each of the six NESHAPs have been published in the *Federal Register* and can be found under the following citations:

1. Wood Furniture, 12-7-95 (60 FR 62930)
2. Shipbuilding and Ship Repair, 12-15-95 (60 FR 64330)
3. Printing and Publishing, 5-30-96 (61 FR 27132)
4. Off-site Waste and Recovery Operations, 7-1-96 (61 FR 34139)
5. Polymers and Resins I, 9-5-96 (61 FR 46905)
6. Polymers and Resins IV, 9-12-96 (61 FR 48208)

Federal Registers are available at many public libraries and at the MPCA library. The EPA also lists its federal rules on their computer electronic bulletin board system, the Technology Transfer Network at (919) 541-5742 under "Recently Signed Rules."

Written comments, requests to receive a draft of the state rule when its has been prepared, and requests for more information on this planned rule should be addressed to:

Sherryl K. Livingston
Air Quality Division
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, Minnesota 55155-4194
Telephone: (612) 297-7894
FAX: (612) 297-8701
Minnesota Toll Free: 1-800-657-3864

Professional, Technical & Consulting Contracts

The MPCA will receive oral statements and questions during regular business hours over the phone and in person at the above address.

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.

Peder A Larson
Acting Commissioner

Teachers Retirement Association

Notice of Regular Meeting

The Board of Trustees, Minnesota Teachers Retirement Association, Minnesota State Retirement System, and Public Employees Retirement Association will hold a meeting on Thursday, November 7, 1996, at 9:30 a.m. in the 5th floor conference room of the Veteran's Building, 20 West 12th Street, St. Paul MN to consider matters which may properly come before the Board.

JOINT NOTICE:

Teachers Retirement Association, Public Employees Retirement Association, and Minnesota State Retirement System

Joint Board Meeting, Notice of Meeting

A joint meeting of the Boards of the Minnesota Teachers Retirement Association, Public Employees Retirement Association, and Minnesota State Retirement System is scheduled to be held on Thursday, November 7, 1996, at 9:30 a.m., 5th floor conference room, Veteran's Building, 20 West 12th Street, Saint Paul, Minnesota.

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 Proposal for a Designer for a Technical Training and Classroom Facility, a Department of Administration Project

To Minnesota Registered Design Professionals:

The State Designer Selection Board has been requested to select a designer for a Minnesota Department of Administration project. Design firms who wish to be considered for this project should deliver proposals on or before 4:00 p.m. on Monday, November, 4, 1996, to:

Mary Clossner, Executive Secretary
State Designer Selection Board
Department of Administration
50 Sherburne Avenue, Room G-10
St. Paul, Minnesota 55155-3000

Professional, Technical & Consulting Contracts

The proposal must conform to the following:

- 1) Six (6) copies of the proposal will be required.
- 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. The only information that should be listed on the front of your proposal is contact, firm name, address, and phone number.
- 3) The cover sheet 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 firm(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.
 - 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:

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- 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 project herein described or the fee format form may be referred to Mary Closner at (612) 296-4655.

7) PROJECT 9-96

**Minnesota Department of Administration
UAW/Ford Motor Company & Minnesota State Colleges and Universities (MnSCU)
Technical Training and Classroom Facility
UAW/Ford Motor Company Assembly Plant
St. Paul, Minnesota**

1. PROJECT:

The Department of Administration is requesting a designer for an estimated 40,000 square foot technical training facility to be constructed at the Ford Motor Company Twin Cities Assembly Plant in St. Paul, Minnesota. The project will consist of classrooms, administrative offices, conference rooms, and a demonstration auditorium. It will also include high-bay laboratory areas for hands-on training in robotics, hydraulics, pneumatics, metal working, tool and die construction, metal finishing, welding, woodworking, automotive electrical and mechanical troubleshooting, automotive assembly as well as support and storage space.

The facility will be used for training Ford Motor Company employees and will be available to students attending Minnesota State College and University programs. Predesign information will be furnished to the project designer.

The scope of the project includes full architectural/engineering services for the project including programming, architectural, mechanical, electrical, acoustical, audiovisual, landscaping, civil, scheduling, and cost estimating.

2. BUDGET:

The current construction budget is anticipated to be approximately \$4,200,000. The basic services fee available for design, construction documents, bidding, construction administration, and reimbursables is approximately \$280,000. An additional \$1,600,000 of non-state funding is to be provided by Ford Motor Company for equipment and furnishings.

3. DESIGNER REQUIREMENTS:

The designer should have applicable prior experience in design of educational and/or vocational training facilities, code issues, fire and life safety, acoustics, special purpose ventilation and utility requirements as well as audio-visual and telecommunication installation. It will be necessary for the design team to evaluate the site constraints, the connection opportunities to the Ford Assembly building, and to provide the most cost effective solution within available funding. It will also be necessary for the designer to work cooperatively with the Division of State Building Construction, United Auto Workers Local 879, the Ford Motor Company, the Minnesota State Colleges and Universities, and local community groups. The design must meet all code requirements and compliment the vintage facade of the existing Ford Motor Company facility, adjacent historic areas, and recent commercial development in Highland Village.

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 May of 1998 to facilitate (Ford) installation of robotics, equipment, and furnishings. The facility is expected to be available for use by July of 1998. The planning and phasing of the project should schedule the delivery of construction services in a manner that will limit disruption of Ford Motor Company employee parking and new vehicle shipping activities. The project team will monitor contractor progress and will work closely with the local UAW, Ford Motor Company management, and representatives of the Minnesota State Colleges and Universities.

5. PROJECT INFORMATION MEETING/SITE TOUR:

A site tour and a copy of the pre-program/design study will be limited to short-listed firms. The site of the facility is expected to replace some employee parking on the north side of the existing Ford Motor Company assembly facility, and be accessible from Ford Parkway.

6. STATE DESIGNER SELECTION BOARD SCHEDULE:

Short List - Tuesday, November 12, 1996
Site Tour (**short-listed firms only**) - Tuesday, November 19, 1996
Interviews - Tuesday, December 3, 1996

Additional project information is available upon request. Questions concerning the project should be referred to:

Bob Armbruster, Project Manager
Minnesota Department of Administration
Division of State Building Construction
50 Sherburne Avenue, Room G-10
St. Paul, MN 55155-3000
Phone: (612) 296-4647; Fax: (612) 296-7650

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

Capitol Area Architectural and Planning Board (CAAPB)

Request for Proposal for a Designer to Rewrite the Comprehensive Plan for the Capitol Area and Draft Technical Zoning Amendments

To Licensed Design Professionals:

NOTICE IS HEREBY GIVEN that the Capitol Area Architectural and Planning Board wishes to select a designer to Rewrite the Comprehensive Plan for the Capitol Area and Draft Technical Amendments to the area's Zoning Ordinance. Design firms who wish to be considered for this project should deliver proposals on or before 4:00 p.m., November 7, 1996, to:

Paul Mandell, Senior Planner
Capitol Area Architectural and Planning Board
204 Administration Building
50 Sherburne Avenue
Saint Paul, Minnesota 55155

The proposal must conform to the following:

- 1) Seven (7) copies of the proposal will be required.
- 2) All data must be on 8 1/2" x 11" sheets, soft bound. No more than 25 printed faces will be allowed (see the following bulleted points for clarification).
 - Any letters directed to the Board should be bound into the proposal. It is not necessary to do a cover letter.
 - Blank dividers with printed tab headings are not counted as faces.
 - Front and back covers of proposals are not counted as faces.
- 3) The cover sheet of the proposal must be clearly labeled with the project number together with the designer's firm name, address, telephone number, and the name of the contact person.
- 4) All proposals shall begin with a summary that must include only the following items, in sequence:
 - a) Name of firm and its legal status;
 - b) Names of the persons responsible for both the management and production of the work, including subconsultants. Each team must have at least one member who is a licensed Minnesota design professional and maintains an office in Minnesota.
 - c) The proposal shall contain a statement indicating that the subconsultants 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 subconsultants and assigning the persons named in the preceding 4(b), 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 firm(s) submitting this proposal during the five (5) 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

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received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed that were paid directly to engineers or other specialty consultants employed on the projects and studies listed pursuant to the above. Special attention shall be given to listing those projects most applicable, such as campus work, special districts or other similar areas.

- 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:
- A copy of your firm's current certificate of compliance issued by the Commissioner of Human Rights; or
 - A statement certifying that the firm has a current certificate of compliance issued by the Commissioner of Human Rights; or
 - A statement certifying that the firm has not had more than 20 full-time employees at any time during the previous 12 months.
- g) Proposals not conforming to the parameters set forth in this request will be disqualified and discarded without further consideration.

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 the preceding 4(b) 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 the preceding 4(b), administering or producing the major elements of the work, including consultants. Identify roles that such persons played in projects that 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 other than those addressed earlier (under 4(e) with the State or the University of Minnesota).
- e) A list of references.
- f) A proposed work plan schedule and list of project deliverables, to include camera ready copy and disk.
- g) A statement of "not-to-exceed" cost for the project and a schedule of billing rates for individuals involved.

6) Selection of Consultant:

A committee consisting of CAAPB staff, one CAAPB Architectural Advisor, two CAAPB Board members, and a representative of the Administration Department will review the proposals and interview those firms making the short list. Interviews are scheduled to take place during the first week of December.

Factors upon which proposals will be judged include, but are not limited to: 1) the proposed work plan and schedule; 2) experience and qualifications of the firm and/or consultant team and personnel; 3) past experience of the consultant team in developing comprehensive plans, especially for areas of similar scope and/or purpose; 4) past record of performance on projects of similar size and scope; 5) ability to perform on time; 6) ability to work as a team; and 7) references.

- 7) 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) Enclosed 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.

8) **PROJECT**

**Capitol Area Architectural and Planning Board (CAAPB)
Comprehensive Plan for the Capitol Area**

1. SCOPE OF PROJECT

The State of Minnesota. The Capitol Area Architectural and Planning Board is seeking proposals from qualified consultants to develop a Comprehensive Plan for the Capitol Area. The CAAPB is a legislatively-created agency responsible for urban planning, development, and architectural preservation in a sixty-block district surrounding the State Capitol, bounded roughly by Pennsylvania Avenue on the north, Marion Street and Kellogg Boulevard on the west, West Seventh, the I-35E right-of-way, Exchange and Tenth Street on the south, and Jackson Street on the east.

The CAAPB is, by law, charged with the following responsibilities:

- to preserve and enhance the dignity, beauty, and architectural integrity of the Capitol, the buildings immediately adjacent to it, the Capitol grounds and the Capitol Area,
- to protect, enhance and increase the open spaces within the Capitol Area when determined necessary and desirable,
- to develop proper approaches to the Capitol Area for pedestrian movement, the highway system, and mass transit system so that the area achieves its maximum importance and accessibility,
- to establish a flexible framework for growth of the Capitol Buildings which will be in keeping with the spirit of the original design.

Thus, the CAAPB serves as the zoning authority for the entire district and has design review authority and approval for both public and private sector development in the area.

2. PROJECT WORK SCOPE

The work will include performing research and analysis, developing goals and policies, preparing a draft plan and a final plan, as well as recommending any measures necessary to implement the plan. The consultants will assist the Board in formulating the long term vision of urban image and land use patterns in the Capitol Area as an ultimate objective of the Comprehensive Plan.

The Comprehensive Plan will contain the modified and new Board policies and corresponding development guidelines for the Capitol Area. The policies to be adopted will concern the Capitol and other governmental buildings, open spaces, Capitol approaches, visual corridors, and the relation of the governmental precinct to the capital city, its downtown and neighborhoods, the public participation in planning, as well as other related issues. The development guidelines will include, but not be limited to, the use, rehabilitation and remodeling of existing state buildings, the siting and appearance of new buildings, private construction and development within the area, including housing, office and commercial developments, the Capitol Mall, locating of monuments and memorials, landscaping and streetscape, and public transportation and parking.

The final work product will be a camera ready copy of the Comprehensive Plan and a complete analysis with recommendations for technical amendments to the Zoning Ordinance.

The estimated budget for this project is \$120,000 inclusive of any reimbursements or travel. The proposal does not obligate the agency to spend the full estimated dollar amount.

The consultants will be expected to examine and utilize the many studies done over the past fifteen years either for or by the CAAPB. The consultants will need to include an analysis of those areas that have been incorporated into the district in the past decade and a half through boundary changes.

The consultants will be expected to conduct regular meetings with staff, Advisors, and members of the Board, and will need to coordinate efforts with staff of the city of Saint Paul Planning Department. The consultants will work with CAAPB staff to assure public participation. They will also be expected to analyze the current Zoning Ordinance for the area as well as the draft amendments for the new ordinance as currently being prepared by CAAPB staff, developing recommendations to assure its compatibility with the proposed new Comprehensive Plan.

3. QUALIFICATIONS AND BACKGROUND

The consulting firm should possess professional experience in developing comprehensive plans and zoning ordinances for organizations with similar urban planning and landscape architecture, architecture, transportation planning, and design, as well as the ability to assemble relevant data, and demonstrated report writing skills.

4. PARTICIPATING ENTITIES

The comprehensive planning process will require coordination and meetings with members of a project steering committee who will provide direction, project monitoring, and technical assistance where needed. This committee may include:

- Representatives from the Capitol Area Board as well as its staff and Architectural Advisors.
- Representatives of the Administration Department.

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- Local government leaders to obtain information and advice on their respective planning goals and objectives, including the city of Saint Paul.
- Representatives of neighborhood organizations with an interest in how the plan impacts their residents and business people.

5. PROJECT SCHEDULE

The consultant will start the project as soon as the contract has been executed, which is expected to be by early January 1997. A preliminary draft of the Comprehensive Plan with the Consultant's analysis of amendments to the Zoning Ordinance should be completed by summer 1997. At that time, CAAPB staff will initiate the required proceedings for the new zoning amendments, which will take at least four months to process through public notice and comment periods.

The final camera ready copy of the Comprehensive Plan should be completed by January 1998; however, it cannot be finalized or printed until all the legal proceedings for the Zoning Ordinance are completed.

Additional project information is available upon request. Questions concerning the project should be referred to:

Paul Mandell, Senior Planner
Capitol Area Architectural and Planning Board (CAAPB)
204 Administration Building
50 Sherburne Avenue
Saint Paul, MN 55155
Phone: (612) 296-6719; Fax: (612) 296-6718

Department of Corrections

Minnesota Correctional Facility-St. Cloud

Request for Proposals for Mobile CT and MRI Unit Services

The Minnesota Correctional Facility-St. Cloud (MCF-SCL) is requesting proposals for a mobile CT and MRI unit to provide on-site CT and MRI services to the inmate population. By having a mobile unit come to the facility, the tests can be done in a more efficient and cost-effective manner than transporting inmates to other health care facilities.

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

To obtain a copy of the full RFP, please contact:

Agency: MCF-SCL
Name: Kathy Ludwig
Title: Finance Director
Address: Box B
St. Cloud, MN 56302-1000
Phone: 320-240-3072

Proposals Must Be Received: Not later than 4:00 p.m. on Friday 15 November 1996. Late proposals will not be accepted.

Higher Education Services Office

Request for Proposals for Development of Curriculum

The Minnesota Higher Education Services Office (HESO) is requesting proposals from qualified professionals for the development of curriculum on early career awareness for elementary-school age students. The curriculum should be targeted to students and parents of color, low income, or those with no previous post-secondary experience. Proposals must be submitted no later than *November 6, 1996*.

The Request for Proposals (RFP) does not obligate the HESO to complete this project, and the HESO reserves the right to cancel the solicitation if it is considered to be in its best interest.

The total cost of this proposal is not to exceed \$13,000.

Copies of the RFP are available from:

Communications
Minnesota Higher Education Services Office
400 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
612/296-9684

Housing Finance Agency

Request for Proposal for Audit Services

The Minnesota Housing Finance Agency expects to have available a Request for Proposal for Audit Services on October 14, 1996. The services to be provided by a qualified firm include, but are not limited to, the following:

the annual audit of the Agency's financial statements, providing an audit opinion on each individual fund; Single Audit of the Housing Assistance Payments (HAP) program and other federally funded programs; management letter; cold comfort reviews in conjunction with the sale of bonds; continuing education of Agency accounting staff about accounting practices and emerging FASB/GASB issues and their impact and other services as requested by the Agency.

Proposals are to be submitted to: Minnesota Housing Finance Agency; Attn.: Patricia Hippe, Finance Director; 400 Sibley Street, Suite 300; St. Paul, Minnesota 55101 no later than 12:00 p.m., CST, November 1, 1996.

A copy of the Request for Proposal, including a complete listing of requirements can be obtained by calling the Agency at 612/296-9426.

Department of Human Services

Chemical Dependency Division

Request for Proposals to Conduct Unannounced Random and Targeted Compliance Checks of Retail Tobacco Outlets

The Chemical Dependency Division of the Minnesota Department of Human Services is soliciting proposals from qualified parties to conduct unannounced random and targeted compliance checks of retail tobacco outlets to measure the degree of compliance with *Minnesota Statutes* 609.685 prohibiting the sale of tobacco to minors. A maximum of 660 unannounced compliance checks will be conducted by the applicant in year 1. A maximum of 1,000 random unannounced compliance checks will occur in year two. The Chemical Dependency Division will provide the list of outlets to be checked each year, compliance check protocols, and data collection forms. This contract for compliance checks will begin on or about February 20, 1997, but not until such date as it is executed by the Commissioner of Administration.

The anticipated maximum funding for this project is \$38,000 per Federal fiscal year for up to two years. The maximum number of compliance checks is 660 in year 1 and 1,000 in year 2.

Proposals in response to this RFP must be submitted to the Chemical Dependency Division no later than 4:00 p.m. on November 15, 1996 to be accepted. To receive a copy of the full request for proposal contact Sheila Big Bear at (612) 296-4618.

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Department of Trade and Economic Development

Communications Office, Information and Analysis Division

Request for Proposal for Technical and Creative Direction and Services for a Video Production

The Department of Trade & Economic Development (DTED) is seeking proposals/applications from qualified individuals or firms interested in providing technical and creative direction and services for a video production to be used to promote Minnesota as a good place to do business. The estimated contract is \$15,000.00, beginning December 1, 1996 through March 1, 1997. Required format is Beta with all location shooting to be done in Minnesota.

Proposal Submissions

Those interested must submit a completed request-for-proposal. All proposals must include a summary of experience, production and fee schedule, 3/4-inch demo tape of relevant film work, and the name, title, address and phone number of the person empowered to negotiate a contract as a result of this proposal to:

Teresa Morrow, Communications Director
Department of Trade & Economic Development
500 Metro Square
121 7th Place East
St. Paul, Minnesota 55101-2146
612/297-1192

All applicants are cautioned that only Teresa Morrow is empowered to discuss and provide information on this project.

Deadline for submissions: 3:00 p.m.-Tuesday, November 12, 1996.

To request a copy of the complete RFP, contact Ms. Morrow at the address above.

Department of Transportation

Notice of Availability of Contract for Decision Support System for Operations Management/Business Planning

In compliance with *Minnesota Statutes Section 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.

The Minnesota Department of Transportation is requesting proposals for the development of an operations decision support system that will be used to support Maintenance Function business planning and quality efforts presently underway. Specifically, Mn/DOT is seeking information tools that integrate *resource, output, outcome, environment* and *customer data* such that the efficiency and effectiveness of products and services, as defined by the customer, can be evaluated.

Scope of Project: Two previously customer-defined products will be the focus of this learning project. They are CLEAR ROADS and ATTRACTIVE ROADSIDES. These two products are chosen so that the major activities of roadway maintenance, in both winter and summer, are represented. The performance outcomes of these products are exclusively the responsibility and under the control of the maintenance organization in Mn/DOT. The term of the contract is for approximately one year.

This project is a pilot for learning how to define, collect, analyze and apply internal quality and external product performance measures to efficiently provide customer with quality maintenance products that fit their needs. Mn/DOT also expects to use the system developed in this RFP project to allocate resources and assess our in-house competitiveness. Several models will need to be developed relating internal and external performance measures to resources consumed at the work unit level. The models must contain indexing factors to account for varying conditions of the environment in which each work unit operates. This is necessary to create valid performance benchmarks.

The Contractor shall complete the following tasks:

Task 1 - Meet with Mn/DOT Information Resource Professionals to coordinate project with Strategic Plan for IR and to determine department standards for data, applications, and technologies.

Task 2 - Meet with maintenance managers to verify entities from the conceptual data model and identify their pertinent attributes that need to be measured and to recommend methods of measurement.

Task 3 - Define performance measurement attributes of the two products identified above and facilitate agreement with the definitions among maintenance managers. Some examples might be;

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- a) customer outcome controlled measures
- b) managerial controlled resource measurements
- c) measurements of uncontrollable environmental factors that impact delivery of roadway maintenance
- d) weighing factors of entities of a, b, and c above

Task 4 - Organize data, develop computer software models, create appropriate algorithms and determine the value, importance and satisfaction the customer places on the two products identified.

Task 5 - Install and debug software models on each participating maintenance manager's PC.

Task 6 - Provide initial training for each participating maintenance manager in the use of the models.

Task 7 - Make presentations about the models and their use to upper Mn/DOT staff.

Task 8 - Provide continuing operating support and data oversight to the installed system, making changes in the models and algorithms as learning takes place.

Task 9 - Prepare a final report containing documentation of tasks performed and their outcomes, documentation of any software created in the performance of this project and recommendations for future use of the models prepared, including but not limited to, internal bench marking of Mn/DOT work units and deployment of resources based on customer preferences.

The Contractor shall provide:

- 1) must furnish and install on PCs or on networks, software that displays complete data in formats useful to evaluate the overall performance of the two products, **clear roads and attractive roadsides**, at up to fourteen locations as desired by Mn/DOT;
- 2) must furnish and install, as in 1 above, software that displays data in formats useful for, including but not limited to, comparing work units' performance, evaluating work processes, evaluating efficiency and effectiveness in meeting customer needs, for deploying resources, and predicting the likely results of various resource deployment scenarios;
- 3) must furnish a final report of all activities and their outcomes, documentation of any software developed in the project and recommendations for continuing use of the models for future use or extension to other products and services;
- 4) must present progress reports once at the midpoint of the project and at the close of the project to maintenance managers, Mn/DOT top staff and to other interested Mn/DOT managers and personnel.

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

Mn/DOT will provide support based on the responders proposal.

It is anticipated that the contract period will begin *December 15, 1996* and continue through *January 15, 1997*.

Targeted Group Business and/or Economically Disadvantaged Business participation in this contract has been determined to be at 4%.

NOTE: No more than 90% of the full amount due under the contract may be paid until the final deliverables of the contract have been reviewed by the agency and the agency has determined that the contractor has satisfactorily fulfilled the terms of the contract.

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

NOTE: Other Mn/DOT personnel are not allowed to discuss the project with responders before the submittal of proposed deadline.

Name: Marvin G. Bates
Title: Business Systems Engineering Director
Address: 395 John Ireland Blvd., St. Paul, MN 55155
Phone: 612/282-6982

Proposals must be received by **12:01 p.m. November 15, 1996. LATE PROPOSALS WILL NOT BE ACCEPTED.**

Submit 2 copies of the proposal. Proposals are to be sealed in a mailing envelope or package with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed, in ink, by an authorized representative of the company. Prices and terms of the proposal as stated must be valid for the length of the project.

The following will be considered minimum contents of the proposal:

1. A restatement of the objectives, goals, and tasks to show or demonstrate the responder's view of the nature of the project.
2. Identify and describe the deliverables to be provided by the responder.

Non-State Public Bids, Contracts & Grants

3. Outline the responder's background and experience with particular emphasis on local, state, and federal government work including all subcontractors. Identify personnel to conduct the project and detail their training and work experience. No change in personnel assigned to the project will be permitted without the prior approval of Mn/DOT's Contract Administrator.
4. Responder will prepare a detailed cost and work plan which will identify the major tasks to be accomplished and be used as a schedule and managing tool, as well as the basis for invoicing.
5. Identify the level of the Mn/DOT's participation in the project as well as any other services to be provided by the Mn/DOT.
6. Indicate if your firm is Targeted Group Business, Economically Disadvantage Business.

All proposals received by the deadline will be evaluated by representatives of Mn/DOT. In some instances, an interview will be part of the evaluation process.

Factors upon which proposals will be judged the following:

1. Expressed understanding of project objectives.
2. Project work plan.
3. Project cost detail.
4. Qualifications of both company and personnel. Experience of project personnel will be given greater weight than that of the company.

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

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

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.

Minnesota Food and Nutrition Network

Notice of Request for Proposal for a Nutrition-Related Needs Assessment

NOTICE IS HEREBY GIVEN that the Minnesota Food and Nutrition Network is requesting proposals for conducting a needs assessment related to healthy eating for low income Minnesotans.

Cost: Not to exceed \$30,000

Final Project Report Due: June 1, 1997

Proposals will be accepted at the address noted below until 4:00 p.m., November 27, 1996.

Evaluation and selection completed by: December 15, 1996.

To request a copy of the RFP or further information, contact:

Char Kilgore, Coordinator
Minnesota Food and Nutrition Network
Department of Food Science and Nutrition
1334 Eckles Drive
St. Paul, MN 55108
Phone: 612-624-9715 FAX: 612-625-5272
Email: ckilgore@che2.che.umn.edu

HOT OFF THE PRESS June '96

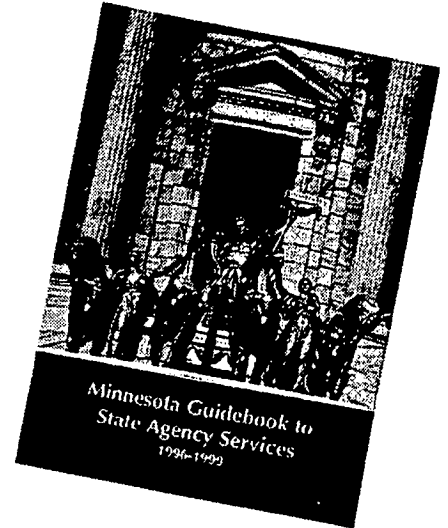
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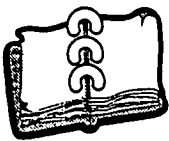
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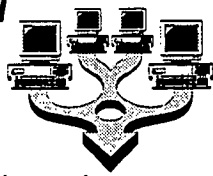
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