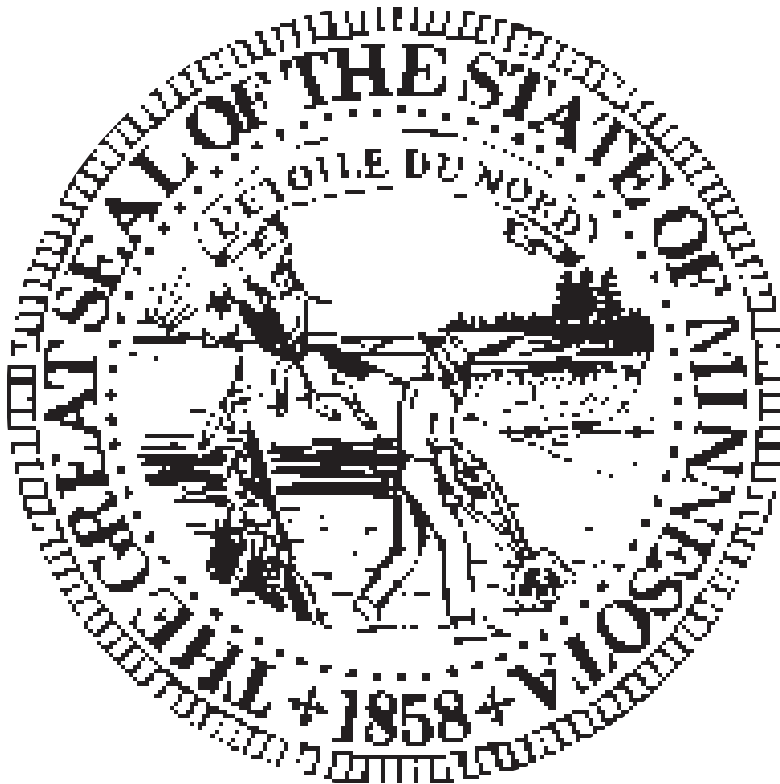


The Minnesota

# State Register

**Rules and Official Notices Edition**



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**Monday 27 April 1998**  
**Volume 22, Number 43**  
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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.

### Printing Schedule and Submission Deadlines

Vol. 22 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
# 43	Monday 27 April	Noon Wednesday 15 April	Noon Tuesday 21 April
# 44	Monday 4 May	Noon Wednesday 22 April	Noon Tuesday 28 April
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# 46	Monday 18 May	Noon Wednesday 6 May	Noon Tuesday 12 May

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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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Professional, Technical and Consulting contract awards are published monthly in an *Awards Report*.

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 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 1995 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the most current edition of the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive; issue #26 cumulative for issues #1-26; issues #27-38 inclusive; issue #39, cumulative for issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

**Volume 22, issue 43**

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# Expedited Emergency Rules

Provisions exist for the Commissioners of some state agencies to adopt expedited emergency rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Expedited emergency rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Expedited emergency rules are effective for the period stated or up to 18 months. Specific *Minnesota Statute* citations accompanying these Expedited emergency rules detail the agency's rulemaking authority.

## Department of Natural Resources

### Adopted Expedited Emergency Game and Fish Rules; 1837 Treaty Lakes and Upper Red Lake Special Management Regulations

**NOTICE IS HEREBY GIVEN** that the above entitled rules have been adopted through the process prescribed by *Minnesota Statutes*, section 84.027, subdivision 13(b). The statutory authority for the contents of these rules is *Minnesota Statutes*, section 97A.045, subdivision 2.

Dated: 16 April 1998

Rodney W. Sando  
Commissioner of Natural Resources

By Gail Lewellan, Assistant Commissioner of  
Human Resources and Legal Affairs

#### 6262.0500 WATERS CLOSED TO TAKING FISH.

[For text of subps 1 and 2, see M.R.]

Subp. 2a. **Waters closed to possession of fish.** The following waters have restrictions on the possession of fish:

[For text of items A and B, see M.R.]

[For text of item C, see State Register, volume 21, page 1590, May 5, 1997]

D. Ida Lake in Blue Earth county, T.105, R.28, S.1,12, and Loon Lake in Waseca county, T.107, R.22, S.7,18, are closed to the possession of largemouth bass and northern pike.

Anglers must immediately return to the water the fish species noted for each water. It shall be unlawful for anyone to have in possession or under control, regardless of where taken, fish species noted for each water while on or fishing on these waters. Possession includes personal possession and possession in a vehicle.

#### 6264.0400 DESIGNATED SPECIAL MANAGEMENT WATERS.

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

Subp. 4. **Mille Lacs Lake special management regulations.** All walleye in possession while on or fishing in Mille Lacs Lake, must be 15 inches or greater in length. All walleye less than 15 inches in length must be immediately returned to the water. A person's possession limit may not include more than one walleye over 20 inches in length. All northern pike in possession while on or fishing in Mille Lacs Lake must be less than 26 inches in length or greater than 36 inches in length. All northern pike that are 26 to 36 inches in length, inclusive, must be immediately returned to the water. A person's possession limit may not include more than one northern pike over 36 inches in length. Mille Lacs Lake is closed to the taking of fish between the hours of 10 p.m. and 6 a.m. daily during the period commencing at 10 p.m. on the Monday following the Saturday two weeks prior to the Saturday of Memorial Day weekend and ending at 12:01 a.m. on Monday, four weeks after the date of commencement. During the above referenced closure, no person shall be on the waters of Mille Lacs Lake while having in possession any equipment whereby fish may be taken. Spearing is prohibited from December 1 through April 30. A person may not have a spear in possession while on or fishing in Mille Lacs Lake during this period.

Name	Location	County
Mille Lacs	T.42-45, R.25-28, S. Various	Aitkin, Mille Lacs

[For text of subps 5 to 9, see M.R.]

## Expedited Emergency Rules

**Subp. 10. Walleye 16 to 24 inch protected slot limits - 1837 Treaty Area.** All walleye in possession while on or fishing in the following waters must be less than 16 inches in length or greater than 24 inches in length. All walleye that are 16 to 24 inches in length, inclusive, must be immediately returned to the water. A person's possession limit may not include more than one walleye over 24 inches in length.

<u>Name</u>	<u>Location</u>	<u>County</u>
<u>Ann Lake</u>	<u>T.39, R.25, S.2</u>	
	<u>T.40, R.25, S.25,35,36</u>	<u>Kanabec</u>
<u>East Rush</u>	<u>T.37, R.22, S. Various</u>	<u>Chisago</u>
<u>Knife Lake</u>	<u>T.40-41, R.23,24,</u>	
	<u>S. Various</u>	<u>Kanabec</u>
<u>Little Rock</u>	<u>T.37-38, R.31,</u>	
<u>Lake</u>	<u>S. Various</u>	<u>Benton</u>
<u>Platte Lake</u>	<u>T.42, R.28, S.5,6</u>	<u>Morrison,</u>
		<u>Crow Wing</u>
<u>Sullivan Lake</u>	<u>T.42, R.28,29</u>	
	<u>S. Various</u>	<u>Crow Wing</u>
<u>West Rush</u>	<u>T.37, R.22, S. Various</u>	<u>Chisago</u>

**Subp. 11. Walleye 17 inch minimum size limits - 1837 Treaty Area.** All walleye in possession while on or fishing in the following waters must be 17 inches in length or greater. All walleye less than 17 inches in length must be immediately returned to the water.

<u>Name</u>	<u>Location</u>	<u>County</u>
<u>Green Lake</u>	<u>T.33, R.20,21,</u>	
	<u>S.12,13,23,24</u>	<u>Chisago</u>
<u>Goose Lake</u>	<u>T.36,37, R.22, S. Various</u>	<u>Chisago</u>

**Subp. 12. Walleye 16 inch minimum size limits - 1837 Treaty Area.** All walleye in possession while on or fishing in the following waters must be 16 inches in length or greater. All walleye less than 16 inches in length must be immediately returned to the water.

<u>Name</u>	<u>Location</u>	<u>County</u>
<u>Green Lake</u>	<u>T.36, R.25, S.26-28,</u>	
	<u>33-35</u>	<u>Isanti</u>
<u>North Big</u>		
<u>Pine Lake</u>	<u>T.43, R.22, S.13,14</u>	<u>Aitkin, Pine</u>
<u>South Big</u>		
<u>Pine Lake</u>	<u>T.43, R.22, S.23-26</u>	<u>Aitkin</u>

**Subp. 13. Northern pike 26 to 36 inch protected slot limits - 1837 Treaty Area.** All northern pike in possession while on or fishing in the following waters must be less than 26 inches in length or greater than 36 inches in length. All northern pike that are 26 to 36 inches in length, inclusive, must be immediately returned to the water. A person's possession limit may not include more than one northern pike over 36 inches in length.

<u>Name</u>	<u>Location</u>	<u>County</u>
<u>Ogechie Lake</u>	<u>T.42, R.27, S.4,5,7,8,</u>	
	<u>T.43, R.27, S.3</u>	<u>Mille Lacs</u>

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## Expedited Emergency Rules

Subp. 14. **Upper Red Lake special management regulations.** While on or fishing in Upper Red Lake outside of the Red Lake Indian reservation, the possession limit for walleye is two.

<u>Name</u>	<u>Location</u>	<u>County</u>
Red, Upper	<u>T.153, R.31-34;</u> <u>T.154, R.31-34;</u> <u>T.155, R.30-32;</u> <u>outside Red Lake</u> <u>Indian Reservation</u>	<u>Beltrami</u>

**REPEALER.** The emergency amendments to *Minnesota Rules*, part 6264.0400, subparts 4, 8, 9, 10, and 11, published in the *State Register*, volume 21, pages 1590 and 1591, May 5, 1997, are repealed.

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## Official Notices

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

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and mat-

## Department of Administration

### State Designer Selection Board

#### Notice of Meetings of the State Designer Selection Board

Upcoming meeting dates for the State Designer Selection Board are as follows:

- April 28, 1998, Interview/Awards, Projects 1-98 and 2-98, MCF-Shakopee and MCF-St. Cloud, respectively.
- May 5, 1998, Interview/Awards, Project 3-98, MCF-Oak Park Heights.
- May 26, 1998, Short List, Projects 4-98 and 6-98, Higher Education Services Office (HESO) and MCF-Moose Lake, respectively.
- June 9, 1998, Projects 4-98 and 6-98, Interview/Awards, Higher Education Services Office (HESO) and MCF-Moose Lake, respectively.

All meetings are held in Conference Room A, G-10 Administration Building, 50 Sherburne Avenue, St. Paul, Minnesota.

## Minnesota Comprehensive Health Association

### Notice of Meeting of the Actuarial Committee

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Actuarial Committee will be held at 1:00 p.m. on Tuesday, April 28, 1998. The meeting will take place at Blue Cross Blue Shield of MN, Main Building, 6th floor meeting room, 3535 Blue Cross Road, Eagan, MN.

For additional information, please call Lynn Gruber at (612) 593-9609.

## Official Notices

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### Minnesota Comprehensive Health Association

#### Notice of Strategic Planning Focus Group Meeting

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Strategic Planning Focus Group will be held at 1:00 p.m. on Friday, May 1, 1998. The meeting will take place at Blue Cross Blue Shield of MN, Main Building, third floor, conference room "C", 3535 Blue Cross Road, Eagan, MN.

For additional information, please call Lynn Gruber (612) 593-9609.

### Department of Labor and Industry

#### Labor Standards Division

#### Notice of Addition to Prevailing Wage Rates

An additional class of Labor, **Code 435 Asbestos Abatement Worker**, has been determined for the Commercial Prevailing Wage Rates in **Clay County** which were certified 10/20/97.

Copies of the corrected certification may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306 or by calling (612) 296-6452. Charges for the cost of copying and mailing are \$1.00 for the first page and \$.50 for each additional page. Make check or money order payable to the State of Minnesota.

Gretchen B. Maglich  
Commissioner

### Department of Natural Resources

#### Division of Fish and Wildlife

#### Notice of Waters Identified and Designated as Infested Waters and Limited Infestations of Eurasian Watermilfoil

**NOTICE IS HEREBY GIVEN** by the Minnesota Department of Natural Resources that until further notice, the following waters in the state have been identified and designated as infested waters in *Minnesota Rules*, part 6216.0350 and limited infestations of Eurasian watermilfoil in *Minnesota Rules*, part 6216.0370. Activities at these waters are subject to *Minnesota Rules*, parts 6216.0100 to 6216.0600, *Minnesota Statutes*, section 84D.13, and other applicable laws.

#### Waters identified as infested with Eurasian water milfoil

The following water bodies are identified and designated by the commissioner as infested with Eurasian water milfoil (*Myriophyllum spicatum*).

Name	DNR Protected Waters Inventory Number
<i>Anoka County</i>	
Cenaiko Lake	02-0654
Crooked Lake	02-0084
Otter Lake	02-0003
Unnamed lake (in Springbrook Nature Center)	02-0688

#### DNR Protected Waters



Name	Inventory Number
<b><i>Carver County</i></b>	
Lake Ann	10-0012
Auburn Lake	10-0044
Bavaria Lake	10-0019
Firemen's Lake	10-0226
Lotus Lake	10-0006
Lake Minnewashta	10-0009
Pierson Lake	10-0053
Riley Lake	10-0002
Schutz Lake	10-0018
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Cedar Lake	27-0039
Christmas Lake	27-0137
Dutch Lake	27-0181
Eagle Lake	27-0111
Fish Lake	27-0118
Forest Lake	27-0139
Lake Harriet	27-0016
Hiawatha Lake	27-0018

**DNR Protected Waters**

## Official Notices

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Libbs Lake	27-0085
Little Long Lake	27-0179
Long Lake	27-0160
Medicine Lake	27-0104
Minnehaha Creek	27-0000
Lake Minnetonka	27-0133
Niccum's Pond	private
Lake Nokomis	27-0019
Parker's Lake	27-0107
Lake Rebecca	27-0192
Rice Lake	27-0116
Round Lake	27-0071
Lake Sarah	27-0191
Schmidt Lake	27-0102
Swan Lake	27-0000
Whaletail Lake	27-0184
Wirth Lake	27-0037
<b><i>Kanabec County</i></b>	
Knife Lake	33-0028
<b><i>Olmsted County</i></b>	
George Lake	55-0008
<b><i>Pope County</i></b>	
Gilchrist Lake	61-0072
<b><i>Ramsey County</i></b>	
Bald Eagle Lake	62-0002
Lake Gervais	62-0007
Island Lake	62-0075
Keller Lake	62-0010
Phalen Lake	62-0013
Round Lake	62-0012
Silver Lake	62-0001
Sucker Lake	62-0028
Lake Vadnais	62-0038
Lake Wabasso	62-0082
White Bear Lake	82-0167
<b><i>Scott County</i></b>	
Lower Prior Lake	70-0026

### DNR Protected Waters

Name	Inventory Number
<b><i>Stearns and Todd County</i></b>	
Sauk Lake	77-0150
<b><i>Washington County</i></b>	
White Bear Lake	82-0167
St. Croix River	82-0001
<b><i>Wright County</i></b>	
Augusta Lake	86-0284
Beebe Lake	86-0023
Clearwater Lake	86-0252
Lake Mary	86-0156
Little Waverly Lake	86-0106
Lake Pulaski	86-0053
Rock Lake	86-0182
Sugar Lake	86-0233
Waverly Lake	86-0114

***Multiple Counties***

Mississippi River (downstream of St. Anthony Falls)

**Waters identified as infested with round goby**

The following water bodies are identified and designated by the commissioner as infested with round goby (*Neogobius melanostromus*).

Name	DNR Protected Waters Inventory Number
<b><i>Multiple Counties</i></b>	
Lake Superior	16-0001
St. Louis River (downstream of the Fond du Lac dam)	

**Waters identified as infested with ruffe**

The following water bodies are designated by the commissioner as infested with ruffe (*Gymnocephalus cernuus*).

Name	DNR Protected Waters Inventory Number
<b><i>Multiple Counties</i></b>	
(1) Lake Superior	16-0001
(2) St. Louis River (downstream of the Fond du Lac dam)	

**Waters identified as infested with spiny water flea**

The following water bodies are designated by the commissioner as infested with spiny water flea (*Bythotrephes cederstroemi*).

Name	DNR Protected Waters Inventory Number
<b><i>St. Louis</i></b>	
(1) Fish Lake	69-0491
(2) Island Lake	69-0372
<b><i>Multiple Counties</i></b>	
(1) Lake Superior	16-0001
(2) Cloquet River (from Island Lake to the St. Louis River)	

## Official Notices

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(3) St. Louis River (downstream of the Cloquet River)

### Waters identified as infested with white perch

The following water bodies are designated by the commissioner as infested with white perch (*Morone americana*).

Name	DNR Protected Waters Inventory Number
<i>Multiple Counties</i>	
Lake Superior	16-0001
St. Louis River (downstream of the Fond du Lac dam)	

### Waters identified as infested with zebra mussels

The following water bodies are designated by the commissioner as infested with zebra mussel (*Dreissena sp.*).

Name	DNR Protected Waters Inventory Number
<i>Multiple Counties</i>	
Lake Superior	16-0001
Mississippi River (downstream of St. Anthony Falls)	
St. Louis River (downstream of the Fond du Lac dam)	

### Waters identified with limited infestations of Eurasian watermilfoil

The commissioner of natural resources has identified and designated the following waterbodies as "limited infestations" of Eurasian watermilfoil (*Myriophyllum spicatum*) according to *Minnesota Rule* 6216.0300 and *Minnesota Statute* 84D.03. Activities at these waters are subject to *Minnesota Statutes* 84D.13; *Minnesota Rules* 6216.0300, subpart 3; *Minnesota Rule* 6216.0400, subpart 4; and other applicable laws.

Name	DNR Protected Waters Inventory Number
<i>Carver County</i>	
Lake Ann	10-0012
<i>Hennepin County</i>	
Christmas Lake	27-0137
Eagle Lake	27-0111
Little Long lake	27-0179
Round Lake	27-0071
Whaletail Lake	27-0184
<i>Todd and Stearns County</i>	
Sauk Lake	77-0150
<i>Wright County</i>	
Sugar Lake	86-0233

Dated: 27 April 1998

Department of Natural Resources  
Exotic Species Program  
William J. Rendall  
Program Coordinator

## Office of the Secretary of State

### Rulemaking Advisory Committee Participants

The publication of this list is made to comply with *Minnesota Statutes* section 14.101, subdivision 2 which requires the publication of the membership of any rulemaking advisory committees once each year.

#### Voting Systems Workgroup

Gary Poser, Anoka County Election Supervisor  
Patty O'Connor, Blue Earth County Election Supervisor  
Roy Luukkonen, Crow Wing County Auditor  
Lorraine Nelson, Rice County Auditor/Treasurer  
Marge Christianson, Hennepin County Election Supervisor  
Tom Hennen, Scott County Auditor  
Molly O'Rourke, Washington County Election Supervisor  
Joyce Twistol, Blaine City Clerk  
Sonja Ritchie, Woodbury City Clerk  
Laurie Ahrens, Plymouth City Clerk  
Sue Olesen, Burnsville City Clerk

#### Minnesota Electronic Authentication Act Advisory Committee

The Honorable Phyllis Kahn, State Representative  
The Honorable Steve Kelley, State Senator  
David Walker, VeriSign, Inc.  
Ruven Schwartz, Manager, Digital Authentication, West Group  
Clint Pires for the Intergovernmental Information Systems Advisory Council, City of St. Louis Park  
Mike Carlson, Minnesota Bankers Association  
Annette Henkel, Minnesota Retail Merchants Association  
C. Robert Beattie III for the Minnesota Business Partnership, Doherty, Rumble and Butler PA  
Reese Doffing, Independent Community Bankers Association  
Nora Dufresne, Account Representative, United States Postal Service  
John Fraser, Minnesota Health Data Institute  
Steve Buckingham for the Computer Law Section of the Minnesota State Bar Association, Minnesota Mining & Manufacturing Co.  
Jake Manahan for the Information Policy Council, Deputy State Treasurer  
Beverly Turner, Insurance Federation of Minnesota  
Mike Johnson, Staff Attorney, Minnesota Courts  
John Ladwig, Networking and Telecommunications, University of Minnesota  
Don Riley for the Minnesota Education Technical Council, Vice President, University of Minnesota

## State Grants & Loans

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### Department of Transportation

#### Petition of the Pine County Board for a variance from State Aid requirements for DESIGN SPEED

NOTICE IS HEREBY GIVEN that the Pine County Board has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a proposed resurfacing project on County State Aid Highway No. 27, between County State Aid Highway Nos. 17 and 61.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9926, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to allow a 50 km/h horizontal curve in lieu of the required 60 km/h minimum design speed on the proposed resurfacing project on County State Aid Highway No. 27.

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, St. Paul, Minnesota 55155.

If a written objection is received within 20 days from the date of this notice in the *State Register*, the variance can be granted only after a contested case hearing has been held on the request.

Dated: 15 April 1998

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

## State Grants & Loans

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In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself.

Agencies are encouraged to publish grant and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

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### Department of Human Services

#### Aging and Adult Services Division

#### Notice of Request for Proposals (RFP) for the Homesharing Program

##### Purpose

The Minnesota Department of Human Services (DHS) is soliciting proposals (RFPs) from eligible sponsors for the purpose of establishing and/or operating Homesharing Programs throughout the state of Minnesota.

##### Amount of Funds

For the year July 1, 1998 through June 30, 1999, contingent upon a 1998 legislative appropriation of state funds, and the concurrence of the Governor, up to a total of \$150,000 is available: for the three types of grants.

1. **There are three types of grants available.**
  - a. **New Homesharing Service Provider Grant (New HSP)**
  - b. **Expansion Homesharing Provider Grants (Expansion HSP).**
  - c. **Expansion Homesharing Technical Assistance Provider Grant (Expansion HTAP).**
2. **Homesharing Service Provider Grant (HSP).** These grant programs match low and moderate income homeowners with homeseekers who contribute rent or services in exchange for sharing the home. Either the homeowner or the homeseeker must be elderly, have a physical or developmental disability, or be the head of a single parent family with dependent children. Applicants are expected to work with all of these groups. This income and/or service should help homeowners stay in their homes longer than they would have without the homesharers. Homesharing should help homesharers find affordable housing. No two homesharing situations are alike; each is tailored to meet the need and desires of the people involved. There are currently seven grantees.

- 3. Homesharing Technical Assistance Provider Grant (HTAP).** This grant funds an organization representing DHS homesharing service providers for the purpose of providing technical assistance to these providers in the operation and promotion of homesharing programs. There is currently one grantee.

It is the intent of this program to assist in the development of homesharing programs in both urban and rural sections of the state with as wide a distribution as possible.

#### **Eligible Sponsors**

- 1. All Applicants must meet this criterion.** Eligible grant applicants include non-profit organizations, housing authorities, units of local government that operate or propose to operate homesharing programs within the State of Minnesota, who have submitted a letter of intent to apply for a grant. Applications will only be accepted from those who have submitted a letter of intent as specified in this "Notice."
- 2. New HSP Grants.** Applicants must meet the requirements in number one above and either 2.a. or 2.b below.
  - a. Applicants who are not existing DHS HSP grantees may apply for a new HSP grant: applicants who do not have an HSP grant with the DHS for the period 7/1/97 to 6/30/98, whose proposed primary area of service does not overlap with an existing DHS homeshare grantee's primary area of homeshare service meet this eligibility criterion.
  - b. Existing DHS Homeshare grantees who wish to expand into a geographic area that is not geographically contiguous to the grantees existing primary area of homeshare service, must submit a new application for this type of expansion, not an expansion application. Existing primary area of homeshare service is defined in the grantees current home share contract with DHS.
- 3. Expansion HSP Grants in Existing Area of Primary Operation or into Areas Geographically Contiguous to the Existing Primary Area of Operation and Expansion of the HTAP Grant.** Applicant must meet the requirements of number one above and must be an existing DHS HSP or HTAP grantee to apply for an expansion HSP or HTAP grant. An existing grantee is one who has an HSP or HTAP grant contract with DHS for the period 7/1/97 to 6/30/98. Expansion means a proposal to intensify efforts in the grantees existing primary area of homeshare service, or to expand efforts into an area that is geographically contiguous to the grantees existing primary area of homeshare service. Existing primary area of homeshare service is defined in the grantees current homeshare contract with DHS.

If an existing homeshare grantee wishes to expand into a geographic area that is not geographically contiguous to the grantees existing primary area of homeshare service, this type of proposal must be made as a new application, not an expansion application.

**Existing DHS homeshare grants cover the following counties and areas as primary areas of homeshare service:** Washington, Ramsey, Dakota, Hennepin, Anoka, Sherburne, Benton, Wright, Stearns, Winona, Olmsted, Mower, Freeborn; and the area within a 30 mile radius of the city of Mankato.

#### **Availability of Funds**

Applicants may submit an application for a budget adequate to carry out their proposal. Grant awards will be for 12 months beginning on July 1, 1998 and ending on June 30, 1999. Productivity, the cost per match, past performance operating DHS grants, and ability to operate a homeshare program will be some of the factors in evaluating the reasonableness of the amount being requested and the merits of the application-proposal.

The State has the option of extending the contract for up to four additional 12 month periods after June 30, 1998, contingent upon the availability of funds, satisfactory performance, and contracting requirements.

#### **Application Process**

This is a two step process. A letter of intent to apply for grant funds must be submitted and then an application. **Failure to submit a letter of intent by the deadline date will disqualify any subsequent application from consideration.**

- 1. The letter of Intent to apply** for grant funds is due at the Aging and Adult Services Division's fourth floor offices by 4:00PM, on May 14, 1998. The letter of intent must specify :
  1. the intent to apply for a grant and must specify the type of grant: a new homeshare service provider grant; or an expansion homeshare service provider (HSP) grant or an expansion homeshare technical assistance provider grant (HTAP);
  2. the name and address of the applicant organization, and the name and phone number for a contact person; and
  3. letters of Intent for both new or expansion HSP grants must specify the proposed primary geographic area to be served.
  4. Letters of intent must be signed by a person authorized under the applicant organization's bylaws to commit that organization to a contract.

## State Grants & Loans

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- All Application-Proposals must be received by 4:00 PM on May 28, 1998 at the fourth floor offices of the Aging and Adult Services Division.** Completed proposals must be submitted to Ron Abato at the address listed below. Proposals received after the above deadline will not be eligible for consideration.

**Applicants may request a copy of the Request for Proposals (RFP) and the application** by contacting Pat Olsen at (612) 296-2770. Please be sure you tell Pat the type of application you want: Expansion Application or a New Application. Please only request the application you need. The applications are not the same, and, if you submit an application for a grant you are not eligible for, or if you use the wrong application form, it will be disqualified. If you are not sure which type of application to request or have other questions, please call Ron Abato at the number listed below.

**Letters of Intent and completed application proposals must be sent to:**

Ron Abato, Homesharing Program  
Aging and Adult Services Division  
444 Lafayette Road, St. Paul  
MN 55155-3843.

**If you have questions about this notice, the letter of intent, or the proposal,** please call Ron Abato at: (612) 296-3769.

**This request for notice does not obligate the State to complete this project, and the State reserves the right to cancel this offer, if it is considered to be in its best interest. The State is not responsible for any costs associated with the planning or preparation of applications related to this notice.**

## Department of Public Safety

### Minnesota Auto Theft Prevention Program

#### Grant Availability for Local Government Units and Businesses for Auto Theft Prevention Programs

The Minnesota Auto Theft Prevention Program Board announces the availability of over \$350,000.00 in grant funds still accessible for the July 1, 1998 through June 30, 1999 grant period. Applications will be accepted from State, County, Local Police Departments, Governmental Agencies, Prosecutors, Judiciary, Businesses, Community and Neighborhood Organizations. This reimbursement grant program must be for projects dedicated to the area of auto theft. Grant application packets may be obtained by contacting Dennis Roske at the Auto Theft Prevention Office at (612/405-6153 or 405-6155). To be considered, applications must be received in the MATPP office in Mendota Heights by 4:30 p.m. on June 1, 1998.



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# 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, and final submission date of completed contract proposal.

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

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## Department of Administration

### State Designer Selection Board

#### Request for Proposals for Minnesota Higher Education Services Office (HESO), Construction of an Office Facility, or the Renovation of an Existing Building to Accommodate 60 to 65 Employees, St. Paul, Minnesota

IN AN ATTEMPT TO FACILITATE COMMUNICATION, THE STATE DESIGNER SELECTION BOARD HAS MADE SOME CHANGES IN ITS STANDARD RFP LANGUAGE. PLEASE READ CAREFULLY THE SECTIONS THAT ARE IN BOLD TYPE AS THEY CONTAIN REVISIONS TO THE RFP.

#### To Minnesota Registered Design Professionals:

The State Designer Selection Board has been requested to select a design professional (design professionals) for the project defined below.

#### PLEASE NOTE:

**HESO INTENDS, IN ITS NEED FOR A NEW OFFICE FACILITY, EITHER 1) TO PURCHASE AND RENOVATE AN EXISTING AND PRESENTLY UNDETERMINED FACILITY OR 2) TO CONSTRUCT A NEW OFFICE FACILITY ON A PRESENTLY UNDETERMINED SITE.**

**THIS UNIQUE PROJECT REQUIRES THE SELECTED DESIGN PROFESSIONAL TO ASSIST HESO IN DETERMINING WHICH OF THE ABOVE TWO OPTIONS IS THE BETTER OPTION AND THEN TO PROVIDE**

**HESO WITH PROGRAMMING, DESIGN, AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE SELECTED OPTION.**

Design firms that wish to be considered for this project (these projects) must deliver proposals on or before 4:00 p.m., Monday, May 11, 1998, to:

Audrey Clasemann, Executive Secretary  
State Designer Selection Board  
Department of Administration  
50 Sherburne Avenue, Room G-10  
St. Paul, Minnesota 55155-3000  
(612) 296-4656

The proposals must conform to the following:

1. **Eight (8) copies** of the proposal will be required plus one additional unbound copy in black and white for microfiche purposes only.
2. All data must be on 8 1/2" 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 shall be bound into the proposal and all pages will be counted as printed face(s). It is not necessary to do a cover letter to the Executive Secretary.
  - Blank dividers (with printed tab headings only) are not counted as faces.
  - Front and back covers of proposals are not counted as faces.
  - None of the statutory, mandatory, or optional information, except as required in 3) below, shall appear on the dividers or covers.
3. The front cover of the proposal must be clearly labeled with the project number, as listed below, together with the designer's firm name, address, telephone number, fax number, and the name of the contact person. The back cover shall remain blank.

## Professional, Technical & Consulting Contracts

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### 4. Brief 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 the management, design, and production of each major element of the work, including consultants, as well as Minnesota registration numbers for all (e.g., architects, civil/electrical/mechanical/structural engineers, landscape architects, land surveyors, and geotechnical);
- 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 years immediately preceding the date of this request for proposal. For the purposes of this list, "awarded" shall mean you have been selected for a given project regardless of the status of the contract.

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 the Executive Secretary at (612) 296-4656 and leave your address or fax number to receive a copy of the acceptable format for providing this information.

**f. *Minnesota Statutes, Section 363.073, subd. 1, in part, requires: "No department or agency of the state shall accept any bid or proposal for a contract or agreement unless the firm or business has an affirmative action plan submitted to the commissioner of human rights for approval. No department or agency of the state shall execute any contract or agreement for goods or services in excess of \$100,000 with any business having more than 40 full-time employees, either within or outside this state, on a single working day during the previous 12 months, unless the firm or business has an affirmative action plan for the employment of minority persons, women, and the disabled that has been approved by the commissioner of human rights." 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 applied for Affirmative Action Plan Approval to the Commissioner of Human Rights and the date when such application was received by the Commissioner of Human Rights; or**
- 4) **A statement certifying that the firm has not had a cumulative total of more than 40 full-time employees at any time during the previous 12 months, anywhere in the United States.**

### 5. Additional Mandatory Proposal Contents:

- a. A section containing graphic material (e.g., 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 firm's 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 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.

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## Professional, Technical & Consulting Contracts

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

Any questions concerning the Board's procedures or their schedule for the projects herein described may be referred to the Executive Secretary at (612) 296-4656.

### 7. PROJECT 4-98

#### Minnesota Higher Education Services Office

#### Construction of an Office Facility or Renovation of an Existing Building to Accommodate 60 to 65 Employees.

#### St. Paul, Minnesota

##### 1. PROJECT DESCRIPTION:

The Minnesota Higher Education Services Office is a state agency that provides impartial, statewide services to the citizens of Minnesota. Through its advocacy and actions, it works to:

- achieve student financial access to postsecondary education;
- enable students to choose among postsecondary educational options;
- protect and inform educational consumers;
- produce independent, statewide information on postsecondary education; and
- facilitate interaction among and collaborate with organizations that share responsibility for education in Minnesota.

Functions of the agency include: administration of student financial aid programs; approval, registration, and licensure of private collegiate and career schools; negotiation and administration of interstate tuition reciprocity programs; administration of Minnesota Education Telecommunications Council; library planning and the Minnesota Interlibrary Telecommunications Exchange (MINITEX); collection of and maintenance of data on postsecondary education programs.

The Higher Education Services Office (HESO) is seeking proposals to design and construct an office facility or buy and renovate an existing office facility to accommodate 60 to 65 employees. The facility will be located within a ten-mile radius of downtown St. Paul. HESO estimates the approximate size of the facility will need to be 20,000 to 25,000 gross square feet to meet its requirements. HESO intends to utilize as much of existing furniture and equipment. However, additional Herman Miller product may be purchased (e.g., private offices). HESO will make a decision whether to build a new facility or renovate an existing facility before entering into a contractual arrangement with an architectural firm. Proposals submitted must clearly identify all architectural and design fees associated with a (build new scenario) or a (buy existing and renovate scenario).

##### 2. REQUIRED CONSULTANT SERVICES:

The scope of the project includes full designer services for the project including architectural, mechanical, electrical/structural/civil engineering, acoustical design, air quality control design, project scheduling, cost estimating, and construction administration services.

##### 3. PROJECT BUDGET:

The current budget to construct and purchase land for a new facility is estimated to be approximately \$5,800,000. The total project costs, including all fees, permits, and departmental furnishings and equipment purchases, are estimated to be \$7,000,000. Design fees available for this project, including travel and reimbursable costs, and construction administration services are estimated at \$700,000.

The current budget to purchase and renovate an existing facility is estimated to be approximately \$2,500,000. The total project costs, including all fees, permits, and departmental furnishings and equipment purchases, are estimated to be \$3,000,000. Design fees available for this project, including travel and reimbursable costs, and construction administration services are estimated at \$300,000.

##### 4. PROJECT SCHEDULE:

Timetable and processes should be established to move the Higher Education Services Office no later than October 31, 1999.

##### 5. INFORMATIONAL MEETING/SITE VISIT:

An informational meeting will be held May 5, 1998, at 1:30 p.m. in Room 400 Capitol Square Building, 550 Cedar Street, St. Paul, Minnesota.

## Professional, Technical & Consulting Contracts

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### 6. PROJECT CONTACT:

Questions concerning the project should be referred to:

Timothy M. Geraghty  
Director of Financial Services  
Higher Education Services Office  
Suite 400, Capitol Square Building  
St. Paul, MN 55101  
Phone: (612) 296-9697  
Fax: (612) 297-8880  
E-mail: geraghty@heso.state.mn.us

7. The Higher Education Services Office reserves the right to cancel the project at any time subject to fulfillment of contractual obligations.

### 8. STATE DESIGNER BOARD SCHEDULE:

**Informational Meeting/Project Site Visit:** Tuesday, May 5, 1998, at 1:30 p.m. HESO, 400 Capitol Square Building, 550 Cedar Street, St. Paul

**Project Proposals Due:** Monday, May 11, 1998, by 4:00 p.m.

**Project Short List:** Tuesday, May 26, 1998

**Project Interviews & Award:** Tuesday, June 9, 1998, 9:00 a.m. in Conference Room A, G-10 Administration Building, 50 Sherburne Avenue, St. Paul

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

## Department of Administration

### State Designer Selection Board

#### Request for Proposals for Department of Corrections, Renovation of Building 35, MCF-Moose Lake

IN AN ATTEMPT TO FACILITATE COMMUNICATION, THE STATE DESIGNER SELECTION BOARD HAS MADE SOME CHANGES IN THEIR STANDARD RFP LANGUAGE. PLEASE READ CAREFULLY THE SECTIONS THAT ARE IN BOLD TYPE AS THEY CONTAIN REVISIONS TO THE RFP.

#### To Minnesota Registered Design Professionals:

The State Designer Selection Board has been requested to select consultants for a project. Design firms who wish to be considered for these projects must deliver proposals on or before 4:00 p.m., Monday, May 11, 1998, to:

Audrey Clasemann, Executive Secretary  
State Designer Selection Board  
Department of Administration  
50 Sherburne Avenue, Room G-10  
St. Paul, Minnesota 55155-3000  
(612) 296-4656

The proposals must conform to the following:

1. Seven (7) copies of the proposal will be required plus one additional unbound copy in black and white for micro fiche purposes only.
2. All data must be on 8 1/2" 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 shall be bound into the proposal and all pages will be counted as printed face(s). It is not necessary to do a cover letter to the Executive Secretary.
  - Blank dividers (with printed tab headings only) are not counted as faces.
  - Front and back covers of proposals are not counted as faces.

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## Professional, Technical & Consulting Contracts

- None of the statutory, mandatory, or optional information, except as required in 3) below, shall appear on the dividers or covers.
- 3. The front cover of the proposal must be clearly labeled with the project number, as listed below, together with the designer's firm name, address, telephone number, fax number, and the name of the contact person. The back cover shall remain blank.
- 4. Brief 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 the management, design, and production of each major element of the work, including consultants, as well as Minnesota registration numbers for all (e.g., architects, civil/electrical/mechanical/structural engineers, landscape architects, land surveyors, and geotechnical);
- 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 name 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 years immediately preceding the date of this request for proposal. For the purposes of this list, "awarded" shall mean you have been selected for a given project regardless of the status of the contract.

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 the Executive Secretary at (612) 296-4656 and leave your address or fax number to receive a copy of the acceptable format for providing this information.

- f. **Minnesota Statutes, Section 363.073, subd. 1, in part, requires: "No department or agency of the state shall accept any bid or proposal for a contract or agreement unless the firm or business has an affirmative action plan submitted to the commissioner of human rights for approval. No department or agency of the state shall execute any contract or agreement for goods or services in excess of \$100,000 with any business having more than 40 full-time employees, either within or outside this state, on a single working day during the previous 12 months, unless the firm or business has an affirmative action plan for the employment of minority persons, women, and the disabled that has been approved by the commissioner of human rights." 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 applied for Affirmative Action Plan Approval to the Commissioner of Human Rights and the date when such application was received by the Commissioner of Human Rights; or**
  - 4) **A statement certifying that the firm has not had a cumulative total of more than 40 full-time employees at any time during the previous 12 months, anywhere in the United States.**
- 5. Additional Mandatory Proposal Contents:
    - a. A section containing graphic material (e.g., 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 firm's 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 proce-

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dures:

- 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 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 or their schedule for the projects herein described may be referred to the Executive Secretary at (612) 296-4656.

### 7. PROJECT 6-98

**Department of Corrections**

**MCF-Moose Lake**

**Renovation of Building 35**

**Moose Lake, Minnesota**

#### 1. PROJECT DESCRIPTION:

When the Moose Lake campus was managed under the jurisdiction of the Department of Human Services, Building 35 was operated as a living unit having an occupancy rating of R1. MCF-Moose Lake intends to operate the building as a living unit also, but with an occupancy rating of I3. While the majority of the renovation work will involve bringing the building systems into code compliance, some general construction work will be required.

Asbestos abatement will be done by others prior to the beginning of construction.

Building 35 consists of a 4,256 square foot basement level, containing day rooms and support spaces; a 5,986 square foot split-level first floor with bedrooms, offices, and support space; and a 6,026 upper floor with bedrooms and support spaces.

The building will house approximately 74 inmates in existing double-bunked rooms.

Systems needing to be brought up to code include fire protection, HVAC, lighting, power distribution, fire alarm, and security.

#### 2. REQUIRED CONSULTANT SERVICES:

The selected Designer will be responsible for project management as well as schematic design, design development, contract documents, bidding, and construction administration phases. Services required shall include architectural, electrical, mechanical, structural, and cost estimating.

#### 3. PROJECT BUDGET:

The current construction budget is \$1,240,000. The total project costs, including fees, permits, tests, and contingency is \$1,500,000.

#### 4. PROJECT SCHEDULE:

The design phase shall begin as soon as the consultant basic services agreement has been executed, and shall be completed by August 31, 1998. Construction documents shall be complete and out for bids by October 14, 1998. Construction will start around the middle of December, and is expected to take about five months.

#### 5. INFORMATIONAL MEETING/SITE VISIT:

An informational meeting will be held Monday, May 4, 1998, at 2:00 p.m. at MCF-Moose Lake, 1000 Lake Shore Drive, Moose Lake, Minnesota 55767. Preregistration and a photo ID will be required for entry. To preregister, please leave firm name and attendee names with Jim Benson, (218) 485-5012. No cameras, cell phones, pocket knives, or tobacco products will be allowed into the facility. You may be required to pass through the metal detector.

#### 6. PROJECT CONTACT:

Questions concerning the project should be referred to:

Joseph R. Miller  
Capitol Resources Administrator  
Department of Corrections  
1450 Energy Park Drive, Suite 200  
St. Paul, Minnesota 55108-5219  
Phone: (612) 642-0247  
Fax: (612) 603-0150

Kath Ouska, Project Manager  
Division of State Building Construction  
Department of Administration  
G-10 Administration Building  
50 Sherburne Avenue  
St. Paul, Minnesota 55155-3000  
Phone: (612) 296-4644  
Fax: (612) 296-7650

7. STATE DESIGNER BOARD SCHEDULE:

*Project Site Visit:* Monday, May 4, 1998 at 2:00 p.m., MCF-Moose Lake  
*Project Proposals Due:* Monday, May 11, 1998, by 4:00 p.m.  
*Project Short List:* Tuesday, May 26, 1998  
*Project Interviews & Award:* Tuesday, June 9, 1998

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

## Colleges and Universities, Minnesota State (MnSCU)

### Winona State University

#### Request for Bid for Desks and Dressers

**NOTICE IS HEREBY GIVEN** that Winona State University will receive sealed bids for a minimum of 100 each desks and dressers for residence halls on campus.

Bid specifications will be available April 27, 1998 from Sandra Schmitt, Purchasing Director, PO Box 5838, 205 Somsen Hall, Winona State University, Winona, MN 55987 or by calling 507/457-5067.

Sealed bids must be received by Sandra Schmitt, PO Box 5838 or Somsen 205C, Business Office, Winona State University, Winona, MN 55987 by 12 Noon on May 12, 1998.

Winona State University reserves the right to reject any or all bids or portions thereof, or to waive any irregularities or informalities in proposals received.

## Professional, Technical & Consulting Contracts

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### Department of Corrections

#### Notice of Request for Proposals for Providing Psychoeducational and Therapy Services for Incarcerated Sex Offenders

**NOTICE IS HEREBY GIVEN** that the Sex Offender Treatment Program at the Minnesota Correctional Facility-Lino Lakes is requesting proposals for providing assessment, psychoeducation and therapy services to incarcerated sex offenders in the SOTP program and case consultation to therapy staff. The contract period will run from July 1, 1998 through June 30, 1999.

Compensation will be provided by the Department of Corrections at \$30.00 per hour for an approximate eight to twelve hours per week. Specific details on the purpose and scope of these services can be obtained by calling Robin A. Goldman, SOTP Director, at (612) 717-6194. The proposals must be submitted by 4:00 p.m. on May 22, 1998, to: Robin Goldman, SOTP, MCF-Lino Lakes, 7525 4th Avenue, Lino Lakes, MN 55014.

### Department of Economic Security

#### Notice of Request for Proposal for a Labor Liaison for the Adult Training and Dislocated Worker Programs, Workforce Preparation Branch, Department of Economic Security

##### Purpose of Project:

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

##### Eligible Applicant:

Any private organization duly constituted to represent labor in collective bargaining. Organizations receiving state or federal dislocated worker resources to provide direct participant services are not eligible.

##### Project Costs:

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

##### Time Period:

The award of this contract will be for a one year period from July 1, 1998 through June 30, 1999. An additional one year contract, based on performance, may be available.

##### Deadline for Submission of Applications: Proposals must be received by 4:00 p.m. Friday, May 22, 1998.

Proposals must, at a minimum, address the following:

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



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## Professional, Technical & Consulting Contracts

3. Educate constituent labor groups and workers about the program's purpose and services available.
4. Promote labor-management committees in conjunction with plant closings and mass layoffs.

### Human Rights Requirements

Under the Minnesota Human Rights Act, *Minnesota Statute* 363.073, businesses having had more than 40 full-time employees, within or outside the State of Minnesota, on a single working day during the previous 12 months must have submitted an affirmative action plan to the Department of Human Rights prior to the closing date set in the RFP on any proposal that is in excess of \$100,000. Your business must have a Certificate of Compliance from the Minnesota Department of Human Rights prior to the execution of the contract or agreement. In all cases the state reserves the right to contract with the next acceptable proposer, if your business does not have a certificate of compliance from the Minnesota Department of Human Rights by the award date. For further information, contact the Department of Human Rights, 190 E. 5th Street, Suite 700, St. Paul, MN 55101 (612) 296-5663.

To facilitate the STATE's review, provide one of the following:

- A. A copy of your current certificate of compliance from the Minnesota Department of Human Rights.

**OR**

- B. A letter of affidavit certifying that your business has submitted an affirmative action plan to the Commissioner of Human Rights. Your business must have a certificate of compliance before a contract can be executed. In all cases the state reserves the right to contract with the next acceptable proposer, if your business does not have a certificate of compliance from the Minnesota Department of Human Rights by the award date.

**OR**

- C. A letter of affidavit certifying that your business has not had more than 40 full-time employees, within or outside the State of Minnesota, on a single working day during the previous twelve months.

### Welfare Hiring by Contractors.

During the biennium ending June 30, 1999, for any executive agency contract that is subject to *Minnesota Statutes*, section 363.073, the commissioner shall ensure to the extent consistent with the business needs of the state, before the agency enters into the contract, that the company to receive the contract attempts to recruit Minnesota welfare recipients to fill vacancies in entry level positions, if the company has entry level employees in Minnesota.

All proposals must be sent to and received by Jim Korkki no later than **4:00 p.m. Friday, May 22, 1998.**

Jim Korkki, Director  
Adult Training and Dislocated Worker Program  
390 North Robert Street, Room 125  
St. Paul, MN 55101

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

### Late proposals will not be accepted.

Submit 5 copies of proposal. Each copy of the proposal must be signed, in ink, by an authorized member of the organization. Prices and terms of the proposal as stated must be valid for the length of the project.

### Evaluation Criteria:

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

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

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### Department of Health

#### Division of Family Health, Supplemental Nutrition Programs

#### Notice of Availability of Request for Proposal to Design, Develop and Produce a 12-15 Minute Video to Educate Hmong Parents on the Prevention of Iron Deficiency Anemia in Childhood

The Department of Health, Supplemental Nutrition Programs (WIC/CSFP), is soliciting proposals from qualified vendors to write and produce a 12-15 minute videotape for use in educating Hmong parents about the prevention of iron deficiency anemia in childhood. The video must be produced in Hmong with English subtitles.

The Department has determined that the cost of this video production cannot exceed \$35,000. The expected completion date is August 14, 1998.

For a complete request for proposal, please contact:

Cindy Jacobson, Project Coordinator  
Supplemental Nutrition Programs  
Minnesota Department of Health  
717 Delaware Street S.E.; P.O. Box 9441  
Minneapolis, MN 55440-9441  
FAX: (612) 623-5445  
Phone: (612) 623-5172

Proposals are due and must be received by May 26, 1998.

## Minnesota Planning

### Request for Proposals to Develop Local Planning Guide

Minnesota Planning is now accepting proposals to develop a guidebook for local comprehensive planning incorporating the principles of sustainable development and the goals of the Community-Based Planning Act. The guide will convey the concept of sustainable development, its practical application at the local level and the opportunities it provides for improving the long-term viability of Minnesota's communities. The guide will encourage use of the Community-Based Planning Act framework, but also be useful for communities planning under the state's traditional statutory requirements.

In addition, the guide should:

- inspire and empower communities to incorporate new concepts and technologies into their plans for the future
- clearly communicate Minnesota's legal framework for local planning
- provide basic how-to resources such as model processes, documents, case studies and examples, drawn from Minnesota wherever possible
- speak most directly to elected officials at the county, city and township levels, and to local advisory groups such as planning commissions, parks commissions and economic development authorities
- serve as a basic resource on planning for local government leaders and staff, citizens, businesses, state agencies and regional development commissions.

Minnesota Planning welcomes joint proposals and those covering all or parts of the guidebook. Total amount available under this contract is \$30,000. Final work products will be due no later than October 30, 1998. Successful proposals will show the candidate's ability to build on and synthesize existing resource materials and use Minnesota examples to illustrate key concepts and practices. Candidates must deliver four copies of their proposal to Minnesota Planning, 300 Centennial Building, St. Paul, MN 55155 no later than May 26, 1998 to be considered. Please call Elizabeth Hallowell at (612) 296-6550 for more information.

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.

Also, in accordance with *Minnesota Rules*, part 1230.1810, subpart B, and *Minnesota Rules*, part 1230.1830, 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, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 4% preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline at 612.296.2600 TTY 612.282.5799.

## Department of Natural Resources

### Division of Fish and Wildlife

#### Notice of Request for Proposals for Fisheries Region 2 MinnAqua Educator

**NOTICE IS HEREBY GIVEN** that the Department of Natural Resources (DNR), through its Division of Fish and Wildlife, requests proposals to provide coordination and implementation of authorized MinnAqua programming in DNR Fisheries Region 2. This includes the counties of Koochiching, Itasca, St. Louis, Carlton, Lake, and Cook.

It is the goal of this project to increase the public's awareness of aquatic resource education and foster greater knowledge, appreciation, enjoyment, and utilization of Minnesota's lakes, ponds, streams, rivers, and wetlands.

Organizations involved in similar activities are encouraged to consider cost sharing an educational position focusing on aquatic resources.

The contractor will provide the following services on a yearly basis:

1. Coordinate, organize and implement 60 MinnAqua authorized programs in DNR Region 2.
2. Service requests for MinnAqua materials as needed.
3. Participate in MinnAqua and DNR Fisheries training sessions and meetings.
4. Coordinate with other educational agencies to promote joint programming opportunities.
5. Identify needs for program development and adaptation for use in Region 2.

The DNR has estimated that the cost of this contract should not exceed \$75,000. This proposal does not obligate the agency to spend the estimated dollar amount.

The contract will begin September 1, 1998, and will be completed August 31, 2003.

Call or write for the full Request for Proposal which will be sent free of charge to interested vendors. Please contact:

Linda Erickson-Eastwood, MinnAqua Coordinator  
Minnesota Department of Natural Resources  
500 Lafayette Road, Box 12  
St Paul, MN 55155 - 4012  
Phone (612) 297-4919  
FAX (612) 297-4916

Other department personnel are NOT allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline.

In accordance with *Minnesota Rules*, part 1230.1810, subpart B, and *Minnesota Rules*, part 1230.1830, 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, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 4% preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline at 612.296.2600 TTY 612.282.5799.

All proposals must be received or post-marked not later than 4:30 on Friday, May 8, 1998.

Dated: 30 March 1998

Gail Lewellan  
Asst. Commissioner/Human Relations and Legal Affairs  
Department of Natural Resources

## Office of the Secretary of State

### Notice of Request for Information for Developing an Optical Imaging System for Document Storage

The Office of the Secretary of State (Secretary) is in the process of developing an optical imaging system to store business, Uniform Commercial Code and other documents. Currently these documents are stored on microfiche, microfilm or paper. The Secretary wants to convert existing microform and paper documents into TIFF Group IV optical images on 2.6GB Write Once Optical Media which are accessed via an HP 300ST Optical Library. Converted images will be read using Altris imaging software. Converted images must be compatible with this software.

The purpose of this Request for Information (Request) is to learn about available conversion techniques, develop specifications for a Request for Proposal and to learn the cost of such a conversion.

To help vendors respond to this Request, the following statistics may be of assistance. Different operating divisions of the Office use microform to store documents. The two major microforms are microfiche and roll film. Statistics on the operating divisions will be presented separately as they have unique characteristics.

<u>Operating Division</u>	<u>Format</u>	<u>Total Images</u>	<u>Comments</u>
UCC/Tax liens	roll film	4,860,000	blipped
	fiche	156,000	
CNS	paper	11,700	
Business Services	roll film	1,555,000	# of images per roll varies
	fiche	1,550,000	# of images per fiche varies
Records Processing	roll film	735,000	

#### Questions

1. Tell us about your company or organization and its experience with conversion projects of this kind.
2. Describe the process you use to convert microfiche and microfilm to TIFF Group IV images that can be read using Altris software.
3. What is the cost to convert microfiche and microfilm to TIFF Group IV images?
4. How long does it take to convert a roll of microfilm with 2,500 images to TIFF Group IV images?
5. How long does it take to convert a microfiche with 60 images to TIFF Group IV images?
6. Is a backup platter of images included with the original? If a backup is not included, is it available and how much does it cost?
7. What security is available for our microform and documents during the conversion process?
8. All of these microform images have a file number/location affiliated with them. How does your system record the digitized image location of each microform image? How do you update our database to reflect the image location? How much does it cost?
9. If you do not offer a data entry service, do you work with another company that does provide that service? If you have such an arrangement, please provide their name, address, phone number, email address and fee schedule.
10. Describe the quality control functions that your company utilizes to ensure that images are correctly and accurately converted.

#### Instructions to Vendors

In presenting your response, please restate the question before providing your answer. Please submit 5 copies of your response.

All responses to this Request for Information are public according to *Minnesota Statutes* section 13.03.

If additional information is needed to respond to this Request for Information, questions should be directed to Katie Engler at 180 State Office Building, 100 Constitution Avenue, St. Paul, MN, 55155-1299 or (612)297-5163(voice) or (612) 296-9073(fax) or [katherine.a.engler@state.mn.us](mailto:katherine.a.engler@state.mn.us).

The deadline for submitting a Response to this Request for Information is Monday, May 11, 1998 at 4:00 PM (CT). Responses may be directed to Katie Engler at the mailing address listed above or may be faxed or hand delivered to Ms. Engler at Room 174 State Office Building, 100 Constitution Avenue, St. Paul, MN, 55155-1299. Electronic mail responses will not be accepted due to possible difficulties opening electronic mail attachments.

## Department of Transportation (Mn/DOT)

### Notice of Request for Consultant Services in Hiring an Activity Based Costing Expert

The Minnesota Department of Transportation (Mn/DOT) is seeking assistance in hiring an Activity Based Costing Expert. Mn/DOT anticipates working with multiple parties in seeking qualified candidates for the position. Mn/DOT will negotiate fees with each party, paying a maximum of 30% of the salary offered to the successful candidate. Mn/DOT shall enter into an agreement for payment of services only with the party that recruits the candidate that Mn/DOT hires. Mn/DOT requires a 30 day probationary period after which Mn/DOT may terminate the employee for unsatisfactory performance and receive repayment of the recruitment fees.

This position is one of several positions established for periods not to exceed three years to assist in the development and implementation of Activity Based Costing in the department. A position description and a organization chart are available upon request. The position is in the Minnesota Association of Professional Employees with a salary range of \$41,635 - \$61,366.

Requirements for the position include:

- At least two years experience in the design and implementation of Activity Based Costing.
- Experience in development of schematic diagrams for allocation of resources to activities.
- Experience in use of a software application for implementation of Activity Based Costing.
- Demonstrated skills in oral and written communication with senior management.
- Demonstrated skills in training others on the use and application of Activity Based Management principles.

If you have question regarding requested services or are interested in providing services, please contact:

B. James Berg  
Office of Strategic Initiatives M. S. 340  
117 University Avenue  
St. Paul, Minnesota 55155  
(612) 282-2275

Responses should be delivered to B. James Berg by (3:00 p.m. CDT) May 15, 1998. Responses received after that date shall not be considered.

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 six-percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of four-percent preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline (612) 296-2600, TTY (612) 282-5799.

## Department of Transportation

### Notice of Availability of contract for Preservation of Road Authority Maps

**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 photographing the original Minnesota Road Authority maps, scanning the photographs into computer data storage, and writing the data onto CD-ROM disks. There are approximately 1000 of these maps, of which approximately 700 would be photographed and scanned under this project.

#### Background:

The Minnesota Department of Transportation Office of Land Management has in its archives the original Minnesota Road Authority maps. Some of these documents date from the 1920's. There is no backup set of these original maps. The paper is deteriorating, becoming worn and brittle. The maps are bound in large books, and are beginning to stick together, causing the ink to be pulled off the paper. Some of the data on the maps is in color, presenting a problem for copying. There is also a concern about safety and personal injury when lifting these heavy books.

## Professional, Technical & Consulting Contracts

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### Scope of Project:

The purpose of the project is to preserve the original Road Authority maps and insure their availability as historical data. By storing the maps on CD-ROM disks, the maps would be readily available for use at any computer workstation.

#### The Contractor shall complete the following tasks:

- 1) Consult with the Office of Land Management automation staff before starting work on the project.
- 2) Photograph approximately 700 original Minnesota Road Authority maps to 4" x 5" color negatives.
- 3) Scan each negative to CD-ROM disks. Scans must be of high resolution at 4096 pixels per inch.
- 4) Provide indexing of the maps in accordance with Mn/DOT needs and standards for retrieval.

#### The Contractor shall provide the following deliverables:

- 1) 4" x 5" color negatives of photographs taken of road authority maps.
- 2) CD-ROMs with images scanned from photographs. Scans must be of high resolution at 4096 pixels per inch suitable for digital reproduction.
- 3) An index of the maps in accordance with Mn/DOT needs and standards for retrieval.

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

Mn/DOT will provide the following: original Road Authority maps.

Mn/DOT has budgeted an amount not to exceed \$30,000.00 for this project.

It is anticipated that the contract period will begin May 1, 1998 and continue through June 30, 1998.

In accordance with *Minnesota Rules*, part 1230.1810, subpart B, and *Minnesota Rules*, part 1230.1830, certifies Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 4% preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline at (612) 296-2600 TTYD (612) 282-5799.

**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:

Mark Hagen  
Consultant Services Unit  
Minnesota Department of Transportation  
395 John Ireland Boulevard, MailStop 680  
St. Paul, MN 55155  
(612) 297-1197 FAX (612) 282-5127

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

Proposals shall be sent to and received by:

Mark Hagen  
Consultant Services Unit  
Minnesota Department of Transportation  
395 John Ireland Boulevard, MailStop 680  
St. Paul, MN 55155

**Proposals must be received by 2:30 p.m., May 7, 1998. LATE PROPOSALS WILL NOT BE ACCEPTED**

Submit six (6) 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.

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## Professional, Technical & Consulting Contracts

### 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.
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 may 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.**

## Department of Transportation (Mn/DOT)

### Notice of Request for Proposals to Further Mn/DOT's Implementation of a Statewide Road/Weather Information System Project (R/WIS)

The State of Minnesota, Department of Transportation (Mn/DOT) is soliciting proposals from qualified contractors to further Mn/DOT's implementation of a statewide Road/Weather Information System (R/WIS) Project. The objective of this RFP is to solicit the services of a contractor to design, develop, furnish, install, test, and provide a successful start-up of the Minnesota R/WIS Project. The RFP is available Monday, April 20, 1998, with a response date of 3:00 p.m., Friday, May 22, 1998. For information, contact Bruce Charon, 612/282-5578 or fax # 612/297-3996.

# Non-State Public Bids, Contracts & Grants

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The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector.

It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

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## Anoka County

### Notice of Request for Proposals for Household Hazardous Waste Facility and Operations and Optional Bid for Purchase of Anoka County's Paint Bulking Unit

Anoka County is soliciting the proposals of parties interested in the siting and operation of a household hazardous waste (HHW) facility that will serve Anoka County. The County intends to use the responses to the Request for Proposals (RFP) to identify qualified vendors capable of operating a year-round HHW facility to serve Anoka County. The County may negotiate long-term contracts with one or more vendors for any or all of the services.

This RFP also contains an optional bid for purchase of the County's paint bulking unit.

To request a copy of the full Request for Proposals, or to arrange a time to inspect the paint bulking unit, contact Amy Roering, (612) 323-5733.

Responses to this RFP or bid are due no later than 4:30 p.m. on May 20, 1998 at the Anoka County Integrated Waste Department, Room 340, Anoka County Government Center, 2100 3rd Avenue, Anoka, MN 55303-2265.

The right is reserved to reject or waive any irregularities of any or all proposals or bid, or reject any or all proposals or bids.

If you need an accommodation because of a disability, such as an interpreter or printed material in an alternate format (i.e., braille or large print), please contact the Anoka County Administration Office 323-5700 (TTYD for hearing impaired is 323-5289).

P. Colleen Herrmann  
Assistant County Attorney

John "Jay" McLinden  
Anoka County Administrator

## Lower Minnesota River Watershed District

### Request for Interest Proposals for Administrative Services

Pursuant to *Minnesota Statutes Annotated* 103B.227, Subd. 5, the Lower Minnesota River Watershed District hereby solicits interest proposals for administrative services for two years or less commencing in mid-1998.

Individuals interested in performing administrative services for the Lower Minnesota River Watershed District should send a written request to Mr. Bruce Malkerson, 1500 AT&T Tower, 901 Marquette Avenue, Minneapolis, MN 55402 to receive a proposal.

The District will review said proposals and reserves to itself the right to take such action as it deems in the best interest of the Watershed District. All proposals shall be submitted on or before June 30, 1998.



## Lower Minnesota River Watershed District

### Request for Interest Proposals for Engineering Consultant Services

Pursuant to *Minnesota Statutes Annotated* 103B.227, Subd. 5, the Lower Minnesota River Watershed District hereby solicits interest proposals for engineering consultant services for two years or less commencing in mid-1998.

Individuals interested in performing engineering consultant services for the Lower Minnesota River Watershed District should send a written request to Mr. Bruce Malkerson, 1500 AT&T Tower, 901 Marquette Avenue, Minneapolis, MN 55402 to receive a proposal.

The District will review said proposals and reserves to itself the right to take such action as it deems in the best interest of the Watershed District. All proposals shall be submitted on or before June 30, 1998.

## Lower Minnesota River Watershed District

### Request for Interest Proposals for Legal Consultant Services

Pursuant to *Minnesota Statutes Annotated* 103B.227, Subd. 5, the Lower Minnesota River Watershed District hereby solicits interest proposals for legal consultant services for two years or less commencing in mid-1998.

Individuals interested in performing legal consultant services for the Lower Minnesota River Watershed District should send a written request to Mr. Larry Samstad, 327 Marschall Road, #200, Shakopee, MN 55379 to receive a proposal. The District's budget for legal services in 1998 is \$24,000.

The District will review said proposals and reserves to itself the right to take such action as it deems in the best interest of the Watershed District. All proposals shall be submitted on or before June 30, 1998.

## University of Minnesota

### Notice of Bid Information Service (BIS) Available for All Potential Vendors

The University of Minnesota offers 24 hour/day, 7 day/week access to all Requests for Bids/Proposals through its fax back Bid Information Service (BIS). Subscriptions to BIS are \$75/per fiscal year (not prorated). Call 612-625-5534 for information or visit our web site at <http://purchserv.finop.umn.edu>. Choose BID Information Service.

Requests for Bids/Proposals are available to the public at no charge each business day from 8:00 a.m. - 4:30 p.m. in Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Mpls, MN 55454.







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