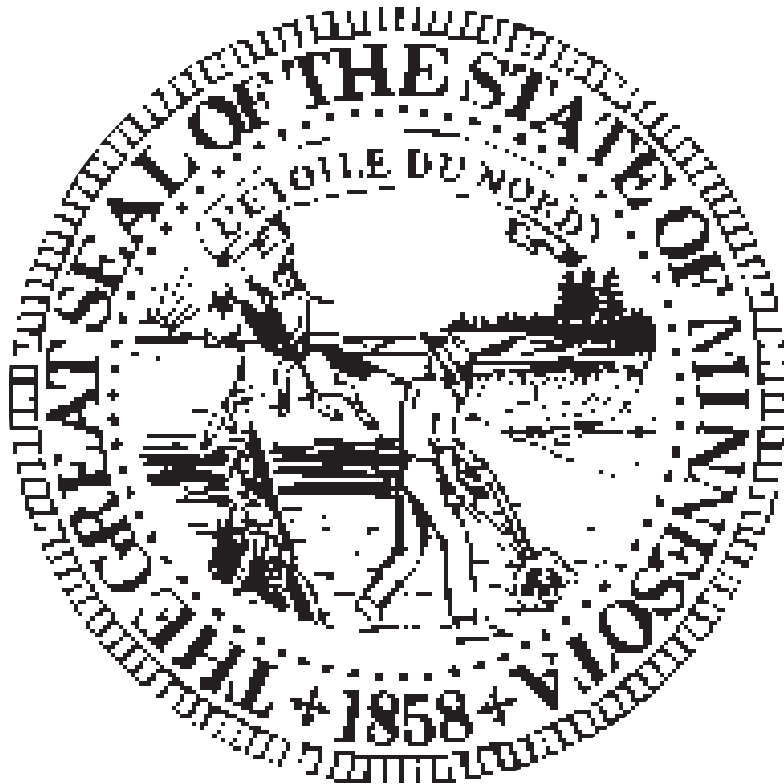


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**Rules and Official Notices Edition**



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# State Register

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

The *State Register* is the official publication of the State of Minnesota, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, professional-technical-consulting contracts, non-state bids and public contracts and grants.

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#12	Monday 21 September	Noon Wednesday 9 September	Noon Tuesday 15 September
#13	Monday 28 September	Noon Wednesday 16 September	Noon Tuesday 22 September
#14	Monday 5 October	Noon Wednesday 23 September	Noon Tuesday 29 September

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# Minnesota Rules: Amendments and Additions

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

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 1997 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 (651) 297-3000, or toll-free 1-800-657-3757.

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9505.0500; .0510; .0520 s.4, 5, 6, 9a, 12, 13, 14; .0521; .0522; .0540 s.1, 2, 6 (repealed) .....	298
9505.0501; .0505; .0515; .0520; .0530; .0540; .0545 (adopted) .....	298
9575.0350; .0400; .0410; .0420; .0470; .1360; .1410; .1500; .1580 (adopted) .....	82
9575.1350; .1370; .1390; .1400; .1510 (repealed) .....	82



## Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

### Exempt Rules

An exempt rule adopted under *Minnesota Statutes* §§ 14.386 or 14.388 is effective upon its publication in the *State Register*.

### Emergency Expedited Rules

Provisions for the Commissioner of Natural Resources to adopt emergency expedited Game and Fish Rules are specified in *Minnesota Statutes* §§ 84.027. The commissioner may adopt emergency expedited 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. Emergency expedited rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Emergency expedited rules are effective for the period stated or up to 18 months.

## Higher Education Services Office

### Adopted Permanent Rules Relating to State Financial Aid Programs

The rules proposed and published at *State Register*, Volume 22, Number 51, pages 2290-2293, June 22, 1998 (22 SR 2290), are adopted as proposed.

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## Exempt Rules

Exempt rules are excluded from the normal rulemaking procedures (*Minnesota Statutes* §§ 14.386 and 14.388). They are most often of two kinds. One kind is specifically exempted by the Legislature from rulemaking procedures, but approved for form by the Revisor of Statutes, reviewed for legality by the Office of Administrative Hearings, and then published in the *State Register*. These exempt rules are effective for two years only.

The second kind of exempt rule is one adopted where an agency for good cause finds that the rulemaking provisions of *Minnesota Statutes*, Chapter 14 are unnecessary, impracticable, or contrary to the public interest. This exemption can be used only where the rules:

- (1) address a serious and immediate threat to the public health, safety, or welfare, or
- (2) comply with a court order or a requirement in federal law in a manner that does not allow for compliance with *Minnesota Statutes* §§ 14.14-14.28, or
- (3) incorporate specific changes set forth in applicable statutes when no interpretation of law is required, or
- (4) make changes that do not alter the sense, meaning, or effect of the rules.

These exempt rules are also reviewed for form by the Revisor of Statutes, for legality by the Office of Administrative Hearings and then published in the *State Register*. In addition, the Office of Administrative Hearings must determine whether the agency has provided adequate justification for the use of this exemption. Rules adopted under clauses (1) or (2) above are effective for two years only.

The Legislature may also exempt an agency from the normal rulemaking procedures and establish other procedural and substantive requirements unique to that exemption.

## Department of Labor and Industry

### Adopted Exempt Permanent Rules Relating to Workers' Compensation; Independent Medical Examination Fees; Adjustments; Fees for Medical Services; Conversion Factor

#### 5219.0500 INDEPENDENT MEDICAL EXAMINATION FEES.

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

Subp. 4. **Adjustments.** On October 1, 1994, and on October 1 of each succeeding year, the fees in this part must be adjusted by the percentage determined under *Minnesota Statutes*, section 176.645, in the same manner as the conversion factor of the relative value fee schedule is adjusted under *Minnesota Statutes*, section 176.136. This provision does not apply to expenses under subpart 3, item E, subitem (1). The fees shall be adjusted as follows:

- A. On October 1, 1994, the fees in this part shall be increased by 1.65 percent;
- B. On October 1, 1995, the fees as adjusted in item A shall be increased by 2.64 percent;
- C. On October 1, 1996, the fees as adjusted in item B shall be increased by 3.76 percent; ~~and~~
- D. On October 1, 1997, the fees as adjusted in item C shall be increased by 5.53 percent; and
- E. On October 1, 1998, the fees as adjusted in item D shall be increased by 4.70 percent.

#### 5221.4020 FORMULA FOR DETERMINING FEE SCHEDULE PAYMENT LIMITS; CONVERSION FACTOR.

[For text of subpart 1, see M.R.]

Subp. 2. **Conversion factor.** The conversion factor shall be updated annually, pursuant to *Minnesota Statutes*, section 176.136, subdivision 1a. The conversion factor for services included in parts 5221.4030 to 5221.4060 provided after October 1, 1993, is \$52.05. This initial conversion factor is annually adjusted as follows:

- A. for dates of service from October 1, 1994 to September 30, 1995: \$52.91;
- B. for dates of service from October 1, 1995 to September 30, 1996: \$54.31;
- C. for dates of service from October 1, 1996 to September 30, 1997: \$56.35; ~~and~~
- D. for dates of service from October 1, 1997; to September 30, 1998: \$59.47; and
- E. for dates of service from October 1, 1998 to September 30, 1999: \$62.27.

As a sample calculation, the maximum fee for a new patient office examination by a physician, procedure code 99201, is 0.80 (relative value unit). This is multiplied by 52.05 (conversion factor for 1993). The total payment, excluding any applicable adjustment, would be equal to \$41.64 for the service.

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

# Official Notices

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

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

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## Minnesota Comprehensive Health Association

### Notice of Meeting of the Enrollee Appeal Committee

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA) Enrollee Appeal Committee will be held on Thursday, September 17, 1998, at Minnesota Comprehensive Health Association Executive Office, Suite 910, 5775 Wayzata Blvd., St. Louis Park, at 1:00 P.M.

This meeting may be closed to the public, if so requested by the appellant, pursuant to *Minnesota Statutes* 62E. 10, subd. 4.

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

## Department of Human Services

### Health Care Division

### Medicaid Program

### Request for Comments on County-Based Purchasing Federal Waiver Amendment Request Draft

The Minnesota Department of Human Services (DHS) is announcing a 30-day comment period on its draft of the county-based purchasing waiver request. County-based purchasing is being developed cooperatively by DHS and counties in response to legislation passed in 1997 to allow counties to contract for or provide Medical Assistance services to eligible recipients. The waiver request describes county-based purchasing and the waivers from federal law and regulation that will be needed to implement the program.

Copies of the draft waiver request are available to any interested parties. Comments must be received by 4:00 on October 15, 1998.

To request a copy of the draft waiver request, please contact Chris Wasielewski at (651) 296-3882. Please direct comments or questions about the draft waiver request to:

Kathleen Vanderwall  
Health Care Division, Department of Human Services  
444 Lafayette Road  
St. Paul, Minnesota 55155-3852  
Telephone: (651) 282-3720  
FAX: (651) 297-3230  
E-mail: [kathy.vanderwall@state.mn.us](mailto:kathy.vanderwall@state.mn.us)

## Department of Human Services

### Coverage of Transplant Service for Recipients of Minnesota Health Care Programs

Effective for services provided on or after April 4, 1998, the Department of Human Services (DHS) will cover the following transplant service for recipients of Minnesota Health Care Programs (MHCP):

#### ALLOGENEIC STEM CELL TRANSPLANT FOR THE DIAGNOSIS OF MYELODYSPLASTIC SYNDROME

The transplant facility must: 1) be approved by DHS as meeting American Society of Hematology and Clinical Oncology criteria to perform stem cell transplants; 2) be a participating provider of services in the Medicare program; 3) be located in the state of Minnesota; 4) submit a written authorization request to Care Delivery Management, Inc.(CDMI) for each transplant; and 5) meet all other program requirements as described in the MHCP manual.



## Department of Natural Resources

### Request for Comments on a Proposed Land Transfer from the Department of Natural Resources to Lake County

The Lake County Board of Commissioners and Minnesota Department of Natural Resources will hold a public open house to receive comments and input on a proposed land transfer from the Department of Natural Resources to Lake County. The open house will be held on Tuesday, September 22, 1998 from 4:00 PM to 7:00 PM in the first floor conference room of the Lake County Law Enforcement Center located at 613 3rd Avenue, Two Harbors, Minnesota.

The land transfer includes a Memorandum of Understanding (MOU) between Lake County and the Department of Natural Resources on future management of the lands. The MOU provides for cooperative management of timber, wildlife, fisheries and recreation resources on the lands.

Representatives from both agencies will be on hand to discuss the proposal, answer questions and receive oral and written comments. A map showing the lands proposed to be transferred and copies of the Memorandum of Understanding will be available for public viewing.

## Pollution Control Agency

### Notice of Findings of Fact, Conclusions and Order Creating the Leota Sanitary District

Findings of fact, conclusions and order In the Matter of the Petition by the Unincorporated Area known as the Village of Leota, Leota Township, for the Formation of the Leota Sanitary District.

The Leota Township Board Chair, the Chair of the Nobles County Board of Commissioners, and 85 property owners residing within an unincorporated area known as the Village of Leota, Leota Township, filed a petition with the Minnesota Pollution Control Agency (MPCA) requesting the formation of the Leota Sanitary District.

The MPCA published notification of the intent to approve the creation of the Leota Sanitary District in the *State Register* on July 13, 1998. The MPCA also notified the property owners in the affected area by mail of the notification published in the *State Register* using addresses supplied by the Nobles County Auditor.

The MPCA, after reviewing the petition, publishing notice of intent to approve creation of the sanitary district in the *State Register*, notifying the property owners of the intent to create the district, and receiving no written comments or requests for hearing, being fully advised in this matter, hereby makes the following:

#### FINDINGS OF FACT

1. The Village of Leota is an unincorporated area located in Leota Township, Nobles County, Minnesota. The boundaries of the proposed sanitary district include areas surrounding the Village of Leota.
2. The area of the proposed sanitary district is located in Sections Four (4), Eight (8), and Nine (9), all in Township 104 North (T 104 N), Range 43 West, (R 43 W) of the Fifth Principal Meridian (5th P.M.), Nobles County, Minnesota. The area proposed for formation of the sanitary district is specifically described in the attached legal description (Attachment 1) and map (Attachment 2).
3. Currently, all homes and businesses located within the proposed district utilize a form of on-site treatment system. A majority of the homes and businesses within the Village of Leota are connected to a wastewater collection system which transports wastewater to a community drainfield. The community drainfield system does not provide adequate secondary treatment of the wastewater and is not considered a conforming type of wastewater treatment.
4. On April 17, 1997, a public hearing was held at the Leota Christian School Gym to consider the proposed creation of a sanitary district. Notification of the public hearing was published once each week for two weeks in *The Edgerton Enterprise*, a newspaper published in the area, on April 2, 1997, and on April 9, 1997. Attendees of the meeting were given information on the proposed creation of the district, including a description of the district's proposed structure, bylaws, territory, ordinances, budget and charges.
5. On April 22, 1997, the Leota Township Board adopted a resolution authorizing the Chair of the Township Board to petition the MPCA for establishment of the Leota Sanitary District. The resolution was published in the Township's official newspaper, *The Edgerton Enterprise*, on April 30, 1997, and became effective forty (40) days after publication.

## Official Notices

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6. On July 1, 1997, a petition was filed with the MPCA requesting approval for the formation of the Leota Sanitary District. The Chair of the Leota Township Board signed the petition for creation of the district as authorized by the resolution. In addition, the petition was signed by the Chair of the Nobles County Board of Commissioners and 85 of the property owners in the proposed district supporting the creation of the Leota Sanitary District. The petition requesting approval for formation of the sanitary district has met all the requirements of *Minnesota Statutes* § 115.20, subd. 1(a).
7. Two hundred thirty-one (231) individuals own property within the area proposed for formation of a sanitary district. The Nobles County Auditor provided a list of names and addresses for the 231 individuals owning property within the boundaries of the proposed district.
8. The proposed sanitary district will not be within twenty-five (25) miles of the boundary of any city of the first class.
9. On July 13, 1998, the MPCA published the Notice of Intent to Approve Creation of the Leota Sanitary District in the *State Register* at 23 SR 88 and mailed the notice to the property owners in the area of the proposed district using the names and addresses provided by the Nobles County Auditor. The public notice period lasted for 30 days and ended August 12, 1998.
10. By August 12, 1998, the end of the public notice period, the MPCA had received neither written comments nor written requests for public hearing.
11. There is a need throughout the proposed district for an adequate and efficient means of treating and disposing of domestic sewage. Currently, a majority of the homes and businesses that generate wastewater are connected to a collection system and conveyed to a community drainfield that does not meet current standards for adequate treatment. Failing systems such as this can cause degradation of the ground water.
12. The creation and maintenance of the sanitary district will be administratively feasible, and will further the public health, safety and welfare. The district will be administered by a five-member governing board who are voters within the sanitary district and who will be elected by the voters residing within the sanitary district. When formed, the Leota Sanitary District will adopt sewer use ordinances and a sewer service charge system to adequately and equitably fund the wastewater treatment operation throughout the district. The record contains a proposed ordinance establishing sewer use regulation and proposed by-laws of the sanitary district.

### CONCLUSIONS

1. The Commissioner has subject matter jurisdiction over the petition and proposed establishment of the district pursuant to *Minnesota Statutes* §§ 115.18 to 115.37 (1996).
2. The petitioners have complied with all the procedural requirements of *Minnesota Statutes* §§ 115.20 and 115.21 (1996), as well as other substantive and procedural requirements of law and rule. This matter is, therefore, properly before the Commissioner.
3. The conditions described in *Minnesota Statutes* § 115.21 for the annexation of an area to a sanitary district do exist within the area identified in the legal description (Attachment 1).
4. Any of the foregoing findings of fact that might properly be termed conclusions and conclusions that might properly be termed findings are hereby adopted as such.

NOW THEREFORE, the Commissioner hereby makes the following:

### ORDER

It is ORDERED that the Leota Sanitary District is hereby created to include the unincorporated area known as the Village of Leota, Leota Township as described in the legal description attached to the petition filed with the MPCA.

Dated: 25 August 1998

Peder A. Larson  
Commissioner

### ATTACHMENT 1

#### LEGAL DESCRIPTION FOR LEOTA SANITARY DISTRICT

The Southwest Quarter of the Southeast Quarter (SW 1/4, SE 1/4) of Section Four (4), and the South Half of the Southeast Quarter (S 1/2, SE 1/4) and all of the Southwest Quarter (SW 1/4) of Section Five (5), and the Northeast Quarter of the Northwest Quarter (NE 1/4, NW 1/4) of Section Eight (8), and the Northwest Quarter of the Northwest Quarter (NW 1/4, NW 1/4) of Section Nine (9); all in Township 104 North (T 104 N), Range 43 West (R 43 W), of the Fifth Principal Meridian (5th P.M.), Nobles County, Minnesota.

## Minnesota State Retirement System

### Notice of the Board of Directors Meeting

The Board of Directors of the Minnesota State Retirement System will be meeting on Thursday, September 17, and Friday, September 18, 1998, at Cragun's Conference Center, 2001 Pine Beach Road W., Brainerd, Minnesota.

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## State Grants & Loans

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

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

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## Department of Corrections

### Notice of Availability of Funds for Workplace and Community Transition Training for Incarcerated Youth Offenders

The U. S. Department of Education had designated approximately \$99,000 for grants to states for workplace and community transition training for incarcerated youth offenders. The purpose of these funds for Minnesota is to provide post-secondary coursework leading to an Associate of Arts degree for youth offenders. These offenders must be 25 years or younger, have five or fewer years left to serve, and be incarcerated in an adult facility.

The monies are being made available on a request for proposal basis (RFP). All proposals will be reviewed, ranked, and recommended for funding by a team of readers. Proposal emphasis should focus on coursework leading to an Associate of Arts degree and awarding of the degree. Programs will be located at two correctional facilities — Stillwater and Moose Lake.

There is no assurance of continued funding for following fiscal years.

Proposals must be received by the Department of Corrections no later than Friday, October 23, 1998. To receive a copy of the RFP, which includes a description of how to apply, contact Roger Knudson, Minnesota Department of Corrections, Suite 200, 1450 Energy Park Drive, St Paul, MN 55108. Telephone: Roger Knudson at (651) 642-0244 or Angie Serpico at (651) 603-0160; TTY: (651) 643-3589; or email at [rknudson@co.doc.state.mn.us](mailto:rknudson@co.doc.state.mn.us)

## State Grants & Loans

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### Pollution Control Agency

#### Grants and Loans Available for Resource Investigation and Project Implementation through the Clean Water Partnership (CWP) Program

The Minnesota Pollution Control Agency (MPCA) hereby announces that it will accept applications for Resource Investigation and Project Implementation Grants and Loans through the Clean Water Partnership Program.

In 1987, the Minnesota Legislature established the CWP Program (*Minnesota Statutes* §§ 103F.70 through 103F.761) to protect and improve surface and ground water in Minnesota through financial and technical assistance to local units of government.

Applications will be accepted from local units of government interested in leading a nonpoint source pollution control project. CWP project funding is awarded in two phases. The first phase, the Resource Investigation Phase, involves the completion of a diagnostic study and implementation plan that identifies the combination of management practices necessary to improve or protect water quality.

All completed applications must be received by 4:30 p.m. on November 23, 1998, in order to be eligible.

*Minnesota Rules* 7076.0100 through 7076.0290 provide the criteria and procedural conditions under which the MPCA may award assistance to local units of government. An information package is available for all interested parties. The package includes: 1) the CWP application; 2) a copy of *Minnesota Rules* 7076.0100 through 7076.0290; 3) a copy of *Minnesota Statutes* §§ 103F.701 through 103F.761; and 4) other guidance documents. Request additional information and the CWP Application Information Package from:

Cathy Latham  
Minnesota Pollution Control Agency  
Policy and Planning Division  
Community and Area-wide Programs  
520 Lafayette Road North  
St. Paul, Minnesota 55155-4194  
Phone: (651) 297-8383

### Department of Public Safety

#### Minnesota Auto Theft Prevention Program

##### Grant Availability

The Board of the Minnesota Auto Theft Prevention Program announces the availability of over \$1,865,000.00 in grant funds accessible for the July 1, 1999 through June 30, 2000 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 Program 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 December 31, 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 (RFP) for North Hennepin Community College (Project 25 -98) Renovation and Expansion of the General Education Building

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 p.m., Monday, September 28, 1998, to:

Lisa Blue, Acting Executive Secretary  
State Designer Selection Board  
Department of Administration  
50 Sherburne Avenue, Room 200  
St. Paul, Minnesota 55155-3000  
(651) 297-5526

Questions concerning the Board's procedures herein described or the schedule in Item 8.h may be referred to the Executive Secretary at (651) 297-5526. Questions relating to the project may be referred to the project contact(s) in Item 8.i.

**NOTE TO RESPONDERS: IN ORDER TO BE CONSIDERED BY THE BOARD, THE PROPOSALS MUST CONFORM TO THE FOLLOWING CONTENT AND FORMAT REQUIREMENTS AS OUTLINED IN ITEMS 1 THROUGH 5 BELOW. FAILURE TO DO SO WILL RESULT IN THE DISQUALIFICATION OF THE PROPOSAL. PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.**

1. Nine copies of the proposal shall be submitted.
2. All data shall be on 8 1/2" x 11" sheets, soft bound. No more than 20 printed faces shall be allowed (see the following for clarification):
  - a. All letters directed to the Board shall be bound into the proposal and all pages shall be counted as printed face(s). It is not necessary to do a cover letter to the Executive Secretary.
  - b. Blank dividers (with printed tab headings only) shall not be counted as faces.
  - c. Front and back covers of proposals shall not be counted as faces.
  - d. None of the statutory or mandatory information, except as requested in Item 3 below, shall appear on the dividers or covers.
3. The front cover of the proposal shall be clearly labeled with the project number and project title as shown at the top of this request for proposal, 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, and Minnesota registration number for each person and consultant (e.g., architects, civil/electrical/mechanical/structural engineers, fire protection engineer, landscape architects, land surveyors, and geoscientist). Fire protection engineer shall mean services provided by a Minnesota professional engineer with proven competency in fire protection or a licensed fire protection engineer.



## Professional, Technical & Consulting Contracts

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- c. 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 Item 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) responding to this request for 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 (651) 297-5526 and leave your address or fax number to receive a copy of the acceptable format for providing fee 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 with the expiration date included; 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 shall be identified. It shall be work in which the personnel listed in Item 4.b above have had significant participation and their roles shall be clearly described. It shall 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 Item 4.b above, administering or producing the major elements of the work, including consultants. Identify roles in which 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 shall follow one of the following procedures:

- a. Enclose a **self-addressed, stamped** postal card with the proposals. Design firms shall be notified when material is ready to be picked up. Design firms shall have two weeks to pick up their proposals, after which time the proposals shall be discarded; or
- b. Enclose a **self-addressed, stamped** mailing envelope with the proposals. When the Board has completed its review, proposals shall be returned using this envelope.

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

### 7. BOARD SELECTION CRITERIA

In making its selection of designers the Board shall consider the criteria listed below:

- a. Qualifications and technical competence in the required field of design;
- b. Ability to deal with aesthetic factors;
- c. Capacity to accomplish the work and services within the required constraints;
- d. Availability of appropriate personnel;

- e. Geographic relationship of the designer's base to the project site; and
- f. Awards previously made to a designer by the state. This is in the interest of equitable distribution of commissions.

The criteria do not necessarily have the same weight, nor are their relative weights necessarily constant from one project to another. The Board may issue statements regarding criteria as they relate to individual projects.

8. **PROJECT: 25-98**

**Building Renovation and Expansion**

**North Hennepin Community College (NHCC)**

**7411 85th. Avenue North**

**Brooklyn Park, MN 55445**

**Minnesota State College and Universities (MnSCU)**

**700 World Trade Center**

**30 East 7th. Street**

**St. Paul, MN 55101**

a. **PROJECT DESCRIPTION**

Minnesota State Colleges and Universities (MnSCU) intends to retain architectural and engineering consulting services for the comprehensive renovation, adaptive use, and expansion of the existing General Education building at North Hennepin Community College. Currently serving the classroom/faculty office needs of the College's general education program (English, math, and social sciences), the use of the structure will be redirected to science instruction, laboratories, faculty offices, and the science program's support facilities.

The existing, single-story, masonry, 30,000 gross square feet General Education building was constructed in 1969. The building is connected with other campus buildings by a covered and partially enclosed walkway.

The penthouse contains heating, ventilation, air conditioning, and control equipment, all of which is in poor condition and requires frequent, expensive maintenance. Indoor air quality is poor. The plumbing system and related fixtures require frequent, expensive maintenance. The capacity of the electrical service, feeders, motor control equipment, and branch circuit panel boards is inadequate.

In addition to the above system and equipment deficiencies, other major mechanical and electrical engineering deficiencies include: fresh air supply; heating and cooling capacity; supply and return ducts; reheat coils; dampers; sprinklers; energy management system; lighting; and fire alarm system.

The scope of the project includes: renovating and adapting the existing building interior; designing a building addition of approximately 26,500 gross square feet; extending the existing enclosed and covered walkway to include the building addition; and correcting all mechanical and electrical system deficiencies to provide a modern science laboratory and instructional facility which supports the College's biology, chemistry, and physics programs.

b. **REQUIRED CONSULTANT SERVICES**

The consultant shall:

Provide predesign (as defined in *Minnesota Statutes* 16B.335, Subdivision 3), Schematic Design (SD), Design Development (DD), Construction Documents (CD), Bidding, and Construction Administration services.

Demonstrate experience in adaptive reuse, ADA compliance, and the design of college-level science facilities of comparable size and complexity.

Prepare all SD, DD, and CD documents using CADD technology in an electronic data exchange file format acceptable to MnSCU.

Provide architectural, interior design, landscape architecture, civil, electrical, fire protection, acoustical, mechanical and structural engineering, scheduling, technology/communication, and independent cost-estimating design services.

Note: a roof design consultant designated by MnSCU will be assigned to and become an integral part of the consultant's design team. The consultant's fee shall include the fee and reimbursables of the roof design consultant.

c. **SERVICES PROVIDED BY OTHERS**

Asbestos abatement.

d. **SPECIAL CONSIDERATIONS**

In light of the many deficiencies of the building's existing mechanical, electrical, and fire protection systems, it is essential that the consultant establish the credentials and experience of the mechanical, electrical, and fire protection engineering components of the consultant's design team for comparable projects.

## Professional, Technical & Consulting Contracts

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e. **PROJECT BUDGET/FEES**

The project has been funded at the total project cost of \$9,610,000, which includes: design fees and reimbursables, site investigations and surveys, testing and inspection services, construction, furniture, fixtures, equipment, and contingencies.

Consultant's fees, including reimbursable costs, have been estimated at eight percent (8 percent) of the estimated construction cost of \$7,400,000. Predesign and interior design will be considered for additional fees.

f. **PROJECT SCHEDULE**

Commence construction: October 1999.

The following preliminary schedule durations are suggested:

SD, DD, and CD	12 months
Review, Bidding, and Award	3 months
Construction	20 months
Total Project Duration:	35 months

g. **PROJECT INFORMATIONAL MEETING(S)/SITE VISIT(S)**

An informational meeting is tentatively scheduled for 4 p.m. on Monday, September 21, 1998, in room PS104 at North Hennepin Community College, 7411 85th. Avenue North, Brooklyn Park, MN. All firms interested in this meeting should contact Bob Alexander at 612.424.0816 to sign up for the meeting.

h. **STATE DESIGNER SELECTION BOARD SCHEDULE**

Project Site Visits: September 21, 1998, @ 4 p.m.

Project Proposals Due: September 28, 1998, @ 4 p.m.

Project Short List: October 13, 1998

Project Interviews & Award: October 27, 1998

i. **PROJECT CONTACT(S)**

Questions concerning this project should be referred to:

Jim Morgan  
Minnesota State Colleges and Universities  
1450 Energy Park Drive, Suite 300  
St. Paul, MN 55108-5227  
Phone: (651) 649-5934  
FAX: (651) 649-5779  
E-mail: [james.morgan@so.mnscu.edu](mailto:james.morgan@so.mnscu.edu)

Bob Alexander  
North Hennepin Community College  
7411 85th. Avenue North  
Brooklyn Park, MN 55445  
Phone: (651) 424-0816  
FAX: (651) 493-0561  
E-mail: [baalexand@nh.cc.mn.us](mailto:baalexand@nh.cc.mn.us)

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

## Department of Administration

### State Designer Selection Board

#### Request for Proposals for the Department of Natural Resources (Project 27-98) Windom Consolidated Area Headquarters

##### 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 p.m., Monday, September 28, 1998, to:

Lisa Blue, Acting Executive Secretary  
State Designer Selection Board  
Department of Administration  
50 Sherburne Avenue, Room 200  
St. Paul, Minnesota 55155-3000  
(651) 297-5526

Questions concerning the Board's procedures herein described or the schedule in Item 8.h may be referred to the Executive Secretary at (651) 297-5526. Questions relating to the project may be referred to the project contact(s) in Item 8.i.

**NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE CONTENT AND FORMAT REQUIREMENT. IN ORDER TO BE CONSIDERED BY THE BOARD, THE PROPOSALS MUST CONFORM TO THE FOLLOWING CONTENT, ORDER AND FORMAT REQUIREMENTS AS OUTLINED IN ITEMS 1 THROUGH 5 BELOW. FAILURE TO DO SO WILL RESULT IN THE DISQUALIFICATION OF THE PROPOSAL. PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.**

1. Nine copies of the proposal shall be submitted.
2. All data shall be on 8 1/2" x 11" sheets, soft bound. No more than 20 printed faces shall be allowed (see the following for clarification):
  - a. All letters directed to the Board shall be bound into the proposal and all pages shall be counted as printed face(s). It is not necessary to do a cover letter to the Executive Secretary.
  - b. Blank dividers (with printed tab headings only) shall not be counted as faces.
  - c. Front and back covers of proposals shall not be counted as faces.
  - d. None of the statutory or mandatory information, except as requested in Item 3 below, shall appear on the dividers or covers.
  - e. All pages shall be numbered.
3. The front cover of the proposal shall be clearly labeled with the project number and project title as shown at the top of this request for proposal, 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, and Minnesota registration number for each person and consultant (e.g., architects, civil/electrical/mechanical/structural engineers, fire protection engineer, landscape architects, land surveyors, and geoscientist). Fire protection engineer shall mean services provided by a Minnesota professional engineer with proven competency in fire protection or a licensed fire protection engineer.
- c. 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 Item 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) responding to this request for 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.

## Professional, Technical & Consulting Contracts

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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 (651) 297-5526 and leave your address or fax number to receive a copy of the acceptable format for providing fee 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 with the expiration date included; 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 shall be identified. It shall be work in which the personnel listed in Item 4.b above have had significant participation and their roles shall be clearly described. It shall 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 Item 4.b above, administering or producing the major elements of the work, including consultants. Identify roles in which 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 shall follow one of the following procedures:

- a. Enclose a *self-addressed, stamped* postal card with the proposals. Design firms shall be notified when material is ready to be picked up. Design firms shall have two weeks to pick up their proposals, after which time the proposals shall be discarded; or
- b. Enclose a *self-addressed, stamped* mailing envelope with the proposals. When the Board has completed its review, proposals shall be returned using this envelope.

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

7. BOARD SELECTION CRITERIA

In making its selection of designers the Board shall consider the criteria listed below:

- a. Qualifications and technical competence in the required field of design;
- b. Ability to deal with aesthetic factors;
- c. Capacity to accomplish the work and services within the required constraints;
- d. Availability of appropriate personnel;
- e. Geographic relationship of the designer's base to the project site; and
- f. Awards previously made to a designer by the state. This is in the interest of equitable distribution of commissions.

The criteria do not necessarily have the same weight, nor are their relative weights necessarily constant from one project to another. The Board may issue statements regarding criteria as they relate to individual projects.



**8. PROJECT 27-98**

**DEPARTMENT OF NATURAL RESOURCES (DNR) WINDOM  
CONSOLIDATED AREA HEADQUARTERS  
500 Lafayette Road  
St. Paul, MN 55155**

**a. PROJECT DESCRIPTION**

Complete site development and construction of new facilities for a Consolidated Area Headquarters in Windom for the DNR Divisions of Fisheries, Trails and Waterways, Waters, Wildlife and the Minnesota Conservation Corps.

Office function will consist of work, resource (analysis, maps, GIS, etc.), lunch room, conferencing and sanitation with an approximate gross area of 9,000 square feet.

Heated storage/shop will house freeze-protected equipment and vehicles with space for maintenance and repairs. The gross area will be approximately 2,600 square feet.

Unheated storage function will house vehicles, boats & All-Terrain Vehicle's with a gross area of approximately 7,750 square feet.

Site development will include demolition of existing agricultural buildings and construction of drives, public and employee parking, landscaping and development of an exterior interpretive trail/area for demonstration purposes.

The 14.5 acre site is located in the Southeast part of Windom across from a Mn/DOT District Headquarters. The parcel will be annexed and public utilities are available. The site has an agricultural history and includes a wooded farmstead on the road with grasslands behind ultimately overlooking a United States Fish and Wildlife Service wildlife management area.

The predesign document used for legislative appropriation and a site location map is available upon request by contacting:

Kay Pfiffner  
DNR Bureau of Engineering  
500 Lafayette Rd., St. Paul, MN 55155  
Phone: (651) 296-2119  
Fax: (651) 297-5818

**b. REQUIRED CONSULTANT SERVICES**

The consultant shall:

1. Demonstrate experience in the design and construction of facilities similar to that required for this facility.
2. Provide schematic design, design development, construction documents, bidding and construction administration services.
3. Provide architectural, interior design, structural, mechanical, electrical, civil and fire protection engineering, landscape architecture, project scheduling and cost management services.
4. Provide coordination and reviews with regulatory agencies.
5. Coordinate consultant's design and construction documentation with the DNR's project manager and overall project committee consisting of DNR principals and their facility programmer.
6. Provide construction services for Percent for Arts program, provide schedule and detailed layouts to facilitate purchase of facility furnishings and provide services during the commissioning and warranty period.

**c. SERVICES PROVIDED BY OTHERS**

The DNR will:

1. Procure and provide a site survey with topography, restrictions or constraints and the locations of public utilities.
2. Procure geotechnical exploration, testing, opinions and any environmental assessments required.
3. Delineate wetlands and archeological sites.

The DNR is separately engaging the services of an independent facility programmer to produce a detailed program for use by the consultant. The facility programmer will provide counsel to the DNR and the consultant throughout the project on matters relating to design and program.

## Professional, Technical & Consulting Contracts

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### d. SPECIAL CONSIDERATIONS

1. The Department of Natural Resources is the principal manager and steward for a large part of the State's natural resources and we are committed to working with the people of Minnesota to build a strong natural resources stewardship ethic. Therefore, we are committed to develop this area headquarters in an environmentally responsible manner. It is a major goal of this project to use principles of environmentally responsible or "sustainable" design. The designer will be required to address environmental goals related to site design, land use, water use, energy consumption, materials, waste management, and cycles of use, reuse, and deconstruction.
2. Consultant will be expected to synthesize information generated by the programmer, DNR, Office of Environmental Assistance and a representative of the University of Minnesota to assure that operational programs are met and that the project will be sustainable to the degree that the budget will support.

### e. PROJECT BUDGET AND FEES

1. The fixed limit of construction cost including site development is: \$2,377,000.
2. Estimated fees for consultant services including all reimbursables is: \$160,000.
3. The form of agreement will be the State of Minnesota's standard form of agreement.
4. The project is fully funded for design and construction.

### f. PROJECT SCHEDULE

Based on contract execution by November 20, 1998, the estimated project schedule is as follows:

Schematic Design	February 1999
Design Development	May 1999
Contract Documents	July 1999
Bid	August 1999
Occupancy	May 2000

### g. PROJECT INFORMATIONAL MEETING

An informational meeting will be held on Tuesday, September 22, 1998 - 1:00pm at the Fort Snelling Chapel Basement located in the Fort Snelling Historical District and will include project principals. No formal site meeting is scheduled, however, interested parties are invited to visit the site and immediate environs at their convenience.

### h. STATE DESIGNER SELECTION BOARD SCHEDULE

Project Information Meeting:	Tuesday, September 22, 1998
Project Proposals Due:	Monday, September 28, 1998
Project Shortlist:	Tuesday, October 13, 1998
Project Information Meeting for Shortlist Firms:	None
Project Interviews and Award:	Tuesday, October 27, 1998

### I. PROJECT CONTACT

Charles B. French, Supervising Architect  
Department of Natural Resources  
Bureau of Engineering  
500 Lafayette Road  
St. Paul, MN 55155.4029  
Phone: (651) 296-0605  
Fax: (651) 297-5818  
E-mail: [chuck.french@dnr.state.mn.us](mailto:chuck.french@dnr.state.mn.us)

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

## Office of the Attorney General

### Request for Proposals for the Development of Specific Multi-Cultural Print Materials for the Cambodian, Spanish, Somali, Hmong and American Indian Cultures

The materials developed will be part of the Minnesota Education Now and Babies Later media campaign. This media campaign exists to educate 12-14 year olds about the importance of postponing sexual involvement and to teach parents/other significant adults about the importance of talking to their children about postponing sexual involvement. Deliverables for this project will focus on the parent target audience. Budgets up to \$77,000.00 will be considered for this project.

DATE ISSUED: September 14, 1998

**PROPOSALS DUE: Friday, October 2, 1998 at 10:00 a.m.**

CONTACT:

Andrea Mowery  
Assistant Director of Special Projects  
Office of the Attorney General  
102 State Capitol  
St. Paul, MN 55155  
Phone: (651) 297-7084  
FAX: (651) 297-4193  
e-mail: [andrea.mowery@state.mn.us](mailto:andrea.mowery@state.mn.us)

## Colleges and Universities, Minnesota State (MnSCU)

### Rochester Community and Technical College

#### Request for Proposal (RFP) for an AS/400 Curriculum Developer/Project Manager

Rochester Community and Technical College (RCTC) and the Department of Workforce Education are soliciting proposals to enter into a professional contract with an organization with a qualified individual to perform duties in relation to course development project on the AS/400 midrange computing platform. The courses will be technical in nature, and will be delivered in a variety of methods including standup, web-based, pre-recorded, ITV and satellite. The individual will be placed on-site at a partner institution, and will be working in collaboration on the development of new materials. The project timetable is from October 1, 1998 - July 31, 2000. A detailed RFP will be sent upon request. This request does not obligate Rochester Community and Technical College to complete the work contemplated in this notice, and the College reserves the right to cancel this solicitation at any time. All expenses incurred by the submitting contractors responding to this notice will be borne by the responder.

#### Qualifications

The AS/400 Curriculum Developer/Project Manager must have a minimum of 5 years experience with the IBM AS/400 Computer System, a variety of system operation releases, in addition to extensive experience in the development of technical computer education courses. A strong training background is preferred, with a detailed understanding of the wide variety of course delivery methods, including distance delivery.

#### Requirements

The AS/400 Curriculum Developer/Project Manager must participate in technical specification meetings with the partner institution, and utilize their skills to create courseware directly from raw technical data. In addition, they must be able to decipher requirements for 14 core professional certification exams, and create classes aimed at successful completion of exams by participating individuals.

#### Estimated Costs and Completion Date

RCTC has estimated the cost of this project will not exceed \$100,000 per 12 month period. The completion date is June 31, 2000.

#### Selection

Responses will be reviewed by the workforce Technology Director and Dean of Continuing Education and Economic Development. Organizations that submit proposals will be informed of their selection or non-selection, but no reasons will be given. The selection will be completed by September 28, 1998.

## Professional, Technical & Consulting Contracts

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### Submission Format

One original and one copy of the proposal must be submitted by the deadline. The proposal must be signed in ink by an authorized representative of the organization. Statements must completely respond to the requirements listed above.

### Submission Deadline

Address proposals to: Mary Long, Business Office, University Center Rochester, 851 30th Avenue SE, Box 51, Rochester, MN 55904. They must be received no later than noon September 23, 1998. Late submissions will not be accepted. Faxed or email copies are not accepted.

### Treatment of Information

Information provided pursuant to this solicitation will be considered public information under the Minnesota Government Data Practices Act, *Minnesota Statutes* Chapter 13.

### Communications Concerning this Solicitation

All questions and other communications concerning this solicitation should be directed to Scott Sahs, above address, telephone (507) 280-3511.

## Department of Employee Relations

### Public Employees Insurance Program

### Notice of Request for Information (RFI) for Administrative Services in the Areas of Sales/Marketing and Billing/Enrollment

The Minnesota Department of Employee Relations (DOER) requests information from qualified vendors interested in providing administrative services in the areas of sales/marketing and billing/enrollment for the Minnesota Public Employees Insurance Program (PEIP).

Managed by DOER's Employee Insurance Division, PEIP consists of a self-insured health coverage program (with dental and life insurance options under an insured arrangement) serving active employees of Minnesota's local government units; and an insured health coverage program for retired public workers. The program is operated as a statewide insurance pool, which was established to help public employee groups representing the state's counties, cities, townships, school districts and other public jurisdictions to purchase affordable group coverage regardless of their size or location. PEIP coverage is provided through a set of participating private-sector insurance plans; but the program competes with private-sector insurance products for sales to public employers and individual public retirees.

In order to identify potential vendors and collect information about available services, PEIP will furnish a Request for Information (RFI) document to which interested parties must respond. All information provided by RFI responders will be considered preliminary and non-binding.

To obtain a copy of the RFI, please contact:

William Bausch, Manager  
Public Employees Insurance Program  
Minnesota Department of Employee Relations  
200 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155  
Tel. (651) 297-8115  
FAX. (651) 296-5445  
E-mail: [william.bausch@state.mn.us](mailto:william.bausch@state.mn.us)

In order to be considered, responses to the PEIP RFI must be delivered to the address above no later than 4:00 p.m. on Thursday, October 15, 1998.

## Department of Health

### Center for Health Statistics

#### Request for Proposals for Vital Records Automated Information System

**NOTICE IS HEREBY GIVEN** that the Center for Health Statistics Section of the Minnesota Department of Health (MDH) is accepting proposals from qualified parties for the implementation of a vital records automated information system.

The requested system will incorporate the use of wide area network equipment, client/server environment, and web technology to support a statewide centralized database for the issuance of certified copies of birth and death records and electronic reporting of information related to Minnesota births and deaths. Potential vendors are required to understand and meet current and future needs of MDH's vital record operations, and the system must meet government standards, support a diverse user base, and provide security protection for not public data. Technical support and training during and after installation is required. MDH must also be allowed to make reasonable changes and additions to the software provided by the vendor.

MDH expects that initial software development will be completed in 1999, beta tests on software will be carried out in late 1999 and early 2000. By mid 2000, the system will be made available statewide. No later than December 31, 2000, MDH will have an automated, centralized, statewide data collection, repository, and distribution system for birth and death information that has been installed, tested, proven to be stable and effective, and available statewide.

This request for proposal does not obligate MDH to complete the project, and MDH reserves the right to cancel the solicitation if it is considered to be in its best interest. All proposals for this project must be submitted by 4:00 p.m., October 30, 1998.

For a copy of the complete Request for Proposal please contact:

Michel Korneski  
Minnesota Department of Health  
Center for Health Statistics  
717 Delaware Street Southeast  
P.O. Box 9441  
Minneapolis, Minnesota 55440-9441  
Phone: (612) 676-5109  
FAX: (612) 676-5264  
E-mail: [michel.korneski@health.state.mn.us](mailto:michel.korneski@health.state.mn.us)

## Higher Education Services Office and State Board of Investment

#### Request for Proposals for a Provider of Minnesota EdVest, Qualified State Tuition Savings Plan

The Minnesota Higher Education Services Office and the Minnesota State Board of Investment have been charged with establishing a qualified state tuition savings plan in conformity with Minnesota enabling legislation (*Minnesota Statute* 136A.245) and *Internal Revenue Code* 529 as amended. The purpose of the plan is to encourage savings for post-secondary education and to provide matching grants for contributions to the program by low- and middle-income families.

The Minnesota Higher Education Services Office and the Minnesota State Board of Investment are issuing a Request for Proposal to secure a Provider for a Minnesota qualified state tuition savings plan. The Provider will offer marketing, account administration/record keeping, and investment management services. The contract will be for an initial period of three years with an option to renew the contract for two years after renegotiating the terms of the contract.

Minnesota's enabling legislation requires that marketing and promotion of the state's qualified state tuition savings plan be paid for from Minnesota general fund appropriations. Other Provider costs associated with the account administration/record keeping, investment management, and other services are to be charged to the qualified state tuition savings plan accounts.

This request for proposal does not obligate the Minnesota Higher Education Services Office or the Minnesota State Board of Investment to complete the project and the agencies reserve the right to cancel the solicitation if it is considered to be in the state's best interest.

For a copy of the formal Request for Proposal contact Jack Rayburn, Minnesota Higher Education Services Office, 400 Capitol Square Building, 550 Cedar Street, St. Paul, Minnesota 55101, (651) 296-9703.

The deadline for proposals is November 30, 1998, by 12:00 p.m.



## Professional, Technical & Consulting Contracts

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### Department of Transportation

#### Notice of Availability of a Contract for Technical Services for Transportation Research Implementation Projects

The Department of Transportation (Mn/DOT) is requesting proposals to enter into a contract to conduct research implementation activities that bring research findings and current technologies to local county and city governments in a way that facilitates application at the local level. These activities may include providing printed material (reports, field manuals, training guides, for example), and other instructional aids (workshops, videos, or CD, for example) that will assist local managers and engineers in applying research findings to meet their needs.

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

Micky Ruiz, Technology Transfer Manager  
Minnesota Department of Transportation  
Office of Research Services  
Transportation Building, First Floor North  
Mailstop 330  
395 John Ireland Boulevard  
St. Paul, MN 55155  
(651) 282-2269

All proposals must be sent to and received by reception staff at the following address, not later than 3:00 p.m., October 22, 1998.

This Request for Proposals does not obligate the State to complete the proposed project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest. All expenses incurred in responding to this notice shall be borne by the responder.

### Department of Transportation

#### Engineering Services Division

#### Request for Proposal Preliminary Engineering for Light Rail Transit System from Minneapolis to Bloomington

The Minnesota Department of Transportation (Mn/DOT) is soliciting qualifications and proposals for preliminary engineering services for a light rail transit system which will be running along Minnesota Trunk Highway 55 from Downtown Minneapolis to Bloomington, Minnesota. These services will include preliminary design for approximately 19 transit stations, two park and rides, a tunnel section under the Minneapolis/St. Paul International Airport, a storage/maintenance yard near downtown Minneapolis, and 19.6 km of Light Rail commuter track with various typical sections.

This project poses a very aggressive time deliverable schedule that will be adhered to. Below is an outline of this delivery schedule. This schedule is absolute and will result in serious damages if not met by the selected contractor.

##### Major Deliverables Schedule

<b>Deliverable</b>	<b>Date</b>
Review Existing Cost Estimate	December 15, 1998
Updated Manual on Design Criteria	January 15, 1999
Prototypical Station Design	February 1, 1999
Vehicle Specifications @ 30% Complete	April 1, 1999
Storage and Maintenance Area Plans	April 1, 1999
Preliminary Engineering Submittal Package	May 1, 1999
30 % Plan Cost Estimate	May 1, 1999

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## Professional, Technical & Consulting Contracts

Other requirements the selected contractor will be required to possess or adhere to for this project will be the following:

1. Professional/Technical, Errors and Omissions, and/or Miscellaneous Liability Insurance of \$5,000,000.00 per claim \$10,000,000.00 annual with a minimum of a 3 year tail after completion of the design.
2. A maximum of 13% will be used as a profit factor for the cost plus agreement.
3. DBE and TGB Guidelines will be stated within the complete Request for Proposal.
4. The selected contractor will be required to identify how they will develop the Engineer's cost estimate as it relates to drawings and assumptions made.

To receive a copy of the complete Request for Proposal, contractors will be required to submit a written request either by direct mail or fax to the address indicated below through September 28, 1998. After September 28, 1998, contractors will have to hand deliver the written request and pick up in person from our office, a copy of the complete Request for Proposal. A mandatory proposal conference to answer questions concerning this Request for Proposal will be held on September 28, 1998 in Conference room 346 of the State Office Building from 9:30 am to 12:00 noon.

Complete Requests for Proposals can be obtained from:

Joseph D. Pignato, P.E.  
Agreements Administrator  
Minnesota Department of Transportation  
395 John Ireland Boulevard, Mail Stop 680  
St. Paul, MN 55155-1899  
Phone: (651) 297-1172  
FAX: (651) 282-5127

The responses to the Request for Proposals must be received by 2:00 PM October 9, 1998.

**Late Submittals will not be considered. No time extensions will be granted.**

The successful responders will be required to submit acceptable evidence of compliance with worker's compensation insurance coverage requirements prior to execution of the contract.

In accordance with *Minnesota Rules* Part 1230.1910, certified targeted group businesses and individuals submitting as prime contractors will receive the equivalent of a 6% preference in the evaluation, and certified economically disadvantaged businesses submitting as prime contractors will receive the equivalent of 4% preference in evaluation.

This request does not obligate the Minnesota Department of Transportation to complete the work contemplated in this notice, and the Department reserves the right to cancel this solicitation at any time. All expenses incurred by submitting contractors responding to this notice will be borne by the responder.

# Non-State Public Bids, Contracts & Grants

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

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

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## Metropolitan Council

### Notice of Request for Proposals (RFP) for Step II Design Services and Step III Construction Support for the MWWTP Solids Processing Improvements

The Metropolitan Council is requesting proposals for technical and professional services for Step II Design Services and Step III Construction Support for the MWWTP Solids Processing Improvements. These solids processing improvements are for a 250 MGD plant, and consist of decommissioning of 6 multiple hearth incinerators and replacing them with 3 fluidized bed incinerators with energy recovery and an alkaline stabilization facility, which will have a combined capacity of 300 dry tons per day. The Facility Plan for this project is being completed. The schedule is to have the facility operational in 2004.

The objectives of these services for this RFP are to provide design services consisting of detailed specification and drawings so as to have the project delivered in a traditional design-bid-build process and to provide construction support and oversight. Multiple equipment and construction contracts are anticipated.

A tentative schedule for consultant selection is:

Receive letters of interest	September 1998
Issue Request for Proposals	September 1998
Site Visit and Informational Meeting	October 1998
Receive Proposals	November 1998
Evaluate and Rank Proposals	November 1998
Metropolitan Council authorization	December 1998
Contract negotiated, executed, NTP	December 1998
Design Documents completed/Bidding Documents issued	1999/2000

All firms interested in being considered for this project and desiring to receive a RFP package are invited to submit a Letter of Interest to:

Administrative Assistant, Contracts and Documents Unit  
Metropolitan Council Environmental Services  
230 East Fifth Street  
Mears Park Centre  
St. Paul, MN 55101

Inquiries regarding this project should be directed to Al Dye at (651) 602-8721.

*Minnesota Statutes*, Sections 473.144 and 363.073, and *Minnesota Rules*, Parts 5000.3400 to 5000.3600 will be incorporated into any contract based upon the Proposal or any modifications to it. If a contract for the project is awarded in excess of \$100,000, the requirements of *Minnesota Rules* 5000.3530 will be applicable.

## 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.