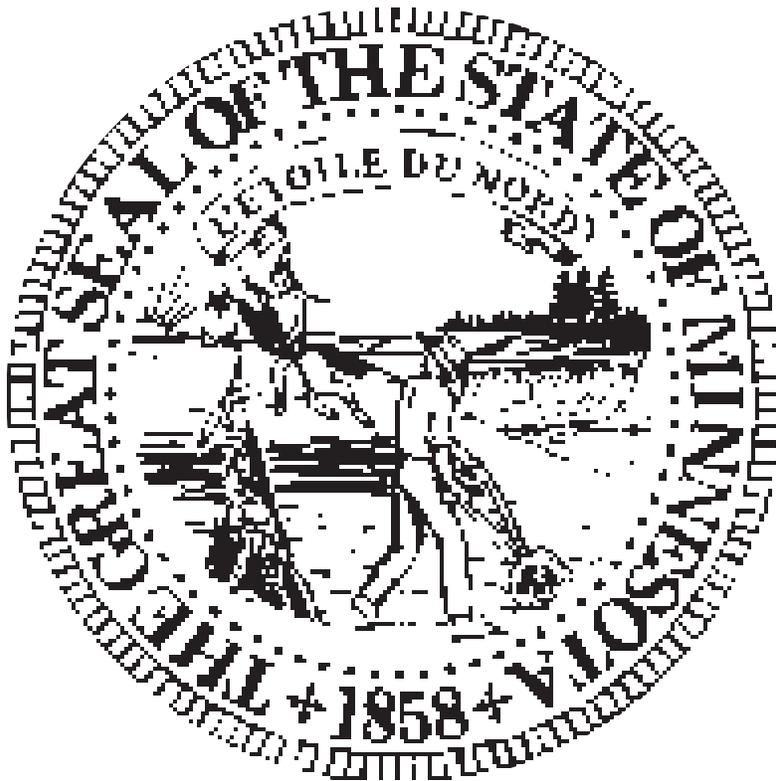


**The Minnesota**  
**State**  
**Register**

**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.

### Printing Schedule and Submission Deadlines

Vol. 23 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
#29	Tuesday 19 January	Noon Wednesday 6 January 1999	Noon Tuesday 12 January
#30	Monday 25 January	Noon Wednesday 13 January	Noon Tuesday 19 January
#31	Monday 1 February	Noon Wednesday 20 January	Noon Tuesday 26 January
#32	Monday 8 February	Noon Wednesday 27 January	Noon Tuesday 2 February
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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 (651) 296-0504  
Room 231 State Capitol, St. Paul, MN 55155

Contact: House Information Office (651) 296-2146  
Room 175 State Office Building, St. Paul, MN 55155

<b>Minnesota Rules: Amendments &amp; Additions</b> Volume 23, #27-29 (issues #1-26 cumulative appeared in issue # 26.....	1558	<b>Professional, Technical, &amp; Consulting Contracts</b>	
<b>Proposed Rules</b>		<b>Administration Department</b>	
<b>Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design</b>		Proposals sought for Minnesota State Colleges and Universities (MnSCU), building renovation and expansion at Laurentian Community and Technical College.....	1574
Land surveyors and miscellaneous rules.....	1559	<b>Colleges and Universities, Minnesota State (MnSCU)</b>	
<b>Adopted Rules</b>		Winona State University seeks bids for furniture for new library.....	1578
<b>Bureau of Mediation Services</b>		<b>Employee Relations Department</b>	
Public employment labor relations .....	1564	Deadline extension for responses to the department's request for proposals for care system administrators.....	1579
<b>Commissioners' Orders</b>		<b>Human Services Department</b>	
<b>Natural Resources Department</b>		Proposals sought to develop, implement and manage a training system for the child welfare population .....	1580
Commissioner's Scientific and Natural Area Orders:		Proposals sought for training on mediation and relative care conferences .....	1580
• #156: Grey Cloud Dunes Scientific and Natural Area ....	1565	Proposals sought for medical review agent .....	1581
• #157: Glynn Prairie Scientific and Natural Area .....	1566	<b>Transportation Department</b>	
<b>Official Notices</b>		Contract available for document management system .....	1582
<b>Minnesota Comprehensive Health Association (MCHA)</b>		<b>Non-State Public Bids, Contracts &amp; Grants</b>	
Forum on MCHA's lifetime maximum benefit Friday 22 January 1999.....	1567	<b>Anoka County</b>	
<b>Human Services Department</b>		Proposals sought for highway engineering services: environmental clearance and detailed design .....	1583
Additions to organ transplant coverage .....	1567	<b>Metropolitan Council</b>	
Availability of Minnesota Health Care Programs Provider Participation List (DHS Rule 101 Provider Compliance List) .....	1567	Metro Transit Division seeks statements of qualifications for transit control center upgrade CAD/AVL.....	1583
<b>Labor and Industry Department</b>		<b>Minnesota Historical Society</b>	
Correction to prevailing wage rates for common laborer in Dakota, Ramsey and Washington Counties .....	1568	Proposals sought for finance system needs assessment.....	1584
Correction to highway/heavy prevailing wage rates for Group 4, Region 03 .....	1568	Proposals sought for human resources system needs assessment .....	1584
<b>Pollution Control Agency</b>		<b>University of Minnesota</b>	
Comments sought on planned amendments to rules for state water quality standards.....	1568	BID Information Service available to all potential vendors.....	1584
<b>Minnesota State Retirement System (MSRS)</b>		Commodity, Service, and Construction contracts are published in a bulletin, the <i>State Register Contracts Supplement</i> , published Tuesday, Wednesday and Friday. Award results are available from the Materials Management Helpline (651) 296-2600.	
Meeting Thursday 21 January 1999 of the board of directors .....	1571	Individual copies and subscriptions are available through Minnesota's Bookstore, (651) 297-3000, or 1-800-657-3757.	
<b>Trade and Economic Development Department</b>			
Applications sought for appointment to the Minnesota Small Business Development Centers Advisory Board.....	1572		
<b>State Grants &amp; Loans</b>			
<b>Emergency Medical Services Regulatory Board</b>			
Grants available for regional emergency medical services systems.....	1573		

# 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.

## Volume 23, Issues #27-29

(Issues # 1 - 26 cumulative appeared in issue #26)

### Animal Health Board

1700.2950; .3010; **1705.2400**; .2434; .2440; .2460; .2470; .2476;  
.2480; **1715.0105**; .0550; .0705; .1450 (**adopted**)..... 1484  
**1705.2482 (repealed)** ..... 1484

Architecture, Engineering, Land Surveying, Landscape Architecture,  
Geoscience, and Interior Design  
**1800.0200**; .0400; .0800; .0900; .1600; .2600; .3500; .3600  
(**proposed**) ..... 1559

### Labor and Industry Department

**5205.0010 (adopted exempt)**..... 1541  
**5205.0010 (corrected adopted exempt)** ..... 1541  
**5220.2570**; .2630; .2720; .2740; .2750; .2760; .2770; .2780; .2790;  
.2810; .2820; .2830; .2840; .2865; .2870 (**adopted**)..... 1484  
**5220.2860 (repealed)** ..... 1484

### Marriage and Family Therapy Board

**5300.0100**; .0140; .0150; .0160; .0170; .0175; .0180; .0190; .0230;  
.0240; .0250; .0280; .0290; .0310; .0315; .0320; .0350 (**adopted**)... 1540

### Mediation Services Bureau

**5510.0310**; .0410; .0510; .1210; .1510; .1810; .1910; .2010;  
.2410; .2710; .2905; .2930; .5170 (**adopted**)..... 1564  
**5510.0310 s.5**; .2905 s.5 (**repealed**)..... 1564

### Natural Resources Department

**6100.0100**; .0200; .0300; .0500; .0525; .0550; .0600; .0650; .0700;  
.0800; .0900; .1000; .1100; .1200; .1250; .1350; .1355; .1400; .1500;  
.1600; .1650; .1700; .1710; .1900; .1950; .2350; .2400 (**proposed**).. 1483

**6100.0400**; .0500 s. 3a, 5c, 5d, 7c; .0800 s. 3, 4; .1300; .1610;  
.1800; .1905; .1910; .1920; .1930; .2000; .2100; .2300  
(**proposed repealer**)..... 1483

**6236.0600**; .0810; .1060 (**adopted expedited emergency**)..... 1484

**6236.0810 (repealed)** ..... 1484

### Pollution Control Agency

**7005.0100**; **7007.0100** .0400; .0700; .0750; .1050; .1100; .1110;  
.1120; .1125; .1130; .1150; .1200; .1250; .1300; .1450; .1500;  
.4020; **7009.0050**; .0080; **7011.0010**; .0060; .0065; .0070; .0075;  
.0080; .0120; .0900; .1005; .1500; .3500; .3505; **7019.1000**;  
**7025.0210**; .0230; .0240; .0310; .0340 (**proposed**)..... 1507

**7005.0100 s. 4a**; **7007.0100 s. 28**; **7011.0800**; .0805; .0815; .0820;  
.0825; .3500 s.5 (**proposed repealer**) ..... 1507

### Minnesota Racing Commission

**7869.0100**; **7870.0050**; .0640; **7871.0030**; .0150; **7873.0186**;  
.0190; .0191; .0198; **7874.0100**; **7875.0200 (adopted)**..... 1540

# Proposed Rules

## Comments on Planned Rules or Rule Amendments

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, and within 60 days of the effective date of any new statutory grant of required rulemaking.

## Rules to be Adopted After a Hearing

After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rule. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

## Rules to be Adopted Without a Hearing

Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

## Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design

### Proposed Permanent Rules Relating to Land Surveyors and Miscellaneous Rules

#### REQUEST FOR COMMENTS for Planned Amendment to Rules Relating to Land Surveyors and Miscellaneous Rules, *Minnesota Rules*, 1800.0200-1800.3600

**Subject of Rules.** Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design requests comments on its planned amendment to rules relating to Land Surveyors and Miscellaneous Rules. The Board is considering rules that replace oral examination with oral interview. The purpose of the oral interview will be to obtain additional information or amplify existing information that is not available by telephone, mail or fax. The rules will also clearly define the education and training requirements for licensure as a Land Surveyor.

**Persons Affected.** The amendment to the rules would likely affect examination candidates, applicants by comity, licensees and societies of the professions we license.

**Statutory Authority.** *Minnesota Statutes*, section 326.06, authorizes the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design to make rules for the fixing of standards for licensure and certification.

**Public Comment.** Interested persons or groups may submit comments or information on these planned rules in writing until 4:30 p.m. on March 22, 1999. The Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design does not contemplate appointing an advisory committee to comment on the planned rules.

**Rules Drafts.** The Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design has prepared the planned rules amendments and are published with this notice.

**Agency Contact Person.** Written comments, questions, requests to receive a copy of the rules or SONAR, and requests for more information on these planned rules should be addressed to: Gayle Bjornberg, MN Board of AELSLAGID, 85 E 7th Pl., Ste. 160, St. Paul, MN 55101, telephone number (651) 296-2388, and FAX number (651) 297-5310. TTY users may call the Board at 800-627-3529.

**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.

## Proposed Rules

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

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

Dated: 5 January 1999

James C. Balogh, Ph.D., P.S.S., Chair  
Minnesota Board of Architecture, Engineering,  
Land Surveying, Landscape Architecture,  
Geoscience and Interior Design

### GENERALLY

#### 1800.0200 CLASSES OF LICENSEES.

There shall be three classes of licensees as follows:

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

C. Class 3: those licensed following examination; ~~either oral or written, or both.~~

#### 1800.0400 APPLICATION FOR LICENSURE AND CERTIFICATION.

[For text of subs 1 to 2, see M.R.]

Subp. 2a. Oral interviews. The board may conduct oral interviews of candidates for the purpose of gaining additional information or amplifying existing information provided by the candidate in the application package. Oral interviews shall be conducted only in those cases where answers to the board's questions cannot be provided by telephone, mail, or fax or other electronic means.

[For text of subp 3, see M.R.]

#### 1800.0800 PROOF OF QUALIFICATION TO PRACTICE.

An applicant shall submit evidence to the board indicating that the applicant is qualified to practice in the profession or field of major practice in which the applicant seeks licensure or certification. The burden of proof is upon the applicant who should make every effort to present qualifications fully and clearly. Qualifications shall be established by one or more of the following methods:

A. by passing a written examination;

~~B. by successfully completing an oral examination;~~

~~C.~~ by submitting satisfactory exhibits of technical qualifications;

~~D. C.~~ by submitting a council certificate prepared by the National Council of Architectural Registration Boards (NCARB), for architect applicants only;

~~E. D.~~ by submitting a National Council of Examiners for Engineers and Surveyors (NCEES) council record prepared by the National Certification of the NCEES for engineer applicants only;

~~F. E.~~ by submitting a council certificate prepared by the Council of Landscape Architectural Registration Boards (CLARB), for landscape architect applicants only;

~~G. F.~~ for licensure by comity as an architect, engineer, or landscape architect under *Minnesota Statutes*, section 326.10, subdivision 1, paragraph (a), clause (2), and experience as the board may require together with evidence of current licensure and proof of good standing;

~~H. G.~~ for licensure by comity as a land surveyor, an applicant shall be subject to *Minnesota Statutes*, section 326.10, subdivision 1, paragraph (a), clause (2). In addition, the applicant shall be required to take examinations that the board deems necessary to determine qualifications, but in any event the applicant shall be required to take a written orientation examination of not less than four hours duration;

~~I. H.~~ for certification by comity as a certified interior designer under *Minnesota Statutes*, section 326.10, subdivision 1, paragraph (a), clause (2). The applicant shall meet the certification requirements that were in effect in Minnesota at the time of the applicant's original licensure or certification in the other state, territory, or the District of Columbia. Applicants who were certified in other states prior to August 1, 1992, shall meet the requirements of part 1800.2100; or

~~J. I.~~ for licensure within a professional geoscience discipline by comity or submission of records, an applicant shall be subject to *Minnesota Statutes*, sections 326.10, subdivision 1, paragraph (a), clause (2); and 326.10, subdivision 1, paragraph (b).

**1800.0900 QUALIFICATION PROCEDURES.**

Subpart 1. **Exhibits.** Exhibits in connection with oral interview or written examination shall be submitted when requested by the board.

[For text of subp 3, see M.R.]

Subp. 4. **Reexamination.** An applicant who does not receive a passing grade in an examination may make application to retake that examination. The application shall be accompanied by a reexamination fee as required under part 1800.0500, subpart 7. ~~The board may require an applicant failing an examination two or more times to submit evidence of improved qualifications before an additional retake examination is permitted.~~

Subp. 5. **Date and place of examination.** ~~Oral examinations may be given each year at such times as may be designated by the board.~~ Persons who file applications for licensure by examination and are determined to be eligible for admission to the examination will be informed by letter of the date and place of the examinations. Examinations for architect applicants shall be scheduled by the applicant once the applicant's application is approved.

[For text of subp 6, see M.R.]

**EXAMINATION OF LANDSCAPE ARCHITECT APPLICANTS****1800.1600 APPLICATION AND ORAL EXAMINATION INTERVIEW.**

The board shall review the applicant's experience record and may conduct a personal an oral interview of each applicant for admission to the examination process. The ~~personal oral~~ interview shall consist of direct examination an interview by the board to include such additional exhibits of drawings, specifications, photographs of work, and letters of reference, as the board may direct.

**EXAMINATION OF ENGINEER APPLICANTS****1800.2600 ORAL EXAMINATION INTERVIEW.**

An applicant ~~shall~~ may appear before the board for oral ~~examination~~ interview and shall submit two exhibits of engineering work the applicant has performed if:

- A. the applicant's experience record, in the sole opinion of the board, does not clearly indicate the required qualifying engineering experience;
- B. the applicant does not hold a degree from an approved engineering curriculum; or
- C. the applicant qualifies for waiver of the fundamentals of engineering examination as provided in part 1800.2800.

The applicant shall furnish a letter to the board from the applicant's employer verifying the degree of involvement and responsibility displayed by the applicant in the conduct of the project exhibited.

An applicant residing in an overseas area shall submit one exhibit of the applicant's engineering work with a written critique of that exhibit in lieu of the oral ~~examination~~ interview.

**EXAMINATION OF LAND SURVEYOR APPLICANTS****1800.3500 EDUCATION AND EXPERIENCE.**

Subpart 1. Written examination and oral interview requirements. ~~Each An~~ applicant for licensure as a land surveyor shall ~~be required to appear before the board for the purpose of an oral examination and to pass written examinations as provided hereinafter in this part and parts 1800.3600 to 1800.3800.~~ Oral examinations interviews may ~~not be required of those comity applicants licensed be required when the applicant's experience record does not clearly indicate the required qualifying land surveying experience.~~ An applicant for licensure under part 1800.0800, item G which rule applies to those licensed in one or more states other than Minnesota. In the case of comity applicants, the same minimum requirements will be demanded as existed in Minnesota at the time of the original licensure as land surveyor in such other state H, shall satisfy the Minnesota licensing requirements that were in effect at the time of the applicant's original licensure in the other state.

Subp. 2. Admission to written fundamentals of land surveying examination. To qualify for ~~oral and admission to the~~ written examination, applicants shall present satisfactory evidence ~~that they have of one of the following:~~

- A. ~~Graduated~~ graduation from a four-year land surveying curriculum, approved by the board: at the time of graduation or being within 32 semester or 48 quarter credits of obtaining a land surveying degree meeting the requirements of this subpart; or

<p><b>KEY: PROPOSED RULES SECTION</b> — <u>Underlining</u> indicates additions to existing rule language. <del>Strike outs</del> indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." <b>ADOPTED RULES SECTION</b> — <u>Underlining</u> indicates additions to proposed rule language. <del>Strike outs</del> indicate deletions from proposed rule language.</p>
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## Proposed Rules

B. Completed at least three years of qualifying land surveying experience, after graduation, satisfactory to the board; graduation from a bachelor's curriculum approved by the board at the time of graduation or being within 32 semester or 48 quarter credits of obtaining a bachelor's degree meeting the requirements of this subpart.

C. Prospective applicants may qualify for licensure by examination provided they submit to the board satisfactory evidence that their education and subsequent experience are substantially equivalent to the requirements set forth in the following table:

Classification	Education in Years	Experience in Years	Total Education & Experience
<u>**Graduate of 4-year land surveying curriculum approved by the board</u>	4	3	7
<u>Graduate of other Bachelor of Science Curriculum approved by the board</u>	3	5	8
<u>***NonGraduate</u>	0-3	6-9	9

\* Requirements effective January 1, 1977.

\*\* All applicants for licensure as land surveyor will be required to hold a degree from a bachelor of science curriculum approved by the board or its educational equivalent effective January 1, 1985.

\*\*\* A minimum of two years of qualifying education will be required as of January 1, 1981.

D. The education requirement of an applicant whose education was not obtained in a bachelor of science curriculum approved by the board will be accepted only if such education is determined by the board to be equivalent to such curriculum. The applicant will be required to submit a transcript of grades for evaluation by the board to determine the credit to be allowed for such education. The applicant will be informed, in writing, of any course requirements lacking for equivalent education.

E. All applicants for licensure, by examination, as land surveyor in Minnesota must have completed one year of education leading to a bachelor of science degree including eight quarter credits of surveying to take the land surveyor in training examination and must have completed two years of education leading to a bachelor of science degree including 16 quarter credits of surveying or related courses to take the final examinations for land surveyor. This requirement is effective January 1, 1981.

Subp. 3. Admission to written professional land surveying examination. To qualify for admission to the written examinations, the applicant shall present evidence of meeting the educational and qualifying experience requirements in items A and B.

### A. Education:

(1) graduation from a four-year land surveying curriculum approved by the board at the time of graduation, a minimum of eight semester or 12 quarter credits in land surveying, and a minimum of eight semester or 12 quarter credits in closely related surveying courses as recognized by the board; or

(2) graduation from a bachelor's curriculum approved by the board at the time of graduation, a minimum of eight semester or 12 quarter credits in land surveying, and a minimum of eight semester or 12 quarter credits in closely related surveying courses as recognized by the board.

### B. Qualifying experience:

(1) completion of a minimum of three years of qualifying land surveying experience if the applicant meets the education requirements of item A, subitem (1); or

(2) completion of a minimum of five years of qualifying land surveying experience if the applicant meets the education requirements of item B, subitem (2).

C. Qualifying land surveying experience shall be obtained under the direct supervision of a licensed land surveyor. As used in this part, qualifying experience consists of varied progressive, nonrepetitive, practical experience at land surveying work. The experience shall be acquired in the areas of land surveying practice listed in subitems (1) to (5). Experience, based on one year equaling 2,080 hours, shall be written in detail and submitted with the application for evaluation and approval by the board.

(1) Field experience in one or more of the following: section subdivision, boundary surveys, land title surveys, government corner restoration, state plan coordinates, staking subdivisions, and condominium surveys:

(a) graduate of four-year land surveying curriculum approved by the board, 3,120 hours; or

(b) graduate of other bachelor's curriculum approved by the board, 4,990 hours.

(2) Office experience in one or more of the following: record research, record analysis, survey computations, description analysis, description writing, subdivision design, and plat computations:

(a) graduate of four-year land surveying curriculum approved by the board, 2,080 hours; or

(b) graduate of other bachelor's curriculum approved by the board, 3,330 hours.

(3) Surveys in one or more of the following: right-of-way surveys, easement surveys, mining surveys, and route location surveys (power, pipelines, etc.):

(a) graduate of four-year land surveying curriculum approved by the board, 400 hours; or

(b) graduate of other bachelor's curriculum approved by the board, 800 hours.

(4) Drafting in one or more of the following: boundary survey, certificate, and plat:

(a) graduate of four-year land surveying curriculum approved by the board, 400 hours; or

(b) graduate of other bachelor's curriculum approved by the board, 800 hours.

(5) Field/office experience in one or more of the following: topography and alignment and grades of streets:

(a) graduate of four-year land surveying curriculum approved by the board, 240 hours; or

(b) graduate of other bachelor's curriculum approved by the board, 480 hours.

#### **1800.3600 REQUIREMENTS FOR ADMISSION TO EXAMINATION.**

Subpart 1. **Authority to order examination.** The board may subject an applicant to such examinations as may be deemed necessary to establish the qualifications of ~~such the~~ applicant. ~~Oral and~~ Written examinations shall be held at such times and places as the board may direct.

Subp. 2. **Land surveyor-in-training.** ~~Any applicant who is a graduate of or is within three months of graduating from a four-year land surveying curriculum approved by the board or has equivalent education, may be admitted to the fundamentals of land surveying examination (LSIT). Nongraduates must have a minimum of two years of approved education and three years of qualifying experience. The Fundamentals of Land Surveying (FLS) examination may be taken upon meeting the requirements of part 1800.3500, subpart 2. The applicant shall submit an official transcript from the college or university the applicant is attending. An applicant taking the FLS examination shall be notified of the applicant's score in writing. An applicant failing this examination shall retake the entire examination. A final official transcript showing the degree and the date awarded shall be submitted to the board before the land surveyor-in-training certificate is released to the applicant. The passage of this examination and providing proof of the degree and the award date gives the applicant the status of land surveyor-in-training as defined in Minnesota Statutes, section 326.10, subdivision 7. The applicant shall take and pass the FLS examination before being permitted to take the professional examination.~~

Subp. 3. **Professional practice.** The applicant must have successfully completed the Fundamentals of Land Surveying (FLS) examination (~~LSIT~~) and have ~~had a total of seven or more years of combined land surveying education and qualifying land surveying experience as shown in the table herein met the education and experience requirements provided in part 1800.3500, subpart 3.~~ After the applicant has submitted a ~~formal an~~ application for admission to the professional practice examination, ~~such the~~ applicant may be required to appear before the board for an oral ~~examination~~ interview. The applicant may be called to appear for an oral ~~examination~~ interview where evidence of personal qualifications will be reviewed and the educational and experience record evaluated to determine eligibility for admission to the professional practice examination.

**REVISOR INSTRUCTION.** ~~The revisor shall correct references to the lettered items in Minnesota Rules, part 1800.0800, in the following parts of Minnesota Rules: 1800.1000, 1800.1500, 1800.2100, 1800.2500, and 1800.3910.~~

<p><b>KEY: PROPOSED RULES SECTION</b> — <u>Underlining</u> indicates additions to existing rule language. <del>Strike outs</del> indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." <b>ADOPTED RULES SECTION</b> — <u>Underlining</u> indicates additions to proposed rule language. <del>Strike outs</del> indicate deletions from proposed rule language.</p>
--

## 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

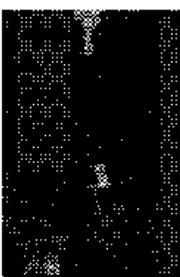
Provisions for the Commissioner of Natural Resources to adopt emergency expedited Game and Fish Rules are specified in *Minnesota Statutes* §§ 84.027. The commissioner may adopt emergency expedited rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency 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.

## Bureau of Mediation Services

### Adopted Permanent Rules Relating to Public Employment Labor Relations

The rules proposed and published at *State Register*, Volume 22, Number 50, pages 2194-2199, June 15, 1998 (22 SR 2194), are adopted as proposed.

## Exploring Minnesota's North Shore



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# Commissioners' Orders

Various agency commissioners are authorized to issue "commissioner's orders" on specified activities governed by their agency's enabling laws. See the *Minnesota Statutes* governing each agency to determine the specific applicable statutes. Commissioners' orders are approved by assistant attorneys general as to form and execution and published in the *State Register*. These commissioners' orders are compiled in the year-end subject matter index for each volume of the *State Register*.

## Department of Natural Resources

### Commissioner's Scientific and Natural Area Order #156: Grey Cloud Dunes Scientific and Natural Area

**WHEREAS**, certain lands in Washington County, Minnesota, described as:

That part of the Southwest Quarter (SW1/4) and the South Half of the Northwest Quarter (S1/2 NW1/4) in Section 29, lying westerly of a straight line drawn from a point on the south line of said Southwest Quarter (SW1/4) a distance of 66 feet west of the southeast corner of said Southwest Quarter (SW1/4) to a point on the north line of said South Half of the Northwest Quarter (S1/2 NW1/4) a distance of 66 feet east of the northeast corner of the Southwest Quarter of the Northwest Quarter (SW1/4 NW1/4); and the North Half of the Northwest Quarter (N1/2 NW1/4) and the Southeast Quarter of the Northwest Quarter (SE1/4 NW1/4) in Section 32, all in Township 27, Range 21, subject to railroad, **excepting** therefrom the right-of-way of the railroad and also excepting the tract conveyed to Chicago, Burlington & Quincy Railroad Company by deed dated May 9, 1914, and recorded June 5, 1914, in Book 75 of Deeds, Page 439, and SUBJECT to the rights of the public in roads. **Also Excepting** the right and flowage easement held by the United States of America to overflow 70 acres of said land, as provided in the Judgment and Decree dated October 19, 1931, and recorded October 21, 1931, in Book 118 of Deeds, Page 616. Such Judgment and Decrees described and sets forth by tract numbers the lands subject to such easement, viz: **Tract No. 69** A portion of the SE 1/4 of NW 1/4 of Section 32, containing 37.30 acres, more or less. **Tract No. 70** A portion of the NE 1/4 of the NW 1/4 of Section 32, containing 2.25 acres, more or less. **Tract No. 71** A portion of the NW 1/4 of the NW 1/4 of Section 32, containing 28.65 acres, more or less. **Tract No. 85** A portion of the SW 1/4 of the SW 1/4 of Section 29, containing 1.80 acres, more or less. **Also Excepting** the North 33 feet of the East 66 feet of the North Half of the Northwest Quarter in Section 32. The above conveyance contains 274.10 acres, more or less.

Together with an easement for ingress and egress over and across the South 33 feet of the East 91 feet of the Southwest Quarter in Section 29, and the North 33 feet of the East 66 feet of the North Half of the Northwest Quarter in Section 32, Township 27, Range 21.

Reserving an easement for ingress and egress over and across the North 33 feet of the Southwest Quarter of the Northwest Quarter and the North 33 feet of the West 91 feet of the Southeast Quarter of the Northwest Quarter in Section 29, Township 27, Range 21.

are under the control and possession of the Department of Natural Resources; and COMMISSIONER'S S.N.A. ORDER NO. 156

**WHEREAS**, such lands contain dry sand prairie which contains the following special concern species: Sea Beach Needlegrass (*Aristida tuberculosa*), Louisiana Broomrape (*Orobanche ludoviciana*), Hill's Thistle (*Cirsium hillii*), Purple Sand-grass (*Triplasis purpurea*), Blue Racer (*Coluber constrictor*), and the following rare plant species: Illinois Tick Trefoil (*Desmodium illinoense*) and Long-bearded Hawkweed (*Hieracium longipilum*); and

**WHEREAS**, the most effective means by which such lands can be protected and perpetuated in their natural state and used for educational and research purposes in such a manner as will leave them conserved for future generations is by designation as a Scientific and Natural Area;

**NOW THEREFORE**, I, Rodney W. Sando, Commissioner of Natural Resources, pursuant to authority vested in me by *Minnesota Statutes* §§ 84.033, 86A.05, subd. 5, 97A.093, and other applicable law, do hereby designate the above-described lands as Grey Cloud Dunes Scientific and Natural Area. Furthermore, the Grey Cloud Dunes Scientific and Natural Area is designated as a Public Use unit, open to the public for nature observation and general educational and research activities.

**IT IS FURTHER ORDERED** that the provisions of *Minnesota Rules* 6136.0100 through 6136.0600 shall apply to the above-designated area.

Dated at St. Paul, Minnesota, this 30th day of December 1998

Rodney W. Sando, Commissioner  
Department of Natural Resources

APPROVED AS TO FORM AND EXECUTION  
Hubert H. Humphrey III, Attorney General  
Bruce A. Specktor, Assistant Attorney General

## Commissioners' Orders

### Department of Natural Resources

#### Commissioner's Scientific and Natural Area Order #157: Glynn Prairie Scientific and Natural Area

**WHEREAS**, certain lands in Lyon County, Minnesota, described as:

The South Half of the Northeast Quarter (S 1/2 NE 1/4), Section Seven (7), Township One Hundred Nine (109), Range Forty (40)

are under the control and possession of the Department of Natural Resources; and

**WHEREAS**, such lands contain a high quality mesic tallgrass prairie community; and

**WHEREAS**, the most effective means by which such lands can be protected and perpetuated in their natural state and used for educational and research purposes in such a manner as will leave them conserved for future generations is by designation as a Scientific and Natural Area;

**NOW THEREFORE**, I, Rodney W. Sando, Commissioner of Natural Resources, pursuant to authority vested in me by *Minnesota Statutes* §§ 84.033, 86A.05, subd. 5, 97A.093, and other applicable law, do hereby designate the above-described lands as Glynn Prairie Scientific and Natural Area. Furthermore, the Glynn Prairie Scientific and Natural Area is designated as a Public Use unit, open to the public for nature observation and general educational and research activities.

**IT IS FURTHER ORDERED** that the provisions of *Minnesota Rules* 6136.0100 through 6136.0600 shall apply to the above-designated area.

Dated at St. Paul, Minnesota, this 24th day of December 1998

Rodney W. Sando, Commissioner  
Department of Natural Resources

APPROVED AS TO FORM AND EXECUTION  
Hubert H. Humphrey III, Attorney General  
Stephen B. Masten, Assistant Attorney General

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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 rule-making proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

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

## Minnesota Comprehensive Health Association

### Notice of Forum on MCHA Lifetime Maximum Benefit

**NOTICE IS HEREBY GIVEN** that a forum on Minnesota Comprehensive Health Association's (MCHA), Lifetime Maximum benefit will be held at 2:00 p.m. on Friday, January 22, 1999. The meeting will take place at the Sheraton Inn Midway, 400 North Hamline Avenue, St. Paul, MN.

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

## Department of Human Services

### Additions to Organ Transplant Coverage

Effective for services provided on or after August 20, 1998, the Department of Human Services (DHS) will cover the following transplant services for recipients of Minnesota Health Care Programs (MHCP):

**Intestinal Transplantation/** A living donor or a cadaveric organ may be used.

**Intestinal-liver Transplantation/** Using cadaveric organs..

**Liver Transplant for diagnosis of Hepatocellular Carcinoma (HCC).** Approved for patients who meet the United Network for Organ Sharing (UNOS) criteria in their policy of June 1998 3.6.4.4.

Transplant facility must: 1) meet United Network for Organ Sharing (UNOS) criteria to perform such procedures 2) be located within the state of Minnesota; 3) submit a written authorization to Care Delivery Management, Inc.(CDMI) for each transplant; and 4) meet all other requirements as stated in the Minnesota Health Care Provider Manual.

## Human Services Department

### Notice of Availability of the Minnesota Health Care Programs Provider Participation List [Also Known as DHS Rule 101 Provider Compliance List]

**NOTICE IS HEREBY GIVEN** that the Minnesota Health Care Programs Provider Participation List for January 1, 1999 is now available. The provider participation list is a compilation of fee-for-service health care providers who are in compliance with DHS Rule 101. This list is distributed on a quarterly basis to the Department of Employee Relations, the Department of Labor and Industry, and the Department of Commerce. To obtain the list, contact Paul McCann, Rule 101 Specialist, at (651) 282-5328 or toll-free at 800-657-3974. You may FAX your request to (651) 296-5690 or mail to the Customer Services Division, Department of Human Services, 444 Lafayette Road, St. Paul, MN 55155-3856.

Tom Moss, Acting Commissioner  
Department of Human Services

## Official Notices

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### Department of Labor and Industry

#### Labor Standards Unit

#### Notice of Correction to Prevailing Wage Rates

Corrections have been made to Commercial Prevailing Wage Rates certified 10/26/98 due to errors in calculation for **Common Laborer in Dakota, Ramsey and Washington Counties.**

A correction has been made to Commercial Prevailing Wage Rates certified 10/26/98 due to an error in calculation for **Sprinkler Fitters in Scott County.**

Copies of the corrected certifications may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306 or by calling (651) 296-6452. Charges for the cost of copying and mailing are \$1.00 for the first page and .65 for each additional page. Make check or money order payable to the State of Minnesota.

Michael Houliston  
Acting Commissioner

### Department of Labor and Industry

#### Labor Standards Unit

#### Notice of Correction to Highway/Heavy Prevailing Wage Rates

A correction has been made to the Highway/Heavy Prevailing Wage Rates certified 11/16/98 due to an error in calculation for **Group 4, Region 03.**

Copies of the corrected certifications may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, or by calling (651) 296-6452. Charges for the cost of copying and mailing are \$1.00 for the first page and \$.65 for each additional page. Make check or money order payable to the State of Minnesota.

Michael Houliston  
Acting Commissioner

### Pollution Control Agency

#### Environmental Outcomes Division

#### REQUEST FOR COMMENTS on Planned Amendments to Rules Governing State Water Quality Standards, *Minnesota Rules* ch. 7050

The Minnesota Pollution Control Agency (MPCA) requests comments on its planned amendments to rules governing state water quality standards found in *Minnesota Rules* ch. 7050.

Chapter 7050 includes general standards applicable to all waters of the state, numerical water quality standards for the protection of specific beneficial uses such as swimming and fishing, effluent limitations for dischargers, and a use classification system for all waters of the state.

The MPCA first sought public comments on its plan to amend chapter 7050 on May 11, 1998 (22 S.R. 1984). The MPCA has now refined the scope of the proposed amendments as discussed below, and is seeking comments on the planned changes.

**Advisory Committee.** The MPCA formed a Water Quality Standards Advisory Committee (WQSAC) in September, 1996 to provide a broad-based forum for the discussion and resolution, if possible, of a variety of water quality standard issues. Most of the issues considered by the committee were of interest to cities in Minnesota that discharge treated municipal wastewater. The recommendations from the committee form the basis for many of the amendments being proposed by the MPCA.

Below is a list of WQSAC members and who they represented:

### Members

Brian Bates	Sierra Club
Dan Behrens	Faribault and CGMC*
Charlotte Brooker	Izaak Walton League
Mark Deutschman	Houston Engineering and Minnesota Consulting Engineer's Council
Mohamed Elnabarawy	3M Company
Jack Enblom	Minnesota Department of Natural Resources
Rebecca Flood	Metropolitan Council
John Hall	Hall and Associates and CGMC*
Keith Hanson	Minnesota Power and Minnesota Chamber of Commerce
David Lane	Rochester and Minnesota Section of CSWEA**
Nancy Larson	Minnesota Association of Small Cities
Bruce Nelson	Alexandria Lakes Area Sanitary District
David Pfeifer	U.S. Environmental Protection Agency, Region 5
Ken Sexton	University of Minn.
John Smith	S.B. Foot Tanning Company
Jim Stark	U.S. Geological Survey
Joseph Stepun	Western Lake Superior Sanitary District
Remi Stone	League of Minnesota Cities
Mark Ten Eyck	Minnesota Center for Environmental Advocacy
Bob Zimmerman	Moorhead and Minnesota Wastewater Operators Association

### Alternates

Gerry Mahon	St. Cloud and CGMC*
John Fisher	Austin and CGMC*
Corey Elmer	Flaherty & Associates and CGMC*

### Staff

Roger Williams	Minnesota Office of Dispute Resolution, facilitator
David Maschwitz	MPCA
Ron Jacobson	MPCA
John Hensel	MPCA
David Kortan	MPCA

\*CGMC = Coalition of Greater Minnesota Cities

\*\*CSWEA = Central States Water Environment Association

**Ammonia.** On August 18, 1998 the U.S. Environmental protection Agency (EPA) published a draft update of the national ammonia criterion in the *Federal Register* (63 F.R. 44256). The MPCA considered amending the Minnesota ammonia standard based on the updated EPA criterion. However, the EPA is in the process of evaluating public comments on the updated criterion, and has not yet completed that process. Because the date that the criterion will be finalized is unknown, and beyond the control of the MPCA, management in the MPCA Environmental Outcomes Division decided to move forward with proposed amendments without proposing a change to the ammonia standard at this time.

**Silver.** One of the recommendations from the WQSAC was to review and revise, if necessary, the current Minnesota standard for silver. However, because defining the toxicity of silver in natural waters is complex and the EPA plans to reissue the national silver criterion in the future, and because very few discharges in Minnesota deal with silver at all, MPCA management in the Environmental Outcomes Division decided to postpone proposing a new state-wide standard for silver. In lieu of a new silver standard, the MPCA proposes to use a site-specific approach for those dischargers that deal with silver.

## Official Notices

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**Scope.** The MPCA requests information and opinion on the proposed amendments to *Minnesota Rules* ch. 7050 listed below.

### A. Proposed Changes Based on WQSAC Recommendations

1. Dissolved metal standards. It is proposed to convert standards for certain trace metals from “total” to “dissolved”. This will bring ch. 7050 metal standards into agreement with EPA guidance and the metal standards in *Minnesota Rules* ch. 7052 (the Great lakes Initiative rule).
2. Stream design flow. Currently ch. 7050 defines the allowable dilution for discharges of all pollutants as the seven-day average low flow with a once in ten year recurrence interval (7Q10) flow. It is proposed to change this to allow a 30-day average low flow with a once in ten year recurrence interval (30Q10) stream design flow for implementing the ammonia standard. It is not proposed to change the 7Q10 stream design flow for implementing other pollutants, including dissolved oxygen.
3. Fecal coliform standard. It is proposed to shorten the period during which the standard applies by one month, from the current March through October to April through October.
4. Tier II standards. Tier II standards are determined when the toxicity data available for a pollutant is not adequate to use the more rigorous Tier I procedures. It is proposed to recalculate eight existing “Tier II” standards using the updated Tier II method in ch. 7052, and to replace the existing Tier II method in ch. 7050 with the new method. The new statistically-based Tier II method is a better method than the one currently in ch. 7050.
5. Label all Class 2 standards. It is proposed to label all Class 2 standards as to whether they are based on, 1) direct toxicity to aquatic life, 2) impacts on human health, or 3) wildlife effects data and information, to bring ch. 7050 into agreement with the standards in ch. 7052.
6. Chlorine standard: It is proposed to change the current Minnesota chronic standard of 6 ug/L, adopted in 1980, to agree with the EPA chronic criterion of 11 ug/L, issued in 1985.

### B. Proposed Change Based on WQSAC Discussions

1. Class 2B/C dissolved oxygen standard: The WQSAC deliberated in considerable detail various proposals for changing the current dissolved oxygen standard for warm water fisheries but was unable to agree on a specific proposal. Based on the extensive discussion, however, the MPCA is proposing to add narrative to the current 5 mg/L daily minimum, year-round, dissolved oxygen standard that will allow a seasonal site-specific modification to a 5 mg/L daily average/4 mg/L daily minimum standard during the times of the year when sensitive early life stages of warm water fish are not present in the local stream or river.

### C. Other Proposed Changes

1. Averaging period for the total phosphorus limitation: It is proposed to modify the effluent limitation of 1 mg/L total phosphorous expressed as a monthly average in *Minnesota Rules* pt. 7050.0211, subp. 1, to allow the MPCA flexibility in defining the averaging period for the phosphorus limitation. Issuing phosphorus limits with averaging periods longer than a monthly average will facilitate the use of promising new wastewater treatment technologies that remove phosphorus in a cost effective manner.
2. Class 2A (trout) waters: It is proposed to update the list of Class 2A waters listed in *Minnesota Rules* pt. 7050.0470 to reflect the most recent list of waters designated as trout streams or trout lakes by the Minnesota Department of Natural Resources.
3. Class 7, Limited Resource Value Waters: The MPCA staff is proposing that the following water reaches be reclassified as Limited Resource Value Waters:
  - a. Branch No. 3, Lateral No. 2 of County Ditch 67 and 13 at East Bethel, Anoka Co.  
(Note: the alternate name for Co. Ditch 67 and 13 is Crooked Brook. No portion of this watercourse is being proposed by MPCA staff for Class 7 reclassification.)
  - b. Trout Brook, at St. Paul, Ramsey Co.
  - c. Unnamed Ditch, near Owatonna, Steele Co.
  - d. Unnamed Ditch and County Ditch No. 37 near Renville, Renville Co.
  - e. Unnamed Ditch and High Island Ditch, near Arlington, Sibley Co.
  - f. County Ditch No. 17, near St. Cloud, Stearns Co.
  - g. Unnamed Creek, Laketown Township, Carver Co.
  - h. Lateral 5 of Judicial Ditch No. 3, at Green Isle, Sibley Co.

- i. County Ditch No. 28, near Ham Lake, Anoka Co.
  - j. Unnamed Ditch and Unnamed Creek near Blooming Prairie, Steele Co.  
(Note: The unnamed ditch drains to the unnamed creek. Only a short segment of the unnamed creek is being proposed for Class 7 reclassification.)
4. Editorial or "housekeeping" changes: It is proposed to make about 30 minor, non-substantive changes to *Minnesota Rules* ch. 7050 to correct errors, update citations, and clarify wording.

**Persons Affected.** The planned changes to the rules would affect both industrial and municipal dischargers of treated wastewater in Minnesota. The planned changes may also affect those persons interested in water quality in general. The planned changes should not result in the need for additional wastewater treatment or additional treatment costs to dischargers, and one planned change, the shortening of the fecal coliform standard season by one month, will result in cost savings for most dischargers. Most of the proposed changes reflect the discussions and recommendations from the WQSAC, as described above.

**Statutory Authority.** *Minnesota Statutes* Section 115.03, subdivision 1, and Section 115.44 authorize the MPCA to adopt water quality standards for waters of the state. Section 115.03, subd. 1 provides broad authority to develop standards and carry out other water quality programs. Section 115.44 provides more explicit authority to establish a classification system of beneficial uses for waters of the state, both surface and ground, and to set water quality standards to protect those uses.

**Public Comment.** Any interested person or group may submit ideas, comments or information on the planned rule amendments outlined above, or any other part of *Minnesota Rules* ch. 7050. Comments can be submitted in writing or orally. Oral statements will be received during regular business hours. Comments and suggestions may be submitted until 4:30 P.M. on February 26, 1999.

**Rule Drafts.** The MPCA has not yet prepared a draft of the planned rule amendments.

**Agency Contact Person.** Written or oral comments, questions, requests for more information on these planned rules, or requests for a copy of the draft rule when it is prepared, should be addressed to:

David E. Maschwitz	Telephone: (651) 296-7255
Minnesota Pollution Control Agency	FAX: (651) 297-7709
520 Lafayette Road	MN Toll Free: 1-800-657-3864
St. Paul, MN 55155-4194	E-mail: david.maschwitz@pca.state.mn.us

TTY users may call the MPCA at (651) 282-5332

**Note:** All written comments received will become part of the rulemaking record.

## Minnesota State Retirement System

### Board of Directors, Regular Meeting

The Board of Directors of the Minnesota State Retirement System will be meeting on Thursday, January 21, 1999, at 9:00 p.m. in the office of the System, 175 W. Lafayette Frontage Road, Suite 300, St. Paul, Minnesota 55107.

## Focus on Photography -- *Minnesota's Natural Beauty*

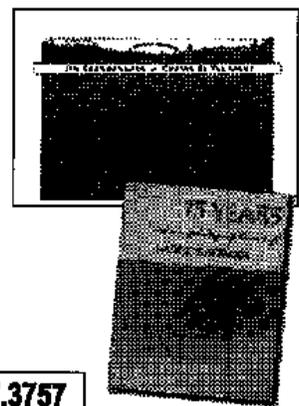
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## Department of Trade and Economic Development

Business and Community Development Division

Office of Business Assistance

Small Business Development Centers

### Notice of Solicitation of Applications for Appointment to the Minnesota Small Business Development Centers Advisory Board

**NOTICE IS HEREBY GIVEN** that the Department of Trade and Economic Development is soliciting applications for appointment to the Minnesota Small Business Development Centers Advisory Board. Appointments are made by the Commissioner of Trade and Economic Development, using the Open Appointments Process of *Minnesota Statutes* §15.0597. Advisory board members will be appointed for a term of up to three years, ending December 31, 2001.

The Small Business Development Centers provide business management counseling and training to current and prospective small business owners and managers through a network of 20 centers located at colleges, universities, and nonprofit organizations throughout Minnesota. Funding support and programmatic direction is provided by the U.S. Small Business Administration under authority of 15 *United States Code* §648. The Department of Trade and Economic Development provides overall policy direction, program administration and additional funding. Participating centers deliver direct service, secure additional local program resources, and provide matching funds.

Advisory board members advise the state director and center directors on policy matters pertaining to the operation of the program. The primary tasks of the advisory board for the current term will be to:

- Provide advice on identifying and responding to needs of the small business community;
- Provide advice on improving the effectiveness of the Small Business Development Centers, particularly with respect to identifying and reaching targeted populations;
- Participate in the strategic planning process and provide feedback on proposed annual plans;
- Assist in educating public policy makers on the benefits and value of the Small Business Development Centers to the state and local economy;
- Assist in identifying new resource opportunities and in fund raising.

The advisory board consists of eleven members. Membership includes one member from each of the seven regions outside the Twin Cities metro area, two representatives from the Twin Cities metro area and two at-large members. By federal law, the advisory board must be composed primarily of small business owners. Members are appointed for a three year term coinciding with the Small Business Development Centers' planning cycle. Members serve without financial compensation or reimbursement of expenses.

Two to three meetings of the advisory board are conducted each year. Historically, these have been held in the Twin Cities area. In addition, the state director consults by telephone and in person with advisory board members as needed throughout the year.

Applications received through January 31, 1999, will be considered for appointment. For further information and an application form, contact:

Mary Kruger, State Director  
Minnesota Small Business Development Centers  
Department of Trade and Economic Development  
500 Metro Square  
121 7th Place East  
St. Paul, MN 55101  
Telephone (651) 297-5773 (Twin Cities metro area) or (800) 657-3858 (toll free outside the Twin Cities metro area).  
FAX: (651) 296-1290  
E-mail: [mary.kruger@state.mn.us](mailto:mary.kruger@state.mn.us)

## 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.

### Emergency Medical Services Regulatory Board

#### Notice of Availability of Grants for Regional Emergency Medical Services Systems

**Eligible Applicants:** Not-for-profit corporations and governmental entities in each of the state's eight emergency medical services (EMS) regions: Northwest, Northeast, West Central, Central, Southwest, South Central, Southeast and Metropolitan. (Proprietary corporations are *not* eligible.) The governing body of each applicant organization must include representatives from each county in its region and from a wide range of EMS providers in the region.

**Amount of Funding:** To be determined by state and federal appropriations and budget deliberations. Estimated at \$1,773,866 (\$221,733 per region) to be awarded through grant contracts with the designated grantees, with an additional estimated amount of \$1,580,000 (\$197,500 per region) to be distributed from the State EMS Relief Account.

**Grant Period:** July 1, 1999, through June 30, 2001.

**Letter of Intent:** Interested parties must submit a *Letter of Intent to Apply for Funds* in order to become eligible to submit a proposal. The letter must include: 1) the name of the applicant organization, 2) a brief description of the organization, and 3) the name, address and telephone number of a contact person. *Letters of Intent* are due not later than 4:00 p.m., Friday, February 12, 1999.

**Request for Proposal:** Each party submitting a *Letter of Intent* will receive a *Request for Proposal* (RFP) that will contain detailed information on grant requirements and procedures, a geographic description of the eight regions, and the required content, organization and format of proposals.

**Proposal Deadline:** Proposals will be accepted only from parties that have submitted a *Letter of Intent*. Proposals will be due no later than 4:00 p.m., Friday, April 23, 1999.

**Description of Grant Program:** The purpose of this grant program is to reduce death and disability due to medical emergencies through the promotion of prevention efforts and the development, maintenance and improvement of EMS systems on a regional basis throughout Minnesota. Following a review of all proposals received, the Emergency Medical Services Regulatory Board (EMSRB) will select no more than one proposal from each region and designate the applicant organization as the Regional EMS System (grantee). During the review process, the EMSRB may request additional information and/or modification of objectives and tasks contained in the proposal.

*This notice does not obligate the EMSRB to fund proposed projects; the right is reserved to modify or cancel the solicitation if it is deemed in the right interest of the State to do so.*

**Award Decisions:** The designation of grantees is expected to occur on Thursday, May 20, 1999.

**Contact Person:** The contact person for this grant program, including the *Letter of Intent*, the *Request for Proposal*, and the submission of proposals, is: Donald O. Hedman, EMS Regulatory Board, 2829 University Ave. S.E., Suite 310, Minneapolis, MN 55414-3222. Telephone: (612) 627-5425 or (800) 747-2011.

# Professional, Technical & Consulting Contracts

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

In accordance with *Minnesota Rules* Part 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (651) 296-2600 or [TTY (651) 297-5353 and ask for 296-2600].

## Department of Administration

### State Designer Selection Board

### Request for Proposals for Minnesota State Colleges and Universities (MnSCU), Building Renovation and Expansion at Laurentian Community and Technical College (Project 34 - 98)

#### 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 12 p.m. (Noon), Monday, February 1, 1999, to:

Lisa Blue, Executive Secretary  
State Designer Selection Board  
Department of Administration  
Materials Management Division  
50 Sherburne Avenue, Room 112  
St. Paul, Minnesota 55155-3000  
(651) 297-5526

**PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.**

Questions concerning the Board's procedures herein described, or the schedule in Item 8.h, should be referred to the Executive Secretary at (651) 297-5526. Questions relating to the project must 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. PROPOSALS WHICH DO NOT CONFORM TO THE FOLLOWING CONTENT, ORDER AND FORMAT REQUIREMENTS AS OUTLINED IN ITEMS 1 THROUGH 5 BELOW MAY BE DISQUALIFIED.**

1. The front cover of the proposal should 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 should remain blank.
2. All data should be on 8 1/2" x 11" sheets, soft bound. No more than 20 printed faces should be included (see the following for clarification):
  - a. All letters directed to the Board should 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.
  - b. Blank dividers (with printed tab headings only) will not be counted as faces.
  - c. Front and back covers of proposals will not be counted as faces.
  - d. None of the statutory or mandatory information, except as requested in Item 3 below, should appear on the dividers or covers.
  - e. All pages should be numbered.

Proposals that deviate from the above may be disqualified.

#### 3. BRIEF PROPOSAL SUMMARY:

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

- a. Name of firm and its legal status;

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## Professional, Technical & Consulting Contracts

- b. Names of persons in leadership roles for project management, design and production of architecture; design of civil, structural, mechanical and electrical engineering, landscape architecture, land surveying, fire protection and geoscience for each and every discipline called for in Section 8.b. The name of each person so mentioned must also include their Minnesota registration number. Fire protection engineering requires a licensed fire protection engineer, identified by their number OR the engineering registration number accompanied in Section 4.b by a listing of past projects demonstrating competency in this field.

Consultants and assistants to the persons in leadership roles, as identified above, need not provide a Minnesota registration number. These individuals should be listed separately from those above.

- 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 into the work promptly, if selected, by engaging the consultants and assigning the persons named in Item 3.b above, along with adequate staff to meet the requirements of work;
- e. At least one copy of the proposal must contain an original signature by an authorized member of the firm submitting the proposal, in ink, on the bottom of the first page of the proposal.
- f. A list of all 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.

Projects and studies shall mean those projects and studies (1) funded by the state legislature, by state/user agencies or University of Minnesota operating funds, or by funding raised from the private sector or individuals by state/user agencies or the University of Minnesota; (2) awarded as a result of the State Designer Selection Board process or awarded directly by state/user agencies or the University of Minnesota without employing the State Designer Selection Board process; or (3) related to design-bid-build or design/build project delivery systems.

The prime firm(s) shall list and total all fees associated with the above projects and studies, whether the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid, or are anticipated to be paid, to engineering or other specialty consultants employed, or anticipated to be employed, on the projects and studies listed pursuant to the above.

**NOTE:** Please call the Executive Secretary at (651) 297-5526 and leave your name and address or fax number to receive a copy of the acceptable format for providing fee information.

#### 4. 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 3.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 3.b above, administering or producing the major elements of the work, including consultants. Identify roles 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.

#### 5. Nine copies of the proposal should be submitted.

#### 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 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 selection, proposals will be returned using this envelope.

#### 7. BOARD SELECTION CRITERIA:

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

Credit for the following criteria will equal not less than sixty percent.

- a. Qualifications and technical competence in the required field of design;
- b. Ability to deal with aesthetic factors;
- c. Project understanding and approach.

## Professional, Technical & Consulting Contracts

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Credit for the following criteria will equal up to forty percent.

- d. Capacity to accomplish the work and services within the required constraints;
- e. Availability of appropriate personnel;
- f. Geographic relationship of the designer's base to the project site; and
- g. 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.

Evaluations of the proposals shall be made independently by the Board members.

### 8. PROJECT: 34-98

**Minnesota State Colleges and Universities (MnSCU)  
Building Renovation and Expansion  
Laurentian Community and Technical College District  
Mesabi Range Community and Technical College  
905 West Chestnut Street  
Virginia, MN 55792**

#### a. PROJECT DESCRIPTION:

Minnesota State Colleges and Universities (MnSCU) intends to retain architectural and engineering consulting services for the expansion, renovation, and realignment of campus services on the Student Information Commons. This project will create an information commons for the Library/Learning Resource Center, Computer Center and Arrowhead University Center, and remodel existing spaces.

The scope of the new construction includes designing a building addition of approximately 17,000 gross square feet. The new construction will provide a modern learning resource center, with Electronic Library capabilities, improve computer lab availability and services, provide student learning and study spaces and provide administrative offices and support services for the Arrowhead University Center. The information commons spaces will also be integrated with existing spaces.

The project also includes the interior renovation and adaptive reuse of approximately 13,000 gross square feet, the majority of which consists of (1) converting current library space into food service and student center spaces and (2) converting the present student union into information commons and Arrowhead University space.

Existing buildings are one and two story contiguous structures. The original building was constructed in 1967 with subsequent buildings added in 1968, 1970 and 1988.

Deficiencies to be addressed in the remodeling portion of the project include:

- Bringing the 1967 building up to current code and ADA standards;
- Updating the existing fire protection system;
- Correcting existing mechanical (HVAC and plumbing) system deficiencies;
- Evaluating existing electrical (service and distribution) system deficiencies and correcting/replacing same, as required;
- Evaluating existing water and sewer services and correcting/replacing same, as required; and
- Evaluating existing lighting system and correcting/replacing same, as required.

#### b. REQUIRED CONSULTANT SERVICES:

The consultant shall:

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

Demonstrate experience in adaptive reuse, ADA compliance, and the design of college level learning resource and computer lab facilities of comparable size and complexity.

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

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## Professional, Technical & Consulting Contracts

Provide architectural, interior design, landscape architecture, civil, electrical, fire protection, mechanical, and structural engineering, scheduling, technology/communications, 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 consultants design team. The consultant's fee shall include the fee and reimbursables of the roof design consultant.

c. SERVICES PROVIDED BY OTHERS:

Asbestos survey

d. SPECIAL CONSIDERATIONS:

Architect should be familiar with the Association of College and Research Libraries (ACRL) Standards and the Minnesota Library Planning Task Force Guidelines and Criteria.

e. PROJECT BUDGET/FEES:

The project has been funded at the total cost of \$500,000, which includes; Pre-design/Design fees and reimbursables, site investigations and surveys.

It is the intent of the college to request \$3,000,000 for construction completion during the 2000 legislative session.

f. PROJECT SCHEDULE:

Design complete: March 2000

The following preliminary schedule durations are suggested:

Pre-design 2 Months

Schematic Design 3 Months

Design Development 2 Months

Construction Documents 4 Months

Reviews 1 Month

Total Project Duration 12 Months

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

An informational meeting is scheduled on Monday, January 25, 1999, at 1 p.m. in the Scheibel Conference Room at Mesabi Community College, 905 West Chestnut Street, Virginia, MN. All firms interested in this meeting should contact Ross Petersen at 218.365.7581 to sign-up for the meeting. This meeting is not mandatory, but strongly recommended.

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

Project Site Visits: Monday, January 25, 1999, at 1 p.m.

Project Proposal Due: February 1, 1999, by 12 p.m. (noon)

Project Short List: February 23, 1999

Project Interview & Award: March 9, 1999

i. PROJECT CONTACT(S):

Jim Morgan: Minnesota State Colleges and Universities; phone (651) 649-5934; FAX (651) 649-5779; e-mail: [james.morgan@so.mnscu.edu](mailto:james.morgan@so.mnscu.edu); mail address MnSCU, ETC Building Suite 300, 1450 Energy Park Drive, St. Paul, MN 55108-5227; or

Ross Petersen: Laurentian Community & Technical College District; phone (218) 365-7281; FAX (218) 365-7218; e-mail: [r.petersen@mail.vcc.mnscu.edu](mailto:r.petersen@mail.vcc.mnscu.edu); mail address Vermilion Community College, 1900 E. Camp Street, Ely, MN 55731-1918.

9. CONTRACT REQUIREMENTS:

- a. The amended Minnesota Human Rights Act (*Minnesota Statute 363.073*) divides the contract compliance program into two categories. Both categories apply to any contracts for goods or services in excess of \$100,000. The first category applies to businesses who have more than 40 full-time employees within Minnesota on a single working day during the previous 12 months. The businesses in this category must have submitted an affirmative action plan to the Commissioner of the Department of Human Rights prior to the date and time set for the solicitation opening and must have received a Certificate of Compliance prior to the execution of the contract or agreement. The second category applies to businesses who have more than 40 full-time employees on a single working day in the previous 12 months in the State in which they have their primary place of business. The business in this category must either

## Professional, Technical & Consulting Contracts

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have an unexpired Certificate of Compliance previously issued by the Department of Human Rights, or certify to the contracting State agency that they are in compliance with federal affirmative action requirements before execution of the contract. This Certificate is valid for two (2) years. For further information, contact the Department of Human Rights, 190 East Fifth Street, Suite 700, St. Paul, MN 55101, (651) 296-5663 or 800-657-3704.

The Department of Administration is under no obligation to delay award or execution of this contract until a vendor has completed the human rights certification process. It is solely the responsibility of the vendor to apply for, and obtain, a human rights certificate prior to contract award.

- b. Costs incurred in responding to this RFP shall be borne by the responder. In accordance with existing statutes, the Board shall retain one copy of each proposal submitted. Responses to this RFP become public information under the Freedom of Information Act after the final selection has been made.
- c. *Laws of Minnesota 1997*, require the successful responder to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the contract.
- d. *Laws of Minnesota 1997*, Chapter 202, Article 1, Section 12, Subdivision 2, require that during the biennium ending June 30, 1999, for an executive agency contract that is subject to *Minnesota Statutes*, Section 363.073 (over \$100,000 and subject to Human Rights Certification requirements), before the agency enters into the contract, should to the extent practical and to the extent consistent with the business needs of the State, ensure 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.
- e. This RFP does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

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

## Colleges and Universities, Minnesota State (MnSCU)

### Winona State University (WSU)

#### Request for Bids for Furniture for WSU New Library

**NOTICE IS HEREBY GIVEN** that Winona State University will receive sealed bids for furniture for our new library.

Bid specifications will be available from Vanessa Matiski, at Bentz/Thompson/Rietow, 2600 Foshay Tower, Minneapolis, MN 55402 or by calling (612) 332-1234.

Sealed bids must be received by Sandra Schmitt, PO Box 5838 or Somsen 205C, Business Office, Winona State University, Winona, MN 55987 by 2:00 P.M. February 2, 1999.

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.

## Department of Employee Relations

### Notice: Extension of deadline for responses to the Minnesota Department of Employee Relations Request for Proposals (RFP) for Care System Administrators

The Minnesota Department of Employee Relations (DOER), which administers the State Employee Group Insurance Program (SEGIP), published an announcement of a Request for Proposals (RFP) for Care System Administrators on November 9, 1998. The deadline for responses to this RFP has been extended to 4:00 p.m. Tuesday, February 1, 1999.

Our RFP seeks responses from potential vendors to provide administrative services in the event we implement a care systems health care delivery model. We are seeking vendors to provide the full range of administrative services for the care systems health care delivery model, including, but not limited to: claims processing, member services, data collection and reporting, care system and other health care service vendor contracts, and other related services. Vendors may submit proposals independently, or may suggest partnerships, subcontracts or other means to provide the services described in this RFP. Vendors who feel that they can provide the full range of services listed in this RFP (either independently or in partnerships), but who feel that they cannot service our entire population should not be deterred from submitting a response. We are open to possibly contracting with more than one "full-service" administrator or administrative entity.

**NOTE:** We plan to contract for administrative services under the care systems model only with entities which hold and maintain a license under *Minnesota Statutes (Minnesota Statutes)* Chapters 62A, 62C, or 62D for the duration of the contract. We will accept responses to this RFP from entities which are not currently licensed under *Minnesota Statutes* 62A, 62C, or 62D, so long as the response to the RFP includes a plan and timetable to obtain an appropriate license or to partner with an entity which is appropriately licensed by the start of the contract period.

To request a copy of the RFP, please contact:

Joan Pirri-Rechtzigel  
Department of Employee Relations  
200 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155  
Tel.: 651-296-2705  
FAX: 651-296-5445  
E-mail: [joan.pirri-rechtzigel@doer.state.mn.us](mailto:joan.pirri-rechtzigel@doer.state.mn.us)

Responses to the RFP and any other questions should be directed only to:

David K. Haugen  
Minnesota Department of Employee Relations  
200 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155  
Tel.: (651) 296-3159  
FAX: (651) 296-5445  
E-mail: [David.Haugen@state.mn.us](mailto:David.Haugen@state.mn.us)

Responses to our RFP for Care Systems Administrator(s) are due to Mr. Haugen at the above address by 4:00 p.m., Monday, February 1, 1999.

## Professional, Technical & Consulting Contracts

### Department of Human Services

#### Notice of Availability of Request for Proposals to Develop, Implement and Manage a Training System for the Child Welfare Population

This Notice of Intent to contract briefly describes a Request for Proposal for a Training Contract. The Minnesota Department of Human Services is soliciting proposals from qualified public education institutions to develop, implement and manage a regional training system focused on eligibility criteria for Title IV-E, Medicaid (MA), and Supplemental Security Income (SSI) for the child welfare population, including children with mental health issues. The contract funding is anticipated to be \$550,000. The proposals must be received by March 1, 1999 at 4p.m. One proposal will be accepted to complete the project. If you would like a copy of the entire Request for Proposal, please call or write to:

Jean Thompson  
Revenue Enhancement Consultant  
Department of Human Services  
Children's Initiative  
444 Lafayette Road, St. Paul, Minnesota 55155-3839  
Phone: (651) 297-5516

### Department of Human Services

#### Request for Proposals for Training on Mediation and Relative Care Conferences

The Minnesota Department of Human Services is requesting proposals to:

1. develop a protocol for relative care conferences per *Minnesota Statutes*, section 626.5565, and
2. develop training curriculum specific to relative care conferences;
3. train facilitators to set up and conduct relative care conferences; and
4. provide mediation training as referenced under *Minnesota Laws*, chapter 494, and in the Community Dispute Resolution Programs Operational Guidelines developed by the office of the Minnesota Supreme Court.

A relative care conference can be convened when a county social service agency determines that child protective services are needed, and a relative care agreement is in the best interests of the child. It is a meeting at which a child's relatives have an opportunity to reach an agreement regarding the care of the child and develop a formal relative care agreement which may limit or reduce the need for intervention by local county child protection staff.

Requests for the Request for Proposal packet can be directed to Janice Hendrickson, Minnesota Department of Human Services, Family and Children's Services Division, 444 Lafayette Road, St. Paul, Minnesota 55155-3832. Or you may call Ms. Hendrickson at (651) 296-2217. Proposals must be received no later than 12:00 noon, February 10, 1999.

## Craig Blacklock -- Noted nature photographer

### Lake Superior Images

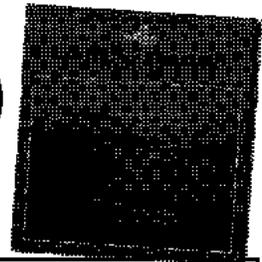
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## Department of Human Services

### Purchasing and Service Delivery

#### Notice of Request for Proposal for Medical Review Agent

The Department of Human Services requests proposals to provide professional and technical services as medical review agent for the medical assistance (MA), general assistance medical care (GAMC), and MinnesotaCare programs. The medical review agent will be responsible for determining whether certain specified health services should be authorized for persons enrolled in those programs, using criteria listed in *Minnesota Rules* and State Statutes. The medical review agent will be responsible for determining whether certain individuals are disabled, using criteria from the Social Security Administration. The medical review agent will also be responsible for establishing a computer system capable of interfacing with the authorization prior to a payment subsystem of the Department's MMIS II computer software system.

The contract will begin July 1, 1999 and will be for a three year period, renewable for an additional two years. The Department has estimated that the cost of the contract should not exceed \$ 684,808.00 per year. This estimate is based on current authorization requests. Between January 1, 1998, and December 31, 1998, the current contractor processed totals of 38,348 authorization requests (approximately 3,196 requests per month) for all Minnesota public health care programs. Of these, 8,160 were medical (services such as surgery, physical therapy, occupational therapy, mental health, chiropractic, etc.) 9,239 were for dental services; 20,949 were for medical supplies (equipment, prosthesis and orthotics, nutritional products, etc.). Between January 1, 1998, and December 17, 1998, the State Medical Review Team reviewed a total of 2,933 cases for disability determination. Of these, there were 715 new TEFRA cases and 1,710 non TEFRA cases totaling 2,425. There were 298 TEFRA recertification and 210 non TEFRA recertification totaling 508. A total of 6,600 service authorization requests per fiscal year for skilled nurse, home health aides and combination with private duty nursing services is anticipated.

The number of authorization requests may be fewer in later years of the contract.

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

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

Martha Beckwith  
Minnesota Department of Human Services  
Purchasing and Service Delivery  
444 Lafayette Road  
St. Paul, MN 55155-3853  
Telephone: (651) 296-7584

**Providing information to Vendors:** we will hold a conference for all interested vendors to review any concerns regarding this proposal Friday, January 29, 1999 from 1:00 to 3:00 p.m. 444 Lafayette Road, St. Paul, MN 5515. Vendors should submit in writing a list of questions or concerns they would like discussed at the conference to Martha Beckwith at a FAX (651) 282-9919 and received before noon on January 27, 1999. Attending this information session is not mandatory for vendors. Copies question and answers will be available upon request after the meeting. The Department must receive proposals by 4:00 p.m. February 26, 1999.

## Winter Fun in Minnesota



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**Twin Cities Winter Recreation Guide**  
95 parks and trails within the metro area for sledding, skiing, snowmobiling, skating, rental information, etc. **Stock No. 19-68 \$14.95\***

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Mon-Fri, 8am-5pm

**Phone orders ONLY please.**

# Professional, Technical & Consulting Contracts

## Department of Transportation

### Engineering Services Division

#### Notice of Availability of Contract for Document Management System

The Minnesota Department of Transportation (Mn/DOT) is requesting proposals for providing a working document management system based on index information supplied by the Minnesota Department of Transportation Office of Land Management. The document management system must retrieve scanned documents so that they can be maintained and new orders created by work groups within the Office of Land Management while being made available to remote employees and external customers for viewing, markup and printing via the Intranet/Internet. The project includes scanning approximately 97,000 pages of legal sized documents from microfilm and/or paper originals of Commissioner's Orders.

Work is proposed to start after March 1, 1999.

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.

Request for Proposals will be available by mail from this office through January 28, 1999. **A written request (direct mail or FAX) is required to receive the Request for Proposal. Indicate whether your firm is a Targeted Group Business in your written request.** After January 28, 1998, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from the Agreement Administrator:

Mark Hagen  
Consultant Services Unit - 7th Floor North  
Minnesota Department of Transportation  
395 John Ireland Boulevard, Mail Stop 680  
St. Paul, MN 55155  
FAX: (651) 282-5127

Proposals in response to the Request for Proposals in this advertisement must be received at the above address no later than 2:00 P.M. on February 9, 1999. **Late proposals will not be considered.** No time extensions will be granted.

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

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## Non-State Public Bids, Contracts & Grants

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

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

### Anoka County

#### Notice of Request for Proposals for Highway Engineering Services

Anoka County Highway Department requests proposals for consultant services for environmental clearance and detailed design of CSAH 52, Radisson Road, from Main Street (CSAH 14) south to and including the interchange with Interstate 35W. A copy of the Request for Proposals can be requested via FAX from the Anoka County Highway Department at (612) 862-4201. Proposals are due by noon January 29, 1999.

### Metropolitan Council

#### Metro Transit Division

#### Request for Statements of Qualifications for Transit Control Center Upgrade CAD/AVL RFP

The Metro Transit Division of Metropolitan Council, the major transit service provider in the Twin Cities of Minneapolis/St. Paul is seeking Statements of Qualifications from firms for providing design services to prepare an RFP for supplying and installing CAD/AVL equipment in the 900-bus fleet, and for architectural and engineering design services for the Transit Control Center (TCC) structure.

Services to be provided include the planning and design of CAD/AVL software and equipment requirements, RFP development, assistance with vendor evaluation, document review during procurement, and support during installation of new CAD/AVL hardware and software in fleet vehicles and in the TCC. Services would also include the detailed design of architectural, structural, mechanical, civil and electrical systems for the relocated TCC, and construction support. The site and floor plans for the TCC will be available from others.

Qualified firms should have significant prior experience with both electronic and architectural/engineering design of transit radio control centers, development of CAD/AVL RFPs, project management and coordination, and successful system integration and startup.

Interested firms should submit a Letter of Interest requesting a copy of the Statement of Qualifications package to:

Administrative Assistant, Contracts and Documents Unit  
Metropolitan Council  
Mears Park Centre  
230 East Fifth Street  
St. Paul, MN 55101  
Requests may also be faxed to: (651) 602-1138

Qualifications packages are due by 12 noon, January 27, 1999.

## Non-State Public Bids, Contracts & Grants

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### Minnesota Historical Society

#### Request for Proposals for Finance System Needs Assessment

The Minnesota Historical Society (Society) is seeking proposals from qualified vendors to conduct an analysis and needs assessment of its Finance and Accounting system according to the Specifications, the Contract, and the Request for Proposals. The project consists of conducting a needs assessment based on the information requirements of administrative, management and program staff.

The project is to be undertaken with the expressed intent and with the assumption that the Society wishes to modify/reengineer the various business processes in the finance and accounting function that can benefit from technology; and that all outcomes will be Web and Internet/Intranet compatible.

The Request for Proposal is available by calling or writing Deborah Mayne, Finance Manager, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, MN 55102. Telephone is (651) 297-7365 (deborah.mayne@mnhs.org).

All proposals must be received by Deborah Mayne, Finance Manager, or an authorized agent, at the Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102 by **Tuesday, February 9, 1999 at 2:00pm central time**. A bid opening will be conducted at that time. Late proposals will not be considered.

Authorized agents for receipt of bids are the following: Deborah Mayne, Finance Manager, Mary Green-Toussaint, Contract Procurement Technician, or any Work Service Center staff member in the Finance and Administration Division on the 4th floor of the History Center. Bids may not be delivered to the information desk, to the guard or to any location or individual other than as specified above.

Complete specifications and details concerning submission requirements are included in the Request for Proposals.

### Minnesota Historical Society

#### Request for Proposals for Human Resources System Needs Assessment

The Minnesota Historical Society (Society) is seeking proposals from qualified vendors to conduct an analysis and needs assessment of its Human Resources system according to the Specifications, the Contract, and the Request for Proposals. The project consists of conducting a needs assessment based on the information requirements of administrative, management and program staff.

The project is to be undertaken with the expressed intent and with the assumption that the Society wishes to modify/reengineer the various business processes in the human resources function that can benefit from technology; and that all outcomes will be Web and Internet/Intranet compatible.

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### 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.finnop.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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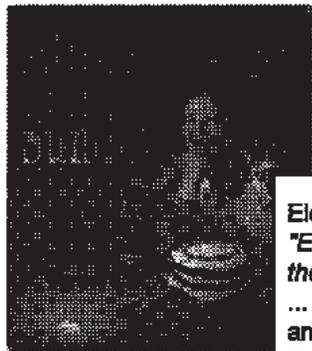
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