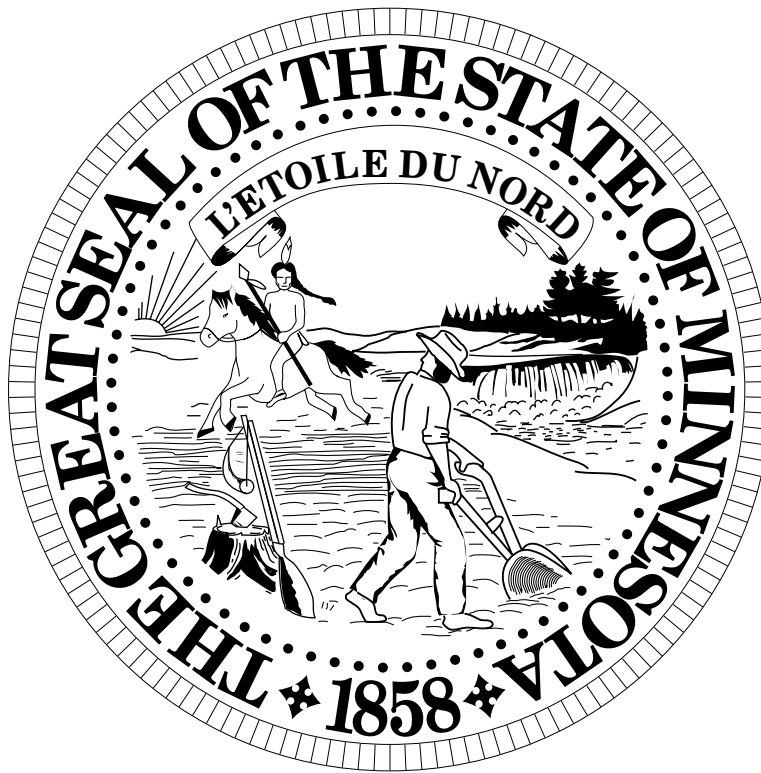


State of Minnesota

State Register

Rules and Official Notices Edition



Published every Monday (Tuesday when Monday is a holiday) by the
Department of Administration – Communications Media Division

Monday 11 October 1999
Volume 24, Number 15
Pages 539-572

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, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes* § 14.46. The *State Register* contains:

- proposed, adopted, exempt, expedited emergency and withdrawn rules
- executive orders of the governor
- appointments
- proclamations and commendations
- commissioners' orders
- revenue notices
- official notices
- state grants and loans
- contracts for professional, technical and consulting services
- non-state public bids, contracts and grants
- certificates of assumed name, registration of insignia and marks

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Printing Schedule and Submission Deadlines

Vol. 24 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
#15	Monday 11 October	Noon Wednesday 29 September	Noon Tuesday 5 October
#16	Monday 18 October	Noon Wednesday 6 October	Noon Tuesday 12 October
#17	Monday 18 October	Noon Wednesday 13 October	Noon Tuesday 19 October
#18	Monday 25 October	Noon Wednesday 20 October	Noon Tuesday 26 October

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Publication Number: 326630. (ISSN 0146-7751)

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PUBLISHING NOTICES IN THE *State Register*: Submit TWO COPIES of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit TWO COPIES, with a letter on your letterhead stationery requesting publication and date to be published. FAXED submissions to 651-297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$115.00 per page, billed in tenths of a page (columns are seven inches wide). About 2-1/2 pages typed double-spaced on 8-1/2"x11" paper equal one typeset page in the *State Register*. Contact the editor if you have questions.

An "Affidavit of Publication" can be obtained at a cost of \$10.00 for notices published in the *State Register*. This service includes a notarized "Affidavit of Publication" and a copy of the issue of the *State Register* in which the notice appeared.

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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

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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 issue 52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (651) 297-3000, or toll-free 1-800-657-3757.

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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 Podiatric Medicine

Proposed Permanent Rules Relating to Temporary Permits, License Fees, and Continuing Education

NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

Proposed Amendments to Rules Governing Temporary Permits, License Fees, and Continuing Education and Repeal of Rules Governing Waivers and Variances, *Minnesota Rules*, 6900

Introduction. The Board of Podiatric Medicine intends to adopt rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28, and rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310. You have 30 days to submit written comments on the proposed rules and may also submit a written request that a hearing be held on the rules.

Agency Contact Person. Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to the agency contact person. The agency contact person is: Joann Benesh at the Board of Podiatric Medicine, 2829 University Avenue SE, Suite 430, Minneapolis, MN 55414, Phone 612-617-2200, or FAX 612-617-2698, or e-mail Benesh.Pod@state.mn.us. TTY users may call 800-627-3529.

Subject of Rules and Statutory Authority. The proposed rules are about temporary permits, license fees, continuing education and waivers and variances. The statutory authority to adopt the rules is *Minnesota Statutes*, section 153.02. The following subparts are expected to be repealed: *Minnesota Rules* 6900.0010 Subp. 3a and 4a; *Minnesota Rules* 6900.0020 Subp. 8a, *Minnesota Rules* 6900.0250 Subp 3, and *Minnesota Rules* part 6900.0500. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

Comments. You have until 4:30 p.m. on November 16, 1999, to submit written comment in support of or in opposition to the proposed rules and any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rules addressed and the reason for the comment. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rules must also be made during this comment period.

Request for a Hearing. In addition to submitting comments, you may also request that a hearing be held on the rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on November 16, 1999. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed

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

rules to which you object or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and cannot be counted by the agency for determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

Withdrawal of Requests. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

Alternative Format. Upon request, this Notice 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.

Modifications. The proposed rules may be modified as a result of public comment. The modifications must be supported by comments and information submitted to the agency, and the adopted rules may not be substantially different than these proposed rules. If the proposed rules affect you in any way, you are encouraged to participate in the rulemaking process.

Statement of Need and Reasonableness. A statement of need and reasonableness is now available from the agency contact person. This statement contains a summary of the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. Copies of the statement may be obtained at the cost of reproduction from the agency.

Adoption and Review of Rules. If no hearing is required, the agency may adopt the rules after the end of the comment period. The rules and supporting documents will then be submitted to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date the rules are submitted to the office. If you want to be so notified, or want to receive a copy of the adopted rules, or want to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

Dated: 15 September 1999

Joann Benesh
Executive Director

6900.0160 TEMPORARY PERMIT.

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

Subp. 2. **Term of permit.** A granted permit is valid for the period of graduate training of 12 months beginning with the first day of graduate training. A permit may be reissued for one of the following reasons:

- A. the applicant submits acceptable evidence that the training was interrupted by circumstances beyond the control of the applicant and that the sponsor of the program agrees to the extension; ~~or~~
- B. the applicant is continuing in a residency that extends for more than one year; or
- C. the applicant is continuing in a residency that extends for more than two years.

[For text of subps 2a and 3, see M.R.]

6900.0250 FEES.

Subpart 1. **Amounts.** ~~Fees are as follows:~~

- ~~A. licensure, \$500;~~
- ~~B. renewal of a license, \$500;~~
- ~~C. late renewal of a license, an additional \$100;~~
- ~~D. temporary permit, \$250;~~
- ~~E. replacement of an original license document or renewal certificate, \$10; and~~
- ~~F. relicensure following expiration of license, \$550.~~

The amount of fees may be set by the board with the approval of the Department of Finance up to the limits provided in this subpart depending upon the total amount required to sustain board operations under *Minnesota Statutes*, section 16A.1285, subdivision 2. Information about fees in effect at any time is available from the board office. The maximum amount of fees are:

- A. application for licensure, \$600;

- B. renewal license, \$600;
- C. late renewal fee, \$100;
- D. temporary permit, \$250;
- E. duplicate license or duplicate renewal certificate, \$10;
- F. reinstatement, \$650;
- G. exam administration to persons who have not applied for a license or permit, \$50;
- H. fee for verification of licensure, \$30; and
- I. miscellaneous fee:
 - (1) labels, \$25;
 - (2) list of licensees, \$25; and
 - (3) copies, 25 cents per page.

[For text of subp 2, see M.R.]

Subp. 3. [See repealer.]

6900.0300 CONTINUING EDUCATION.

Subpart 1. **Requirement.** Except as provided in subpart 1a, every podiatrist licensed to practice in Minnesota shall obtain 30 clock hours of continuing education in each two-year cycle of license renewal, ~~at least two hours of which must be in the subject of infection control, including blood borne diseases.~~

Subp. 1a. **Prorating continuing education hours.** The number of continuing education hours required during the initial licensure period is that fraction of 30 hours, to the nearest whole hour, that is represented by the ratio of the number of days the license is held in the initial licensure period to 730 days. ~~Continuing education in infection control, including blood borne diseases, is required for renewal periods beginning on or after September 1, 1993. For initial licensure periods of less than two years, one continuing education hour in infection control is required.~~

Subp. 2. **Obtaining continuing education hours.** Continuing education hours shall be obtained in the following manner:

A. attendance at educational programs approved by the board or the Council on Podiatric Medical Education under subpart 3 or completion of verifiable home study programs under subpart 3b;

B. attendance at hospital staff meetings (no more than three hours of hospital staff meetings may be used for license renewal each year); or

C. participation in acceptable graduate training.

Subp. 3. **Requirements of program approval.** Each continuing education program used to meet the license renewal requirements must be approved by the board or the Council of Podiatric Medical Education before the program is accepted, based on the following criteria:

A. The content must be directly related to the practice of podiatric medicine as defined in *Minnesota Statutes*, section 153.01, subdivision 2. Subjects such as practice management or those not of a scientific nature are not acceptable unless approved by the Council of Podiatric Medical Education.

B. The speaker must be a licensed podiatrist, other credentialed health care professional, or person especially qualified to address the subject.

C. The sponsor must provide the attendee a written statement of attendance that includes the name and dates of the program, the name and address of the sponsor, the number of continuing education clock hours granted by the sponsor and approved by the board or the Council of Podiatric Medical Education if prior approval has been sought, the name of the attendee and a signature of the sponsor or designee, ~~or upon completion of the program, the sponsor must send the board a list of attendees.~~

<p>KEY: PROPOSED RULES SECTION — <u>Underlining</u> 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 — <u>Underlining</u> indicates additions to proposed rule language. Strike outs indicate deletions from proposed rule language.</p>
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Proposed Rules

Subp. 3a. **Procedure for ~~program approval~~ programs approved by board.** Either the sponsor of a continuing education program or a licensee may submit the program for approval by the board.

The following information about the program is required:

- A. name and address of the program sponsor;
- B. dates and times of the program;
- C. subject or content matter of each item on the program together with the amount of time devoted to the subject;
- D. name of and identifying information about the speakers or instructors; and

E. assurance that a written statement of attendance will be given to the podiatrist ~~or that a list of attendees will be sent to the board.~~

The board shall approve each continuing education program for a specific number of clock hours of continuing education. One clock hour is 60 minutes. ~~Partial hours will not be granted.~~ Lunch breaks, rest periods, greetings, and other noneducational time will not be included.

[For text of subps 3b and 4, see M.R.]

Subp. 6. **Extension of continuing education requirements.** For good cause, a licensee may apply to the board for a six-month extension of the deadline for obtaining the required number of continuing education credits. No more than two consecutive extensions may be granted. For purposes of this subpart, good cause includes unforeseen hardships such as illness, family emergency, and military call-up.

REPEALER. Minnesota Rules, parts 6900.0010, subparts 3a and 4a; 6900.0020, subpart 8a; 6900.0250, subpart 3; and 6900.0500, are repealed.

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.

Department of Agriculture

Adopted Permanent Rules Relating to Seed Potatoes and Repeal of Rules Relating to Food Packaging and Labeling, Cold Storage Warehouses, Food Definitions, and Standards

The rules proposed and published at *State Register*, Volume 23, Number 52, pages 2390-2392, June 28, 1999 (23 SR 2390), are adopted as proposed.

Revenue Notices

The Department of Revenue began issuing revenue notices in July of 1991. Revenue notices are statements of policy made by the department that provide interpretation, detail, or supplementary information concerning a particular statute, rule, or departmental practice. The authority to issue revenue notices is found in *Minnesota Statutes* § 270.0604.

Department of Revenue

Revenue Notice # 99-11: Sales and Use Tax/Lawful Gambling - Local Sales Tax on Sales From Distributors to Organizations

Issue

What impact, if any, does *Minnesota Statutes*, § 349.213, subd. 3, have on a local jurisdiction charging sales tax on sales from distributors licensed to sell gambling equipment to organizations licensed to conduct lawful gambling?

Statutory Authority

Minnesota Statutes, § 349.213, subd. 3, **Local Gambling Tax**, provides:

“A statutory or home rule charter city that has one or more licensed organizations operating lawful gambling, and a county that has one or more licensed organizations outside incorporated areas operating lawful gambling, may impose a local gambling tax on each licensed organization within the city’s or county’s jurisdiction. The tax may be imposed only if the amount to be received by the city or county is necessary to cover the costs incurred by the city or county to regulate lawful gambling. The tax imposed by this subdivision may not exceed three percent of the gross receipts of a licensed organization from all lawful gambling less prizes actually paid out by the organization. A city or county may not use money collected under this subdivision for any purpose other than to regulate lawful gambling. **A tax imposed under this subdivision is in lieu of all other local taxes and local investigation fees on lawful gambling.** A city or county that imposes a tax under this subdivision shall annually, by March 15, file a report with the board in a form prescribed by the board showing (1) the amount of revenue produced by the tax during the preceding calendar year, and (2) the use of the proceeds of the tax.” [emphasis added]

General Rule

When a local jurisdiction chooses to provide for a local gambling tax under *Minnesota Statutes*, § 349.213, such a local tax is in lieu of other local taxes and local investigation fees on lawful gambling. Therefore, when a local jurisdiction imposes the local gambling tax under *Minnesota Statutes*, § 349.213, subd. 3, there is no authority for the imposition of a local sales tax on the sale of gambling equipment from distributors to organizations used in the conduct of lawful gambling activity. Examples of lawful gambling equipment include: pulltabs or tipboards, bingo paper, bingo balls, bingo ball blowers, and bingo scoreboards.

Dated: 11 October 1999

Jennifer L. Engh
Assistant Commissioner for Tax Policy

Official Notices

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking. The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

Minnesota Board of Chiropractic Examiners

REQUEST FOR COMMENTS on Planned Amendments to Rules Governing Application & Examination Requirements; Terminated Licensure Reinstatement; Continuing Education Unapproved Programs; and Continuing Education Alternative Formats, *Minnesota Rules*, Sections 148.01-148.105

Subject of Rules. The Minnesota Board of Chiropractic Examiners requests comments on its planned amendment to rules governing **Application & Examination Requirements; Terminated Licensure - Reinstatement; Continuing Education Unapproved Programs; and Continuing Education Alternative Formats.** The Board is considering rule amendments that

Official Notices

pertain to: *Application & Examination Requirements* - utilization of the NBCE Part IV; *Terminated Licensure Reinstatement* - reinstatement of terminated licenses involving fees and continuing education credits; *Continuing Education Unapproved Programs* - criteria regarding unprovable continuing education programs; *Continuing Education Alternative Formats* - granting continuing education for education received outside of the traditional classroom.

Persons Affected. The amendment to the rules would likely affect licensed chiropractors and applicants for licensure.

Statutory Authority. *Minnesota Statutes*, section 148.08, authorizes the Board to adopt rules for sections 148.01 - 148.105.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing until 4:30 p.m. on December 10, 1999 **OR** until further notice is published in the *State Register* that the Department intends to adopt or to withdraw the rules. The Department does not contemplate appointing an advisory committee to comment on the planned rules.

Rule History. These rule amendments as published in the October 12, 1998 *State Register* of Notice of Intent to Adopt have surpassed rulemaking timelines and are now being resubmitted for comments.

Rules Drafts. The Board has prepared language of the planned rules amendments.

Agency Contact Person. Written comments, questions, and requests for more information on these planned rules should be directed to: Larry A. Spicer at the Minnesota Board of Chiropractic Examiners, 2829 University Ave. Suite 300, Mpls., MN 55414, phone: 612-617-2222, FAX: 612-617-2224, and email at Larry.Spicer@state.mn.us.

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.

Minnesota Department of Economic Security Rehabilitation Services Branch

Meetings of the State Rehabilitation Council

The dates and times for upcoming State Rehabilitation Council (SRC) meetings are:

October 27, 1999

Hennepin South Workforce Center
4220 West Old Shakopee Road
Bloomington, MN 55437
9:00 a.m. - 2:30 p.m.

December 8, 1999

Minnesota Department of Economic Security Annex
204 Firststar Skyway
Saint Paul, MN 55101
9:00 a.m. - 2:30 p.m.

January 26, 2000

Minnesota Department of Economic Security Annex
204 Firststar Skyway
Saint Paul, MN 55101
9:00 a.m. - 2:30 p.m.

February 23, 2000

Minnesota Department of Economic Security Annex
204 Firststar Skyway
Saint Paul, MN 55101
9:00 a.m. - 2:30 p.m.

March 22, 2000

Minnesota Department of Economic Security Annex
204 Firststar Skyway
Saint Paul, MN 55101
9:00 a.m. - 2:30 p.m.

Emergency Medical Services Regulatory Board

Notice of Completed Application in the Matter of the License Application of the Hoffman Volunteer Ambulance Service, Hoffman, Minnesota

PLEASE TAKE NOTICE that the Emergency Medical Services Regulatory Board (hereinafter "EMSRB") has received a completed application from the **Hoffman Volunteer Ambulance Service, Hoffman, Minnesota**, for overlapping expansion of primary service area.

NOTICE IS HEREBY GIVEN that, pursuant to *Minnesota Statutes*, Sec. 144E.11, subd. 3, each municipality, county, community health board, governing body of a regional emergency medical services system, ambulance service and other person wishing to make recommendations or comments concerning the disposition of the application shall make written recommendations or comments opposing the application to the EMSRB within 30 days or by November 11, 1999, 4:30 p.m. Written recommendations or comments opposing the application should be sent to: Mary Hedges, Executive Director, EMSRB, 2829 University Ave. SE, # 310, Minneapolis, Minnesota 55414-3222.

If fewer than six comments opposing the application are received during the comment period, and the EMSRB has determined, after considering the factors in 144E.11, subd. 6, that the proposed service is needed, the applicant will be exempt from a contested case hearing, pursuant to *Minnesota Statutes* Sec. 144E.11, subd. 4. If six or more recommendations or comments in opposition to the application are received during the comment period or the EMSRB denies the application, the applicant shall be given the option of immediately proceeding to a contested case hearing or trying to resolve the objections within 30 days, pursuant to *Minnesota Statutes* Sec. 144E.11, subd. 5(a) (b). If the applicant is unable to resolve the objections within 30 days, or if the applicant initially requests a hearing, a contested case hearing will be scheduled and notice of the hearing given pursuant to *Minnesota Statutes* Sec. 144E.11, subd. 5(c) (e) .

Dated: 4 October 1999

Mary F. Hedges, Executive Director

Minnesota Housing Finance Agency

Notice of Hearing on Bond Issuance

The Minnesota Housing Finance Agency will hold a public hearing at 10:00 a.m. on Thursday, October 28, 1999, at the Minnesota Housing Finance Agency, 400 Sibley Street, Suite 300, St. Paul, Minnesota 55101, for the purpose of taking public testimony regarding the issuance of its Rental Housing Bonds in a maximum principal amount not to exceed \$5,000,000. The Bonds may be issued in one or more series and will be issued to fund one or more mortgage loans to pay for all or a portion of the costs of acquisition, rehabilitation and construction of the development hereinafter described, including facilities related and subordinate thereto, for residential rental housing as defined in the Agency's Rental Housing Bond Resolution. The development proposed to be assisted is:

<u>Initial Owner Or Operator</u>	<u>Facility</u>	<u>Address</u>
Brooklyn Park Leased Housing Associates III Limited Partnership	176 unit apartment and townhouse complex	6900-7025 7th Avenue North And 7524-7640 Kentucky Avenue North Brooklyn Park, Minnesota

Additional information may be obtained from the Minnesota Housing Finance Agency, Attn: Sharon Strelow. Parties wishing to comment on the issuance of the Bonds may appear in person at the hearing or may submit written comments to the undersigned prior to the hearing.

Katherine Hadley
Commissioner

Official Notices

Department of Human Services

Community Services Division

Notice of Publication of State Title XX Intended Use Report

The Community Services Division of the Minnesota Department of Human Services has submitted a Title XX Intended Use Report for the period of October 1, 1999 through September 30, 2000 to the United States Department of Health and Human Services, Office of Community Services. The report is intended to meet federal requirements for funds provided under Title XX of the Social Security Act.

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

Minnesota Department of Human Services
Community Services Division
Title XX Intended Use Report - 2000
444 Lafayette Road North
St. Paul, MN 55155-3839

Board of Pharmacy

REQUEST FOR COMMENTS on Planned Amendment to Rules Governing Fees, *Minnesota Rules*, 6800.0400, 6800.1150, 6800.1300, 6800.1400, and 6800.3850

Subject of Rules. The Minnesota Board of Pharmacy requests comments on its planned amendment to rules governing fees. The Board is considering rule amendments that modify rules relating to fees for pharmacy licenses and renewals, pharmacist licenses and renewals, reciprocity licensure, wholesaler and manufacturer licenses and renewals, and technician registration.

Persons Affected. The amendment to the rules would likely affect pharmacists, candidates for licensure by reciprocity, pharmacy technicians, and owners of pharmacies, drug wholesale companies and drug manufacturers.

Statutory Authority. *Minnesota Statutes*, section 151.06, 151.12, 151.13, 151.19, and 151.25, authorizes/requires the Board to adopt rules for the various licensees and registrants affected by these rules.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing until 4:30 p.m. on December 13, 1999. The Board does not contemplate appointing an advisory committee to comment on the planned rules.

Rules Drafts. The Board has not yet prepared a draft of the planned fee rules amendments.

Agency Contact Person. Written comments, questions, requests to receive a draft of the rules when it has been prepared, and requests for more information on these planned rules should be directed to: David Holmstrom at the Minnesota Board of Pharmacy, 2829 University Avenue SE., Suite 530, Minneapolis, Minnesota, 55414-3251, (612) 617-2201. TTY users may call the Board of Pharmacy at (800) 627-3529.

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: 1 October 1999

David Holmstrom, Executive Director
Minnesota Board of Pharmacy

Minnesota Department of Revenue

REQUEST FOR COMMENTS on Planned Amendment to Rules Governing Sales and Use Tax Laws Applying to Drugs, Therapeutic and Prosthetic Devices, and Medical Supplies, *Minnesota Rules*, part 8130.4800

Subject of Rules. The Minnesota Department of Revenue requests comments on its planned amendment to the rule governing an exemption from the Sales and Use Tax for drugs, prosthetic devices, therapeutic devices, and medical supplies. The Department is considering a rule amendment that will clarify the meaning of various terms exempt under *Minnesota Statutes*, section 297A.25, including: prescribed drugs, therapeutic and prosthetic devices, analgesics, and medical supplies purchased by a licensed health care facility or licensed health care professional.

Persons Affected. The amendment to the rule would likely affect pharmacies, drugstores, convenience stores, licensed health care facilities, licensed health care professionals, and retailers of medical supplies, eyewear, therapeutic devices, and prosthetic devices.

Statutory Authority. *Minnesota Statutes*, section 270.06, clause (14), authorizes the Department to adopt rules for the administration and enforcement of state tax laws.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing until 4:30 p.m. on December 10, 1999. The Department contemplates appointing an advisory committee to comment on the planned rules. Persons interested in participating on an Advisory Committee should contact the Agency Contact Person listed below prior to November 12, 1999.

Rules Drafts. The Department has not yet prepared a draft of the planned rules amendments.

Agency Contact Person. Written comments, questions, requests to receive a draft of the rules when it has been prepared, and requests for more information on these planned rules should be directed to: Michal Garber, Attorney; Appeals, Legal Services and Criminal Investigation Division; Minnesota Department of Revenue, 600 North Robert Street, Mail Station 2220, St. Paul, MN 55146-2220. Phone # (651) 296-8231; FAX # (651) 296-8229; TTY users may call the Department at (651) 297-2196.

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: 11 October 1999

Matthew G. Smith, Commissioner
Minnesota Department of Revenue

UAW-Ford-MnSCU Training Center

Board of Directors Meeting

NOTICE IS HEREBY GIVEN that the quarterly meeting of the UAW-Ford-MnSCU Training Center Board of Directors will be held on Tuesday, November 30, 1999 at 9:00 a.m. The meeting will be held in the Training Center Conference Room, 966 S. Mississippi River Blvd., MN. For more information, contact Rob McKenzie (651) 696-0510.

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.

Department of Children, Families and Learning Office of Community Services

Notice of Request for Proposals for Child Care and Development Fund-Building Minnesota's Child Care System

The Minnesota Department of Children, Families and Learning is soliciting proposals from public or private organizations, including tribal governments, to enhance and improve the affordability, availability, quality and cultural responsiveness of care in Minnesota's child care system.

Proposals are being solicited for the following federal grant categories.

- **Promoting Community Partnerships**
- **Care for Children with Special Needs**
- **Culturally-Responsive Child Care**
- **Child Care Mentorship and Training Initiatives**

Grants shall be awarded for a period of two years beginning on April 1, 2000 through March 31, 2002.

Completed proposals must be postmarked by **December 17, 1999**.

For a complete copy of the Request for Proposals, please contact Julie Nash, Department of Children, Families and Learning, 1500 Highway 36 West, Roseville, Minnesota 55113, telephone (651) 582-8562, FAX (651) 582-8496, *e-mail* child.care@state.mn.us.

Department of Health Tobacco Endowments/Executive Office

Request for Proposals for a Grant for a Communications, Marketing and Media Campaign - Up to \$7,000,000 to \$8,000,000

The Minnesota Department of Health is looking for a lead agency with significant experience in youth marketing, a strong knowledge of the entire Minnesota market (including regional variations) and demonstrable skill in effectively changing behaviors of the target group. We are seeking proposals for an 18-month period beginning on or about January 1, 2000. The goal of this comprehensive statewide program is a 30 percent reduction in youth tobacco use by 2005. The agency will need to demonstrate their capacity to handle all aspects of a communications campaign themselves, or specify how the agency will partner with other firms to accomplish the goals of the program.

The Department of Health is currently working to convene a group of youth to give advice in the planning and implementation of this tobacco use prevention initiative. The agency should demonstrate a commitment to fully integrating youth into the entire campaign to help encourage a sustained youth movement around reduction of tobacco use and other health risk behaviors.

To be considered for funding, proposals must be post-marked or hand-delivered to the Minnesota Department of Health, Executive Office, 85 East Seventh Place, Suite 400, St. Paul, MN 55101 by 3:30 P.M. CST, November 1, 1999. Additional information will not be accepted after the due date for applications. Please direct all questions to:

Minnesota Department of Health
Division of Family Health
Kathy Vigil, Tobacco Prevention and Control Section
Phone: 651-281-9790
E-mail: kathy.vigil@health.state.mn.us

Direct all requests for copies of the full Request for Proposals to:
Minnesota Department of Health
Division of Family Health
Tobacco Prevention & Control Section
85 East Seventh Place, PO Box 64882
St. Paul, MN 55164-0882
Phone: 651-215-8952
FAX: 651-215-8958
E-mail: tpc@kids.health.state.mn.us

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 to 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 are 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

Request for Proposals for External Review of Adverse Determinations

The Department of Administration, in cooperation with the departments of Commerce and Health, is issuing a request for proposal for a contract with an organization or business entity to provide independent external review of all adverse determinations submitted for external review under *Laws of Minnesota* 1999, Chapter 239, Section 39 (*Minnesota Statutes* Section 62Q.73). The contract shall ensure that the fees for services rendered in connection with the reviews be reasonable. Criteria include, but may not be limited to, requiring the entity to demonstrate:

- (1) no conflicts of interest in that it is not owned, a subsidiary of, or affiliated with a health plan company or utilization review organization;
- (2) an expertise in dispute resolution;
- (3) an expertise in health related law;
- (4) an ability to conduct reviews using a variety of alternative dispute resolution procedures depending upon the nature of the dispute;
- (5) an ability to provide data to the commissioners of health and commerce on reviews conducted;
- (6) an ability to ensure confidentiality of medical records and other enrollee information;
- (7) consideration of existing or proposed national accreditation standards that pertain to an external review entity; and
- (8) how any aspect of an external review involving a medical determination would be performed by a health care professional with expertise in the medical issue being reviewed, as required by law.

Potential responders should be aware of the requirement to include alternative dispute resolution procedures as part of the scope of any response. This is different from similar programs in other states.

There will be an optional pre-response meeting on Thursday, October 28, 1999, in Room 10, on the Ground Floor of the State Office Building, 100 Constitution Avenue, St. Paul (parking is available off of Rice Street, just west of the State Office Building) from 10:00 a.m. to Noon. We will accept questions at that meeting and provide answers to all holders of the RFP by FAX or e-mail by Thursday, November 4, 1999. Questions received by Mr. Stembler after November 18, 1999 will not be answered, because there will not be time to reasonably distribute answers to questions to all holders of the RFP.

Responses will be due not later than 2:30 p.m. CST, December 1, 1999.

Professional, Technical & Consulting Contracts

If you would like a copy of the Request for Proposal, please send a fax or an e-mail to Paul Stembler, Assistant Director, Materials Management Division (FAX 651-297-3996 or e-mail paul.stembler@state.mn.us) indicating the name of the entity, the name and title of the individual within the entity to receive the RFP, a direct mailing address, e-mail address and voice and fax numbers.

Department of Administration (Admin)

Request for Qualifications for Design/Build Team for a New Minnesota Retirement Systems Building (RSB)

NOTICE IS HEREBY GIVEN that Admin requests Statements of Interest and Qualifications from firms to provide Design/Build services for the complete design and construction of a new office building consisting of approximately 132,000 gross square feet. The Minnesota State Retirement System (MSRS), Public Employees Retirement System (PERA), The Teachers Retirement Association (TRA) and the State Board of Investments (SBI), collectively known as the Minnesota Retirement Systems (MRS), will jointly occupy the facility. Summary program statements are available from Admin.

The authorization for this project is provided in *Laws of Minnesota for 1999*, Chapter 222, Article 22, Sections 1-6. The total project cost is estimated to be \$32 Million. The project site is located in the Empire Builders Industrial Park of Saint Paul, which is bounded by Rice Street, Jackson Street, Empire Drive and Pennsylvania Avenue.

The SGS Group completed the predesign. Wold Architects and Engineers have been contracted to provide professional consulting services related to the development of the Program Documents, providing project management services, providing space planning liaison services and providing other on-going consulting services throughout the duration of the project. Cost, Planning & Management International, Inc. (CPMI) is the Construction Project Representative for the State of Minnesota.

The proposed schedule milestones include:

25 Oct 99	Qualification Statements due
1 Nov 99	Issue RFP to selected respondents
1 Dec 99	Proposals Due
Spring 2000	Construction Start
Fall 2001	Occupancy

To be considered for selection, interested firms must submit three (3) copies of a completed Contractor's Qualification Statement, AIA Document A305, 1986 Edition. For associated design firms, each of the major team members must complete an Architect's Qualification Statement, AIA Document B431, 1993 Edition to accompany the A305 copies.

Qualification Statements must be received by 2:00 p.m. Central Time, 25 October 1999. Late Statements will not be considered. Address packages to:

Wayne Waslaski
Department of Administration
Real Estate Management Division
309 Administration Building, 50 Sherburne Avenue
St. Paul, MN 55155

Submit all questions regarding the Qualification Statement to Mr. Waslaski at wayne.waslaski@state.mn.us or FAX at 651-215-6245.

Admin and MRS representatives will analyze qualifications and prepare a short list of firms who will be asked to prepare more detailed competition proposals and interview presentations.

Admin will not reimburse respondents for any costs incurred in responding to this advertisement or its subsequent activities. This RFQ does not obligate Admin to complete the proposed project and Admin reserves the right to cancel this solicitation if it is considered to be in its best interest. In addition, Admin reserves the right to modify the schedule and process.

**Department of Administration
State Designer Selection Board**

**Request for Proposals for the Department of Transportation, 13 Light Rail Transit (LRT)
Stations & 13 Traction Power Substation Enclosures (Project 99-7)**

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 this project must deliver proposals on or before 12 p.m. (Noon), Monday, October 25, 1999, to:

Lisa Blue, Executive Secretary
State Designer Selection Board
Department of Administration
c/o 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 that 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;
- 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;

Professional, Technical & Consulting Contracts

- 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 gross 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. The prime firm(s) shall subtract consultant fees from gross fees to determine total net fees using the format below.

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS PORTION	(C) NET TOTAL PROJECT FEE
TOTAL			

(The total shown in column (A) shall equal the sum of those shown in columns (B) and (C).

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.

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 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 99-7

Department of Transportation
Metro Office of Rail Transit – Waters Edge
1500 West County Road B2
Roseville, MN 55113

a. PROJECT DESCRIPTION:

1. Architectural Design Development

Develop conception design for 13 Light Rail Transit (LRT) stations and 13 traction power substation enclosures to be included in the Phase 2 Request for Proposal documents for final design by the design/build contractor and construction.

2. Hiawatha LRT Public Arts Program

Develop the public art program to be coordinated with the conceptual design development for the stations, traction power substation enclosures and other corridor elements.

b. REQUIRED CONSULTANT SERVICES:

- 1. Provide architectural services through conceptual design for the 13 LRT stations and 13 traction power substation enclosures. Approximately 20 percent of the architectural elements by cost must be influenced or designed by artists, who are part of the design team.
- 2. The successful responder will be responsible for staffing a public art administrator position to develop a comprehensive public art program (plan) to be integrated with the Hiawatha LRT station and traction power substation enclosures conceptual design. The comprehensive public art plan will specify locations and types of art work to be designed and located in conjunction with conceptual structure design development and, possibly, in other locations along the corridor. The public art plan will identify the specific architectural integration of public art and specify the process, timing, solicitation and selection of artists for specific public art pieces. Development of the public art program shall include a public involvement process and a plan for implementation of all planned art. The public art plan document will be turned over to the Metropolitan Council's Metro Transit Division's LRT public arts administrator at the conclusion of the potential contract.
- 3. Facilitate three public design workshops to incorporate community input into the station and traction power substation conceptual designs and the art program.
- 4. Development of the conceptual architectural design and public art program shall be coordinated with the Hiawatha Project Office.

c. SERVICES PROVIDED BY OTHERS:

- 1. Hiawatha LRT design standards and criteria.
- 2. Existing preliminary engineering and design work of stations by BRW/PB.
- 3. Station area planning work by University of Minnesota, that was completed in November 1998.
- 4. Information collected at earlier station area planning workshops.
- 5. Recommendations on station design and art by the Community Advisory Committee.
- 6. Station design information submitted to Metropolitan Council's and Mn/DOT's LRT Web sites.
- 7. Hiawatha Light Rail Corridor Public Art Opportunities and Location Analysis by FORCAST Public Artworks.
- 8. The Trunk Highway (TH) 55 Aesthetic Design Guidelines.
- 9. Land use planning results to date.

Professional, Technical & Consulting Contracts

d. SPECIAL CONSIDERATIONS:

According to *Minnesota Statutes* Section 473.3994 and *Laws of Minnesota*, Chapter 404, section 17, community input must be an integral part of the planning and design process of the Hiawatha LRT facilities. Responders must recognize the importance of the community in the Hiawatha LRT project and must be willing to work with the community throughout the design process.

e. PROJECT BUDGET/FEES:

Construction Budget

Stations (ranging from \$535,500 to \$1,901,000)	\$ 11,947,000
Traction Power Substation Enclosures (13 @ \$ 50,000)	\$ 650,000
Art Program	<u>\$ 500,000</u>
	\$ 13,097,000

Proposed Designer Fee

Architectural Design	\$ 300,000
Arts Program / Workshops	<u>\$ 80,000</u>
	\$ 380,000

f. PROJECT SCHEDULE:

November 20, 1999	Community Workshop #1
January 2000	Community Workshop #2
January 20, 2000	Draft concepts and program submitted to Hiawatha Project Office for inclusion in draft Phase 2 RFP
March 11, 2000	Community Workshop #3
March 22, 2000	Community Advisory Committee recommendation for approval
March 23 or 30, 2000	Hiawatha LRT Board recommendation for approval
April 3, 2000	Corridor Management Committee recommendation for approval to the Commissioner of Transportation
April 7, 2000	Conceptual drawings, specification and architectural and art documents submitted to Hiawatha Project Office for inclusion in Phase 2 RFP

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

A project information meeting will be held on October 19, 1999, at 1 p.m., in Conference Room A/B Mn/DOT Metro Division Headquarters, 1500 West County Road B2, Roseville, MN 55113. Please contact Ann-Therese Schmid at 651-582-1366 to register.

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

<u>Project Information Meeting:</u>	October 19, 1999, at 1 p.m.
<u>Project Proposals Due:</u>	October 25, 1999, by 12 p.m. (Noon)
<u>Project Shortlist:</u>	November 9, 1999
<u>Project Interviews and Award:</u>	November 23, 1999

I. PROJECT CONTACT(S):

Questions concerning the project should be referred to:
Mike Schadauer, P.E.
Project Development Engineer
Office of Rail Transit
Metropolitan Division
1500 County Road B-2
Roseville Minnesota 55113
Phone: 651-582-1764
e-mail mike.schadauer@dot.state.mn.us

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 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.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

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7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Department of Administration

State Designer Selection Board

Request for Proposals for the University of Minnesota Selection of an Architect for the Microbial and Plant Genomics Building (Project 99-8)

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 this project must deliver proposals on or before 12 p.m. (Noon), Monday, October 25, 1999, to:

Lisa Blue, Executive Secretary
State Designer Selection Board
Department of Administration
c/o 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 THAT 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):

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- 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;
- 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 gross 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. The prime firm(s) shall subtract consultant fees from gross fees to determine total net fees using the format below.

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS PORTION	(C) NET TOTAL PROJECT FEE
TOTAL			

(The total shown in column (A) shall equal the sum of those shown in columns (B) and (C).)

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

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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. 15 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.

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 99-8

University of Minnesota
336A Morrill Hall
100 Church Street S.E.
Minneapolis, MN 55455

a. PROJECT DESCRIPTION:

Funds are available to begin predesign work on the new Microbial and Plant Genomics Building to be constructed on the University of Minnesota's St. Paul Campus. Funds will be requested in the 2000 legislative session to match existing University funds to design, prepare construction drawings, and construct, furnish and equip the new building. The facility, approximately 64,000 GSF, will provide biological research laboratories and support space, including computational labs, administrative space, and plant growth chambers for 22 principal investigators and a staff of approximately 175 supporting researchers.

b. REQUIRED CONSULTANT SERVICES:

Full architectural/engineering services will be required, including predesign; program development; architectural design, mechanical, infrastructure, electrical, civil and structural engineering; landscape architecture, cost estimating and implementation scheduling.

c. SERVICES PROVIDED BY OTHERS:

None

d. SPECIAL CONSIDERATIONS:

In selecting the team for the predesign/design/construction of this project it is important to select a firm experienced with state of the art biological laboratory facilities. Reference will be given to design teams able to demonstrate recent experience with genomics research, plant and microbial growth chambers, DNA sequencing, bioinformatics, and recombinant organisms. The design team must provide a list of clients for similar projects implemented within the last five years, including the name, phone numbers and addresses of references.

e. PROJECT BUDGET/FEES:

The design team will be paid a fee not to exceed \$75,000 for the development of the predesign document. The final document will be required to meet the University's predesign guidelines for new construction. The University has funds for the preparation of the predesign. Funds for design and construction are being requested from the State and the 2000 legislative session.

The maximum designer fee available for all remaining phases of the project, including additional phase services, travel and other reimbursables, is approximately \$1,000,000.

The construction budget is currently estimated to be approximately \$15 million. The project costs, including all fees, permits and certain furniture, fixtures and equipment have been fixed at \$20 million.

f. PROJECT SCHEDULE:

Predesign activities should be completed by March 2000. If funded during the 2000 legislative session, the project should be completed and ready for occupancy by Fall 2002.

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

An informational meeting and site tour will be held for shortlisted firms before their final interview.

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

Project Proposals Due: October 25, 1999, by 12 p.m. (Noon)

Project Shortlist: November 9, 1999, (late morning)

Project Information Meeting for Shortlisted firms: To be set by user agency

Project Interviews and Award: November 23, 1999, (afternoon)

i. PROJECT CONTACT(S):

Questions concerning the project should be referred to:

John Monnens - Owners Representative
University of Minnesota
202 Facilities Management Building
1936 Commonwealth Avenue
St. Paul, MN 55108
Phone: 612-625-7711
FAX: 612-625-1753

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 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.

Professional, Technical & Consulting Contracts

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.

Colleges and Universities, Minnesota State (MnSCU)

Notice of Request for Proposals (RFP) for Services as a Project Team Member

Minnesota State Colleges and Universities (MnSCU) is requesting proposals for services as a project team member in designing, implementing, and representing MnSCU and the U.S. Department of Labor on the U.S. Department of Education's "Access America for Students" Project.

Prospective responders who have questions regarding this request for proposal may call or write to obtain a complete copy of the RFP:

Ken Niemi, CIO
Minnesota State Colleges and Universities
700 World Trade Center
30 E. 7th Street
St. Paul, MN 55101
Phone: 651-296-8970
FAX: 651-296-8488
E-mail: ken.niemi@so.mnscu.edu

All proposals must be received not later than 4:00 p.m. on Tuesday, October 19, 1999. Late proposals will not be accepted.

Colleges and Universities, Minnesota State (MnSCU)

Minneapolis Community & Technical College

Request for Proposal for Voice Mail System – Novell NetWare Network Operating System, work with State Centrex system, LAN, e-mail, FAX

NOTICE IS HEREBY GIVEN that MCTC is seeking qualified vendors to provide bids for Voice Mail renovation/reconstruction/maintenance. The successful bidder will utilize bid plans/forms provided by Elert & Associates, Technology Consultants, available at any of the addresses below.

Bid Documents & Specifications will be available from Wednesday, October 13, through the mandatory pre-bid meeting October 19, 1999 from 8:00 a.m. to 4:30 p.m.

Professional, Technical & Consulting Contracts

Minneapolis Community & Technical
College
Director of Operations Office, T 206A
1415 Hennepin Avenue
Minneapolis, MN 55403
Phone: (612) 359-1417

And at:
The Minneapolis Builders Exchange
1123 Glenwood Avenue N.
Minneapolis, MN 55405
Phone (612) 381-2620

And at:
Elert & Associates, Technology
Consultants
140 Third Street South
Stillwater, MN 55082

Mandatory Pre-Bid meeting is Wednesday, October 20, 1999 at 2:00 p.m. in Conference Room #2.

Bid due date is October 27, 1999 at 2:00 p.m. at TC Building 206 "A."

For further information call Gene Tessier, Director of Operations at (612) 359-1417.

Colleges and Universities, Minnesota State (MnSCU)

St. Cloud State University

Advertisement for Bid for Elevator Maintenance

Sealed proposals for items hereinafter described will be received by St. Cloud State University at the Business Office, Administrative Services Room 121, St. Cloud Minnesota until **3:00 p.m. on October 28, 1999** and will be publicly opened and read aloud. The right is reserved to accept or reject any or all bids or parts of bids and to waive informalities therein.

Bids are requested on **Elevator Maintenance** as per plans and specifications available in the Business Office, St. Cloud State University.

For further information contact:

Lisa Sparks
Director of Purchasing
St. Cloud State University
720 4th Ave. South
St. Cloud, MN 56301-4498
(320) 255-4788

Colleges and University, Minnesota State (MnSCU)

St. Cloud State University

Advertisement for Bid for Ice Resurfacer Machine

Sealed proposals for items hereinafter described will be received by St. Cloud State University at the Business Office, Administrative Services Room 121, St. Cloud Minnesota until **3:00 p.m. on October 27, 1999** and will be publicly opened and read aloud. The right is reserved to accept or reject any or all bids or parts of bids and to waive informalities therein.

Bids are requested on **Ice Resurfacer Machine** as per plans and specifications available in the Business Office, St. Cloud State University.

For further information contact:

Lisa Sparks
Director of Purchasing
St. Cloud State University
720 4th Ave. South
St. Cloud, MN 56301-4498
(320) 255-4788

Professional, Technical & Consulting Contracts

Department of Economic Security

State Services for the Blind

Request for Proposals: State Services for the Blind is seeking one individual to function as ophthalmological consultant

The individual will provide statewide ophthalmological services under the contract as follows:

1. serve as the Ophthalmological Consultant (Doctor of Medicine with American Board of Ophthalmological certification) and advise staff concerning complex eye and medical issues;
2. review eye reports on blind and visually disabled customers upon request;
3. determine adequacy of the eye and medical information obtained;
4. record, code, and classify upon request;
5. make written recommendations regarding customer limitations;
6. interpret eye and medical findings to rehabilitation counselors upon request;
7. make recommendations regarding medical charges upon request;

Contractor will be responsible to the Director, Career and Independent Living Services. Most contract work in the outstate regions will require an average of 2-4 hours per month. Most contract work in the metro regions (9- county) will require an average of 4-8 hours per month. Total cost of this contract is not expected to exceed \$10,000 per year.

Inquiries and/or proposals including a brief statement of qualifications and training/work experience should be directed to:

Linda Lingen, Director, Career and Independent Living Services
State Services for the Blind
2200 University Avenue West, #240
St. Paul, Minnesota 55114-1840
(651) 642-0504

PROPOSALS ARE DUE NOVEMBER 5, 1999 AT 4:00 pm.

Department of Human Services

Notice of Request for Proposals for Alternative Payment for Nursing Facility Services

1995 Laws of Minnesota, Chapter 207, Article 7, Section 32 (hereinafter *Minnesota Statutes* Section 256B.434) authorized the Commissioner of the Department of Human Services to establish a contractual alternative payment system as an alternative way to pay for nursing facility services under the Medical Assistance (MA) Program. In order to implement this legislation, the Department established the "Nursing Home Contract Project." The purpose of the Project is to explore a contract-based reimbursement system as an alternative to the current cost-based system for reimbursement of nursing facility services under *Minnesota Statutes*, Section 256B.431.

The *1997 Laws of Minnesota* amended *Minnesota Statutes* Section 256B.434. Effective July 1, 1997, the Commissioner is required to issue a request for proposals (RFPs) from nursing homes to provide services on a contract basis at least twice annually. The Commissioner may select the number of proposals that can be adequately supported with state resources and may contract with all facilities submitting a proposal provided that the proposal meets eligibility requirements outlined in the RFP. The nursing facility may be required to negotiate with the State any modifications to the proposal as required by the State to make the terms of the proposal more favorable to the State.

The purpose of this RFP is to solicit proposals from eligible nursing facilities to enter into contracts with the Department to provide nursing facility services to MA recipients. Facilities selected to participate in this project will be eligible to contract with the Department for one-year terms.

Requests for copies of the complete RFP, "Alternative Payment for Nursing Facility Services," should be directed to Jame Bovy at 651-296-2666. The original and three (3) copies of the proposal in response to the RFP must be submitted to the Nursing Home Contract Project, Department of Human Services, 444 Lafayette Road, St. Paul, Minnesota 55155-3836, no later than 4:00 p.m. on Monday, December 13, 1999.

The State of Minnesota reserves the right to reject any and all proposals submitted.

Department of Human Services**Child Support Enforcement Division****Notice of Request for Proposals for the Production of Videotapes for Child Support**

The Minnesota Department of Human Services, Child Support Enforcement Division requests proposals to write and produce three video tapes for use in informing clients and others about the child support program and the Recognition of Parentage.

The Department has estimated that the cost of the contract should not exceed \$70,000 for the three videos. The state reserves the right to amend the contract to secure the production of one to three additional video tapes of similar quality, format and length.

This request for Proposals (RFP) 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.

The complete RFP which contains detailed specifications can be obtained by writing or contacting:

Dana K. McKenzie
Minnesota Department of Human Services
444 Lafayette Road North
St Paul, MN 55155-3846
FAX (651) 297-1298
Phone: (651) 296-8066

Other personnel are NOT allowed to discuss the proposal.

A mandatory proposer's conference will be held on Friday, October 22, 1999 at 9:30 a.m. in the Texas room at Metro Square, 121 East 7th Place, St. Paul, MN 55155. DHS staff will respond to questions regarding this RFP at that conference. Written outlines will be provided of the content required to be included in the script for each of the three video projects.

Proposals are due and must be received by 4:00 p.m., Thursday, November 4, 1999 by:

Dana McKenzie
Minnesota Department of Human Services
444 Lafayette Road North
St Paul, MN 55155-3846

Minnesota Department of Natural Resources**Division of Parks and Recreation****Notice of Request for Proposals for Video Production**

The Department of Natural Resources, Division of Parks and Recreation, is soliciting proposals for producing four (4) videos about Itasca State Park for use at the new Itasca State Park Visitor Center. The project will require producing a 25-30 minute park souvenir video and three other short 3-4 minute orientation videos.

The work is expected to be done between December, 1999 and March, 2001. The Department of Natural Resources estimates this project to cost approximately \$40,000.

A copy of the full Request For Proposal can be obtained at no charge by contacting: Bryce Anderson, DNR Parks & Recreation, 2115 Birchmont Beach Road NE, Bemidji, MN 56601, 218-755-3976, FAX 218-755-4024, e-mail: bryce.anderson@dnr.state.mn.us

Minnesota Department of Transportation**Metro Division - Office of Rail Transit****Notice of Availability of a Contract for Phase I Design-Build**

The Minnesota Department of Transportation is requesting proposals for the Hiawatha Light Rail Transit project to enter into the design-build contracting process.

Professional, Technical & Consulting Contracts

It is anticipated that the contract period is anticipated to begin on November 15, 1999, and continue through August 31, 2000.

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

Paul Stembler
Materials Management Division
Department of Administration
Room 112
50 Sherburne Avenue
Saint Paul, MN 55155

Proposals must be received at the above address no later than 1:00 p.m. CST on November 12, 1999. Late proposals will not be considered.

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.

Department of Transportation

Program Delivery Division

Office of Freight, Railroads, and Waterways

Availability of a Contract for Plan Review of Railroad Crossing Signals

The Minnesota Department of Transportation is requesting proposals for the review of detailed electrical circuit plans for railroad crossing signals. Railroad signals are designed and installed by railroad companies and the Department has the responsibility under *Minnesota Rules*, Part 8830.2125 to review and approve the apparatus that is to be installed.

The Department of Transportation has estimated that the cost of this project need not approach but shall not exceed \$20,000.

It is anticipated that the contract period will begin on November 15, 1999 and continue through June 30, 2001.

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

Robert Swanson, Director
Railroad Administration Section
Minnesota Dept. of Transportation
MS 470, Transportation Building
395 John Ireland Blvd., St. Paul, MN 55155
Telephone: (651) 296-2472.

Proposals must be received at the above address no later than 1:00 p.m. on November 1, 1999.

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.

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 *State 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.

Metropolitan Airports Commission

Notice of Call for Bids for Highway/Road Sand

Sealed bids will be received by the Metropolitan Airports Commission at its office at 6040 28th Avenue South, Minneapolis, MN 55450-2799, until 2:00 p.m., Local Time, MONDAY, OCTOBER, 18, 1999, **for the procurement of HIGHWAY/ROAD SAND FOR ICE CONTROL.**

At that time and place the bids will be publicly opened and the names and address of those responding read aloud. The mailing address is, MAC Purchasing Department, 6040 28th Avenue South, Minneapolis, MN 55450, and ***bids to be considered must be received by the Commission by the date and hour set for opening of bids.***

Bids shall be according to the specifications. The Commission reserves the right to reject any or all bids or portions thereof, and to waive any minor irregularities or informalities therein. Copies of the Specifications may be obtained at the office of the Commission, 6040 28th Avenue South, Minneapolis, Minnesota 55450, (phone: 612-726-8146)

Dated: 1 October 1999

Metropolitan Airports Commission
JoAnn Brown/Buyer-Administrator

Metropolitan Airports Commission

Notice of Call for Bids for Snow Hauling Trucks with Operators

Sealed bids will be received by the Metropolitan Airports Commission at its office at 6040 28th Avenue South, Minneapolis, MN 55450-2799, until 2:00 p.m., Local Time, WEDNESDAY, OCTOBER 13, 1999, for the procurement of **SNOW HAULING TRUCKS WITH OPERATORS FOR SNOW REMOVAL.**

At that time and place the bids will be publicly opened and the names and address of those responding read aloud. If mailed the Commission's mailing address is 6040 28th Avenue South, Minneapolis, MN 55450-2799, and ***bids to be considered must be received by the Commission by the date and hour set for opening of bids.***

Bids shall be according to the specifications. The Commission reserves the right to reject any or all bids or portions thereof, and to waive any minor irregularities or informalities therein. Copies of the Specifications may be obtained at the office of the Commission, 6040 28th Avenue South, Minneapolis, Minnesota, 55450. (phone: 612-726-8146).

Dated: 22 September 1999

Metropolitan Airports Commission
JoAnn Brown/Buyer-Administrator

Metropolitan Council

Invitation for Bid for Office Partitions for Central Lab

Sealed bids for office partitions to be used at the Central Lab at the Metropolitan Council Metro Wastewater Treatment Plant, will be received at the offices of the Metropolitan Council, Mears Park Centre, 230 East 5th Street, St. Paul, Minnesota 55101, on October 27, 1999, at 2:00 p.m., at which time and place they will be publicly read.

A **mandatory** project walk through will be held on October 19, 1999, at 10:00 a.m. Bids will only be accepted from vendors that attend the walk through.

Non-State Public Bids, Contracts & Grants

Copies of specifications and bid instructions may be obtained from the offices of the Metropolitan Council or by calling 651-602-1499 or via FAX request at 651-602-1083. All bids must be submitted on Metropolitan Council approved forms.

The Metropolitan Council shall consider all bids received and intends to award a contract(s) to the responsive and responsible bidder submitting the lowest total cost to the Council, by the due date and time. The Metropolitan Council reserves the right to reject all bids, to investigate the qualifications and experience of any bidder, to reject any provisions in any bid, to obtain new bids, or to proceed to do the work otherwise.

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 Request for Bids/Proposals through its web based Bid Information Services (BIS). Subscriptions to BIS are \$75/year. Visit our web site at bidinfo.umn.edu or call the BIS Coordinator at 612-625-5534.

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

Upper Minnesota Valley Regional Development Commission

Request for Proposals for a Corridor Management Plan

The Upper Minnesota Valley Regional Development Commission is seeking proposals for assistance in the development of a corridor management plan (CMP) for the Minnesota River Valley Scenic Byway between Browns Valley and Granite Falls and from Mankato to Belle Plaine. This plan will build upon a recently completed CMP between Granite Falls and Mankato. The corridor plan will include identification and analysis of the intrinsic qualities of the byway corridor; recommending a prioritized action plan for preserving and enhancing the byway; recommending partnership opportunities; development of a marketing plan and action steps for implementation; and address fully the other elements of a scenic byway CMP as set forth by the Federal Highway Administration.

Detailed specifications and submission requirements are available by contacting Dawn Hegland, Project Management, UMVRDC, 323 West Schlieman Ave., Appleton MN 56208, phone 320-289-1981. Complete proposals must be returned to the above address by 4:30 p.m. CST, Friday, October 29, 1999.

Upper Minnesota Valley Regional Development Commission

Request for Proposals for a Trail Plan

The Upper Minnesota Valley Regional Development Commission is seeking proposals for the development of preliminary and final design plans for a trail beginning in the City of Appleton and terminating at the junction of Chippewa County Road #30 and State Hwy 40 near Milan, MN.

Detailed specifications and submission requirements are available by contacting Dawn Hegland, Project Manager, UMVRDC, 323 West Schlieman Ave., Appleton, MN 56208, phone 320-289-1981. Complete proposals must be returned to the above address by 4:30pm CST, Friday, October 22, 1999.

Non-State Public Bids, Contracts & Grants



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