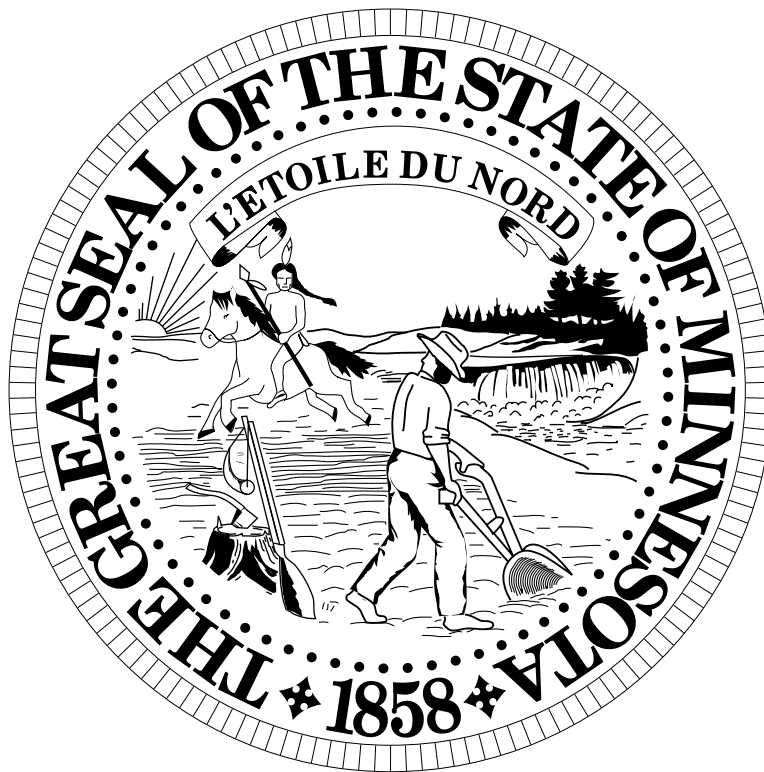


State of Minnesota

State Register

Rules and Official Notices Edition



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State Register

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

The *State Register* is the official publication of the State of Minnesota, 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- proposed, adopted, exempt, expedited emergency and withdrawn rules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
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#46	Monday 15 May	Noon Wednesday 3 May	Noon Tuesday 9 May
#47	Monday 22 May	Noon Wednesday 10 May	Noon Tuesday 16 May
#48	TUESDAY 30 MAY	Noon Wednesday 17 May	Noon Tuesday 23 May
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Contact: House Information Office (651) 296-2146
Room 175 State Office Building, St. Paul, MN 55155

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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 Chiropractic Examiners

Proposed Permanent Rules Relating to Graduate Preceptorship Program

NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

Proposed Amendment to Rules Governing Modification of "Intern" to "Extern", *Minnesota Rules*, 148.08 Chapter 2500.0100 Definitions, Subp. 8a

Introduction. The Board of Chiropractic Examiners 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: Micki King at the Minnesota Board of Chiropractic Examiners, 2829 University Ave SE, Suite 300, Minneapolis, MN 55114. Phone: 612-617-2222. Fax: 612-617-2224. Email address: micki.king@state.mn.us. TTY users may call the Minnesota Relay Service for Hearing or Speech Impaired at 1-800-627-3529.

Subject of Rules and Statutory Authority. The proposed rule is about the clarification of the designation of participants in the graduate preceptorship program. The statutory authority to adopt the rules is *Minnesota Statutes*, section 148.08, subdivision 3. A copy of the proposed rule is published in the *State Register*.

Comments. The comment period will remain open until at least 4:30 p.m. on Friday, June 9, 2000, 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 Friday, June 9, 2000. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed 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.

2500.0100 DEFINITIONS.

[For text of subps 1 to 8, see M.R.]

Subp. 8a. ~~Intern Extern.~~ “Intern Extern” means ~~an unlicensed~~ a graduate of a board-approved chiropractic college who does not hold a current Minnesota license, and who assists in the care of patients outside the confines of the clinic of a chiropractic college under the authority of the graduate preceptorship program. This definition does not apply to a person providing appropriately supervised care provided during a course of training provided by an accredited chiropractic college or care provided pursuant to the exceptions granted in Minnesota Statutes, section 148.105, subdivision 2.

[For text of subps 9 to 12, see M.R.]

2500.2500 DEFINITIONS.

[For text of subps 1 and 7, see M.R.]

Subp. 8. **Preceptorship training program.** “Preceptorship training program” means a board-approved program by which an ~~intern extern~~ may practice chiropractic under the direct supervision of a licensed chiropractic physician for one 12-month period.

2500.2510 ROLE OF THE PRECEPTOR.

Preceptors shall follow the procedures in items A to C when supervising an ~~intern extern~~.

A. The preceptor shall meet with the ~~intern extern~~ on a regular basis, at least one hour per week, to provide valuable feedback and interaction for one another regarding the ~~intern’s extern’s~~ performance as an associate doctor and the preceptor’s performance as an educator. Patient care shall be discussed as outlined in item B.

B. The preceptor shall involve the ~~intern extern~~ in sharing patient care responsibilities, including:

- (1) completing the history and examination;
- (2) conducting x-ray examinations, preparing reports, and conducting laboratory tests, if applicable;
- (3) having the ~~intern extern~~ maintain patient records and convey information to the preceptor’s practice; and
- (4) treatment of patients.

C. The preceptor shall approve the ~~intern’s extern’s~~ treatment plan before implementing the treatment of a patient.

2500.2515 ELIGIBILITY AND RESPONSIBILITIES OF PRECEPTOR.

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

Subp. 2. **Doctor to ~~intern extern~~ ratio.** The doctor to ~~intern extern~~ ratio shall be one to one unless special authorization is granted by the board’s executive director and at least one board member. Special authorization shall not exceed a doctor to ~~intern extern~~ ratio of one to two in any situation. An authorization for a doctor to ~~intern extern~~ ratio greater than one to one lasts only for the duration of that specified ~~intern’s extern’s~~ preceptorship training program. Special authorization shall be given under the following circumstances:

A. when a preceptor is removed from the program while an ~~intern extern~~ is under the preceptor’s supervision and the ~~intern extern~~ needs to be placed with another registered preceptor; or

<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

B. when one ~~intern~~ extern has failed to pass the board licensing examination and that ~~intern's~~ extern's preceptorship training program time overlaps into another ~~intern's~~ extern's expected starting date.

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

Subp. 4. **Application.** An applicant for preceptorship must complete and file with the board a preceptor application, a sworn affidavit, and a ~~preceptor/intern~~ preceptor/extern agreement on forms prescribed by the board. The affidavit must:

[For text of items A to C, see M.R.]

D. include the name, current mailing address, birth date, and physical description of the ~~intern~~ extern.

Subp. 5. **Continuing requirements.** A preceptor whose application has been approved must follow the requirements of items A to E.

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

C. The preceptor must be within the environment in which an ~~intern~~ extern is working at all times. Failure to maintain this requirement shall result in immediate dissolution of the preceptorship agreement. In the event of a vacation or illness of the preceptor, the ~~intern~~ extern may only continue with the ~~intern's~~ extern's duties under the guidance of a licensed doctor of chiropractic who has been approved to serve as a preceptor

D. The preceptor must direct the ~~intern~~ extern only in treatment care that is within the educational background and experience of the preceptor.

E. The preceptor must provide all patients with the following standard policy statement that informs them of the possibility of an ~~intern~~ extern performing various services:

Patient care, examinations, and treatment are administered by Dr. (~~preceptor's name~~ or the name of the board-approved chiropractic ~~intern~~ extern). Dr. is a graduate of an accredited chiropractic college but has not yet completed requirements for Minnesota licensure. Please notify office staff if you have any questions or concerns regarding this Office Policy Statement. If you are in agreement with this statement, please sign your name and date on the space provide below.

Patient Name: _____

Date: _____

2500.2520 ELIGIBILITY AND RESPONSIBILITIES OF ~~INTERN~~ EXTERN.

Subpart 1. **Eligibility and limitations.** An ~~intern~~ extern must be a graduate of an accredited chiropractic college.

Subp. 2. **Malpractice insurance.** An ~~intern~~ extern must submit to the board proof of application and acceptance to an authorized malpractice insurance carrier for coverage during the term of the preceptorship training program.

The ~~intern~~ extern must contact the insurance carrier of the preceptor doctor and fulfill the carrier's requirements to obtain malpractice insurance coverage during the entirety of the ~~intern's~~ extern's preceptorship program.

The ~~intern~~ extern should be aware that documents required may take some time to obtain. Therefore, it is suggested that the ~~intern~~ extern initiate this procedure within an appropriate amount of time before application for inclusion in the preceptorship training program.

All documents verifying malpractice coverage must be received by the board before approval of participation in the preceptorship training program will be given.

Subp. 3. **Application.** An applicant for ~~internship~~ externship must:

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

Subp. 4. **Continuing requirements.** An ~~intern~~ extern whose application has been approved may only participate in treatment care that is within the educational background and experience of the preceptor.

2500.2525 MINIMUM REQUIREMENTS OF A PRECEPTORSHIP TRAINING PROGRAM.

The following requirements must be met for board approval of a preceptorship training program:

A. An ~~intern~~ extern shall not function in the program without written approval of the board; and

B. A licensed doctor shall not function in the program without written approval of the board.

RENUMBERER. Minnesota Rules, part 2500.0100, subpart 8a, is renumbered as part 2500.0100, subpart 5a, and part 2500.0100, subpart 5a, is renumbered as part 2500.0100, subpart 5b.

Commissioners' Orders

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

Department of Natural Resources

Commissioner's Scientific and Natural Area Order No. 162 Pin Oak Prairie Scientific and Natural Area

WHEREAS, certain lands in Fillmore County, Minnesota, described as:

The Southeast Quarter (SE1/4) and that part of the East Half of the Northeast Quarter (E1/2 NE1/4), the East Half of the East Half of the West Half of the Northeast Quarter (E1/2 E1/2 W1/2 NE1/4), and the West Three Quarters of the Southwest Quarter of the Northeast Quarter (W3/4 SW1/4 NE1/4), of Section Twenty-four (24), Township One Hundred Four (104) North, Range Twelve (12) West, Fillmore County, Minnesota, lying southerly of the following described line:

Commencing at the southeast corner of said East Half of the Northeast Quarter; thence on a bearing based on the 1983 Fillmore County Coordinate System of North 00° 55' 11" East along the east line of said East Half of the Northeast Quarter 639.56 feet to a 3/4 inch by 24 inch rebar with a plastic cap stamped "MN DNR SURVEY MARKER" (DNR MON) and the point of beginning; thence South 77° 20' 21" West 893.63 feet to a DNR MON; thence South 88° 18' 12" West 61.88 feet to a DNR MON; thence South 82° 55' 46" West 912.19 feet to the centerline of a Township Road (former County Road) and a DNR MON; thence southwesterly along said centerline 841 feet, more or less, to the west line of said West 3/4 of the Southwest Quarter of the Northeast Quarter and a DNR MON and there terminating, containing 182.59 acres, more or less, as shown on Exhibit "A"

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

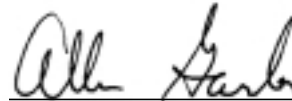
WHEREAS, such lands contain important habitat for Blanding's turtle (*Emydoidea blandingii*), a state threatened species, and habitat for the following rare plants: clasp milkweed (*Asclepias amplexicaulis*) and glade mallow (*Napuea dioica*); and

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

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

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

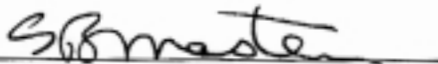
Dated at St. Paul, Minnesota, this 13th day of March, 2000.



ALLEN GARBER, Commissioner
Department of Natural Resources

APPROVED AS TO FORM AND EXECUTION:

MIKE HATCH
Attorney General

By: 

STEPHEN B. MASTEN
Assistant Attorney General

Department of Natural Resources

Commissioner's Scientific and Natural Area Order No. 163 Cherry Grove Blind Valley
Scientific and Natural Area

WHEREAS, certain lands in Fillmore County, Minnesota, described as:

The Southwest Quarter of the Northwest Quarter (SW1/4 NW1/4) of Section Three (3), Township One Hundred One (101) North, Range Twelve (12) West, containing 40 acres, more or less are

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

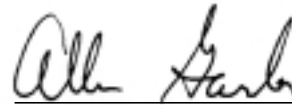
WHEREAS, such lands contain geological features of statewide significance including a dense collection of karst features composed of sinkholes, caves, sinking streams, and a blind valley.

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

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

IT IS FURTHER ORDERED that the provisions of *Minnesota Rules* 6136.0100 through 6136.0600 shall apply to the above-designated area, except that a written permit from the Commissioner is required to enter any portion of the site below ground. Furthermore, it shall be illegal for any person to possess on their person any caving equipment, shovel, pry bar, hammer, torch or other tool or instrument that could be used to damage or move gates, fences, stone, soil or the subsurface or gain entry below ground while on the site without a written permit from the Commissioner of Natural Resources.

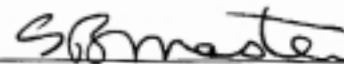
Dated at St. Paul, Minnesota, this 13th day of March, 2000.



ALLEN GARBER, Commissioner
Department of Natural Resources

APPROVED AS TO FORM AND EXECUTION:

MIKE HATCH
Attorney General

By: 

STEPHEN B. MASTEN
Assistant Attorney General

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 # 00-04: Sales and Use Tax - Sales Price - Mixed Transactions

The Minnesota Tax Court issued orders in the case of *Southern Exposure of Eagan, Inc. vs. Commissioner of Revenue*, T.C. #7046, dated October 20, 1999 and December 2, 1999. The court found that based upon the evidence, the taxpayer had charged different fees for membership and for weight lifting training and therefore had made two separate sales. One sale involved the sale of taxable memberships and the other involved the sale of nontaxable weight-training services. The court found that the taxpayer had sold and marketed weight-training services separate and apart from membership dues. It is the department's position that the case was decided based upon the unique facts presented to the court and therefore the holding would only apply to taxpayers with the identical situation.

In response to this case, this revenue notice is being issued to set forth the department's position on mixed transactions that involve a combination of taxable and nontaxable goods or services.

Statutory Authority

Minnesota Statutes, section 297A.02, subdivision 2 provides that the sales tax is imposed upon the gross receipts from sales at retail. *Minnesota Statutes*, section 297A.01, subdivision 9 provides that gross receipts means the total amount of consideration received for sales at retail as measured by the sales price. *Minnesota Statutes*, section 297A.01, subdivision 8, which defines "sales price", provides that the amount of consideration received by the retailer may be reduced by separately stating certain charges including carrying or finance charges, installation labor or services, transportation charges incurred after the sale, or discounts allowed at the time of sale. Subdivision 8 further provides that no deduction can be made for certain other charges including cost of property sold and labor or service costs and that no deduction shall be allowed for services that are part of the sale.

Department Position

Minnesota Statutes, section 297A.01, subdivision 8 provides that when both taxable and nontaxable goods or services are purchased for a lump-sum price, only the deductions allowed under subdivision 8 may be used to reduce the sales price. When a mixed transaction includes both taxable and nontaxable goods or services being purchased together from the same retailer, the total amount of consideration received by the retailer will be the sales price, unless the nontaxable goods or services are stated separately at the time of the sale to the purchaser as provided below.

Nontaxable goods or services may only be separately stated if all of the following apply:

- 1) The retailer actually transfers title to or possession of the goods to the purchaser or furnishes or provides access to the services to the purchaser;
- 2) The contract, bill or invoice reflects a reasonable charge for furnishing or providing of the nontaxable goods or services;
- 3) The purchaser has the option of not purchasing the nontaxable goods or services while purchasing the taxable goods or services from the retailer or could have avoided or declined the purchase of the nontaxable goods or services; and
- 4) The sale of the nontaxable goods or services is not integral to the sale of the taxable goods or services and therefore the sales can be segregated.

In determining whether the sale of a good or service can be segregated from the sale of another good or service, the department will look to see if they are distinctly priced, invoiced, warranted and provided independently of each other.

If a transaction involves the purchase of both a taxable and a nontaxable item and the value of the taxable item is insignificant as compared to the total consideration, a taxable sale has not occurred provided there is no separate charge for the taxable item. For example, a jeweler who uses a spring in performing a watch repair service is not considered to have made a sale of the spring, unless the jeweler bills separately for the spring.

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 Comprehensive Health Association

Notice of Meeting of Member Appeal Committee

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA) **Member Appeal Committee** will be held on Tuesday, May 16, 2000, at MCHA's executive office, 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN, at 9:30 a.m.

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

State Board of Investment

Meeting Notice of the State Board of Investment Administrative Committee

The State Board of Investment Administrative Committee will meet on Tuesday, May 23, 2000 in the SBI Conference Room, Capitol Professional Office Building, Suite 10, (Main Floor), 590 Park Street, St. Paul, MN from 1:30 p.m.. to 2:30 p.m.

Minnesota Partnership for Action Against Tobacco

Board Opening Announcement – for Candidate from Accredited Teaching and/or Research Institutions and Foundations

Board Opening

The Minnesota Partnership for Action Against Tobacco (MPAAT) is seeking qualified candidates to submit applications to serve on its 21-member board of directors. **The candidate must be employed by, or representative of an accredited teaching and/or research institutions and foundations.**

Organization

MPAAT is a unique organization in the United States. Born out of Minnesota's Tobacco trail, it is an independent non-profit 501(c)3 organization entrusted with \$202 million over a 25-year period to help reduce the harm tobacco causes Minnesotans. MPAAT's goal is to reduce tobacco use in Minnesota to less than 10 percent by the year 2023. To achieve this goal, MPAAT will serve primarily as a catalyst to reduce tobacco use by granting its monies to organizations specializing in tobacco cessation and research. The remaining portion of MPAAT will allocate resources to statewide media efforts dedicated to tobacco industry counter-marketing.

Accountability

MPAAT operates under the jurisdiction and supervision of the District Court of Ramsey County, and is subject to audit by Minnesota's Legislative Auditor, and oversight by the Attorney General.

Board Member: Terms and Qualifications

Under the terms prescribed by the Ramsey District Court, the appointee will serve on the board until the term expires on September 28, 2003. Board service is completely voluntary. Candidates will be chosen by the full MPAAT Board of Directors.

Applicants must:

- Be employed by, or representing an accredited teaching and/or research institutions and foundations.
- Have a demonstrated history of activities directed at, or expertise related to, reducing the human and economic consequences of tobacco use.

Official Notices

- Have had no affiliation with the tobacco industry or related trade associations within the last ten years.
- Take no part in any vote or decision on any matter concerning an organization with which the director is affiliated, and
- Not be present during discussion of any matter concerning an organization with which the director is affiliated.

Interested candidates should submit a resume and brief statement of interest and qualifications to: MPAAT, 590 Park Street, Suite 400, St. Paul, MN 55103, postmarked no later than June 19, 2000.

Minnesota Partnership for Action Against Tobacco

Board Opening Announcement for Candidate from a Non-Profit Organization Engaged in Reducing Diseases or Health Conditions Associated with Tobacco

Board Opening

The Minnesota Partnership for Action Against Tobacco (MPAAT) is seeking qualified candidates to submit applications to serve on its 21-member board of directors. **The candidate must be employed by, or be a representative of a non-profit organization, a substantial purpose of which is to ameliorate the effects of and reduce the incidence of particular diseases or health conditions associated with tobacco.**

Organization

MPAAT is a unique organization in the United States. Born out of Minnesota's tobacco trial, it is an independent non-profit 501(c)3 organization entrusted with \$202 million over a 25-year period to help reduce the harm tobacco causes Minnesotans. MPAAT's goal is to reduce tobacco use in Minnesota to less than 10 percent by the year 2023. To achieve this goal, MPAAT will serve primarily as a catalyst to reduce tobacco use by granting its monies to organizations specializing in tobacco cessation and research. The remaining portion of MPAAT will allocate resources to statewide media efforts dedicated to tobacco industry counter-marketing.

Accountability

MPAAT operates under the jurisdiction and supervision of the District Court of Ramsey County, and is subject to audit by Minnesota's Legislative Auditor, and oversight by the Attorney General.

Board Member: Terms and Qualifications

Under the terms prescribed by the Ramsey District Court, the appointee will serve on the board until the term expires on September 28, 2003. Board service is completely voluntary. Candidates will be chosen by the full MPAAT Board of Directors.

Applicants must:

- Be employed by, or be a representative of a non-profit organization, a substantial purpose of which is to ameliorate the effects of and reduce the incidence of particular diseases or health conditions associated with tobacco.
- Have a demonstrated history of activities, directed at, or expertise related to, reducing the human and economic consequences of tobacco use.
- Have had no affiliation with the tobacco industry or related trade associations within the last ten years.
- Take no part in any vote or decision on any matter concerning an organization with which the director is affiliated, and
- Not be present during discussion of any matter concerning an organization with which the director is affiliated.

Interested candidates should submit a resume and brief statement of interest and qualifications to: MPAAT, 590 Park Street, Suite 400, St. Paul, MN 55103, postmarked no later than June 19, 2000.

Minnesota Department of Revenue

REQUEST FOR COMMENTS on Planned Amendment to Rule Governing the Application of the Sales and Use Tax Laws to Sales of Meals and Drinks and Food Products, *Minnesota Rules*, parts 8130.0800 and 8130.4700

Subject of Rule. The Minnesota Department of Revenue requests comments on its planned amendment to the rules governing the application of the Sales and Use Tax Laws to the sales of meals and drinks and food products. The Department is considering rule amendments that update the rules to reflect current practices and statutory provisions.

Persons Affected. The proposed rules would likely affect taxpayers in the food industry.

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 July 14, 2000. The Department does not contemplate appointing an advisory committee to comment on the planned rules.

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

Agency Contact Person. Written comments, questions, requests to receive a draft of the rule when it has been prepared, and requests for more information on these planned rules should be directed to: Heather Wisniewski, Attorney, Minnesota Department of Revenue, 600 North Robert Street, Saint Paul, Minnesota 55146; phone # (651) 297-7038; 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: 15 May 2000

Matthew G. Smith, Commissioner
Minnesota Department of Revenue

Minnesota Department of Revenue

REQUEST FOR COMMENTS on Planned Amendment to Rule Governing Individual Income Tax; Innocent Spouse Relief and Liability of Divorced Spouses, *Minnesota Rules*, part 8160.0500

Subject of Rules. The Minnesota Department of Revenue requests comments on its planned amendment to the rule governing innocent spouse relief and liability of divorced spouses for individual income tax. The Department is considering rule amendments that modify the formula and procedure in the rule for allocating the joint liability of divorced spouses for unpaid individual income tax.

Persons Affected. The amendment to the rule would likely affect divorced spouses with unpaid individual income tax liabilities.

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 July 14, 2000. The Department does not contemplate appointing an advisory committee to comment on the planned rules.

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

Agency Contact Person. Written comments, questions, requests to receive a draft of the rule when it has been prepared, and requests for more information on these planned rules should be directed to: Rick Walzer, Attorney; Appeals and Legal Services Division; Minnesota Department of Revenue, 600 North Robert Street, Mail Station 2220, St. Paul, MN 55146-2220. Phone: (651) 215-5939; FAX: (651) 296-8229; TTY users may call the Department at (651) 297-2196.

Official Notices

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: 15 May 2000

Matthew G. Smith, Commissioner
Minnesota Department of Revenue

Revisor of Statutes

Notice of Publication and Availability of *Minnesota Rules 1999*

Minnesota Rules 1999 is now available. This publication is based on *Minnesota Rules 1997* and incorporates compiled rules of state agencies adopted from September 2, 1997, through December 6, 1999. *Minnesota Rules 1999* may be purchased from Minnesota's Bookstore, Department of Administration, 117 University Avenue, St. Paul, MN 55155. The cost of the 13-volume set and its supplements is \$230. Individual volumes may be purchased for \$25 each while supplies are available. Orders must be prepaid.

Department of Transportation

Petition of the City of Rochester for a Variance from State Aid Requirements for DESIGN SPEED

NOTICE IS HEREBY GIVEN that the Rochester City Council has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300, for a variance from rules as they apply to a proposed construction project located on Municipal State Aid Street No. 112 (16th Avenue Northwest), between Civic Center Drive and 7th Avenue Northwest in the City of Rochester, Minnesota.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9936, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, as they apply to a proposed construction project located on Municipal State Aid Street No. 112, between Civic Center Drive and 7th Avenue Northwest, so as to allow two horizontal curves with a 28 mph design speed, in lieu of the required 50 km/h minimum required.

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

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

Dated this 8th day of May, 2000.

Julie A. Skallman
State Aid Engineer
State Aid for Local Transportation

Department of Transportation

Comments Sought on Proposed Variance from State-aid and Federal-aid Construction Plans for Rules Under Consideration

NOTICE IS HEREBY GIVEN that the Commissioner of Transportation pursuant to *Minnesota Statutes* 162.02, subd. 3a, shall accept comments concerning a proposed variance from rules under consideration as applicable to state-aid and federal-aid construction plans.

The proposed variance from *Minnesota Rules* for State Aid Operations 8820.9920, adopted pursuant to *Minnesota Statutes* Chapters 161 and 162, allows bridge replacement projects located off the State Aid system to be excluded from the Surfacing and Structural Design Strength requirements on projects with Annual Daily Traffic of 150 or greater. This variance shall expire at the subsequent adoption of rules or by notice of the Commissioner of Transportation.

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

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

Dated this 2nd day of May, 2000.

Julie A. Skallman
State Aid Engineer
State Aid for Local Transportation

Department of Transportation

Program Support Group

Office of Investment Management

Notice of Solicitation for Public Review and Comment on the Draft *State Transportation Improvement Program* (STIP) for State Fiscal Years 2001-2002-2003 (July 1, 2000 to June 30, 2003)

The Minnesota Department of Transportation is offering an opportunity for public review and comment on a proposed State Transportation Improvement Program (STIP) for state fiscal years 2001-2002-2003 (July 1, 2000 to June 30, 2003). The program of transportation projects annually utilizes about \$530 million federal funds, \$275 million of state trunk highway funds and funds from local and other sources. Projects include local road and bridge projects utilizing federal funds, transit capital investments, state highway road and bridge projects, enhancement projects, congestion mitigation and air quality projects, scenic byway projects and other projects intending to utilize federal transportation funds or state trunk highway funds. The proposed *State Transportation Improvement Program* is available for review at Department of Transportation District Offices:

District 1 - Duluth, 1123 Mesaba Avenue, Duluth, MN 55811, 218-723-4870;

District 2 - Bemidji, Box 490, 3919 Highway 2 West, Bemidji, MN 56619, 218-755-3800;

District 3 - Brainerd, 1991 Industrial Park Road, Baxter, MN 56425, 218-828-2460;

District 4 - Detroit Lakes, 1000 Hwy. 10 West, Detroit Lakes, MN 56501, 218-847-1500;

District 6 - Rochester, P.O. Box 6177, 2900 48th Street N. W., Rochester, MN 55903-6177, 507-285-7350;

District 7 - Mankato, P.O. Box 4039, 501 South Victory Drive, Mankato, MN 56001, 507-389-6351;

District 8 - Willmar, P.O. Box 768, 2505 Transportation Road, Willmar, MN 56201, 320-231-5195;

Metro Division - Waters Edge Building, 1500 W. Co. Rd. B2, Roseville, MN 55113-3105, 651-582-1000;

Or the Office of Investment Management, Mail Stop 440, 395 John Ireland Boulevard, St. Paul, MN 55155, 651-296-8475.

Official Notices

You have 30 days to submit comments. Comments must be received by **4:30 p.m. on June 15, 2000**. Comments are encouraged and should identify the portion of the STIP addressed, reason for the comment, and any change proposed.

Please direct all correspondence to:

Shawn Chambers
Office of Investment Management
Minnesota Department of Transportation
Mail Stop 440
395 John Ireland Boulevard
St. Paul, MN 55155
Phone: (651) 296-1605
Fax: (651) 296-3019

Workers' Compensation Court of Appeals

Notice of Usual Attorney Fees on Appeal

PLEASE BE ADVISED that for appeals filed after June 1, 2000, the Workers' Compensation Court of Appeals' normal amount of taxable attorney's fees on appeal to be taxed in favor of the prevailing employee will be changed to the levels set forth as follows:

1. For cases heard without oral argument - \$1,000.00; and
2. For cases heard with oral argument:
 - a. For attorneys whose offices are within one hundred miles of St. Paul - \$1,250.00;
 - b. For attorneys whose offices are located more than one hundred miles from St. Paul - \$1,500.00.

Fees will be awarded only where there is evidence that sufficient time and effort were expended by counsel in support of a successful appeal or petition or in opposition to an unsuccessful appeal or petition. Evidence of such effort would be the pleadings, briefs, or oral argument concerning the issue upon which the party prevailed.

This action supersedes our prior setting of attorney's fees on appeal last established on June 1, 1994. For appeals filed prior to June 1, 2000, the old schedule will remain in effect. Mileage will be determined by references to the MnDot official highway mileage tables (1996).

By the Court:
Steven D. Wheeler
Chief Judge

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.

Minnesota Department of Agriculture Agricultural Marketing & Development

Notice of Availability of Zero Interest Loans

The Minnesota Department of Agriculture has announced the availability of \$50,000 for zero-interest loans to farmers or other individuals demonstrating farm anaerobic manure digestion / biogas technology. This technology involves adapting manure storage and treatment practices to collect biogas, which may either be burned off or used as a source of heat and electrical cogeneration. The process has the additional benefits of reducing odor and biologically stabilizing the digestion byproducts for such uses as fertilizer, feed, or bedding. These competitive loans are available in amounts of up to the entire \$50,000.

Applications will be accepted until June 1, 2000. Projects must be implemented in Minnesota by Minnesota residents and must meet additional eligibility criteria. An independent panel of farmers and agricultural specialists will review applications. For more information or an application, please contact:

Robert Iwan
Minnesota Department of Agriculture
90 West Plato Boulevard
Saint Paul, MN 55107-2094
robert.iwan@state.mn.us
651-296-3820

Minnesota Housing Finance Agency

Minnesota Department of Trade and Economic Development

Minnesota Department of Children, Families and Learning

Approval of the 2000 Minnesota Consolidated Housing and Community Development Plan

The Minnesota Housing Finance Agency (MHFA), the Minnesota Department of Trade and Economic Development and the Minnesota Department of Children, Families and Learning announce the approval of the 2000 Consolidated Housing and Community Development Plan by the U.S. Department of Housing and Urban Development (HUD).

The 2000 Consolidated Plan is a condition of funding for several HUD block grants. These grants are: the Community Development Block Grant, HOME Investment Partnership and the Emergency Shelter Grant. The Consolidated Plan sets forth an annual action plan for the grants.

Copies of the 2000 Consolidated Plan will be available beginning June 1, 2000 and may be obtained from:

The MHFA website: *www.mhfa.state.mn.us*

OR

MHFA

400 Sibley Street, Suite 300

St. Paul, MN 55101

Phone: 651-296-7608, 1-800-657-3769

Teletypewriter (TTY): 651-297-2361

FAX: 651-296-8139

The document may be obtained in other formats, such as Braille, upon request.

Juvenile Justice Advisory Committee

Department of Economic Security

Office of Youth Development

Request for Applications for Funding of Juvenile Justice Programs

The Juvenile Justice Advisory Committee (JJAC) and the Minnesota Department of Economic Security/Office of Youth Development are pleased to announce the availability of approximately \$490,000 of Title V Local Delinquency Prevention Funds authorized by the Juvenile Justice and Delinquency Prevention Act of 1974, Public Law 102-586 as amended, 42 *United States Code* 5601 et seq. Eligible applicants may apply for up to \$50,000 of Title V funds. Title V applicants will be required to provide a minimum of fifty cents of local matching funds for every dollar of federal funds awarded.

Eligible applicants for Title V funding are limited by federal law to units of general local government (e.g. cities, counties, and townships) or those tribal governments that perform law enforcement functions as determined by the U.S. Department of Interior. Title V funds are intended to be used to address local issues affecting juvenile delinquency. Initiatives must be planned on a community-wide basis. The application process for Title V funding consists of the submission of a full application, including a Comprehensive Three-Year Delinquency Prevention Plan.

An original and six (6) copies of the full application (including six (6) copies of the Comprehensive Plan) must be received by the Office of Youth Development at the Minnesota Department of Economic Security, 390 North Robert Street, St. Paul, Minnesota 55101 no later than 5:00 p.m. on Friday, September 29, 2000.

FAXED OR E-MAILED CONCEPT PAPERS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

For a copy of the Title V Application please contact:

Minnesota Department of Economic Security
Alana Romanowski
390 North Robert Street - Room 125
St. Paul, MN 55101-1812
1-651-282-5667 - toll free 1-800-456-8519
E-mail: aromanow@ngwmail.des.state.mn.us

Department of Revenue

Notice of Request for Proposals for Grants to Provide Taxpayer Assistance Services to Low Income and Disadvantaged Minnesota Residents

Background:

The Minnesota Department of Revenue is soliciting proposals from one or more non-profit organizations, qualifying under §501(c)(3) of the *Internal Revenue Code of 1986*, to receive grants to coordinate, facilitate, encourage, and aid in the provision of taxpayer assistance services. The application deadline is June 12, 2000.

Taxpayer Assistance services means accounting and tax preparation services provided by volunteers to low income and disadvantaged Minnesota residents to help them file federal and state income tax returns, Minnesota property tax refund claims, Minnesota rebate claims, and to provide personal representation before the Department of Revenue and the Internal Revenue Service. Preference will be given to organizations that will use the funding to attract and train new and existing volunteers to provide Taxpayer Assistance.

Funded Activities:

1. Recruitment of volunteers to provide taxpayer assistance
2. Provide taxpayer assistance to low income and disadvantaged individuals. For purposes of this grant application, disadvantaged includes:
 - a. low income: based on Federal VITA guidelines,
 - b. non - english speaking individuals,

c. seniors - 65 years and older,

d. disabled individuals - defined as individuals determined to be disabled under Social Security Administration guidelines

An appropriation is given to the Commissioner of Revenue to make grants totaling \$50,000 per fiscal year for 2000 and 2001, to nonprofit organization(s) to fund the above activities. Applicants must reapply for consideration in the next RFP grant cycle. Funds may not be used to capitalize the organization unless the capitalization falls within the above funded activities. Grant recipients are required to provide a quarterly update of progress toward outlined goals.

Proposal content:

Applicants must:

1. Provide copy of articles of incorporation documenting §501(c)(3) status.
2. Describe and provide documentation of current taxpayer assistance services, including information about service population.
3. Describe experience with recruitment and training of volunteers to provide taxpayer assistance.
4. Describe how you will utilize funding to develop and expand activities in the provision of Taxpayer Assistance services to low income and disadvantaged Minnesota residents. Attach appropriate documentation.
5. Describe how you will utilize funding to attract and train new and existing volunteers to provide Taxpayer Assistance.
6. Describe how you will expand service availability to out-state Minnesota, non-english speaking, and disabled communities.
7. Submit budget that specifically outlines how grant money will be spent.
8. Indicate link of budget item to activities in proposal.
9. Submit proposed timeline of implementation

Evaluation of proposals:

Proposals will be evaluated on several factors:

1. Organizations must be non-profit, qualifying under §501(c) (3) of the *Internal Revenue Code of 1986*.
2. Assistance must be for low income and disadvantaged Minnesota residents as defined in this grant.
3. Assistance provided by volunteers.
4. Clarity of operational plan
5. Outreach to people currently not filing but qualifying for refunds.
6. Expansion of service availability to out-state Minnesota, non english speaking, and disabled communities.
7. Return filing assistance available at a minimum January through August.

Proposals will be value rated based on how well the applicant addresses the above criteria.

Submission of proposals:

Copies of proposal should be sent to:

Wende O'Brien
P.O. Box 7335
St. Paul, Minnesota 55107-7335
(651) 296-0992

Other department personnel are not allowed to discuss the request for proposal with anyone, including responders, before the proposal submission deadline. All proposals must be received no later than 4:30 p.m., June 12, 2000, and indicated by a notation and verified by the project manager. Late proposals will not be accepted. Decisions will be made by June 30, 2000. All applicants will be notified in writing of determination. Determination ratings will be provided upon written request.

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 \$25,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: agency name and address, name of agency contact person, description of project and tasks, cost estimate and final submission date and time of completed proposal. Certain quasi-state agencies and MnSCU institutions are exempted from these provisions. In accordance with *Minnesota Rules* 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. Certified Economically Disadvantaged Businesses and individuals shall receive the equivalent of a 4% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (651) 296-2600 or [TTY (651) 282-5799.]

Department of Administration

Division of State Building Construction

Request for Qualifications (RFQ) for Professional Services of Minnesota Registered Architects, Engineers, Land Surveyors, and Landscape Architects

Project Overview

The Minnesota Department of Administration, State Building Construction Division (“STATE”), requests qualifications of Minnesota registered architects, engineers, surveyors, and landscape architects (“CONSULTANTS”) to assist the STATE in providing predesign, design through construction administration, and land surveying services. These projects will be varied in nature and scope and will involve new construction and remodeling/repairs of state buildings. Projects will have an estimated cost of construction of no greater than \$750,000.00 and CONSULTANT’s fee will be no greater than \$60,000.00. Primary designers for projects with estimated costs or fees in excess of these amounts will be selected by the State Designer Selection Board in accordance with *Minnesota Statutes* §16B.33.

Goal

It is the goal of this RFQ to establish a Master Roster of qualified CONSULTANTS who are available to assist the STATE with predesign, design through construction administration, and land surveying services as needed for construction of buildings and other capital improvements to state buildings and structures during the state fiscal year commencing July 1, 2000.

The Basic Services Agreement or Professional Services Contract will be executed on a project-by-project basis. A copy of the contract formats can be found on Web Site www.admin.state.mn.us/dsbc/.

This request for qualifications does not obligate the STATE to award any contracts, and the STATE reserves the right to not use the Master Roster if it is considered to be in its best interest.

Sample Tasks

- A. Predesign (capital programming)-Tasks may include all or a portion of the following:
- Review how project meets state agency’s strategic plan, facility’s master plan, and operational program.
 - Prepare analysis of facility needs and planning estimates.
 - Prepare predesign document in accordance with the Predesign Manual for Capital Budget Projects.
- B. Design through Construction Administration-Tasks may include all or a portion of the following phases and tasks:
1. Schematic Design Phase:
 - Review, analyze and evaluate program, budget and schedule.
 - Prepare schematic design instruments of service.
 - Prepare preliminary estimate of cost of construction.
 2. Design Development Phase:
 - Review responses to schematic design and prepare detailed design development documents.
 - Prepare drawings.
 - Monitor and update estimate of cost of construction and project schedule.

Professional, Technical & Consulting Contracts

3. Contract Documents Phase:

- Prepare final construction documents, conditions of the contract and bidding requirements based on state approval of design development.
- Coordinate all sub-consultants involvement.
- Update final estimated cost of construction and project schedule.

4. Bidding Phase:

- Assist state with obtaining and evaluating bid proposals.
- Prepare bidding instruments of service.
- Prepare and issue addenda with approval of state.

5. Construction Administration Phase:

- Administer contract for construction.
- Observe construction.
- Conduct inspections to determine dates of substantial and final completion.

C. Land Surveying-Tasks may include all or a portion of the following:

- Establish all size metes and bounds, easements and infrastructure.
- Establish water retention during construction and after.
- Assist in an environmental assessment of a property.

RFQ Requirements

An individual or firm ("RESPONDER") wishing to be considered for these projects is required to submit the information requested in items A thru G below and in the same order as presented below. Information must be submitted on 8 1/2" x 11" sheets, soft bound (such as spiral binding or stapled). Responses to items B thru G must not exceed a total of 10 printed faces.

A. **Cover Page**-Submit on a single, one-sided page (letterhead paper is okay) the following information:

1. A subject line of "RFQ for Predesign, Design Through Construction Administration, and Land Surveying Services";
2. A statement of interest to perform the RFQ services for the STATE; and
3. The following information **in the order presented below**:
 - a. Complete legal name and mailing address, including 9-digit zip code;
 - b. Legal Status: Such as corporation, partnership, sole proprietor;
 - c. Federal ID Number or Social Security Number;
 - d. State ID Number;
 - e. Contact Person's Name and Minnesota registration number pursuant to *Minnesota Statutes* 326.14 (must be principal in charge or corporate officer as described in the corporate resolution or partnership, if applicable);
 - f. Contact Person's Title;
 - g. Contact Person's Phone Number, including area code;
 - h. Contact Person's FAX Number, including area code;
 - i. Contact Person's E-mail Address (if available); and
 - j. If Responder is registered with the Minnesota Department of Administration, Materials Management Division, as a targeted group or economically disadvantaged area vendor pursuant to *Minnesota Statutes* § 16C.16, provide your state vendor number.
4. **The cover page must be signed in ink by the principal in charge or an authorized corporate officer as described in the corporate resolution or partnership.**

NOTE: If RESPONDER has more than one office location, submit a separate cover page with above information for each location because one criteria for project selection may be location. Each cover page must be signed in ink by the principal in charge or an authorized corporate officer as described in the corporate resolution or partnership.

Professional, Technical & Consulting Contracts

B. **Registered Staff:** List all Minnesota registered staff involved in providing predesign, design through construction administration, and land surveying services. Include individual's name, position classification, Minnesota registration number pursuant to *Minnesota Statutes* 326.10.

C. **Expertise Categories:** Responder must identify its areas of expertise from the category list below. For each category of expertise provide at least one but no more than three projects satisfactorily completed during the period of May 1, 1997 through April 30, 2000. Include the following information on each project:

- A description of the project,
- Scope of responsibility (predesign, schematic design, design development, construction documents, bidding, construction administration, land survey), and
- Date completed.

1. Research and Planning	13. Water and Waste Facilities
2. Educational	14. Energy Supply and Distribution
3. Health and Medical	15. Pollution Control
4. Correctional	16. Acoustics
5. Restoration	17. Hazardous Substance Disposition
6. Office and Administration	18. Mechanical Engineering
7. Recreation	19. Electrical Engineering
8. Service and Industrial	20. Civil Engineering
9. Arts, Including Performing Arts	21. Structural Engineering
10. Exhibition and Display	22. Land Surveying
11. Landscape and Site Planning	23. Other (describe)
12. Interiors	24. Predesign

Present the information requested in item C by first stating the category name and then follow it with completed project information. List categories in numerical order shown above. You do not need to list a category if it is not one of your areas of expertise.

D. **References**—Provide three project references. If possible include at least one political subdivision (federal, state, county, or city) project. Provide following information for each reference:

- Project title, scope and date completed;
- Client's contact person, position title, telephone number and fax number;
- Client's company name, mailing address, telephone number, and FAX number; and
- Your primary contact person responsible for project and position title.

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- E. **Licensing Requirements and Obligations**—Provide a statement that services will be provided in compliance with *Minnesota Statutes* §§ 326.02-326.15.
- F. **Compliance with Policies and Procedures**—Provide a statement that services will comply with the current edition of the following policies and procedures which are available on Web Site *www.admin.state.mn.us/dsbc/*:
- STATE's Consultant Designer Procedures Manual;
 - STATE's Predesign Manual for Capital Budget Projects; and
 - STATE's Computer Aided Drafting (CAD) Guidelines.
- G. **Contract Terms and Conditions**—Provide a statement of acceptance of the terms and conditions in the STATE's Basic Service Agreement and Professional Services Contract.

Individuals and firms wishing to be considered for the RFQ services must submit one copy of a response to items A thru G **on or before 2:00 p.m. CDT on June 5, 2000** by mailing, delivering, or faxing one copy to:

Attn: Contracts Officer
FAX: 651-297-3464
Department of Administration
Division of State Building Construction
50 Sherburne Avenue, Rm G-10
St. Paul, MN 55155-1495

NOTE: STATE requests that you only fax if you feel you are unable to meet the 2 p.m. June 5, 2000 deadline by mail or courier. If a response is faxed, the complete original document must be mailed to the above address and received by 2:00 p.m. on June 5, 2000 or within four (4) days of the date and time fax response was received by the STATE, whichever is later. Fax responses will not be considered if original response document is not received as required in this paragraph.

Late responses will not be considered. The STATE will not be responsible for fax equipment malfunctions or overloads, postal or courier deliveries not received by deadline, or delays caused by weather conditions. All costs incurred in responding to this request for qualifications shall be borne by the RESPONDER. **E-mail responses will not be considered.**

If RESPONDER requires acknowledgement of receipt of response, RESPONDER must fax a request for acknowledgment to attention of Contracts Officer at FAX 651-297-3464. Include a return fax number. Only requests for acknowledgement received by fax will be answered; they will be answered by return fax.

Selection Process

All responses received by the deadline will be evaluated by representatives of the Minnesota Department of Administration, State Building Construction Division. RESPONDERS meeting the following requirements will qualify to be added to the Master Roster:

- Responder and staff meet licensing requirements in *Minnesota Statutes* §§ 326.02-326.15.
- Responder has completed at least one project during May 1, 1997 to April 30, 2000 in designated areas of expertise.
- Responder has demonstrated satisfactory completion of predesign, design through construction administration and/or land surveying services.
- Responder submits a statement of complying with items E and F.
- Responder submits a statement of acceptance of the STATE's Basic Services Agreement and Professional Services Contract terms and conditions.

It is anticipated the evaluation will be completed by July 1, 2000.

RESPONDERS will be notified of their status. A Master Roster of qualified CONSULTANTS will be prepared. It is anticipated that the following process will be used to select a CONSULTANT for a project:

- | | |
|-----------------------|---|
| Up to \$25,000 | STATE will choose a qualified CONSULTANT from the Master Roster. Rotation of work, by geographic location, and project requirements, will be strong considerations in CONSULTANT selection. |
| Greater than \$25,000 | STATE will send a written Request for Proposal to multiple CONSULTANTS on the Master Roster. CONSULTANT may be required to interview for a project. |

The Minnesota Department of Administration, State Building Construction Division, will retain the Master Roster of qualified CONSULTANTS. The Master Roster will be retained on file until June 30, 2001. The Master Roster will also be made available to:

Professional, Technical & Consulting Contracts

- State agencies, boards and commissions identified in *Minnesota. Statutes* 16C.02, subd. 2,
- The Minnesota state colleges and universities, and
- Current members of the State of Minnesota Cooperative Purchasing Venture (CPV) program.

Questions Regarding RFQ

Questions may be faxed to attention of Sharon Schmidt, Contracts Officer at 651-297-3464 or emailed to sharon.schmidt@state.mn.us. Questions must be received no later than noon on Wednesday, May 31, 2000 to ensure a response by June 2, 2000. This is the only person authorized to respond to questions.

Department of Administration State Designer Selection Board

TO MINNESOTA REGISTERED DESIGN PROFESSIONALS: Request for Proposals for the Department of Military Affairs (Project 00-9) To Select a Consultant to Provide HVAC and Electrical Commissioning Services for the New National Guard Training & Community Center (Armory) in Mankato, Minnesota

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), **TUESDAY, May 30, 2000**, 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" 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.

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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 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. Eight (8) copies of the proposal should be submitted.

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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 00-9**

Department of Military Affairs
HVAC & Electrical Commissioning Services for the new National Guard
Training & Community Center in Mankato
c/o Camp Ripley
15000 Highway 115
Little Falls, MN 56345

a. **PROJECT DESCRIPTION:**

The Department of Military Affairs (DMA) has elected to use the commissioning process as their quality process to increase the performance and operation reliability of this facility's communication, mechanical, electrical, life safety and climate controls systems. The following is a summary of the commissioning authority's responsibilities during the various phases of the project for the HVAC, electrical and controls portion of the work:

A. Commissioning During Design Phase

1. Work with the design team to document the design intent of the building.
2. Develop a complete commissioning plan that focuses on integration of the quality process characteristics of commissioning into the project.
3. Assist the mechanical and electrical design team members in developing their portions of the design intent and basis of design.
4. Perform statistically based quality design reviews of the drawings and specifications at 50 percent and 95 percent completion points of the design phase. Prepare a written evaluation/critique for design team evaluation.
5. Prepare for inclusion in the contract documents commissioning requirements for the construction and warranty phases of the project.

B. Commissioning During Construction Phase

1. At the pre-construction meeting, conduct a separate session that will deal specifically with the commissioning process and requirements for all contractors, subcontractors and suppliers.

Professional, Technical & Consulting Contracts

2. Schedule and conduct additional commissioning construction meetings at least one per month during construction to plan, test and coordinate future activities and resolve problems.
3. Review all HVAC, electrical and controls submittals for compliance with commissioning needs.
4. Perform site visits, as necessary, to observe component and system installations. Prepare written report of actions taken at the site.
5. Work with the contractors to prepare and complete construction checklists used to assure complete and quality construction.
6. Statistically sample completion construction checklists on a periodic basis to verify correct and complete installation/construction.
7. Develop specific functional performance test procedures.
8. Observe the functional test procedures being executed by the contractors. Ensure that any non-compliance items are corrected and re-tested.
9. Prepare the Operations and Maintenance Manuals for all HVAC, electrical and control systems.
10. Review any proposal requests and requests for information for compliance with commissioning needs and owners design intent. Assist in resolving any discrepancies.

C. Commissioning During Start Up, Acceptance and Warranty Phases

1. Approve systems start up by reviewing start up reports and instructions.
2. Review testing, adjusting and balancing (TAB) execution plans of the contractors.
3. Oversee construction and start up (construction checklist) of the control systems and approve them to be used for TAB, before TAB is executed.
4. Approve air and water systems balancing through statistical sampling of the reports and separate site verification.
5. Review and pre-approve the training plan to be provided by the contractors/manufacturers.
6. Verify the training of the owner's operating personnel provided by the contractors/manufacturers.
7. Review equipment warranties to ensure that the owner's interests and responsibilities are clearly defined.
8. Conduct deferred and seasonal testing and performance evaluations as required.
9. Assist in the ten-month inspection of the facility to assess proper operation of all HVAC, electrical and control systems.
10. Conduct on-going training (seasonal) of the owner's operating personnel for the first (warranty) year of occupancy.
11. Provide a detailed operating plan and assist in the development of a preventative maintenance plan.
12. Conduct a "lessons learned" meeting with the owner, contractors, designers and users 12 months after occupancy.
13. Provide a final commissioning report.

D. Systems to be Commissioned (The following systems, including all components and controls, are the focus of the commissioning process due to their complexity and importance in the final building.)

1. All equipment of the heating, ventilating and air conditioning systems.
2. Central building automation systems, including linkages to remote monitoring and control sites (this excludes security-related systems).
3. Life safety systems.
4. Domestic and process water systems.
5. Lighting control systems.
6. Communication systems (including voice and data).
7. Emergency power systems.

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b. REQUIRED CONSULTANT SERVICES:

Selection of the commissioning authority/firm will include demonstration of the following requirements.

1. Have acted as the principal commissioning authority for at least three projects during the past year.
2. Have extensive experience in the operation and troubleshooting of HVAC systems, energy management control systems and lighting controls systems. Extensive field experience is required. A minimum of five full years in this type of work is required.
3. Knowledgeable in building operation and maintenance and O&M training.
4. Knowledgeable in test and balance of both air and water systems.
5. Experienced in energy-efficient equipment design and control strategy optimization.
6. Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data-logging equipment.
7. A bachelor's degree in mechanical engineering is required and P.E. certification is desired, however, other technical training and past commissioning and field experience will be considered.
8. The commissioning firm will demonstrate depth of experienced personnel and capability to sustain loss of assigned personnel without compromising quality and timeliness of performance.

c. SERVICES PROVIDED BY OTHERS:

Architectural and engineering services to design this facility.

d. SPECIAL CONSIDERATIONS:

None

e. PROJECT BUDGET/FEEES:

Estimated construction cost is \$6,900,000. Fees will be negotiated.

f. PROJECT SCHEDULE:

It is expected that by the time this commissioning agent has been hired, the building design will have schematic design completed. The project is expected to be bid competitively to general contractors in the winter/spring 2001.

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

An informational meeting will be held for the shortlisted firms on Thursday, June 22, 2000, at 10 a.m. in Room G-10 (Conference Room A) of the State Administration Building, 50 Sherburne Avenue, St. Paul.

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

Project Proposals Due: TUESDAY, May 30, by 12 p.m. (Noon)

Project Shortlist: June 20, 2000

Project Information Meeting for Shortlisted firms: Thursday, June 22, 2000, at 10 a.m.

Project Interviews and Award: June 27, 2000

i. PROJECT CONTACT(S):

Questions concerning the project should be referred to:

Thomas L. Vesely
Camp Ripley
15000 Highway 115
Little Falls, MN 56345
Phone: 320-632-7570
FAX: 320-632-7473

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

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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.
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

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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

TO MINNESOTA REGISTERED DESIGN PROFESSIONALS: Request for Proposals for the Department of Corrections MCF-Stillwater, Renovation of the Existing Vacant Laundry Area to a Health Services Area (Project 00-10)

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), **TUESDAY, May 30, 2000**, 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.

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- 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 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.

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- c. A discussion of the firm's understanding of and approach to the project.
- d. A listing of relevant past projects.

5. Ten (10) 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 00-10

Department of Corrections
MCF-Stillwater
970 Pickett Street North
Bayport, MN 55003

a. PROJECT DESCRIPTION:

The project consists of converting the existing vacant laundry area into a health services unit at MCF-Stillwater. This would enable the health services unit to move from an isolated building at the facility to the existing laundry area, which is within the secured perimeter. This project will not proceed unless funding is appropriated during the 2000 Legislative Session.

The project scope will include:

- Remodel the existing vacant laundry space of 7500 square feet into a health services unit.
- Coordination of design for relocating existing medical furniture, fixtures and equipment.
- The existing building has a general lack of space, and outdated building systems which hinder the effective operation of a health services component as well as creating fire safety hazards, health safety and security concerns for both staff and inmates. Converting the new area would address all of these issues.
- New fire alarm, automatic detection and automatic sprinkler systems will be installed as required by State Codes.
- Installation of a new HVAC system.
- Design shall comply with the State's Indoor Air Quality, Electrical Standards, Minnesota Hospital Code and Minnesota State Building Code.

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b. REQUIRED CONSULTANT SERVICES:

The scope of the project includes full design services for the project including architectural, cost estimating, mechanical, electrical, structural, bidding, and construction administration services.

c. SERVICES PROVIDED BY OTHERS:

Asbestos abatement by others.

d. SPECIAL CONSIDERATIONS:

Prior experience in Corrections and Health Services design preferred.

e. PROJECT BUDGET/FEEES:

The current construction budget is estimated to be approximately \$1,207,000. The project costs, including all fees, permits, departmental furnishings and equipment purchases, have been fixed at \$1,829,000. Design fees available for this project are approximately \$160,000 including reimbursable expenses.

f. PROJECT SCHEDULE:

The design process shall begin in July 2000 with construction to begin in April 2001 and project completion by January 2002.

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

An informational meeting will be held, Thursday, May 25, 2000, at 9:30 a.m. in the Administration Building at MCF-Stillwater, 970 Pickett Street North, Bayport, Minnesota. Additional programming and predesign information will be made available to the firms chosen for the shortlist only.

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

<i>Project Information Meeting and/or Site Visit:</i>	May 25, 2000, at 9:30 a.m.
<i>Project Proposals Due:</i>	TUESDAY, May 30, 2000, by 12 p.m. (Noon)
<i>Project Shortlist:</i>	June 13, 2000
<i>Project Interviews and Award:</i>	June 20, 2000

i. PROJECT CONTACT(S):

Questions concerning the project should be referred to:

Doug Greene, Physical Plant Director
MCF-Stillwater
970 Pickett Street North
Bayport, Minnesota 55003
Phone: 651-779-2812
Fax: 651-351-3603

Gordon Christofferson, Project Manager
Department of Administration
State Division of Building Construction
G-10 Administration, 50 Sherburne Avenue
St. Paul, Minnesota 55155
Phone: 651-297-2245
Fax: 651-296-7650

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 con-

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tract. 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.

Attorney General's Office

Notice of Request for Proposals for Facilitating and Managing the Minnesota LifeSmarts Program for School Year 2000-2001

The Attorney General's Office is seeking proposals from a person or organization to facilitate and manage the Minnesota LifeSmarts program for the 2000-2001 school year. LifeSmarts is a consumer education program and competition for students in grades 9-12.

LifeSmarts is entering its sixth year in Minnesota. Last year 140 high school teams competed in seven regional competitions, with 27 teams advancing to the State Competition. LifeSmarts focuses on five key areas of consumer knowledge that teens need to know to function effectively in today's marketplace. These areas are Personal Finance, Health and Safety, Environment, Technology, Consumer Rights and Responsibilities.

A successful respondent to this RFP will help us continue to foster the preeminent LifeSmarts program in the nation. A successful respondent will serve the needs of our students and coaches, coordinate fair and compelling LifeSmarts Competitions, provide innovative services and products, and enhance the partnership between local groups, schools and sponsors.

Specific project duties include:

- Serve as chief contact for Minnesota teachers regarding the Minnesota LifeSmarts program.
- Write and design two "Consumer Classroom" newsletters.
- Write and design six Internet lessons.
- Create a database of 300 new LifeSmarts questions.
- Contract with local coordinators for six regional competitions.
- Staff all regional and state competitions.
- Handle all paperwork for competitors.
- Update "Lessons in LifeSmarts" curriculum guide.
- Create and develop 15-lesson curriculum guide for the middle school level.
- Hold two LifeSmarts workshops.
- Hold four curriculum workshops for middle school teachers.
- Attend events on behalf of LifeSmarts and the Attorney General's Office.

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Proposals in response to this RFP are due to the Attorney General's Office by 4:00 p.m. on Thursday, June 15, 2000. To receive a copy of the complete RFP, contact Lisa Hertzberg at 651-296-1794 or by email at lisa.hertzberg@state.mn.us.

Department of Children, Families and Learning

Notice of Request for Proposals for Special Education Due Process Hearing Review Officers

The Department of Children, Families and Learning reserves the right to award multiple contracts and/or contact for work as the need for hearing review officers requires. The Department reserves the right to award contracts to additional vendors who meet the criteria of the Request for Proposals at any time during the contract period. It is anticipated two contracts will be awarded at the start of the contract period.

The Department of Children, Families and Learning is soliciting proposals from qualified individuals to act on the agency's behalf in reviewing special education due process hearing decisions. The contractor will conduct an impartial review of cases so assigned. In conducting the review the contractor must: examine the entire record of the local proceedings; ensure that the procedures at the local proceeding were consistent with relevant state and federal law; seek additional evidence, if necessary, through an evidentiary hearing; afford the parties an opportunity for oral or written argument, or both, at the discretion of the contractor; upon completion of the review make an independent decision based upon state interpretation of state and federal special education law; and give a written copy of the finding of fact and decision to the parties within 30 days of the date the review was requested.

The Department will pay \$90.00 per hour, up to \$9,000.00 per each hearing review and \$45.00 per hour for training time. It is anticipated the total cost will not exceed \$50,000.00 per contract from July 1, 2000 to June 30, 2001.

The Department cannot predetermine services needed and actual expenditures, therefore, no commitment is made to spending any given funds. All expenditures are contingent upon continued program requirements and state and federal funding.

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

Jim Mortenson
Division of Monitoring and Compliance
1500 Highway 36 West
Roseville, Minnesota 55113-4266
Phone: (651) 582-8604
Fax: (651) 582-8725

Proposals are due no later than 3:00 p.m., June 5, 2000. Late proposals will not be considered.

Department of Children, Families and Learning

Notice of Request for Proposals to Develop an Electronic Child Care Assistance Program Information System

The Department of Children, Families and Learning is soliciting proposals from qualified vendors to develop an electronic information system to be called MEC² - Minnesota Electronic Child Care. MEC² will support the Child Care Assistance Program administered by CFL's Early Childhood and Families Division. MEC² will also meet the administrative and service needs of Minnesota's 87 counties that provide child care services to families and child care providers.

The Department is seeking qualified vendors experienced in large-scale information systems projects to perform detailed information system analysis, design, development, implementation, training and interim maintenance and technical support for this project.

The Department has estimated that the cost of this project will be approximately \$4.0 million. The anticipated project period is from August 1, 2000 to December 31, 2001.

For a complete copy of the Request for Proposal, please contact the person listed below and request the MEC² RFP.

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Julie Nash
Department of Children, Families and Learning
1500 Highway 36 West
Roseville, MN 55113
Phone: (651) 582-8562

Proposals are due no later than 12:00 noon, June 19, 2000. Late proposals will not be considered.

Minnesota State Colleges and Universities (MnSCU)

NOTE: Deadline Extended to June 16, 2000 for Request for Proposals for Financial Advising Services for MnSCU Defined Contribution Retirement (DCR) Plan

NOTICE IS HEREBY GIVEN that proposals are being solicited to select an independent financial advising firm to provide personal financial planning advice on a fee-for-service basis to MnSCU faculty and staff covered by its DCR plan. Services need to be made available to participants throughout the State of Minnesota.

Proposals are due by June 16, 2000 no later than 5:00 p.m.

To request a copy of the full Request for Proposal, please contact:

Gary Janikowski
System Director, Personnel
Minnesota State Colleges & Universities (MnSCU)
30 East 7th Street, Suite 600
St. Paul, MN 55101
Email: gary.janikowski@so.mnscu.edu
FAX: 651-297-3145

This request for proposals does not obligate the state to complete the proposed project, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

Department of Corrections

Minnesota Correctional Facility - Red Wing

Notice of Availability of Contract for Clinical Supervision of Sex Offenders Treatment Program

The Minnesota Correctional Facility-Red Wing requires clinical supervision services for the facility's juvenile sex offender treatment program. The services provided will include: administering and interpreting of sex offender assessments; monitoring individual treatment plans; monitoring and evaluating staff performance in the delivery of treatment services; responding to requests for special needs counseling; and assisting in the development of aftercare plans.

Prospective responders who have any questions regarding this proposal or wish to receive a copy of the entire request for proposal may call or write:

John Handy
MCF-Red Wing
1079 Highway 292
Red Wing, MN 55066
Telephone: 651-267-3613

All proposals must be sent to:

John Handy
MCF-Red Wing
1079 Highway 292
Red Wing, MN 55066

All proposals must be received no later than June 9, 2000. Late proposals will not be considered.

Department of Transportation Program Support Group

Notice of Request for Proposals for Relocation Services in District 3 - Brainerd

The Minnesota Department of Transportation (Mn/DOT) is soliciting proposals to provide Right-of-Way Services within Mn/DOT's District 3, Brainerd area. Relocation Services include the following: Provide relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601 et seq) and 49 C.F.R. 24, as well as *Minnesota Statutes* Sections 117.51, 117.52, 117.53, and 645.31; (2) meet with displaced persons to explain services and support, and determine the displacee's needs and preferences; identify eligibility of individuals, families, businesses, farms, or non-profit organizations for reimbursement payments including moving costs, replacement housing costs, appraisal fees, direct payments, and re-establishment expenses; provide relocation services, in any way possible, to the displacees for the purpose of locating a suitable replacement property; provide assistance in obtaining moving estimates for the displacees; provide information on other federal and state programs offering assistance to displacees; provide guidance to displacees to ensure that they receive the maximum benefits they have been determined to be eligible for; prepare and submit claims for displacees so they receive the relocation benefits they are eligible for; submit completed claim packages to Mn/DOT's real estate representative assigned to monitor and assist the contractor for review and district approval.

To receive a copy of the complete Request for Proposals (RFP), responders will be required to submit a written request, either by direct mail or fax, to the address indicated below through May 23, 2000. After May 23, 2000, responders will be required to obtain the RFP in person from our office. Request for the RFPs may be mailed or faxed to:

Steve Porter, Agreement Administrator
Minnesota Department of Transportation
Consultant Services Unit, Seventh Floor North
395 John Ireland Boulevard, Mail Stop 680
St. Paul, MN 55155-1899
FAX: (651) 282-5127

All proposals must be received by the Consultant Services Unit no later than 2:00PM CST on May 30, 2000, according to the time and date stamp on the Consultant Services Unit receptionist's desk, 7th floor north - Transportation Building. Late proposals will not be considered. All expenses incurred in responding to this notice shall be borne by the responder. All proposals will become public information after selection, under the Minnesota Data Practices Act, and will remain the property of the Minnesota Department of Transportation. 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.

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 Radio Controlled Bird Abatement System

Sealed bids will be received by the Metropolitan Airports Commission at its office at 6040 28th Avenue South, Minneapolis, MN 55450-2799, until 10:00 a.m., Local Time, FRIDAY, MAY 26, 2000, for the procurement of **A RADIO CONTROLLED BIRD ABATEMENT SYSTEM.**

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.**

SITE VISIT: A site visit will be conducted on May 17, 2000, 2:00 p.m. This will be the only opportunity the vendor will have to visit the location this system will be installed, prior to submitting a bid. No other time will be made available.

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: 9 May 2000

Metropolitan Airports Commission
JoAnn Brown/Buyer-Administrator

Metropolitan Council

Request for Bids for Chain and Sprockets for Metro Plant

Sealed bids will be received in the office of the Metropolitan Council, Environmental Services Division, (MCES), 230 East 5th Street, St. Paul, Minnesota 55101, for chain and sprockets.

Bids will be received until TUESDAY, MAY 30, 2000 at 2:00 p.m., at which time and place the bids will be publicly opened and read aloud.

Copies of the 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 to be considered must be submitted on **Council approved bid forms.**

The award will be based upon, but not necessarily limited to, factors of price, lead time, agreement to the terms and conditions and past experience with the Metropolitan Council.

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

BY ORDER OF THE METROPOLITAN COUNCIL,
ENVIRONMENTAL SERVICES DIVISION,
HELEN BOYER
DIVISION DIRECTOR

Metropolitan Council

Notice of Request for Proposals for Temporary Employee Services

Proposals from contractors to provide temporary employment services for administrative and clerical positions, on an as needed basis, will be received at the offices of the Metropolitan Council, Mears Park Centre, 230 East 5th Street, St. Paul, Minnesota, 55101, on Tuesday, June 6, 2000, by 4:00 p.m.

Copies of the scope of services and proposal 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.

The Metropolitan Council shall consider all proposals received and intends to award service contracts to those contracts who submit the best overall plan and who demonstrate a clear understanding of the scope of work required based on work plan submitted, qualifications, references and prior experience with the Metropolitan Council.

The Metropolitan Council reserves the right to reject all proposals, to investigate the qualifications and experience of any contractor, to reject any provisions in any proposal, to obtain new proposals, or to proceed to do the work otherwise.

University of Minnesota

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

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