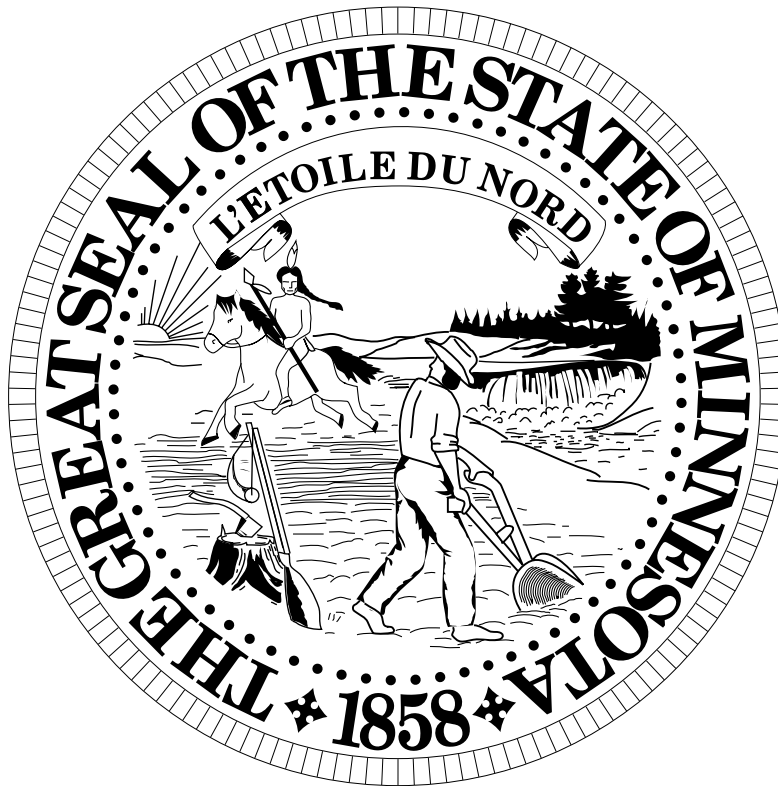


State of Minnesota

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- proposed, adopted, exempt, expedited emergency and withdrawn rules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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#12	Monday 18 September	Noon Wednesday 6 September	Noon Tuesday 12 September
#13	Monday 25 September	Noon Wednesday 13 September	Noon Tuesday 19 September
#14	Monday 2 October	Noon Wednesday 20 September	Noon Tuesday 26 September
#15	Monday 9 October	Noon Wednesday 27 September	Noon Tuesday 3 October

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Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

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

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

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 Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*.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

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

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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*.

Department of Revenue

Proposed Permanent Rules Governing Deed Tax

DUAL NOTICE: NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING UNLESS 25 OR MORE PERSONS REQUEST A HEARING, AND NOTICE OF HEARING IF 25 OR MORE REQUESTS FOR HEARING ARE RECEIVED

Proposed Rules Governing Deed Tax; Definitions; Determination of Tax; *Minnesota Rules*, parts 8123.0100 and 8123.0200

Introduction. The Department of Revenue 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. If, however, 25 or more persons submit a written request for a hearing on the rules within 30 days or by 4:30 p.m. on Wednesday, October 18, 2000, a public hearing will be held at the Minnesota Department of Revenue, Skjogstad Room, 2nd Floor, 600 North Robert Street, St. Paul, Minnesota 55146, starting at 9:30 a.m. on Wednesday, November 8, 2000. To find out whether the rules will be adopted without a hearing or if the hearing will be held, you should contact the agency contact person after October 18, 2000 and before November 8, 2000.

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:

Patrick J. Finnegan, Attorney
Minnesota Department of Revenue
Appeals & Legal Services Division
600 North Robert Street, Mail Station 2220
St. Paul, Minnesota 55146-2220
(651) 296-1904

Fax: (651) 296-8229

TTY users may call the Department of Revenue at (651) 297-2196

Subject of Rules and Statutory Authority. The proposed rules govern the deed tax, an excise tax imposed on the grantor when a taxable deed or deed-like document is presented to a county recorder or registrar for recording or registering. The amount of tax due with regard to a particular taxable deed is generally determined from the amount of consideration, as provided in *Minnesota Statutes*, section 287.21, subd. 1. The proposed rules specifically define the phrases “engaged in the business of land sales or construction of buildings and other improvements,” and “affiliated person,” as those phrases are used in *Minnesota Statutes*, section 287.20, sub. 2 (d). These definitions will inform taxpayers whether they are liable for deed tax on the consideration for improvements added to real estate during the term of a contract for deed.

The statutory authority to adopt the rules is *Minnesota Statutes*, section 270.06, clause (14), which provides that the

Commissioner of Revenue shall make, publish, and distribute rules for the administration and enforcement of state tax laws. In addition, under *Minnesota Statutes*, section 287.20, subd. 2(d), the Commissioner of Revenue is specifically mandated to adopt rules by January 1, 2001 that define the phrases addressed above. Under these two statutes, the Department has the necessary authority to adopt the proposed rules.

A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

Comments. You have until 4:30 p.m. on October 18, 2000, to submit written comment in support of or in opposition to the proposed rules or 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 comments should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed. 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 October 18, 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/Accommodation. 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 or if you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

Modifications. The proposed rules may be modified, either as a result of public comment or as a result of the rule hearing process. Modifications must be supported by data and views submitted to the agency or presented at the hearing 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.

Cancellation of Hearing. The hearing scheduled for November 8, 2000, will be canceled if the agency does not receive requests from 25 or more persons that a hearing be held on the rules. If you requested a public hearing, the agency will notify you before the scheduled hearing whether or not the hearing will be held. You may also call the agency contact person at (651) 296-1904 after October 18, 2000 to find out whether the hearing will be held.

Notice of Hearing. If 25 or more persons submit written requests for a public hearing on the rules, a hearing will be held following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The hearing will be held on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. Administrative Law Judge Richard C. Luis is assigned to conduct the hearing. Judge Luis can be reached at the Office of Administrative Hearings, 100 Washington Square, Suite 1700, Minneapolis, Minnesota 55401-2138, **telephone:** 612-349-2542, and **Fax:** 612-349-2665.

Hearing Procedure. If a hearing is held, you and all interested or affected persons, including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing, or in writing, at any time before the close of the hearing record. All evidence presented should relate to the proposed rules. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. This five-day comment period may be extended for a longer period not to exceed 20 calendar days if ordered by the Administrative Law Judge at the hearing. Following the comment period, there is a five-working-day response period during which the agency and any interested person may respond in writing to any new information submitted. No additional evidence may be submitted during the five-day response period. All comments and responses submitted to the Administrative Law Judge must be received at the Office of Administrative Hearings no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.2000 to 1400.2240, and *Minnesota Statutes*, sections 14.131 to 14.20. Questions about procedure may be directed to the

<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

Administrative Law Judge.

The agency requests that any person submitting written views or data to the Administrative Law Judge prior to the hearing or during the comment or response period also submit a copy of the written views or data to the agency contact person at the address stated above.

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. The statement may also be reviewed and copies obtained at the cost of reproduction from either the agency or the Office of Administrative Hearings.

Lobbyist Registration. *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. Questions regarding this requirement may be directed to the Campaign Finance and Public Disclosure Board at: Suite 190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, **telephone:** (651) 296-5148 or 1-800-657-3889.

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

Adoption Procedure After a Hearing. If a hearing is held, after the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rules. You may ask to be notified of the date when the Administrative Law Judge's report will become available, and can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date on which the agency adopts the rules and files them with the Secretary of State, and can make this request at the hearing or in writing to the agency contact person stated above.

Order. I order that the rulemaking hearing be held at the date, time, and location listed above.

Dated: 18 September 2000

Matthew G. Smith
Commissioner of Revenue

CHAPTER 8123 DEPARTMENT OF REVENUE DEED TAX

8123.0100 SCOPE; DEFINITIONS.

Subpart 1. Scope. Parts 8123.0100 and 8123.0200 are applicable only to deed tax. As used in parts 8123.0100 and 8123.0200, the following words, terms, and phrases have the meanings given them in this part.

Subp. 2. Affiliated person. "Affiliated person" means either a related party, a legal representative, or a controlled group.

A. "Related party" means a person in one of the following relationships to a person engaged in the business of land sales or to a person engaged in the business of construction of buildings and other improvements: a spouse, child, parent, or sibling; or spouse of a child, parent, or sibling.

B. "Legal representative" means a person who is empowered to act for a person engaged in the business of land sales or for a person engaged in the business of construction of buildings or other improvements. A legal representative includes, but is not limited to:

(1) an agent, officer, or partner;

(2) a trustee of a trust;

(3) a personal representative or an administrator of an estate;

(4) a trustee in bankruptcy; and

(5) a receiver, guardian, custodian, or conservator of a person or an estate.

C. "Controlled group" means any type of business entity of which more than 50 percent in value of the outstanding stock, capital interest, or general partnership interest, is owned, directly or indirectly, by a person engaged in the business of land sales or by a person engaged in the business of construction of buildings and other improvements.

Subp. 3. Engaged in the business of construction of buildings and other improvements. “Engaged in the business of construction of buildings and other improvements” means a person in the business of building or improving real property or of contracting or offering to contract with an owner of real property to build on or improve the real property; including a person licensed as a residential building contractor or a residential remodeler under *Minnesota Statutes*, chapter 326.

Subp. 4. Engaged in the business of land sales. “Engaged in the business of land sales” means a person who sells, conveys, or exchanges real property in the ordinary course of a trade or business; or, a person who sells, conveys, or exchanges more than three real property parcels or lots within any five-year period.

Subp. 5. Person. “Person” has the meaning given in *Minnesota Statutes*, chapter 287, for the deed tax.

8123.0200 DETERMINATION OF TAX.

Subpart 1. In general. Generally, when a deed is issued upon fulfillment of a contract for deed, the deed tax is computed based on the price for the real property as reflected in the contract. This part sets forth the situations where the deed tax must be based on the price reflected in the contract plus the consideration for any improvements added to the real property after the contract for deed is entered into and before the deed required by the contract is issued. These situations occur when the conveyance is made by:

A. a person engaged in the business of land sales and the conveyance is a part of that business;

B. a person engaged in the business of constructing buildings or other improvements to real property, and the conveyance is a part of that business; or

C. an affiliated person as defined in part 8123.0100, subpart 2, and the conveyance is a part of the land sales or construction business.

Subp. 2. Conveyance as part of a land sales or construction business. The commissioner shall base the determination of whether or not a particular conveyance is part of a land sales or construction business on all of the relevant facts and circumstances.

Subp. 3. Examples. The following examples are illustrative of the application of parts 8123.0100 and 8123.0200.

A. A, who is in the business of land sales, sells an undeveloped lot by contract for deed to stranger B as part of that business. Stranger B acts as his own general contractor to have a home built on the lot. Upon payment of the contract balance, A conveys the lot by a deed to stranger B. The deed tax is computed based upon the price for the real property reflected in the contract for deed plus the consideration for the improvements added by B.

B. A, who is in the business of construction of buildings and other improvements, sells an undeveloped lot by contract for deed to stranger B as part of that business. B acts as his own general contractor to have a home built on the lot. Upon payment of the contract balance, A conveys the lot by a deed to B. The deed tax is computed based upon the price for the real property reflected in the contract for deed plus the consideration for the improvements added by B.

C. A, whose spouse is in the business of land sales, sells an undeveloped lot by contract for deed to stranger B as part of that business. Stranger B acts as her own general contractor and builds a home on the lot. Upon payment of the contract balance, A conveys the lot by a deed to B. The deed tax is computed based upon the price for the real property reflected in the contract for deed plus the consideration for the improvements added by B.

D. A, a limited liability company, LLC, owned entirely by B, who is in the business of construction of buildings and other improvements, sells an undeveloped lot by contract for deed to stranger C as a part of the home construction business operated by B. Pursuant to the sales agreement, B acts as a general contractor and builds a home on the lot for C. Upon payment of the contract balance, A conveys the lot that now has a house on it by a deed to stranger C. The deed tax is computed based upon the price for the real property reflected in the contract for deed plus the consideration for the improvements added by B.

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Official Notices

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

Department of Administration

Governor's Council on Developmental Disabilities

Notice of Meeting Schedule for Federal Fiscal Year 2001

The Minnesota Governor's Council on Developmental Disabilities (DD Council) meets the first Wednesday of the even numbered months at the Earle Brown Center, University of Minnesota, St. Paul Campus, 1890 Buford Avenue, St. Paul, Minnesota 55108. The exception to this location schedule is the October meeting which will be held at the Science Museum of Minnesota, 120 West Kellogg Boulevard, St. Paul, Minnesota 55102.

The meeting schedule for Federal Fiscal Year 2001 is as follows: October 4, 2000; December 6, 2000; February 7, 2001; April 4, 2001; June 6, 2001; and August 1, 2001. Meetings begin at 9:30 a.m. and end at 2:30 p.m.

Under provisions of Public Law 104-183, the DD Council works to achieve greater independence, productivity, integration and inclusion of people with developmental disabilities and their families in the community. For further information, contact the DD Council at **voice:** (651) 296-4018, **toll free:** (877) 348-0505, **TDD:** (651) 296-9962, **email:** at <admin.dd@state.mn.us>, or our website <www.mnddc.org> or <www.mncdd.org>.

Department of Agriculture

Minnesota Rural Finance Authority

Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes*, Chapter 41C for Hog Finishing Barn in Carrolton Township, Fillmore County

NOTICE IS HEREBY GIVEN that a public hearing will be held on October 6, 2000, at 9 a.m., in Room 145 Department of Agriculture Building, 90 West Plato Boulevard, St. Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance improvements (construction of 1,000 head hog finishing barn) located in SW 1/4 Section 11, Carrolton Township, Fillmore County, Minnesota on behalf of Eric & Kristi Ruen, a married couple (the Borrower/s). The maximum aggregate face amount of the proposed bond issue is \$205,000.00. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 6 September 2000

Jim Boerboom
RFA Director

Department of Agriculture

Minnesota Rural Finance Authority

Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes*, Chapter 41C for 77.5 Acres of Bare Farmland in Three Lakes Township, Redwood County

NOTICE IS HEREBY GIVEN that a public hearing will be held on October 6, 2000, at 9 a.m., in Room 145 Department of Agriculture Building, 90 West Plato Boulevard, St. Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance the purchase of approximately 77.5 acres of bare farmland, located in Section 31, Three Lakes Township, Redwood, County Minnesota on behalf of Chad and Shannon Hoffbeck, a married couple (the Borrower/s). The maximum aggregate face amount of the proposed bond issue is \$145,000.00. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard from at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 6 September 2000

Jim Boerboom
RFA Director

Minnesota Board of Chiropractic Examiners

REQUEST FOR COMMENTS on Planned Amendment to Rules Governing Continuing Education *Minnesota Rules* 2500.2010

Subject of Rules. The Minnesota Board of Chiropractic Examiners (MBCE) requests comments on its planned amendment to rules governing Continuing Education. The MBCE is considering rule amendments to clarify that approval of a program pursuant to the provisions contained in this section does not constitute an endorsement by the Board of the program content.

Persons Affected. The amendment to the rules would likely affect licensed chiropractors seeking continuing education credits and sponsors providing continuing education programs.

Statutory Authority. *Minnesota Statutes*, section 148.08, subdivision 3 authorizes the MBCE to adopt rules necessary to administer its legislative authority.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing until 4:30 p.m. on November 30, 2000. The MBCE does not contemplate appointing an advisory committee to comment on the planned rules.

Rules Drafts. The MBCE does not anticipate that a draft of the rules amendments will be available before the publication of the proposed rules.

Agency Contact Person. Written comments, questions, and requests for more information on these planned rules should be addressed to: Micki King at MBCE, 2829 University Ave SE, Suite 300, Minneapolis, MN 55414-3220; **Phone:** (612) 617-2226; **Fax:** (612) 617-2224; **email:** micki.king@state.mn.us. **TTY** users may call the MBCE at 1-800-627-3529.

Alternative Format. Upon request, this Request for Comments can be made available in 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: 8 September 2000

Larry A. Spicer, D.C. Executive Director
Minnesota Board of Chiropractic Examiners

Official Notices

Department of Commerce

Policy Analysis Division

Notice of Vicarious Liability Limits Applied to Owners of Rented Motor Vehicles

NOTICE IS HEREBY GIVEN that the following Vicarious Liability limits apply to owners of rented motor vehicles as of January 1, 2001 (c.f. *Minnesota Statutes* § 65B.49, subd. 5a(i) (2) and (3), for details):

- \$110,000 for bodily injury to any one person in any one accident
- \$335,000 for bodily injury to two or more persons in any one accident
- \$55,000 for property damage to others in any one accident

Minnesota Comprehensive Health Association

Notice of Meeting of the Finance Committee

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Finance Committee will be held at 10:00 a.m. on Tuesday, September 19, 2000. The meeting will be held at the MCHA Executive Office, 5775 Wayzata Blvd., Suite 910, St. Louis Park.

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

Office of the Ombudsman for Mental Health and Mental Retardation

Notice of Meeting

The Ombudsman for MH/MR Advisory Committee will hold a meeting from 9:00 a.m. to 1:00 p.m., on Thursday, September 21, 2000. The meeting will be held in LL52 of the Metro Square Building on 7th and Robert St., St. Paul.

Public Employees Retirement Association

Notice of Meetings of the Board of Trustees

The regular meeting of the Board of Trustees of the Public Employees Retirement Association (PERA) will be held on Monday, September 18, 2000 at 7:00 p.m., in Alexandria, Radisson Arrowwood, 2100 Arrowwood Lane, Alexandria, Minnesota. Prior to the meeting a Short Term Strategic Discussion will be held on Monday, September 18, 2000, at 3:00 p.m.

Minnesota State Retirement System

Board of Directors, Regular Meeting

The Board of Directors of the Minnesota State Retirement System will be meeting on Thursday, September 21, 2000, at 9:00 a.m., in the office of the System, 175 W. Lafayette Frontage Road, Suite 300, St. Paul, Minnesota 55107.

Minnesota Board of Water and Soil Resources

Notice of Intent to Establish an Official Rulemaking Contact List

NOTICE IS HEREBY GIVEN that the Minnesota Board of Water and Soil Resources is seeking the names of individuals interested in registering with the agency for the purpose of receiving notice of rule proceedings as pursuant to *Minnesota Statutes* 14.14 Subd. 1a. To be included on the Minnesota Board of Water and Soil Resources Official Rulemaking Contact List submit your name and mailing address to:

Marybeth Block
MN Board of Water and Soil Resources
One West Water Street, Suite 200
St. Paul, MN 55107

Interested parties should submit their names within 60 days of this publication.

State Grants & Loans

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

Department of Children, Families and Learning

Minnesota Academic Excellence Foundation

Grant Opportunity for Organizational Partner to implement an Urban Outreach Initiative

URBAN OUTREACH INITIATIVE: Organization to Provide Field Services Worker

\$30,000 to Deliver MAEF Programs

November 1, 2000 - June 30, 2001

Renewable, as funding is available

The Minnesota Academic Excellence Foundation (MAEF) seeks an organizational partner to work with MAEF to implement an urban outreach initiative. The selected organization will deliver MAEF programs to urban students, families, schools and communities in Minneapolis and St. Paul. to :

- Increase program opportunities for student academic learning and achievement.
- Improve levels of family and community engagement to support student learning.
- Provide schools with assistance to implement MAEF programs in classrooms.
- Create an ongoing community volunteer structure to support student academic achievement.
- Monitor, measure and report progress; make changes as needed; recommend new approaches.

Qualifications:

The organization must be able to provide the equivalent of a half-time person or persons who are willing and able to learn MAEF programs and implement them to targeted audiences in three neighborhoods, plus an office and office support for the person. MAEF prefers an individual(s) with an urban perspective and experience in field organizing and/or direct work w/urban students and families; action-oriented; articulate and with strong communication skills; an interest in and some knowledge of school operations and

State Grants & Loans

community groups, especially those serving parents and families of urban students. A high school diploma is required and a college degree is preferred. MAEF will provide orientation and training; program materials; some office support and other services to be negotiated.

Typical duties will include:

Calling on schools to introduce and use materials in classrooms; recruiting volunteers to form booster clubs or other support groups; facilitating parent involvement activities; training volunteers and families; implementing activities with students; participate in meetings with MAEF staff and volunteers; prepare monthly and quarterly reports.

Available to:

This opportunity is available via a grant agreement with the selected non-profit organization or agency. Possible organizations include libraries, alternative schools and programs, recreational centers, neighborhood houses, academic enrichment programs; programs within schools and organizations serving parents and/or children. The person assigned to work with MAEF may have other duties at the organization.

To apply:

Interested organizations should apply by 4 p.m. on October 6, 2000. Decisions will be made by October 20, 2000. Send a three-page proposal to MAEF to address the following criteria:

- **Organizational information.**
 - Names of contact person, chief executive, Board chair.
 - Overview of organization's current mission, goals and programs.
 - Current year budget and financial audit for previous year.
 - Certificate of non-profit status.
- **Organization's capacity to act in alignment with MAEF and its programs.**
 - Type of staffing that will be provided.
 - Qualifications of staff that will be provided.
 - Description of office/administrative support to be provided.
 - Experience in working successfully w/urban neighborhoods.
 - Experience in working w/adults and young people.
 - Experience working w/volunteers and families.
- **Organization's plan for implementing MAEF activities:**
 - Calendar/schedule of proposed activities, including school visits, organizational visits, etc.
 - List of possible contacts to be made within the three targeted neighborhoods.
 - List of volunteers who could possibly be recruited to serve as a steering committee.
- **Statement of interest: why do you want to partner with MAEF?**
 - How this work aligns w/organization's own mission and goals.
 - Experience working successfully as a collaborator or partner.

Criteria for selection:

- 20% Organizational stability and strength: sound budget, proven track record, common mission.
- 20% Organization's capacity to provide a qualified staff member(s).
- 30% Strong and proactive plan which demonstrates understanding of the work to be accomplished.
- 30% Experience working w/students, families, volunteers, educational activities.

To receive a complete posting and information about MAEF and its Urban Outreach Initiative, contact Scotty Daniels at 651-582-8791 or scotty.daniels@state.mn.us. Applications must be received no later than 4 pm, October 6, 2000 to Scotty Daniels, MAEF, Room E-8, 1500 Highway 36, Roseville, MN 55113.

Department of Children, Families and Learning
Office of Teaching and Learning

Request for Proposal for a Grant Contract - Adult Basic Education Innovative Grant Program

The Minnesota Department of Children, Families and Learning is seeking proposals from eligible applicants to provide innovative educational instruction or service delivery in Adult Basic Education (ABE). Proposed projects may provide direct service to ABE clients or may develop products or services which can be used to supplement ABE programs. Innovative projects must address important, often neglected needs occurring in adult basic education. Projects must not simply expand regular ABE programming, but they should be innovative in whole or in part, and if successful, they would be worthy of replication elsewhere in the State. "Innovativeness" might apply to the project design, instructional methods, material development, research, evaluation, assessment, data collection, outreach, or other program components.

Funding is available for the 2001 fiscal year (July 1, 2000 through June 30, 2001). Application deadline is October 16, 2000.

For further information or to request a copy of the Request for Proposal, please contact:

Laurie Rheault, Grant Specialist
Minnesota Department of Children, Families and Learning
Adult Basic Education Unit
1500 Highway 36 W.
Roseville, MN 55113
(651) 582-8432
laurie.rheault@state.mn.us

Department of Children, Families and Learning
Office of Teaching and Learning

Request for Proposal for a Grant Contract - Intensive English as a Second Language (ESL) Grant Program

The Minnesota Department of Children, Families and Learning is seeking proposals from eligible applicants to provide English as a Second Language (ESL) intensive services for Temporary Assistance to Needy Families (TANF) eligible adults who are participating in the Minnesota Family Investment Program (MFIP). Intensive ESL programming must be focused on participant literacy skills necessary to achieve self-sufficiency through employment. Eligible applicants include adult basic education programs, school districts, post-secondary institutions, and nonprofit or community based organizations. Applicants must have experience in providing English instruction to non-English speaking immigrants and refugees. By law, applicants must document experience in literacy programming, describe fiscal and accounting systems and reporting capacity, and ensure that administrative expenses do not exceed five percent of the grant funds.

Funding is available for FY 2001 (July 1, 2000 through June 30, 2001). Continuation funding is available for two additional fiscal years, July 1, 2001 through June 30, 2003. Application deadline is October 27, 2000. Grant funds will be paid to programs on a reimbursement basis.

For further information or to request a copy of the Request for Proposal, please contact:

Laurie Rheault, Grant Specialist
Minnesota Department of Children, Families and Learning
Adult Basic Education Unit
1500 Highway 36 W.
Roseville, MN 55113
(651) 582-8432
laurie.rheault@state.mn.us

Department of Children, Families and Learning

Office of Teaching and Learning

Request for Proposal for a Grant Contract - English as a Second Language (ESL) Cooperative Language Instruction Grant Program

The Minnesota Department of Children, Families and Learning is seeking proposals from eligible applicants to provide English as a Second Language (ESL) instruction for adults and their children. Eligible applicants include adult basic education programs, school districts, early childhood family education programs, and nonprofit or community based organizations. Applicants that are not state-funded Adult Basic Education (ABE) programs, must partner and collaborate with a state-approved ABE program.

The program focus must be to increase the literacy levels of both sets of participants, parents and children. Additional program goals such as parenting, mathematics instruction, life skills, learning about how schools work and parent/student roles, cultural understandings, and others are allowable as supplementary goals.

Application deadline is October 16, 2000.

For further information or to request a copy of the Request for Proposal, please contact:

Laurie Rheault, Grant Specialist
Minnesota Department of Children, Families and Learning
Adult Basic Education Unit
1500 Highway 36 W.
Roseville, MN 55113
(651) 582-8432
laurie.rheault@state.mn.us

Minnesota Department of Corrections

Community Preservation Unit

Notice of Availability of Funds for Capacity Building Grant Program for Communities of Color

The Minnesota Department of Corrections, Community Preservation Unit, announces the availability of grant funds to elicit proposals for programs to provide capacity building activities in communities of color. This grant program is designed to prepare community members in Minnesota's five communities of color to implement approaches that address crime and violence. The grantees will be responsible for convening individuals and groups to assist in developing a strategic plan for a community crime prevention program.

The grant program will provide funding of approximately \$50,000. The anticipated average grant award will be \$3,000. It is anticipated that grants will be awarded statewide. There is no assurance of continued funding. The deadline for proposal submission is October 20, 2000, 4:00 p.m. To receive a copy of the request for proposal which describes in detail how to apply for funding contact:

Farris Bell
Minnesota Department of Corrections
Community Preservation Unit
1450 Energy Park Drive, Suite 200
St. Paul, Minnesota 55108-5219
Telephone: (651) 603-0195
Fax: (651) 603-6766

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.]

Minnesota Historical Society

Request for Bids for Traverse des Sioux Trail Construction and Site Work

The Minnesota Historical Society is seeking sealed bids for the construction of new trails and site development work at the Traverse des Sioux state historic site near St. Peter, MN. The work consists of new site trails, removal of trees, prairie restoration, upgrading existing parking areas, installation of kiosk shelters, capping old wells and providing visitor amenities. Approximately 1.25 miles of new trails will be built and includes two kiosk shelters and benches. About 20 acres of the site will be restored to native prairie by inter-seeding existing grasslands. One existing parking lot will be removed and another one improved and upgraded. Work is scheduled to start immediately upon award and shall be completed no later than 1 June, 2001.

A complete bid sets of drawings, specifications and bid forms are available to potential bidders, without cost, by contracting Chris Bonnell, Minnesota Historical Society at (651) 297-5863 (chris.bonnell@mnhs.org). If the complete set of documents, including addenda, is not returned within the (10) calendar days after award of contract, a charge of \$50 per set will be assessed.

Bids are to be submitted on forms supplied by the Owner. No oral, facsimile, telegraphic or telephonic bids or modifications will be considered. All bids shall be accompanied by a bid bond, executed by the bidder and a duly authorized surety company, certified check, cashiers check or bank draft made payable to the Minnesota Historical Society in an amount not less than 5% of the total bid.

A pre-bid meeting will be held at the project site on Thursday, 28 September at 10:30 a.m.

Bids must be received no later than 2:00 p.m., local time, Monday, October 16, 2000.

Mail/Deliver sealed bids to:

Chris M. Bonnell
Contracting Officer
Minnesota Historical Society
345 Kellogg Boulevard West
St. Paul, MN 55102-1906

Please mark envelopes "Traverse des Sioux Construction Bid." Authorized agents for receipt of bids are the following: Chris M. Bonnell, Contracting Officer, Mary Green-Toussaint, Contracting and Procurement Technician, or any Work Service Center staff member in the Finance and Administration Division on the 4th floor of the History Center.

Department of Human Services

Request for Proposals for Community Services Information System

The Minnesota Department of Human Services (DHS) is seeking proposals from qualified vendors to maintain the Community Services Information System (CSIS). This project is contingent on available State and Federal funding.

The State of Minnesota (State), Department of Human Services (DHS) is soliciting proposals from qualified vendors to provide computer programming and software support services for the Community Services Information System (CSIS). This Request for Proposals (RFP) seeks proposals from qualified vendors to provide programming functions using COBOL in an IBM System 36 environment on an IBM AS/400; perform systems analysis, design and development functions; maintain existing IBM System 36 and AS/400 COBOL code to ensure compliance with state record keeping and reporting requirements; develop and maintain interfaces to Social Services Information System (SSIS); prepare and distribute quarterly revised software; revise user manuals and system documentation; operate a technical help line for users; provide system and application training for users; and electronically transmit data to or from the State. These services will be used on an as needed, time and materials basis for a period of two years with up to two possible one year extensions.

Professional, Technical & Consulting Contracts

Respondents must show successful experience in all aspects of maintaining a major software package in county and state social service environments. A minimum of five years experience is required within the last seven calendar years on one or more comparable projects. Respondent staff must have proven experience in maintaining IBM System 36 and AS/400 COBOL code. Respondent staff must have knowledge of the administration of social services in Minnesota including administrative and fiscal policies and procedures.

The formal Request for Proposals is available from the Department of Human Services by contacting Sue Marinkov at (651)-772-3776.

Responses to RFP must be submitted no later than 3:00 p.m. on October 20, 2000 to the SSIS Division, Attention: Information Desk, c/o Sue Marinkov, Department of Human Services, 444 Lafayette Road, St. Paul, MN 55155-3862.

Department of Human Services Department of Revenue

Notice of Availability for MSAccess, Applix, and SQL support Request for Proposal (RFP)

The Department of Human Services and Revenue are requesting proposals for MSAccess, Applix, and SQL server support services (hereafter "services"). Services are proposed to start 12/1/00. Further details regarding this request can be obtained from the MS Access.

Applix and SQL Server Support RFP document. The complete RFP may be obtained by sending an **email** to: *Michael.Noble-Olson@state.mn.us* with "Request for Access/SQL RFP" in the subject header. If any RFP email distribution issues arise, interested parties may call Michael Noble-Olson at (651) 297-3845.

All proposals must be received no later than 3:00 p.m., on Monday, October 9, 2000. Late proposals will not be considered. Responders must provide an original proposal signed in ink by an authorized member of the firm plus eight (8) copies in 8-1/2" x 11" format. Prices and terms as stated must be valid for the length of any resulting contract. All proposals must be sent to:

Department of Human Services
C/O: Information Desk
Attn: Michael Noble-Olson
444 Lafayette Road North
St. Paul, MN 55155-3807

State Board of Investment

Request for Private Money Management Firms to Manage Pension and Other Assets

The Minnesota State Board of Investment (MSBI) retains private money management firms to manage a portion of the pension assets and other accounts under its control. Firms interested in managing domestic stock, international stock, domestic bond or global bond portfolios for the MSBI are asked to write to the following address for additional information:

External Manager Program
Minnesota State Board of Investment
Capitol Professional Office Building
Suite 200 590 Park Street
St. Paul, MN 55103
Tel.: (651) 296-3328
Fax: (651) 296-9572
Email: *minn.sbi@state.mn.us*

Please refer to this notice in your written request.

State Lottery

Proposals Sought for Drawing Audit Services

The Minnesota State Lottery will issue a Request for Proposal (RFP) on September 18, 2000, to provide drawing audit services for the Lottery's online games. A copy of the RFP can be found on the Lottery's special **website**: www.lottery.state.mn.us/drawaudit/ or call / write:

Tom Barrett, Admin. Services Manager
2645 Long Lake Road
Roseville, MN 55113
Phone: (651) 635-8108
Fax: (651) 635-8188
Email: tomb@msl.state.mn.us

Minnesota Department of Transportation

District Operations Division

District 6 - Rochester

REQUEST FOR INFORMATION on Methodological Research into Relationship between Spatial Location of Workers and of Businesses

General Purpose

The Minnesota Department of Transportation (Mn/DOT) is requesting information about methodological research into the relationship between the spatial location of workers and the spatial location of businesses. Our purpose is to assess the methods and services available in the research community and the consulting market for using publicly available data sources (such as the census, local assessor data, Woods and Poole etc.) to estimate and model the spatial location of workers relative to industries at the regional level, and apply such a model to current and future estimates of employment by industry, identifying existing and projected "mismatch" between workers and industries.

Specific Methodological Interest

The department is especially interested in information about quantitative models that use GIS technology to correlate worker location [by Traffic Analysis Zone (TAZ), Zip code or census block group] as a dependent variable with business location, commuting route availability, and other independent variables that can be estimated or extrapolated for the future.

Deliverables

Examples of studies or papers with the following types of contents and or deliverables would be most appreciated.

- (1) Methodologies that quantitatively correlate industrial location with worker residential location using GIS spatial and tabular data.
- (2) Maps and Tables showing, by TAZ, those "pockets" in a multi-county region that are the biggest producers and attractors of commuting trips.
- (3) Maps and Tables showing, by TAZ and industry, those "pockets" (TAZ's) in the region where commuting trip productions are farthest (in terms of free flow travel time on the road network) from work trip attractions.
- (4) Maps and Tables identifying "pockets" (TAZ's) where highly skilled workers are likely to live a long distance from industries demanding their skills.
- (5) Maps and Tables identifying the regional trade centers that attract significant numbers of specific types of commuters from elsewhere in the region.
- (6) Maps and Tables identifying the regional trade centers that produce significant numbers of specific types of commuters to elsewhere in the region.
- (7) Thematic map classifying roadway corridors in terms of the magnitude of their function as commuting routes (red= major commuting route, yellow=medium commuting route, etc.)

Professional, Technical & Consulting Contracts

Contact

Studies, papers and other information or inquiries in response to this request should be addressed to:

Chandler Sikes Duncan
Regional Planner
Minnesota Department of Transportation - District 6
2900 48th St. NW Box 6177
Rochester, MN 55903-6177
(507) 280-3188

Department of Transportation

Metro Division

Notice of Availability of Contract for Organization Development Consulting

The Minnesota Department of Transportation (Mn/DOT) is requesting proposals for the purpose of providing organization development consulting for the Metro Division leadership teams in guiding organizational change initiatives.

Work is proposed to start after October 15, 2000.

A Request for Proposals will be available by mail from this office through October 9, 2000. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After October 9, 2000, the Request for Proposal must be picked up in person.

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

Robert Winter
c/o Margaret Johnson
Mn/DOT Metropolitan Division
1500 West County Road B2
Roseville, MN 55113
Phone: (651) 582-1361
Fax: (651) 582-1166

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than Monday, October 2, 2000 at 4:00 PM, Central Time. **Late proposals will not be considered.** No time extensions will be granted.

This request does not obligate Mn/DOT to complete the work contemplated in this notice. Mn/DOT reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Department of Transportation

Program Support Group

Notice of Availability of Contract for TH 22 Preliminary Engineering

The Minnesota Department of Transportation (Mn/DOT) is soliciting proposals for the Preliminary Engineering for reconstruction of the portion of TH 22 (Glencoe Bypass) located between McLeod CSAH 15 and TH 12 in Mn/DOT District 8. Work is proposed to start December 1, 2000.

Request for Proposals will be available by mail from this office through September 29, 2000. **A written request (direct mail or FAX) is required to receive the Request for Proposal.** After September 29, 2000, the Request for Proposal must be picked up in person.

Professional, Technical & Consulting Contracts

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

Alex Chernyaev, P.E.
Consultant Services Unit - 7th Floor North
Minnesota Department of Transportation
395 John Ireland Boulevard, MailStop 680
St. Paul, MN 55155
Fax: (651) 282-5127

Proposals in response to the Request for Proposals in this advertisement must be received at the above address no later than 2:00 P.M. CDT on October 9, 2000. **Late proposals will not be considered.** No time extensions will be granted.

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

Department of Transportation

Program Support Group

Notice of Availability of Contract for TH 61 Corridor Study

The Minnesota Department of Transportation (Mn/DOT) is soliciting proposals for the Corridor Study for the portion of TH 61 located between CSAH 10 in Wabasha and junction with TH 63 /TH 58 in Red Wing.

Work is proposed to start December 1, 2000.

Request for Proposals will be available by mail from this office through October 2, 2000. **A written request (direct mail or FAX) is required to receive the Request for Proposal.** After October 2, 2000, the Request for Proposal must be picked up in person.

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

Alex Chernyaev, P.E.
Consultant Services Unit - 7th Floor North
Minnesota Department of Transportation
395 John Ireland Boulevard, MailStop 680
St. Paul, MN 55155
Fax: (651) 282-5127

Proposals in response to the Request for Proposals in this advertisement must be received at the above address no later than 2:00 P.M. CDT on October 10, 2000. **Late proposals will not be considered.** No time extensions will be granted.

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

Department of Transportation

Office of Research and Strategic Services

Notice of Availability of a Contract to Develop and Conduct Research and Implementation Activities

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

Professional, Technical & Consulting Contracts

Call or write for the full RFP which will be sent free of charge to interested vendors:

Karen Billiar, M.S. 330
Office of Research & Strategic Services
Department of Transportation
395 John Ireland Boulevard, Rm. 175
St. Paul, MN 55155
Phone: (651) 282-2266
Fax: (651) 215-0443

All proposals must be sent to and received by reception staff at the above address not later than 3:00 P.M., CDT, October 16, 2000.

This Request for Proposal 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 Transportation

Program Support Group

Notice of Availability of Contract to Enhance Road Design System

The Minnesota Department of Transportation (Mn/DOT) is requesting proposals from Contractors who are qualified to perform information system design, in particular conceptual data and process modeling. Services are required to enhance Mn/DOT's current road design system, GEOPAK/MicroStation. While the current system is two-dimensional, the Contractor will build a three-dimensional design model and system and provide related services that support the improvement of engineering design processes and tools.

Work is proposed to start after November 30, 2000.

The Request for Proposal will be available by mail from this office through September 25, 2000. **A written request (direct mail or Fax) is required to receive the Request for Proposal.** After September 25, 2000, the Request for Proposal must be picked up in person.

This document is available in alternative formats for persons with disabilities by calling the Agreement Administrator, Mark Hagen, at (651) 297-1197, or for persons who are hearing or speech impaired by calling the Minnesota Relay Service at 1-800-627-3529.

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

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

Proposals in response to the Request for Proposals in this advertisement must be received at the above address no later than 2:00 P.M. CDT on October 17, 2000. **Late proposals will not be considered.** No time extensions will be granted.

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

Minnesota Department of Transportation

Program Support Group

Request for Proposals for Planning T-Contract Program

This document is available in alternative formats for person with disabilities by calling Linda Moline, Senior Agreement Administrator, at (651) 296-9741 or for persons who are hearing or speech impaired by calling the Minnesota Relay Service at 1-800-627-3529.

Responses to this request become public information under the Minnesota Government Practices Act.

The Minnesota Department of Transportation (Mn/DOT) is soliciting proposals for Transportation Planning.

Mn/DOT is planning a Transportation Contract (T-Contract) Program. This program will have multiple vendor selected. Each vendor selected will have a master T-Contract, establishing basic project criteria in its area of expertise. Project specific work orders will be written under the terms of the T-Contract. These work orders will be assigned in accordance with Mn/DOT policy, on a rotational Basis. Obtaining a T-Contract is not a guarantee of an assignment since the use of these services will depend upon the availability of funding for this program at the time the work is required.

This program is estimated at \$25,000,000 which will be divided between all vendors on the program. This program is anticipated for two years with a one year extension.

These services include Statewide Transportation Planning; Public Involvement; Local Comprehensive Planning and Local Sub-Area Plans; and Local Assistance.

For a complete Request for Proposal (RFP), please submit a written request with you name, address phone and fax number to:

Linda Moline, Senior Agreement Administrator
Transportation Building, Consultant Services, Mail Stop 680
395 John Ireland Boulevard
St. Paul, MN 55155
Fax: (651) 282-5127

Requests for RFP must be received by September 25, 2000. RFP requested after this date must be picked up.

Proposals are due at 2:00 PM CDT on Monday, October 2, 2000. Late Proposals will not be considered.

All costs incurred in responding to this request for proposals shall be borne by the responder.

This request for proposals 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.

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 Council

Notice of Request for Proposals (RFP) for Consulting Engineering Services for Lift Station Supervisory Control and Field Telemetry Upgrade

MCES Project Number 8001

MCES Contract Number 00P0081

The Metropolitan Council is requesting consulting engineering services proposals for Lift Station Supervisory Control and Field Telemetry Upgrade. The project includes engineering services for planning and pilot design for replacement of Lift Station Controls and Metering, and Alarm Telemetry units within the MCES Interceptor Sewer System. This contract will be for the preliminary planning/design phase of this project. However, the Council intends to award a separate contract for a more detailed design phase to the successful proposer for this phase of the project.

The project schedule is shown below.

<i>Issue Request for Proposals</i>	September 18, 2000
<i>Pre-Submittal Conference</i>	October 4, 2000
<i>Receive Proposals</i>	October 18, 2000
<i>Interviews</i>	November 1, 2000
<i>Environment Committee</i>	November 14, 2000
<i>Metropolitan Council authorization</i>	November 29, 2000
<i>Notice to Proceed</i>	January 2001
<i>Project Completion</i>	June 2002

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

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

Inquiries regarding technical aspects of the project should be directed to Roger Rehbein at (651) 602-8726.

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

Metropolitan Council

Notice of Request for Proposals for Various Professional and Technical Support Services for Environmental Services

Contract 00P0130

The Metropolitan Council is soliciting proposals for various professional and technical services to support the Council's Environmental Services Division in completing smaller projects on an as needed basis. These services include:

I. ARCHITECTURAL AND ENGINEERING SERVICES**A. Professional Disciplines**

1. Architecture
2. Civil Engineering
3. Environmental Engineering
4. Structural Engineering
5. Mechanical Engineering
6. Electrical Engineering
7. Instrumentation and Control

B. Types of Services

1. Engineering studies and preliminary engineering reports
2. Preparation of detailed design plans and specifications
3. Cost estimating services
4. Value engineering services
5. Assistance during bidding and construction-contract award
6. Shop drawing review and other construction support services
7. Record drawings
8. Permitting assistance
9. Assistance with compliance with the Americans with Disabilities Act

C. Types of Facilities

1. Gravity interceptor sewers and access structures
2. Pressure interceptor sewer and value structures
3. Metering stations
4. Pumping stations, including submersible and wet well/dry well types
5. Wastewater treatment plant liquids and solids processing systems
6. Wastewater treatment plant buildings, toads, flood protection, etc.
7. Wastewater treatment plant utilities, including compressed air, potable water, service water, groundwater wells, relief well systems, storm sewers, storm water management facilities, etc.

II. PROFESSIONAL/TECHNICAL SERVICES**A. Land Surveying Services**

1. Site surveys
2. Construction control points
3. Property surveys (purchase, easements)
4. Plotting of survey information
5. Legal property descriptions

B. Environmental Assessments and Investigations

1. Project Environmental Information Worksheets
2. Phase I Property Environmental Assessments
3. Phase II Property Environmental Assessments
4. Asbestos investigations and reports
5. Hazardous materials investigations and reports

Non-State Public Bids, Contracts & Grants

C. Geotechnical Investigations

1. Soil borings
2. Soil analysis
3. Engineering reports
4. Special investigations using other technologies
5. Fuel oil spill remediation investigations
6. Materials core sampling
7. Hydrogeological investigations

D. Testing Services

1. Concrete strength, slump, air, constant, etc.
2. Asphalt strength, composition, etc.
3. Soil density, compaction, moisture, etc.
4. Coatings/liner adhesion strength and thickness
5. HVAC system air flows and air balances
6. Electrical power distributions system testing
7. Air quality testing
8. Construction compliance testing

E. Other Support Services

1. Operations and maintenance manuals
2. Standard operating procedures
3. Air permitting and reporting
4. Construction scheduling

The Council intends to execute professional services contract(s) with one or more Proposers that are able to provide one or more of these services. The contract(s) will be structured to allow the Council to request specific professional services, generally valued at less than \$25,000, on an as needed basis by issuing Work Orders. Each Work Order will include a specific scope of services, the specified cost for those services, and a designated Council Project Manager.

The Council intends to select firms for these services based on the following tentative schedule:

<i>Issue Request for Proposals</i>	September 18, 2000
<i>Proposals Due Date</i>	October 18, 2000
<i>Election of Contractor(s)</i>	November 2000

All firms interested in providing these services should request a copy of the Request for Proposals. Send or fax requests to:

Amanda Petersen, Administrative Assistant
Contracts and Documents Unit
Metropolitan Council
Mears Park Centre
230 East Fifth Street
St. Paul, MN 55101
Phone: (651) 602-1585
Fax: (651) 602-1138
Email: amanda.petersen@metc.state.mn.us

Metropolitan Council

Metro Transit

Bids Sought for Asphalt Repairs at Three Transit Facilities

The Metropolitan Council is soliciting sealed bids for asphalt repairs at three Metro Transit facilities. Bids are due at 2 p.m., on September 26, 2000.

Bids must be submitted in accordance with the Invitation for Bids document available from:

Metropolitan Council
Metro Transit Purchasing Department
515 N. Cleveland Avenue
St. Paul, MN 55114
Phone: (612) 349-5070
Fax: (612) 349-5069

Metropolitan Council

Metro Transit

Bids Sought for Building Renovations of Army Reserve Building 509 at Fort Snelling

The Metropolitan Council is soliciting sealed bids for Building Renovations of Army Reserve Building 509 at Fort Snelling, Minnesota. Bids are due at 2 p.m., on September 29, 2000. Bids must be submitted in accordance with the Invitation for Bids document available from:

Metropolitan Council
Metro Transit Purchasing Department
515 N. Cleveland Avenue
St. Paul, MN 55114
(612) 349-5070

University of Minnesota

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

The University of Minnesota offers 24 hour/day, 7 day/week access to all Request for Bids/Proposals through its web based Bid Information Services (BIS). Subscriptions to BIS are \$75/year. Visit our web site at bidinfo.umn.edu or call the BIS Coordinator at 612-625-5534.

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

Non-State Public Bids, Contracts & Grants

Minnesota Workers' Compensation Assigned Risk Plan

Notice of Request for Proposals for Accounting Services

The Minnesota Workers' Compensation Assigned Risk Plan intends to contract with an entity qualified to provide accounting services. The contract period will commence on January 1, 2001. Interested parties may obtain the complete Request for Proposals (RFP) by sending a written request by mail or fax to:

MWCARP Administrative Office
4500 Park Glen Road, Suite 410
Minneapolis, MN 55416
Fax: (952) 922-5423

Please provide your email address if you wish to receive the RFP by email. Deadline for submission of proposals is October 16, 2000 at 4:00 p.m.

Minnesota Workers' Compensation Assigned Risk Plan

Notice of Request for Proposals for Actuarial Services

The Minnesota Workers' Compensation Assigned Risk Plan intends to contract with an entity qualified to provide actuarial services. The contract period will commence on January 1, 2001. Interested parties may obtain the complete Request for Proposals (RFP) by sending a written request by mail or fax to:

MWCARP Administrative Office
4500 Park Glen Road, Suite 410
Minneapolis, MN 55416
Fax: (952) 922-5423

Please provide your email address if you wish to receive the RFP by email. Deadline for submission of proposals is October 16, 2000 at 4:00 p.m.

New State Phone Directory & Handbook!

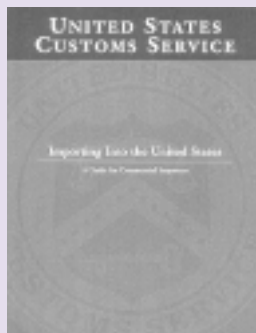


State of Minnesota Telephone Directory 2000-2001

Alphabetical listings of all Minnesota state employees plus state department listings (both metro area and greater Minnesota) including fax numbers, email addresses and TTY numbers. Softcover, 388pp. **Stock No. 1-87 \$13.95**

Handbook to Minnesota State Government

A great companion to the phone book, this easy-to-use handbook features the state agencies under the current Ventura administration. A tremendous resource for all state citizens, this reference will provide the information you need to best utilize the many services and programs provided by our state agencies. Each agency listing features contact information needed to reach the commissioner and other key contacts. You'll find hundreds of addresses, phone numbers, web sites, e-mail addresses, FAX numbers plus a brief outline of what each state agency does for you and photos of several commissioners. Softcover, pp. **Stock No. 1-1 \$7.95**



Gardening Calendar 2001

Stock No. 15-1 \$11.95

Weatherguide Calendar 2001

Stock No. 15-51 \$14.95

State Parks Calendar 2001

Stock No. 15-38 \$8.95



Importing into the United States

Just released, this federal government publication walks you through the commercial import process. Softcover, 109pp. **Stock No. 16-7 \$9.00**

Minnesota Almanac 2000

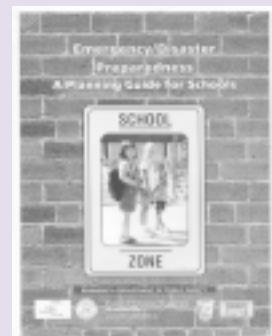
You're familiar with the Farmer's Almanac. Now check out the new Minnesota Almanac. From employment to sports records, geography to vital statistics, weather facts to business and organized labor-- you'll find scores of interesting facts in this handy reference. Softcover, 394pp. **Stock No. 19-106 \$15.95**



Emergency/Disaster Preparedness:

A Planning Guide for Schools

Developed by the Dept. of Public Safety and Children, Families, and Learning, this guide offers a quick reference for school officials to help them prepare for and respond to a variety of emergencies and other concerns. Topic include: severe weather, suicide, fire, assault/fights, bomb threats, shooting, hazardous materials, and more. Looseleaf with reinforced tabs, 26pp. **Stock No. 19-106 \$15.95**





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