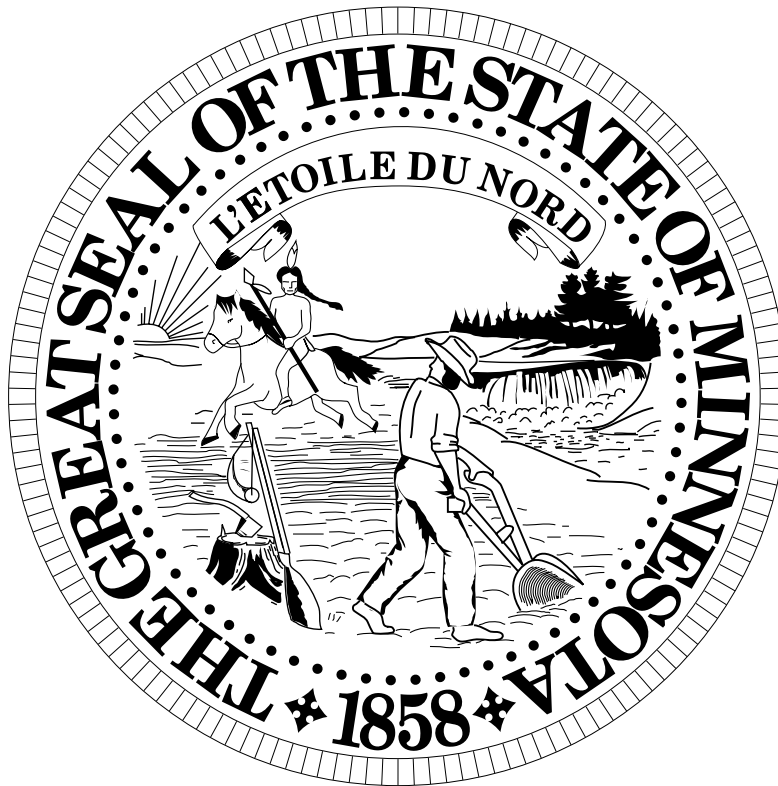


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State Register

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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:

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- commissioners' orders
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#41	Monday 1 April	Noon Wednesday 20 March	Noon Tuesday 26 March
#42	Monday 8 April	Noon Wednesday 27 March	Noon Tuesday 2 April
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Minnesota Rules: Amendments and Additions

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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 1999 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

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

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 Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*.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

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

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Commissioners' Orders

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

Minnesota Pollution Control Agency

Notice of Intent to Approve the Creation of the Lake Benton Don-Ja-Lei Sanitary District in Accordance with *Minnesota Statutes* §§ 115.18 to 115.20

The Township of Diamond Lake petitioned the Minnesota Pollution Control Agency (MPCA) to approve the creation of a sanitary district to be known as the Lake Benton Don-Ja-Lei Sanitary District. The propose of the sanitary district is to promote the public health and welfare by providing the residents within its boundaries an adequate and efficient system and means of collecting, conveying, pumping, treating and disposing of domestic sewage.

The territory of the proposed district is within portions of Diamond Lake Township, Lincoln County, Minnesota. The territory of the proposed sanitary district is legally described as:

All that part of the North 1/2 of the Southeast 1/4 and Government Lots 5, 6, and 7, Section 27 and Government Lots 1 and 2, Section 34, all in Township 110, Range 45, lying to the right of the first following described line "A": and to the left of the second following described line "B" and northerly of the North shore of Lake Benton:

Line "A":

Commencing at the northwest corner of the South 1/2 of said Section 27; thence North 89°38'34" East, assumed bearing, along the north line of said South 1/2 a distance of 3988.69 feet to the point of beginning of the line herein described; thence South 0°15'16" West, 1794.37 feet; thence southeasterly on a tangential curve to the left, (central angle 59°27'23" and radius 142.12 feet) 147.48 feet; thence South 59°12'07" East, tangent to the last described curve, 134.86 feet; thence southeasterly on a tangential curve to the right, (central angle 57°05'07" and radius 216.85 feet) 216.05 feet; thence South 2°07" East, tangent to the last described curve, 8.25 feet; thence North 66°36' East, 675.00 feet; thence North 29°00' East, 336.08 feet; thence South 89°48'14" East, 232.81 feet to the east line of said Government Lot 7; thence South 0°11'46" West, along said east line, 330 feet more or less to the northerly shore of Lake Benton and there terminating.

Line "B":

Commencing at the northwest corner of the South 1/2 of said Section 27; thence North 89°38'34" East, assumed bearing, along the north line of said South 1/2 a distance of 3922.69 feet to the point of beginning of the line herein described; thence South 0°15'16" West, 1912.51 feet; thence South 59°12'07" East, 253.70 feet; thence southeasterly on a tangential curve to the right (central angle 57°05'07" and radius 150.85 feet) 150.30 feet; thence South 2°07' East, tangent to the last described curve, 33.94 feet, thence South 66°36' West, 785.39 feet; thence North 68°15'50" West, 69.33 feet; thence westerly on a tangential curve to the left (central angle 10°03' and radius 3994.72 feet) 700.70 feet; thence westerly on a compound curve to the left (central angle 13°58'09" and radius 1437.18 feet) 350.40 feet; thence South 87°43' West, tangent to the last described curve, 465.58 feet; thence southwest-erly on a tangential curve to the left (central angle 38°26' and radius 778.11 feet) 521.95 feet; thence North 40°43' West, radial to the last described curve 553.98 feet; thence South 49°17' West, 340 feet more or less to the northerly shore of Lake Benton and there terminating.

Containing 47.182 acres,

also described as that area plated as DON-JA-LEI, dated November 2, 1970, filed December 29, 1970 at 10:30 o'clock a.m. in Book One of Plats at Page 69.

Official Notices

A map displaying the boundaries of the proposed district is available at the MPCA.

The public has 30 days to submit written comments on the petition. If a person objects to the petition, that person may submit a written request for a hearing that meets the requirements of *Minnesota Rules* 7000.1800 and 7000.1900. The written comments or a written request for a hearing must be submitted to the MPCA by 4:30 p.m. on March 25, 2002. If twenty five (25) or more timely requests for hearing are received, the MPCA will schedule a hearing prior to making a determination on the petition.

Following the end of the comment period and, if held, the contested case hearing, the MPCA Commissioner will decide whether to approve the petition for creation of the district unless, as provided by *Minnesota Statutes* § 116.02, the MPCA Citizens' Board makes this decision. You have the right to submit a petition to the MPCA Commissioner requesting that the MPCA Citizens' Board make the decision on approval of the petition for creation of the Lake Benton Don-Ja-Lei Sanitary District. Your petition must be in writing and must be received by MPCA staff during the public comment period. The MPCA Citizens' Board will only make the decision on approval of the petition for creation of the sanitary district if the MPCA Commissioner grants your petition or if an MPCA Citizens' Board member makes a timely request to have the decision made by the MPCA Citizens' Board.

A copy of the petition, resolutions, map of the area within the proposed sanitary district with the legal description, and other documents relevant to the petition can be requested from the MPCA. Comments, questions and request for hearing regarding the creation of the sanitary district and requests for information must be submitted in writing to:

Debra Moynihan	Phone: (507) 280-3589
Regular Facilities Unit	1-800-657-3864
Rochester Subdistrict Office	Out of state: 1-800-627-3529
Minnesota Pollution Control Agency	TTY: (612) 282-5332
18 Wood Lake Drive Southeast	Fax: (507) 280-5513
Rochester, Minnesota 55904	

This notice, the petition, and other documents relevant to this petition can be made available in other formats, including Braille, large print, and audio tape, and other languages upon request.

Karen A. Studders
Commissioner

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 State Designer Selection Board (SDSB)

Meeting Dates, Times and Agenda Items

Pursuant to SDSB *Minnesota Rule* 3200.0400, below is the schedule of State Designer Selection Board meeting dates, times and agenda items as of March 19, 2002:

- **April 2, 2002**
Shortlisting Project 02-01, Department of Agriculture and Health, for Construction of a New Laboratory Facility and Parking Ramp

Shortlisting Project 02-02, Department of Administration for Architectural/Engineering Services for the Redesign of the anchoring system for the exterior granite façade of the Transportation Building on the State Capitol Campus
- **April 16, 2002**
Interviews/Selection Project 02-01, Departments of Agriculture and Health, for Construction of a New Laboratory Facility and Parking Ramp

Interviews/Selection Project 02-02, Department of Administration for Architectural/Engineering Services for the Redesign of the anchoring system for the exterior granite façade of the Transportation Building on the State Capitol Campus

Unless otherwise stated, all meetings are held in the Administration Building, 50 Sherburne Avenue, St. Paul, Room G-10/Conference Room A. Other matters may come before the Board and be added to the agenda as needed. For additional information, including meeting start times, contact Winnie Sullivan **phone** at: (651) 297-1545.

Minnesota Department of Commerce

REQUEST FOR COMMENTS on Possible Waiver of *Minnesota Statutes* Sections 62A.315, 62A.316 and Other Applicable Statutes and Rules Governing the Issuance of Medicare Supplement Policies for a Proposed Demonstration Project

Background

United Healthcare Insurance Company has submitted a request to the Commissioner of Commerce for authority to proceed with a Medicare supplement demonstration project authorized under *Minnesota Statutes* Section 62A.421. If granted, United Healthcare intends to issue policies identified as Plans H, I and J to Minnesota residents who are members of AARP. These plans would not comply with *Minnesota Statutes* Sections 62A.31, subd. 1(a) and (2), 62A.315 and 62A.316, which set forth specific mandates for Basic and Extended Basic Medicare supplement plans issued to Minnesota residents. In accordance with *Minnesota Statutes* Section 62A.421, United Healthcare has asked for a waiver in order to proceed with the demonstration project.

Persons Affected

The waiver would affect members of AARP who choose to purchase association sponsored Medicare supplement policies.

Statutory Authority

Minnesota Statute Section 62A.421 requires the Commissioner of Commerce to provide an opportunity for the public to comment before granting a waiver of compliance with any statute or rule for demonstration project applicants.

Request for Comments

The Commissioner of Commerce requests comments on the possible waiver of statutes governing Medicare supplement policies intended for issue to members of AARP. Interested persons or groups may submit comments or information until 4:30 p.m. on Friday, April 19, 2002.

Agency Contact Person

Written comments, questions, and request for additional information on the possible waiver should be directed to: Julie Lee at the Department of Commerce, 85 7th Place East, Suite 500, St. Paul, MN 55101, **phone**: (651) 297-4291; **fax**: (651) 284-4106, **email**: Julie.Lee@state.mn.us

Emergency Medical Services Regulatory Board

Notice of Completed Application in the Matter of the License Application of the Cannon Falls Ambulance, Cannon Falls, Minnesota

PLEASE TAKE NOTICE that the Emergency Medical Services Regulatory Board (hereinafter EMSRB) has received a completed application from the **Cannon Falls Ambulance, Cannon Falls, Minnesota**, for a new license, advanced ambulance - part time.

NOTICE IS HEREBY GIVEN that, pursuant to *Minnesota Statutes* sec. 144E.11, subd. 3, each municipality, county, community health board, governing body of a regional emergency medical services system, ambulance service and other person wishing to make recommendations concerning the disposition of the application, shall make written recommendations or comments opposing the application to the EMSRB within 30 days or by April 24, 2002, 4:30 p.m.

Official Notices

Written recommendations or comments opposing the application should be sent to: Mary Hedges, Executive Director, EMSRB, 2829 University Avenue S.E., Suite 310, Minneapolis, Minnesota 55414-3222.

If fewer than six comments opposing the application are received during the comment period, and the EMSRB approves the application, the applicant will be exempt from a contested case hearing, pursuant to *Minnesota Statutes* sec. 144E.11, subd. 4. If six or more comments in opposition to the application are received during the comment period or the EMSRB denies the application, the applicant may immediately request a contested case hearing, or may try to resolve the objections of the public and/or the EMSRB within 30 days, pursuant to *Minnesota Statutes* sec. 144E.11, sub. 5(a), (b). If the applicant is unable to resolve the objections within 30 days, or if the applicant initially requests a contested case hearing one will be scheduled and notice of the hearing given pursuant to *Minnesota Statutes* sec. 144E.11, subd. 5(c), (e).

Dated: 13 March 2002

Mary F. Hedges, Executive Director

Department of Human Services

Informational Notice for Intermediate Care Facilities for Persons with Mental Retardation and the ICF/MR Statewide Advisory Committee Meeting Scheduled for April 15, 2002

NOTICE IS HEREBY GIVEN the ICF/MR Statewide Advisory Committee has committed the total amount of its discretionary funding for state fiscal years 2001 and 2002. Consequently, the committee will not be reviewing or approving requests to fund downsizing, relocation and closure of ICF/MR facilities until further notice.

To comply with 2002 legislation newly enacted, this committee will no longer request, review or act upon temporary rate adjustments to address occupancy issues from days 91 up to days 180 following the discharge of recipient(s) from Intermediate Care Facilities for Persons with Mental Retardation/Related Conditions. These requests will no longer be funded by the Department of Human Services.

If you have questions, please contact Barb Nelson **phone** at: (651) 582-1969.

Department of Labor and Industry

Labor Standards Unit

Notice of Addition to Commercial Prevailing Wage Rates

Additional rates have been made to the Commercial Prevailing Wage Rates certified 12/17/01, for **Labor Code 107, Pipelayer, and 430, Wiring System Technician in Lyon County.**

Copies of the certification with additional rates may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, or by calling (651) 284-5091. Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Shirley I. Chase
Commissioner

Department of Labor and Industry

Labor Standards

Notice of Correction to Highway/Heavy Prevailing Wage Rates

A correction has been made to the Highway/Heavy Prevailing Wage Rates certified 10/01/01, for **Region 8, Trucks, Group 1.**

A copy of the certification with the correction, may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306, by calling (651) 284-5091, or accessing our

web site at www.doli.state.mn.us. Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Shirley I. Chase
Commissioner

Metropolitan Council

Notice of Public Hearing on Proposed Service Reductions in Regular Public Transit Routes Operated By Metro Transit

The Metropolitan Council will hold a series of public hearings on proposed service reductions in regular public transit routes operated by Metro Transit and Metropolitan Transportation Services. Since many of the proposed service reductions involve major portions of routes or entire routes, Metropolitan Council policy and federal guidelines require that public review and input be considered before the proposed major changes in route service are adopted and implemented.

The service changes are in response to budget reductions mandated by the 2002 session of the Minnesota Legislature. The public hearing will be held from **April 29 through May 2, 2002**, and will be followed by a ten day open comment period before the public input is summarized and reported. Implementation of major service changes will be scheduled for September and December, 2002, following Metropolitan Council adoption of recommendations, and as resource, planning, and contractual constraints allow.

The public hearing will be held:

- **Monday, April 29, 2002**
11:30 a.m. – 1:30 p.m.
Metropolitan Council Chambers
230 East 5th Street, St. Paul
- **Monday, April 29, 2002**
5:30 p.m. – 7:30 p.m.
Metropolitan Council Chambers
230 East 5th Street, St. Paul
- **Tuesday, April 30, 2002**
6:30 p.m. – 8:30 p.m.
Robbinsdale City Hall Council Chambers
4100 Lakeview Avenue North, Robbinsdale
- **Wednesday, May 1, 2002**
11:00 a.m. – 2:00 p.m.
Minneapolis Public Library Auditorium
300 Nicollet Mall, Minneapolis
- **Thursday, May 2, 2002**
6:30 p.m. – 8:30 p.m.
Bloomington City Hall Council Chambers
2215 W. Old Shakopee Road, Bloomington

All interested persons are encouraged to attend the hearing and offer comments. People may register in advance to speak by calling Data Center **phone** at: (651) 602-1140 or **TTY**: (651) 291-0904. Upon request, the Council will provide reasonable accommodations to persons with disabilities.

Comments, which must be received by Sunday, May 12, 2002, may also be submitted as follows:

- Send written comments to Bruce Howard at Metropolitan Council, 230 East Fifth St., St. Paul, MN 55101
- Fax comments to Bruce Howard at (651) 602-1464
- Record comments to the Public Comment Line at (651) 602-1500
- Email comments to data.center@metc.state.mn.us
- Send TTY comments to Bruce Howard attention at (651) 291-0904.

Official Notices

Copies of the public hearing draft proposal of the Service Reductions in Regular Public Transit Routes will be available no later than **April 19, 2002**. They may be picked up at the St. Paul Transit Store, 101 East 5th St., Firststar Center Skyway Level; Downtown Minneapolis Transit Store, 719 Marquette Ave.; Mall of America Transit Store, 60 E. Broadway, Bloomington; Metropolitan Council Data Center, 230 East Fifth St., St. Paul or by **phone**: (651) 602-1140 or on the **web** at: www.metrocouncil.org

Metropolitan Council Environmental Services

Notice of Request for Information (RFI) about a Water Quality Oracle Database Display and Editing / Review Software Tool

The Environmental Monitoring and Assessment (EMA) Section of Metropolitan Council Environmental Services (MCES) is requesting information from interested firms or individuals about a software tool that could be used on the existing Water Quality Oracle Database for quality assurance by monitoring staff who evaluate data for quality and integrity. Desirable features include but are not limited to the following: plotting multiple time series plots, brushing of data for flagging in database, flagging data outside range, comparing data with historical data, doing exploratory data analysis techniques including boxplots, and displaying geostatistical spatial data.

Information obtained by EMA by April 12, 2002 will be used to learn more about existing software tools and vendors available to meet program needs. EMA plans to have a functioning software tool by December 1, 2002. One possible outcome of the RFI process will be to develop a Request for Proposal (RFP). However, this RFI does not obligate EMA to proceed with a RFP. All expenses incurred in responding to this notice are solely the responsibility of the responder.

The Request for Information can be obtained via Email or USmail from:

Ron Jacobson, Metro Plant Laboratory, WQ, MCES
2400 Childs Road
St. Paul, MN 55106
Phone: (651) 602-8391
Email: ron.jacobson@metc.state.mn.us

Teachers Retirement Association

Notice of Meeting

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Thursday, April 11, 2002 at 9:30 a.m. in Suite 400, 60 Empire Drive, St. Paul, MN to consider matters which may properly come before the Board.

Department of Transportation

State Aid for Local Transportation Group

Petition of City of Oakdale for a Variance from State Aid Requirements for Roadway Width to Allow Parking on Both Sides of the Street

NOTICE IS HEREBY GIVEN that the City of Oakdale 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 reconstruction project located in the City of Oakdale, on Municipal State Aid Highway No. 111 (45th Street), between Granada Avenue and Glenbrook Avenue in the City Limits of Oakdale, Minnesota.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9936, adopted pursuant to *Minnesota Statutes* Chapters 161 and 162, as they apply to the proposed reconstruction of 45th Street in the City of Oakdale, between Granada Avenue and Glenbrook Avenue, so as to allow parallel parking on both sides of the roadway with a 36 foot roadway width, in lieu of the minimum 38 foot width required by standards.

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: 18 March 2002

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

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 Human Services

Mental Health Division

Compulsive Gambling Treatment Program

Request for Proposal (RFP) for Statewide Problem Gambling Public Information Campaign and Annual Awareness Week and Conference

The Minnesota Department of Human Services is soliciting proposals for a statewide public information campaign to promote recognition of problem gambling behavior and the availability of treatment services throughout Minnesota and the annual Gambling Awareness Week that includes a conference.

The Department of Human Services has designated a maximum of \$200,000 per year for SFY 03-04. The two components of this RFP are: public awareness and education with an estimated \$175,000 per state fiscal year, and the annual Gambling Awareness Week that includes a conference with an estimated \$25,000 per state fiscal year.

The time period for this grant is two years, beginning July 1, 2002 through June 30, 2004. The source of funding is provided through a legislative appropriation and is contingent upon the continuation of this appropriation at the current level through SFYs 2003 and 2004. The state reserves the right to extend the grant period for up to three additional years based on satisfactory performance and the availability of funds.

A copy of the complete RFP, which will be sent free of charge to interested vendors, is available by contacting: Sharon Walp, Compulsive Gambling Treatment Program, Minnesota Department of Human Services, 444 Lafayette Road North, St. Paul, MN 55155-3828, **phone:** (651) 582-1818, **email:** sharon.walp@state.mn.us. Sharon Walp is the only person designated to answer questions regarding this RFP.

All Applicants must provide one original proposal and five copies of the proposal to the Minnesota Department of Human Services, Attention: Sharon Walp, C/O Information Desk, 444 Lafayette Road North, St. Paul, Minnesota 55155, **no later than 3:00 p.m., Friday, April 19, 2002**. Evaluation and selection of the provider will be completed by May 15, 2002.

State Contracts

Informal Solicitations: Effective March 1, 2002, informal solicitations for all contracting opportunities for professional/technical (consultant) contracts with values estimated to be over \$5,000 and under \$50,000 must be posted on the Department of Administration, Materials Management Division web page (www.mmd.admin.state.mn.us) and access P/T Contracts.

Formal Requests for Proposals: Department of Administration procedures require that formal notice of any professional/technical (consultant service) contract which has an estimated value over \$50,000 must be printed in the *State Register*. Certain quasi-state agencies and Minnesota State Colleges and Universities institutions are by law exempt from these requirements.

Department of Administration State Designer Selection Board

REVISIONS: Request for Proposals for the Departments of Agriculture and Health, for Construction of a New Laboratory Facility and Parking Ramp (Project 02-01)

To Minnesota Registered Design Professionals:

The State Designer Selection Board has been requested to select consultants for a project. Design firms who wish to be considered for this project must deliver proposals on or **12:00 p.m. (Noon)**, Monday, ~~March 25~~ April 1, 2002, to:

Winnie Sullivan, Executive Secretary
State Designer Selection Board
Department of Administration
c/o Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155
Phone: (651) 297-1545

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) 296-4640. Questions relating to the project must be referred to the project contact(s) in Item 8.i.

NOTE TO RESPONDERS: Changes May Have Been Made in the Content and Format Requirement. Proposals that Do Not Conform to the Following Content, Order and Format Requirements as Outlined in Items 1 through 5 Below May Be Disqualified.

1. **The front cover of the proposal** should be clearly labeled with the project number and project title as shown at the top of this request for proposal, together with the designer's firm name, address, telephone number, fax number and the name of the contact person. The back cover should remain blank.
2. **All data should be on 8-1/2" x 11" sheets**, soft bound. No more than 20 printed faces should be included (see the following for clarification):
 - a. All letters directed to the Board should be bound into the proposal and all pages will be counted as printed face(s). It is not necessary to do a cover letter to the Executive Secretary.
 - b. Blank dividers (with printed tab headings only) will not be counted as faces.
 - c. Front and back covers of proposals will not be counted as faces.
 - d. None of the statutory or mandatory information, except as requested in Item 3 below, should appear on the dividers or covers.
 - e. All pages should be numbered.

Proposals that deviate from the above may be disqualified.

3. BRIEF PROPOSAL SUMMARY:

All proposals shall begin with a summary that 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 his or her 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~~ and (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 that such persons played in projects that 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. Twelve (12) 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.

State Contracts

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 02-01

Departments of Agriculture and Health
New Laboratory Facility and Parking Ramp

a. PROJECT DESCRIPTION:

The Department of Administration (Owner) intends to provide new facilities addressing critical health, life safety and space needs for the Departments of Agriculture (MDA) and Health (MDH).

Current MDA and MDH laboratory facilities are no longer able to meet the spatial and technical demands of their respective programs. Existing MDA labs are constrained by poor ventilation, insufficient technological capacity and limited support space. Significant functional limitations are present at existing MDH labs, which also lack sufficient support space. Both facilities lack the flexibility to accommodate changing conditions such as new regulatory requirements, increased complexity of services, and safety and security concerns.

A high level of interaction between MDA and MDH laboratory facilities (and related offices) has necessitated co-location of the two programs. Tight coordination of lab and program activities is critical to public protection in areas such as food safety, disease outbreak investigation, natural disaster, and terrorism. The State has determined that construction of a new laboratory structure with sufficient parking is necessary to meet the outlined needs. This project must coordinate and link with an adjacent new office structure. The new office structure is not part of the RFP or scope of this work.

Project scope:

1. New 168, 650 gross square foot joint MDA and MDH multi-story laboratory facility.
2. New parking ramp to accommodate 1,138 cars, linked to both structures.

Project delivery method: ~~Fast track construction with construction manager and multiple prime contracts.~~ A Design/Bid/Build on a fasttrack design with multiple bid packages.

Both the laboratory and parking ramp are to be constructed on a site to be determined prior to initiation of design. It is intended that the new parking ramp will service both laboratory and office structures.

The new MDA and MDH office structure is being developed separately and will be constructed concurrently with this project.

Information available to assist respondents:

1. A pre-design report dated 12/21/2001 prepared by Hokanson/Lunning/Wende Associates and the Adams Group.
2. Sustainable Guidelines
3. ~~Applicable design criteria~~

Copies of these documents are available for review at the Department of Administration in the Division of State Building Construction office. For review, contact Winnie Sullivan at (651) 297-1545.

Copies of the pre-design document (on CD-R format) will be made available only to firms that are shortlisted.

b. REQUIRED CONSULTANT SERVICES:

The consultant will:

1. Demonstrate significant experience with the design and construction of new and major renovations in facilities of like function and type.
2. Evaluate master plan and site documentation provided and coordinate design and programmatic requirements accordingly.
3. Prepare sustainability evaluations, studies, and cost analysis recommendations developed in accordance with the 'Minnesota Sustainable Design Guide'. The Guide is available at: www.sustainabledesignguide.umn.edu
4. Completely review the pre-design report and other available documentation to refine all design criteria into one final program.
5. Provide architectural design, landscape architecture and interior design (including space planning); civil; structural, mechanical, electrical and registered fire protection engineering; telecommunications design, laboratory design consultation, security design consultation, ~~and~~ parking consultation, cost estimating, and cost management.
6. Execute and coordinate reviews with all state and local regulatory agencies.
7. Coordinate with the developers and design team of the concurrent MDA and MDH office facility project.
8. Coordinate with other project consultants under contract to the Owner.
9. Coordinate with the 'Percent for Arts' Program.
10. Provide necessary information to help facilitate Owner's ~~FF&E~~ FF&E purchases.
11. Comply with the State's Consultant Designer Procedures Manual, Indoor Air Quality Standards, Electrical Standards and Technology Standards. Standards are available at: www.dsbc.admin.state.mn.us

c. SERVICES PROVIDED BY OTHERS:

The Owner will contract directly for, or arrange to provide:

1. Site survey, geo-technical, environmental and materials testing programs.
2. Project management, and scheduling ~~and cost management services~~.
3. HVAC commissioning services.
4. Construction Documents quality control review consultation.
5. Exterior envelope inspection services.

d. SPECIAL CONSIDERATIONS:

1. Prior experience with Agriculture and Health laboratory bio-hazardous level 3 design and construction preferred.
2. Prior experience with security design in public buildings preferred.
3. Prior experience with projects implemented at accelerated schedules preferred.
4. This project will not proceed unless funding is appropriated during the 2002 Legislative Session.

e. PROJECT BUDGET AND FEES:

Construction costs currently estimated to be:

1. New laboratory facility: \$41,268,000.00
2. New parking ramp: \$12,229,000.00

Estimated fees for Consultant services including all reimbursable for the labs shall be approximately 8 percent of the construction cost.

Estimated fees for Consultant services including all reimbursable for the parking ramp shall be approximately 5 percent of the construction cost.

f. PROJECT SCHEDULE:

The preliminary schedule calls for construction completion and occupancy by August 31, 2004.

State Contracts

The Consultant's work will commence on the date the funding appropriation bill is signed by the Legislature and when their contract is fully executed.

g. PROJECT INFORMATIONAL MEETING:

None.

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

<i>Project Information Meeting:</i>	None
<i>Project Proposals Due:</i>	Monday, March 25 April 1, 2002 by 12p.m. (Noon)
<i>Project Shortlist:</i>	Tuesday, April 2 April 9, 2002
<i>Project Information Meeting for Shortlist Firms:</i>	To be set by user agency
<i>Project Interviews and Award:</i>	Tuesday, April 16, 2002

i. PROJECT CONTACTS:

Questions concerning the RFP and project should be directed to:

Peter Paulson, DSBC Project Manager
Department of Administration
50 Sherburne Avenue, Room G-10
St. Paul, MN 55155-1402
Phone: (651) 296-8808
Fax: (651) 296-765
Email: peter.paulson@state.mn.us

j. SAMPLE CONTRACT:

The successful responder shall be required to execute the State's Basic Services Agreement which contains the State's standard contract terms and conditions, including insurance requirements. A sample of the State's Basic Services Agreement is available on the Minnesota Department of Administration Division of State Building Construction's **Website:** <http://www.dsbc.admin.state.mn.us>, click on forms.

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 that 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 that 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 1-800-657-3704. 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. These services are subject to approval in accordance with the *Minnesota Laws of 2002*, Chapter 220, Article 10, Section 37.

Department of Administration

State Designer Selection Board

Request for Proposals from the Department of Corrections for the Selection of a Designer for the New 416-Bed Inmate Living Unit at the Minnesota Correctional Facility-Lino Lakes (Project 02-03)

To Minnesota Registered Design Professionals:

The State Designer Selection Board has been requested to select consultants for a project. Design firms who wish to be considered for this project must deliver proposals on or before 12:00 p.m. (Noon), Monday, April 8, 2002, to:

Winnie Sullivan, Executive Secretary
State Designer Selection Board
Department of Administration
c/o Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155
Phone: (651) 297-1545

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) 297-1545. Questions relating to the project must be referred to the project contact(s) in Item 8.i.

NOTE TO RESPONDERS: Changes May Have Been Made in the Content and Format Requirement. Proposals That Do Not Conform to the Following Content, Order and Format Requirements as Outlined in Items 1 Through 5 Below May Be Disqualified.

- 1. The front cover of the proposal** should be clearly labeled with the project number and project title as shown at the top of this request for proposal, together with the designer's firm name, address, telephone number, fax number and the name of the contact person. The back cover should remain blank.
- 2. All data should be on 8-1/2" X 11" sheets**, soft bound. No more than 20 printed faces should be included (see the following for clarification):
 - a. All letters directed to the Board should be bound into the proposal and all pages will be counted as printed face(s). It is not necessary to do a cover letter to the Executive Secretary.
 - b. Blank dividers (with printed tab headings only) will not be counted as faces.
 - c. Front and back covers of proposals will not be counted as faces.
 - d. None of the statutory or mandatory information, except as requested in Item 3 below, should appear on the dividers or covers.
 - e. All pages should be numbered.

Proposals that deviate from the above may be disqualified.

3. BRIEF PROPOSAL SUMMARY:

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

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

State Contracts

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; and (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. 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 02-03

Department of Corrections
MCF-Lino Lakes
Construction of a 416-Bed Offender Housing Unit
7525 Fourth Avenue
Lino Lakes, Minnesota 55014

a. PROJECT DESCRIPTION:

The purpose of this project is to replace five existing inmate living units at the Minnesota Correctional Facility-Lino Lakes (MCF-LL), having a current capacity of 366, with one new 416-bed inmate living unit. This project will not proceed unless the funding is appropriated during the 2002 Legislative Session.

The project scope will include:

- Construct a new 69,734 square foot, lockable, wet, double-celled inmate housing unit.
- Two of the existing living units will be abated and demolished.

b. REQUIRED CONSULTATION SERVICES:

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

c. SERVICES PROVIDED BY OTHERS:

Asbestos abatement.

d. SPECIAL CONSIDERATIONS:

Prior experience in Corrections design and construction administration necessary.

e. PROJECT BUDGET/FEES:

The current construction budget is estimated to be approximately \$11,296,000. The project cost, including all fees, permits, departmental furnishings, and equipment purchases, have been fixed at \$14,339,000. Design fees available for this project are approximately \$797,000 including reimbursable expenses.

f. PROJECT SCHEDULE:

The design process shall begin in June 2002 with construction to begin in April 2003 and project completion by April 2004.

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

An informational meeting will be held, Monday April 1, 2002 at 1:00 p.m., in the administration building at the MCF-Lino Lakes, 7525 Fourth Avenue, Lino Lakes, Minnesota. A photo ID and pre-registration are required by calling Jim Aleckson at (651) 717-6120. No cell phones, pocket knives, or tobacco products will be allowed in the facility. Additional programming and predesign information will be made available to the firms chosen for the short-list only.

State Contracts

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

<i>Project Information Meeting and/or Site Visit:</i>	Monday, April 1, 2002
<i>Project Proposals Due:</i>	Monday, April 8, 2002, by 12:00 p.m. (Noon)
<i>Project Shortlist:</i>	Tuesday, April 23, 2002
<i>Project Information Meeting for Shortlisted firms:</i>	To be set by user agency
<i>Project Interviews and Award:</i>	Tuesday, May 7, 2002

i. PROJECT CONTACT(S):

Questions concerning the project should be referred to:

Jim Aleckson, Physical Plant Director
MCF-Lino Lakes
7525 Fourth Avenue
Lino Lakes, Minnesota 55014
Phone: (651) 717-6120
Fax: (651) 717-6137

Joseph Miller, Capital Resources Administrator
Department of Corrections
1450 Energy Park Drive, Suite 200
St. Paul, Minnesota 55108
Phone: (651) 642-0247
Fax: (651) 603-0150

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.
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.

9. CONTRACT REQUIREMENTS:

- a. The amended Minnesota Human Rights Act (*Minnesota Statute 363.073*) divides the contract compliance program into two categories. Both categories apply to any contracts for goods or services in excess of \$100,000. The first category applies to businesses who have more than 40 full-time employees within Minnesota on a single working day during the previous 12 months. The businesses in this category must have submitted an affirmative action plan to the Commissioner of the Department of Human Rights prior to the date and time set for the solicitation opening and must have received a Certificate of Compliance prior to the execution of the contract or agreement. The second category applies to businesses who have more than 40 full-time employees on a single working day in the previous 12 months in the State in which they have their primary place of business. The business in this category must either have an unexpired Certificate of Compliance previously issued by the Department of Human Rights, or certify to the contracting State agency that they are in compliance with federal affirmative action requirements before execution of the contract. This Certificate is valid for two (2) years. For further information, contact the Department of Human Rights, 190 East Fifth Street, Suite 700, St. Paul, MN 55101, (651) 296-5663 or 1-800-657-3704.

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.

Department of Administration

State Designer Selection Board

Request for Proposals from the Department of Corrections for the Selection of a Designer to Remodel and Expand the Existing "G" Building from a 24-bed to 48-bed Living Unit, Construct Additional Dining/Kitchen Space in the Core Building, and Remodel the Existing Segregation Unit Control Center at the Minnesota Correctional Facility-Shakopee (Project 02-04)

To Minnesota Registered Design Professionals:

The State Designer Selection Board has been requested to select consultants for a project. Design firms who wish to be considered for this project must deliver proposals on or before 12:00 p.m. (Noon), Monday, April 8, 2002, to:

Winnie Sullivan, Executive Secretary
State Designer Selection Board
Department of Administration
c/o Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155
Phone: (651) 297-1545

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) 297-1545. Questions relating to the project must be referred to the project contact(s) in Item 8.i.

NOTE TO RESPONDERS: Changes May Have Been Made in the Content and Format Requirement. Proposals That Do Not Conform to the Following Content, Order and Format Requirements as Outlined in Items 1 Through 5 Below May Be Disqualified.

1. **The front cover of the proposal** should be clearly labeled with the project number and project title as shown at the top of this request for proposal, together with the designer's firm name, address, telephone number, fax number and the name of the contact person. The back cover should remain blank.
2. **All data should be on 8-1/2" x 11" sheets**, soft bound. No more than 20 printed faces should be included (see the following for clarification):
 - a. All letters directed to the Board should be bound into the proposal and all pages will be counted as printed face(s). It is not necessary to do a cover letter to the Executive Secretary.
 - b. Blank dividers (with printed tab headings only) will not be counted as faces.
 - c. Front and back covers of proposals will not be counted as faces.
 - d. None of the statutory or mandatory information, except as requested in Item 3 below, should appear on the dividers or covers.
 - e. All pages should be numbered.

Proposals that deviate from the above may be disqualified.

3. BRIEF PROPOSAL SUMMARY:

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

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

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

- c. A statement indicating that the consultants listed have been contacted and have agreed to be a part of the design team;
- d. A commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in Item 3.b above, along with adequate staff to meet the requirements of work;
- 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; and (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. 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.

State Contracts

- 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 02-04

Department of Corrections

MCF-Shakopee

"G" Building 48-Bed Housing Conversion and Support Facilities Expansion

1010 West 6th Avenue

Shakopee, Minnesota 55379

a. PROJECT DESCRIPTION:

The purpose of this project is to remodel and expand the existing "G" Building to convert it from a 24-bed living unit to a 48-bed secure living unit. This project will also construct a dining room addition, complete internal remodeling of the meal serving and kitchen areas of the Core Building, expand offender visiting room, and remodel the existing segregation unit control center. This project will not proceed unless funding is appropriated during the 2002 Legislative Session.

The project scope will include:

- Renovation and expansion of existing 24 bed living unit to a 48 bed living unit.
- Expansion of existing kitchen and dining facilities.
- Expansion of offender visiting room.
- Renovation of existing security unit control room.

b. REQUIRED CONSULTATION SERVICES:

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

c. SERVICES PROVIDED BY OTHERS:

None

d. SPECIAL CONSIDERATIONS:

Prior experience in Corrections design and construction administration necessary.

e. PROJECT BUDGET/FEES:

The current construction budget is estimated to be approximately \$2,195,000. The project cost, including all fees, permits, departmental furnishings and equipment purchases, have been fixed at \$3,070,000. Design fees available for this project are approximately \$224,000 including reimbursable expenses.

f. PROJECT SCHEDULE:

The design process shall begin in June 2002 with construction to begin in January 2003 and project completion by September 2003.

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

An informational meeting will be held on Tuesday, April 2, 2002, at 10:00 a.m. in the front lobby at the MCF-Shakopee, 1010 West 6th Avenue, Shakopee, Minnesota. A photo ID and pre-registration are required by calling the facility at (952) 496-4440. No cell phones, pocketknives, or tobacco products will be allowed in the facility. Additional programming and predesign information will be made available to the firms chosen for the shortlist only.

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

Project Information Meeting and/or Site Visit:
Project Proposals Due:
Project Shortlist:
Project Information Meeting for Shortlisted firms:
Project Interviews and Award:

Tuesday, April 2, 2002 at 10:00 a.m.
Monday, April 8, 2002, by 12:00 p.m. (Noon)
Tuesday, April 23, 2002
To be set by user agency
Tuesday, May 7, 2002

i. PROJECT CONTACT(S):

Questions concerning the project should be referred to:

Gordy Peters, Physical Plant Director
MCF-Shakopee
1010 West 6th Avenue,
Shakopee, Minnesota 55379
Phone: (952) 496-4442
Fax: (952) 496-4476

Joseph Miller, Capital Resources Administrator
Department of Corrections
1450 Energy Park Drive, Suite 200
St. Paul, Minnesota 55108
Phone: (651) 642-0247
Fax: (651) 603-0150

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 that 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 that 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 1-800-657-3704.

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.

State Contracts

Colleges and Universities, Minnesota State (MnSCU) St. Cloud Technical College

Request for Bids for a Manual Gear Head Lathe

Program: Machine Tool Technology

School: St. Cloud Technical College

Year: 2001- 2002

Account Code: Equipment

Item: (1) Manual Gear Head Lathe

Standard Equipment and Optional Specifications to Include:

1. Swing over bed - 15 inches
2. 50 inches between centers
3. Spindle nose D1- 6 camlock
4. Spindle speeds to 2000 RPM
5. Set of machine manuals
6. Telescopic taper attachment
7. 3 - jaw chuck Pratt Burned
8. 4-jaw chuck Pratt Burned
9. Heidenhain ND 730 2 axis D.R.O.
10. Hardinge Sjogren D1-6 collect closer
11. Aloris tool post Model CXA with CXA-1, CXA-2, CXA-4, CXA-7 and CXA-8 attachments
12. Jacobs drill chuck #16N 3JT 1/8-5/8 capacity with Jacobs #5 Morse Taper arbor
13. Round tool post for compound rest
14. Steady rest
15. Tool box with machine wrenches

Electrics: 230 Volt 3 Phase

Machine must comply with U.L. listing requirements for State of Minnesota and City of St. Cloud

Include: Freight of machine to St. Cloud Technical College and set in place.

Bid to include: Trade-in of 15" LeBlond lathe S/N 9C - 411

Please send your bid to:

St. Cloud Technical College
Attention: Jeff John
1540 Northway Drive
St. Cloud, MN 56303

Bids will be open on Monday April 22, 2002 at 2:00 p.m., on campus.

Department of Natural Resources

Notice of Availability of Contract for Gitchi Gami State Trail – Gooseberry to Split Rock Connector and as an Alternate: Gitchi Gami State Trail – Gooseberry Falls State Park – Phase 2

The Minnesota Department of Natural Resources is requesting proposals for the purpose of preparing a project memorandum, construction plans and specifications and provide construction inspection and contract administration services for the Gooseberry to Split Rock Connector segment.

Work is proposed to start after May 1, 2002.

A Request for Proposals will be available by mail from this office through March 29, 2002. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After **March 29, 2002**, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Sue Riehle, DNR Region 2 Facilities and Operations Support Bureau
1201 East Highway 2
Grand Rapids, MN 55744
Phone: (218) 327-4233
Fax: (218) 327-4263

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than **4:00 p.m., Central Time, April 4, 2002. Late proposals will not be considered.** Faxed or emailed proposals will **not** be considered.

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

Department of Natural Resources

Division of Lands and Minerals

Notice of Intent to Hold State Metallic Minerals Lease Sale

NOTICE IS HEREBY GIVEN that plans are being developed to hold the state's twenty-sixth sale of metallic minerals exploration and mining leases. The sale is tentatively scheduled for July 2002. The lease sale plans are being announced at this time in order to give mining companies, public interest groups and all other interested parties additional time to review the areas under consideration.

The purpose of Minnesota's metallic minerals rules (*Minnesota Rules*, parts 6125.0100 - .0700) is to promote and regulate the exploration for, mining and removal of metallic minerals on state-owned and state-administered lands. These rules, and the leases issued under these rules, authorize exploration and development of these minerals and impose certain requirements on the lessee. The requirements include: the payment of rentals that increase with the passage of time, the payment of royalty for all ore mined and removed, the submission of data and other reports, and the addressing of environmental considerations. In addition, the state lessee must comply with all applicable regulatory laws.

The areas under consideration for the lease sale cover portions of Cook, Lake, and Saint Louis Counties. Some of the lands being considered have been offered in previous metallic minerals lease sales, but based upon the interest shown by industry, new geologic data, and exploration techniques developed during the past few years, it is felt that within these lands there is significant potential for the discovery of mineral resources. Certain new lands of interest are also being considered for the lease sale.

The exact time and place of the lease sale will be announced by legal notice at least thirty (30) days prior to the sale. Mining unit books, listing the state lands to be offered at the lease sale, will be available for inspection or purchase at that time.

State Contracts

A map showing the general areas under consideration may be obtained from the Division of Lands and Minerals, Box 45, 500 Lafayette Road, St. Paul, MN 55155-4045, **phone:** (651) 296-4807.

Dated: 25 March 2002

Allen Garber
Commissioner of Natural Resources
By William C. Brice
Director, Division of Lands and Minerals

Department of Transportation

Program Support Group

Notice Concerning Professional/Technical Contract Opportunities

NOTICE TO ALL: The Minnesota Department of Transportation (Mn/DOT) is now placing additional public notices for professional/technical contract opportunities on Mn/DOT's Office of Consultant Services **website** at: www.dot.state.mn.us/consult

New public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice.

Non-State 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 Invitation for Bids (IFB) for Gateway Laptop Computers

Contract Number 02P017

The Metropolitan Council is requesting bids for 31 Gateway Solo 9550b LS Laptop Computers.

<i>Issue Invitation for Bids</i>	March 25, 2002
<i>Bids Due</i>	April 9, 2002
<i>Award Contract</i>	April 15, 2002

All firms interested in submitting bids for this contract and desiring to receive an IFB package are invited to make a written request either by email, fax or mail or phone request to:

Sunny Jo Emerson
Administrative Assistant, Contracts and Procurement Unit
Metropolitan Council
230 East Fifth Street
St. Paul, MN 55101
Phone: (651) 602-1499
Fax: (651) 602-1083
Email: sunnyjo.emerson@metc.state.mn.us

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 Proposal (RFP) for Software Services for the Industrial Waste Data Management System

MCES Project Number 70149

MCES Contract Number 01P122

The Metropolitan Council is requesting proposals for the development of an Industrial Waste Data Management System to support the activities of its Industrial Waste and Pollution Prevention (IWPP) section. The overall goal for this project is to have a vendor develop and provide a centralized information management system so that all information about industrial users is available in a single system that supports IWPP business processes.

The new system will replace a number of existing database, spreadsheet and manual applications to reduce data redundancy across multiple systems, improve confidence in data quality and increase efficiency in data management and access. For this project, the vendor will need to provide the application software, software programming to configure software to IWPP requirements, implementation services, support and maintenance services, training and documentation.

The Project schedule is shown below:

<i>Issue Request for Proposals</i>	March 18, 2002
<i>Questions Due</i>	April 8, 2002
<i>Receive Proposals</i>	April 22 2002
<i>Evaluated Short List</i>	May 22, 2002
<i>Product Demonstration</i>	June 17-21, 2002
<i>Environment Committee Recommendation</i>	July 3, 2002
<i>Negotiations</i>	Late July 2002
<i>Metropolitan Council authorization</i>	Early August 2002
<i>Notice To Proceed</i>	August 30, 2002

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

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

Inquiries regarding technical aspects of the project should be directed to Bob Pohlman at (651) 602-4710.

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.

Non-State Contracts & Grants

Metropolitan Council – Metro Transit

Proposals Sought for Three Hybrid-Electric Transit Buses

Metro Transit, a division of the Metropolitan Council, is soliciting proposals for three forty-foot, hybrid-electric, low-floor transit buses. This purchase includes an option for up to an additional 50 buses.

A pre-proposal meeting will be held on April 9, 2002 at 10:00 a.m., at the Metro Transit Overhaul Base, 515 N. Cleveland Ave., St. Paul, MN 55114. Proposals are due by **4:00 p.m., on April 22, 2002.**

Proposals must be submitted in accordance with the Solicitation Package available by contacting:

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

Metropolitan Council – Metro Transit

Sealed Bids Sought for Bus Stop Signs

The Metropolitan Council is soliciting sealed bids for Metro Transit's Bus Stop Signs. Bids are due at **1:00 p.m., on April 23, 2002.** 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

Ramsey County

Office for Integrated Care Management

Notice of Request for Letters of Interest for Consulting Services Regarding HIPAA

NOTICE IS HEREBY GIVEN, that Ramsey County is seeking a firm/individuals knowledgeable in the Administrative Simplification Requirements of the Health Insurance Portability and Accountability Act (HIPAA) to assist the County in:

- Identifying programs / services covered by the HIPAA Administrative Simplification Requirements;
- Conducting an assessment of the gap between current practice and requirements for each covered program; and
- Developing templates / models that can be used by the County in ensuring program compliance.

This request is expected to result in a time limited, fixed price contract.

Letters of Interest are due by the close of business (4:30 CST) on April 12th, 2002. Full copies of the Request are available by calling:

Peg Cregan
Ramsey County Office for Integrated Care
Phone: (651) 523-7259

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.

University of Minnesota

Request for Proposal for Design/Build Services for the Landscape Arboretum Visitor Center

I. NOTICE OF REQUEST FOR PROPOSAL

The University of Minnesota is interested in Design/Build Services for the Landscape Arboretum Visitor Center-Core Area Infrastructure & Site Improvements near Chanhassen, Minnesota. The intent of this Request for Proposal (RFP) is to receive, review, clarify, and evaluate the proposals. Our final objective is to select a firm to do the Design/Build.

Email or call your request for the full RFP, which will be sent free of charge to interested vendors.

II. CONTACT FOR RFP INQUIRIES:

Refer questions to:

PURCHASING SERVICES:

Chip Foster

Facilities Management

400 Donhowe Building

319 15th Ave. SE

Minneapolis, MN 55455-1082

Phone: (612) 626-8757

Fax: (612) 624-5796

Email: fosterc@facm.umn.edu

III. TENTATIVE SCHEDULE OF EVENTS

Be advised that these dates are subject to change as University officials deem necessary.

RFP Document Issued	March 25, 2002
Mandatory Pre-Proposal Meeting/site visit at 1pm (on site)	April 3, 2002
All Questions/Inquiries deadline	April 5, 2002 (until 3:00 p.m.CST)
RFP Response Due at 2p.m.,	April 11, 2002
Evaluation, Selection of Shortlisted Finalists	April 17, 2002
Interview/Presentations	April 24, 2002
Award Decision/Notification to Proposers	April 25, 2002
Construction Start Date	April 29, 2002
Substantial Completion Date	December 31, 2002

The University reserves the right, in its sole discretion, to reject any and all proposals, accept any proposal, waive informalities in proposals submitted, and waive minor discrepancies between a proposal and these proposal instructions, as it deems to be in its best interest. Any waiver of the University with respect to the requirements of these proposal instructions shall apply only to the particular instance for which it was made or given, and no such waiver shall constitute a permanent or future waiver of such requirements.

Available at Minnesota Bookstore

Order form on back page

The Pheasant in Minnesota

A fascinating "magazine" devoted to the ring-neck pheasant. Included is the history of the bird, its origin, development and introduction to this region. Color photos, softcover, 48pp.
Stock No. 9-13 \$5.95 + shpg. & sales tax

Dressing & Cooking Wild Game

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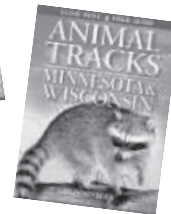
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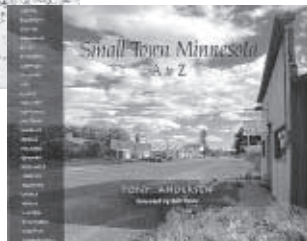
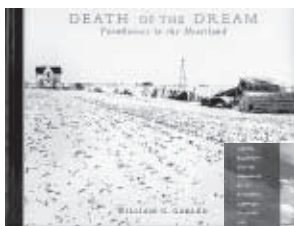
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Hunting and Wildlife Guides



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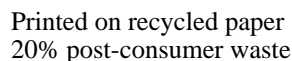
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