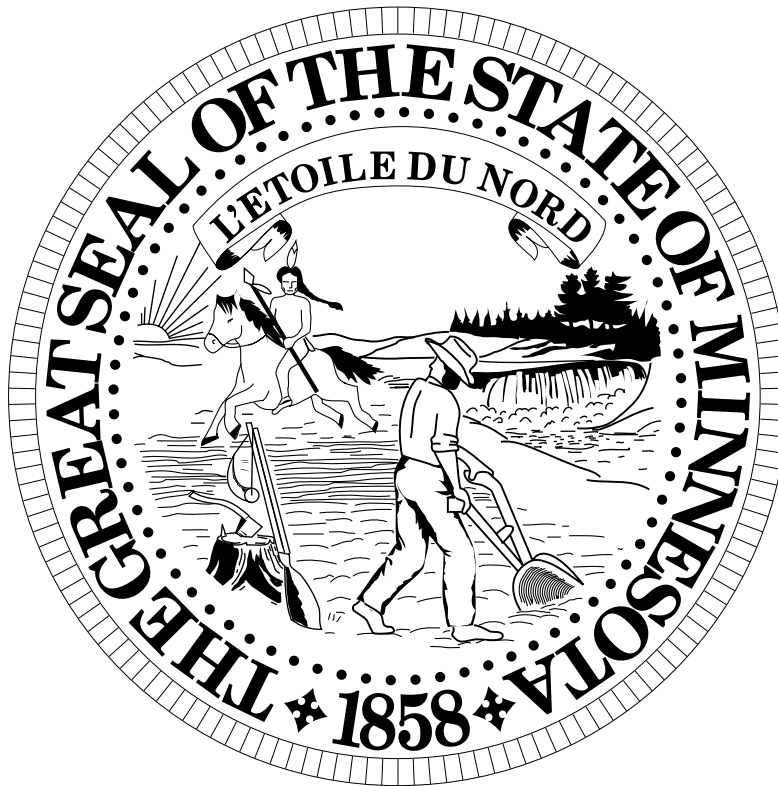


State of Minnesota

State Register

Rules and Official Notices Edition



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State Register

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

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

- proposed, adopted, exempt, expedited emergency and withdrawn rules
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- appointments
- proclamations and commendations
- commissioners' orders
- revenue notices
- official notices
- state grants and loans
- contracts for professional, technical and consulting services
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Printing Schedule and Submission Deadlines

Vol. 26 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
#47	Monday 13 May	Noon Wednesday 1 May	Noon Tuesday 7 May
#48	Monday 20 May	Noon Wednesday 8 May	Noon Tuesday 14 May
#49	TUESDAY 28 MAY	Noon Wednesday 15 May	Noon Tuesday 21 May
#50	Monday 3 June	Noon Wednesday 22 May	Noon Tuesday 28 May

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NOTICE: How to Follow State Agency Rulemaking in the State Register

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 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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Proposed Rules

Comments on Planned Rules or Rule Amendments

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

Rules to be Adopted After a Hearing

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

Rules to be Adopted Without a Hearing

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

Higher Education Services Office

Proposed Permanent Rules Governing Advanced Placement and International Baccalaureate Grant Program

NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

Proposed Rules Governing the Advanced Placement and International Baccalaureate Grant Program, *Minnesota Rules*, 4830.8100-4830.8150

Introduction. The Minnesota Higher Education Services Office intends to adopt rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28, and rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310. You may submit written comments on the proposed rules and may also submit a written request that a hearing be held on the rules until June 14, 2002.

Proposed Rules

Agency Contact Person. Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to the agency contact person. The agency contact person is:

Mary Lou Dresbach
Minnesota Higher Education Services Office
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108
Phone: (651) 642-0530
Fax: (651) 642-0675

TTY users may call the Minnesota Relay Service at 1-800-627-3529 and request assistance in contacting the Higher Education Services Office.

Subject of Rules and Statutory Authority. The proposed rules will govern the application process for and the administration of the Advanced Placement and International Baccalaureate Grant Program. This grant program is targeted at high school students who are in advanced placement or international baccalaureate programs; and who achieve a certain level of test scores on examinations for full-year courses. The statutory authority to adopt the rules is *Minnesota Statutes*, section 136A.01, Subd. 2(8). A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

Comments. You have until 4:30 p.m. on Friday, June 14, 2002, to submit written comment in support of or in opposition to the proposed rules and any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rules addressed and the reason for the comment. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rules must also be made during this comment period.

Request for a Hearing. In addition to submitting comments, you may also request that a hearing be held on the rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on June 14, 2002. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rules to which you object or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and cannot be counted by the agency when determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

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

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

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

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

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

Dated: 30 April 2002

Robert K. Poch
Director

**ADVANCED PLACEMENT AND INTERNATIONAL
BACCALAUREATE GRANT PROGRAM****4830.8100 SCOPE.**

Parts 4830.8100 to 4830.8150 govern state postsecondary education grants to students participating in advanced placement and international baccalaureate programs.

4830.8110 ELIGIBLE INSTITUTIONS.

A student receiving a grant from the advanced placement and international baccalaureate program must attend a Minnesota public or private four-year degree-granting college or university, or a two-year college in Minnesota that has a credit and placement policy for either advanced placement or international baccalaureate scholarship recipients, or both.

4830.8120 ELIGIBLE RECIPIENT.

To be eligible for an advanced placement and international baccalaureate grant, a student must:

A. score an average of three or higher on five or more advanced placement examinations on full-year courses, or an average of four or higher on five or more international baccalaureate examinations on full-year courses; and

B. be enrolled in an eligible institution within one year of graduation from a Minnesota high school.

The recipient may receive a grant under this program for a maximum of two years. Two half-year courses may be considered as one full-year course.

4830.8130 STUDENT APPLICATION.

In January of each year, the office shall distribute information to advanced placement and international baccalaureate teachers in Minnesota. The teachers shall be asked to distribute the advanced placement and international baccalaureate grant information to eligible students. The office shall send applications to eligible students. Each eligible student interested in applying for a grant must complete an application form and forward it to the financial aid office of the eligible Minnesota postsecondary institution the student plans to attend after graduation.

4830.8140 INSTITUTIONAL REQUEST AND DISBURSEMENT OF GRANT FUNDS.

Subpart 1. Institutional request. The institution must submit a written request to the director for payment of grant money for eligible students. The request must include the student's registration load and the number of advanced placement or international baccalaureate tests taken and the score on each test. The grant may be used only for the costs of actual tuition, required fees, and books in nonsectarian courses or programs. The amount of the grant award shall be determined by the office based on the amount of funds available and the student's test scores.

Subp. 2. Deadline. The institutional request for payment of grant money for a student must be received by the director no later than the last day of classes for the academic year for which the grant money is requested. Funds are awarded on a first-come basis.

Subp. 3. Disbursement of funds. An institution must not disburse grant money for a student unless the student is enrolled in or has completed the academic term for which payment is intended.

Subp. 4. Refunds. A grant award is made for a student's attendance at a specific institution. If a recipient fails to enroll, the institution must refund the award to the director. Refunded money is available for awards to other eligible students.

4830.8150 PAYMENTS TO INSTITUTIONS.

Subpart 1. Time of payment. The director shall send grant money for an eligible student to the institution within 30 days of receipt of a request for payment, but not before July 1 of the academic year for which payment is intended.

Subp. 2. Withholding payment. The director shall withhold payment for a student until the request for payment by the institution is complete and the student's eligibility is verified.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

Expedited and Emergency Expedited Rules

Provisions for the Commissioner of Natural Resources to adopt emergency expedited Game and Fish Rules are specified in *Minnesota Statutes* §§ 84.027. The commissioner may adopt emergency expedited rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Emergency expedited rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Emergency expedited rules are effective for the period stated or up to 18 months.

Minnesota Housing Finance Agency

Adopted Permanent Rules Governing Challenge Housing Grants

The rules proposed and published at *State Register*, Volume 26, Number 27, pages 837-846, December 24, 2001 (26 SR 837), are adopted with the following modifications:

4900.3600 SCOPE.

Parts 4900.3600 to ~~4900.3650~~ 4900.3652 govern the implementation of the economic development and housing challenge program authorized by *Minnesota Statutes*, section 462A.33.

4900.3610 DEFINITIONS.

Subpart 1. **Scope.** The terms used in parts 4900.3600 to ~~4900.3650~~ 4900.3652 have the meanings given them in this part.

4900.3632 RENTAL HOUSING.

Subp. 2. Loans for rental housing.

A. The agency shall award challenge program loans in the form of a deferred loan unless an amortizing loan is requested by the borrower and deemed financially feasible by the agency. The agency shall base its determination of financial feasibility on whether the rental housing shall generate enough cash flow to support the amortizing loan. In making this determination, the agency shall consider the rental housing's projected income less its projected expenses. The term of the loan is 30 years from the date of the loan closing; however, the agency may adjust the loan term based on any of the following factors:

4900.3634 OWNER-OCCUPIED HOUSING.

Subp. 2. **Loans for owner-occupied housing.** Challenge program funds provided in the form of a loan may be interim loans or deferred loans.

A. The agency may provide challenge program funds in the form of an interim loan to acquire, rehabilitate, demolish, or construct owner-occupied housing. Interim loans bear interest at a rate of two percent unless the interest rate ~~is economically infeasible and~~ would adversely affect the affordability of the housing for the eligible homebuyers that the applicant is proposing to serve, in which case the interim loan is interest free.

The term of an interim loan is 20 months; however, the agency may adjust the loan term based on requirements and conditions of other funding sources related to the loan term or economic analysis by agency staff of the financial feasibility of the owner-occupied housing. The determination of financial feasibility shall be based on whether all sources of funding are available and sufficient to cover the total development costs of the housing. Principal and interest, if any, is due and payable at the end of the 20-month term. Interim loans shall not be transferred to eligible homebuyers.

Subp. 3. **Grants.** Challenge program funds may be provided in the form of a grant if the funds will be used to finance:

B. other eligible activities for which ~~repayment is economically infeasible. the agency could not recoup loans without increasing housing costs beyond that which the eligible homebuyer could afford.~~ In deciding to award grant funds, the agency shall also consider administrative ease and whether the award would expand and preserve affordable housing opportunities for a longer period of time.

4900.3646 HOUSING REQUIREMENTS.

Subpart 1. **Requirements for owner-occupied housing.** To be eligible for challenge program funds, owner-occupied housing must be:

D. able to be completed no later than the date that is 20 months after the date on which the successful applicant receives a ~~commitment of challenge program funds~~ written loan or grant agreement from the agency.

Minnesota Housing Finance Agency

Adopted Permanent Rules Governing the Housing Trust Fund Program

The rules proposed and published at *State Register*, Volume 26, Number 27, pages 847-862, December 24, 2001 (26 SR 847.), are adopted with the following modifications:

4900.3721 LOANS.

Subpart 1. **Loan type and term.** The agency shall award housing trust fund program loans in the form of a deferred loan unless an amortizing loan is requested by the borrower and deemed financially feasible by the agency. The agency will base its determination of financial feasibility on whether the rental housing will generate enough cash flow to support the amortizing loan. In making this determination, the agency will consider the rental housing's projected income less its projected expenses. The term of the loan is 30 years from the date of the loan closing; however, the agency may adjust the loan term based on any of the following factors:

4900.3724 SALE OF HOUSING OR ASSUMPTION OF LOAN.

The agency shall approve the sale of rental housing financed, or the assumption of a loan or grant made, under this part if the entity purchasing the rental housing or assuming the loan ~~meets the agency's current mortgage credit and underwriting standards~~ satisfies the eligibility requirements of part 4900.3725 and the organizational capacity standards in part 4900.3729, subpart 3, items A to D. The agency shall charge the original borrower or grant recipient an assumption fee in an amount equal to the approximate administrative costs incurred by the agency in processing the sale or assumption, as provided in the loan or grant agreement between the borrower or grant recipient and the agency.

4900.3730 FUNDING PRIORITIES.

Among proposals that satisfy the selection standards in part 4900.3729, the agency shall give priority in awarding loans or grants for capital funding under the housing trust fund program to those proposals that best address the greatest number of the following priorities:

A. the extent to which the proposed housing will serve persons and families whose incomes, at the time of initial occupancy, do not exceed 30 percent ~~of 30 percent~~ of the median family income for the metropolitan area. Incomes may be adjusted for family size for families with five or more people;

B. the extent to which the amount of rent to be paid by tenants of the proposed housing does not exceed 30 percent ~~of 30 percent~~ of the area median income as determined by HUD. Incomes may be adjusted for family size for families with five or more people;

4900.3742 ELIGIBLE APPLICATIONS.

The applicant shall provide an application in the form prescribed by the agency. The application for an operating subsidy must include:

A. for existing housing developments, the most recent budget for the operation of the housing development showing all operating costs and rents and other income;

4900.3745 FUNDING PRIORITIES.

Among proposals that satisfy the selection standards in part 4900.3744, the agency shall give priority in awarding operating subsidies under the housing trust fund program to those proposals that best address the greatest number of the following priorities:

A. the extent to which the proposed housing will serve persons and families whose incomes at the time of initial occupancy do not exceed 30 percent ~~of 30 percent~~ of the median family income for the metropolitan area. Incomes may be adjusted for family size for families with five or more people;

B. the extent to which the amount of rent to be paid by tenants of the proposed housing does not exceed 30 percent ~~of 30 percent~~ of the area median income as determined by HUD. Incomes may be adjusted for family size for families with five or more people;

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Adopted Rules

4900.3746 ADMINISTRATION OF OPERATING SUBSIDY.

Subp. 3. **Economic viability.** As used in this part, a determination of economic viability is based on whether the rental housing can generate sufficient operating income to meet its operating expenses if the operating subsidy provided under the housing trust fund program is reduced or eliminated.

4900.3766 FUNDING PRIORITIES.

Among proposals that satisfy the selection standards in part 4900.3765, the agency shall give priority in awarding rental assistance funding under the housing trust fund program to those proposals that best address the greatest number of the following priorities:

A. the extent to which the rental assistance program proposes to serve persons and families whose income at the time of initial occupancy does not exceed 30 percent ~~of 30 percent~~ of the median family income for the metropolitan area. Incomes may be adjusted for family size for families with five or more people;

B. the extent to which the amount of rent to be paid by tenants of the proposed housing does not exceed 30 percent of 30 percent of the area median income as determined by HUD. Incomes may be adjusted for family size for families with five or more people;

4900.3767 ADMINISTRATION OF TENANT-BASED AND SPONSOR-BASED RENTAL ASSISTANCE.

Subp. 8. **Termination of administrator.** The agency shall terminate an administrator if the administrator has failed to comply with any agreement with the agency governing the use of the rental assistance funds within the time allowed by any applicable cure period. Under such circumstances, the administrator shall provide written notice to all applicable tenants and landlords that the rental subsidy will end on the last day of the second month following the month in which the notice is given.

4900.3768 ADMINISTRATION OF PROJECT-BASED RENTAL ASSISTANCE.

Subp. 7. **Termination of administrator.** The agency shall terminate an administrator if the administrator has failed to comply with any agreement with the agency governing the use of the rental assistance funds within the time allowed by any applicable cure period. Under such circumstances, the administrator shall provide written notice to all applicable tenants and landlords that the rental subsidy will end on the last day of the second month following the month in which the notice is given.

Board of Teaching

Adopted Permanent Rules Relating to Teacher Licensure Requirement of Reading Instruction Skills

The rules proposed and published at *State Register*, Volume 26, Number 26, pages 809-811, December 17, 2001 (26 SR 809), are adopted as proposed.

ERRATA

Corrections to agency errors in rules or in following the rulemaking processes, as well as incomplete notices, mislabeled rules, incorrect notices and citations will appear in this section. Whenever an error is corrected in this section, its corresponding rule number(s) will also appear in the *State Register's* index to rulemaking activity, **Minnesota Rules: Amendments and Additions.**

Department of Labor and Industry

Occupational Safety and Health Division

CORRECTION: Proposed Exempt OSHA Rules on Standard Industrial Classification List for AWAIR

The above rules published Monday 6 May 2002 in the Volume 26 #46 *State Register* (26 SR 1471) notice the following correction on page 1486:

II. General merchandise stores:

(1) 5311, department stores;

(2) 5331, variety stores; and

(3) 5399, miscellaneous general merchandise stores.

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 Agriculture

Minnesota Rural Finance Authority

Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes, Chapter 41C* for Farmland with Buildings in Indian Lake Township, Nobles County

NOTICE IS HEREBY GIVEN that a public hearing will be held on June 7, 2002, at 9 a.m., in Room 145 Department of Agriculture Building, 90 West Plato Boulevard, St. Paul Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes, Chapter 41C*, in order to finance the purchase of approximately 80 acres of farmland with buildings located 7 miles south on County Road 5 from Worthington, MN, in the S1/2 SW1/4 of Section 30, Indian Lake Township; Nobles County, Minnesota on behalf of Michael J. and Lisa D. Sampson, (the Borrower/s). The maximum aggregate face amount of the proposed bond issue is \$178,000.00. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 1 May 2002

Jim Boerboom
RFA Director

Minnesota Department of Economic Security

Disability Determinations Services

VR and DDS Medical/Psychological Fee Schedule

The Minnesota Department of Economic Security, Disability Determinations Services Office announces its 2002 Fee schedule for Consultative Examination/Ancillary Testing.

DDS Payment

The following boxed paragraph applies to the Disability Determination Services *only*.

For consultative examinations and reports (including general physical, specialist, and laboratory and x-ray examinations), payment is made as follows:

For narrative and/or lab reports received by the State Agency (DDS) one to eighteen calendar days from the date of the examination (i.e., the day *after* the date of the examination is day one), excluding postal holidays, the DDS will pay providers 100% of either the usual and customary amount billed or 100% of the agency fee maximum, whichever is less.

For narrative and/or lab reports received by the DDS nineteen to thirty days, excluding postal holidays, from the date of the examination, the DDS will pay providers 75% of either the usual and customary amount billed or 75% of the agency fee maximum, whichever is less.

For narrative and/or lab reports received by the DDS thirty-one or more calendar days from the date of the examination, excluding postal holidays, the DDS reserves the right to cancel the CE authorization invoice. Should the DDS decide to pay for such late evidence, the DDS will pay providers no more than 50% of either the usual and customary amount billed or 50% of the agency fee maximum, whichever is less.

Official Notices

Use of available medical transcription services: fee of \$15.00 (this fee is waived for treating physicians performing consultative exams for their patients). Refer to the fee schedule for complete information.

Fee schedule maximums are periodically revised. Revisions are a matter of public record but are not announced. You may request a copy of the current fee schedule by contacting Gary Bahr, Assistant Director-Medical Services, at (651) 296-6729.

Medical/Psychological Fees

General medical examination and report for comprehensive physical examination and report (VR only)	125.00
Office Call or Limited Examination - No more than 15 minutes, little emphasis on history, up to three specific questions and report (no teledictation fee)	50.00
Comprehensive Physical Examination & Report (DDS only)	125.00

Specialist Examination and Report:

1. Internal Medicine (including cardiologist)	125.00
A. Doppler studies	
1. Both legs with exercise	(technical) (93924-TC) ¹
	(professional) (93924-26)
One office	(technical & professional) (93924)
2. Both legs without exercise	(technical) (93922-TC)
	(professional) (93922-26)
One office	(technical & professional) (93922)
B. ECG Testing	
1. Resting	(technical) (93005)
	(professional) (93010)
One office	(technical & professional) (93000)
2. Exercise ECG (includes resting ECG)	(technical) (93017)
	(professional) (93018)
One office	(technical & professional) (93015)
C. Echocardiography at rest and with cardiovascular stress test	
	(technical) (93350-TC)
	(professional) (93350-26)
One Office	(technical & professional) (93350)
2. Neurological	125.00
A. Neuro-ophthalmological	
	125.00
3. Neuropsychiatric	185.00
4. Occupational/Physical Therapy Examination	176.00

¹The 5-digit number inside the parentheses is the Physician's Current Procedural Terminology (CPT) Code

5. Ophthalmological & Optometric (Visual Acuity & Visual Fields)	158.44
A. Funduscopy (Comprehensive), Visual Acuity (Refraction) (92004)(92015)	75.00
B. Visual Acuity Screening (92019)	30.00
C. Visual Fields (Goldmann Perimetry or equivalent) (92083)	83.44
6. Orthopedic (Musculoskeletal)	125.00
7. Otolaryngological	149.10
A. Otological	75.00
B. Audiometry	
Basic Comprehensive Audiometry	
(1 and 2, below, combined) (92557)	74.10
1. Pure Tone (air & bone) audiometry (92553)	41.10
2. Speech audiometry - threshold & discrimination (92556)	35.50
3. Hearing Aid Check (Binaural) (92593)	25.00
4. Hearing Aid Check and Evaluation of Adequacy of Current Hearing Aid for Consumer's Needs (VR only)	38.00
5. Bekesy Audiometry, screening (92560)	44.21
6. Visual Reinforcement Audiometry (for very young children) (92579)	41.10
Non-English Speaking Protocol: (7 - 10, below)	
7. Speech Detection Threshold (92555)	23.66
8. Typanometry (impedance testing) (92567)	33.00
9. Acoustic Reflex Testing (92568)	23.66
10. Pure Tone, air & bone (92553)	41.10
C. Medical evaluation speech, language, and/or hearing problems (92506)	125.00
1. Foreign speech/lang eval (add'l fee due to difficulty of exams)	60.00
8. Pediatric	125.00
9. Physiatric (Physical Medical & Rehabilitation)	125.00
10. Psychiatric	125.00
11. Psychological	
A. Mental Status Examination [MSE] and activities of daily living	125.00
B. Psychological evaluations and reports may be authorized in either of two ways:	
- on a "per test" basis: DDS	
- on an "hourly fee" basis: VR	

Official Notices

Note: VR will negotiate a fee for neuropsychological testing, when indicated

C. Psychological evaluation and report (hourly fee) (VR) 90.00/hr
 (3 hour max.)

Psychological Fees on the “Per Test” basis:

psychological tests and procedures with evaluation and
 report (DDS & VR) up to fee maximum

TESTS:

Achenbach Child Behavior Checklist	85.00
Achenbach Child Behavior Scales	20.00
Battelle Developmental Inventory	120.00
Bayley Scales of Infant Development (Revised)	120.00
Beck Depression Scale	15.00
Bender Gestalt	20.00
Brigance Inventory of Early Development	75.00
Clinical Interview (Children)	125.00
Columbia Test of Mental Maturity	70.00
Connors Continuous Performance Test	75.00
Connors Questionnaire for Attention Deficit Hyperactivity Disorder	60.00
Denver Developmental Screening Test	30.00
Foreign Language Exams (additional fee due to difficulty of the exams)	60.00
Gates Reading Summary	15.00
Gesell Developmental Schedules	45.00
Gray Reading Test	30.00
Hopkins Symptom Checklist 25	45.00
Leiter International Performance Scales	120.00
McCarthy Scales of Childrens’ Abilities	100.00
Mental Status Exam (MSE) and Description of Activities of Daily Living (Adult)	125.00
Millon Multi-Axial Personality Inventory	75.00
Minnesota Child Development Inventory	60.00
Minnesota Multiphasic Personality Inventory (MMPI-2)	85.00
Minnesota Paper Form Test	30.00
Myers - Briggs Type Indicator	50.00
Neuropsychological Examination and Report (VR)	Negotiated Rate
Neuropsychological Test Battery (DDS)	250.00
Neuropsychological Test Battery-Non-English Speaking (DDS)	250.00
Peabody Individual Achievement Test (PIAT)	65.00
Peabody Picture Vocabulary Test	40.00
Personality Inventory for Children	75.00
Porteus Mazes	65.00
Ravens Progressive Matrices	65.00
Rorschach	75.00

Scales of Independent Behavior	85.00
Stanford Binet Intelligence Scale, 4th Ed. (no payment for Stanford Binet subtests)	120.00
Test of Non-Verbal Intelligence - 3 (TONI-3)	65.00
Test of Variable Attention (TOVA)	100.00
Tests not listed	Negotiated Rate
Thematic Apperception Test (TAT)	45.00
Trail Making Test (A & B)	15.00
Thurstone Test of Mental Alertness	30.00
Vineland Adaptive Behavior Scale	100.00
Vineland Social Maturity Scale	50.00
Wechsler Adult Intelligence Scale - III (WAIS-III)	120.00
Wechsler Individual Achievement Test - Screener (WIAT-S)	50.00
Wechsler Intelligence Scale for Children - III (WISC-III)	120.00
Wechsler Memory Scale - III (WMS-III)	135.00
Wechsler Pre-School and Primary Scale of Intelligence - Revised (WPPSI-R)	125.00
Wide Range Achievement Test - Revised (WRAT-R)	65.00
Wide Range Assessment of Memory & Learning (WRAML)	100.00
Woodcock-Johnson Psycho-Educational Battery -Revised	120.00

12. Pulmonary Studies

A. Pulmonary Spirometry, FEV ₁		
	(three efforts) w/o bronchodilator	(94010) 98.50
	Professional component only	(94010-26) 39.40
	Technical component only	(94010-TC) 59.10
B. Pulmonary Spirometry, FEV ₁		
	(three efforts) before and after bronchodilator	(94060) 160.00
	Professional component only	(94060-26) 64.00
	Technical component only	(94060-TC) 96.00
C. Arterial Blood Gas Studies with Exercise		(82803) 253.00
	Professional component only	(82803-26) 138.50
	Technical component only	(82803-TC) 114.50
D. Functional Residual Capacity or Residual Volume		(94240) 112.50
	Professional component only	(94240-26) 45.00
	Technical component only	(94240-TC) 67.50
E. Pulse Oximetry with Exercise		(94760) 188.00
F. Timed and Total Vital Capacity		(94010) 65.00
G. Carbon Monoxide (CO) Diffusing Capacity		(94720) 115.50
	Professional Component Only	(94720-26) 46.20
	Technical Component Only	(94720-TC) 69.30

Official Notices

13. Special Laboratory Studies

A. Acid Phosphatase, total	(84060)	25.00
B. Albumin, serum	(82040)	17.50
C. Alkaline Phosphatase, serum	(84075)	19.50
D. Anti-Convulsant Serum Levels		
1. Clonazepam (Benzodiazepine)	(80154)	52.60
2. Dipropylacetic acid (valproic acid)	(80164)	51.00
3. Mysoline (Primidone)	(80188)	85.00
4. Phenobarbital	(80184)	70.50
5. Phenytoin, total (Dilantin)	(80185)	72.50
6. Tegretol (Carbamazepine)	(80156)	70.50
7. Neurontin (Gabapentin)	(80299)	88.00
E. Antinuclear Antibodies (ANA)	(86038)	51.75
F. Bilirubin, total	(82247)	18.00
G. Complete Blood Count (CBC)	(85025)	26.00
H. Creatine kinase (CK) (CPK)	(82550)	26.60
I. Creatinine Clearance	(82575)	37.00
J. Creatinine, serum (blood)	(82565)	22.00
K. Ear Debridement	(69220)	35.00
L. Glucose, quantitative	(82947)	17.50
M. Hematocrit (spun)	(85013)	10.50
N. Hemoglobin,	(85018)	12.00
1. with differential (CBC)	(85025)	27.35
O. Lactic dehydrogenase (LDH)	(83615)	19.50
P. Lead, quantitative; blood	(83655)	40.00
Q. Multi-Chemistry Panels		
1. Comprehensive Metabolic Panel	(80053)	60.00
• Albumin		
• Bilirubin, Total		
• Calcium		
• Carbon Dioxide (bicarbonate)		
• Chloride		
• Creatinine		
• Glucose		
• Phosphatase, Alkaline		
• Potassium		
• Protein, Total		
• Sodium		
• Transferase, alanine amino (ALT) (SGPT)		
• Transferase, aspartate amino (AST) (SGOT)		
• Urea Nitrogen (BUN)		

X-Rays

Current Procedural Terminology Code	Type of Service	Procedure Description	Maximum
71010	X-RAY	CHEST SINGLE VIEW, PA	50.00
71010-26	X-RAY	CHEST SINGLE VIEW, PA — PROF COMP ONLY	17.00
71010-TC	X-RAY	CHEST SINGLE VIEW, PA — TECH COMP ONLY	33.00
71020	X-RAY	CHEST 2 VIEWS OR STEREO	70.00
71020-26	X-RAY	CHEST 2 VIEWS OR STEREO — PROF COMP ONLY	25.00
71020-TC	X-RAY	CHEST 2 VIEWS OR STEREO — TECH COMP ONLY	45.00
72040	X-RAY	SPINE, CERVICAL, AP & LATERAL	78.00
72040-26	X-RAY	SPINE, CERVICAL, AP & LATERAL — PROF COMP ONLY	31.20
72040-TC	X-RAY	SPINE, CERVICAL, AP & LATERAL — TECH COMP ONLY	46.80
72070	X-RAY	SPINE, THORACIC, AP & LATERAL (DORSAL)	70.00
72070-26	X-RAY	SPINE, THORACIC, AP & LATERAL (DORSAL) — PROF COMP ONLY	28.00
72070-TC	X-RAY	SPINE, THORACIC, AP & LATERAL (DORSAL) — TECH COMP ONLY	42.00
72080	X-RAY	SPINE, THORACOLUMBAR, AP & LATERAL	75.00
72080-26	X-RAY	SPINE, THORACOLUMBAR, AP & LATERAL — PROF COMP ONLY	30.00

Official Notices

Current Procedural Terminology Code	Type of Service	Procedure Description	Maximum
72080-TC	X-RAY	SPINE, THORACOLUMBAR, AP & LATERAL— TECH COMP ONLY	45.00
72090	X-RAY	SCOLIOSIS STUDY, INCL. SUPINE & ERECT	177.25
72090-26	X-RAY	SCOLIOSIS STUDY, INCL. SUPINE & ERECT- PROF COMP ONLY	47.00
72090-TC	X-RAY	SCOLIOSIS STUDY, INCL. SUPINE & ERECT- TECH COMP ONLY	130.25
72100	X-RAY	SPINE, LUMBOSACRAL, AP & LATERAL	78.00
72100-26	X-RAY	SPINE, LUMBOSACRAL, AP & LATERAL - PROF COMP ONLY	31.20
72100-TC	X-RAY	SPINE, LUMBOSACRAL, AP & LATERAL - TECH COMP ONLY	46.80
72170	X-RAY	PELVIS, AP ONLY	50.00
72170-26	X-RAY	PELVIS, AP ONLY — PROF COMP ONLY	20.00
72170-TC	X-RAY	PELVIS, AP ONLY — TECH COMP ONLY	30.00
73000	X-RAY	CLAVICLE, COMPLETE	46.00
73000-26	X-RAY	CLAVICLE, COMPLETE — PROF COMP ONLY	18.40
73000-TC	X-RAY	CLAVICLE, COMPLETE — TECH COMP ONLY	27.60
73010	X-RAY	SCAPULA, COMPLETE	56.00
73010-26	X-RAY	SCAPULA, COMPLETE — PROF COMP ONLY	22.40

Current Procedural Terminology Code	Type of Service	Procedure Description	Maximum
73010-TC	X-RAY	SCAPULA, COMPLETE – TECH COMP ONLY	33.60
73030	X-RAY	SHOULDER, COMPL, MINIMUM 2 VIEWS	57.00
73030-26	X-RAY	SHOULDER, COMPL, MINIMUM 2 VIEWS – PROF COMP ONLY	22.80
73030-TC	X-RAY	SHOULDER, COMPL, MINIMUM 2 VIEWS – TECH COMP ONLY	34.20
73060	X-RAY	HUMERUS, MINIMUM 2 VIEWS	52.00
73060-26	X-RAY	HUMERUS, MINIMUM 2 VIEWS – PROF COMP ONLY	20.80
73060-TC	X-RAY	HUMERUS, MINIMUM 2 VIEWS – TECH COMP ONLY	31.20
73070	X-RAY	ELBOW, AP & LATERAL	47.00
73070-26	X-RAY	ELBOW, AP & LATERAL – PROF COMP ONLY	18.80
73070-TC	X-RAY	ELBOW, AP & LATERAL – TECH COMP ONLY	28.20
73080	X-RAY	ELBOW, COMPLETE, MINIMUM 3 VIEWS	58.75
73080-26	X-RAY	ELBOW, COMPLETE, MINIMUM 3 VIEWS – PROF COMP ONLY	23.50
73080-TC	X-RAY	ELBOW, COMPLETE, MINIMUM 3 VIEWS – TECH COMP ONLY	35.25
73090	X-RAY	FOREARM, AP & LATERAL	49.50
73090-26	X-RAY	FOREARM, AP & LATERAL – PROF COMP ONLY	19.80
73090-TC	X-RAY	FOREARM, AP & LATERAL – TECH COMP ONLY	29.70
73100	X-RAY	WRIST, AP & LATERAL	48.00

Official Notices

Current Procedural Terminology Code	Type of Service	Procedure Description	Maximum
73100-26	X-RAY	WRIST, AP & LATERAL — PROF COMP ONLY	19.20
73100-TC	X-RAY	WRIST, AP & LATERAL — TECH COMP ONLY	28.80
73110	X-RAY	WRIST, COMPLETE, MINIMUM 3 VIEWS	53.00
73110-26	X-RAY	WRIST, COMPLETE, MINIMUM 3 VIEWS — PROF COMP ONLY	21.20
73110-TC	X-RAY	WRIST, COMPLETE, MINIMUM 3 VIEWS — TECH COMP ONLY	31.80
73120	X-RAY	HAND, 2 VIEWS	47.70
73120-26	X-RAY	HAND, 2 VIEWS — PROF COMP ONLY	19.08
73120-TC	X-RAY	HAND, 2 VIEWS — TECH COMP ONLY	28.62
73130	X-RAY	HAND, MINIMUM 3 VIEWS	52.50
73130-26	X-RAY	HAND, MINIMUM 3 VIEWS — PROF COMP ONLY	21.00
73130-TC	X-RAY	HAND, MINIMUM 3 VIEWS — TECH COMP ONLY	31.50
73140	X-RAY	FINGER(S), MINIMUM 2 VIEWS	42.00
73140-26	X-RAY	FINGER(S), MINIMUM 2 VIEWS — PROF COMP ONLY	16.80
73140-TC	X-RAY	FINGER(S), MINIMUM 2 VIEWS — TECH COMP ONLY	25.20
73500	X-RAY	HIP, UNILATERAL, 1 VIEW	42.00
73500-26	X-RAY	HIP, UNILATERAL, 1 VIEW — PROF COMP ONLY	16.80
73500-TC	X-RAY	HIP, UNILATERAL, 1 VIEW — TECH COMP ONLY	25.20

Current Procedural Terminology Code	Type of Service	Procedure Description	Maximum
73510	X-RAY	HIP, COMPLETE, MINIMUM 2 VIEWS (AP PELVIS & LAT OF AFFECTED HIP)	65.50
73510-26	X-RAY	HIP, COMPLETE, MINIMUM 2 VIEWS – PROF COMP ONLY	26.20
73510-TC	X-RAY	HIP, COMPLETE, MINIMUM 2 VIEWS – TECH COMP ONLY	39.30
73520	X-RAY	HIPS, BILATERAL, MINIMUM 2 VIEWS EACH HIP, INCLUDING AP OF PELVIS	100.00
73520-26	X-RAY	HIPS, BILATERAL, MINIMUM 2 VIEWS EACH HIP, INCLUDING AP OF PELVIS – PROF COMP ONLY	40.00
73520-TC	X-RAY	HIPS, BILATERAL, MINIMUM 2 VIEWS EACH HIP, INCLUDING AP OF PELVIS – TECH COMP ONLY	60.00
73550	X-RAY	FEMUR, AP & LATERAL	56.70
73550-26	X-RAY	FEMUR, AP & LATERAL – PROF COMP ONLY	22.68
73550-TC	X-RAY	FEMUR, AP & LATERAL – TECH COMP ONLY	34.02
73560	X-RAY	KNEE, AP & LATERAL	49.00
73560-26	X-RAY	KNEE, AP & LATERAL – PROF COMP ONLY	19.60
73560-TC	X-RAY	KNEE, AP & LATERAL – TECH COMP ONLY	29.40
73562	X-RAY	KNEE, AP/LAT/OBLIQUE, MINIMUM 3 VIEWS	61.00
73562-26	X-RAY	KNEE, AP/LAT/OBLIQUE, MINIMUM 3 VIEWS – PROF COMP ONLY	24.40

Official Notices

Current Procedural Terminology Code	Type of Service	Procedure Description	Maximum
73562-TC	X-RAY	KNEE, AP/LAT/OBLIQUE — TECH COMP ONLY	36.60
73564	X-RAY	KNEE, COMPLETE, INCL OBLIQUE AND/OR TUNNEL AND/OR PATELLAR AND/OR STANDING VIEWS	75.00
73564-26	X-RAY	KNEE, COMPLETE, INCL OBLIQUE AND/OR TUNNEL AND/OR PATELLAR AND/OR STANDING VIEWS — PROF COMP ONLY	30.00
73564-TC	X-RAY	KNEE, COMPLETE, INCL OBLIQUE AND/OR TUNNEL AND/OR PATELLAR AND/OR STANDING VIEWS — TECH COMP ONLY	45.00
73590	X-RAY	TIBIA & FIBULA, AP & LATERAL	52.00
73590-26	X-RAY	TIBIA & FIBULA, AP & LATERAL — PROF COMP ONLY	20.80
73590-TC	X-RAY	TIBIA & FIBULA, AP & LATERAL — TECH COMP ONLY	31.20
73600	X-RAY	ANKLE, AP & LATERAL	45.00
73600-26	X-RAY	ANKLE, AP & LATERAL — PROF COMP ONLY	18.00
73600-TC	X-RAY	ANKLE, AP & LATERAL — TECH COMP ONLY	27.00
73610	X-RAY	ANKLE, COMPL, MINIMUM 3 VIEWS, STANDING	54.00
73610-26	X-RAY	ANKLE, COMPL, MINIMUM 3 VIEWS, STANDING — PROF COMP ONLY	21.60
73610-TC	X-RAY	ANKLE, COMPL, MINIMUM 3 VIEWS, STANDING — TECH COMP ONLY	32.40

Current Procedural Terminology Code	Type of Service	Procedure Description	Maximum
73620	X-RAY	FOOT, AP & LATERAL	47.00
73620-26	X-RAY	FOOT, AP & LATERAL – PROF COMP ONLY	18.80
73620-TC	X-RAY	FOOT, AP & LATERAL – TECH COMP ONLY	28.20
73630	X-RAY	FOOT, COMPL, MINIMUM 3 VIEWS	56.00
73630-26	X-RAY	FOOT, COMPL, MINIMUM 3 VIEWS – PROF COMP ONLY	22.40
73630-TC	X-RAY	FOOT, COMPL, MINIMUM 3 VIEWS – TECH COMP ONLY	33.60
73660	X-RAY	TOE OR TOES, MINIMUM 2 VIEWS	43.25
73660-26	X-RAY	TOE OR TOES, MINIMUM 2 VIEWS – PROF COMP ONLY	17.30
73660-TC	X-RAY	TOE OR TOES, MINIMUM 2 VIEWS – TECH COMP ONLY	29.95
76020	X-RAY	BONE AGE STUDIES	55.00
80053	LAB	COMPREHENSIVE METABOLIC PANEL	60.00
80076	LAB	HEPATIC FUNCTION PANEL	50.00
80154	LAB	CLONAZEPAM (BENZODIAZEPINES)	52.60
80156	LAB	CARBAMAZEPINE, SERUM	70.50
80164	LAB	DIPROPYLACETIC ACID (VALPROIC ACID)	51.00
80184	LAB	PHENOBARBITAL	70.50
80185	LAB	PHENYTOIN; (DILANTIN; DIPHENYLHYDANTOIN), BLOOD	72.50
80188	LAB	PRIMIDONE (MYSOLINE)	85.00
80299	LAB	NEURONTIN (GABAPENTIN)	88.00
81000	LAB	URINALYSIS, COMPLETE WITH MICROSCOPY	20.00

Official Notices

Current Procedural Terminology Code	Type of Service	Procedure Description	Maximum
81002	LAB	URINALYSIS, WITHOUT MICROSCOPY	15.00
82040	LAB	ALBUMIN, SERUM	17.50
82247	LAB	BILIRUBIN; BLOOD, TOTAL	18.00
82270	LAB	BLOOD; OCCULT, FECES, SCREENING	9.75
82310	LAB	CALCIUM, BLOOD; CHEMICAL	13.70
82550	LAB	CREATINE KINASE (CK) (CPK), BLOOD; TOTAL	26.60
82565	LAB	CREATININE; SERUM (BLOOD)	22.00
82570	LAB	CREATININE; URINE	16.53
82575	LAB	CREATININE CLEARANCE; BLOOD OR URINE	37.00
82947	LAB	GLUCOSE, QUANTITATIVE	17.50
82951	LAB	GLUCOSE TOLERANCE TEST (GTT), 3 SPECIMENS (INCLUDES GLUCOSE)	48.00
83615	LAB	LACTATE DEHYDROGENASE (LD) (LDH)	19.50
83655	LAB	LEAD, QUANTITATIVE, BLOOD	40.00
84060	LAB	PHOSPHATASE, ACID; TOTAL	25.00
84075	LAB	PHOSPHATASE, ALKALINE	19.50
84132	LAB	POTASSIUM; SERUM	15.50
84133	LAB	POTASSIUM; URINE	20.00
84439	LAB	THYROXINE, FREE	40.00
84442	LAB	THYROXINE BINDING GLOBULIN (TBG)	48.80
84450	LAB	TRANSFERASE; ASPARTATE AMINO (AST) (SGOT)	20.40
84460	LAB	TRANSFERASE; ALANINE AMINO (ALT) (SGPT)	20.40
84520	LAB	UREA NITROGEN, BLOOD (BUN), QUANTITATIVE	15.30
84550	LAB	URIC ACID, BLOOD	19.75
84560	LAB	URIC ACID, URINE	29.20
85013	LAB	HEMATOCRIT (SPUN)	10.50
85018	LAB	HEMOGLOBIN	12.00
85021	LAB	HEMOGRAM, AUTOMATED (RBC, WBC, HGB, HCT, AND INDICES ONLY)	21.00

Current Procedural Terminology Code	Type of Service	Procedure Description	Maximum
85025	LAB	COMPLETE BLOOD COUNT (CBC)	26.00
85585	LAB	PLATELET; ESTIMATION ON SMEAR, ONLY	9.00
85595	LAB	PLATELET; AUTOMATED COUNT	17.00
85610	LAB	PROTHROMBIN TIME	18.00
85651	LAB	SEDIMENTATION RATE, ERYTHROCYTE; NON-AUTOMATED	18.00
86038	LAB	ANTINUCLEAR ANTIBODIES (ANA)	51.75
86140	LAB	C-REACTIVE PROTEIN	23.95
86430	LAB	RHEUMATOID FACTOR, QUALITATIVE	21.00
87116	LAB	CULTURE, TUBERCLE OR OTHER ACID FAST BACILLI (E.G., TB, AFB, MYCOBACTERIAL; ANY SOURCE), ISOLATION ONLY	46.30
92083	LAB	VISUAL FIELD EXAM WITH SEVERAL ISOPTERS ON GOLDMANN PERIMETRY OR EQUIVALENT	83.44
92541	LAB	SPONTANEOUS NYSTAGMUS TEST, INCLUDING GAZE AND FIXATION NYSTAGMUS, WITH RECORDING	69.12
92542	LAB	POSITIONAL NYSTAGMUS TEST, MINIMUM 4 POSITIONS, WITH RECORDING	61.02
92543	LAB	CALORIC VESTIBULAR TEST, EACH IRRIGATION (BINAURAL, BITHERMAL STIMULATION CONSTITUTES 4 TESTS), WITH RECORDING	77.84
92544	LAB	OPTOKINETIC NYSTAGMUS TEST, BIDIRECTIONAL, FOVEAL, OR PERIPHERAL STIMULATION, WITH RECORDING	47.33
92545	LAB	OSCILLATING TRACKING TEST, WITH RECORDING	40.48

Official Notices

Current Procedural Terminology Code	Type of Service	Procedure Description	Maximum
92553	LAB	PURE TONE AUDIOMETRY - AIR & BONE	41.10
92556	LAB	SPEECH AUDIOMETRY - THRESHOLD AND DISCRIMINATIONS	35.50
92557	LAB	BASIC COMPREHENSIVE AUDIOMETRY (92553 & 92556 COMBINED)	74.10
92560	LAB	BEKESY AUDIOMETRY, SCREENING	44.21
92567	LAB	TYMPANOMETRY (IMPEDANCE TESTING)	33.00
92568	LAB	ACOUSTIC REFLEX TESTING	23.66
92569	LAB	ACOUSTIC REFLEX DECAY TEST	25.53
92585	LAB	EVOKED RESPONSE AUDIOMETRY	242.23
92591	LAB	HEARING AID EXAM & SELECTION (BINAURAL)	65.00
92591	LAB	HEARING AID EXAM & SELECTION (VR ONLY)	65.00 Per Hour
92593	LAB	HEARING AID CHECK (BINAURAL)	25.00
93000	LAB	ECG, AT LEAST 12 LEADS, WITH INTERPRETATION & REPORT	80.00
93005	LAB	ECG, TRACING ONLY, WITHOUT INTERPRETATION AND/OR REPORT	50.00
93010	LAB	ECG, INTERPRETATION AND REPORT ONLY	30.00
93012	LAB	TELEPHONIC OR TELEMETRIC TRANSMISSION OF ECG RHYTHM STRIP	146.33
93015	LAB	CARDIOVASCULAR STRESS TEST USING MAXIMAL OR SUBMAXIMAL TREADMILL OR BICYCLE EXERCISE; CONTINUOUS ECG MONITORING, AND/OR PHARMACOLOGICAL STRESS; WITH PHYSICIAN SUPERVISION, WITH INTERPRETATION AND REPORT	250.00

Current Procedural Terminology Code	Type of Service	Procedure Description	Maximum
93017	LAB	CARDIOVASCULAR STRESS TESTING, TRACING ONLY WITHOUT INTERPRETATION OR REPORT	110.00
93018	LAB	CARDIOVASCULAR STRESS TESTING, INTERPRETATION AND REPORT ONLY	140.00
93350	LAB	ECHOCARDIOGRAPHY, TRANSTHORACIC, REAL TIME WITH IMAGGE DOCUMENTATION (2D) (WITH OR WITHOUT M-MODE RECORDING), DURING REST AND CARDIOVASCULAR STRESS TEST, WITH INTERPRETATION AND REPORT	280.22
93350-26	LAB	ECHOCARDIOGRAPHY, DURING REST AND CV STRESS TEST - PROF COMP ONLY	171.87
93350-TC	LAB	ECHOCARDIOGRAPHY, DURING REST AND CV STRESS TEST - TECH COMP ONLY	108.35
94720	LAB	CO DIFFUSING CAPACITY, ANY METHOD	115.50
94720-26	LAB	CO DIFFUSING CAPACITY — PROF COMP ONLY	46.20
94720-TC	LAB	CO DIFFUSING CAPACITY — TECH COMP ONLY	69.30
95819	LAB	ELECTROENCEPHALOGRAM (EEG), INCLUDING RECORDING AWAKE, DROWSY, AND ASLEEP, WITH HYPERVENTILATION AND/OR PHOTIC STIMULATION; WHEN APPROPRIATE	183.07
95819-26	LAB	EEG — PROF COMP ONLY	99.63
95819-TC	LAB	EEG — TECH COMP ONLY	83.44
95860	LAB	NEEDLE ELECTROMYOGRAPHY (EMG); ONE EXTREMITY AND RELATED PARASPINAL AREAS	130.14

Official Notices

Current Procedural Terminology Code	Type of Service	Procedure Description	Maximum
95860-26	LAB	EMG - ONE EXTREMITY AND RELATED PARASPINAL AREAS — PROF COMP ONLY	23.03
95860-TC	LAB	EMG - ONE EXTREMITY AND RELATED PARASPINAL AREAS — TECH COMP ONLY	107.10
95861	LAB	EMG - TWO EXTREMITIES AND RELATED PARASPINAL AREAS	222.93
95863	LAB	EMG - THREE EXTREMITIES AND RELATED PARASPINAL AREAS	264.65
95864	LAB	EMG - FOUR EXTREMITIES AND RELATED PARASPINAL AREAS	346.22
95900	LAB	NERVE CONDUCTION, AMPLITUDE & LATENCY/ VELOCITY, EACH NERVE; MOTOR, WITHOUT F-WAVE	66.00
95900-26	LAB	NERVE CONDUCTION, AMPLITUDE & LATENCY/ VELOCITY, EACH NERVE; MOTOR B PROF COMP ONLY	49.19
95900-TC	LAB	NERVE CONDUCTION, AMPLITUDE & LATENCY/ VELOCITY, EACH NERVE; MOTOR— TECH COMP ONLY	17.44
95904	LAB	NERVE CONDUCTION, VELOCITY, AND/OR LATENCY STUDY; SENSORY OR MIXED, EACH NERVE	56.67
95904-26	LAB	NERVE CONDUCTION, VELOCITY, AND/OR LATENCY STUDY; SENSORY OR MIXED, EACH NERVE— PROF COMP ONLY	42.96

Current Procedural Terminology Code	Type of Service	Procedure Description	Maximum
95904-TC	LAB	NERVE CONDUCTION, VELOCITY, AND/OR LATENCY STUDY; SENSORY OR MIXED, EACH NERVE—TECH COMP ONLY	13.70
95930	LAB	VISUAL EVOKED POTENTIAL (VEP) TESTING CENTRAL NERVOUS SYSTEM, CHECKERBOARD OR FLASH	175.00

Transportation

DDS Consultative Examination (CE) Providers Only

The current mileage rates for clinicians performing consultative examinations for the Disability Determination Services who must travel to perform a consultative examination, taken from the Commissioner’s Plan, are:

- Private Car \$.36 per mile
- Specially Equipped Van50 per mile
- Motorcycle15 per mile
- VR Only** \$.14 per mile plus actual parking costs

State Board of Investment

Meeting Notice of the State Board of Investment Administrative Committee

The State Board of Investment Administrative Committee will meet on Thursday, May 23, 2002 in the Board Room (Main Floor), 60 Empire Drive, St. Paul, MN from 1:00 p.m. to 2:30 p.m.

Department of Labor and Industry

Labor Standards

Notice of Addition to Highway/Heavy Prevailing Wage Rates

Additional rates have been made to the Highway/Heavy Prevailing Wage Rates certified 10/01/01, for **Region 04, Labor Code 417, Pipefitters-Steamfitters and Labor Code 419, Plumbers.**

A copy of the certification with the additional rate, 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 **website** 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

Official Notices

Department of Labor and Industry

Labor Standards

Notice of Additional Rate to Commercial Prevailing Wage Rates

An additional rate has been added to the Commercial Prevailing Wage Rates certified 12/17/01, for **Cottonwood County, Labor Code 435, Asbestos Abatement Worker**.

A copy of the certification with the additional rate, may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, 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 06, Labor Code 106, Blaster**.

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 **website** 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

Minnesota State Retirement System

Board of Directors Regular Meeting

The Board of Directors of the Minnesota State Retirement System (MSRS) will be meeting on Thursday, May 16, 2002, at 9:00 a.m., in the Retirement Systems of Minnesota Building, 60 Empire Drive, Suite 117 – Board Room, St. Paul, Minnesota 55103.

Office of the Ombudsman for Mental Health and Mental Retardation

Notice of Committee Meeting

The Ombudsman for MH/MR Advisory Committee will hold a meeting from 9:00 a.m., to 1:00 p.m., on Thursday, May 16, 2002. The meeting will be held in Suite 420 of the Metro Square Building on 7th and Robert St., St. Paul.

Please RSVP to Paula at (651) 296-3848 or 1-800-657-3506. Thank You!

Future 2002 meeting dates are: August 15 and November 21 (subject to change due to Thanksgiving holiday).

Minnesota Department of Revenue

REQUEST FOR COMMENTS on Possible Amendment of Rules Governing Filing of the Certificate of Real Estate Value, *Minnesota Rules*, Chapter 8110

Subject of Rules. The Minnesota Department of Revenue requests comments on its possible amendment of rules governing filing requirements for the Certificate of Real Estate Value. The Department is considering rule amendments that update the current rule in light of statutory changes, add language to require sufficient facts and information necessary to administer state education aid formulas and make editorial changes.

Persons Affected. The amendments of the rules would likely affect county auditors and county assessors as well as other county officials.

Statutory Authority. *Minnesota Statutes*, section 270.06 (14) grants general rulemaking authority to the Commissioner of Revenue. In addition, *Minnesota Statutes*, section 272.115, subdivision 1, requires the Department to adopt rules specifying the financing terms and conditions which must be included in the certificate. *Minnesota Statutes*, section 272.115, subdivision 2, directs the Commissioner of Revenue to determine what information is reasonably necessary in the administration of state education formulas

Public Comment. Interested persons or groups may submit comments or information on these possible rules in writing until further notice is published in the *State Register* that the Department intends to adopt or to withdraw the rules. The Department does not contemplate appointing an advisory committee to comment on the possible rules.

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

Agency Contact Person. Written or oral comments, questions, and requests for more information on these possible rules should be directed to:

Harriet Sims
Appeals and Legal Services Division
Minnesota Department of Revenue
600 North Robert Street
St. Paul Minnesota, 55146-2220
Phone: (651) 215-5938
Fax: (651) 296-8229
Email: harriet.sims@state.mn.us
TTY users may call the Department at TTY 711

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

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

Dated: 30 April 2002

Matthew G. Smith, Commissioner
Department of Revenue

Department of Trade and Economic Development

Minnesota Job Skills Partnership Announces Hearing for Public Comment on: Meeting the Legislative Mandate of 116L.04 Subdivision 4 – State Performances Standards and Reporting

The date of this hearing is May 16, 2002, at 12:30 - 4:30 p.m., Department of Trade and Economic Development, 500 Metro Square Bldg., 121 7th Place East, Conference Room A. St. Paul.

Anyone interested in testifying at this public hearing, please contact Jodi Swenson at (651) 296-2953 or by **email:** jodi.swenson@state.mn.us to pre-register to provide testimony.

Official Notices

The Minnesota Job Skills Partnership (MJSP) Board is announcing a public hearing to receive comment on MJSP Performance Standards (See *State Register*, Monday, March 11, 2002 - pages 1205 - 1209).

Please be advised that the proposed standards are available at the following Performance Standards Website: <http://www.dted.state.mn.us/mjsp-perf.asp>. Comments regarding these proposed Performance Standards may be made at the public hearing on May 16, 2002, or through the above Website, or may be sent in writing **no later than 4:00 p.m., Wednesday, May 29, 2002**, to:

Roger Hughes, Executive Director
Minnesota Job Skills Partnership
500 Metro Square Bldg.
121 7th Place East
St. Paul, MN 55123
Phone: (651) 297-4660
Email: dted.mjspperformance@state.mn.us

Department of Transportation

State AID for Local Transportation Group

Petition of the Pope County Board of Commissioners for a Variance from Minimum State Aid Standards Regarding Bridge Width

NOTICE IS HEREBY GIVEN that the Pope County Board of Commissioners has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300, for a variance from rules as they apply to the proposed Bridge No. 61511 construction project located on Pope County State Aid Highway No. 3, over the Chippewa River, replacing existing Bridge No. 89924.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9920, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, as they apply to the proposed construction of Bridge No. 61511 on Pope County State Aid Highway No. 3 over the Chippewa River, 1.9 kilometers north of junction with County State Aid Highway No. 24, so as to permit a bridge width of 40 feet, in lieu of the minimum bridge width of 44 feet required by the standards.

Any person may file a written objection to the variance request with the Commissioner of Transportation, Mail Stop 100 Transportation Building, 395 John Ireland Boulevard, 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: 6 May 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 Children, Families and Learning Office of Teaching and Learning

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

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

Funding is available for the 2003 fiscal year (July 1, 2002 through June 30, 2003). A total of \$162,000 is available for FY 2003 under this program. Maximum grant size is \$30,000 although the average grant size ranges from \$5,000 to \$15,000. Application deadline is September 20, 2002.

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

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

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

Request for Proposal for a Grant Contract - Adult Basic Education Statewide Supplemental Services

The Minnesota Department of Children, Families and Learning (DCFL) is seeking proposals from qualified nonprofit organizations to provide supplemental services for Adult Basic Education (ABE) providers statewide. Supplemental services may include staff development, tutor training, technological training and services, services related to learners with disabilities, promotional services and other services which provide assistance to local ABE programs across Minnesota. By funding organizations which specialize in the delivery of supplemental services, expertise and capacity building can be shared with all Minnesota Adult Basic Education programs.

Funding is available for fiscal year 2003 (July 1, 2002 through June 30, 2003). State law requires that no single organization may receive more than \$100,000. Application deadline is June 12, 2002 for continuing programs. Deadline for new programs can be negotiated with the DCFL Adult Basic Education office.

State Grants & Loans

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

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

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

Minnesota Veterans Home Board, Infrastructure Improvements Phase III at Minnesota Veterans Home-Hasting (Project 02-07)

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), Tuesday, May 28, 2002 to:

Terry Lewko, Executive Secretary
State Designer Selection Board
Department of Administration
c/o Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155-3000
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):
- 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.
 - Blank dividers (with printed tab headings only) will not be counted as faces.
 - Front and back covers of proposals will not be counted as faces.
 - None of the statutory or mandatory information, except as requested in Item 3 below, should appear on the dividers or covers.
 - 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:

- Name of firm and its legal status;
- 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.

- A statement indicating that the consultants listed have been contacted and have agreed to be a part of the design team;
- 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;
- 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.
- A list of all State and University of Minnesota current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

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

4. PREFERENCE TO TARGETED GROUP AND ECONOMICALLY DISADVANTAGED BUSINESS AND INDIVIDUALS

In accordance with *Minnesota Rules*, part 1230.1810, subpart B, and *Minnesota Rules*, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline at (651) 296-2600, or you may reach the HelpLine by **email** to: mmd.help.line@state.mn.us. For TTY/TDD communications, contact the HelpLine through the Minnesota Relay Services at 1-800-627-3529.

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.

State Contracts

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).)

5. 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.

6. Ten (10) copies of the proposal should be submitted.

7. 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.

8. 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.

9. PROJECT 02-07

Infrastructure Improvements Phase III
 Minnesota Veterans Home - Hastings
 Hastings, Minnesota

a. PROJECT DESCRIPTION

The purpose of this project is the third phase as renovation of the campus infrastructure:

1. The Campus site underground tunnel system, and tunnel utilities at approximately \$1.73 million
2. Building 20 Mechanical and Electrical Systems Upgrade, miscellaneous architectural and brick restoration at approximately \$0.855 million.
3. Building 24 miscellaneous architectural interior, doors, windows, mechanical, and electrical upgrades at approximately \$1.05 million.
4. Building 25 miscellaneous architectural, doors, windows, mechanical and electrical upgrades at approx \$1.125 million.
5. Miscellaneous site buildings require additional architectural, mechanical and electrical upgrades at approx \$0.97 million.

This project will not proceed unless the funding is appropriated during the 2002 legislative session.

b. REQUIRED CONSULTANT SERVICES:

The consultant will:

1. Demonstrate experience in design and construction of new and major renovations of facilities of like function and type
2. Provide comprehensive evaluation of existing site and structures including life cycle cost and utility use profiles
3. Prepare sustainability evaluations, studies, cost analysis and implementation recommendations. Recommendations must be developed in accordance with the Minnesota Sustainable Design Guide. The Guide is available at: www.mn.us/dsbc <<http://www.mn.us/dsbc>> or www.sustainabledesignguide.umn.edu
4. Provide program review, update and convey the final agreed program clearly
5. Provide architectural design, interior design, structural, mechanical, electrical, civil and fire protection engineering, landscape architecture, project scheduling and cost management services
6. Execute and coordinate reviews with state and local regulatory agencies
7. Provide consultation services with the Percent for Arts Program
8. Provide drawings, schedules and detailed layouts to facilitate purchase of office and shop furnishings
9. Provide construction observation services during each construction phase, **including one full-time on site construction observation representative during any construction activities**. On site facilities, such as office trailer, for the on site construction observation person to be provided by general contractor and will be outlined in the construction documents
10. Incorporate HVAC commissioning processes into the construction documents
11. Provide all services necessary to implement warranty services during the warranty period including an 10 month post occupancy warranty inspection
12. Coordinate design, construction documents and contractual project requirements with the DSBC's project manager and Minnesota Veterans Home Board staff.

c. SERVICES PROVIDED BY OTHERS:

Asbestos abatement to be contracted by the State to others.

d. SPECIAL CONSIDERATIONS:

Knowledge of veterans home and/or nursing home design.

e. PROJECT BUDGET AND FEES:

The preliminary limit of construction cost, including site development is: \$7,000,000.00, plus or minus depending on bonding bill.

Estimated fees for Consultant services including all reimbursables is: \$600,000.00.

f. PROJECT SCHEDULE:

The preliminary project schedule calls for occupancy by 4th quarter, 2004.

State Contracts

g. PROJECT INFORMATIONAL MEETING:

An informational meeting will be held in Hastings at Hastings Veterans Home on Tuesday, May 21, 2002 at 2:00 p.m., will include project principals and a tour of the proposed sites and buildings

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

<i>Project Information Meeting:</i>	Tuesday, May 21, 2002
<i>Project Proposals Due:</i>	Tuesday, May 28, 2002
<i>Project Shortlist:</i>	Tuesday, June 11, 2002
<i>Project Information Meeting for Shortlist Firms:</i>	None
<i>Project Interviews and Award:</i>	Tuesday, June 25, 2002

i. PROJECT CONTACT:

Gerald Caulking-Facilities Director
Minnesota Veterans Home
Hastings, Minnesota
Phone: (651) 438-8509
Fax: (651) 437-2012
Email: gecaulki@hast.mvh.state.mn.us

Ev Wright-Programs Director
Minnesota Veterans Home Board
20 West 12th street, Room 122
St. Paul, Minnesota 55155
Phone: (651) 296-9759
Fax: (651) 296-6177
Email: evwright@mvhmail.Mvh.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.dsbcc.admin.state.mn.us>, click on forms.

10. CONTRACT REQUIREMENTS:

- a. Human Rights Requirements: Responders are asked to complete an Affirmative Action Data Page and return it with its response to this RFP. As required by *Minnesota Rules* 5000.3600, "It is hereby agreed between the parties that *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of the AADP form is available on **website:** <http://www.dsbcc.admin.state.mn.us>, click on "forms".
- 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. *Minnesota Statutes* § 176.181, Subdivision 2, require the successful responder to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the contract.
- d. 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**

Minnesota Veterans Home Board, Roof Replacement at Minnesota Veterans Home-Silver Bay, (Project 02-08)

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 (Noon), Tuesday, May 28, 2002, to:

Terry Lewko, Executive Secretary
State Designer Selection Board
Department of Administration
c/o Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155-3000
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;

State Contracts

- d. A commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in Item 3.b above, along with adequate staff to meet the requirements of work;
- e. At least one copy of the proposal must contain an original signature by an authorized member of the firm submitting the proposal, in ink, on the bottom of the first page of the proposal.
- f. A list of all State and University of Minnesota current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

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

4. PREFERENCE TO TARGETED GROUP & ECONOMICALLY DISADVANTAGED BUSINESS AND INDIVIDUALS

In accordance with *Minnesota Rules*, part 1230.1810, subpart B, and *Minnesota Rules*, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline at (651) 296-2600, or you may reach the HelpLine by **email** to: mmd.help.line@state.mn.us. For **TTY/TDD** communications, contact the HelpLine through the Minnesota Relay Services at 1-800-627-3529.

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).)

5. ADDITIONAL MANDATORY PROPOSAL CONTENTS:

- g. 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.
- h. 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.
- i. A discussion of the firm's understanding of and approach to the project.
- j. A listing of relevant past projects.

6. Ten (10) copies of the proposal should be submitted.

7. 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.

8. 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.

9. PROJECT 02-08

Minnesota Veterans Home Board

Roof Replacement

Minnesota Veterans Home - Silver Bay

Silver Bay, Minnesota

a. PROJECT DESCRIPTION

The purpose of this project:

1. Replace the existing roofing
2. Replace insulation
3. Installing all new structural elements necessary to create new roof sloop and architectural design
4. Move and re-hook up existing HVAC elements from the roof to the ground.
5. The project will consist of a new sloped metal or asphalt shingle roof and new trusses over existing roof structure.

This project will not proceed unless the funding is appropriated during the 2002 Legislative Session.

b. REQUIRED CONSULTANT SERVICES:

The consultant will:

1. Demonstrate experience in design and construction of new and major renovations of facilities of like function and type
2. Provide comprehensive evaluation and life cycle cost of proposed designs.
3. Prepare sustainability evaluations, studies, and cost analysis and implementation recommendations. Recommendations must be developed in accordance with the Minnesota Sustainable Design Guide. The Guide is available at: www.mn.us/dsbc <<http://www.mn.us/dsbc>> or www.sustainabledesignguide.umn.edu
4. Provide program review, update and convey the final agreed program clearly
5. Provide architectural design, structural, mechanical, electrical, fire protection engineering, and project scheduling and cost management services
6. Execute and coordinate reviews with state and local regulatory agencies
7. Provide construction observation services during each construction phase, **including one full time on site construction observation representative during any construction activities.** On site facilities, such as office trailer, for the on site construction observation person to be provided by general contractor and will be outlined in the construction documents.

State Contracts

8. Incorporate HVAC Testing processes into the construction documents
 9. Provide all services necessary to implement warranty services during the warranty period including a ten (10) month post occupancy warranty inspection
 10. Coordinate design, construction documents and contractual project requirements with the DSBC's project manager and Minnesota Veterans Home Board staff.
- c. SERVICES PROVIDED BY OTHERS:**
Asbestos abatement to be contracted by the State to others.
- d. SPECIAL CONSIDERATIONS:**
Knowledge of veterans home and/or nursing home design.
- e. PROJECT BUDGET AND FEES:**
The preliminary limit of construction cost, including site development is: \$2,000,000.00, plus or minus depending on Bonding Bill.
Estimated fees for Consultant services including all reimbursables is: \$150,000.00.
- f. PROJECT SCHEDULE:**
The preliminary project schedule:
Design by December 2002
Bid by March 2003
Construction by November 2003
- g. PROJECT INFORMATIONAL MEETING:**
An informational meeting will be held in Silver Bay at the Silver Bay Veterans Home on Monday May 20, 2002, and will include project principals and a tour of the proposed sites and buildings.
- h. STATE DESIGNER SELECTION BOARD SCHEDULE:**
- | | |
|---|-------------------------------|
| <i>Project Information Meeting:</i> | Monday, May 20, 2002 |
| <i>Project Proposals Due:</i> | Tuesday, May 28, 2002 |
| <i>Project Shortlist:</i> | Tuesday, June 11, 2002 |
| <i>Project Information Meeting for Shortlist Firms:</i> | None |
| <i>Project Interviews and Award:</i> | Tuesday June 25, 2002 |
- i. PROJECT CONTACT:**
Jeffery A. Brown, MPH-Administrator
Minnesota Veterans Home
45 Banks Boulevard
Silver Bay, Minnesota 55614
Phone: (218) 226-6300
Fax: (218) 226-6336
Email: jebrown@sby.mvh.state.mn.us
Ev Wright-Programs Director
Minnesota Veterans Home Board
20 West 12th street, Room 122
St. Paul, Minnesota 55155
Phone: (651) 296-9759
Fax: (651) 296-6177
- 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.

10. CONTRACT REQUIREMENTS:

- a. Human Rights Requirements: Responders are asked to complete an Affirmative Action Data Page and return it with its response to this RFP. As required by *Minnesota Rules* 5000.3600, "It is hereby agreed between the parties that *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of the AADP form is available on **website**: <http://www.dsbca.admin.state.mn.us>, click on "forms".
- 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. *Minnesota Statutes* § 176.181, Subdivision 2, require the successful responder to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the contract.

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

Minnesota Multistate Contracting Alliance for Pharmacy

The Minnesota Department of Administration through its Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP) is soliciting proposals from qualified, experienced vendors to provide pharmaceutical returned goods processing services to its member facilities. The objective of MMCAP is to have this service provided in an environmentally sensitive manner, meet all regulatory requirements, maximize credits from the pharmaceutical manufacturers, minimize the fees charged for the service, and minimize the resources required for MMCAP member facilities to process returned goods.

Work will start as of September 1, 2002

A Request for Proposals will be available by via email or U.S. mail from this office by sending a request to either: heather.pickett@state.mn.us

or

Heather Pickett, Returned Goods RFP Request
50 Sherburne Avenue, #112
St. Paul, MN 55155

A written request is required to receive the Request for Proposal.

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than **June 10, 2002**. **Late proposals will not be considered**. Fax 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 Agriculture

Farm Advocate Program

Notice of Availability of Contracts for Minnesota Farm Advocates

The Minnesota Department of Agriculture announces the availability of contracts for farm advocates for the period of July 1, 2002 through June 30, 2003. Applicants must be farmers or former farmers; be familiar with or experienced in farm financial planning (cash flows through financial statements); be knowledgeable of farmers' borrowers rights and responsibilities with the ability to comprehend state and federal rules and regulations governing agricultural credit; have good communication skills (written, oral and listening); and have compassion for and interest in helping other farmers. Resumes will be accepted through June 15, 2002.

State Contracts

For more information contact:

Bruce Lubitz
Farm Advocate Program
52168 450th St.
Perham, MN 56573
Phone: (218) 334-3276

Colleges and Universities, Minnesota State (MnSCU)

Dakota County Technical College

Sealed Bids Sought for Emergency Standby Generator

NOTICE IS HEREBY GIVEN that Dakota County Technical College will receive bids for an Emergency Standby Generator. Bid specifications will be available May 13, 2002 from Dakota County Technical College Purchasing Department, 1300 145th St. East, Rosemount, MN 55068, **phone:** (651) 423-8236.

Sealed bids must be received by Pat Adams at Dakota County Technical College, 1300 145th St. East, Rosemount, MN 55068 by **2:00 p.m., Tuesday, May 28, 2002.**

Dakota County Technical College reserves the right to reject any or all bids or portions thereof, or to waive any irregularities or informalities in bids received.

Minnesota Historical Society

Notice of Request for Bids for the Mill City Museum Access Control System

The Minnesota Historical Society (Society) is seeking bids for access control systems, as specified. The access control system shall be a multi-tasking, multi-user system, capable of monitoring, recording, and displaying supervised alarm inputs/outputs and card reader access activity on a continuous real time basis. The system shall support a minimum of 1,000 cardholders, with a capacity of 40 card readers and no less than 200 supervised input and output points. The system shall support (store) at least 500 alarm records at the panel level in addition to 10,000 cardholder activities. The current multi-user composition consists of four (4) separate occupants, as follows: Floors 1, 2 & 3 – Museum; Floors 4 & 5 – Office A; Floor 6 – Office B; and Floors 7 & 8 – Office C. The Wheat House is primarily occupied by the Museum, however several Wheat House areas are shared-use as noted on the plans. Each separate occupant will require an independently controlled system, and these systems shall be provided by one vendor.

The Request for Bids is available by calling or writing Mary Green-Toussaint, Contracting and Procurement Technician, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102. **Phone:** (651) 297-7007 or **email:** mary.green-toussaint@mnhs.org

Bids must be submitted in the format provided for in the Request for Bids. Bids must be received no later than **2:00 p.m., Central Time, Tuesday, June 11, 2002.** Questions regarding submission of proposals may be referred to Chris M. Bonnell, Contracting Officer, at (651) 297-5863.

Architectural Specifications and Drawings are available for review at Meyer Scherer and Rockcastle Architects, 119 North Second Street, Minneapolis, Minnesota. Contact Paul Hannemann, AIA, for an appointment, at (612) 375-0336.

Dated: 13 May 2002

Minnesota Historical Society

Request for Proposals for Destination Signage and Wayfinding Standards Master Plan Minneapolis Central Riverfront

The Minnesota Historical Society is seeking proposals for consulting services that will result in the completion of a master plan for signage and wayfinding directing visitors to, and within, the Minneapolis central riverfront.

To obtain a copy of the full Request for Proposals, contact: Mary Green-Toussaint, Contracting and Procurement Technician, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102. **Phone:** (651) 297-7007 or **email:** mary.green-toussaint@mnhs.org

The deadline for receipt of proposals is 2:00 p.m., local time, Thursday, June 13th, 2002. Late proposals will not be considered.

Dated: 13 May 2002

Minnesota Historical Society

Request for Proposals for Jerome Hill Papers Online Project

The Minnesota Historical Society is seeking proposals from Web designers to assist in the creation of the Jerome Hill Papers Online Project. This project will include biographical information about Jerome Hill, detailed descriptions of the contents of the collection, and selected images of papers, photographs, artwork and other items in the collection. The selected designer will develop an appearance that is distinctive and unique to the Hill project, yet consistent with the overall design concept of the Society's website.

Submission of Proposals

All proposals must be received by Chris M. Bonnell, Contracting Officer, or his agent, at the Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, MN 55102, by **2:00 p.m. Central Time, Wednesday, May 29, 2002**. A proposal opening will be conducted at that time. Proposals must be submitted in a sealed envelope with the project name clearly written on the envelope. All proposals must be signed in ink by the proposer or an authorized member of the proposer's firm. **Late proposals will not be considered.**

Authorized agents for receipt of proposals are the following: Mary Green-Toussaint, Contracting and Procurement Technician, or any Work Service Center staff member in the Finance and Administration Division on the 4th floor of the History Center.

The Request for Proposal is available by calling or writing Chris M. Bonnell, Contracting Officer, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102. **Phone** is: (651) 297-5863, **email:** chris.bonnell@mnhs.org

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

Dated: 13 May 2002

Minnesota Historical Society

Request for Proposals for Professional Services To Develop Design and Construction Documents and Perform Construction Administration/Observation Services for Hillside Stabilization at the James J. Hill House, Historic Site, St. Paul, Minnesota

The Minnesota Historical Society is seeking professional services to develop design and construction documents, and to perform bid administration and construction administration/observation services, for the repair/restoration of stone retaining walls, cistern, cistern inlets and outlets, and overland drainage at back hillside of the James J. Hill House. A conditions assessment will be used to guide the construction document development.

State Contracts

The James J. Hill House is a National Historic Landmark. All design work, specifications and construction drawings, will take into consideration the National Park Service Preservation Briefs and the Secretary of the Interior's Standards.

A mandatory pre-proposal meeting will be held at 2:00 p.m. Thursday, May 23, 2002, at the J.J. Hill House.

To obtain a copy of the full Request for Proposals, contact:

Mary Green-Toussaint
Contracting and Procurement Technician
Minnesota Historical Society
345 Kellogg Boulevard West
St. Paul, MN 55102
Phone: (651) 297-7007
Email: mary.green-toussaint@mnhs.org

The deadline for receipt of proposals is 2:00 p.m., local time, Monday, June 10th, 2002. Late proposals will not be considered.

Dated: 13 May 2002

Department of Transportation Program Delivery Group, Metro Division

Notice of Availability of Contract for: Tow Truck Service Patrol

The Minnesota Department of Transportation requests proposals from qualified individuals and firms interested in providing a "Tow Truck Service Patrol" during the reconstruction of TH 61 and I-494 in and around the Newport area (Wakota Bridge project). The tow truck service patrol will continuously patrol a section of I-494 and TH 61 searching for incidents (stalls, crashes and debris) that impede traffic flow. The service patrol will quickly respond and remove such incidents. The service will be provided during the peak periods from 6 AM to 9 AM and 3 PM to 7 PM, Monday - Friday, with some very limited weekend/evening hours as needed.

Work is proposed to start after July 1, 2002.

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

The Request for Proposal can be obtained from:

Sue Groth
Mn/DOT - Metro Division, TMC
1101 4th Ave. So.
Minneapolis, MN 55404
Fax: (612) 341-7239

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than June 5, 2002 at **4:00 p.m. Late proposals will not be considered.** No time extensions will be granted.

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 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 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 Request for Proposals (RFP) for Architectural/Engineering Services L-65 Improvements

MCES Project Number 800705, Metropolitan Council Contract Number 02P047

The Metropolitan Council is requesting Architectural/Engineering Services proposals for facility planning, design and construction support services for the L-65 Improvements Project. This project includes the evaluation of the lift station components, design of the new lift station elements including a preliminary design of a new forcemain, and construction support services until project completion. The anticipated project schedule is shown below.

<i>Issue Request for Proposals</i>	May 10, 2002
<i>Site Visit</i>	May 21, 2002, 10:00 a.m.
<i>Receive Proposals</i>	June 14, 2002, 3:00 p.m.
<i>Evaluation of Proposals and Selection of Consultant</i>	June 27, 2002
<i>Notice to Proceed</i>	August 14, 2002
<i>Facility Plan Complete</i>	February 2003
<i>Design Complete</i>	December 2003
<i>Award Construction Contract</i>	March 2004
<i>Construction Complete</i>	December 2005

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 Houston, Administrative Assistant, Contracts and Procurement Unit
Metropolitan Council Environmental Services
230 East Fifth Street
Mears Park Centre
St. Paul, MN 55101
Phone: (651) 602-1585
Fax: (651) 602-1138
Email: amanda.houston@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.

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.

