

2002, July 8

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State of Minnesota

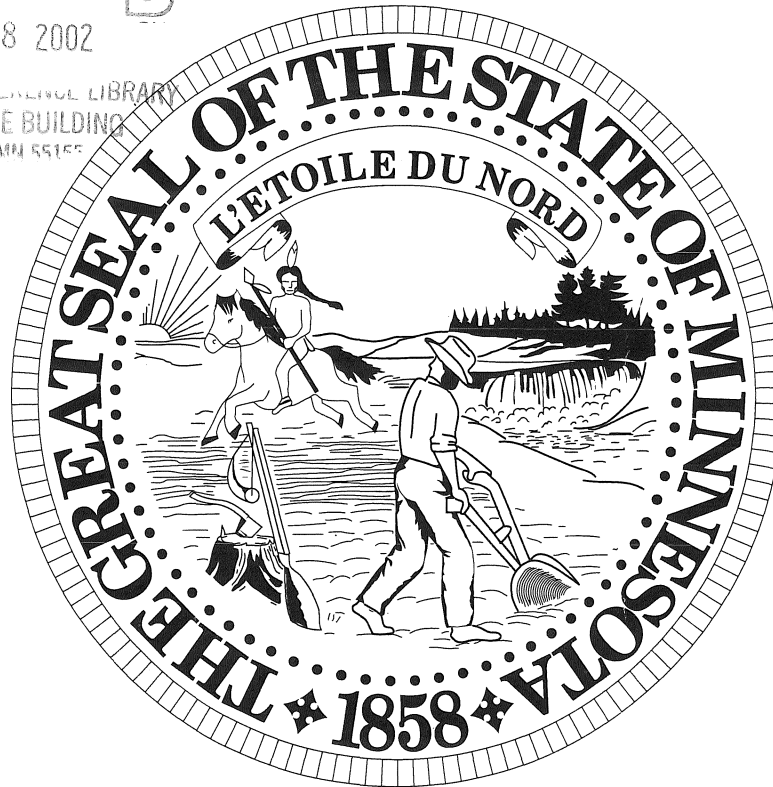
# State Register

Rules and Official Notices Edition

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# State Register

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

- proposed, adopted, exempt, expedited emergency and withdrawn rules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
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#3	Monday 15 July	Noon Tuesday 9 July	Noon Wednesday 3 July
#4	Monday 22 July	Noon Tuesday 16 July	Noon Wednesday 10 July
#5	Monday 29 July	Noon Tuesday 23 July	Noon Wednesday 17 July

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<b>Minnesota Rules: Amendments &amp; Additions</b>		
Volume 27, Issues #1-2 .....	48	
<b>Exempt Rules</b>		
<b>Public Safety Department</b>		
Adopted exempt rules governing drivers' licenses and vehicle records; proof of identity and residency .....	49	
<b>Revenue Notices</b>		
<b>Department of Revenue</b>		
Revenue Notice # 02-09: Sales and Use Tax - Internet access charges .....	52	
Revenue Notice # 02-10: Sales and Use Tax - Single-member limited liability companies.....	52	
<b>Official Notices</b>		
<b>Health Department</b>		
Request for proposals for exceptions to the nursing home moratorium.....	53	
<b>Human Services Department</b>		
Decrease in the number of admissions requiring inpatient hospital authorization.....	55	
<b>Pollution Control Agency</b>		
Total Maximum Daily Load (TMDL) list of stream segments and lakes which have impaired uses .....	56	
<b>Public Employees Retirement Association</b>		
Board of trustees meeting Thursday 11 July 2002.....	56	
<b>Transportation Department</b>		
Petition of the Fillmore County Board for a variance from minimum state aid standards regarding design speed.....	56	
Solicitation for public review and comment on draft Minnesota statewide transportation plan .....	57	
<b>State Grants &amp; Loans</b>		
<b>Human Services Department</b>		
ElderCare development partnerships, request for proposals..	58	
<b>State Contracts</b>		
<b>Administration Department</b>		
Renovation of building #16, and other miscellaneous projects on the Minnesota Veterans Home - Minneapolis, RFP .....	59	
Design services to construct a new office building for the Department of Agriculture and Health, RFP .....	64	
Design services to construct a new office building for the Department of Human Services, RFP .....	70	
<b>Public Employees Retirement Association (PERA)</b>		
Request for proposals for administration of PERA Board of Trustees Election .....	75	
<b>Transportation Department</b>		
Professional / technical contract opportunities. ....	76	
Proposals solicited for construction inspection and contract administration for the construction project on truck highway 52 at 117th Street in Inver Grove Heights .....	76	
Proposals solicited for trunk highway 41 transportation corridor and Minnesota River crossing study .....	76	
Request for proposals for historic wayside structures preservation and restoration treatment reports .....	77	
<b>Non-State Contracts</b>		
<b>Metropolitan Council</b>		
Application software customization and implementation project request for proposals.....	78	
Engineering service for the Elko-New Market interceptor project, request for proposals .....	79	
Public sale of land - Uptown Minneapolis "Landmark" Building. ....	79	
<b>University of Minnesota</b>		
Bid Information Service (BIS) available for all potential vendors.....	80	
Demolition of main steam plant boiler chimneys, waste incinerator facility chimney and baghouses, request for proposals.....	80	

Commodity, Service, and Construction contracts are published Tuesday and Friday in a bulletin, the *Solicitation Announcements*. Award results are available from the Materials Management Helpline (651) 296-2600. **Website:** [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us)

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# Minnesota Rules: Amendments and Additions

## 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.

## Volume 27, Issues # 1-2

### Agriculture Department

1570.0200; .0500; .0600; .0700; .0800 (proposed)..... 5

### Public Safety Department

7410.0400; .0410; .1810 (adopted exempt) ..... 49

7410.1800 (repealed exempt)..... 49

7515.0100; .0200; .0210; .0220; .0300; .0310; .0320; .0410; .0420  
 .0430; .0440; .0450; .0460; .0470; .5000; .0520; .0550; .0560;  
 .0570; .0580; .0590; .0600; .0620; .0630; .0640; .0650; .0720;  
 .0760; .0780; .0800; .0810; .0820; .0840; .0850; .0900; .0920;  
 .0940; .0950; .0960; .1030; .1040; .1050; .1060; .1070; .1090;  
 .1100; .1120; .1200; .1210; .1220; .1300; .1310; .1330; .1340;  
 .1360; .1400; .1410; 1450 (proposed)..... 8

7515.0100 s. 3, 6, 8, 9, 12, 15; .0210 s. 1a; .0310 s. 1, 2, 3, 4, 5,  
 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 19; .0320 s. 3; .0430 s. 4; .0710  
 s. 3; .0760 s. 6; .0900 s. 2; .0930; .1020; .1210 s. 1; .1300 s.1, 2;  
 .1310 s. 2, 5; .1320; .1350; .1420 (proposed repealer)..... 8

### Natural Resources Department

6100.1950 (adopted exempt)..... 27

## Exempt Rules

Exempt rules are excluded from the normal rulemaking procedures (*Minnesota Statutes* § 14.386 and 14.388). They are most often of two kinds. One kind is specifically exempted by the Legislature from rulemaking procedures, but approved for form by the Revisor of Statutes, reviewed for legality by the Office of Administrative Hearings, and then published in the *State Register*. These exempt rules are effective for two years only.

The second kind of exempt rule is one adopted where an agency for good cause finds that the rulemaking provisions of *Minnesota Statutes*, Chapter 14 are unnecessary, impracticable, or contrary to the public interest. This exemption can be used only where the rules:

- (1) address a serious and immediate threat to the public health, safety, or welfare, or
- (2) comply with a court order or a requirement in federal law in a manner that does not allow for compliance with *Minnesota Statutes* 14.14-14.28, or
- (3) incorporate specific changes set forth in applicable statutes when no interpretation of law is required, or
- (4) make changes that do not alter the sense, meaning, or effect of the rules.

These exempt rules are also reviewed for form by the Revisor of Statutes, for legality by the Office of Administrative Hearings and then published in the *State Register*. In addition, the Office of Administrative Hearings must determine whether the agency has provided adequate justification for the use of this exemption. Rules adopted under clauses (1) or (2) above are effective for two years from the date of publication of the rule in the *State Register*. Rules adopted, amended or repealed under clause (3) or (4) are effective upon publication in the *State Register*.

The Legislature may also exempt an agency from the normal rulemaking procedures and establish other procedural and substantive requirements unique to that exemption.

## Department of Public Safety

### Adopted Exempt Rules Governing Drivers' Licenses and Vehicle Records; Proof of Identity and Residency

#### 7410.0400 DOCUMENTING PROOF OF NAME, DATE OF BIRTH, IDENTITY.

Subpart 1. **In general.** At the time of application for a driver's license, permit, identification card, or vehicle certificate of title or registration by an owner who is an individual, the applicant shall present a Minnesota driver's license, permit, or Minnesota identification card if one of these has been issued to the applicant.

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

C. As proof of full name, date of birth, and identity, the applicant must present one primary document and one secondary document if the applicant cannot present:

(1) a Minnesota driver's license, identification card, or permit that is current or has been expired for five years or less with a color photograph or electronically produced or digitized image; or

(2) a Minnesota driver's license, identification card, or permit that is current or has been expired for one year or less without a color photograph or electronically produced or digitized image; ~~or~~

~~(3) a driver's license, identification card, or permit issued by a United States state, the District of Columbia, Guam, Puerto Rico, the Virgin Islands, or a Canadian province or territory that:~~

~~(a) is current or not expired for more than one year; and~~

~~(b) has a color photograph or electronically produced or digitized image of the applicant.~~

[For text of item D, see M.R.]

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

Subp. 2. **Primary documents.** If the applicant for a driver's license, permit, or identification card, or an individual who is applying as the owner for a vehicle title or registration, cannot present a Minnesota driver's license, identification card, or permit, as described in subpart 1, item C, then the applicant must present one legible, unaltered, primary document that contains the applicant's full name and date of birth as proof of name, date of birth, and identity, which are described as follows:

**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.

## Exempt Rules

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~~A. A driver's license, identification card, or permit issued by a United States state, other than Minnesota, or by the District of Columbia, Guam, Puerto Rico, the Virgin Islands, or a Canadian province or territory that is expired for more than one year but not for more than five years, with a color photograph or electronically produced or digitized image of the applicant, may be presented.~~

~~B.~~ A copy of the applicant's record of birth certified by the issuing government jurisdiction of the United States, ~~Canada~~, District of Columbia, Guam, Puerto Rico, or United States Virgin Islands may be presented if it satisfies the following conditions:

(1) A record of birth issued by a hospital or a baptismal certificate is not acceptable.

(2) The certified copy of the record of birth must bear the raised or authorized seal of the issuing government jurisdiction or a protective equivalent.

(3) The certified record of birth must be issued by:

(a) a government bureau of vital statistics or board of health;

(b) the United States Department of State as a Record of Birth Abroad (FS-545, DS-1350); or

(c) a United States embassy as a Report of Birth Abroad of A United States Citizen (FS-240).

(4) Instead of a certified copy of a birth record issued by a United States government bureau of vital statistics or by a board of health, an original certificate is acceptable only if it is in the files of the bureau or board and can be readily viewed by the official accepting the application.

~~C. B.~~ A certified copy of an adoption certificate with the applicant's full name and date of birth from a United States ~~or Canadian~~ court of competent jurisdiction that bears the raised court seal or other court certification may be presented.

~~D. C.~~ An unexpired identification card (Form DD-2) issued to the applicant by the United States Department of Defense for active duty, reserve, or retired personnel may be presented.

~~E. D.~~ A valid unexpired passport issued to the applicant by the United States Department of State ~~or by the Canadian government~~ may be presented.

~~F. E.~~ An applicant or owner may present a valid, unexpired passport issued to the applicant from a jurisdiction other than the United States Department of State ~~or the Canadian government~~ with either:

(1) a United States Department of Justice, ~~Immigration and Naturalization Service (INS)~~ Arrival and Departure Form I-94 attached, bearing the same name as that on the passport and containing an unexpired endorsement of the alien's nonimmigrant status or authorized presence; or

(2) an unexpired I-551 stamp.

F. An applicant or owner may present a Canadian birth certificate or Canadian naturalization certificate with a United States Department of Justice Arrival and Departure Form I-94 attached, bearing the same name as that on the Canadian birth certificate or Canadian naturalization certificate and containing an unexpired endorsement of the alien's nonimmigrant status or authorized presence. The applicant or owner must also present a secondary document as described in subpart 3, issued by a Canadian government agency and containing a photograph or image of the applicant.

G. An applicant or owner may present one of the following documents issued by the United States Department of Justice, ~~Immigration and Naturalization Service~~ or any subsequent form or version of the documents specified in this item:

[For text of subitems (1) to (3), see M.R.]

(4) Permanent Resident or Resident Alien card (Form I-551 or I-151) that is valid and not expired;

[For text of subitems (5) to (8), see M.R.]

Subp. 3. **Secondary documents.** If an applicant for a driver's license, permit, or identification card cannot present a Minnesota driver's license, identification card, or permit, as described in subpart 1, item C, then, in addition to presenting a primary document, the applicant must also present a secondary document, described as follows:

A. a second primary document listed in subpart 2;

B. a driver's license, identification card, or permit, ~~without~~ with a photograph or digitized image, issued by a United States state other than Minnesota, or by the District of Columbia, Guam, Puerto Rico, or the United States Virgin Islands, or a Canadian province or territory, that has expired not more than five years, or that is current;

[For text of items C and D, see M.R.]

E. a certified copy of a record of birth issued by a government jurisdiction other than one in the United States, ~~Canada~~, the District of Columbia, Guam, Puerto Rico, or the United States Virgin Islands;

[For text of items F to I, see M.R.]

J. a copy of a transcript containing the applicant's legal full name and date of birth certified by the issuing secondary or post-secondary school;

[For text of items K and L, see M.R.]

Subp. 3a. Verification. If necessary, the department must be able to verify with the issuing jurisdiction the issuance of and authenticity of the primary or secondary document presented.

[For text of subps 4 and 5, see M.R.]

#### **7410.0410 PROOF OF RESIDENCY.**

Subpart 1. Proof of residency required at time of application. Proof of residency is required at the time of application for an initial driving permit, driver's license, or state identification card. The applicant must attest to a residence address in Minnesota and demonstrate proof of either lawful short-term admission to the United States, permanent United States resident status, indefinite authorized presence status, or United States citizenship.

##### Subp. 2. Proof of residency at renewal.

A. Proof of residency is required at the time of application for renewal of a driving permit, driver's license, or state identification card.

B. A person with permanent United States resident status, indefinite authorized presence status, or United States citizenship must attest to a residence address in Minnesota.

C. A person with lawful short-term admission to the United States must attest to a residence address in Minnesota and provide proof of lawful short-term admission status to the United States.

Subp. 3. Documents not sufficient to prove residency. The presentation of a driver's license, permit, or identification card from another jurisdiction or another United States state is not acceptable as proof of permanent United States resident status, indefinite authorized presence status, lawful short-term admission to the United States, or United States citizenship.

Subp. 4. Documents sufficient to prove residency. To demonstrate permanent United States resident status, indefinite authorized presence status, lawful short-term admission, or United States citizenship, an applicant must attest to a Minnesota residence address on the application form and present a primary document specified in part 7410.0400, subpart 2.

Subp. 5. Evidence required when name changed. If there has been a change in the individual's legal full name as it appears on the presented document specified in subpart 4, the individual must also present evidence of a change of name as specified in part 7410.0500.

Subp. 6. Temporary residency status. The department shall not issue a driver's license, permit, or identification card if an individual has no lawful admission status to the United States. For applicants for a driver's license, permit, or identification card whose lawful short-term admission period expires in 60 days or less, a temporary driver's license, permit, or identification card may be issued.

Subp. 7. Variance. The requirements of this part are subject to variance under part 7410.0600.

#### **7410.1810 DRIVER'S LICENSE AND IDENTIFICATION CARD IMAGE.**

Subpart 1. Image. The applicant shall have a full-face image taken by the department that is a representation of the true appearance of the applicant. The head and face of the applicant must be uncovered and unobscured, except as provided in *Minnesota Statutes*, section 171.071, subdivision 2.

Subp. 2. Use of previous image. The use of the previous image on file with the department is limited to:

A. duplicate driver's licenses and identification cards; and

B. one renewal cycle of an applicant who applies to the department and certifies:

(1) that the applicant is temporarily out-of-state at the time of expiration of the driver's license or identification card; and

(2) the estimated date of the applicant's return to Minnesota.

**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.

## Exempt Rules

Subp. 3. Updated image required upon return. Within 30 days after the return to Minnesota of the applicant whose previous image was used in accordance with subpart 2, item B, the applicant shall appear at a driver's license renewal office and shall allow an updated image to be taken. The applicant shall comply with the identity provisions in part 7410.0400.

**REPEALER.** Minnesota Rules, part 7410.1800, is repealed.

**EFFECTIVE PERIOD.** Minnesota Rules, parts 7410.0410 and 7410.1810 and the amendments to part 7410.0400 are effective for a period of two years from the date of their publication in the State Register.

## Revenue Notices

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

## Department of Revenue

### Revenue Notice # 02-09: Sales and Use Tax - Internet Access Charges

#### Issue

Internet access charges are not subject to Minnesota sales or use tax when they are separately stated from other taxable charges. Telecommunication service providers sometimes sell taxable telecommunication services along with Internet access for a monthly lump sum fee or bundled charge. These bundled transactions vary, but may include combinations of local telephone service, long distance telephone service, and wireless service along with Internet access for a single monthly amount.

The total charge for the bundled telecommunication services should be subject to Minnesota sales or use tax since the nontaxable Internet access charge is not separately stated. However, a federal law that is in effect through November 1, 2003, prohibits Minnesota from imposing sales tax on Internet access charges. (See *Public Law No. 107-75*, Internet Tax Non-Discrimination Act.)

#### Department Position

Since Minnesota is currently prohibited by federal laws from taxing Internet access charges, the department has taken the position that telecommunication service providers are allowed to deduct a reasonable amount from the sales price for Internet access before applying sales tax to the bundled charge. This applies only to the amount attributable to Internet access charges. If there are other nontaxable charges included in the bundled price, those charges remain taxable.

The telecommunications service provider must maintain adequate records to support the amount deducted for Internet access.

#### Expiration Date

This Revenue Notice expires effective November 2, 2003. Upon expiration of this Revenue Notice, Internet access charges are subject to sales or use tax unless separately stated on the customer's invoice.

Jennifer L. Engh  
Assistant Commissioner

## Department of Revenue

### Revenue Notice # 02-10: Sales and Use Tax - Single-Member Limited Liability Companies

#### Background

*Minnesota Statutes*, section 322B.105 allows the formation of a limited liability company ("LLC"). A single-member LLC ("SMLLC") is expressly permitted by *Minnesota Statutes*, section 322B.11.

For income tax purposes, an LLC that is "formed under either the laws of this state or under similar laws of another state, will be treated as an entity similar to its treatment for federal income tax purposes." *Minnesota Statutes*, section 290.01 (3b) (1998). The department published further guidance in Revenue Notice # 97-03.



**Issue**

While it may be clear that a LLC or SMLLC is disregarded for state income tax purposes, questions have arisen as to whether the separate legal existence of the entity is recognized for sales tax purposes. The purpose of this revenue notice is to explain how an LLC or a SMLLC will be treated for sales tax purposes in the state of Minnesota.

**Department Position**

For purposes of the sales tax, Minnesota will treat a LLC or SMLLC as a separate legal entity. Thus, a SMLLC owned entirely by Corporation "A" is not treated as a branch or division of Corporation "A". Transfers of tangible personal property and taxable services for consideration between a person, as defined in *Minnesota Statutes*, section 297A.01, and an LLC or SMLLC are subject to the Minnesota sales and use tax law, unless exempted by statute. A SMLLC or a corporation owning a SMLLC may purchase items exempt for resale if the items are purchased exclusively for resale to either the other entity or a third party. Even though an SMLLC and a corporation that owns the SMLLC are treated as separate legal entities for purposes of the sales tax, if the Minnesota entity is acting as an agent or representative of a non-Minnesota entity, the non-Minnesota entity will be found to have nexus with Minnesota.

**Example #1**

Corporation "A" is in the business of owning and operating hotels. Corporation "A" forms a single member LLC, in which Corporation "A" is the only member. The SMLLC purchases personal property from a vendor to furnish the hotels. The SMLLC leases the personal property to Corporation "A". The lease of the tangible personal property by the SMLLC to Corporation "A" is a retail sale. Hence, the SMLLC is responsible for collecting the sales tax from Corporation "A" on this transaction.

**Example #2**

Corporation "B" establishes an SMLLC that provides cellular phone service. Corporation "B" then purchases cellular phone service from the SMLLC. Because cellular phone service is a taxable service in Minnesota, and because the SMLLC is considered a separate legal entity for purposes of the sales and use tax, Corporation "B" must pay sales tax on its purchase of cellular phone services from its wholly owned SMLLC.

Jennifer L. Engh  
Assistant Commissioner

**Official Notices**

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

**Minnesota Department of Health****Request for Proposals for Exceptions to the Nursing Home Moratorium****Purpose**

The Commissioner of Health is accepting written proposals from nursing homes and boarding care homes requesting funding through the moratorium exception process, according to *Minnesota Statutes* 144.073. The commissioner of health, in coordination with the Commissioner of Human Services, may approve such requests under conditions listed in *Minnesota Statutes*. These conditions refer to categories of exceptions which are defined as:

- (a) "Conversion" means the relocation of a nursing home bed from a nursing home to an attached hospital.
- (b) "Relocation" means the movement of licensed nursing home beds or certified boarding care beds as permitted by state statute to promote equitable access across the state or to move the beds to another site.
- (c) "Renovation" means extensive remodeling of, or construction of an addition to, a facility on an existing site with a total cost exceeding ten percent of the appraised value of the facility or \$200,000, whichever is less.
- (d) "Replacement" means the demolition, delicensure, reconstruction, or construction of an addition to all or part of an existing facility.
- (e) "Upgrading" means a change in the level of licensure of a bed from a boarding care bed to a nursing home bed in a certified boarding care facility.

## Official Notices

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### Appropriation Available

The amount of the legislative appropriation available for the total annual additional costs to the medical assistance program for this Request for Proposals (RFP) is \$2,000,000, for state fiscal year 2003. Depending upon the outcome of this round of moratorium exceptions, a second round of moratorium exception proposals may be announced after the first of the year.

**NOTE: *Minnesota Statutes*, § 144A.071 allows projects with costs less than \$1,000,000 to proceed without applying for a moratorium exception under this process, except those facilities financed under the Alternative Payment System. All facilities financed under the Alternative Payment System must go through the moratorium exception process for any construction project for which additional Medical Assistance money would be requested.**

### Eligibility to Submit a Proposal

A proposal for an exception to the nursing home moratorium may be submitted by an organization or individual authorized by a facility's governing board or management to prepare and submit a proposal to the commissioner of health.

### Method for Estimating Proposal Cost

The method that the commissioner will use in evaluating proposals for approval or disapproval for estimating the cost of a proposal is detailed in the application materials.

### Criteria for Review

The following criteria, as described in *Minnesota Statutes* 144A.073, Subd. 4, shall be used in a consistent manner, equally weighed, to compare, evaluate, and rank all proposals submitted:

- 1) the extent to which the proposal furthers state long-term care goals designed to maximize independence of the older adult population, and to ensure cost-effective use of financial and human resources; (this includes those proposals who have approved closure plans and need additional capital resources, according to *Minnesota Laws 2001, First Special Session*, Chapter 9, Article 5, Section 27, Subd. 3 (4)).
- 2) the cost effectiveness of the proposal;
- 3) the extent to which the proposal promotes equitable access to long term care services in nursing homes across the state;
- 4) the extent to which the proposal improves the health and safety of residents;
- 5) the extent to which the proposal promotes the comfort or quality of life of residents;
- 6) the extent to which the applicant demonstrates a history of quality care provided in the facility;
- 7) the extent to which the project reduces the need for waivers from regulations; and,
- 8) the extent to which the project increases the number of private or single bedrooms.

### Procedure for Receiving Application Materials

The application materials, including instructions, format and necessary forms, are available upon *written or facsimile* request to:

Grace Thorpe  
MDH - F&PC Division  
*U.S. Mail Service*  
MDH - F& PC Division  
P.O. Box 64900  
St. Paul, Minnesota 55164-0900

**Phone:** (651) 215-8758  
**Fax:** (651) 215-8710  
*Courier or Walk-In Service*  
MDH - F& PC Division  
85 East Seventh Place, Suite 300  
St. Paul, Minnesota 55101

### Review and Approval of Proposals

Proposals will be reviewed by a committee composed of organizations that represent consumers and providers of nursing home services; persons who provide engineering, building construction, or design services; and, state agencies involved in long term care issues, housing and finance. Applicants will have the opportunity to present their proposal, in person, to the Proposal Review Committee (Committee) prior to the Committee submitting comments and recommendations to the commissioner. Details on this meeting, including date, time and location will be made available to the contact person listed in each moratorium exception pro-

posal. The commissioner of health will approve or disapprove project proposals based on criteria established in law and rule. The commissioner will make the final decision no later than January 3, 2003.

### **Questions Concerning the RFP**

Any questions relating to the RFP process may be submitted by prospective applicants *in writing* to:

Mary Cahill  
Minnesota Department of Health  
Facility and Provider Compliance Division  
P.O. Box 64900  
St. Paul, MN 55164-0900  
**Fax:** (651) 215-8710

**NO ANSWERS WILL BE PROVIDED IN RESPONSE TO PHONE CALLS.** Each question must cite the particular RFP page to which it refers. Copies of all questions and their answers will be provided to all prospective applicants who have requested application materials. Only responses in writing by Linda Sutherland will be considered official. The closing date for the receipt of questions will be Friday, September 6, 2002.

Technical assistance in completing the application forms is available from the Minnesota Health and Housing Alliance, at (651) 645-4545, or Care Providers of Minnesota at (952) 854-2844.

### **Procedures for Submitting Proposals**

No proposals submitted by facsimile machine will be accepted. **Six (6) written copies of the completed proposal must be received no later than 4:00 p.m. on Friday, October 4, 2002** by:

Linda Sutherland  
*U.S. Mail Service*  
Minnesota Department of Health  
Facility and Provider Compliance Division  
P.O. Box 64900  
St. Paul, Minnesota 55164-0900

*Courier or Walk-In Service*  
Minnesota Department of Health  
Facility and Provider Compliance Division  
85 East Seventh Place, Suite 300  
St. Paul, Minnesota 55101

## **Department of Human Services**

### **Decrease in the Number of Admissions Requiring Inpatient Hospital Authorization**

Minnesota Health Care Programs (MHCP) will decrease the number of admissions requiring Inpatient Hospital Authorization (IHA), previously called Inpatient Certification, effective for claims submitted after July 24, 2002. An initial list of admissions exempt from IHA was published in the *State Register* on June 24, 2002.

### **AN ADDITIONAL PATIENT POPULATION EXCLUDED FROM INPATIENT HOSPITAL AUTHORIZATION (IHA):**

An additional patient population excluded from IHA is identified below effective for claims submitted after August 6, 2002:

- a. Patients hospitalized in an intensive care unit (must require the level of care provided in an ICU). This includes admissions to the ICU, transfers to an ICU at any time during the patient's hospitalization, patients who require ICU following surgery, and patients who do not fall into another IHA exemption category.

**The following information is provided to clarify admissions that continue to require IHA regardless of whether the patient falls into an exemption group identified in this publication or the *State Register* publication from June 24, 2002.**

- a. Patients received on transfers from another hospital with a different provider number. This does not include neonates transferred from the hospital where the birth occurred to a neonatal intensive care unit at another hospital since such transfers have been excluded from IHA in the June 24, 2002 notice.
- b. Patients admitted to a Medicare rehabilitation distinct part unit.

## Official Notices

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- c. Patients being readmitted to a Medicare rehabilitation distinct part units after an acute care hospitalization that interrupted the rehabilitation program.
- d. Admissions to hospitals outside Minnesota or the Minnesota local trade area unless a prior medical authorization has been received.
- e. Admissions of patients who receive 24 hour home health care and the patients are admitted for one of the following reasons: V63.1 (Medical services in home not available), V60.5 (Holiday relief care), V60.4 (No other household member able to render care), V58.89 (Other specified aftercare), and/or reasons documented that do not have a specific ICD-9-CM diagnosis code (e.g., no home health nurse available, respite care, failed home care).
- f. Admissions to long-term care hospitals

## Minnesota Pollution Control Agency

### Notice of Total Maximum Daily Load List of Stream Segments and Lakes Which Have Impaired Uses

In accordance with the requirements of Section 303(d) of the Federal Clean Water Act (CWA), the Minnesota Pollution Control Agency (MPCA) is today publishing its draft Year 2002 list of stream segments and lakes which have impaired designated uses and for which the MPCA proposes to complete total maximum daily load (TMDL) studies. TMDL studies define the maximum amount of each pollutant that can be released and assimilated in the receiving water from point and nonpoint sources and allow water quality standards to be met in the receiving water. Each TMDL study is parameter-specific.

The CWA 303d TMDL list contains stream reaches and lakes that are not fully supporting designated uses, based on numeric or narrative water quality standards exceedences, for which a TMDL study is required. The MPCA is required to list, prioritize, and attach a schedule which estimates starting dates and completion dates for each TMDL study for each affected reach or lake. Schedules are estimated because parameters vary in complexity and schedules must be consistent with Basin Planning development.

Minnesota's proposed Year 2002 TMDL list of impaired waters is located at the MPCA **web site** at <http://www.pca.state.mn.us/water/tmdl.html>. If you do not have access to the web, please contact the TMDL List Coordinator below and a paper copy of the list will be mailed to you. This notice is being published today for the purpose of providing opportunity for public notice and comment for the *new* reaches and lakes being proposed. The comment period will end 30 days after issuance of this public notice. Comments may be directed to the following address:

Howard D. Markus, Ph.D., P.E.  
TMDL List Coordinator  
Environmental Outcomes Section  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, Minnesota 55155-4196

If you have further questions, you may contact Dr. Markus at (651) 296-7295, (800) 657-3864 or [howard.markus@pca.state.mn.us](mailto:howard.markus@pca.state.mn.us).

## Public Employees Retirement Association

### Notice of Meeting of the Board of Trustees

A meeting of the Board of Trustees of the Public Employees Retirement Association (PERA) will be held on Thursday, July 11, 2002, at 9:30 a.m., in the PERA offices, 60 Empire Drive, Room 117, Saint Paul, Minnesota.

## Department of Transportation

### State Aid for Local Transportation Group

### Petition of the Fillmore County Board for a Variance from Minimum State Aid Standards Regarding DESIGN SPEED

**NOTICE IS HEREBY GIVEN** that the Fillmore County Board 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. 23J08 construction project SAP 23-599-132 located on Pilot Mound Township Road (T-195), at Money Creek, in Fillmore County and proposed Bridge No. 23J55 construction project SAP 23-598-007 located on Fillmore County Road 117, at Watson Creek.

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 Bridges No. 23J08 and 23J55, so as to permit a 30 mph 40 mph design speed without full 0.06 ft/ft superelevation, in lieu of the 30 and 40 mph design speed with 0.06 ft/ft superelevation.

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: 02 July 2002

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

## Department of Transportation

### Office of Investment Management

#### Notice of Solicitation for Public Review and Comment on Draft Minnesota Statewide Transportation Plan

The Minnesota Department of Transportation (Mn/DOT) is offering an opportunity for public review and comment on *Moving Minnesota 2003*, the DRAFT Minnesota Statewide Transportation Plan for years 2003 to 2023. Mn/DOT has three objectives for Moving Minnesota 2003.

- Develop a policy framework that will achieve Mn/DOT's Strategic Directions.
- Establish performance measures for tracking Mn/DOT's progress toward achieving the policies and Strategic Directions of the organization.
- Provide implementation guidance to Mn/DOT Districts and Modal Offices and other Transportation Partners, to ensure the effective and consistent implementation of the policies and measurement of performance.

Opportunity for comment will be available two ways:

1. *Moving Minnesota 2003*, the DRAFT Minnesota Statewide Transportation Plan is available on request. Comments must be received by **4:30 p.m. on September 15, 2002**. Comments are encouraged and should identify the portion of *Moving Minnesota 2003* addressed, reason for comment, and any change proposed. To receive a copy of the Minnesota Statewide Transportation Plan, please contact:

Mitch Webster  
Minnesota Department of Transportation  
Office of Investment Management  
Mail Stop 440  
395 John Ireland Boulevard  
St. Paul, MN 55155  
**Phone:** (651) 296-2201  
**Fax:** (651) 296-3019  
[Mitch.webster@dot.state.mn.us](mailto:Mitch.webster@dot.state.mn.us)

2. The Public is invited to attend any one of a series of Transportation Forums that Mn/DOT will be holding throughout the state. Each forum will offer the opportunity to comment on the DRAFT plan. Forum dates and locations are as follows:
  - **July 25, 2002, 1:30-3:30pm**  
McIntosh Community Center-115 Broadway Avenue, N.W., McIntosh, MN  
Contact-Karen Bedeau (218-755-4086)
  - **July 30, 2002, 2:00-4:00pm**  
Blue Earth County Library, 100 East Main Street, Mankato, MN

## Official Notices

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Contact-Rebecca Arndt (507-389-6883)

- **August 1, 2002, 1:00-3:00pm**  
First United Methodist Church, 230 East Skyline Parkway, Duluth, Mn  
Contact-Maureen Talarico (218-723-4960)
- **August 13, 2002, 1:00-3:00pm**  
Bigwood Event Center, Fergus Falls, MN, I-94 & 210 W at Exit 54.  
Contact-Pamela McLeod (218-847-1568)
- **August 15, 2002, 1:00-3:00pm**  
Super 8 Motel, Highway 212 West, Granite Falls, MN  
Contact-Sandy East (320-214-3773)
- **August 22, 2002, 1:00-3:00pm**  
Holiday Inn South, 1630 South Broadway, Rochester, MN  
Contact-Brian Jergenson (507-285-7364)
- **August 26, 2002, 1:00-3:00pm**  
Kelly Inn Sunwood Plaza, Hwy. 23 and 4th Avenue, St. Cloud, MN  
Contact-Cathy Clark (218-828-2464)
- **September 4, 2002, time to be determined**  
Shoreview Community Center-4600 N. Victoria St., Shoreview, MN  
Contact-Kevin Gutknecht (651-582-1365)

### State Grants & Loans

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

## Department of Human Services

### Aging and Adult Services Division

#### Notice of Request for Proposals for ElderCare Development Partnerships

The Minnesota Department of Human Services, Aging and Adult Services Division, is soliciting proposals from qualified applicants for ElderCare Development Partnerships, formerly known as Seniors' Agenda for Independent Living (SAIL) projects. Proposals are due by 4:00 P.M. on September 12, 2002. These projects are authorized by *Minnesota Statutes*, section 256B.0917 which requests the commissioner of human services to contract with up to six projects.

DHS is seeking applicants to 1.) design and implement service development strategies to increase the capacity of local long-term care systems to support older people in the community; 2.) align development strategies with the policy directions established by Minnesota's Long-Term Care Task Force; 3.) coordinate with the service development priorities identified through the county-based Gaps Analysis and Service Development Plan process; and 4.) provide technical assistance to organizations and communities in their applications for the Community Service/Services Development grant programs.

The board or boards of counties in the project area establishes the ElderCare Development Partnership and designates its lead agency. Eligible lead agencies for ElderCare Development Partnerships are public agencies. Applications for funding are submitted by the ElderCare Development Partnership.

The Department of Human Services anticipates, pending legislative approval, \$866,000 annually to match local funds to support ElderCare Development Partnerships.

Applicant conferences will be held at four locations according to the following schedule:

**July 17, 2002**, Mankato State University, Student Union, Room 201, Mankato, MN, 10:00 A.M. - Noon

**July 19, 2002** - MN Department of Human Services, Room 1A/B, 444 Lafayette Road North, St. Paul, MN 55155, 1:00 - 3:00 P.M.

**July 24, 2002**, Northwest Technical College, 900 Hwy. 34E, Room C103, Detroit Lakes, MN 56501, 1:00 - 3:00 P.M.

**July 25, 2002**, Lake Superior College, 2101 Trinity Road, Room E2328, Duluth, MN 55811, 10:00 A.M. - Noon

To register for an applicant conference, call 1-800-882-6262 at least two business days in advance and specify the site.

The full text of the RFP, which includes requirements that must be met in order to submit a proposal and proposal evaluation criteria, is available on the Internet at:

**Website:** [www.dhs.state.mn.us](http://www.dhs.state.mn.us)

or upon request by contacting:

Hal Freshley, Planning Coordinator

Aging and Adult Services Division

444 Lafayette Rd. S.

St. Paul, MN 55155-3843

**Email:** [Hal.B.Freshley@state.mn.us](mailto:Hal.B.Freshley@state.mn.us)

**Phone:** 1-800-882-6262

**TTY:** 1-800-627-3529

## 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](http://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

#### Request for Proposals for the Renovation of Building #16, and Other Miscellaneous Projects on the Minnesota Veterans Home - Minneapolis, Minnesota (Project 02-10)

#### To Minnesota Registered Design Professionals:

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a design team for the above project. Proposals from interested firms must be received by, 11:00 a.m. Monday, July 22, 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  
(651) 297-1545

#### **PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.**

Questions concerning procedures, or schedule are to be referred to the Executive Secretary at (651) 297-1545. Questions relating to the project are to be referred to the project contact(s) in Item 1.j.

#### **1. PROJECT 02-10**

- a. PROJECT DESCRIPTION:** The Minnesota Veterans Home Board intends to enter into a contract with an architectural consultant to provide complete design and construction administration services to renovate building #16 on the Minneapolis campus. The work also includes several other projects of limited scope that need design expertise.

The Minnesota Veterans Home campus was established in 1887 by the State Legislature as an Old Soldiers Home. The campus consists of 23 buildings on 52 acres and is listed on the National Historic Register. The Home is used primarily to house veterans needing nursing care and rehabilitative services. Building #16 constructed in 1978 is in need of extensive remodeling to upgrade the building for nursing care. The work associated with building #16 includes the replacement of exterior windows through out the building. The largest concentration of design is associated with the reconfiguration of

## State Contracts

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interior space for nursing care and the renovation/replacement of the mechanical, electrical systems including fire alarm and suppression system upgrades.

An abbreviated pre-design/cost analysis was completed in the spring of 2002 and it will be available to shortlisted firms. There will be an asbestos removal project that will be initiated as existing tenants vacate the building in the spring of 2003. That removal project will be completed prior to the start of the construction phase of building #16 work.

Additional design work will include minor mechanical upgrades, interior remodeling of building #17 and repair/restore entrance doors to building #9.

- b. REQUIRED CONSULTANT SERVICES:** The designer shall have applicable prior experience in the design and construction of similar projects, preferably in a comparable small campus setting demonstrating design expertise in nursing care facilities. The firm shall provide examples of current projects of similar type.

A history of constructability, meeting schedule deadlines, accurate cost estimating and designing within a project budget are critical criteria for selection of a designer. Quality control and complete contract documents are an important element of the selected design team's services. A change order history of recent past projects and how the team addresses this issue should be provided as part of the submittal.

The consultant shall provide examples of completed past projects, including innovative solutions. The consultant shall provide a list of clients and involved contractors for similar projects worked on within the last five years along with the names, phone numbers, e-mail addresses and formal addresses of contact persons. The scope of the project includes full Architectural/engineering services including architectural, mechanical, electrical, voice/data design, structural, interior design, FF&E design, scheduling, cost estimating, programming review. The information contained within the pre-design shall be used as a starting point for the selected consultant to complete the program update.

- c. SERVICES PROVIDED BY OTHERS:** None.

- d. SPECIAL CONSIDERATIONS:** None

- e. PROJECT BUDGET/FEEES:** The current construction budget for the building #16 renovation is estimated to be \$2,000,000.00. The approximate sum of construction for the smaller projects is \$700,000.00. The fee for this work is anticipated to be 9% of the total construction cost.

- f. PROJECT SCHEDULE:** It is the Minnesota Veterans Home Board expectation to review the program and design the work in the fall and winter of 2002-2003 and be ready for construction to start in the summer of 2003.

- g. PROJECT PRE-DESIGN INFORMATION:** None

- h. PROJECT INFORMATIONAL MEETING (S)/SITE VISIT (S):**

To be scheduled by the user agency after the firms are shortlisted.

- i. STATE DESIGNER SELECTION BOARD SCHEDULE:**

<i>Project Information Meeting and/or Site Visit:</i>	<i>None</i>
<i>Project Proposals Due:</i>	<i>Monday, July 22, 2002, by 11:00 a.m.</i>
<i>Project Shortlist:</i>	<i>Tuesday, August 13, 2002</i>
<i>Project Information Meeting for Shortlisted firms:</i>	<i>To be set by user agency</i>
<i>Project Interviews and Award:</i>	<i>Tuesday, August 20, 2002</i>

- j. PROJECT CONTACT (S):**

Questions concerning the project should be referred to:

James Whipkey, Division of State Building Construction  
G-10 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155-3000  
**Phone:** (651) 296-8809  
**Fax:** (651) 296-7650.  
E-mail address: [jim.whipkey@state.mn.us](mailto:jim.whipkey@state.mn.us)

- k. SAMPLE CONTRACT (if DSBC project)**

The successful responder will be required to execute the State's Basic Services Agreement which contains the State's standard contract terms and conditions, include insurance requirements and compliance with Designer Procedures Manual, Design Guidelines and Computer Aided Drafting (CAD) Guidelines. A copy is available on Web Site <http://www.dsbc.admin.st.mn.us>.



**NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE FOLLOWING AS OF 11 JUNE 2002.**

## **2. PROPOSAL REQUIREMENTS**

- a. 12 copies
- b. 8 1/2 X 11, soft bound, portrait format
- c. Maximum 20 faces (excluding front and back covers and blank dividers)
- d. All pages numbered

## **3. PROPOSAL CONTENTS**

### **a. COVER**

- Project name and number
- Prime firm name, address, telephone number, fax number
- Contact person, telephone number, fax number, and email address

### **b. COVER LETTER**

Single face letter with original signature (on at least one copy) of principal of prime firm, including:

- Brief overview of proposal
- Statement that proposal contents are accurate to the best knowledge of signatory

### **c. INFORMATION ON FIRM (S)**

For prime firm and each consultant firm provide brief description including:

- Name and location
- Year established
- Legal status
- Ownership
- Staffing by discipline
- For firms with multiple offices briefly summarize for each office

### **d. PROJECT TEAM**

- Brief statement of team's past or present working relationships

For each team member provide:

- Name and position in firm, include name of firm
- Home base (if in multi-office firm)
- Responsibility on this project
- Years of experience
- Relevant recent experience (if in another firm, so note)
- Registration (including specialty if engineer)

### **e. TEAM ORGANIZATION**

If planning or design consultants are a part of the team explain how they will be utilized (e.g. major role during design, absent during construction, etc). Matrix or chart *may* be used.

### **f. PROJECT EXPERIENCE**

For architectural, planning, and/or landscape architecture firms, provide examples of relevant projects recently completed or in progress including:

- Photographs, sketches and/or plans
- Name and location
- Brief description (e.g. size, cost, relevance)
- Firm of record

## State Contracts

- Involvement of proposed project team members (may be separate matrix; if in another firm so note)
- Completion date or current status

For engineering or technical firms provide examples of relevant projects recently completed or in progress including the above except that photographs, sketches and/or plans are to be for only that portion of the work for which firm was responsible.

### g. APPROACH/METHODOLOGY

Describe your understanding of the project, significant issues to be addressed and your *specific* approach to the planning, design and construction process for *this* project.

### h. UNIQUE QUALIFICATIONS

Briefly summarize your team's unique qualifications for this project.

### i. OTHER REQUIREMENTS

- A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
- A statement indicating that consultants listed have been contacted and have agreed to be a part of the team.
- A complete Affidavit of Noncollusion
- If appropriate, provide a list of all entities that create a conflict of interest (see 5.b.)
- A completed Affirmative Action Data Page regarding compliance with Minnesota Human Rights Requirements. A copy of the form is available on **Web Site** <http://www.dsb.admin.state.mn.us>, click on forms.
- A list of all State and University of Minnesota current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

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

The prime firm(s) shall list and total all gross fees associated with the above projects and studies, whether the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid, or are anticipated to be paid, to engineering or other specialty consultants employed, or anticipated to be employed, on the projects and studies listed pursuant to the above. The prime firm(s) shall subtract consultant fees from gross fees to determine total net fees using the format below.

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS	(C) NET TOTAL PORTION PROJECT FEE
<b>TOTAL</b>			

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

## 4. SELECTION CRITERIA

Criteria for selection shall be as stated in the project description. Technical and aesthetic experience and capabilities are paramount. In addition, the Board seeks equitable distribution of fees among qualified firms and gives consideration to geographical location of firms with respect to project site.

## 5. CONTRACT REQUIREMENTS

### a. AFFIDAVIT OF NONCOLLUSION

Each responder must attach a completed Affidavit of Noncollusion. A copy of the form is available on **Web Site** <http://www.dsb.admin.state.mn.us>, click on forms.

**b. CONFLICTS OF INTEREST**

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

**c. DISPOSITION OF RESPONSES**

All materials submitted in response to this RFP will become property of the State and will become public record after the evaluation process is completed and a contract executed. If the responder submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minnesota Statutes § 13.37, the responder must:

- Clearly mark all trade secret materials in its response at the time the response is submitted,
- Include a statement with its response justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

Responses to this RFP will not be open for public review until the State decides to pursue a contract and that contract is awarded.

**d. CONTINGENCY FEES PROHIBITED**

Pursuant to *Minnesota Statutes* Section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

**e. ORGANIZATIONAL CONFLICTS OF INTEREST**

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, the responder is unable or potentially unable to render impartial assistance or advice to the State, or the responder's objectivity in performing the contract work is or might be otherwise impaired, or the responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor (consultant), and the terms "contract," "contractor (consultant)," and "contracting officer" modified appropriately to preserve the State's rights.

**f. STATE EMPLOYEES**

In compliance with *Minnesota Statutes* § 16C.07, the availability of this work is being offered to State employees. The State will evaluate the responses of any State employee, along with other responses to this Request for Proposals.

**g. PREFERENCE TO TARGETED GROUP AND ECONOMICALLY DISADVANTAGED BUSINESS AND INDIVIDUALS**

In accordance with *Minnesota Rules* 1230.1810, subpart B and *Minnesota Rules* 1230.1830, certified Targeted Group Businesses or individuals and certified Economically Disadvantaged Businesses or individuals submitting proposals as prime contractors (consultants) will receive up to six percent preference in the evaluation of their proposals. For information regarding certification, contact the Department of Administration, Materials Management Helpline at (651) 296-2600, TTY (651) 282-5799.

**h. HUMAN RIGHTS REQUIREMENTS**

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative

## State Contracts

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Action Data page and return it with the response. 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 *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available on **Web Site** <http://www.dsb.admin.state.mn.us>.

- i. Any changes in team members for the project requires approval by the State.
- j. All costs incurred in responding to this RFP will be borne by the responder. This RFP does not obligate the State to award a contract or complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

## Department of Administration State Designer Selection Board

### Request for Proposals for the Departments of Agriculture and Health, for Design Services to Construct a New Office Building (Project 02-11)

#### To Minnesota Registered Design Professionals:

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a design team for the above project. Proposals from interested firms must be received by, 11:00 a.m. Monday, July 22, 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  
(651) 297-1545

#### **PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.**

Questions concerning procedures, or schedule are to be referred to the Executive Secretary at (651) 297-1545. Questions relating to the project are to be referred to the project contact(s) in Item 1.j.

#### **1. PROJECT 02-11**

##### **a. PROJECT DESCRIPTION:**

The Department of Administration of the State of Minnesota intends to provide new facilities addressing critical health, life safety and space needs for the Departments of Agriculture (MDA) and Health (MDH) by means of a lease-purchase agreement for the development of an office building located adjacent to a new laboratory facility.

Current MDA and MDH office facilities are constrained by less than optimum ventilation, insufficient technology capacity, lack of flexibility to accommodate the demands for organization agility and a high rate of change with increased complexity of services for the residents of the State, safety and security concerns and limited support space.

It has been determined that utilization of a co-location methodology for the two agencies will provide the opportunity for expanded programs and efficiency in operation of the two agencies relative to duplication of laboratory facilities and associated support functions.

##### **Project Scope:**

The total square footage of the office building to be occupied by the Departments of Agriculture and Health is estimated to be 342,000 gross square feet.

The State will contract directly with the design consultant utilizing a design-bid-build project delivery method. The State will enter into a lease-purchase agreement with an outside agency. The outside agency will lease the facilities to the State for a term of up to 25 years. The State may acquire the property at any time for a predetermined amount(s) or at the end of the 25-year term for a cost of \$1.

The office building will be constructed adjacent to, connected, and concurrent with the construction of a 169,000 gross square feet, laboratory facility.

The outside agency will be responsible for providing financing for the project through the sale of revenue bonds, made possible by legislation during the 2002 legislative session.

The design and construction may involve multiple bid packages.

The State will contract separately with a Space Planning Representative (SPR) to provide space planning and programming services that will provide the basis for design of the building.

The site has not been selected but is planned to be located within the City Limits of St. Paul.

The Minnesota Department of Agriculture's (MDA) mission is to work toward a diverse agriculture industry that is profitable as well as environmentally sound; to protect the public health safety regarding food and agricultural products; and to ensure orderly commerce in agricultural and food products. For additional information, visit MDA's **web site** at <http://www.mda.state.mn.us>.

The mission of the Minnesota Department of Health (MDH) is to protect, maintain and improve the health of all Minnesotans. For additional information, visit MDH's **web site** at <http://www.health.state.mn.us>.

**b. REQUIRED CONSULTANT SERVICES:**

**The consultant will:**

1. Demonstrate significant experience with the design and construction of new and major renovations in facilities of like function and type.
2. Evaluate master plan and site documentation provided and coordinate design and programmatic requirements accordingly.
3. Prepare sustainability evaluations, studies, and cost analysis recommendations developed in accordance with the 'Minnesota Sustainable Design Guide'. The Guide is available at: [www.sustainabledesignguide.umn.edu](http://www.sustainabledesignguide.umn.edu)
4. Completely review the pre-design report and other available documentation to refine all design criteria into one final program.
5. Provide architectural design, interior design (not including space planning); civil; structural, mechanical, electrical and registered fire protection engineering; telecommunications design, security design consultation, cost estimating, and cost management.
6. Execute and coordinate reviews with all state and local regulatory agencies.
7. Coordinate with the previously selected design team of the MDA and MDH Laboratory facility project. The design and construction process will run concurrent with that of the office building.
8. Coordinate with other project consultants under contract to the Owner.
9. Provide necessary information to help facilitate Owner's FF&E purchases.
10. Comply with the State's Consultant Designer Procedures Manual, Design Guidelines, Indoor Air Quality Standards, Electrical Standards and Technology Standards. Standards are available at: [www.dsb.admin.state.mn.us](http://www.dsb.admin.state.mn.us)

**c. SERVICES PROVIDED BY OTHERS:**

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

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

**d. SPECIAL CONSIDERATIONS:**

1. Prior experience with Agriculture and Health office facilities design and construction preferred.
2. Prior experience with security design in public buildings preferred.
3. Prior experience with projects implemented at accelerated schedules preferred.
4. This project will not proceed unless funding is appropriated by means of the sale of revenue bonds by the outside agency.

## State Contracts

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**e. PROJECT BUDGET/FEEES:**

Construction costs currently estimated to be:

1. New office facility: \$ 58,407,000

Estimated fees for Consultant services including all reimbursable for the office shall be approximately 6 percent of the construction cost.

**f. PROJECT SCHEDULE:**

The preliminary schedule calls for construction completion and occupancy by August 31, 2004. The Consultant's work will commence on the date the funding has been acquired through the outside agency and when their contract is fully executed. Contract execution is dependent upon the terms of the agreement between the State and the outside agency; this RFP does not require the State to enter into a contract with the design consultant.

**g. PROJECT PRE-DESIGN INFORMATION:**

A pre-design report dated 12-21-2001 prepared by Hokanson/Lunning/Wende Associates and the Adams Group has been prepared. A Copy of this document is available for review at the Department of Administration in the Division of State Building Construction office. For review, contact Terry Lewko at (651) 297-1545.

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

**h. PROJECT INFORMATIONAL MEETING (S)/SITE VISIT (S):** None

**i. STATE DESIGNER SELECTION BOARD SCHEDULE:**

<i>Project Information Meeting and/or Site Visit:</i>	None
<i>Project Proposals Due:</i>	Monday, July 22, 2002, by 11:00 a.m.
<i>Project Shortlist:</i>	Tuesday, August 13, 2002
<i>Project Information Meeting for Shortlisted firms:</i>	To be set by user agency if needed
<i>Project Interviews and Award:</i>	Tuesday, August 20, 2002

**j. PROJECT CONTACT(S):**

Questions concerning the project should be referred to the Project Manager:

Paul D. Dahlberg, Division of State Building Construction  
G-10 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155-3000  
**Phone#:** (651) 296-4647 **Fax#:** (651) 296-7650.  
E-mail address: [paul.dahlberg@state.mn.us](mailto:paul.dahlberg@state.mn.us)

**k. SAMPLE CONTRACT (if DSBC project)**

The successful responder will be required to execute the State's Basic Services Agreement which contains the State's standard contract terms and conditions, include insurance requirements and compliance with Designer Procedures Manual, Design Guidelines and Computer Aided Drafting (CAD) Guidelines. Copies are available on **Web Site** <http://www.dsbc.admin.st.mn.us>.

**NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE FOLLOWING AS OF 11 JUNE 2002.**

## 2. PROPOSAL REQUIREMENTS

- a. 12 copies
- b. 8 1/2 X 11, soft bound, portrait format
- c. Maximum 20 faces (excluding front and back covers and blank dividers)
- d. All pages numbered

## 3. PROPOSAL CONTENTS

**a. COVER**

- Project name and number

- Prime firm name, address, telephone number, fax number
- Contact person, telephone number, fax number, and email address

**b. COVER LETTER**

Single face letter with original signature (on at least one copy) of principal of prime firm, including:

- Brief overview of proposal
- Statement that proposal contents are accurate to the best knowledge of signatory

**c. INFORMATION ON FIRM(S)**

For prime firm and each consultant firm provide brief description including:

- Name and location
- Year established
- Legal status
- Ownership
- Staffing by discipline
- For firms with multiple offices briefly summarize for each office

**d. PROJECT TEAM**

- Brief statement of team's past or present working relationships

For each team member provide:

- Name and position in firm, include name of firm
- Home base (if in multi-office firm)
- Responsibility on this project
- Years of experience
- Relevant recent experience (if in another firm, so note)
- Registration (including specialty if engineer)

**e. TEAM ORGANIZATION**

If planning or design consultants are a part of the team explain how they will be utilized (e.g. major role during design, absent during construction, etc). Matrix or chart *may* be used.

**f. PROJECT EXPERIENCE**

For architectural, planning, and/or landscape architecture firms, provide examples of relevant projects recently completed or in progress including:

- Photographs, sketches and/or plans
- Name and location
- Brief description (e.g. size, cost, relevance)
- Firm of record
- Involvement of proposed project team members (*may* be separate matrix; if in another firm so note)
- Completion date or current status

For engineering or technical firms provide examples of relevant projects recently completed or in progress including the above except that photographs, sketches and/or plans are to be for only that portion of the work for which firm was responsible.

**g. APPROACH/METHODOLOGY**

Describe your understanding of the project, significant issues to be addressed and your *specific* approach to the planning, design and construction process for *this* project.

**h. UNIQUE QUALIFICATIONS**

Briefly summarize your team's unique qualifications for this project.

## State Contracts

### i. OTHER REQUIREMENTS

- A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
- A statement indicating that consultants listed have been contacted and have agreed to be a part of the team.
- A complete Affidavit of Non-collusion
- If appropriate, provide a list of all entities that create a conflict of interest (see 5.b.)
- A completed Affirmative Action Data Page regarding compliance with Minnesota Human Rights Requirements. A copy of the form is available on **Web Site** <http://www.dsb.admin.state.mn.us>, click on forms.
- A list of all State and University of Minnesota current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

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

The prime firm(s) shall list and total all gross fees associated with the above projects and studies, whether the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid, or are anticipated to be paid, to engineering or other specialty consultants employed, or anticipated to be employed, on the projects and studies listed pursuant to the above. The prime firm(s) shall subtract consultant fees from gross fees to determine total net fees using the format below.

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS	(C) NET TOTAL PORTION PROJECT FEE
<b>TOTAL</b>			

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

### 4. SELECTION CRITERIA

Criteria for selection shall be as stated in the project description. Technical and aesthetic experience and capabilities are paramount. In addition, the Board seeks equitable distribution of fees among qualified firms in the selection evaluation and gives consideration to geographical location of firms with respect to project site.

### 5. CONTRACT REQUIREMENTS

#### a. AFFIDAVIT OF NONCOLLUSION:

Each responder must attach a completed Affidavit of Non-collusion. A copy of the form is available on **Web Site** <http://www.dsb.admin.state.mn.us>, click on forms.

#### b. CONFLICTS OF INTEREST:

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

#### c. DISPOSITION OF RESPONSES:

All materials submitted in response to this RFP will become property of the State and will become public record after the evaluation process is completed and a contract executed. If the responder submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, *Minnesota Statutes* § 13.37, the responder must:



- Clearly mark all trade secret materials in its response at the time the response is submitted,
- Include a statement with its response justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

Responses to this RFP will not be open for public review until the State decides to pursue a contract and that contract is awarded.

**d. CONTINGENCY FEES PROHIBITED:**

Pursuant to *Minnesota Statutes* Section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

**e. ORGANIZATIONAL CONFLICTS OF INTEREST**

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, the responder is unable or potentially unable to render impartial assistance or advice to the State, or the responder's objectivity in performing the contract work is or might be otherwise impaired, or the responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor (consultant), and the terms "contract," "contractor (consultant)," and "contracting officer" modified appropriately to preserve the State's rights.

**f. STATE EMPLOYEES:**

In compliance with *Minnesota Statutes* § 16C.07, the availability of this work is being offered to State employees. The State will evaluate the responses of any State employee, along with other responses to this Request for Proposals.

**g. PREFERENCE TO TARGETED GROUP AND ECONOMICALLY DISADVANTAGED BUSINESS AND INDIVIDUALS:**

In accordance with *Minnesota Rules* 1230.1810, subpart B and *Minnesota Rules* 1230.1830, certified Targeted Group Businesses or individuals and certified Economically Disadvantaged Businesses or individuals submitting proposals as prime contractors (consultants) will receive up to six percent preference in the evaluation of their proposals. For information regarding certification, contact the Department of Administration, Materials Management Helpline at (651) 296.2600, TTY (651) 282.5799.

**h. HUMAN RIGHTS REQUIREMENTS**

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative Action Data page and return it with the response. 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 *Minnesota Statute* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available on **Web Site** <http://www.dsb.admin.state.mn.us>.

- i. Any changes in team members for the project requires approval by the State.
- j. All costs incurred in responding to this RFP will be borne by the responder. This RFP does not obligate the State to award a contract or complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

**Department of Administration  
State Designer Selection Board**

**Request for Proposals for the Departments of Human Services, for Design Services to  
Construct a New Office Building (Project 02-12)**

**To Minnesota Registered Design Professionals:**

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a design team for the above project. Proposals from interested firms must be received by, 11:00 a.m. Monday, July 29, 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  
(651) 297-1545

**PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.**

Questions concerning procedures, or schedule are to be referred to the Executive Secretary at (651) 297-1545. Questions relating to the project are to be referred to the project contact(s) in Item 1.j.

**1. PROJECT 02-12**

**a. PROJECT DESCRIPTION:**

The Department of Administration of the State of Minnesota intends to provide new facilities addressing critical health, life safety and space needs for the Department of Human Services (DHS) by means of a lease-purchase agreement for the development of an office building.

Current DHS office facilities are constrained by less than optimum ventilation, insufficient technology capacity, lack of flexibility to accommodate the demands for organization agility and a high rate of change with increased complexity of services for the residents of the State, safety and security concerns and limited support space.

**Project Scope:**

The total square footage of the office building to be occupied by the Department of Human Services is estimated to be 399,500 gross square feet.

The State will contract directly with the design consultant utilizing a design-bid-build project delivery method. The State will enter into a lease-purchase agreement with an outside agency. The outside agency will lease the facilities to the State for a term of up to 25 years. The State may acquire the property at any time for a predetermined amount(s) or at the end of the 25-year term for a cost of \$1.

The outside agency will be responsible for providing financing for the project through the sale of revenue bonds, made possible by legislation during the 2002 legislative session.

The design and construction may involve multiple bid packages.

The State will contract separately with a Space Planning Representative (SPR) to provide space planning and programming services that will provide the basis for design of the building.

The site has not been selected but is planned to be located within the City Limits of St. Paul.

The Mission of the Minnesota Department of Human Services (DHS) in working with many others, helps people meet their basic needs so they can live in dignity and achieve their highest potential. As the State's largest agency, DHS provides health care, economic assistance and other services for people who do not have the resources to meet their basic needs. For additional information, visit the DHS **web site** at <http://www.dhs.state.mn.us/aboutdhs/default.htm>

**b. REQUIRED CONSULTANT SERVICES:**

**The consultant will:**

1. Demonstrate significant experience with the design and construction of new and major renovations in facilities of like function and type.

2. Evaluate master plan and site documentation provided and coordinate design and programmatic requirements accordingly.
3. Prepare sustainability evaluations, studies, and cost analysis recommendations developed in accordance with the 'Minnesota Sustainable Design Guide'. The Guide is available at: [www.sustainabledesignguide.umn.edu](http://www.sustainabledesignguide.umn.edu)
4. Completely review the pre-design report and other available documentation to refine all design criteria into one final program.
5. Provide architectural design, interior design (not including space planning); civil; structural, mechanical, electrical and registered fire protection engineering; telecommunications design, security design consultation, cost estimating, and cost management.
6. Execute and coordinate reviews with all state and local regulatory agencies.
7. Coordinate with other project consultants under contract to the Owner.
8. Provide necessary information to help facilitate Owner's FF&E purchases.
9. Comply with the State's Consultant Designer Procedures Manual, Design Guidelines, Indoor Air Quality Standards, Electrical Standards and Technology Standards. Standards are available at: [www.dsbc.admin.state.mn.us](http://www.dsbc.admin.state.mn.us)

**c. SERVICES PROVIDED BY OTHERS:**

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

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

**d. SPECIAL CONSIDERATIONS:**

1. Prior experience with Health & Human Services office facilities design and construction preferred.
2. Prior experience with security design in public buildings preferred.
3. Prior experience with projects implemented at accelerated schedules preferred.
4. This project will not proceed unless funding is appropriated by means of the sale of revenue bonds by the outside agency.

**e. PROJECT BUDGET/FEES:**

Construction costs currently estimated to be:

1. New office facility: \$ 69,113,000

Estimated fees for Consultant services including all reimbursable for the office shall be approximately 6 percent of the construction cost.

**f. PROJECT SCHEDULE:**

The preliminary schedule calls for construction completion and occupancy by April 30, 2005. The Consultant's work will commence on the date the funding has been acquired through the outside agency and when their contract is fully executed. Contract execution is dependent upon the terms of the agreement between the State and the outside agency; this RFP does not require the State to enter into a contract with the design consultant.

**g. PROJECT PRE-DESIGN INFORMATION:**

A pre-design report dated 12-21-2001 prepared by Hokanson/Lunning/Wende Associates and the Adams Group has been prepared. A Copy of this document is available for review at the Department of Administration in the Division of State Building Construction office. For review, contact Terry Lewko at (651) 297-1545.

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

**h. PROJECT INFORMATIONAL MEETING (S)/SITE VISIT (S):** None

**i. STATE DESIGNER SELECTION BOARD SCHEDULE:**

## State Contracts

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<i>Project Information Meeting and/or Site Visit:</i>	None
<i>Project Proposals Due:</i>	Monday, July 29, 2002, by 11:00 a.m.
<i>Project Shortlist:</i>	Tuesday, August 20, 2002
<i>Project Information Meeting for Shortlisted firms:</i>	To be set by user agency if needed
<i>Project Interviews and Award:</i>	Tuesday, August 27, 2002

**j. PROJECT CONTACT(S):**

Questions concerning the project should be referred to the Project Manager:

Paul D. Dahlberg, Division of State Building Construction  
G-10 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155-3000  
**Phone#:** (651) 296-4647 **Fax#:** (651) 296-7650.  
**E-mail** address: *paul.dahlberg@state.mn.us*

**k. SAMPLE CONTRACT (if DSBC project)**

The successful responder will be required to execute the State's Basic Services Agreement which contains the State's standard contract terms and conditions, include insurance requirements and compliance with Designer Procedures Manual, Design Guidelines and Computer Aided Drafting (CAD) Guidelines. Copies are available on **Web Site** <http://www.dsbc.admin.st.mn.us>.

**NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE FOLLOWING AS OF 11 JUNE 2002.**

## 2. PROPOSAL REQUIREMENTS

- a. 12-copies
- b. 8 1/2 X 11, soft bound, portrait format
- c. Maximum 20 faces (excluding front and back covers and blank dividers)
- d. All pages numbered

## 3. PROPOSAL CONTENTS

**a. COVER**

- Project name and number
- Prime firm name, address, telephone number, fax number
- Contact person, telephone number, fax number, and email address

**b. COVER LETTER**

Single face letter with original signature (on at least one copy) of principal of prime firm, including:

- Brief overview of proposal
- Statement that proposal contents are accurate to the best knowledge of signatory

**c. INFORMATION ON FIRM(S)**

For prime firm and each consultant firm provide brief description including:

- Name and location
- Year established
- Legal status
- Ownership
- Staffing by discipline
- For firms with multiple offices briefly summarize for each office

**d. PROJECT TEAM**

- Brief statement of team's past or present working relationships

For each team member provide:

- Name and position in firm, include name of firm
- Home base (if in multi-office firm)
- Responsibility on this project
- Years of experience
- Relevant recent experience (if in another firm, so note)
- Registration (including specialty if engineer)

**e. TEAM ORGANIZATION**

If planning or design consultants are a part of the team explain how they will be utilized (e.g. major role during design, absent during construction, etc). Matrix or chart *may* be used.

**f. PROJECT EXPERIENCE**

For architectural, planning, and/or landscape architecture firms, provide examples of relevant projects recently completed or in progress including:

- Photographs, sketches and/or plans
- Name and location
- Brief description (e.g. size, cost, relevance)
- Firm of record
- Involvement of proposed project team members (*may* be separate matrix; if in another firm so note)
- Completion date or current status

For engineering or technical firms provide examples of relevant projects recently completed or in progress including the above except that photographs, sketches and/or plans are to be for only that portion of the work for which firm was responsible.

**g. APPROACH/METHODOLOGY**

Describe your understanding of the project, significant issues to be addressed and your *specific* approach to the planning, design and construction process for *this* project.

**h. UNIQUE QUALIFICATIONS**

Briefly summarize your team's unique qualifications for this project.

**i. OTHER REQUIREMENTS**

- A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
- A statement indicating that consultants listed have been contacted and have agreed to be a part of the team.
- A complete Affidavit of Non-collusion
- If appropriate, provide a list of all entities that create a conflict of interest (see 5.b.)
- A completed Affirmative Action Data Page regarding compliance with Minnesota Human Rights Requirements. A copy of the form is available on **Web Site** <http://www.dsb.admin.state.mn.us>, click on forms.
- 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.

## State Contracts

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	(C) NET TOTAL PORTION PROJECT FEE
TOTAL			

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

#### 4. SELECTION CRITERIA

Criteria for selection shall be as stated in the project description. Technical and aesthetic experience and capabilities are paramount. In addition, the Board seeks equitable distribution of fees among qualified firms in the selection evaluation and gives consideration to geographical location of firms with respect to project site.

#### 5. CONTRACT REQUIREMENTS

##### a. AFFIDAVIT OF NONCOLLUSION:

Each responder must attach a completed Affidavit of Non-collusion. A copy of the form is available on **Web Site** <http://www.dsbc.admin.state.mn.us>, click on forms.

##### b. CONFLICTS OF INTEREST:

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

##### c. DISPOSITION OF RESPONSES:

All materials submitted in response to this RFP will become property of the State and will become public record after the evaluation process is completed and a contract executed. If the responder submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, *Minnesota Statutes* § 13.37, the responder must:

- Clearly mark all trade secret materials in its response at the time the response is submitted,
- Include a statement with its response justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

Responses to this RFP will not be open for public review until the State decides to pursue a contract and that contract is awarded.

##### d. CONTINGENCY FEES PROHIBITED:

Pursuant to *Minnesota Statutes* Section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

##### e. ORGANIZATIONAL CONFLICTS OF INTEREST

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest

exists when, because of existing or planned activities or because of relationships with other persons, the responder is unable or potentially unable to render impartial assistance or advice to the State, or the responder's objectivity in performing the contract work is or might be otherwise impaired, or the responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor (consultant), and the terms "contract," "contractor (consultant)," and "contracting officer" modified appropriately to preserve the State's rights.

**f. STATE EMPLOYEES:**

In compliance with *Minnesota Statutes* § 16C.07, the availability of this work is being offered to State employees. The State will evaluate the responses of any State employee, along with other responses to this Request for Proposals.

**g. PREFERENCE TO TARGETED GROUP AND ECONOMICALLY DISADVANTAGED BUSINESS AND INDIVIDUALS:**

In accordance with *Minnesota Rules* 1230.1810, subpart B and *Minnesota Rules* 1230.1830, certified Targeted Group Businesses or individuals and certified Economically Disadvantaged Businesses or individuals submitting proposals as prime contractors (consultants) will receive up to six percent preference in the evaluation of their proposals. For information regarding certification, contact the Department of Administration, Materials Management Helpline at (651) 296-2600, TTY (651) 282-5799.

**h. HUMAN RIGHTS REQUIREMENTS**

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative Action Data page and return it with the response. 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 *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available on **Web Site** <http://www.dsb.admin.state.mn.us>.

- i. Any changes in team members for the project requires approval by the State.
- j. All costs incurred in responding to this RFP will be borne by the responder. This RFP does not obligate the State to award a contract or complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

## **Public Employees Retirement Association**

### **Request for Proposals for Administration of PERA Board of Trustees Election**

Public Employees Retirement Association of Minnesota (PERA) is soliciting proposals from an independent organization to act as election administrator for the PERA Board of Trustees election for January 2003. The primary duties will include the actual designing, printing, collating, and mailing of the ballots and election material. The election administrator will also receive and securely store the ballots until the election closes; validate the ballots; tabulate the results; and report the results to the Board of Trustees within the requirements established for conduct of this election by the Secretary of State's office.

Prospective responders should request a copy of the complete Request for Proposals by calling or writing to:

Mary Daly, Executive Secretary  
PERA  
60 Empire Drive – Suite 200  
St. Paul, MN 55103  
**Telephone:** (651) 296-7489  
**Fax:** (651) 297-2547  
**E-mail:** [mary.daly@state.mn.us](mailto:mary.daly@state.mn.us)

All proposals must be received by the Public Employees Retirement Association no later than 4:00 p.m. on Thursday, August 15, 2002.

## 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](http://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.

## Department of Transportation Metropolitan Division

### Proposals Solicited for Trunk Highway 41 Transportation Corridor and Minnesota River Crossing Study

The Minnesota Department of Transportation (Mn/DOT) is soliciting proposals for Trunk Highway 41 Transportation Corridor and Minnesota River Crossing Study.

Work is proposed to start after September 1, 2002.

The Request for Proposal will be available by mail from this office through July 15, 2002. **A written request (direct mail or FAX) or an e-mail request is required to receive the Request for Proposal.** After July 15, 2002, the Request for Proposal must be picked up in person.

This document is available in alternative formats for persons with disabilities by calling the Agreement Administrator, at (651) 582-1479, or for persons who are hearing or speech impaired by calling the Minnesota Relay Service at 1-800-627-3529.

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

Mark Hagen  
Consultant Contract Administrator  
Minnesota Department of Transportation  
1500 West County Road B-2  
Roseville, MN 55113  
**FAX:** (651) 582-1308  
**e-mail:** [mark.hagen@dot.state.mn.us](mailto:mark.hagen@dot.state.mn.us)

Proposals submitted in response to this Request for Proposals must be received at the above address no later than 2:00 P.M. CDT on July 29, 2002. **Late proposals will not be considered.** No time extensions will be granted.

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

## Department of Transportation Metropolitan Division

### Proposals Solicited for Construction Inspection and Contract Administration for the Construction Project on Trunk Highway 52 at 117th Street in Inver Grove Heights

The Minnesota Department of Transportation (Mn/DOT) is soliciting proposals for **Construction Inspection and Contract Administration for the Construction Project on Trunk Highway 52 at 117th Street in Inver Grove Heights.**

Work is proposed to start after September 1, 2002.

The Request for Proposal will be available by mail from this office through July 15, 2002. A written request (direct mail or FAX) or an e-mail request is required to receive the Request for Proposal. After July 15, 2002, the Request for Proposal must be picked up in person.



This document is available in alternative formats for persons with disabilities by calling the Agreement Administrator, at (651) 582-1479, or for persons who are hearing or speech impaired by calling the Minnesota Relay Service at 1-800-627-3529.

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

Mark Hagen  
Consultant Contract Administrator  
Minnesota Department of Transportation  
1500 West County Road B-2  
Roseville, MN 55113  
**FAX:** (651) 582-1308  
**e-mail:** *mark.hagen@dot.state.mn.us*

Proposals submitted in response to this Request for Proposals must be received at the above address no later than 2:00 P.M. CDT on July 29, 2002. **Late proposals will not be considered.** No time extensions will be granted.

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

## Department of Transportation

### Program Support

#### Requests for Proposal (RFP) for Historic Wayside Structures Preservation and Restoration Treatment Reports

Notice of availability of Contract for Highway Related Technical Activity. Responses to this advertisement become public information under the Minnesota Government Data Practices Act. This request does not obligate the State of Minnesota Department of Transportation to complete the work contemplated in this notice, and the department reserves the right to cancel this solicitation. All expenses incurred in responding to this notice shall be borne by the responder.

The Minnesota Department of Transportation is requesting proposals to evaluate approximately 16 historic sites with standing structures that are either listed on, or are eligible for, the National Register of Historic Places and to provide the following services:

- Determine the costs of site stabilization, preservation, and restoration
- Provide contract documents and construction inspection to preserve or restore historic properties specified by Mn/DOT

Request for Proposals (RFP) are available by mail or in person. **Please submit in writing, a request for the RFP for Historic Wayside Structures Preservation and Restoration Treatment Reports.** Request for the RFP may be mailed, emailed or faxed to:

Melissa M. McGinnis, Agreement Administrator  
Minnesota Department of Transportation, Consultant Services Section  
395 John Ireland Boulevard, Seventh Floor North, Mail Stop 680  
St. Paul, Minnesota 55155  
**Fax:** (651) 282-5127  
**Email:** *melissa.mcginis@dot.state.mn.us*

In order to obtain the RFP in time, requests must be received on or before July 23, 2002, requests made after that date must be in person.

**Note: PROPOSALS WILL BE DUE ON JULY 30, 2002 AT 2:00 P.M. CENTRAL STANDARD TIME.**

## 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

#### Application Software Customization and Implementation Project

##### Notice of RFP No. 02P066

**NOTICE IS HEREBY GIVEN** that the Metropolitan Council is soliciting proposals from firms or individuals for hire to provide customization services on Wonderware application software at the Council's Metro Wastewater Treatment Plant and tie into ABB/Composer logic processes already in place. The consultant will fully program Wonderware and Composer Software for the Solids Management Building (SMB) and Fluidized Bed Incinerator (FBI) projects. The individual proposed must have extensive experience in the two software programs noted above, or similar/related software experience, and will be expected to work on-site for approximately two years until project completion.

All proposals must be submitted in accordance with the RFP. The tentative schedule for this procurement process is:

<b>Solicitation Package Release Date</b>	<b>July 9, 2002</b>
<b>Teleconference Pre-Proposal Date</b>	<b>July 23, 2002, 10:30 a.m.</b>
<b>RSVP for Teleconference Due</b>	<b>One-week prior to Teleconference</b>
<b>Questions Due Date</b>	<b>July 31, 2002</b>
<b>Responses to Questions</b>	<b>One week prior to Proposal Due Date</b>
<b>Proposal Due Date:</b>	<b>August 13, 2002</b>
<b>Oral Interviews</b>	<b>Week of September 3rd</b>
<b>DBE/W-MBE Goals for this Project</b>	<b>0% - See Footnote<sup>1</sup></b>

All firms interested in this project should request a copy of the solicitation through: Amanda Houston, Administrative Assistant, Contracts and Procurement Unit.

Metropolitan Council  
Mears Park Centre  
230 East Fifth Street  
St. Paul, MN 55101  
**Phone:** (651) 602-1585  
**Fax:** (651) 602-1138  
**Email:** [amanda.houston@metc.state.mn.us](mailto:amanda.houston@metc.state.mn.us)

Please provide **one** contact point; complete company name; address/city/state/zip along with phone/fax/mobile/cell phone and pager numbers as well as email information if you wish to be placed on the Solicitation List. **All inquiries** regarding this procurement shall be directed by **email** to Mary DeMers at: [mary.demers@metc.state.mn.us](mailto:mary.demers@metc.state.mn.us)

The Metropolitan Council is the regional-level governmental unit for the seven county Twin Cities area. It is responsible for guiding and coordinating development in the region through joint planning with local governments and the private sector. The Council operates regional services – wastewater collection and treatment, transit and Metro HRA, an affordable-housing service that provides assistance to low-income families in the region. Supporting the smart growth and redevelopment of the region are the Council's water management and transit services. The Council is responsible for water quality and supply through its wastewater treatment operations, surface- and ground-water planning, programs for reducing polluted runoff, industrial wastewater management and water quality monitoring through its Environmental Services Division.

This project may be funded in part by local funds and by PFA eligibility funds, to which federal rules apply. *Minnesota Statutes*, Section 473.144 and 363.073 and *Minnesota Rules*, Part 5000.3400 to 5000.3600 will be incorporated into any contract based upon the Proposal or any modifications to it. The Minnesota Data Practices Act governs data submitted in response to this RFP. It provides that all information submitted by a Proposer in response to an RFP, with the exception of trade secret data as defined in *Minnesota Statutes*, section 13.37, becomes public at the times specified in the Act and is then available to any person upon request. Any information in its response for which Proposer claims trade secret protection must be limited and set apart in the proposal on separate pages, with a heading that identifies the information as trade secret information. Blanket-type identification on whole pages

or sections containing trade secret information will not assure protection. A statement that submitted information is copyrighted or otherwise protected does not prevent public access.

<sup>1</sup> Minority, women-owned and other disadvantaged business enterprises are encouraged to request an RFP and submit proposals. A single individual is preferred for this work, whether that individual is an independent contractor, works for an outsourcing firm, a high-tech IT staffing agency or is a representative of the application software companies. The Council wants continuity of services and wishes to have one person assigned for the duration of the project, which is expected to take approximately 4,000 hours to complete

## Metropolitan Council

### Notice of Request for Proposals (RFP) for Engineering Services for the Elko-New Market Interceptor Project

**RFP No. 02P084**

The Metropolitan Council is requesting engineering services proposals for the Elko-New Market Interceptor Project. This project will include a Facility Plan, design and preparation of bidding documents, acquisition of easements and site for lift station and meter station, and construction support services. The Project will start at the Elko-New market wastewater treatment plant (WWTP) and end at the MCES interceptor located in Lakeville. The project may include one or two lift stations, short lengths of forcemain, and 9 miles of gravity sewer, using open cut or tunneling. The following is the proposed schedule:

<i>RFP Release Date</i>	<b>July 10, 2002</b>
<i>Proposals Due</i>	<b>July 29, 2002</b>
<i>Evaluate and Rank Proposals</i>	<b>August 1, 2002</b>
<i>Metropolitan Council authorization</i>	<b>August 14, 2002</b>
<i>Contract negotiated, executed, NTP</i>	<b>August 20, 2002</b>

All firms interested in being considered for this project and desiring to receive a RFP package are invited to submit a Letter of Interest with point of contact, name, title, company, phone, fax, mobile, e-mail information 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) 202-1585  
**fax:** (651) 602-1136  
**E-mail:** [amanda.petersen@metc.state.mn.us](mailto:amanda.petersen@metc.state.mn.us)

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

## Metropolitan Council

### Public Sale of Land by Sealed Bid

#### Uptown Minneapolis – 12,490 Square Feet “Landmark” Building

Sealed bids for the sale of property located at 2901 Hennepin Avenue, Minneapolis, Minnesota, will be received in the Office of the General Counsel, Metropolitan Council, Mears Park Center, 7th Floor, 230 East 5th Street, St. Paul, Minnesota 55101.

Sealed bids will be received until **2:00 p.m., Tuesday, July 9, 2002**, at which time and place the proposals will be publicly opened and read aloud.

Bid Forms may be obtained from the Office of the General Counsel for the Metropolitan Council at the above address or by **phone:** (651) 602-1712.

## Non-State Contracts & Grants

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All proposals to be considered must be on Metropolitan Council's Bid Form and accompanied by a certified check, cashier's check or money order in the amount not less than ten percent (10%) of the total bid amount.

The Metropolitan Council reserves the right to accept or reject any or all bids.

## 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](http://bidinfo.umn.edu) or call the BIS Coordinator at (612) 625-5534.

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

## University of Minnesota

### Request for Proposal for the Demolition of Main Steam Plant Boiler Chimneys, Waste Incinerator Facility Chimney and Baghouses

#### RFP # 000-92-1678

The University of Minnesota is seeking Proposals for the demolition of three (3), reinforced concrete, brick masonry lined chimneys and removal of two baghouses, associated breeching and related mechanical and electrical appurtenances at the decommissioned Main Heating Plant and Waste Incinerator Facility at the University's Minneapolis East Bank Campus. The Work includes removal and disposal of asbestos containing (ACM) water proofing coating on the exterior surface of the three chimneys, decontamination of the interior of the incinerator chimney breeching prior to demolition, demolition of select sections of incinerator and boiler plant chimney breechings, demolition of related structural steel supports and concrete foundations, construction of weather tight enclosures to seal open sections of breeching, demolition of the incinerator facility chimney and two heating plant chimneys, access ladders and service platforms, removal of two heating plant baghouses, access ladders, stairs and platforms and select electrical and mechanical demolition, soil remediation work and general site restoration work. In addition to disposal of hazardous materials and asbestos containing materials, all other demolition materials shall become the Contractor's property and shall be removed from the site and legally disposed of in an approved landfill by the Contractor.

Work shall be substantially complete by Tuesday, December 31, 2002.

Proposals are due at **3:00 p.m., Minnesota time, on Tuesday, July 30, 2002. Late proposals will not be accepted.**

Proposals will be received by:

The Regents of the University of Minnesota  
Facilities Management Purchasing Services  
400 Donhowe Building  
319 - 15th Avenue SE  
Minneapolis, Minnesota 55455

Proposal documents may be examined at:

Sebesta Blomberg & Associates, Inc.  
2381 Rosegate  
Roseville MN, 55113  
Builder's Exchanges in Minneapolis and St. Paul, Minnesota.  
Construction Bulletin Plan Room, New Hope, Minnesota.  
F. W. Dodge Plan Room, Minneapolis, Minnesota.

Copies of the Proposal Documents may be obtained at the office of Sebesta Blomberg & Associates, Inc., upon making a deposit by check in the amount of \$100.00, made payable to Sebesta Blomberg & Associates, Inc. The deposit will be refunded in full to those unsuccessful Proposers who return the documents to the Engineer in usable condition within ten (10) days after Proposals are opened. If the documents are returned defaced or damaged, the deposit will be forfeited to cover the costs of reproduction. A non-

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## Non-State Contracts & Grants

refundable, \$25.00 per set handling charge, payable to Sebesta Blomberg & Associates Inc. by separate check before issuance of plans, is required from Proposers who request documents to be delivered.

Requests for Proposal Documents for this project should be addressed to the Engineer's Construction Administrator, Curt Puncochar, **phone:** (651) 634-7429.

Direct other communications regarding this project to the Engineer's Project Manager, Tom J. Kukulski, PE, **phone:** (651) 634-7294.

The University reserves the right to reject any and all Proposals, accept any Proposal, waive informalities in Proposals submitted, and waive minor discrepancies in Proposal procedures, as it deems to be in its best interest.

The University of Minnesota complies with Equal Employment Opportunity and Affirmative Action Policies for contractors and suppliers.

Questions concerning the Targeted Business and Urban Community Economic Development Programs should be directed to D. Craig Taylor, Director of Community and Economic Development, University of Minnesota, Twin Cities Campus, 419 Morrill Hall, 100 Church Street, Minneapolis, MN 55454, **phone:** (612) 626-9151 or (612) 624-9547; **fax:** (612) 624-5223.

Proposal result information may be obtained via fax by faxing a request to (612) 624-5796.

Pre-Proposal access to the work site is limited to specific times and dates. A Mandatory Project Pre-Proposal Meeting and Tour for Prime Contractors is scheduled for, Tuesday, July 16, 2002. Prospective Proposers are asked to meet at the E. River Flats Road (riverside) main entrance of the University's Main Heating Plant, Building 034, on The Minneapolis East Bank Campus, 1180 Main Street SE, Minneapolis, MN, 55455. Pre-Proposal Meeting is scheduled to begin at 2:00 PM, with a tour of the work areas to follow.



# Admin MINNESOTA

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Merchandise may be returned if it is in resalable condition.

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