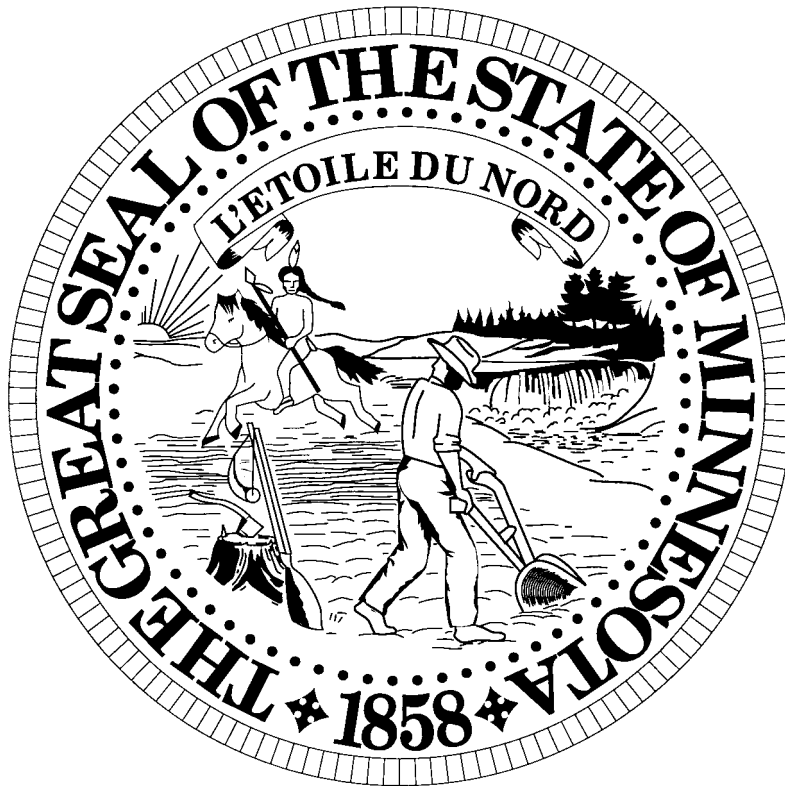


Minnesota

State Register

Rules and Official Notices Edition



Published every Monday (Tuesday when Monday is a holiday) by the
Department of Administration – Communications Media Division

Monday 20 October 2003
Volume 28, Number 16
Pages 519 - 540

State Register

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

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

- proposed, adopted, exempt, expedited emergency and withdrawn rules
- executive orders of the governor
- appointments
- proclamations and commendations
- commissioners' orders
- revenue notices
- official notices
- state grants and loans
- contracts for professional, technical and consulting services
- non-state public bids, contracts and grants
- certificates of assumed name, registration of insignia and marks

PUBLISHING NOTICES IN THE *State Register*: Submit TWO COPIES of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit TWO COPIES, with a letter on your letterhead stationery requesting publication and date to be published. FAXED submissions to (651) 297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$14.40 per tenth of a page (columns are seven inches wide). About 2-1/2 pages typed double-spaced on 8-1/2"x11" paper equal one typeset page in the *State Register*. Contact the editor if you have questions.

SUBSCRIPTION SERVICES: Copies are available at Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Order by phone: Metro area: (651) 297-3000 Toll free (800) 657-3757. TTY relay service phone number: (800) 627-3529. **NO REFUNDS.** Subscribers who do not receive a copy of an issue should notify the *State Register* Subscription Office immediately at (651) 297-8774. Copies of back issues may not be available more than two weeks after publication. Both editions are delivered postpaid to points in the United States, Periodicals Postage Paid for the *State Register* at St. Paul, MN, first class for the *Solicitation Announcements*. See the *State Register* and *Solicitation Announcements* at website: <http://www.comm.media.state.mn.us> Click on "Minnesota's Bookstore."

- *State Register* -- Rules and Official Notices Edition (published every Monday, or Tuesday if Monday is a holiday) One year, hard copy, paper subscription: \$160.00.
- **On-line subscription** – \$180, includes links, index, sidebar table of contents and *State Register* SENT TO YOU via Email.
- *Solicitation Announcements* -- State Register Supplement (published every Tuesday and Friday) One year subscription: \$135.00 via first class mail, \$150.00 via fax or through our website. Users agree not to redistribute without authorization.
- **13-week trial subscription** which includes both the *State Register* and *Solicitation Announcements* \$65.00
- **Single issues** are available for a limited time: *State Register* \$5.00, *Solicitation Announcements* \$1.00. Shipping is \$3.00 per order.

"Affidavit of Publication" costs \$10.00 and includes a notarized "Affidavit" and a copy of the issue.

Printing Schedule and Submission Deadlines

Vol. 28 Issue Number	PUBLISH DATE	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts	Deadline for Both Adopted and Proposed RULES
#16	Monday 20 October	Noon Tuesday 14 October	Noon Wednesday 8 October
#17	Monday 27 October	Noon Tuesday 21 October	Noon Wednesday 15 October
#18	Monday 3 November	Noon Tuesday 28 October	Noon Wednesday 22 October
#19	Monday 10 November	Noon Tuesday 4 November	Noon Wednesday 29 October

Copyright © 2003 Communications Media Division, Department of Administration, State of Minnesota.
Publication Number: 326630 (ISSN 0146-7751)

THE STATE REGISTER IS PUBLISHED by Communications Media Division, Department of Administration, State of Minnesota, pursuant to *Minnesota Statutes* § 14.46 and is available at the main branch of county libraries in Minnesota and all "State Depository Libraries": State University and Community College libraries; the University of Minnesota libraries; St. Paul, Minneapolis and Duluth Public Libraries; the Legislative Reference Library; State Law Library; Minnesota Historical Society Library; and the Library Development Service at the State Department of Children, Families and Learning.

Tim Pawlenty, Governor (651) 296-3391	Mike Hatch, Attorney General (651) 297-4272	Mary Kiffmeyer, Secretary of State (651) 296-2079
Carol L. Molnau, Lt. Governor (651) 296-3391	Patricia Awada, State Auditor (651) 297-3670	
Department of Administration: Brian Lamb, Commissioner (651) 296-1424	Communications Media Division: Mary Mikes, Director (651) 297-3979	Robin PanLener, Editor (651) 297-7963 Jessie Rahmeyer, Subscriptions (651) 297-8774

Legislative Information

Senate Public Information Office (651) 296-0504
State Capitol, Room 231, St. Paul, MN 55155
Website: www.senate.leg.state.mn.us/departments/secretary/seninfo.htm

House Information Office (651) 296-2146
State Office Building, Room 175, 100 Constitution Ave., St. Paul, MN 55155
Website: www.house.leg.state.mn.us/hinfo/hinfo.htm

Federal Register

Office of the Federal Register (202) 512-1530; or (888) 293-6498
U.S. Government Printing Office – Fax: (202) 512-1262
Website: http://www.access.gpo.gov/su_docs/aces/aces140.html

Minnesota State Court System

Court Information Office (651) 296-6043
Minnesota Judicial Center, Room 135, 25 Constitution Ave., St. Paul, MN 55155
Website: www.courts.state.mn.us

Contents

Minnesota Rules: Amendments & Additions		
Monday 20 October 2003, Volume 28, Issues # 14-16	522	
Revenue Notices		
Department of Revenue		
Revenue Notice #03-13: Sales and Use Tax - Services - Nonresidential Parking	523	
Revenue Notice #03-14: Sales and Use Tax - Nonprofit Admission Ticket and Fund-raising Sales - Revocation of Revenue Notice #00-01	523	
Official Notices		
Comprehensive Health Association (MCHA)		
Agent meeting on MCHA Writing Carrier Transition	525	
Public meetings on MCHA writing Carrier Transition	526	
Enrollee Appeal Committee meeting Friday 24 October 2003	527	
Education Department		
CORRECTION: Comment period on possible amendment to rules on special education changed to Nov. 7, 2003	527	
Health Department		
Public hearing regarding the Minnesota Department of Health application to the Federal Department of Health and Human Services for federal fiscal year 2004 Preventive Health and Human Services Block Grant funding	527	
Human Services Department		
Health Care Purchasing and Delivery Systems Division, Health Care Administration: Public notice of the maximum allowable costs of medical assistance outpatient prescribed drugs	528	
Metropolitan Airports Commission		
Open house scheduled for revised aviation activity forecasts and other information for airport noise contours for 2007 ..	529	
Metropolitan Council		
Metro Mobility annual public forums for riders set for December	529	
State Grants & Loans		
Pollution Control Agency		
Request for proposals for fiscal years 2004 - 2008 Open Grant Round: Three County ISTS Pilot Program	530	
State Contracts		
Administration Department		
Radio communications towers available for lease.....	531	
Colleges and Universities, Minnesota State (MnSCU)		
Hennepin Technical College: Request for proposals for research and planning for new program development.....	532	
Hibbing Community College: Request for proposal for consultant services for design of hot/chilled water, electrical distribution services and heating plant capacity upgrade	532	
		Metropolitan State University: Intent to solicit outside information and opinion on proposed permanent rules relating to publishing in the <i>State Register</i>
		533
		Normandale Community College: Snow removal contract available for the Winter 2003/2004
		533
		Finance Department
		Request for proposals for master equipment lease purchase financing program.....
		533
		Human Services Department
		Request for information on personal care assistant worker online registry
		534
		Natural Resources Department
		Availability of contract for Fort Ridgely State Park Golf Course reconstruction
		535
		Transportation Department
		Potential availability of contracting opportunities for a variety of highway related technical activities
		536
		Professional/technical contract opportunities.....
		536
		Non-State Contracts & Grants
		Metropolitan Council - Metro Transit
		Request for On-Call Engineering Support Services for Hiawatha Light Rail Transit System
		537
		Track Maintenance Services for Hiawatha Light Rail Transit System.....
		537
		University of Minnesota
		Bid Information Service (BIS) available for all potential vendors
		538
		Request for Proposals for Construction Management Services where the Construction Manager is also the Constructor for the U of M Crookston Student Center
		538
		Request for Proposals for Small Construction Contracts Program (for General Contractors)
		539
		Commodity, Service and Construction Contracts are published Tuesday and Friday in a bulletin, the <i>Solicitation Announcements</i> . Award results are available from the Materials Management Helpline (651) 296-2600. Website: www.mmd.admin.state.mn.us
		Individual copies and subscriptions to the <i>State Register</i> and <i>Solicitations Announcements</i> are available through Minnesota's Bookstore, (651) 297-3000, or (800) 657-3757.

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 28, Issues #14-16

Administration Department

1230.0100; .0150; .0300; .0600; .0700; .0750; .0900; .1700; .1850; .1905 (adopted)	499
1346.0050; .0060; .0101; .0102; .0103; .0104; .0105; .0106; .0107; .0108; .0109; .0110; .0201; .0202; .0301; .0306; .0309; .0401; .0403; .0404; .0505; .0506; .0507; .0508; .0603; .0604; .0703; .0709; .0801; .0803; .0901; .1001; .1003; .1004; .1006; .1007; .1011; .1204; .1500; .1601; .1602; .1603; .1604; .1605; .1606; .5050; .5201; .5202; .5301; .5303; .5304; .5306; .5402; .5403; .5404; .5406; .5407; .5408; .5409; .5410; .5501; .5503; .5504; .5602; .5620; .5629; .5630; .5700; .5801; .5802; .5803; .5804; .5805; .5806; .5807; .5900 (proposed)	414
1346.0108; .0203; .0204; .0302; .0304; .0405; .0406; .0407; .0408; .0409; .0410; .0411; .0414; .0418; .0421; .0424; .0504; .0602; .0605; .0606; .0607; .0608; .0707; .0710; .0807; .0808; .0809; .0913; .1002; .1005; .1104; .1107; .1207; .1503; .1505; .1520; .1521; .1906; .2002; .2003; .2101; .2102; .2104; .2106; .2107; .2108; .2109; .2110; .2111; .2113; .2114; .2115; .2120; .2122; .2123; .2124; .2125; .2126; .2127; .2133; .2201; .2202; .2205; .2206; .2211; .2212; .2213; .2215; .2216; .2220; .2226; .2500; .2600 (proposed repealer).....	414

Education Department

3501.0505; .0510; .0515; .0520; .0525; .0530; .0535; .0540; .0545; .0550; .0560; .0565; .0570; .0575; .0580; .0585; .0590; .0595; .0600; .0605; .0610; .0620; .0625; .0630; .0635 (Expedited Emergency)	468
--	-----

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 # 03-13: Sales and Use Tax - Services - Nonresidential Parking

Background

During the 2003 legislative session, the legislature amended *Minnesota Statutes*, section 297A.61, subdivision 3(g)(3), to clarify that the sales tax on parking services only applies to nonresidential parking services.

Department Position

Under *Minnesota Statutes*, chapter 297A, the sales tax applies to the sale and purchase of parking services but does not apply to the sale or purchase of residential parking services. In Revenue Notice # 00-02, the department set forth its position as to what activities constitute parking services.

Residential parking services are parking services provided to the occupants of a residence who park on the same premises that constitutes their primary residence. For purposes of this Revenue Notice, "same premises" means an area within the residence, an area adjacent to the residence, or any area owned or leased by the landlord, condominium association, or cooperative for the purpose of providing parking for its residents. For purposes of this Revenue Notice, "residence" means a single family home, a duplex, a condominium unit, a cooperative unit, a townhouse unit, a school dormitory, an apartment or a mobile home used by a person or persons as a place of primary residence or abode. For purposes of this Revenue Notice, "primary residence" does not include a hotel, a motel, a summer camp, a resort lodge or other dwellings when lodging of a temporary or transient nature, that would be subject to the sales tax under *Minnesota Statutes*, chapter 297A, is provided.

Parking services provided in a lease or in a separate writing between landlord and tenant, a condominium association and the owner of the unit, or between a cooperative and one of its members are nontaxable residential parking.

Parking services paid to a homeowners' association are not subject to sales tax provided that the parking facility is owned or leased and operated by the association; the association is comprised solely of owners or residents of the residential dwelling units; and the parking charges are paid by the members to the association.

For parking facilities that provide both residential and nonresidential parking services, the operator or parking vendor must keep a record of the sale including the name of the resident, the residential address of the resident, and the amount of the sale in order to substantiate that the sale is for residential parking purposes.

Raymond R. Krause
Assistant Commissioner

Department of Revenue

Revenue Notice # 03-14: Sales and Use Tax - Nonprofit Admission Ticket and Fund-raising Sales - Revocation of Revenue Notice # 00-01

This revenue notice updates and replaces Revenue Notice # 00-01 by explaining the 2003 amendments to *Minnesota Statutes*, section 297A.70, subdivisions 10 and 14, and sets forth the requirements that must be met by nonprofit organizations to qualify for the admission ticket and fund-raising exemptions and for facilities to follow when handling ticket sales for events sponsored by nonprofit organizations.

Background

Only organizations, that have been determined to meet the requirements of section 501(c)(3) of the *Internal Revenue Code* and whose primary mission is to provide an opportunity for citizens of the state to participate in the creation, performance, or appreciation of the arts, qualify to sell tickets exempt from sales tax under *Minnesota Statutes*, section 297A.70, subdivision 10.

All 501(c)(3) organizations, units of government, civic and fraternal organizations, senior citizens groups, youth groups and veterans groups may claim the fund-raising exemption if the requirements in *Minnesota Statutes*, section 297A.70, subdivision 14, are met.

Revenue Notices

Department Position

In order to qualify for the admission ticket and fund-raising exemptions, the nonprofit organizations must meet the following requirements:

1. Any contract for the use of a facility must be entered into between the nonprofit organization and the facility and the contract must be signed and dated before tickets to the event are sold.
2. The nonprofit organization must indicate in their contract for use of the facility whether they are claiming the admission ticket exemption or the fund-raising exemption. If the nonprofit organization is claiming the admission ticket exemption, the facility must receive from the nonprofit organization a copy of their federal letter indicating that it is a 501(c)(3) organization.

If the nonprofit organization is claiming the fund-raising exemption, the facility must receive from the nonprofit organization: (1) a copy of their federal or state letter of nonprofit status determination or (2) a copy of their Articles of Incorporation stating they are a nonprofit organization. If a unit of government is claiming the fund-raising exemption, it must provide the facility with a certified letter from the head of the government unit or a person having delegated authority to act on its behalf. In addition, the nonprofit organization must provide the facility with a letter certifying that the organization will not have more than 24 days of selling events during the year. If the organization is a senior citizens or youth group, it may provide a letter certifying that its total sales will not exceed \$10,000 during the year. If total sales do exceed \$10,000, the youth or senior group must meet the 24 days of selling events requirement in order to qualify for the exemption.

All documents must be provided by the nonprofit organization prior to entering into a contract for use of the facility. If the owners and/or operators of the facility do not receive the required documentation from the nonprofit organization, they must collect sales tax on ticket or admission sales for the event.

3. Any other contracts relating to admission or ticket sales must be entered into by the nonprofit organization and contracts between nonprofit organizations and third parties involved in the event such as promoters, entertainers, and advertisers must be signed and dated before tickets to the event are sold.
4. The nonprofit organization must actively participate in all stages of the event by taking part in the initial planning process, by being involved in making decisions regarding how the event will function, and by retaining oversight over the event. The nonprofit organization may hire a third party to help plan or run the event but the nonprofit organization must retain final authority over the event in order to actively participate in the event.
5. If the nonprofit organization hires an outside third party to help plan or run the event, there must be a written agreement stating: (1) the role of the nonprofit organization, (2) that all the gross receipts from the event will be recorded on the books of the nonprofit organization, and (3) that all the requirements set forth in this Revenue Notice will be followed.
6. The nonprofit organization must record all the gross receipts from the event on its books. Therefore, all funds from the event must flow to the nonprofit organization, which would then pay the facility and any third parties helping to plan or run the event for their expenses. The funds paid for use of the facility should be recorded as revenue for the facility and as an expense by the organization. However, if the facility collects the gross receipts from the ticket sales, the facility may deduct the facility's expenses from the receipts before providing the remaining receipts to the nonprofit organization.
7. The nonprofit organization must bear the risk of loss for the event.
8. All other requirements of *Minnesota Statutes*, section 297A.70, subdivisions 10 and 14, must be met in order to qualify for exemption.

Revenue Notice # 00-01: Sales and Use Tax - Definition of "Sponsored by," is hereby revoked.

Raymond R. Krause
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 Comprehensive Health Association

Notice of Agent Meetings on MCHA Writing Carrier Transition

NOTICE IS HEREBY GIVEN of Agent meetings on the Minnesota Comprehensive Health Association (MCHA) Writing Carrier Transition, which will take place at the following dates, times and locations. The purpose of the meetings is to allow agents an opportunity to comment on the writing carrier transition.

For additional information, please call Lynn Gruber at (952) 593-9609.

Schedule of Agent Meetings on MCHA Writing Carrier Transition

<u>LOCATION</u>	<u>DATE</u>	<u>TIME</u>
ST. PAUL	Monday, November 3, 2003 Radisson City Center 411 Minnesota Street St. Paul, MN Tel: 651-291-8800	3:00 pm
WINONA	Wednesday, November 5, 2003 Quality Inn of Winona 956 Mankato Avenue Winona, MN Tel: 507-454-4390	3:00 pm
OWATONNA	Thursday, November 6, 2003 AmericInn 245 Florence Avenue Owatonna, MN Tel: 507-455-1142	3:00 pm
MINNEAPOLIS	Monday, November 10, 2003 Radisson Hotel South 7800 Normandale Boulevard Bloomington, MN Tel: 952-835-7800	3:00 pm
FERGUS FALLS	Wednesday, November 12, 2003 Bigwood Event Center 925 Western Avenue Fergus Falls, MN Tel: 218-739-2211	3:00 pm
BRAINERD	Thursday, November 13, 2003 Ramada Inn Brainerd 2115 South 6th Street Tel: 218-829-1441	4:00 pm
GRANITE FALLS	Monday, November 17, 2003 Prairie's Edge Casino Resort 5616 Prairie's Edge Lane Granite Falls, MN Tel: 866-293-2121	3:00 pm

Official Notices

DULUTH	Wednesday, November 19, 2003 Holiday Inn Hotel & Suites 200 West First Street Duluth, MN Tel: 218-727-7492	3:00 pm
VIRGINIA	Thursday, November 20, 2003 Park Inn 502 Chestnut Street Virginia, MN Tel: 218-749-1000	3:00 pm

In case of inclement weather, please call the hotel to be informed of meeting cancellation. If you are unable to attend these meetings for any reason, please log onto the MCHA website at mchamn@aol.com for information.

Minnesota Comprehensive Health Association

Notice of Public Meetings on MCHA Writing Carrier Transition

NOTICE IS HEREBY GIVEN of Public meetings on the Minnesota Comprehensive Health Association (MCHA) Writing Carrier Transition, which will take place at the following dates, times and locations. The purpose of the meetings is to allow MCHA enrollees an opportunity to comment on the writing carrier transition.

For additional information, please call Lynn Gruber at (952) 593-9609.

Schedule of Public Meetings on MCHA Writing Carrier Transition

<u>LOCATION</u>	<u>DATE</u>	<u>TIME</u>
ST. PAUL	Monday, November 3, 2003 Radisson City Center 411 Minnesota Street St. Paul, MN Tel: 651-291-8800	6:30 pm
WINONA	Wednesday, November 5, 2003 Quality Inn of Winona 956 Mankato Avenue Winona, MN Tel: 507-454-4390	6:30 pm
OWATONNA	Thursday, November 6, 2003 AmericInn 245 Florence Avenue Owatonna, MN Tel: 507-455-1142	6:30 pm
MINNEAPOLIS	Monday, November 10, 2003 Radisson Hotel South 7800 Normandale Boulevard Bloomington, MN Tel: 952-835-7800	6:30 pm
FERGUS FALLS	Wednesday, November 12, 2003 Bigwood Event Center 925 Western Avenue Fergus Falls, MN Tel: 218-739-2211	6:30 pm
BRAINERD	Thursday, November 13, 2003 Ramada Inn Brainerd 2115 South 6th Street Tel: 218-829-1441	6:30 pm

GRANITE FALLS	Monday, November 17, 2003 Prairie's Edge Casino Resort 5616 Prairie's Edge Lane Granite Falls, MN Tel: 866-293-2121	6:30 pm
DULUTH	Wednesday, November 19, 2003 Holiday Inn Hotel & Suites 200 West First Street Duluth, MN Tel: 218-727-7492	6:30 pm
VIRGINIA	Thursday, November 20, 2003 Park Inn 502 Chestnut Street Virginia, MN Tel: 218-749-1000	6:30 pm

In case of inclement weather, please call the hotel to be informed of meeting cancellation. If you are unable to attend these meetings for any reason, please log onto the MCHA website at mchamm@aol.com for information.

Minnesota Comprehensive Health Association

Notice of Meeting of the Enrollee Appeal Committee

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Enrollee Appeal Committee will be held at 1:30 p.m. on Friday, October 24, 2003, at the MCHA executive office located at 5775 Wayzata Blvd., Suite 900, St. Louis Park, MN.

This meeting may be closed to the public, if so requested by the appellant(s), pursuant to *Minnesota Statutes* 62E. 10, subd. 4. For additional information, please call Lynn Gruber at (952) 593-9609.

Department of Education

Division of Compliance and Assistance

ERRATA: Correction to Notice: Request for Comments Comment Period

The Notice that appeared in the *State Register* on September 2, 2003 (Vol. 28, Number 9, page 219) as a Request for Comments Regarding Possible Amendment to Rules Governing Special Education, *Minnesota Rules*, 3525.0200, 3525.2900, and 3525.3300 - 3525.4770 contains an error in the end date of the comment period. Persons who wish to comment on these rules may submit their comments to Kristen Schroeder, Rulemaking Coordinator, until 4:30 p.m. on Friday, November 7, 2003. Comments may be mailed to 1500 Highway 36 West, Roseville, MN 55113; **FAX:** (651) 582-8248; **E-mail:** kristen.schroeder@state.mn.us. **TTY** users may call the department at (651) 582-8201.

Dated: October 15, 2003

Cheri Pierson Yecke, Ph.D.
Commissioner

Department of Health

Public Hearing Regarding the Minnesota Department of Health Application to the Federal Department of Health and Human Services for Federal Fiscal Year 2004 Preventive Health and Health Services Block Grant Funding

The Minnesota Department of Health will sponsor a public hearing to obtain comments on the application for federal fiscal year 2004 Preventive Health and Health Services Block Grant funds. The draft application for those funds is available for inspection upon request.

The public hearing will be conducted as part of a meeting of the State Preventive Health Advisory Committee held Thursday, October 23, 2003 at the Minnesota Department of Health, Metro Square Building, 121 East Seventh Place, St. Paul, MN, in Meeting

Official Notices

Room Lower Level 56 (LL56). The public hearing and meeting will begin at 1:00 p.m. Any person or group may submit either written or oral comments at the meeting.

Written comments may be submitted by October 23, 2003 to the address below.

For further information contact:

Debra Burns, Director
Office of Public Health Practice
Minnesota Department of Health
121 E. Seventh Place
P.O. Box 64975
St. Paul, Minnesota 55164-0975
(651) 296-8209
debra.burns@health.state.mn.us

Department of Human Services

Health Care Purchasing and Delivery Systems Division, Health Care Administration

Public Notice of the Maximum Allowable Costs of Medical Assistance Outpatient Prescribed Drugs

NOTICE IS HEREBY GIVEN to recipients, providers of services, and to the public of additions to the state Medical Assistance maximum allowable cost (state MAC) list for certain outpatient prescribed drugs.

At least once each calendar year, the United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, publishes a federal upper limit (FUL) payment schedule for many commonly prescribed multiple-source drugs. The federal upper limit is set at a rate equal to 150 percent of the published price for the least costly therapeutic equivalent that can be purchased by pharmacists. This FUL payment schedule constitutes the federal MAC list. For many multiple-source drugs that are not on the federal MAC list, the Department establishes a state MAC list.

The Department requires Medical Assistance pharmacy providers to submit their usual and customary costs. Pharmacy providers are reimbursed at the lower of: the federal or state MAC, plus a dispensing fee; the submitted usual and customary charge to the general public; or a discount off of average wholesale price, plus a dispensing fee.

On February 7, 2003, pursuant to *Minnesota Statutes*, §16A.152, subdivision 4, the Governor balanced the State Fiscal Year 2003 budget. The Governor's action permits the Department to impose a state MAC for many multiple-source drugs that are on the federal MAC list, as long as the savings are at least as much as the savings would be using the federal MAC list.

On January 13, 2003 at 27 SR 1117-1130, the Department published the MAC list, listing the federal and state MACs. Additional changes to the state MAC list were published on February 18, 2003 at 27 SR 1331-1334, March 3, 2003 at 27 SR 1386-1393, April 21, 2003 at 27 SR 1583-1584, August 4, 2003 at 28 SR 102-103, and on October 13, 2003.

Effective October 21, 2003, the Department will add certain outpatient prescribed drugs to the state MAC list. They are:

<u>GCN</u>	<u>DRUG NAME</u>	<u>STRENGTH</u>	<u>NEW MAC PRICE</u>
01590	DIHYDROERGOTAMINE MESYLATE	1MG/ML	32.500
06025	AMINO ACIDS	15%	.142
09628	ANTIHEMOPHILIC FACTOR, HUMAN	1000(+/-)U	.600

These additions are made to bring Medical Assistance reimbursement to pharmacists more closely in line with the actual acquisition cost of the drugs listed above. The Department estimates that there will be a state savings of \$133,900 for State Fiscal Year 2004 (July 1, 2003 through June 30, 2004).

This notice is published pursuant to *Code of Federal Regulations*, Title 42, section 447.205, which requires publication of a notice when there is a rate change in the methods and standards for setting payment rates for Medical Assistance services.

Written comments and requests for information may be sent to:

Cody Wiberg, Pharm.D., R.Ph.
Pharmacy Program Manager
Health Care Purchasing and Delivery Systems Division
Minnesota Department of Human Services
444 Lafayette Road North

St. Paul, Minnesota 55155-3854
Phone: (651) 296-8515
Email: cody.wiberg@state.mn.us

Metropolitan Airports Commission

Open House Scheduled for Airport Part 150 Update

The Metropolitan Airports Commission will hold an Open House to present revised aviation activity forecasts and other information to be used in developing airport noise contours for 2007. The noise contours prepared using this information will be presented at a future open house and will not be available at this event. MAC staff and consultants will be available to discuss the information and to answer questions. No formal presentation is planned.

Thursday, October 23, 2003, 4:00 p.m. - 8:00 p.m.
Metropolitan Airports Commission
General Office
6040-28th Avenue South
Minneapolis

For further information contact Melissa Scovronski at (612) 726-8141.

Metropolitan Council

Metro Mobility Annual Public Forums for Riders Set for December

The Metropolitan Council will hold two public forums on December 11, 2003 to gather information from riders and other consumers on how well the Metro Mobility program is meeting their transportation needs

Public Forums are scheduled as follows:

Thursday, December 11, 2003

11:30 a.m. - 1:00 p.m.
Mears Park Centre Bldg., Chambers
230 E. 5th Street, St. Paul

Thursday, December 11, 2003

7:00 - 8:30 p.m.
Minneapolis Convention Center - Room 101 E
1301-2nd Avenue S., Minneapolis

All interested persons are encouraged to attend the forums and offer comments. People may register in advance to speak by calling Metro Mobility Customer Services at (651) 602-1111, or (651) 221-9886 TTY. Riders may also wait and sign up to speak at the forums. Sign language interpreter services will be provided at the forums. Upon request, reasonable accommodations to persons with disabilities will be provided if requested by November 24.

The forums are designed so people can comment on how Metro Mobility is working for them and offer ideas for improvement. Metro Mobility staff members will be on hand to answer general questions and respond to comments. Riders seeking follow-up on a specific incident or concern are asked to contact the Metro Mobility Customer Services department at (651) 602-1111, TTY (651) 221-9886.

Riders who do not attend a forum can still participate as follows:

Send written comments to Dave Jacobson, Metropolitan Council Metro Mobility Service Center, 230 East Fifth Street, St. Paul, MN 55101

Fax comments to Dave Jacobson at (651) 602-1660

Send TTY comments to Dave Jacobson's attention at (651) 221-9886

E-mail comments to: data.center@metc.state.mn.us

Comments will be accepted until Thursday, January 15, 2004

State Grants & Loans

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

Minnesota Pollution Control Agency

Request for Proposals for Fiscal Years 2004 - 2008 Open Grant Round: Three County ISTS Pilot Program

Proposals accepted through Monday 4:00 P.M. CST December 1, 2003

Chapter 128 (SF 905, 3rd Engrossment), Article 1, Section 165 - 2003 Regular Session

- 136.13 Sec. 165. [ISTS PILOT PROGRAM.]
136.14 The pollution control agency shall, in conjunction with the
136.15 association of Minnesota counties, designate three cooperating
136.16 counties with waterbodies listed as impaired by fecal coliform
136.17 bacteria, and within designated counties shall:
136.18 (1) by July 1, 2007, complete an inventory of properties
136.19 with individual sewage treatment systems that are an imminent
136.20 threat to public health or safety due to surface water
136.21 discharges of untreated sewage, and the inventory of properties
136.22 may be phased over the period of the pilot project; and
136.23 (2) require compliance under the applicable requirements of
136.24 this section by May 1, 2008. The pollution control agency may
136.25 utilize cooperative agreements with the three pilot counties to
136.26 meet the requirements of clauses (1) and (2).

Fecal Coliform bacteria - Bacteria that originate in the intestinal tract of a mammal. Not all fecal coliform bacteria cause disease, but this relatively simple test is used as an indicator that fecal matter is getting into the waterbody, and that other potentially harmful contaminants may be also be entering the waterbody. The main sources of these bacteria are from animal and human waste. Animal sources of bacteria include feedlot and manure runoff, urban runoff, and wildlife. Improperly treated human waste may come from overflows from sewage treatment systems in cities and towns, unsewered areas with inadequate community or individual wastewater treatment, or a single home with a failing septic system.

Three County Individual Sewage Treatment Systems (ISTS) Pilot Program

Request for Proposal

The Minnesota Pollution Control Agency (MPCA), in consultation with the Association of Minnesota Counties (AMC), Minnesota Environmental Partnership (MEP) and others, is seeking responses to this Request for Proposals (RFP) to conduct a four-year pilot program to identify and fix residences where lack of an effective sewage treatment poses an Imminent Threat to Public Health located in watersheds impaired by fecal coliform bacteria. Three (3) counties will be selected based on a competitive selection process. This pilot program was established in the 2003 Legislative Session and offers counties \$60,000 per year for four-years to identify and address non-conforming ISTS in the county. A local match is not required to be eligible for this grant program.

Statutory Charge and Timeline:

On or before July 1, 2007, selected counties shall complete an inventory of all properties with ISTS that are an imminent treat to public health and safety due to surface water discharge of untreated sewage. Those systems that are not in conformance with applicable regulations in Minn. Rule 7080 shall be brought into compliance by May 1, 2008.

October 2003

RFP published

December 1, 2003

RFP proposals due

January 2004

3-counties selected and grant agreements are signed

State Grants & Loans

Criteria: Selection of the counties will be made by MPCA with input from the Advisory Committee:

- 1) Physical conditions in the county
 - a) Level of fecal coliform bacteria impairment in water bodies
 - b) Estimated number of ISTS's that represent an Imminent Threat to Public Health and Safety (straight pipes, surface discharges, etc.)
- 2) County readiness and capacity
 - a) What is the current status of ISTS inventory, staffing levels, budgets, etc. for the county
 - b) Progress and commitment to wastewater planning, assistance efforts, enforcement actions, etc.
 - c) Innovative program elements that demonstrate the county determination and initiative on construction, maintenance and operation of ISTS
- 3) Merits and creativity of the county's proposed work plan and budget as well as consistency with the Governor's Clean Water Vision

How to submit a proposal:

Interested counties should submit the following, no later than 4 PM on Monday, December 1, 2003.

1. A letter of interest and a County Board resolution of support for the RFP submittal.
2. A proposal that articulates a proposed work plan, timeline and budget to accomplish the goals of the statutory charge. A model format is available.
3. A proposal describing your or the team's qualifications. Include resume(s) or similar information.
4. Interviews with finalists may be held in December 2003, if the selection team deems such a meeting to be useful.

For more information or questions:

Bill Dunn
Minnesota Pollution Control Agency
520 Lafayette Road North
Saint Paul, MN 55155
Phone: (651) 282-2663 or 1-800-657-3864
Fax: (651) 297-8676
E-mail: bill.dunn@pca.state.mn.us

State Contracts

Informal Solicitations: Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be published in the *State Register* or posted on the Department of Administration, Materials Management Division's (MMD) website. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD website at www.mmd.admin.state.mn.us for informal solicitation announcements.

Formal Solicitations: Department of Administration procedures require that formal solicitations (announcements for contracts with an estimated value over \$50,000) for professional/technical contracts must be published in the *State Register*. Certain quasi-state agency and Minnesota State College and University institutions are exempt from these requirements.

Department of Administration

Radio Communications Towers Available for Lease

NOTICE IS HEREBY GIVEN that the State of Minnesota, Department of Administration, herein after referred to as the "State" hereby notifies all interested parties that the Minnesota Department of Transportation, will permit the use of excess space on selected Mn/DOT owned, radio communications towers.

Requests to use available space on a specific tower(s) will be on a first come first served basis. All requests will be screened and approved/disapproved by the Minnesota Department of Transportation for structural loading requirements and frequency compatibility with existing and planned State radio systems. To obtain a portfolio containing a complete list of available towers, a sample License Agreement, and a "Use Request Form" (URF) contact:

State Contracts

Minnesota Department of Administration
Real Estate Management Division
309 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
Phone: (651) 296-6674
Fax: (651) 215-6245

Colleges and Universities, Minnesota State (MnSCU)

Hennepin Technical College

Request for Proposals for Research and Planning for New Program Development

NOTICE IS HEREBY GIVEN that Hennepin Technical College is seeking proposals for Research and Planning for New Program Development. Work consists of identifying opportunities to develop new educational programs for implementation between fall semester 2004 and fall semester 2005, and to develop a program for new program analysis that may be used by the college in the future.

Deadline for receipt of proposals is November 17, 2003 - 12:00 p.m. late proposals will not be accepted.

Copies of the Request for Proposals are available from:

Larry McAtee, Hennepin Technical College
1820 N. Xenium Lane
Plymouth, MN 55441
Telephone: (763) 550-7143
FAX: (763) 550-7143
E-mail: lgmcaatee@int287.k12.mn.us

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

Dated: October 14, 2003

Minnesota State Colleges and Universities (MnSCU)

Notice of Request for Proposal (RFP) for Consultant Services for Design of Hot/Chilled Water, Electrical Distribution Services and Heating Plant Capacity Upgrade at Hibbing Community College

The Minnesota State Colleges and Universities, Office of the Chancellor, acting as the owner for the State of Minnesota is soliciting proposals for experienced Consultant Services to design the extension of the heating and chilled water distribution system and electrical distribution system and upgrade the capacity of the Heating Plant at Hibbing Community College in Hibbing, Minnesota. The Consultant's team will be responsible for complete design, bidding, construction administration, including equipment, controls, and connections to existing utilities.

An informational meeting will be held on Wednesday, October 29, 2003, at 1:00 PM, in the Room C102 at Hibbing Community College, 1515 East 25th Street, Hibbing, MN.

Minnesota State Colleges and Universities is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest.

To receive a full request for proposal write or call:

James P. Morgan
Minnesota State Colleges and Universities
500 Wells Fargo Place
30 East 7th Street
St. Paul, MN 55101
Phone: (651) 296-3823
Fax: (651) 296-0318
E-mail: James.morgan@so.mnscu.edu

Completed proposals are due by 4:00 PM on Monday, November 10, 2003.

Minnesota State Colleges and Universities

Metropolitan State University

Notice of Request for Sealed Proposals for Interior Furnishings for the Metropolitan State Community Library and Information Access Center

NOTICE IS HEREBY GIVEN that sealed proposals for interior furnishings for the Metropolitan State Community Library & Information Access center project located at 645 7th Street East, St. Paul, MN 55106, will be received by Natalie Ennis of Metropolitan State University Business Office, FH 329, 700 E 7th Street, St. Paul, MN 55106 until 2 p.m., Thursday, October 30th, 2003 at which time they will be opened publicly and read aloud. Bids received after this date and hour will not be accepted.

The kinds of materials, construction plans and work to be done for the project and on which bids will be received are as shown in the bidding document for said project. The bid proposal will be a lump sum for all of work, listed in each group by manufacturer, as shown in the documents. All partial group bids will be rejected. Bidders may submit bids for one or more groups of furnishings as shown in the bidding documents.

Any substitutions submitted must meet the minimum requirements of the original plans and specifications and bid documents. If a substitute is made for any items, all the items in the group must be submitted by the same manufacturer.

All work is to be done in strict compliance with the plans and specifications prepared by Meyer, Scherer & Rockcastle, Ltd. Architects (MS&R). Plans, specification and bid forms will be available at the Architect's office, 710 South Second Street, 7th floor, Minneapolis, MN 55401.

All bids shall be made on the form(s) furnished in the documents and shall be filed on or before the time specified above, in a sealed envelope addressed to Natalie Ennis at the Metropolitan State University Business Office, clearly stating that the envelope contains a bid on this project. No bid bond is required.

The successful bidder(s) will be required to furnish a performance and payment bond in the amount of one hundred percent (100%) of the contract price guaranteeing faithful performance of all persons supplying labor and/or materials in the execution of the work provided for in the contract.

Bidders may obtain a maximum of one (1) complete set of bidding documents at the Architect's office. There is no deposit. Bidders who wish to have a set mailed to them should fax their request along with the address to MS&R, attention Ms. Leanne E. Larson, at (612) 342-2216. Clearly note in the request for plans and interior furnishings specifications for the Metropolitan State University Community Library and Information Access Center Project.

Metropolitan State University reserves the right to reject any and/or all bids received and to waive any/or all technicalities and/or irregularities.

All furnishings and equipment called out in the contract, plans and specifications shall be delivered and completely installed by March 15, 2004.

Colleges and Universities, Minnesota State (MnSCU)

Normandale Community College

Snow Removal Winter 2003/2004

Snow Removal contract is available for bid for the Winter 2003/2004 with option to renew up to three years.

CONTACT: TERRY PELZEL, (952) 487-8229 for bid form and list of specifications.

CONTACT: NILES SMITH (952) 487-8108 for information on areas involved.

AGENCY: Minnesota State Colleges and Universities Normandale Community College

NOTE: Estimated dollar amount \$30,000. This Proposal does not obligate NCC to spend the estimated dollar amount.

DELIVER TO NCC Purchasing Office-C1092, 9700 France Ave South, Bloomington MN 55431

Bid Due: Friday Oct. 31st, 2003 at 9 A.M.

Department of Finance

Request for Proposal for Master Equipment Lease Purchase Financing Program

Request for Proposal to provide a Master Equipment Lease Purchase Financing Program for the State of Minnesota Internal Service Funds operated by the Commissioner of Administration. The Department of Finance expects to finance the purchase of

State Contracts

approximately \$8,870,000 of Equipment during the first year of the contract and approximately \$10,300,000 of equipment during the second year of the contract. The Department of Finance is seeking proposals from qualified firms to provide lease purchase financing pursuant to a Master Equipment Lease Purchase Agreement.

Deadline for submission of the Proposal is no later than **1:00 PM, Tuesday, November 5, 2003**

For further information or to obtain a copy of the complete proposal materials, contact Susan Gurrola, State Department of Finance, 658 Cedar Street-4th Floor, St. Paul, Minnesota 55155, **phone** (651) 296-8373 or **email** sue.gurrola@state.mn.us.

Department of Human Services

Request for Information on Personal Care Assistant Worker Online Registry

Information, questions and other feedback are requested from potential vendors.

I. Executive Summary

A. What is the purpose of this document?

The purpose of this document is to solicit feedback from organizations that may wish to provide Personal Care Assistant (PCA) Worker Online Registry services in Minnesota. The Minnesota Department of Human Services (DHS) wants to develop an online registry of individuals seeking work as PCAs. This document provides DHS's thinking to date, and asks potential Registry vendors to provide feedback that will be considered before DHS issues a request for proposals (RFP).

B. What is a PCA Online Registry?

A PCA Registry is an updated online document providing information about the availability of PCAs for employment. The primary audience of the Registry will be PCA consumers, including persons with disabilities, seniors and persons with long term illnesses people with disabilities living in the State of MN. The Registry will be open to the public, and therefore accessible to counties, agencies, and other audiences.

C. What are the minimum requirements for providers?

The Registry provider must minimally:

- Develop online registry
- Have searchable fields (including search by distance)
- Secure logon capability for PCAs posting information
- Provide easy on-line access for Minnesota consumers to obtain accurate information
- Maintain the Registry so it contains accurate and current information about available PCAs
- Have data available by a variety of criteria including geographic area

D. How can potential vendors provide feedback?

The desired information from possible vendors can be found in Section IV of this document. Organizations that may want to provide Registry services in the future are encouraged to respond to the questions and provide other feedback to DHS in the following way:

Provide written feedback by November 1, 2003 to:

Shelly Owen
Disability Services Division
Minnesota Department of Human Services
444 Lafayette Road
St. Paul, Minnesota 55155-3872
shelly.k.owen@state.mn.us

All feedback will be considered before DHS proceeds with the RFP process.

II. Summary of Provider Requirements

Registry providers must be able to:

1. Develop and host the registry
2. Develop the site to meet or exceed accessibility standards for websites. Accessible standards are available at www.Section508.gov or www.webAIM.org
3. Maintain current information online in a searchable database format
4. Provide site support to include, but not limited to:

- Security
 - Hosting
 - Updating
 - Cleaning
5. Registrants will be required to periodically update their information, and have the option of using a secured online access, or telephone. Inactive registrants will be deleted by the provider after a determined amount of time.
 6. The provider must be able to generate activity reports for ongoing information and quality assurance.
 7. The provider must be willing to allow links with other state information resources, such as Senior LinkAge Line[®] and Disability Linkage Line.

It will be the responsibility of the consumer or the consumer's representative to:

1. Contact the potential PCAs
2. Verify the information provided in the database, including provider training, qualifications, and background checks.

B. Summary of DHS Responsibilities

DHS will:

1. Provide all the fields for the registry
2. Provide marketing and outreach to potential registrants.
3. Provide technical support regarding applicable PCA statute and policy

III. Definitions

Consumer: A person who uses personal care assistant services. This includes persons receiving services through the Department of Human Services and private pay consumers.

PCA: Personal Care Assistant. A PCA is a person who provides support to an individual in the person's home. The database may include individual workers, persons who work for agencies, certified (i.e. nursing) and non-certified personnel.

IV. Desired Information from Possible Vendors

Responses must be limited to a total of three pages, single sided, in 12-point font.

1. An estimate of the total cost of the database. Costs to be broken out include:
 - Cost for website development as stated in previous pages
 - Hours needed to development site
 - Cost for ongoing support and site hosting as stated in previous pages
 - Cost to establish URL
2. Any additional information that would be helpful in the development of this registry.

Disclaimer: Nothing in this Request for Information obligates the Department of Human Services (DHS) to issue a Request for Proposals, nor does it obligate DHS to form a relationship with the RFI responders. RFI responders may submit a proposal in response to the Request for Proposals.

Dated: October 2003

Department of Natural Resources

Notice of Availability of Contract for Fort Ridgely State Park Golf Course Reconstruction

The Minnesota Department of Natural Resources, Division of Parks is requesting proposals for the purpose of the redesign of a nine-hole golf course, design of new irrigation system, design of associated parking lots and practice greens, preparation of construction bid documents, administration of reconstruction contract.

Work is proposed to start after November 3, 2003.

A Request for Proposal will be available by mail from this office through October 29, 2003. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After October 29, 2003, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Kim Montgomery, Contract Consultant

State Contracts

DNR Facilities and Operations Support Bureau
500 Lafayette Road, Box 29
St. Paul, MN 55155-4029
kim.montgomery@dnr.state.mn.us
(651) 297-4902 **PHONE**
(651) 297-5818 **FAX**

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 4:00 p.m., Central Time, November 3, 2003. **Late proposals will not be considered.** Fax or e-mailed proposals will **NOT** be considered.

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

Department of Transportation

Program Support Group

Notice of Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities (the "Consultant Pre-Qualification Program")

This document is available in alternative formats for persons with disabilities by calling Robin Valento at (651) 284-3622 for persons who are hearing or speech impaired by calling the Minnesota Relay Service at (800) 627-3529.

Mn/DOT, working in conjunction with the Consultant Reform Committee, the Minnesota Consulting Engineers Council, and the Department of Administration, has developed the Consultant Pre-qualification Program as a new method of consultant selection. The ultimate goal of the Pre-Qualification Program is to streamline the process of contracting for highway related professional/technical services. Mn/DOT anticipates that most consultant contracts for highway-related technical activities will be awarded using this method, however, Mn/DOT also reserves the right to use RFP or other selection processes for particular projects. Nothing in this solicitation requires Mn/DOT to complete or use the Consultant Pre-qualification Program.

Mn/DOT is currently requesting applications from consultants. Refer to Mn/DOT's Consultant Services web site, indicated below, to see which highway related professional/technical services are available at this time. Following the advertisement of a particular category of services, applications will be accepted on a continual basis.

All expenses incurred in responding to this notice will be borne by the responder. Response to this notice becomes public information under the Minnesota Government Data Practices.

Consultant Pre-Qualification Program information, application requirements and application forms are available on Mn/DOT's **web site** at <http://www.dot.state.mn.us/consult>

Send completed application material to:

Robin Valento
Pre-Qualification Administrator
Minnesota Department of Transportation
Consultant Services
395 John Ireland Boulevard, Seventh Floor North, Mail Stop 680
St. Paul, MN 55155

Note: DUE DATE: APPLICATION MATERIAL WILL BE ACCEPTED ON A CONTINUAL BASIS.

Department of Transportation

Engineering Services Division

Notice Concerning Professional/Technical Contract Opportunities

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

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

Non-State Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *State Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector. It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact editor for further details.

Metro Council - Metro Transit

Request for Proposals for On-Call Engineering Support Services for Hiawatha Light Rail Transit System

Metro Transit, a division of the Metropolitan Council, is seeking the services of a qualified firm for On-Call Engineering Support Services for the Hiawatha Light Rail Transit System. The Hiawatha LRT system consists of 12 miles of dual track and 17 stations connecting downtown Minneapolis with the Mall of America. Headways will be 7.5 minutes during peak periods, requiring 22 light rail vehicles. A total of 24 light rail vehicles are currently being supplied by Bombardier Transportation.

Engineering services will be required in the following areas: light rail vehicles; traction power substations; overhead contact system; signals; communications; fare collection; system-wide electrical; maintenance facility; maintenance equipment; and corrosion control.

Proposals are due by 4:00 p.m. on November 13, 2003.

A three year contract is anticipated with a projected start date of January 16, 2004, with options available for a fourth and a fifth year. Revenue service will commence on April 3, 2004.

Firms interested in receiving the Request for Proposals document should contact:

Christopher Gran, Director of Purchasing
Metro Transit
515 N. Cleveland Avenue
St. Paul, MN 55114
Phone: (612) 349-5060
FAX: (612) 349-5069
E-mail: christopher.gran@metc.state.mn.us

Metropolitan Council - Metro Transit

Track Maintenance Services for the Hiawatha Light Rail Transit System

Procurement No. 6492

Metro Transit, a division of the Metropolitan Council, is soliciting sealed bids for Track Maintenance Services for the Hiawatha Light Rail Transit (LRT) System. A contractor is required to maintain and repair track, on an as-needed basis and as instructed by project administration, along the 12-mile Hiawatha LRT line. This work requires a skilled workforce, specialized equipment, and compliance with all applicable requirements, including Hiawatha LRT standard operating procedures. The contract term is for three years with options for up to an additional two years. Contract service is required to begin in April 2004.

Sealed bids are due by 2:00 p.m. on November 10, 2003. Bids must be submitted in accordance with the Invitation for Bids document available from:

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

Non-State Contracts & Grants

University of Minnesota

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

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

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

University of Minnesota

Request for Proposal for Construction Management Services where the Construction Manager is also the Constructor for the University of Minnesota Crookston Student Center 840-01-1545A UMC Student Center

I. NOTICE OF REQUEST FOR PROPOSAL

The University of Minnesota is interested in Construction Management Services where the Construction Manager is also the Constructor for the University of Minnesota Crookston Student Center.

Project Summary

The purpose of this Request for Proposal (RFP) is to evaluate and select a vendor to provide contractor services for the construction of a 37,550 gross square foot Student Center at the University of Minnesota, Crookston Campus. Services to be provided are those of a Construction Manager at Risk (CMaR), including pre-construction phase and construction phase services and subject to a Guaranteed Maximum Price (GMP).

Over the last decade, the University of Minnesota, Crookston Campus has concentrated strategic investments to strengthen its academic and technical programs and to integrate digital technology into all academic activities. Now its efforts must focus on improving the quality of campus life for an increasing student enrollment and on serving the outreach needs of the region. A new student development and outreach center will play an important role in meeting each of these needs.

This project will demolish Bede Hall and construct a new student center / student services building on the same site containing approximately 37,550 GSF on the Crookston Campus. The new building will contain the study lounges, ballroom / assembly space, student support services, offices for student organizations, the bookstore, and recreational facilities. The existing student union, Bede Hall, will be removed to accommodate the new structure. Bede Hall has been removed from service, abated of asbestos and PCB ballast, and most lead paint removal on windows will be coordinated when selected respondent begins demolition.

A contemporary student center will improve the undergraduate experience and quality of student life at the Crookston Campus, enhance recruitment and retention, and provide additional facilities for adult learning and outreach services for the community and region.

The new facility will be a two - story brick structure in scale with surrounding buildings. It will house offices for student services and student organizations, meeting rooms and multi-purpose ballroom for both student activities and outreach programs; lounges for study, conversation, and relaxation; the campus bookstore; recreational facilities; public exhibition space; and the campus post office. The primary interior pedestrian corridor of the campus facility will run through the building, maximizing access to all the activities.

The image of the new student center and its impact on the historical campus mall will be an important aspect of its design. The new structure will not attempt to replicate Bede Hall, but will instead integrate key features, such as its arched windows, pitched roof, and limestone-trimmed brick exterior, into the design of the new building.

Construction of the UMC Student Center will be substantially complete by June 03, 2005 and the project fully complete by July 08, 2005. Design services for the project have been prepared through the preliminary construction plans and project manual.

II. CONTACT FOR RFP INQUIRIES:

Refer questions to:

PURCHASING SERVICES:

Chip Foster

Facilities Management

400 Donhowe Building

319 15th Ave. SE

Non-State Contracts & Grants

Minneapolis, MN 55455-1082

Phone: (612) 626-8757

FAX: (612) 624-5796

E-Mail: fosterc@facm.umn.edu

III. TENTATIVE SCHEDULE OF EVENTS

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

<i>RFP Release Date in the State Registry</i>	October 20, 2003
<i>Mandatory Pre-proposal Conference, 1:00PM CDST, Bede Hall, 1st floor, UMC</i>	November 03, 2003
<i>Last day for submission of requests for information or clarification (3:00 PM CDST)</i>	November 06, 2003
<i>RFP Response Submission Deadline (By 1:00PM CDST)</i>	November 18, 2003
<i>Notification of Short-listed Finalist for Interviews</i>	November 25, 2003
<i>Interviews of Short-listed Finalists at UMC (location given at notification)</i>	December 09, 2003
<i>Anticipated Date of Award of Contract</i>	December 15, 2003

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

University of Minnesota

Request for Proposals (RFP) Small Construction Contracts Program (for General Contractors)

Each year, the University of Minnesota enters into a substantial number of small construction projects and emergency repairs for the Twin Cities Campus having a value of less than Two Million Dollars (\$2,000,000) per project. Many of these projects require that the contractor selection process occur quickly. In addition, many projects require specialized knowledge and experience with specific types of work (e.g. laboratories, medical facilities, utilities, etc.). In order to provide construction services the University needs for these projects, the University has established the "Small Construction Contract Program." Contracts awarded pursuant to the Small Construction Contract Program will be effective January 1, 2004. This program will replace the University's current "Annual Contractor Program."

University construction projects valued over \$2 Million are not part of this program, and will be awarded using a separate process specific to each project.

The University intends that the Small Construction Contract Program will provide it with a group of general contractors prepared to quickly evaluate the price of a project and to promptly commence performance. The University will enter into multiple requirements-type contracts with general contractors interested in providing this type of service. The number of contractors will depend on the University's anticipated needs, and the quality of the proposals. The contracts will have no minimum requirements for work to be awarded to each selected contractor, however the University anticipates that all selected contractors will have a fair and reasonable opportunity to provide service.

The Work Sites will be at various locations on the Minneapolis and St. Paul Campuses of the University of Minnesota and other University off campus facilities located in the Twin Cities metropolitan area.

The Request for Proposal (RFP) and associated documents can be downloaded from the "RFP" page at following web site beginning October 20, 2003: <http://www.facm.umn.edu/facm/construction.htm>

Tentative schedule of events associated with this RFP:

October 20, 2003: RFP Issued

October 31, 2003: Optional Pre-Proposal Meeting at 9:00 a.m. (see RFP document for details)

November 17, 2003: Proposals due at 2:00 p.m. (late submittals will not be eligible for consideration)

December 1 - 19, 2003: Evaluation of Submittals; Candidate Interviews (if needed)

December 29, 2003: Anticipated Date of Award

January 1, 2004: Scheduled Implementation of the Program

If necessary, beginning October 20, 2003 copies of the RFP and associated documents can also be requested by contacting Kevin McCourt (**e-mail:** mccourtk@facm.umn.edu; **fax:** (612) 625-0770; or **phone** (612) 626-8973. E-mail contact is preferred.

