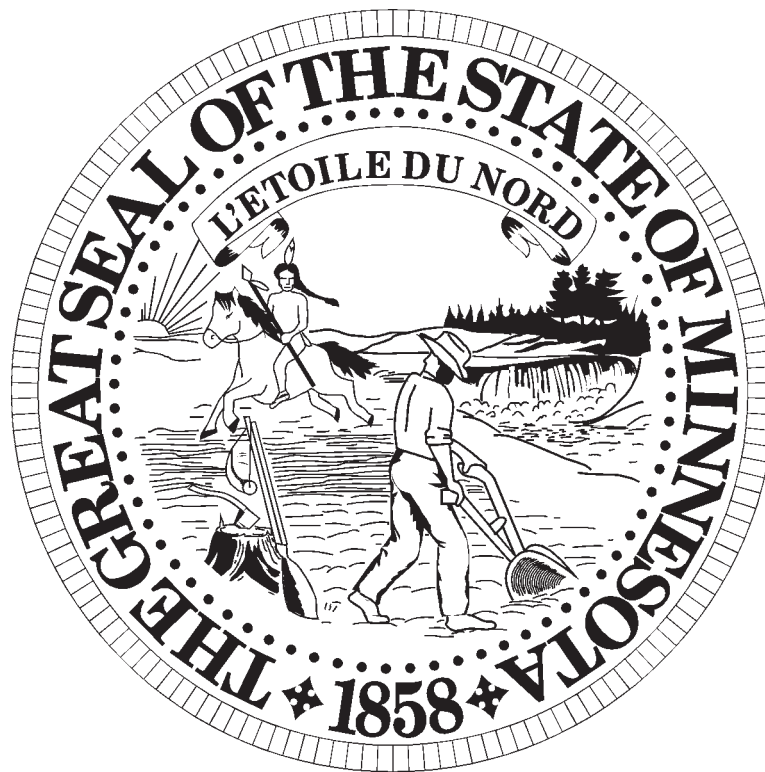


State of Minnesota

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 1 November 2004
Volume 29, Number 18
Pages 471 - 492

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- proposed, adopted, exempt, expedited emergency and withdrawn rules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.

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Printing Schedule and Submission Deadlines				
Vol. 29		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
Issue Number	PUBLISH DATE			
#18	Monday 1 November	Noon Tuesday 26	October	Noon Wednesday 20 October
#19	Monday 8 November	Noon Tuesday 2	November	Noon Wednesday 27 October
#20	Monday 15 November	Noon Tuesday 9	November	Noon Wednesday 3 November
#21	Monday 22 November	Noon Tuesday 16	November	Noon Wednesday 10 November

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St. Paul, MN 55155 **Website:** www.courts.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 29, Issues #14-18

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A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule. If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed. If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

KEY: Proposed Rules - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

Board of Animal Health

Adopted Permanent Rules Relating to Poultry Rules

The rules proposed and published at *State Register*, Volume 29, Number 3, pages 71-77, July 19, 2004 (29 SR 71), are adopted as proposed.

Expedited Emergency Rules

Provisions exist for the Commissioners of some state agencies to adopt expedited emergency rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Expedited emergency rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions.

Expedited emergency rules are effective for the period stated or up to 18 months. Specific *Minnesota Statute* citations accompanying these expedited emergency rules detail the agency's rulemaking authority.

KEY: Proposed Rules - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

Department of Natural Resources

Adopted Expedited Emergency Game and Fish Rules: Deer Hunting

2004 Deer Special Hunt and Lottery Permit Area Quotas; Lake Rebecca Park Reserve Special Hunt Dates

NOTICE IS HEREBY GIVEN that the above entitled rules have been adopted through the process prescribed by *Minnesota Statutes*, section 84.027, subdivision 13 (b). The statutory authority for the contents of the rules is *Minnesota Statutes*, sections 97B.305, and 97B.311.

The emergency conditions that do not allow compliance with *Minnesota Statutes*, sections 97A.0451 to 97A.0459, are that data on deer populations necessary to establish special hunts are not available until May. Further, the department discovered on October 15, 2004 that there had been an error downloading antlerless permit and special hunt application data from the Electronic Licensing System (ELS) contractor. This resulted in approximately 2,400 applicant names not being included in the drawings that were completed earlier this month and posted on the DNR website. This rule is necessary to allow increased permit quotas in those areas to accommodate hunters who otherwise would have been drawn if the data transfer error had not occurred. The department was also informed by Three Rivers Park District on October 18 that the department had made an error in listing the special hunt dates for one of their park reserves (Lake Rebecca) as Nov. 20-21 instead of the correct dates of Nov. 27-28, 2004.

Dated: October 21, 2004

Gene Merriam
Commissioner of Natural Resources

6232.1600 SPECIAL HUNT PROCEDURES.

[For text of subs 1 to 5, see M.R.]

Subp. 6. **2004 firearms special hunt areas.** The following firearms special hunt areas are authorized for the 2004 season:

[For text of items A to N, see 29 SR 271]

O. Lake Rebecca Park Reserve in Hennepin County is open November ~~20~~ 27 and November ~~21~~ 28 for taking antlerless deer and legal bucks. No more than 75 permits shall be issued to Zone 3B licensees only. Up to four bonus permits may be used to take a second, third,

Expedited Emergency Rules

fourth, and fifth deer. This is special hunt area 915;

[For text of items P to W, see 29 SR 271]

Subp. 7. Special hunt quotas may be increased. Notwithstanding the quotas specified in subpart 6, additional permits are authorized for people who applied through the electronic licensing system prior to the deadline, but were not included in the drawing because of a file transfer error in the electronic licensing system. Permits shall be issued through a second drawing based on the applicant's preference.

6232.1800 ANTLERLESS PERMITS AND PREFERENCE DRAWINGS.

[For text of subps 1 to 8, see 29 SR 271]

Subp. 9. Antlerless permit quotas may be increased. Notwithstanding the quotas specified in this part, additional permits are authorized for people who applied through the electronic licensing system prior to the deadline, but were not included in the drawing because of a file transfer error in the electronic licensing system. Permits shall be issued through a second drawing based on the applicant's preference.

EFFECTIVE PERIOD. The expedited emergency amendments to *Minnesota Rules*, parts 6232.1600 and 6232.1800, expire December 31, 2004.

Official Notices

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

Department of Human Services

Health Care Purchasing and Delivery Systems Division, Health Care Administration

Public Notice of 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. Additionally, the Department imposes 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.

The Department requires Medical Assistance pharmacy providers to submit their usual and customary costs. Pharmacy providers are reimbursed at the lower of: 1) the federal or state MAC, plus a dispensing fee; 2) the submitted usual and customary charge to the general public; or 3) a discount off of average wholesale price, plus a dispensing fee.

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 (27 SR 1331-1334), March 3, 2003 (27 SR 1386-1393), April 21, 2003 (27 SR 1583-1584), August 4, 2003 (28 SR 102-103), October 13, 2003 (28 SR 505-506), October 20, 2003 (28 SR 528-529), December 15, 2003 (28 SR 784-785), January 26, 2004 (28 SR 934-935), March 8, 2004 (28 SR 1089-1090), April 5, 2004 (28 SR 1232), April 19, 2004 (28 SR 1313-1314), May 3, 2004 (28 SR 1367-1368), and August 9, 2004 (29 SR 173).

Official Notices

Effective August 30, 2004, the Department will add the following outpatient prescribed drugs to the state MAC list:

<u>GCN</u>	<u>Drug Name</u>	<u>Strength</u>	<u>MAC Price</u>
42190	FLUCONAZOLE	100MG	.42
42191	FLUCONAZOLE	150MG	.80
42193	FLUCONAZOLE	200MG	.66

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 \$611,000 for State Fiscal Year 2005 (July 1, 2004 through June 30, 2005).

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) 282-6496
Email: cody.wiberg@state.mn.us

Metropolitan Council

Public Hearing on 2005 Unified Operating Budget and 2005-2010 Capital Improvement Program and 2005 Capital Budget

The Metropolitan Council will hold a public hearing on the Council's proposed 2005 Unified Operating Budget, the 2005-2010 Capital Improvement Program and the 2005 Capital Budget. These hearings will be as follows:

- **Metropolitan Council 2005 Unified Operating Budget Public Hearing**
5:00 p.m., Wednesday, Dec. 1, 2004
Metropolitan Council Chambers
Mears Park Centre
230 E. Fifth St.
St. Paul, MN
- **Metropolitan Council 2005-2010 Capital Improvement Program and 2005 Capital Budget Hearing**
5:30 p.m., Wednesday, Dec. 1, 2004
Metropolitan Council Chambers
Mears Park Centre
230 E. Fifth St.
St. Paul, MN

All interested persons are encouraged to attend the hearing and offer comments. People may register in advance to speak by calling (651) 602-1390 or (651) 291-0904 (TTY). Upon request, the Council will provide reasonable accommodations to persons with disabilities.

Comments may also be submitted as follows:

- **Send written comments to:**
Beth Widstrom-Anderson, Chief Finance Officer,

Official Notices

Metropolitan Council, Mears Park Centre,
230 E. Fifth St.,
St. Paul, MN 55101.

- Fax comments to Beth Widstrom-Anderson at (651) 602-1070.
- Record comments on the Council's Public Comment Line: (651) 602-1500.
- Send comments electronically to: data.center@metc.state.mn.us

Comments must be received by Dec. 8, 2004.

Free copies of the public hearing draft of the Council's proposed 2005 Unified Operating Budget, the 2005-2010 Capital Improvement Program and the 2005 Capital Budget may be obtained from the Council's Data Center by calling (651) 602-1140 or (651) 291-0904 (TTY).

Minnesota State Rehabilitation Council Applications Sought for Appointments

The Minnesota State Rehabilitation Council has an immediate opening for representatives of business, industry or labor; a parent training and information center established pursuant to section 682 (a) of the Individuals with Disabilities Education Act; representatives of disability advocacy groups; and a representative of the State workforce investment board.

The State Rehabilitation Council advises the state on employment services for persons with disabilities and participates in assessment of the state's Vocational Rehabilitation Program. Members are appointed by the Governor. The council meets approximately 10 times annually on the fourth Wednesday of the month. A minimum of one meeting per year will be held in Greater Minnesota. Appointments are made to ensure representation of persons with disabilities, Vocational Rehabilitation Program consumers, business, industry, advocates, labor, vocational rehabilitation counseling and others.

More information can be obtained from Gail Lundeen, State Rehabilitation Council, Department of Employment and Economic Development, Rehabilitation Services, 1st National Bank Building, 332 Minnesota Street, Suite E200, St. Paul, Minnesota 55101-135; (651)-296-5629 (800) 328-9095, or email her at gail.lundeen@state.mn.us. TTY: (800) 657 - 3973; 651-296-3900

Applications are taken by the Secretary of State and available on the internet at www.sos.state.mn.us/openapp/forms.html.

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 Administration

Governor's Council on Developmental Disabilities

Notice of Cosponsorship Funds for Leadership Training Conferences

The Governor's Council on Developmental Disabilities (GCDD) is pleased to announce the availability of a total of \$20,000 in cosponsorship funds for training conferences held in Minnesota. Conferences should focus on providing best practices information and leadership skills training. The primary audience for these conferences must be people with developmental disabilities and their families.

Conferences must be held no later than September 15, 2005. **Eligible applicants** are Minnesota associations/organizations of parents, people with developmental disabilities, advocates, providers, or professionals; Minnesota chapters of national organizations; or national organizations that are holding a conference in Minnesota. **Application deadline** is Wednesday, November 17, 2004 at 4:00 p.m. Please note: The GCDD reserves the right to award less than the maximum of \$2,000 to an applicant, refuse to cosponsor a conference, or withdraw the availability of funds with notice.

For additional information or to request an application form, please contact:

State Grants & Loans

Mary Jo Nichols
Governor's Council on Developmental Disabilities
370 Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Phone: (651) 282-2899
Toll free: (877) 348-0505
TTY: (651) 296-9962
Email: admin@state.mn.us

The application is also available at www.mnddc.org OR www.mncdd.org. Go to "The Council" and then "News and Events."

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) Web site. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD Web site 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 State Designer Selection Board

Request for Proposals for Designer Selection for Labovitz School of Business and Economics, University of Minnesota, Duluth Campus (Project 04-13)

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, **1:00 p. m. Monday, November 15, 2004** to:

Terry Lewko, Executive Secretary
State Designer Selection Board
Department of Administration
State Architect's Office
301 Centennial Office building
658 Cedar Street
St. Paul, Minnesota 55155
(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.h.

1. PROJECT 04-13

a. PROJECT DESCRIPTION: The University of Minnesota intends to enter into a contract with a design team to provide complete design, construction procurement, and construction administration services for the construction of a new Labovitz School of Business and Economics (LSBE). The building, which will contain approximately 61,000 gross square feet, will house instructional space, office space, student service areas, common areas and support space.

The vision of the UMD Labovitz School of Business and Economics (LSBE) is to be the school of first choice within its market. The new facility will include:

- Contemporary classrooms to accommodate flexibility in pedagogical methods (e.g., more group work and interactive participation of faculty and students in the learning process)
- Classroom and class lab space with computer-capable stations for all students and state-of-the-art computer

State Contracts

- and audio/visual support for faculty
- An auditorium classroom with a capacity of 150 seats
- Faculty office and research areas, designed to support research and student faculty interaction
- Administrative offices
- A community space that will support an informal learning environment for students, faculty and staff

The project will also include the construction of a new electrical substation related to a new electrical feeder to the campus. The substation, to be located at the periphery to the campus, is needed to provide the power redundancy for the expanding campus. A predesign study for the project has been completed and will be used as the basis for detailed programming.

b. REQUIRED CONSULTANT SERVICES: The scope of services required for the project includes full architectural/engineering services including architectural, mechanical, electrical, structural, civil, interior design, voice/data design, FF&E design, landscape architectural, scheduling, cost estimating, construction procurement, and construction administration services.

c. PROJECT BUDGET/FEES: The construction budget for the LSBE is estimated to be approximately \$12,100,000, and the budget for FF&E is estimated to be \$1,200,000. The construction budget for the electrical substation is estimated to be \$1,600,000. Fees for the work will be negotiated with the selected design team, and will include basic services, expenses, and special services as required.

d. SPECIAL CONSIDERATIONS: The design team shall have applicable prior experience in the design and construction administration of similar projects, preferably in a research University setting. Specific experience should include:

- Design and construction administration of technology-rich classrooms and learning environments
- Design and construction administration of buildings that integrate with other campus buildings while creating an identifiable image for the school that will occupy the facility
- Successful experience with and direction of building advisory committees
- Successful experience with the Construction Manager at Risk project delivery method

The design team shall provide examples of recently completed projects for review by the selection committee, and a list of clients for similar projects worked on within the last five years along with the names, phone numbers and addresses of contact persons.

Selection will be based on:

- The strength of the project team, its organization and management structure, and past working relationships of individual members
- The quality of experience by team members on comparable projects
- The team's understanding of the project requirements and its approach to addressing them
- The team's ability to manage successful projects within the established scope of work, schedule, and budget

e. PROJECT SCHEDULE: Programming and design work, to be funded by the University, will begin immediately after selection. The schedule for construction procurement and construction administration services will be dependent upon approval of funding by the legislature. The University intends to request construction funds in the 2006 legislative session.

Project Information: The predesign study for the Labovitz School of Business and Economics is available on the Capital Planning & Project Management website at www.cppm.umn.edu.

f. PROJECT INFORMATIONAL MEETING (S) /SITE VISIT (S): Prior to interviews, an informational meeting and building tour will be conducted for firms short-listed for interviews by the State Designer Selection Board. Short-listed firms will be contacted directly by the University of Minnesota to confirm the location, date, and time of the meeting and tour.

g. STATE DESIGNER SELECTION BOARD SCHEDULE:

Project Proposals Due:

Monday, November 15, 2004, by 1:00 p.m.

Project Shortlist:

Tuesday, November 30, 2004

Project Information Meeting for Shortlisted firms:

To be Set by user agency

Project Interviews and Award:

Tuesday, December 14, 2004

h. PROJECT CONTACT (S):

John Rashid, Project Manager
Facilities Management

241 Darland Administration Building
1049 University Drive
Duluth, Minnesota 55812
(218) 726-6930
E-mail: jrashid@d.umn.edu

i. SAMPLE CONTRACT: None

2. PROPOSAL REQUIREMENTS

- a. 14 copies
- b. 8 ½ X 11, soft bound, portrait format
- c. Maximum 20 faces (excluding front and back covers, blank dividers, affidavit of non-collusion, and affirmative action data page)
- 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 in ink (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

State Contracts

- 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. (Not counted as part of the 20 faces)
- 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.dsbc.admin.state.mn.us>, click on forms. (Not counted as part of the 20 faces)
- A list of all State, Minnesota State Colleges and Universities (MnSCU) 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, MnSCU or University of Minnesota operating funds, or by funding raised from the private sector or individuals by state/user agencies, MnSCU or the University of Minnesota; (2) awarded as a result of the State Designer Selection Board process or awarded directly by state/user agencies, MnSCU 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 PORTION	(C) NET TOTAL PROJECT FEE
TOTAL			

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

4. 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.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 in accordance with *Minnesota Statutes* 13.591 after the evaluation process is completed. 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 organizational 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.08 Subd. 2. (b) (1), 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

State Contracts

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.

Department of Agriculture

Ag Marketing Services Division

Notice of Availability of Contract for Minnesota Grown Program Media Partner

The Minnesota Department of Agriculture is requesting proposals for the purpose of promoting the *2005 Minnesota Grown Directory*. The *Directory* is a printed and on-line listing of farmers and processors who sell directly to consumers. The media partner will be expected to provide a combination of advertising, public service announcements, web site links, and/or *Directory* distribution at events in exchange for being the exclusive media sponsor. They will have their logo(s) on the cover and have additional space on the inside of the *Directory* for advertising.

Work is proposed to start after January 1, 2005.

A complete Request for Proposals will be available by mail from this office through December 1, 2004. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After December 1, 2004, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Paul Hugunin
MDA Ag Marketing Services Division
90 West Plato Boulevard, St. Paul, MN 55107
Fax: (651) 296-6890

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 4:00 pm., Central Time, December 8, 2004. **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.

Minnesota State Colleges and Universities

Notice of Availability of Request for Proposal (RFP) for Designer Selection for

Riverview Renovation at St. Cloud State University

State Project No. 04-12

The Minnesota State Colleges and Universities, acting as the owner for the State of Minnesota through the State Designer Selection Board, is soliciting proposals from interested, qualified consultants for architectural and engineering design services for the above referenced project.

A full Request for Proposals is available on the Minnesota State Colleges and Universities website: www.facilities.mnscu.edu, click on "Solicitation Announcements."

A project informational meeting has been scheduled for 9:00 A.M. Tuesday November 9, 2004. Contact Steven Ludwig, (320) 308-

2286, or e-mail at slludwig@stcloudstate.edu to sign up for the meeting.

Proposals must be delivered to Terry Lewko, Executive Secretary, State Designer Selection Board, in the State Architect's Office, not later than 1:00 P.M. Monday, November 15, 2004. Late responses will not be considered.

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.

Department of Transportation

Engineering Services Division

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 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.

State Contracts

Department of Transportation

Metropolitan District

Notice of Professional/Technical Contract Opportunity for Development of a Facilitated Public Process and Visual Quality Manual for the St. Croix River Crossing Project

NOTE: This document is available in alternative formats for persons with disabilities by calling Linn Moline at (651) 582-1583 or for persons who are hearing or speech impaired by calling the Minnesota Relay Service at 1-800-627-3529.

Responses to this Request for Proposals will be public information under the Minnesota Data Practices Act, *Minnesota Statutes* Chapter 13.

This request for proposal 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. All expenses incurred in responding to this notice will be borne by the responder. Responses to this notice become public information under the Minnesota Government Data Practices Act.

The State of Minnesota through its Department of Transportation requests proposals for Development of a Facilitated Public Process and Visual Quality Manual for the St. Croix River Crossing Project. The Wisconsin Department of Transportation (Wis/DOT) is a funding and design partner in this project, but Mn/DOT will be responsible for Consultant administration and oversight.

This project will include scheduling, organizing, attending, and facilitating a project kick-off meeting; forming a Visual Quality Review Committee; facilitating a Design Workshop; preparing exhibits for a public open house; coordinating and directing a public involvement process to articulate community values and objectives to ensure sensitive visual quality and aesthetic design results; and documenting and illustrating visual quality, architectural and aesthetic design recommendations for bridges, retaining walls, noise barriers, grading, signing, lighting, landscaping, fencing, storm water ponds, and bike and pedestrian connections.

The full Request for Proposals will be posted on the Mn/DOT Consultant Services Web site at: www.dot.state.mn.us/consult

A pre-proposal informational meeting will be held on Wednesday, November 3, 2004 at 9:00 A.M. at Mn/DOT's Oakdale Office, 3485 Hadley Avenue N., Oakdale, MN in conference rooms Ground 1, 2 and 3.

Proposals are due at 2:00 on November 19, 2004 at the Mn/DOT Metro Office, Waters Edge, 1500 County Road B-2, Roseville, MN 55113.

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 commodity, project or tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from the 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.

Hawthorne Area Community Council (HACC)

Correction to October 18, 2004 Announcement: Request for Proposal for Development of Housing

Notice of request for developer's proposal for development of housing on Block 009 in the Hawthorne neighborhood of North Minneapolis. HACC intends to develop the block located on the east side of Lyndale Ave N between 23rd and 24th Avenues N for medium-density housing consisting of a variety of housing types with commercial/office space at the Lyndale/24th Ave node. The schedule for the selection is:

<i>Date of RFP Issuance</i>	10/18/04
<i>Deadline for questions regarding RFP</i>	11/10/04
<i>Response to questions</i>	11/15/04
<i>Proposals due by 3 p.m.</i>	11/26/04
<i>Selection of Developer</i>	12/31/04
<i>Financing Plan Due</i>	03/01/05
<i>Construction to begin</i>	05/01/05

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Firms interested in this project should submit a written request for a copy of the RFP from the contact listed below.

Janne Flisrand
Hawthorne Area Community Council
2944 Emerson Ave N
Minneapolis, MN 55411
E-mail: jflisrand@hawthornecommunity.org
(612) 529-6033

Metropolitan Council Application for EPA Grant

The Metropolitan Council intends to apply for Environmental Protection Agency grant funding through the Small Business Liability Relief and Brownfields Revitalization Act in the amount of \$400,000 for the assessment of properties contaminated by hazardous substances and petroleum-related substances. The application will be available on the Council's web site at:

<http://www.metrocouncil.org/services/livcomm.htm>

under Upcoming Events and Deadlines for one week starting November 5, 2004. Comments and questions can be directed to Kristina Smitten, Metropolitan Council, (651) 602-1535 or kristina.smitten@metc.state.mn.us

Metropolitan Council Notice of Request for Proposals (RFP) Architectural/Engineering Services for Little Canada Park/Ride Facility Contract Number 04P103

The Metropolitan Council is requesting proposals for architectural/engineering services for the design, and construction support services of a park/ride facility at Highway 36/Rice Street/County Road B in Little Canada. Work will include design services for grading, pavement, curb and gutter, and underground utilities; pre-bid and bid activities, construction administration, and other support services.

<i>Issue Request for Proposals</i>	October 25, 2004
<i>Pre-proposal Conference</i>	November 8, 2004 at 10:00AM
<i>Receive Proposals</i>	November 17, 2004
<i>Contract negotiated, executed, NTP</i>	December 1, 2004
<i>Advertise for Construction Bids</i>	March 2005

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

Harriet Simmons, Senior Administrative Assistant, Contracts and Procurement Unit
Metropolitan Council
Mears Park Centre
230 E. Fifth Street
St. Paul, MN 55101
PHONE: 651-602-1086
FAX: 651-602-1083
E-mail: harriet.simmons@metc.state.mn.us

Metropolitan Council Notice of Request for Proposals for Professional Design Services Contract 04P108

The Metropolitan Council is soliciting proposals for various professional design services to support the Council's Metro Transit Division in completing smaller projects on an as-needed basis. These services include:

- Facility plan studies for shelters, transit stations, transit hubs, park & ride lots, other bus-related facilities, LRT-related facilities, and busway-related facilities.

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- Preparation of concept plans and sketches for bus-related facilities, LRT-related facilities, and busway-related facilities.
- Design services for transit hubs, transit stations, shelters, park & ride lots, other bus-related facilities, LRT-related facilities, and busway-related facilities.
- Design services shall be in the fields of architecture, landscape architecture, civil engineering, mechanical engineering, electrical engineering, HVAC engineering, structural engineering, and surveying.

The Council intends to execute professional service contracts with up to six Proposers that can provide these services. Each contract will have a maximum value of \$250,000 and a term of three years. The contracts will be structured to allow the Council to request specific professional services, generally valued at less than \$50,000, on an as-needed basis by issuing Work Orders. Each Work Order will include a specific scope of services, deliverables, a completion schedule, specified cost for those services, and a designated Metro Transit Project Manager.

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

<i>Issue Request for Proposal</i>	November 1, 2004
<i>Proposals Due</i>	December 1, 2004
<i>Selection of Firms</i>	December 2004 – January 2005
<i>Execution of Contracts</i>	January-February 2005

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

Harriet Simmons
Metropolitan Council
Mears Park Centre
230 East Fifth Street
St. Paul, MN 55101
Phone: (651) 602-1086
Fax: (651) 602-1138
E-mail: harriet.simmons@metc.state.mn.us

Metropolitan Council

Notice of Request for Proposals for Off-Site Records Storage (RFP 04P130)

The Metropolitan Council is requesting service proposals for Off-Site records storage services for the Metropolitan Council (all divisions) during the period 2/1/2005 to 1/31/2008.

<i>Issue Request for Proposals</i>	11/08/2004
<i>Receive Proposals</i>	12/14/2004
<i>Contract negotiated, executed, NTP</i>	01/14/2005

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

Harriet Simmons, Senior Administrative Assistant
Metropolitan Council
230 East Fifth Street
Mears Park Centre
St. Paul, MN 55101
PHONE: (651) 602-1086
FAX: (651) 602-1083
E-mail: harriet.simmons@metc.state.mn.us

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

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ments of *Minnesota Rules* 5000.3530 will be applicable.

Metropolitan Council

Notice of Request for Proposals 2005 - 2010 Metro Mobility Demand Service (RFP 04P056)

The Metropolitan Council is requesting service proposals for two contractors to provide Metro Mobility Demand Service during the period 2005 to 2010.

<i>Issue Request for Proposals</i>	10/25/2004
<i>Pre-proposal meeting</i>	11/08/2004
<i>Receive Proposals</i>	12/10/2004
<i>Contract negotiated, executed, NTP</i>	03/04/2005

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

Harriet Simmons, Senior Administrative Assistant
Metropolitan Council
230 East Fifth Street
Mears Park Centre
St. Paul, MN 55101
PHONE: 651-602-1086
FAX: 651-602-1083
E-mail: harriet.simmons@metc.state.mn.us

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

Metropolitan Council

Notice of Invitation for Bids (IFB) for Solid Waste Disposal Services for the Metro Wastewater Treatment Plant

Reference Number 04P119

The Metropolitan Council is requesting bids for Solid Waste Disposal Services for the Metro Wastewater Treatment Plant.

<i>Issue Invitation for Bids</i>	November 1, 2004
<i>Site Visit</i>	November 16, 2004
<i>Bids Due</i>	November 30, 2004
<i>Award Contract</i>	January 2005

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

Elizabeth Sund
Administrative Assistant, Contracts and Procurement Unit
Metropolitan Council
230 East Fifth Street
St. Paul, MN 55101
Phone: (651) 602-1169
Fax: (651) 602-1083
E-mail: elizabeth.sund@metc.state.mn.us

Minnesota Statutes, Sections 473.144 and 363.073, and *Minnesota Rules*, Parts 5000.3400 to 5000.3600 will be incorporated into any

Non-State Contracts & Grants

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 - Metro Transit Sealed Bids Sought for Installation of Steam Heating Coils

Metro Transit, a division of the Metropolitan Council, is soliciting sealed bids for removal of existing steam coils and installation of thirteen steam coils supplied by Metro Transit. Seven coils will be installed at metro Transit's Heywood facility and six coils will be installed at Metro Transit's South garage.

Sealed Bids are due by 2:00 p.m. on November 3, 2004. Bids must be submitted in accordance with the Invitation for Bids document available from:

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

Minnehaha Creek Watershed District Notice of Call for Bids for Structure Repair and Maintenance Class of Work: Construction, Excavation, Sheeting Bids Close At: 2:00 PM, November 15, 2004

NOTICE TO CONTRACTORS

Sealed Bid Proposals for work indicated above will be received by the Minnehaha Creek Watershed District at 18202 Minnetonka Boulevard, Deephaven, Minnesota 55391 until 2:00 PM, November 15, 2004, after which time such bids will be publicly opened and read aloud at the District Office. The work, in accordance with drawings and specifications prepared by Wenck Associates, Inc., 1800 Pioneer Creek Center, P.O. Box 249, Maple Plain, Minnesota 55359, consists of the following major items of work:

1. Restoration
2. Erosion Control
3. Rip Rap
4. Sheet Piling
5. Clay Fill

Bid Proposals shall be submitted on forms furnished for that purpose.

Each bid proposal shall be accompanied by a "Bid Security" in the form of a certified check made payable to Minnehaha Creek Watershed District (OWNER) in the amount not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the OWNER, with the surety company thereon duly authorized to do business in the State of Minnesota, such Bid Security to be a guarantee that the bidder will not, without the consent of the OWNER, withdraw his bid for a period of sixty (60) days after the opening of bids, and, if awarded a contract, will enter into a contract with Minnehaha Creek Watershed District; and the amount of the certified check will be retained or the bond enforced by the OWNER in case the bidder fails to do so. All bid securities except those of the three lowest bidders will be returned within five days after the opening of bids.

The Bid Security of the three (3) lowest bidders will be retained until the contract is executed, but in no event longer than sixty (60) days, provided that the Bid Security of the lowest responsible bidder shall be retained in any event until the contract is executed and Public CONTRACTOR'S Bond furnished as herein provided. No bidder shall, without the consent of the OWNER, withdraw his bid for a period of sixty (60) days after the date for the opening thereof.

The bid of the lowest responsible bidder, will be accepted on or before the expiration of sixty (60) days after the date of the opening of bids. The OWNER, however, reserves the right to reject any or all bids and to waive any minor irregularities, informalities or discrepancies.

Plans and specifications are on file for inspection at the Minnehaha Creek Watershed District Office aforesaid and at the office of Wenck Associates, Inc., 1800 Pioneer Creek Center, P.O. Box 249, Maple Plain, Minnesota, 55359; and at the Builders Exchange, 1123 Glenwood Avenue North, Minneapolis, Minnesota 55405.

Non-State Contracts & Grants

Bidders desiring drawings and specifications for personal use may secure a complete set from:

Wenck Associates, Inc.
1800 Pioneer Creek Center
P.O. Box 249
Maple Plain, Minnesota 55359-0249
Telephone: (763) 479-4200
Facsimile: (763) 479-4242

Non-refundable deposits in the form of a check shall be made payable to: "Wenck Associates, Inc." The deposit shall be in the amount of \$65.00 per set of contract documents (drawings and specifications).

Dated: October 11, 2004

Owner: Minnehaha Creek Watershed District

By: Resolution of the Managers, Lance Fisher, President

City of Moorhead

Request for Qualifications for Environmental Studies, Preliminary Design and Final Design

The City of Moorhead is soliciting proposals from consultants for the following project: Environmental Studies, Preliminary and Final Design in Connection with Construction of 34th Street South Corridor and Interstate - Interchange Project, SP 144-135-10.

The City of Moorhead reserves the right to reject any or all submittals. Qualification based selection criteria will be used to analyze submittals from responding consultants. Upon completion of the technical rankings, the City of Moorhead will enter into contract negotiations with the firm evaluated most qualified.

Interested firms should contact Tom Trowbridge or Robert A. Zimmerman in the City of Moorhead Engineering Department to obtain a full copy of the RFQ. They can be reached at Moorhead City Hall, 500 Center Avenue, P.O. Box 779, Moorhead, MN 56561, (218) 299-5390 (phone), (218) 299-5399 (fax). Any questions or comments pertaining to the RFQ may also be directed to Mr. Trowbridge or Mr. Zimmerman.

All proposals received by 12:00 PM on December 13, 2005 at the Moorhead City Engineers Office will be given equal consideration. Minority, women-owned, and disadvantaged businesses are encouraged to participate. There is a 10% DBE Goal for this contract.

All proposals must clearly identify on the outside of the envelope the following: Proposal for Environmental Studies, Preliminary and Final Design for the **City of Moorhead 34th Street South Corridor and Interstate - Interchange Project 144-135-10.**

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.

Request 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.



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