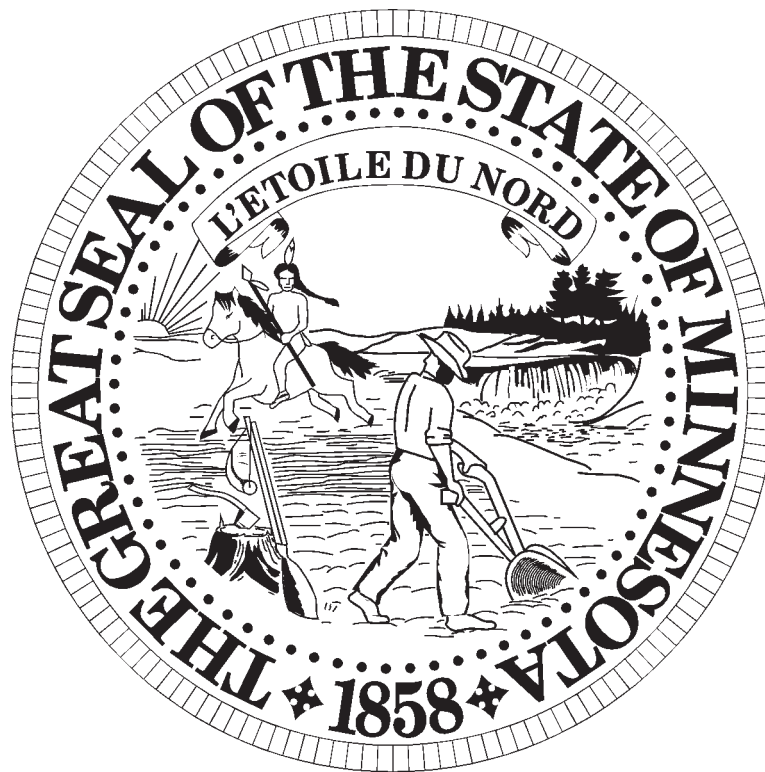


State of Minnesota

# State Register



**Rules and Official Notices Edition**

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# State Register

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Number	DATE		
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#23	Monday 6 December	Noon Tuesday 30 November	<b>NOON TUESDAY 23 NOVEMBER</b>
#24	Monday 13 December	Noon Tuesday 7 December	Noon Wednesday 1 December
#25	Monday 20 December	Noon Tuesday 14 December	Noon Wednesday 8 December

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Patricia Anderson, State Auditor (651) 297-3670  
Mary Kiffmeyer, Secretary of State (651) 296-2079

Department of Administration:  
Dana B. Badgerow, Commissioner (651) 296-1424  
Communications Media Division:  
Mary Mikes, Director (651) 297-3979

*State Register*:  
Robin PanLener, editor (651) 297-7963  
John Mikes, assistant editor (651) 297-4616  
Jessie Rahmeyer, subscriptions (651) 297-8774

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

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 1999 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

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

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

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

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# Proposed Rules

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

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

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

**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.

## Pollution Control Agency Proposed Permanent Rules Relating to Universal Waste Rules

### 7001.0520 PERMIT REQUIREMENTS.

[For text of subpart 1, see M.R.]

Subp. 2. **Exclusions.** A person who conducts any of the following activities is not required to obtain a hazardous waste facility permit for that activity:

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

N. Universal waste handlers and universal waste transporters, as defined in part 7045.0020, managing universal wastes under part 7045.1400.

[For text of subs 3 to 7, see M.R.]

### 7045.0020 DEFINITIONS.

[For text of subs 1 to 15, see M.R.]

Subp. 15a. Destination facility. "Destination facility" has the meaning given at *Code of Federal Regulations*, title 40, section 273.6.

Subp. ~~15a~~ 15b. Detect and detection. "Detect" and "detection" refer to the finding of statistically significant evidence of contamination as described in part 7045.0484, subpart 12, item F.

[For text of subs 16 to 98b, see M.R.]

Subp. 98c. Universal waste. "Universal waste" has the meaning given at *Code of Federal Regulations*, title 40, section 273.6.

Subp. 98d. Universal waste handler. "Universal waste handler" has the meaning given at *Code of Federal Regulations*, title 40, section 273.6.

Subp. 98e. Universal waste transporter. "Universal waste transporter" has the meaning given at *Code of Federal Regulations*, title 40, section 273.6.

[For text of subs 99 to 109, see M.R.]

### 7045.0120 EXEMPTIONS AND SPECIAL REQUIREMENTS.

[For text of subpart 1, see M.R.]

Subp. 2. **Special requirements.** The following waste is exempt from the general requirements of this chapter if managed as specified:

- A. waste collected as a result of a household hazardous waste management program under part 7045.0310;
- B. spent or waste household batteries collected under part 7045.0686;
- C. waste collected as a result of a very small quantity generator hazardous waste collection program under part 7045.0320; ~~and~~
- D. feedstocks and byproducts under part 7045.0125, subparts 5 and 6; and
- E. universal waste managed under part 7045.1400.

# Proposed Rules

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## 7045.0206 GENERATOR SIZE DETERMINATION.

[For text of subs 1 to 4a, see M.R.]

Subp. 5. **Waste exempt from size determination.** A generator shall not include the following waste when determining the quantity of hazardous waste generated:

[For text of items A to D, see M.R.]

E. for mixtures of nonhazardous waste and hazardous waste, waste that is nonhazardous under part 7045.0102, provided that the volume of the hazardous waste before mixing is counted; ~~and~~

F. spent materials that are generated, reclaimed, and subsequently reused on site, provided that the spent materials have been counted once; ~~and~~

G. universal waste managed under part 7045.1400.

[For text of subp 6, see M.R.]

## 7045.0208 HAZARDOUS WASTE MANAGEMENT.

Subpart 1. **Management by generator.** A generator must manage hazardous waste by using one of the methods described in items A to F ~~G~~, unless otherwise specifically exempted under this chapter.

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

G. A generator of universal waste may ensure delivery of universal waste to a universal waste handler or destination facility under part 7045.1400.

[For text of subs 1a to 4, see M.R.]

## 7045.0214 EVALUATION OF WASTES.

Subpart 1. **General requirement.** Any person who produces a waste within the state of Minnesota or any person who produces a waste outside the state of Minnesota that is managed within the state of Minnesota, must evaluate the waste to determine if it is hazardous within 60 days of initially generating the waste. The generation start date must be recorded and available for inspection. Waste that is not evaluated within 60 days of the generation start date must be managed as a hazardous waste and the person who produces the waste must be considered a generator until the waste is determined to be nonhazardous under parts 7045.0214 to 7045.0218. A material is determined to be a waste in accordance with the conditions specified under the definition of other waste material in part 7045.0020. Any waste evaluated and exempted under part 7045.0075 or 7045.0120 does not need to be reevaluated under this part. If the waste is determined to be hazardous, the generator must refer to parts 7045.0075, 7045.0450 to 7045.0685, ~~and~~ 7045.1300 to 7045.1380, ~~and~~ 7045.1400 for possible exclusions or restrictions relating to management of the specific waste.

[For text of subs 2 and 3, see M.R.]

## 7045.0450 FACILITIES GOVERNED BY FACILITY STANDARDS.

[For text of subs 1 and 2, see M.R.]

Subp. 3. **Exemptions.** The requirements of parts 7045.0450 to 7045.0544 do not apply to the following specific waste management units, facilities, or activities, although all other waste management activities of the owner or operator may be regulated:

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

J. [For text of subitems (1) and (2), see M.R.]

(3) a person who is covered by subitem (1) and who continues or initiates hazardous waste treatment or containment activities after the immediate response is over is subject to all applicable requirements of parts 7045.0450 to 7045.0544 and the agency's permitting procedures for those activities; ~~or~~

K. treatment of hazardous waste by a generator in the generator's accumulation tanks or containers in accordance with part 7045.0292. If the treatment involves evaporation of aqueous waste or polymerization of polyester or other chemical fixation treatment processes in open containers, the generator is exempt from parts 7045.0450 to 7045.0544, but before beginning the treatment process must submit to the commissioner the information required under part 7045.0539, subpart 2, items A to C, that is relevant to the treatment activity and must be notified by the commissioner that the treatment activity is approved. The commissioner shall approve the treatment activity if the commissioner finds that the treatment activity will not endanger human health and the environment; ~~or~~

L. universal waste handlers and universal waste transporters when managing universal waste under part 7045.1400.

## 7045.0552 FACILITIES GOVERNED BY INTERIM STATUS.

[For text of subs 1 and 2, see M.R.]

Subp. 3. **Exemptions.** The requirements of parts 7045.0552 to 7045.0648 do not apply to the following specific waste management units, facilities, or activities, although all other waste management

activities of the owner or operator may be regulated:

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

**J. For text of subitems (1) and (2), see M.R.**

(3) a person who is covered by subitem (1) and who continues or initiates hazardous waste treatment or containment activities after the immediate response is over is subject to all applicable requirements of parts 7045.0552 to 7045.0642 and the agency's permitting procedures for those activities; ~~or~~

K. treatment of hazardous waste by the generator in the generator's accumulation tanks or containers in accordance with part 7045.0292. If the treatment involves evaporation of aqueous waste or polymerization of polyester or other chemical fixation treatment processes in open containers, the generator is exempt from parts 7045.0552 to 7045.0642, but before beginning the treatment process must submit to the commissioner the information required under part 7045.0539, subpart 2, items A to C, that is relevant to the treatment activity and must be notified by the commissioner that the treatment activity is approved. The commissioner shall approve the treatment activity if the commissioner finds that the treatment activity will not endanger human health and the environment; or

L. universal waste handlers and universal waste transporters when managing universal waste under part 7045.1400.

**7045.0685 SPENT LEADACID BATTERIES BEING RECLAIMED.**

Subpart 1. **Scope.** The requirements of this part apply to persons who generate, transport, collect, store, or reclaim spent leadacid batteries that are recyclable. Except as provided in subpart 2, persons who generate, transport, or collect spent batteries, or who store spent batteries but do not reclaim them, are not subject to regulation under parts 7023.9000 to 7023.9050, 7045.0205 to 7045.0685, and chapter 7001 for the generation, transportation, and storage of spent batteries. Alternatively, spent leadacid batteries may be managed as universal wastes under part 7045.1400. For the purpose of this part, indoor storage is storage within a permanently constructed building consisting of at least a roof and three walls permanently affixed to an impermeable floor placed on the ground.

[For text of subs 2 to 4, see M.R.]

**7045.1400 ADOPTION OF FEDERAL STANDARDS FOR UNIVERSAL WASTE MANAGEMENT.**

Subpart 1. **Adoption.** The requirements of Code of Federal Regulations, title 40, part 273, as amended, regulating the management of universal waste, are adopted and incorporated by reference except as specified in subpart 2. In addition, the provisions of part 7045.0090 also apply.

**Subp. 2. Exceptions.**

A. The requirements of Code of Federal Regulations, title 40, sections 273.80 and 273.81, relating to petitions are not adopted.

B. The requirements of Code of Federal Regulations, title 40, section 273.8, regarding the regulation of conditionally exempt generators are not adopted.

C. References in Code of Federal Regulations, title 40, sections 273.13(a)(3)(i) and 273.33(a)(3)(i), to the requirements of title 40, parts 260 through 272, mean the requirements of chapter 7045.

D. References in Code of Federal Regulations, sections 273.13(b)(3) and 273.33(b)(3), to the requirements of title 40, part 265, subparts I and J, mean the requirements of parts 7045.0528 and 7045.0628.

E. References in Code of Federal Regulations, sections 273.13(c)(3)(ii) and 273.33(c)(3)(ii), to the requirements of title 40, parts 260 through 272, mean the requirements of chapter 7045.

F. References in Code of Federal Regulations, sections 273.17(b) and 273.37(b), to the requirements of title 40, parts 260 through 272, mean the requirements of chapter 7045.

G. References in Code of Federal Regulations, section 273.60(a), to the requirements of title 40, parts 124, 264, 265, 266, 268, and 270, mean the requirements of chapters 7001 and 7045.

**Subp. 3. Financial assurance for universal waste handlers.**

A. Except as excluded in item B, universal waste handlers who accumulate more than 1,000 lamps shall establish financial assurance in an amount that the commissioner determines is adequate to cover the cost of hiring a third party to properly dispose of all of the lamps and close the accumulation site. Evidence of financial assurance must be provided to the commissioner and updated as necessary to cover the maximum amount of lamps present at any time at the site. Financial assurance must be provided either (1) as a closure trust fund according to part 7045.0504, subpart 2, except that the full amount of cash to cover financial assurance must be deposited in the trust fund at the time the fund is established rather than through annual payments, or (2) as a letter of credit together with a standby trust fund according to part 7045.0504, subpart 5. For purposes of these financial assurance requirements, references to closure costs in part 7045.0504, subparts 2 and 5, mean the financial assurance costs described in this item.

B. A universal waste handler that temporarily accumulates more than 1,000 lamps at any time as the result of a building maintenance project is not required to provide financial assurance while the lamps are stored onsite for not longer than 30 business days prior to recycling or disposal.

C. The commissioner may require universal waste handlers of other types of universal waste to establish financial assurance as

# Proposed Rules

specified in item A, if the commissioner determines that:

- (1) the volume or toxicity of the universal waste represents a potential for significant risk to human health or the environment; or
- (2) there is a potential for contamination at the accumulation site.

## Adopted Rules

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

**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.

## Pollution Control Agency

### Adopted Permanent Rules Relating to Capped Emission Permits and State Permits with Environmental Management Systems (EMS) Provisions

The rules proposed and published at *State Register*, Volume 29, Number 2, pages 3558, July 12, 2004 (29 SR 35), are adopted with the following modifications:

#### 7007.1144 CAPPED PERMIT PUBLIC PARTICIPATION.

Subpart 1. **Notice of applications received.** The agency shall electronically post notice of receipt of an application for a capped permit at the Minnesota Pollution Control Agency Internet site [www.pca.state.mn.us/air/permits/capped.html](http://www.pca.state.mn.us/air/permits/capped.html). A person may request to receive notification from the agency of applications received.

#### 7007.1148 AMBIENT AIR QUALITY ASSESSMENT.

##### Subp. 2. CAPS electronic spreadsheet method.

A. An owner or operator may use an electronic spreadsheet, called CAPS, provided by the agency to enter emissions data, and (1) stack height and distance to the property line, or (2) dispersion factors for each stack/vent at the stationary source to perform the ambient air quality assessment. The CAPS electronic spreadsheet is incorporated by reference and is available at the Minnesota Pollution Control Agency Internet site [www.pca.state.mn.us/air/permits/capped/](http://www.pca.state.mn.us/air/permits/capped/) [www.pca.state.mn.us/air/permits/capped.html](http://www.pca.state.mn.us/air/permits/capped.html). It is not subject to frequent change.

C. The owner or operator must use the default dispersion factors in CAPS or develop dispersion factors using the Minnesota Pollution Control Agency Dispersion Information Screening Procedures for Emission Risk Screening Evaluations (DISPERSE) program or the Environmental Protection Agency SCREEN3 program. DISPERSE or DISPERSE with Emphasis on DISPERSE Look up Table and DISPERSE Batch Programs, Minnesota Pollution Control Agency (October 21, 2003) is incorporated by reference, is not subject to frequent change, and is available on the Minnesota Pollution Control Agency Internet site [www.pca.state.mn.us/air/permits/capped/](http://www.pca.state.mn.us/air/permits/capped/) [www.pca.state.mn.us/air/permits/capped.html](http://www.pca.state.mn.us/air/permits/capped.html). SCREEN3 is incorporated by reference in subpart 3.



## 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 Board of Chiropractic Examiners REQUEST FOR COMMENTS on Possible Amendment to Rules Governing Continuing Education, Alternative Format; *Minnesota Rules*, 2500.1550

**Subject of Rules.** The Minnesota Board of Chiropractic Examiners requests comments on its possible amendment to rules governing Continuing Education, Alternative Formats. The Board is considering rule amendments to the current continuing education requirements allowing for a greater percentage of units from an alternative to the traditional classroom format.

**Persons Affected.** The amendment to the rules would likely affect actively licensed chiropractors in Minnesota and agencies offering continuing education programs for chiropractic license renewal requirements.

**Statutory Authority.** *Minnesota Statutes*, section 14.23 and 148.08, authorizes and requires the MBCE to promulgate rules necessary to administer sections 148.01 to 148.105 to protect the health, safety, and welfare of the public, including rules governing the practice of chiropractic, and defining any terms, whether or not used in sections 148.01 to 148.105, if the definitions are not inconsistent with the provisions of 148.01 to 148.105.

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

**Rules Drafts.** The Board does not anticipate that a draft of the rule amendments will be available before the publication of the proposed rules.

**Agency Contact Person.** Written comments, questions, requests to receive a draft of the rules when it has been prepared, and requests for more information on these possible rules should be directed to: Micki King at Minnesota Board of Chiropractic Examiners, 2829 University Ave SE, Suite 300, Minneapolis Minnesota 55414, (612) 617-2226, and [Micki.king@state.mn.us](mailto:Micki.king@state.mn.us). TTY users may call the Board at: 1-800-627-3529.

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

**NOTE:** Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed. If you submitted comments during the development of the rules and you want to ensure that the Administrative Law Judge reviews the comments, you should resubmit the comments after the rules are formally proposed.

Dated: November 22, 2004

Larry A. Spicer, DC  
Executive Director

### Minnesota Board of Chiropractic Examiners REQUEST FOR COMMENTS on Possible Amendment to Rules Governing License Transfer Application, *Minnesota Rules*, 2500.0800, Paragraph J (3)

**Subject of Rules.** The Minnesota Board of Chiropractic Examiners requests comments on its possible amendment to rules governing License Transfer Application. The Board is considering rule amendments that allow for some variance to the current two-years of continuous practice requirement immediately preceding the application. This variance will allow for some limited time out of practice during this two-year period to sell or buy a practice and to relocate.

**Persons Affected.** The amendment to the rules would likely affect licensees of other states wishing to obtain licensure and relocate to Minnesota.

**Statutory Authority.** *Minnesota Statutes*, section 14.23 and 148.08, authorizes and requires the MBCE to promulgate rules necessary to administer sections 148.01 to 148.105 to protect the health, safety, and welfare of the public, including rules governing the practice of chiropractic, and defining any terms, whether or not used in sections 148.01 to 148.105, if the definitions are not inconsistent

# Official Notices

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with the provisions of 148.01 to 148.105.

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

**Rules Drafts.** The Board does not anticipate that a draft of the rule amendments will be available before the publication of the proposed rules.

**Agency Contact Person.** Written comments, questions, requests to receive a draft of the rules when it has been prepared, and requests for more information on these possible rules should be directed to: Micki King at Minnesota Board of Chiropractic Examiners, 2829 University Ave SE, Suite 300, Minneapolis Minnesota 55414, (612) 617-2226, and [Micki.king@state.mn.us](mailto:Micki.king@state.mn.us). TTY users may call the Board at: 1-800-627-3529.

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

**NOTE:** Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed. If you submitted comments during the development of the rules and you want to ensure that the Administrative Law Judge reviews the comments, you should resubmit the comments after the rules are formally proposed.

Dated: November 22, 2004

Larry A. Spicer, DC  
Executive Director

## Minnesota Comprehensive Health Association Notice of Meeting of the Finance Committee

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Finance Committee will be held at 8:30 a.m. on Monday, December 6, 2004. The meeting will take place at the MCHA executive office located at 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

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

## Executive Council State Board of Investment Land Exchange Board Investment Advisory Council

### Meetings of the Executive Council, State Board of Investment and Land Exchange Board on Wednesday 8 December 2004, and the Investment Advisory Council on Tuesday 7 December 2004

The Executive Council, State Board of Investment and the Land Exchange Board will meet on Wednesday, December 8, 2004 at 9:00 A.M. in Room 123, State Capitol, St. Paul, MN.

The Investment Advisory Council will meet on Tuesday, December 7, 2004 at 9:00 A.M. at the State Board of Investment, Board Room (Main Floor), 60 Empire Drive, St. Paul, MN.

## Governor's Residence Council Notice of Meeting

**NOTICE IS HEREBY GIVEN** that the Governor's Residence Council will meet at 9:30 a.m. on Friday, December 10, 2004, at the Minnesota State Arts Board, 400 Sibley Street, Suite 200, St. Paul, MN to consider matters which may properly come before the Council in accordance with *Minnesota Statutes*, section 16B.27.

**Department of Human Services****List of Health Services Requiring Prior Authorization**

The following is a listing of added drugs to the current authorization list. The newly added drugs will require authorization on or after January 1, 2005.

As authorized by *Minnesota Statutes*, section 256B.0625, subd 25, the following list includes all health services that require authorization as a condition of MHCP payment. The list is presented in sections: Dental Services, Vision Care Services, Medical Supplies and Equipment, Prosthetics and Orthotics, Hearing Aids, Drugs, Rehabilitative Services, and All Other Services. The criteria used to develop this list are as follows:

- A. The health service could be considered, under some circumstances, to be of questionable medical necessity.
- B. Use of the health service needs monitoring to control the expenditure of program funds.
- C. Less costly, appropriate alternatives to the health service are generally available.
- D. The health service is investigative.
- E. The health service is newly developed or modified.
- F. The health service is of a continuing nature and requires monitoring to prevent its continuation when it ceases to be beneficial.
- G. The health service is comparable to a service provided in a skilled nursing facility or hospital but is provided in a recipient's home.
- H. The health service could be considered cosmetic.

**DENTAL SERVICES**

<u>Code</u>	<u>Description</u>
D2971	Additional Procedures To Construct New Crown Under Existing Partial Denture Framework
D2794	Crown – Titanium
D2975	Coping
D5225	Maxillary Partial Denture - Flexible Base (Including Any Clasps, Rests And Teeth)
D5226	Mandibular Partial Denture - Flexible Base (Including Any Clasps, Rests And Teeth)
D6094	Abutment Supported Crown - (Titanium)
D6190	Radiographic/Surgical Implant Index
D6194	Abutment Supported Retainer Crown For Fpd - (Titanium)
D6205	Pontic - Indirect Resin Based Composite
D6214	Pontic - Titanium
D6624	Inlay - Titanium
D6634	Onlay - Titanium
D6710	Crown - Indirect Resin Based Composite
D6794	Crown – Titanium
D7283	Placement Of Device To Facilitate Eruption Of Impacted Tooth
D7953	Bone Replacement Graft For Ridge Preservation - Per Site

**DRUGS**

List of Insulins that will be under PA restrictions on 12-1-04

HUMALOG  
HUMALOG MIX 75/25  
HUMULIN 70/30  
HUMULIN N  
HUMULIN R

**ALL OTHER SERVICES**

The following health services require authorization:

<u>Code</u>	<u>Description</u>
H0019	Behavioral Health; Long-Term Residential
H0040	Assertive Community Treatment Program, Per Diem

# Official Notices

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- S0209 Wheelchair Van, Mileage, Per Mile ( for clients in the 11 county metro area)
- S0215 Non-Emergency Transportation; Mileage, Per Mile ( for clients in the 11 county metro area)
- T2049 Non-Emergency Transportation; Stretcher Van, Mileage; Per Mile ( for clients in the 11-county metro area)
- S2082 Laparoscopy, surgical; gastric restrictive procedure, adjustable gastric band inc. Placement of subcutaneous port
- S2085 Laparoscopy, gastric restrictive procedure, with gastric bypass for morbid obesity with short limb (less than 100 cm) roux-en-y astroenterostomy

## Department of Labor and Industry Labor Standards Unit

### Notice of Addition to Highway/Heavy Prevailing Wages Rates

**Additional** rates for **Labor Code 104 and 109** have been added to the Highway/Heavy Prevailing Wage rates in Regions 6 and 7.

Copies of the additional wage rates for Regions 6 and 7 may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306, or by calling (651) 284-5091, or accessing our web site at [www.doli.state.mn.us](http://www.doli.state.mn.us). Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

M. Scott Brener  
Commissioner

## Department of Natural Resources

### Notice of Conveyance to Establish Boundary Lines Relating to Certain State Land Holdings

**NOTICE IS HEREBY GIVEN** that pursuant to *Minnesota Statutes*, section 84.0273, the State of Minnesota proposes to convey by a boundary line agreement and quit claim deed such rights, titles and interests in state lands located in Government Lot 2, Section 14, Township 119 North, Range 28 West, Wright County, to Kristine Marie Smith, Trustee of the Kristine Marie Smith Living Trust; and Kristine Marie Smith, Trustee of the Kristine Marie Smith Living Trust, proposes to convey by the same agreement and quit claim deed such rights, titles and interests in its adjacent lands as are necessary for the purpose of establishing boundaries.

The reason for this conveyance is to correct the descriptions of the existing boundaries. The parties wish to make their mutual boundaries more definite and certain, and clarify their legal descriptions to coincide more accurately with the actual use on the ground.

Additional information about this conveyance or a copy of the proposed conveyance can be obtained by contacting:

Minnesota Department of Natural Resources  
Division of Lands and Minerals  
500 Lafayette Road Box 45  
St. Paul, Minnesota 55155-4045  
Gloria Johnson  
(651) 296-9559  
[gloria.johnson@dnr.state.mn.us](mailto:gloria.johnson@dnr.state.mn.us)

# 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 Housing Finance Agency Consolidated Request for Proposal for Single Family RFP

The Minnesota Housing Finance Agency (MHFA), the Greater Minnesota Housing Fund, the Metropolitan Council, the Family Housing Fund and the Minnesota Department of Corrections announce the availability of funds through a Consolidated Request for Proposals (RFP). Funds are available to assist in the development, construction, acquisition, demolition, or rehabilitation of affordable homeownership, home improvement, housing activities for low and moderate-income residents of Minnesota.

The Consolidated RFP represents an effort to coordinate the resources available within the agency, and to address communities' comprehensive housing efforts.

Eligible applicants are invited to submit proposal(s) for the Single Family RFP. Refer to the Important Dates section at the end of this RFP for application deadlines.

### **Amount of Funds Available:**

Fund availability is listed individually under the Single Family RFP section.

### **Eligible Locations:**

MHFA funds are generally available statewide; while respective RFP partners' funds are available only in the Twin Cities Metropolitan area or Greater Minnesota depending upon the specific funding partner.

### **Eligible Applicants:**

In general, eligible applicants for the majority of resources include Minnesota Cities, for profit organizations, nonprofit organizations, private developers, natural persons, Indian tribes or tribal housing corporations, public housing agencies, joint powers board established by two or more cities, and cooperative housing corporations.

Habitat for Humanity organizations are **not eligible** to apply for funding from the Community Revitalization Fund (CRV) Program as the primary applicant under the "traditional Habitat model", but are eligible to be secondary partners with those applicants previously mentioned.

## **Single Family RFP:**

### **ECONOMIC DEVELOPMENT AND HOUSING CHALLENGE FUND PROGRAM RULE WAIVER AND TEMPORARY PRIORITY**

#### **Rule Waiver - Economic Vitality and Housing Initiatives (EVHI):**

The MHFA obtained a waiver at its November 20, 2003 Board meeting to eliminate the requirement to utilize EVHI guidelines as thresholds when reviewing proposals and making funding recommendations. The MHFA is in the process of revising the rules for the Economic Development and Housing Challenge Program in regard to this.

#### **Temporary Priority - JOBZ Zones:**

The 2003 Minnesota Legislature established JOBZ zones under the Department of Employment and Economic Development (DEED) to stimulate economic development activity in distressed areas of the state with emphasis on Greater Minnesota. At its November 20, 2003 Board meeting, the MHFA established a temporary funding priority under the Economic Development and Housing Challenge Program for housing proposals located within JOBZ zones with an increase in housing demand associated with the JOBZ program.

#### **Limited Fund Program Information**

The Limited Fund programs are highly competitive. The funding partners anticipate having approximately \$4 million available this round depending on fund availability. Limited Fund proposals will be presented to a Selection Committee for evaluation, scoring and funding consideration. The Selection Committee is comprised of MHFA staff, representatives from the various funding partners and staff from the Minnesota Department of Employment and Economic Development (DEED).

#### **I. Programs Available:**

- **Greater Minnesota Housing Fund (GMHF):** 1) *New Construction* - Under its Building Better Neighborhoods (BBN) Program, GMHF provides gap financing (interest free, deferred loans) for homebuyers and/or below-market (2% interest, three-year term) interim financing for the developer that are available for land acquisition, infrastructure or construction. In addition, limited GMHF funds for other single-family new construction projects not meeting BBN guidelines may be awarded. For both programs, additional funds are available to support projects with employer assistance. 2) *Housing Rehabilitation* - GMHF also provides zero- or low-interest, deferred loans on a limited basis to non-profit and for-profit organizations and local government agencies to facilitate the

# State Grants & Loans

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rehabilitation of affordable (not exceeding 80% statewide median income, preference given to 50% SMI) owner-occupied housing. GMHF's funding priorities include substantial rehab of aging, owner-occupied single-family housing, in conjunction with a larger community revitalization effort. Local leverage is required. GMHF's maximum assistance per unit is \$15,000.

- **Community Revitalization Fund (CRV).** The Family Housing Fund, Metropolitan Council, GMHF and MHFA provide funds for this program. The CRV is the umbrella name for a variety of limited funding resources that are provided under one fund. Funding resources include the Economic Development and Housing Challenge Program (Challenge Program) and internal interim construction financing programs. Funds are provided in the form of a construction loan or deferred loan, repayable to the funder. Under certain circumstances and justification a grant may be provided. Generally, if an activity may be addressed through a loan rather than a grant, a loan will be provided.

- **Local Housing Incentive Account (LHIA).** The Metropolitan Council provides funds for this program. Funds from this account are awarded as grants that must be matched on a dollar-for-dollar basis by the municipality receiving the funds. These grant funds may be used for costs associated with projects that help municipalities meet their negotiated housing goals, including, but not limited to acquisition, rehabilitation and construction of permanent affordable and life-cycle housing.

## II. Types of Funds Available:

The type, terms and conditions of assistance provided will vary depending upon the needs outlined in each application and the availability of funding resources.

The contributing partners strongly encourage communities to leverage funds with the resources available through this RFP to address the local housing need(s) identified in their comprehensive housing plan.

## III. Funding Partners Program Income Limits/Guidelines:

Please refer to each of the program concepts for specific income limits/guidelines.

- **Greater Minnesota Housing Fund** only serves households with incomes that do not exceed 80% of the statewide median income adjusted by household size.

- **Family Housing Fund** only serves households with incomes that do not exceed 80% of the Twin Cities metropolitan area median income with priority given to households with incomes at or below 50% - 60% of area median income.

- **Metropolitan Council's LHIA** serves households with incomes that do not exceed 80% of the Twin Cities metropolitan area median income with preference for proposals with a significant component serving households at 60% or below. Rehabilitation and redevelopment programs in areas of low valued, blighted or substandard properties where the local government is engaged in a redevelopment and neighborhood improvement effort to which they have community matching funding, may serve households up to 115% of area median income.

- **The Minnesota Department of Corrections - Institution Community Work Crew Affordable House Building Program** serves households with incomes at or below 80% of greater of state or area median income. In certain areas households with incomes of up to 115% of state median may also be served. Homes must be priced so as not to compete with the private residential construction industry.

- **Minnesota Housing Finance Agency** only serves households with incomes that are at or below 115% of the greater of state or area median income.

## Ongoing Program Information

Your agency may apply for any of these programs at any time during the year. Please contact the Program Manager listed below to obtain a program application. Ongoing applications are not included in this RFP.

- **Community Activity Set Aside Program (CASA)**

The Community Activity Set Aside Program supports partnerships between lenders, local governments, and nonprofit housing organizations by providing access to pools of MHFA mortgage revenue bond funds and second mortgage funds. CASA assists those partnerships in meeting the homeownership objectives and housing credit needs of their communities by providing first time homebuyer loans with a subsidized interest rate and deferred, interest free Homeownership Assistance Fund (HAF) loans of up to \$14,440 per household. Specifically, the program supports initiatives that target funds toward underserved populations, increasing the stock of affordable housing or addressing a community specific housing credit need. Partnerships apply for CASA funds. Partnerships consist of a MHFA contract lender or lender consortia and a community partner. The application materials are on the MHFA website at [www.mhfa.state.mn.us](http://www.mhfa.state.mn.us) <<http://www.mhfa.state.mn.us>>.

**Program Contact:** Barb Collins (651) 297-3122 [barb.collins@state.mn.us](mailto:barb.collins@state.mn.us) <<mailto:barb.collins@state.mn.us>>

Edward Niewinski (651) 297-3130 [ed.niewinski@state.mn.us](mailto:ed.niewinski@state.mn.us) <<mailto:ed.niewinski@state.mn.us>>

Toll Free (800) 710-8871

Fax (651) 296-8292



# State Grants & Loans

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**NOTE:** *Applications determined to be incomplete will be returned to the applicant.*

MHFA Board Approval:

Single Family RFP funding recommendations will be made at the April 2005 MHFA Board meeting.

**Fund Notification:**

• Notification of approved selected proposals will be posted on the MHFA website at [www.mhfa.state.mn.us](http://www.mhfa.state.mn.us) <<http://www.mhfa.state.mn.us>> after the Board meeting noted above and Loan/Grant Agreements will be mailed within 20 working days of the approval.

This Consolidated Request for Proposal is subject to all applicable federal, state, and municipal laws, rules, and regulations. MHFA reserves the right to modify or withdraw this RFP at any time and is not able to reimburse any applicant for costs incurred in the preparation or submittal of proposals.

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to receipt of public assistance, disability, or family status.

## 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](http://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

### Notice of Availability of Contracts for Pharmaceutical, OTC and Vaccine Products

The Department of Administration, on behalf of the Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP), is requesting proposals for pharmaceutical and related products.

MMCAP is a voluntary group purchasing organization made up of governmental entities which contracts for pharmaceuticals and related products. MMCAP is currently made up of 43 participating states and approximately 4,000 eligible participating facilities purchasing over \$1 billion annually. For more information, go to [www.mmcap.org](http://www.mmcap.org) (no password necessary).

To request a copy of the Request for Proposals (RFP), send an e-mail to: [mn.multistate@state.mn.us](mailto:mn.multistate@state.mn.us)

Or write to:

Pharmaceutical RFP Request  
MMCAP  
c/o Minnesota Department of Administration  
Attn: Al Becicka  
50 Sherburne Avenue, Room 112  
St. Paul, MN 55155

Proposals submitted in response to the RFP must be received at the address specified in the RFP no later than 2:00 p.m. on January 12, 2005, per the instructions in the RFP.

**Late proposals will NOT be considered.**

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 Administration****Materials Management Division – Office Supply Connection****Notice of Request for Proposals to Provide Web Hosting Services, File Integration with ERP System, and EDI Transmission**

The Minnesota Department of Administration, Materials Management Division-Office Supply Connection (OSC) is requesting proposals to provide web hosting services, file integration with OSC's Macola Progression ERP system and EDI transmission to our drop ship partner. The customer base is a demanding one, placing more than 28,000 orders and 145,000 lines annually. Services are expected to begin on this initiative on January 13, 2005 and run to Jan 12, 2006 through a one-year contract, with option to renew in one (1) year increments for an additional four (4) years, not to exceed a total of five (5) years.

The complete Request for Proposal may be downloaded from the MMD website at:

<http://www.mmd.admin.state.mn.us/process/admin/page1List.asp>

OR Can be obtained from:

Ron Kovacich  
321 East Grove Street  
Saint Paul, MN 55101  
**Phone:** 651.296.8194  
**Fax:** (651) 296-5839  
**E-mail:** [ron.kovacich@state.mn.us](mailto:ron.kovacich@state.mn.us)

Proposals submitted in response to the Request for Proposals in this advertisement must be received at:

Department of Administration  
Materials Management Division  
OSC Web Proposal  
50 Sherburne Avenue  
Room 112  
St. Paul, MN 55155

Proposals must be received no later than 2:30 p.m., Monday, December 13, 2004. **Late proposals will not be considered.** Faxed 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 Education****NOTICE OF REQUEST FOR PROPOSALS for the Minnesota Comprehensive Assessments – Series II (MCA-II): Item Development and Implementation for Grades 10-11 in Reading, Mathematics, and Science; Minnesota Basic Skills Test: Item Development and Implementation for Reading, Mathematics, and Written Composition; and the Test of Emerging Academic English**

The Department of Education is soliciting proposals from qualified vendors to implement for 2006 the Minnesota Comprehensive Assessments – Series II (MCA-II) for Reading (grade 10) and Mathematics (grade 11); the Basic Skills Tests for Reading and Mathematics (initially given in grade 8), and Written Composition (initially given in grade 10); and the Test of Emerging Academic English given to Limited English Proficient students in grades 3-12. The proposal must also address the development of a Minnesota Comprehensive Assessment for Science for the high school, to become operational in 2008. These tests partially fulfill the requirements of the No Child Left Behind Act of 2001 and the statewide testing law Minn. Stat. § 120B.30. Virtually all students in the grades involved will take the MCA-IIs;

The Department has estimated the cost of this project should not exceed \$50,000,000.00 over the five-year period of the contract.

The anticipated project period is May 1, 2005 to April 30, 2010. The initial contract period is expected to be from May 1, 2005 to June 30, 2006. The Responder must submit a proposal for all tests in the project. For a copy of the complete Request for Proposal, please contact:

# State Contracts

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Kathy Eiler  
Minnesota Department of Education  
1500 Highway 36 West  
Roseville, Minnesota 55113-4567  
**Phone:** (651) 582-8673  
**Fax:** (651) 582-8874  
**E-mail:** [kathy.eiler@state.mn.us](mailto:kathy.eiler@state.mn.us)

Proposals are due no later than 3:00 p.m. January 10, 2005. **Late proposals will not be considered.**

The 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.

Dated: November 29, 2004

## Department of Employee Relations Notice of Availability of Contract for Employee Assistance Services

The Minnesota Department of Employee Relations is requesting proposals for the purpose of providing phone and in-person assessment, counseling and referral services to approximately 50,000 employees and their 72,000 dependents in state government, as well as crisis management services and other services, such as management consultation and training to state agencies. Work is proposed to start after July 1, 2005.

A Request for Proposals will be available from this office through Monday, December 6, 2004. A written request is required to receive the Request for Proposal. After Monday, December 6, the Request for Proposal must be picked up in person.

The Request for Proposals can be obtained from:

Paul Strebe  
Department of Employee Relations  
658 Cedar Street, Centennial Office Building, 2nd Floor  
St. Paul, MN 55155  
**Phone:** (651) 282-2438  
**Fax:** (651) 297-5471  
**E-mail:** [paul.strebe@state.mn.us](mailto:paul.strebe@state.mn.us)

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 3:00 p.m., Tuesday, December 21, 2004. **Late proposals will NOT be considered.** Faxed 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.

## Office of Environmental Assistance Notice of Availability of Contract for Training and Technical Services Contract

The Minnesota Department of Environmental Assistance (MOEA) is seeking proposals from consultants/contractors qualified to conduct training that meets the intent of specific regulations, including but not limited to, Occupational Safety and Health Administration, Department of Transportation, and the Resource Conservation and Recovery Act. The MOEA desires to contract with qualified consultants/contractors for services from January 15, 2005 through January 15, 2008, with an option to extend contracts up to three additional years. The contract will be available for use by all state agencies and political subdivisions that are part of the cooperative purchasing venture. No actual work or payment is guaranteed pursuant to the contract.

The MOEA may contract with multiple consultants/contractors and the MOEA reserves the right to limit the number of parties to the contract.

Work is proposed to start after January 15, 2005.

A 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.**

The Request for Proposal can be obtained from:

Teresa Gilbertson  
Minnesota Office of Environmental Assistance  
1420 East College Drive, Suite 900  
Marshall, MN 56258  
**Phone:** (507) 537-6380  
**Fax:** (507) 537-6001  
**E-mail:** [teresa.gilbertson@state.mn.us](mailto:teresa.gilbertson@state.mn.us)

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than December 23, 2004. **Late proposals will not be considered.** Faxed 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.

## Explore Minnesota Tourism

### Notice of Intent to Solicit Request for Proposals for Tourism Research

**NOTICE IS HEREBY GIVEN** that Explore Minnesota Tourism is soliciting proposals for research to determine the economic impact of tourism and/or to provide traveler profiles for Minnesota at state, regional and county levels.

The tentative schedule for selection of a firm is:

<b>Proposals Due:</b>	<b>December 22, 2004</b>
<b>Potential Interviews:</b>	<b>January 13, 2005</b>
<b>Selection:</b>	<b>January 20, 2005</b>

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

Colleen Tollefson  
Explore Minnesota Tourism  
121 East 7<sup>th</sup> Place, #100  
St. Paul, MN 55101  
**E-mail:** [colleen.tollefson@state.mn.us](mailto:colleen.tollefson@state.mn.us)

This is the only person designated to answer questions regarding this request.

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than December 22, 2004 at 2:30 p.m. **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 Historical Society

### Request for Bids for Historic Fort Snelling Visitor Center Air Handling/Duct Cleaning and Insulation

The Minnesota Historical Society is seeking bids from qualified firms to provide all labor, materials, equipment, and supplies to complete cleaning and abatement of selected air conveyance systems including air handlers and attached ductwork, and insulation of air handlers in the Historic Fort Snelling Visitor Center. The project also includes selected carpet removal/clean-up in the building.

**A MANDATORY PRE-BID MEETING** will be held on **Thursday, December 9, 2004 at 2:00 p.m.** in the Historic Fort Snelling Visitor Center.

The Request for Bids is available by calling Mary Green Toussaint, Contracting and Purchasing Assistant, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, Minnesota 55102. **Telephone** (651) 297-7007 or by **e-mail:**

[mary.green-toussaint@mnhs.org](mailto:mary.green-toussaint@mnhs.org).

Authorized agents for receipt of the bids are the following: Minnesota Historical Society staff located either at the Information Desk on the first floor, or in the Contracting and Purchasing Office on the fourth floor of the Minnesota History Center, 345 Kellogg Boulevard West, St. Paul, Minnesota 55102.

Bids must be submitted in a sealed envelope with the project name clearly written on the envelope. Bids must be received no later than

# State Contracts

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2:00 p.m Tuesday, December 21, 2004.. **Late bids will not be considered.**

Dated: November 18, 2004

## Minnesota Housing Finance Agency Request for Proposals for Audit and Financial Services

The Minnesota Housing Finance Agency (Agency) is requesting proposals from qualified firms to provide audit and financial services for a four-year term.

The Request for Proposal provides information about the Agency and invites your response including sufficient information about your firm and its capabilities, to enable us to make a selection and enter into a service contract engagement. Ten copies of your proposal must be received at the Agency by 12:00 p.m. Central Standard Time on December 23, 2004. Facsimiles will **NOT** be accepted. Please refer to the Request for Proposal for required information and other specifications, on the Agency website at:

([www.mhfa.state.mn.us/rfp\\_audit.htm](http://www.mhfa.state.mn.us/rfp_audit.htm))

Your proposal and all questions regarding this Request for Proposal should be directed to Mike LeVasseur, Director of Finance, at the Agency. No additional communication concerning this matter with Agency staff or Board members is necessary or desired prior to conclusion of the selection process.

## Department of Human Services Continuing Care Administration Request for a Proposal for a Review of Minnesota's Day Training and Habilitation Program

The Minnesota Department of Human Services (DHS), Disability Services Division (DSD), is seeking proposals from qualified responders to conduct a statewide review of Supported Employment and Prevocational Services funded through Home and Community-Based Services Waivers (HCBS) and Day Training and Habilitation Services. DHS intends to award one professional contract as a result of this RFP.

"Day training and habilitation services for adults with mental retardation, related conditions" means services that include supervision, training, assistance, supported employment, work-related activities, and/or other community-integrated activities designed and implemented in accordance with the individual service and individual habilitation plans used to help an adult reach and maintain the highest possible level of independence, productivity, and integration into the community. Currently there are 268 DT&H sites in Minnesota.

HCBS Waiver programs allow states to use Medicaid (Medical Assistance, or MA in Minnesota) to pay for services that are not funded by regular Medicaid. Through waivers, states have the flexibility to develop and implement community alternatives for MA-eligible persons with disabilities and chronic health care needs who would otherwise receive services in a hospital, nursing facility, or intermediate care facility for the mentally retarded (ICF/MR).

The goal of this review is to identify, compile and summarize information concerning existing programs and systems of day training and habilitation and waiver employment services for persons with varying employment support needs within the current range of employment options statewide. Information compiled will enable DHS to objectively determine the relative effectiveness of day training and habilitation and waiver employment services within the varying employment support needs and range of employment options.

The Successful Respondent will be required to identify and delineate the type and scope of services currently offered and provided in Minnesota through DT&H and supported employment services, and how each service is defined, administered, and funded by federal, state and local resources. Specifically, the Successful Respondent will be expected to solicit and compile quantitative and qualitative data regarding services and the infrastructure of services available to people as provided by individual providers, county, state and federal resources. A final report will be required that includes a detailed description of the completed project including the methodology used to obtain information pertinent to the goals of the RFP, the review, and its findings, along with any recommendations, including identified barriers and suggested strategies.

The term of any resulting contract will begin on the date stated in the contract or upon full execution of the contract, whichever is later, and will be completed by **November 15, 2005**. It is anticipated that this contract will begin March 1, 2005.

Proposals must be submitted by **4:00 p.m. on January 14, 2005**. To request a copy of the RFP, please contact:

Deb Schauffert  
Disability Services Division  
Minnesota Department of Human Services  
444 Lafayette Road North

St. Paul, MN 55155-3857  
**E-mail:** [deb.schauffert@state.mn.us](mailto:deb.schauffert@state.mn.us)

## **Minnesota State Lottery**

### **Notice of Request for Proposal for Design and Production of Scratch Game Tickets**

The Minnesota State Lottery intends to issue a Request for Proposal on or about November 29, 2004 for design and production of Scratch Game Tickets. A copy of the RFP can be found on the Lottery's special website: [www.mnlottery.com/scratchrfp/](http://www.mnlottery.com/scratchrfp/) in Microsoft Word format, or contact:

Carolyn Ross  
Contracts Manager  
2645 Long Lake Road  
Roseville, MN 55113  
(651) 635-8102 (direct)  
888-568-8379 ext. 102 (toll-free)  
**E-mail:** [carolynr@mnlottery.com](mailto:carolynr@mnlottery.com)

## **Minnesota Department of Natural Resources**

### **Division of Parks and Recreation**

#### **Notice Concerning Professional/Technical Contract Opportunity**

**NOTICE TO ALL:** The Minnesota Department of Natural Resources, Division of Parks and Recreation, is soliciting proposals for the research, designs, illustrations, and layouts for interpretation and education signs and kiosk panels for the Big Bog State Recreation Area's Big Bog Boardwalk.

##### Description of Project

Designs for 24-26 signs and kiosk panels ranging in size from 10" X 12" to 43.75" X 51.75" according to the Big Bog Boardwalk Plan, including photos, illustrations, and graphic designs.

Deadline for submission of proposals is 2:00 PM, Wednesday, December 8, 2004.

Interested persons should request a copy of the full Informal Solicitation. Contact:

Bryce W. Anderson, Regional Interpretive Specialist  
Minnesota Department of Natural Resources  
Division of Parks and Recreation  
2115 Birchmont Beach Road NE  
Bemidji, Minnesota 56601  
**Phone:** (218) 755-2869  
**Fax:** (218) 755-4024  
**Email:** [bryce.Anderson@dnr.state.mn.us](mailto:bryce.Anderson@dnr.state.mn.us)

## **Minnesota Racing Commission**

### **Notice of Contractual Positions for Assistant Commission Veterinarians**

**NOTICE IS HEREBY GIVEN** that the Minnesota Racing Commission is accepting applications for two contractual positions of Assistant Commission Veterinarian, one as track veterinarian and the other as test barn veterinarian, during the 2005 and 2006 live race meets. Providers must be licensed to practice veterinary medicine in the State of Minnesota. Preference will be given to qualified providers who have served in a regulatory veterinary capacity in previous years.

For further information or to obtain a copy of the complete Notice of Contractual Positions please contact:

Richard G. Krueger, Executive Director  
Minnesota Racing Commission  
1100 Canterbury Road  
P.O. Box 630  
Shakopee, MN 55379-0630  
(952) 496-7950

# State Contracts

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Richard Krueger is the only person designated to answer questions regarding this notice.

The deadline for submitting resumes or letters of application is Thursday, December 30, 2004 at 4:00 PM central standard time.

## Minnesota Racing Commission

### Notice of Contractual Positions for Presiding and Associate State Stewards

**NOTICE IS HEREBY GIVEN** that the Minnesota Racing Commission is accepting applications from qualified individuals for the contractual positions of Presiding and Associate State Stewards at Canterbury Park, Shakopee, Minnesota during the 2005 and 2006 live race meets. According to M.R. 7879.0100, in order to be qualified to serve as a State Steward, an individual must have received Steward accreditation from the University of Louisville or the University of Arizona.

For further information or to obtain a copy of the complete Notice of Contractual Positions please contact:

Richard G. Krueger, Executive Director  
Minnesota Racing Commission  
1100 Canterbury Road  
P.O. Box 630  
Shakopee, MN 55379-0630  
(952) 496-7950

Richard Krueger is the only person designated to answer questions regarding this notice.

The deadline for submitting resumes or letters of application is Thursday, December 30, 2004 at 4:00 PM central standard time.

## Department of Transportation

### District Operations Division, District 6 — Rochester 4

### Request for Letters of Interest for a Design-Build Contract on TH 52

The Minnesota Department of Transportation – District 6 is soliciting Letters of Interest (LOI) from companies interested in providing Design-Build services for the design and construction of TH 52. The project is located in Olmsted County, starting from the intersection of 85<sup>th</sup> Street NW and proceeding northerly to the junction of 59th Avenue NW in Oronoco, MN.

The project consists of constructing a new interchange and supporting roads at CR112/CSAH 12 (S), reconstruction of TH52, construction of an overpass at CSAH 12 (N), bridge construction, and access control measures.

One Design-Builder will be selected for the entire project. The selection process will have two steps. A Request for Qualifications (RFQ) is anticipated to be issued by late February 2005. Responses to the RFQ will be evaluated to establish a list of design-build firms that will be invited to submit proposals in response to the Request for Proposals (RFP), which Mn/DOT intends to issue by late April, 2005. The technical proposals are anticipated to be due in September 2005, with the design-build firm selected in October 2005.

The “Best-Value” selection process will be used to evaluate the ability of the Design-Builder to manage, design, construct and control this project to provide a quality product, on or ahead of schedule, for a reasonable lump sum price within the Department’s project budget.

The Department is seeking Design-Builders that are committed to quality, have proven experience in design and construction, will bring innovative design-build approaches to ensure timely completion, and are willing to partner with the Department for the mutual success of the project.

Companies interested in receiving an RFQ should send an LOI in writing by February 4, 2005 to:

Jai Kalsy, P.E.  
Design-Build Project Manager  
Minnesota Department of Transportation, District 6  
2900 48<sup>th</sup> St. NW  
Rochester, MN 55901-5848  
**Fax:** (507) 285-7355  
**E-mail:** [jai.kalsy@dot.state.mn.us](mailto:jai.kalsy@dot.state.mn.us)

The LOI must state the name, phone number, fax number, and e-mail address of the person who the Department may contact at your company to provide further information about the project.

Interested parties are invited to send a representative to a project information workshop at the District 6 Headquarters Building, 2900 48<sup>th</sup> St. NW, Rochester on January 13th at 1:00 PM. If attending this January 13th meeting, please contact Pam Ferguson at (507) 285-

7386 to be placed on the attendance roster for admittance to the workshop.

While submission of an LOI and attendance at the project information workshop are not prerequisites for participating in the procurement process, interested firms and parties are strongly encouraged to submit and attend.

The Department reserves the sole right, without incurring any liability, to change any aspect of the proposed procurement described above, including the right to not proceed with the procurement and/or the right to proceed in a different manner or on a different timeline than as described above.

## 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](http://www.dot.state.mn.us/consult).

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

## 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.

### **Austin-Mower County Area Transit Joint Powers Board Notice to Bidders for Sealed Proposals to Operate Transit System**

Sealed proposals for the project listed below will be received at the office of the Austin City Finance Director, 500 4th Avenue Northeast, Austin, MN 55912, until 2:00 P. M., December 6, 2004, at which time they will be opened publicly and read. Proposals may be considered by the Austin-Mower County Area Transit Joint Powers Board at their meeting at 2:00 P. M. on December 9, 2004. The Board reserves the right to review the proposals at a later date if necessary to allow for further consideration prior to taking action.

#### **REQUEST FOR PROPOSALS TO OPERATE TRANSIT SYSTEM**

The Austin-Mower County Area Transit Joint Powers Board hereby makes a Request For Proposals (RFP) from parties interested in entering into a contract with the Board to operate Austin-Mower County Area Transit (AMCAT), for the period from January 1, 2005 through December 31, 2006, with an option exercisable by the Board at any time to extend the contract for the period from January 1, 2007 through December 31, 2007.

AMCAT is a countywide, state subsidized public transportation system, which utilizes small buses to transport passengers.

The RFP documents and forms may be obtained, at no cost, at the office of the Mower County Highway Department, 1105 8th Avenue NE, Austin, MN 55912. The contact person for all communication involving the RFP is:

Michal J. Hanson, Mower County Engineer  
1105 8th Avenue NE  
Austin, MN 55912  
(507) 437-7718

Other personnel are not allowed to discuss the RFP with anyone, including potential responders, before the RFP submission deadline. No proposal guaranty will be required.

Pursuant to Federal and State requirements, a Disadvantaged Business Enterprises (DBE) Race/Gender Neutral Goal has been assigned for work under this RFP. In preparing a bid, bidders should make every reasonable effort to solicit DBE firms to participate as subcontractors. Bidders must complete the Bidder's list contained in the DBE Special Provisions included in this RFP.

The Board reserves the right to reject any and all proposals, to waive defects therein, and to award to other than the lowest bidder if it is in its best interest.

Dated: November 12, 2004

Austin-Mower County Area Transit Joint Powers Board  
Viril Layton  
Chairman

## City of Minneapolis

### Department of Public Works

#### **Request for Preparation of Ten-Year Transportation Action Plan**

**NOTICE IS HEREBY GIVEN** that the City of Minneapolis is soliciting proposals for the preparation of a ten-year action plan for transportation facilities and services in downtown and throughout the City. The plan will address all modes of transportation (transit, pedestrian, bicycle, automobile), will assess transportation needs in 2030 (with particular emphasis on the next ten years), will evaluate up to three scenarios for transit operations in downtown, and will recommend specific actions that should be taken over the next ten years. Proposals may be submitted by individual entities or by teams comprised of multiple entities. The selected respondent must be prepared to begin work in March 2005 and must deliver a draft report by March 2006 and a final report by July 2006. The full RFP can be located on the City's web site at [www.ci.minneapolis.mn.us](http://www.ci.minneapolis.mn.us) or call or write for the full RFP, which will be sent free of charge to interested vendors. For more information, contact:

Mary Ann Miller  
Department of Public Works  
City of Minneapolis  
233 City Hall



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## Non-State Contracts & Grants

350 South Fifth Street  
Minneapolis, MN 55413-1315  
**FAX:** (612) 673-2149  
**E-mail:** [maryann.miller@ci.minneapolis.mn.us](mailto:maryann.miller@ci.minneapolis.mn.us)

Other department personnel are NOT allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline.

The estimated budget allocated for this project is \$600,000. This proposal does not obligate the agency to spend the estimated dollar amount. All responses to this RFP must be received no later than 4:00 p.m. on January 7, 2005.

### Metropolitan Council

#### Notice of Invitation for Bids (IFB) for the Fabrication and Delivery of Supervisory Control Panels

##### Reference Number 04P118

The Metropolitan Council (Council) is requesting bids for fabrication and assembly of open industrial control panels (back panels) and control panel doors for thirty-two (32) Council wastewater lift stations.

The tentative schedule for this procurement is as follows:

<i>Issue Invitation for Bids</i>	<b>November 26, 2004</b>
<i>Bids Due</i>	<b>December 22, 2004</b>
<i>Award Contract</i>	<b>February 2005</b>

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  
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](mailto:elizabeth.sund@metc.state.mn.us)

### Metropolitan Council

#### Notice of Request for Proposals (RFP) for Brooklyn Park (L-32) – Coon Rapids (L-34) Lift Stations Improvements

##### RFP Number 04P135

The Metropolitan Council is soliciting proposals for architectural/engineering services for the rehabilitation of lift station facilities which have deteriorated due to corrosion, and to improve the capacity of one of the stations. Included are HVAC improvements, piping, valves, lighting, electrical, etc.

The tentative schedule is:

<i>Issue Request for Proposals</i>	<b>November 29, 2004</b>
<i>Site Visit (details in RFP)</i>	<b>December 7, 2004</b>
<i>Proposals Due</i>	<b>December 21, 2004</b>
<i>Contract Executed</i>	<b>March 2005</b>

All firms interested in submitting a proposal for this work are invited to request an RFP document from:

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

# Non-State Contracts & Grants

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## Metropolitan Council

### Notice of Request for Proposals for Master Contract for Geotechnical Services

#### Contract Number 04P112

The Metropolitan Council is soliciting proposals for architectural/engineering services to support its Environmental Services Division by providing Geotechnical and Environmental, Material or Other Testing Services on an as-needed basis. The successful proposer must provide Geotechnical Services as described in the RFP and may also provide any, none, or all of the other different types of services described in the RFP.

The Council plans to execute contracts with about three proposers that are able to provide these services. Each contract will have a maximum value of \$200,000 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, specified cost for the services, and a designated Council Project Manager.

The anticipated schedule for this procurement is:

<i>Issue Request for Proposals</i>	<b>November 29, 2004</b>
<i>Proposal Due Date</i>	<b>December 30, 2004</b>
<i>Selection of Firms</i>	<b>January 2005</b>
<i>Execution of Contracts</i>	<b>February 2005</b>

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

Harriet Simmons, Administrative Assistant  
Contracts and Procurement Unit  
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](mailto:harriet.simmons@metc.state.mn.us)

## Metropolitan Council

### Notice of Request for Proposals for Master Contract for Land Acquisition Services

#### Contract Number 04P099

The Metropolitan Council is soliciting proposals for professional/technical services to support its Environmental Services Division by providing land acquisition services on an as-needed basis. The successful proposer must be capable of providing either Appraisal services described in the RFP or all the services described in the RFP. The proposer may utilize subcontractors to supplement its expertise and capabilities. The proposer (and any subcontractors) must procure and keep current any and all licenses, permits or certificates which are or may be required by properly constituted authorities for the performance of the services under this contract.

The Council plans to execute contracts with three or more proposers that are able to provide these services. Each contract would have a maximum value of \$200,000 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, specified cost for the services, and a designated Council Project Manager.

The anticipated schedule for this procurement is:

<i>Issue Request for Proposals</i>	<b>November 29, 2004</b>
<i>Proposal Due Date</i>	<b>December 28, 2004</b>
<i>Selection of Firms</i>	<b>January 2005</b>
<i>Execution of Contracts</i>	<b>February 2005</b>

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

Harriet Simmons, Administrative Assistant  
Contracts and Procurement Unit  
Metropolitan Council  
Mears Park Centre  
230 East Fifth Street  
St. Paul, MN 55101

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## Non-State Contracts & Grants

**Phone:** (651) 602-1086  
**Fax:** (651) 602-1138  
**E-mail:** *harriet.simmons@metc.state.mn.us*

### Metropolitan Radio Board

#### Request for Proposals for Hi-Speed Wireless Mobile Data Network for Public Safety and Public Service Agencies

The Metropolitan Radio Board (MRB) is seeking proposals from qualified and experienced contractors to design, furnish and install a hi-speed wireless network solution in support of mobile data communications for local, county, and state governmental and quasi-governmental agencies operating over a nine-county region in the Minneapolis-St. Paul metropolitan area.

The first phase of this project involves the deployment of an initial wireless network serving all of Hennepin County and which will also serve as the foundation of a larger, wide-area wireless network supporting the entire nine-county region. A seven-year contract with the successful contractor will provide the opportunity for other agencies to join the network in later phases.

A non-mandatory pre-proposal conference will be held on Tuesday December 7, 2004 at 9:00 a.m. CST in the board room of the MRB, 2099 University Avenue, St. Paul, MN 55104.

Prospective contractors will have the opportunity to tour sites in accordance with the instructions contained in the RFP.

Proposals are due on Friday February 4, 2005 by 4:00 p.m. CST.

Copies of the RFP on CD can be obtained by contacting Mr. Bill Dean, MRB Executive Director, at (651) 643-8395 or by contacting *bill.dean@metroradioboard.org*

### 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.

### University of Minnesota

#### Purchasing Services

#### Notice of Request for Proposals for Employer-Owned Pharmacy for U of M

**NOTICE IS HEREBY GIVEN** that University of Minnesota will be requesting proposals on Administration of an employer-owned pharmacy for U of M.

Interested vendors should contact Sonja Sheriff at *s-sher@umn.edu* for an introductory letter and Intent to Respond form. Complete the Intent to Respond form and return it to Sonja Sheriff at *s-sher@umn.edu* by November 23, 2004 at 5:00 p.m.

### University of Minnesota

#### Purchasing Services

#### Notice of Request for Proposals on U of M Medical Plan Administration, Pharmacy Benefit Administration, and Health Management Administration

**NOTICE IS HEREBY GIVEN** that University of Minnesota will be requesting proposals on U of M medical plan administration, pharmacy benefit administration, and health management administration.

Interested vendors should contact Sonja Sheriff at *s-sher@umn.edu* for an introductory letter and Intent to Respond form. Complete the Intent to Respond form and return it to Jaclyn Karlyn at *Jaclyn.Karlen@watsonwyatt.com* by November 23, 2004 at 5:00 p.m.

