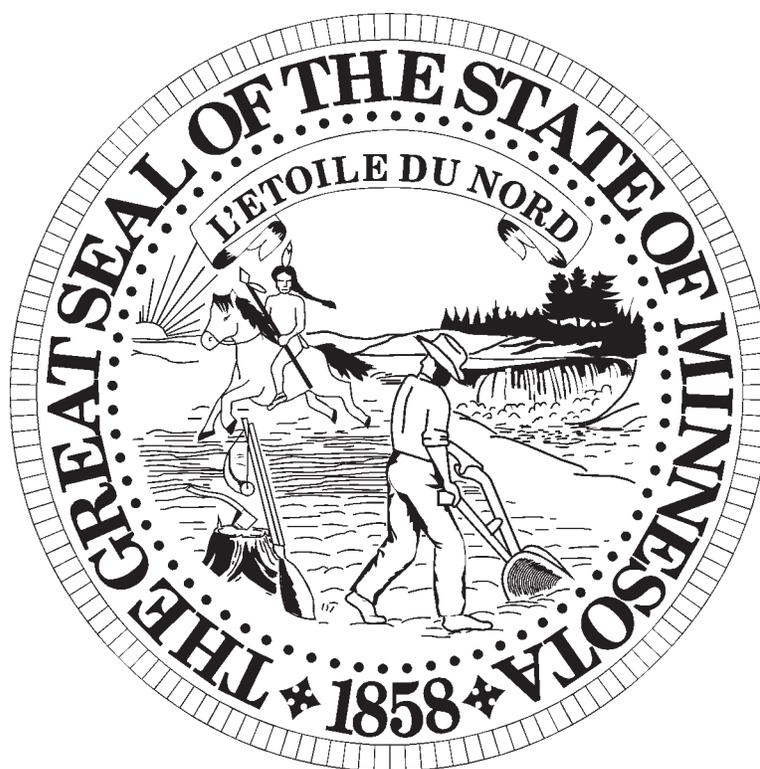


State of Minnesota

# 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 31 January 2005**  
**Volume 29, Number 31**  
**Pages 893 - 916**

# State Register

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

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

- proposed, adopted, exempt, expedited emergency and withdrawn rules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

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

### SUBSCRIPTION SERVICES:

Copies are available at Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155. Order by phone: Metro area: (651) 297-3000 Toll free (800) 657-3757. TTY relay service phone number: (800) 627-3529. **NO REFUNDS.** Subscribers who do not receive a copy of an issue should notify the *State Register* Subscription Office immediately at (651) 297-8774. Copies of back issues may not be available more than two weeks after publication. Both editions are delivered postpaid to points in the United States, Periodicals Postage Paid for the *State Register* at St. Paul, MN, first class for the *Solicitation Announcements*. **POSTMASTER:** Send address changes to Minnesota's Bookstore, 660 Olive Street, St. Paul, Minnesota 55155. See the *State Register* and *Solicitation Announcements* at **website:** <http://www.comm.media.state.mn.us> Click on "Minnesota's Bookstore."

- *State Register*: On-line subscription – \$180, includes links, index, sidebar table of contents and *State Register* SENT TO YOU via Email.
- 13-week trial subscription to the *State Register* - \$65.00.
- Single issues are available for a limited time: *State Register* \$5.00.
- "Affidavit of Publication" costs \$10.00 and includes a notarized "Affidavit" and a copy of the issue.

Printing Schedule and Submission Deadlines			
Vol. 29 Issue Number	PUBLISH DATE ( <b>BOLDFACE</b> shows altered publish date)	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts	Deadline for Both Adopted and Proposed RULES
#31	Monday 31 January	Noon Tuesday 25 January	Noon Wednesday 19 January
#32	Monday 7 February	Noon Tuesday 1 February	Noon Wednesday 26 January
#33	Monday 14 February	Noon Tuesday 8 February	Noon Wednesday 2 February
#34	<b>TUESDAY 22 FEBRUARY</b>	Noon Tuesday 15 February	Noon Wednesday 9 February

Copyright © 2005 Communications Media Division, Department of Administration, State of Minnesota.  
Publication Number: 326630 (ISSN 0146-7751)

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

Tim Pawlenty, Governor (651) 296-3391  
Carol L. Molnau, Lt. Governor (651) 296-3391  
Mike Hatch, Attorney General (651) 297-4272  
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

## Minnesota Legislative Information

Senate Public Information Office (651) 296-0504 House Public Information Services (651) 296-2146: State Office Building,  
State Capitol, Room 231, St. Paul, MN 55155 Room 175, Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155

**Website:** [www.senate.leg.state.mn.us/departments/secretary/seninfo.htm](http://www.senate.leg.state.mn.us/departments/secretary/seninfo.htm) **Website:** [www.house.leg.state.mn.us/hinfo/hinfo.htm](http://www.house.leg.state.mn.us/hinfo/hinfo.htm)

## Federal Register

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

## Minnesota State Court System

Court Information Office (651) 296-6043  
MN Judicial Center, Rm. 135, 25 Rev. Dr. Martin Luther King Jr Blvd.,  
St. Paul, MN 55155 **Website:** [www.courts.state.mn.us](http://www.courts.state.mn.us)

<b>Minnesota Rules: Amendments &amp; Additions</b>	
Monday 31 January 2005, Volume 29, #27-31.....	896
<b>Adopted Rules</b>	
<b>Board of Teaching</b>	
Adopted Permanent Rules Relating to Renewal Requirements for Professional Licenses.....	897
<b>Official Notices</b>	
<b>Animal Health Board</b>	
Quarterly Board Meeting February 16, 2005.....	897
<b>Comprehensive Health Association</b>	
Enrollee Appeal Committee Meeting Friday 4 February 2005.....	897
<b>Employment and Economic Development Department</b>	
Job Opportunity Building Zones (JOBZ) Modifications #12.....	898
<b>Law Library, Minnesota State</b>	
Notice of County Law Library Filing Fees.....	898
<b>Lottery, Minnesota State</b>	
REQUEST FOR COMMENTS on Possible Amendment to Rules Governing State Lottery Retailers and Prize Payments.....	899
<b>Natural Resources Department</b>	
Division of Ecological Services: REQUEST FOR COMMENTS on Possible Amendments to Rules Governing Restitution Value for Fish and Wildlife, Natural Preservation, Invasive Species, Falconry, and Aquatic Plants and Nuisances.....	900
<b>Psychology Board</b>	
REQUEST FOR COMMENTS on Planned Adoption of New Rule Governing Educational Requirements for Licensure.....	901
<b>Public Safety Department</b>	
Driver and Vehicle Services Division: Request for Comment on Possible Amendments to Driver License Agents and Deputy Registrars.....	902
<b>Teachers Retirement Association</b>	
Board of Trustees Meeting Wednesday 16 February 2005.....	903
<b>State Grants &amp; Loans</b>	
<b>Health Department</b>	
Environmental Health Division: Accepting Project Submissions for the Drinking Water Revolving Fund Project Priority List.....	904
<b>Human Services Department</b>	
Aging and Adult Services Division: Notice of Request for Proposals for ElderCare Development Partnerships to Rebalance Long-Term Care.....	904
<b>Transportation Department</b>	
Finance and Administration Division - Office of EEO Contract Management: Grant Availability: R.O.A.D.S. Grant (Roads Opportunities & Diversity Success).....	905
<b>State Contracts</b>	
<b>Administration Department</b>	
Office of Technology: Notice of Potential IT Professional Services Contracting Opportunities through the ("IT Professional Services Master Contract Program").....	907
<b>Colleges and Universities, Minnesota State (MnSCU)</b>	
Request for Proposals for a Financial Advisor.....	907
Bemidji State University: Request for Qualifications and Proposals – Owners Representative Bridgeman Hall - Phase 2.....	908
Dakota County Technical College: Request for Proposals for a Campus Cash Card System.....	909
Dakota County Technical College: Request for Proposals for a PBX Voice Mail System and Cabling.....	910
Winona State University: Request for Sealed Bids for the Printing of the Spring 2005 Currents Magazine.....	910
<b>Human Services Department</b>	
Notice of Request for Proposals to Conduct the 2005 CAHPS Medicaid Managed Care Survey for the Minnesota Department of Human Services.....	910
<b>Natural Resources Department</b>	
Division of Parks and Recreation - Marketing, Merchandising, Public and Community Affairs: Notice of Intent to Solicit Sponsorships, Partnerships and Multi-Level Marketing Strategies for the Benefit of the 8 Million Visitors to Minnesota State Parks and Corporate Sponsors.....	911
<b>Transportation Department</b>	
Engineering Services Division: Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities (the "Consultant Pre- qualification Program").....	912
Engineering Services Division: Professional/Technical Contract Opportunities.....	912
<b>Non-State Contracts &amp; Grants</b>	
<b>Metropolitan Council</b>	
Notice of Invitation for Bids (IFB) for Procurement of Process Chemicals for M.C.E.S.....	913
Notice of Request for Proposals (RFP) E-Government Roadmap.....	913
<b>University of Minnesota</b>	
Asbestos Request for Proposal for Asbestos Abatement for the Minneapolis and St. Paul Campus'.....	914
Bid Information Service (BIS) Available for All Potential Vendors.....	914
<b>FROM MINNESOTA'S BOOKSTORE.....</b>	<b>915</b>
Commodity, Service and Construction Contracts information is available from the Materials Management Helpline (651) 296-2600, or Web site: <a href="http://www.mmd.admin.state.mn.us">www.mmd.admin.state.mn.us</a> Information or subscriptions to the <i>State Register</i> is available through Minnesota's Bookstore (651) 297-3000, or (800) 657-3757, Web site: <a href="http://www.minnesotasbookstore.com">www.minnesotasbookstore.com</a>	

# 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 #27-31

(Issues #1 - 26 appeared in Issue #26, December 27, 2004)

### Housing Finance Agency

4900.0010; .0630; .1929; .2400; .2420; .2440; .2460; .2480; .2520; .2540; .2560; .2580; .2620; .3648 ( <b>proposed</b> ).....	779
4900.0030; .0040; .3610 s. 9, 10 ( <b>proposed repealer</b> ).....	779
4900.3705; .3710; .3726; .3727; .3730; .3731; .3742; .3743; .3745; .3760; .3762; .3763; .3764; .3766; .3767; .3768; .3769 ( <b>proposed</b> ).....	784

### Natural Resources Department

6216.0350 ( <b>adopted expedited emergency</b> ).....	847
6264.0300; .0400 ( <b>adopted exempt</b> ).....	876
6264.0300 s. 42, 52, 53; .0400 s. 5 ( <b>repealed exempt</b> ).....	876
6264.0300 s. 60, 61 ( <b>repealed exempt</b> ).....	871
6264.0400 ( <b>adopted exempt</b> ).....	871
6264.0400 ( <b>adopted expedited emergency</b> ).....	851

### Teaching Board

8710.7200 ( <b>adopted</b> ).....	897
-----------------------------------	-----

## 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.

## Board of Teaching

### Adopted Permanent Rules Relating to Renewal Requirements for Professional Licenses

The rules proposed and published at *State Register*, Volume 29, Number 13, pages 355-357, September 27, 2004 (29 SR 355), are adopted with the following modifications:

#### **8710.7200 CLOCK HOURS; REQUIREMENTS FOR RENEWAL OF PROFESSIONAL LICENSES.**

Subp. 2. **Renewal clock hours.** Verification by the local continuing education/relicensure committee that the applicant has completed 125 approved clock hours is required for renewal. Instruction and professional development activities meet requirements to renew licenses only if they address one or more of the standards in part 8710.2000. Effective for renewal of professional licenses which expire on June 30, 2001, and after, applicants must include in their 125 clock hours instruction or other professional development activities which address positive behavioral intervention strategies and accommodation, modification, and adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving graduation standards. Effective for renewal of professional licenses which expire on June 30, 2004, and after, applicants must also include in their 125 clock hours instruction or other professional development activities which evidence further reading preparation, consistent with Minnesota Statutes, section 122A.06, subdivision 4. Effective for renewal of professional licenses which expire on June 30, 2005, and after, applicants must also include in their 125 clock hours instruction or other professional development activities which address further preparation in understanding the key warning signs of early onset mental illnesses in children and adolescents which may include depressed mood, excessive fears and anxieties, changes in behavior and performance, failure to develop peer relationships, impaired concentration and thinking, suicidal gestures, the potential connection to substance use, and knowledge of next steps to be taken if such warning signs are observed.

## 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 Animal Health

### Notice of Quarterly Board Meeting February 16, 2005

The Board of Animal Health will hold its quarterly meeting on Wednesday February 16th, 2005 at 9:30 a.m. at the Kelly Inn, 161 St. Anthony Ave. St. Paul, MN 55103.

Dated: January 20, 2005

## Minnesota Comprehensive Health Association

### Notice of Meeting of the Enrollee Appeal Committee Friday 4 February 2005

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Enrollee Appeal Committee will be held at 9:00 a.m. on Friday, February 4, 2005, at the MCHA executive office located at 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

This meeting may be closed to the public, if so requested by the appellant(s), pursuant to *Minnesota Statutes* 62E.10, sbud. 4.

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

# Official Notices

---

## Department of Employment and Economic Development Job Opportunity Building Zones (JOBZ) Modifications #12

Pursuant to *Minnesota Statutes* § 469.320, Subd. 3, the following modifications were made to the Job Opportunity Building Zones:

### West Central JOBZone:

Perham Subzone 75 was reduced by 0.3673  
Perham Subzone 72 was increased by 0.3673

### Positively Southern Minnesota JOBZ Growth Corridor:

Blue Earth Subzone 126 was reduced by 4.47 acres  
Blue Earth Subzone 125 was increased by 4.47 acres  
Woodville Township Subzone 166 was reduced by 5.65 acres  
Waseca Subzone 166.1 was created using 5.65 acres

### Headwaters Economic JOBZone:

Clearbrook Subzone 10 was reduced by 1.3 acres  
Clearbrook Subzone 10.1 was created using 1.3 acres

### Southwest Regional JOBZone:

Litchfield Subzone 131 was reduced by 14.6 acres  
Litchfield Subzone 131.3 was created using 14.6 acres  
Gibbon Subzone 177 was reduced by 7.2 acres  
Gibbon Subzone 177.1 was created using 7.2 acres  
Redwood Falls Subzone 15 was reduced by 1.7 acres  
Redwood Falls Subzone 15.1 was created using 1.7 acres  
Lucas Township Subzone 83 was reduced by 2.21 acres  
Cottonwood Subzone 79 was increased by 2.21 acres

### Region Five JOBZone:

Ironton Subzone 55 was reduced by 5.0 acres  
Ironton Township Subzone 55.2 was created using 5.0 acres

### Northwest Land of the Dancing Sky JOBZone:

Lancaster Subzone 61 was reduced by 2.9238 acres  
Lancaster Subzone 61.1 was created using 0.2238 acres  
Lancaster Subzone 61.2 was created using 2.7 acres

Dated: January 14, 2005

Commissioner Matt Kramer

## Minnesota State Law Library Notice of County Law Library Filing Fees

Pursuant to *Minnesota Statutes* 134A.09 and 134A.10, the following law library fees are to be in effect as of date noted. Civil fees include probate matters except as noted. Criminal conviction includes felonies, gross misdemeanors and misdemeanors except as noted.

County	Civil	Conciliation	Criminal Convictions	Petty Misdemeanor
Mille Lacs eff. 12/21/04	\$10.00	\$10.00	\$10.00	\$10.00 (fee not collected on parking tickets)
Douglas eff 1/1/05	\$10.00	\$10.00	\$10.00	\$10.00 (fee collected on parking tickets.)

Olmstead eff 1/1/05	\$15.00	\$15.00	\$10.00	\$10.00 (fee not collected on parking tickets.)
Redwood eff 1/1/05	\$10.00	\$10.00	\$10.00	\$10.00 (fee not collected on parking tickets.)

Dated: 1/24/2005

## Minnesota State Lottery

### REQUEST FOR COMMENTS on Possible Amendment to Rules Governing State Lottery Retailers and Prize Payments, *Minnesota Rules, Chapters 7856 and 7857*

The Minnesota State Lottery requests comments on possible amendments to rules governing lottery retailers and the payment of prizes. The Lottery is considering amendments to rules relating to retailers and prize payments to reflect current practice and to eliminate obsolete provisions. The Lottery is also considering amendments to *Minnesota Rule 7856.7010*, to eliminate the requirement that retailers maintain a separate bank account for lottery proceeds.

**Persons Affected.** The amendment to the rules would likely affect current lottery retailers, potential lottery retailers, and persons claiming lottery prizes.

**Statutory Authority.** *Minnesota Statutes*, section 349A.05, authorizes the director of the Lottery to adopt rules governing the operation of the lottery.

**Public Comment.** Interested persons or groups may submit comments or information on these possible rules in writing until 4:30 p.m. on April 1, 2005. The Lottery does not contemplate appointing an advisory committee to comment on the possible rules.

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

**Contact Person.** Direct all written comments, questions, and requests for more information on these possible rule amendments to:

Dale L. McDonnell  
Assistant Director and General Counsel  
Minnesota State Lottery  
2654 Long Lake Road,  
Roseville, Minnesota 55113  
**Phone:** (651) 635-8213  
**Fax:** (651) 297-7496  
**E-mail:** [dalem@mnlottery.com](mailto:dalem@mnlottery.com)  
**TTY** users may call the Lottery at (651) 635-8268.

**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 Lottery 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 Lottery is required to submit to the judge only those written comments received in response to the rules after they are purposed. If you submitted comments during the development of the rule amendments and you want to ensure that the Administrative Law Judge reviews the comments, you should resubmit the comments after the rules are formally proposed.

Date: January 31, 2005

Clint Harris, Executive Director  
Minnesota State Lottery

# Official Notices

---

## Minnesota Department of Natural Resources

### Division of Ecological Services

#### REQUEST FOR COMMENTS on Possible Amendments to Rules Governing Restitution Value for Fish and Wildlife, Natural Preservation, Invasive Species, Falconry, and Aquatic Plants and Nuisances, *Minnesota Rules*, Chapters 6133, 6136, 6216, 6238 and 6280

**Subject of Rules.** The Minnesota Department of Natural Resources requests comments on possible rules and amendments to rules governing restitution value for fish and wildlife, natural preservation, invasive species, falconry, and aquatic plants and nuisances. The DNR is considering rule amendments in each of these areas as follows:

##### ***Restitution Value for Fish and Wildlife***

*Minnesota Statutes*, section 97A.345 authorizes the DNR to adopt rules prescribing the dollar value to the state of species of wild animals. The DNR is considering changes to the restitution value for one or more species, including lake sturgeon, for which the current value may be inadequate for large individuals.

##### ***Natural Preservation***

*Minnesota Statutes*, section 84.96 authorizes the DNR to acquire native prairie for conservation purposes by entering into easements with landowners. The statute requires the DNR to prescribe eligibility requirements for easements that are acquired under this authority, but these requirements have never been adopted in rule. Therefore, the DNR is considering rules to establish these eligibility requirements.

The rules for state scientific and natural areas (SNAs) specify prohibited and allowed activities and also give the DNR authority to allow exceptions to the rules by commissioner's order. The DNR is considering changes to these rules including the addition of criteria and conditions under which exceptions to the rules are allowed.

##### ***Invasive Species***

The DNR is considering rule amendments governing invasive species and infested waters, including:

1. designating and re-designating nonnative species of aquatic plants and wild animals as prohibited invasive species, regulated invasive species, and unregulated nonnative species;
2. designating waters that contain Eurasian watermilfoil, spiny water fleas, ruffe, round goby, zebra mussels, and other invasive species as infested waters; and
3. regulating the possession, importation, purchase, sale, propagation, transport, and introduction of invasive species of aquatic plants and wild animals.

This would include making invasive species rules permanent that were previously adopted under expedited and emergency rulemaking processes authorized by *Minnesota Statutes*, sections 84.027, subd. 13, and 84D.12, subd. 3.

##### ***Falconry***

The DNR issues permits for residents to take, possess, transport, propagate, sell, and purchase raptors, based on authority in *Minnesota Statutes*, section 97A.401, subs. 3 and 7. *Minnesota Rules*, Chapter 6238 prescribes conditions for the issuance of these permits; however, the rules do not specify permit conditions for sale and propagation of raptors as authorized by *Minnesota Statutes*, section 97A.401, subd. 7. The DNR is considering rules to establish these permit conditions and to allow falconry permits to be issued to non-residents.

##### ***Aquatic Plants and Nuisances***

*Minnesota Statutes*, section 103G.615, subs. 1 and 3 authorize the DNR to issue permits to destroy harmful or undesirable aquatic vegetation or organisms and to prescribe standards for issuing and denying those permits. The DNR issues a small number of permits each year to control black fly larvae, but has never adopted rules prescribing standards for those permits. Therefore, the DNR is considering rules to establish these permit standards.

**Persons Affected.** The amendments to the rules for restitution value of fish and wildlife would affect primarily individuals who illegally take fish or wildlife and individuals or businesses that engage in activities that may cause fish or wildlife kills.

The amendments to the natural preservation rules would primarily affect private landowners in agricultural areas of the state who have land that could be eligible for the native prairie bank program. The amendments to the scientific and natural area rules would primarily affect individuals who engage in recreational activities with the scientific and natural areas.

The amendments to the invasive species rules would likely affect persons who engage in recreational or commercial activities on the state's waters including boaters, anglers, hunters, commercial fishing operators, commercial minnow harvesters, private fish hatchery operators, and commercial aquatic plant harvesters. Individuals or businesses, such as resorts, motels, stores, and guides, that provide goods or services to anglers or hunters may also be affected. Individuals and businesses that buy or sell exotic species of aquatic plants for ornamental or consumption purposes may be affected. Individuals and businesses that use or own property on Minnesota waters may be affected.

The amendments to the falconry rules would primarily affect persons who are interested in selling or purchasing raptors and non-residents who would like to take raptors. The amendments to the aquatic plant and nuisances rule would primarily affect the metropolitan mosquito control district and could affect local units of government that have been applying for black fly control permits in recent years.

**Statutory Authority.** *Minnesota Statutes*, section 97A.345 authorizes the DNR to adopt rules prescribing the dollar value to state species of wild animals.

*Minnesota Statutes*, section 84.96, subd. 9 authorizes the DNR to adopt rules for prescribing eligibility requirements for inclusion of land in the native prairie bank.

*Minnesota Statutes*, sections 84.03 and 86A.06 authorize the DNR to adopt rules for SNAs.

*Minnesota Statutes*, section 84D.12, subd. 1 requires the DNR to adopt rules to designate infested waters and prohibited invasive species, regulated invasive species, and unregulated nonnative species of aquatic plants and wild animals. *Minnesota Statutes*, section 84D.12, subd. 2 authorizes the DNR to adopt rules to regulate the possession, importation, purchase, sale, propagation, transport, and introduction of invasive species of aquatic plants and wild animals.

*Minnesota Statutes*, section 97A.401, subd. 7 authorizes the DNR to prescribe conditions for special permits to propagate and sell raptors, and *Minnesota Statutes*, section 97A.418 authorizes the DNR to establish rules for the issuance of the special permits.

*Minnesota Statutes*, section 103G.615, subd. 3 requires the DNR to prescribe by rule the standards to issue and deny permits to destroy harmful or undesirable aquatic organisms.

**Public Comment.** Interested persons or groups may submit comments or information on these possible rules in writing or orally until 4:30 p.m. on April 1, 2005. The DNR does not contemplate appointing an advisory committee to comment on the possible rules.

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

**Agency Contact Person.** Written or oral comments, questions, requests to receive a draft of the rules once they have been prepared, and requests for more information on these possible rules should be directed to: Steve Hirsch at the Department of Natural Resources, 500 Lafayette Road, St. Paul MN, 55155-4025, **Telephone:** (651) 297-4918, **E-mail:** [steve.hirsch@dnr.state.mn.us](mailto:steve.hirsch@dnr.state.mn.us). **TTY** users may call the DNR at (651) 296-5484 or 1-800-657-3929.

**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: January 13, 2005

Gene Merriam, Commissioner  
Department of Natural Resources

## Minnesota Board of Psychology REQUEST FOR COMMENTS on Planned Adoption of New Rule Governing Educational Requirements for Licensure

**Subject of Rules.** The Minnesota Board of Psychology requests comments on its adoption of a new rule governing the doctoral education requirements for licensure as a licensed psychologist or a licensed psychological practitioner. The board is considering a new rule that would consider doctoral degrees received from a doctoral program accredited by the American Psychological Association as having met the educational requirements for licensure.

**Persons Affected.** The amendments to the rules would affect applicants for examinations, licensure, and licensure conversion from master's to doctoral level licensure.

# Official Notices

---

**Statutory Authority.** *Minnesota Statutes*, section 148.905, subdivision 1 (1), (3), and (4) and subdivision 2 requires the board to adopt rules which implement the requirements for licensure.

**Public Comment.** Interested persons or groups may submit comments or information on this possible rule in writing or orally until 4:30 p.m. on April 4, 2005. The board has prepared a draft of the possible rule. Written or oral comments should be directed to the Agency contact person.

**Rule Drafts.** The Board of Psychology has prepared a draft of the rule which is available on our website at [www.psychologyboard.state.mn.us](http://www.psychologyboard.state.mn.us) and it is included with this Request for Comments.

**Agency Contact Person.** Written comments and questions, and requests for more information on the planned rule should be directed to: Deborah Sellin-Beckerleg, Office Manager, Minnesota Board of Psychology, 2829 University Avenue Southeast #320, Minneapolis, MN 55414; **Telephone:** (612) 617-2230; **TTY:** (800) 627-3529; **FAX:** (612) 617-2240; **E-Mail:** [Psychology.Board@state.mn.us](mailto:Psychology.Board@state.mn.us).

**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 when a proceeding to adopt a rule is started. The agency is required to submit to the judge only those written comments receive 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: January 31, 2005

Pauline Walker-Singleton, Executive Director  
Board of Psychology

## Proposed Permanent Rules Relating to Accredited Programs

### 7200.1550 AMERICAN PSYCHOLOGICAL ASSOCIATION ACCREDITED PROGRAMS.

The requirements of part 7200.1300, subpart 4, items A and B, subitems (1) through (4), are met for an application based on a doctoral degree if the applicant provides acceptable evidence that the degree was earned in a doctoral program that was accredited by the American Psychological Association at the time of graduation. Evidence consists of documentation provided directly to the board by the American Psychological Association or by certification by letter sent directly to the board from the applicant's degree program director or equivalent.

## Minnesota Department of Public Safety

### Driver and Vehicle Services Division

### Request for Comment on Possible Amendments to *Minnesota Rules*, Chapter 7404, Driver License Agents and *Minnesota Rules*, Chapter 7406, Deputy Registrars

**Subject of Rules.** The Minnesota Department of Public Safety, Driver and Vehicle Services Division (DVS) requests comment on possible amendments to existing administrative rules regulating Driver License Agents contained in *Minnesota Rules*, Chapter 7404 and to *Minnesota Rules*, Chapter 7406 governing Deputy Registrars. On October 29, 2001, DVS published notice of possible amendments to:

- Clarify the definition of "existing office;"
- Simplify the procedure for a licensing agent appointment by the Commissioner of Public Safety;
- Amend provisions relating to photo identification equipment used by licensing agent to conform with statute;
- Tie a licensing agent's discontinuance of appointment with the withdrawal of other government functions (deputy registrar, DNR agent, etc.) performed within the same office; and
- Consider other administrative penalties and variances.

In addition to these possible amendments to the rules, DVS is also considering:

- Adding a rule for all existing deputy registrars to be limited licensing agents for purposes of accepting and processing applications for duplicate state documents, distance and application numbers for existing offices notwithstanding;
- Adding a provision to allow any existing deputy registrar to request appointment as a full-service licensing agent, distance and application numbers for existing offices notwithstanding;
- Increasing the distance and number of applications needed for a third party that is not an existing deputy registrar to establish a new licensing agent office;

- Providing for additional licensing agent appointment considerations to be used by the commissioner when considering a licensing agent appointment;
- Providing criteria for the commissioner to use to propose a licensing agent office location; and
- Establishing new rule provisions to address customer service and complaints.

**Persons affected.** The possible rule amendments affect or may be of interest to persons currently appointed or considering appointment as a driver license agent, deputy registrar, county or municipality, court or law enforcement agency, persons who apply for driver's licenses, instruction permits, state identification cards, vehicle titles and registrations, the general public, and persons concerned about public safety.

**Statutory authority.** Minnesota Statutes, sections 14.06; 168.33, 171.061, subdivision 6, and section 299A.01 provide authority for these rules.

**Public comment.** Interested persons may submit comment or information on the possible rules in writing or orally until further notice is published in the *State Register* that DVS intends to adopt or withdraw proposed rules.

DVS contemplates appointing an advisory committee to comment on the possible rules. Copies of this notice will be published in the *State Register*; posted on the DVS web site, mailed to all parties registered with the Minnesota Department of Public Safety for purposes of receiving notices about rule activity, sent to the Office of the Governor, sent to the chairs and ranking minority members of legislative policy committees, mailed to all state licensing agents, all DVS application and examining sites, to all deputy registrars with a request to post the notice, and to representatives of the affected parties described above.

**Rule drafts.** A draft of the planned rule amendments will be made available to members of the rule advisory committee when it convenes.

**Agency contact person.** Written or oral comment, questions, and requests for more information on the possible rule amendments should be addressed to:

Jane Nelson, management analyst  
Department of Public Safety  
Driver and Vehicles Service Division  
445 Minnesota Street  
St. Paul, Minnesota 55101-5195  
**Phone:** (651) 296-2608  
**FAX:** (651) 296-3141  
**E-mail:** [Jane.Nelson@state.mn.us](mailto:Jane.Nelson@state.mn.us)

**Alternative format.** This Request for Comment can be made available in an alternative format such as large print, Braille, or cassette tape. To make such a request, contact the agency contact person listed above.

**Note:** Comment 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 the rule is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed.

Dated: 1-19-2005

Michael Campion, Commissioner  
Minnesota Department of Public Safety

## Teachers Retirement Association Notice of Meeting Wednesday 16 February 2005

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Wednesday, February 16, 2005 at 9:30 a.m. in Suite 400, 60 Empire Drive, St. Paul, MN to consider matters which may properly come before the Board.

# 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 Health

### Environmental Health Division

#### Accepting Project Submissions for the Drinking Water Revolving Fund Project Priority List

The Drinking Water Revolving Fund provides below market rate financing for public water system improvements. The first step toward obtaining a loan is to request a project be placed on the Project Priority List (PPL). The deadline **for receiving** requests is **4:30 p.m., May 20, 2005**.

Funding priority is for projects that correct a public health hazard, bring or keep systems in compliance with drinking water standards, and for communities below the median household income. Typical projects are for wells, treatment plants, water towers, and distribution lines. Funding is not for economic expansion or fire protection. Eligibility and ranking requirements are in *Minnesota Rules*, parts 4720.9000 to 4720.9080.

For instructions on placing a project on the PPL click on the word instructions in the left margin at:

[www.health.state.mn.us/divs/eh/water/dwrf/ppl/index.html](http://www.health.state.mn.us/divs/eh/water/dwrf/ppl/index.html)

or call (651) 215-1321

## Department of Human Services

### Aging and Adult Services Division

#### Notice of Request for Proposals for ElderCare Development Partnerships to Rebalance Long-Term Care

The Minnesota Department of Human Services is soliciting proposals for state fiscal year 2006 (FY06) from qualified applicants to increase the capacity of local long-term care resources to support older people in the community. As directed by Minnesota Statutes 256B.0917, the goal of this initiative is to fund qualified Partnerships to implement the state's long-term policy directions: (1) maximize people's ability to meet their own long-term care needs, (2) expand the capacity of community long-term care resources, (3) reduce reliance on the institutional model of long-term care, (4) align systems to support high quality and good outcomes, (5) support the informal network of families, friends and neighbors, and (6) ensure a stable, long-term care workforce.

Through this RFP the State invites proposals to fund up to six collaborative ElderCare Development Partnerships comprised of counties, area agencies on aging and other organizations to expand the capacity of home and community-based services in the service area, bring about new economies through collaboration, coordination and service redesign, catalyze new service models that are better suited to today's needs and resources, and to leverage new funding sources—including private pay.

The Partnerships will provide *technical assistance* (TA) to local providers to develop and implement service delivery models in line with the state's long-term care policy directions. Priority TA activities for the Partnerships include working with both public and private LTC service providers to collaboratively develop *sustainable* proposals for systems change. Partnerships are encouraged to propose strategies shared by multiple counties or market areas in the project area.

An applicant conference for this initiative will be held on Monday, February 28, 2005 (1:30 pm to 3:00 pm) in Room 1-A, Department of Human Services Building, 444 Lafayette Road, St. Paul. Pre-registration for this conference is requested: call 1-800-882-6262. by February 24, 2005 if you expect to attend.

The full text of the RFP, which includes requirements and all application forms, is available on the Internet at:

[http://www.dhs.state.mn.us/main/groups/aging/documents/pub/DHS\\_id\\_005732.hcsp](http://www.dhs.state.mn.us/main/groups/aging/documents/pub/DHS_id_005732.hcsp)

It is also available by contacting:

Hal Freshley,  
MN Department of Human Services  
444 Lafayette Road,  
St. Paul, MN 55155-3843

**Phone:** (800) 882-6262  
**TTY:** (800) 627-4529  
**E-mail:** [hal.b.freshley@state.mn.us](mailto:hal.b.freshley@state.mn.us)

## Department of Transportation Finance and Administration Division Office of EEO Contract Management NOTICE OF GRANT AVAILABILITY: R.O.A.D.S. Grant (Roads Opportunities & Diversity Success)

**RESPONSES DUE: February 14, 2005**

**NOTE:** This document is available in alternative formats for persons with disabilities by calling Addi Batica at (651) 282-2447 or for persons who are hearing or speech impaired by calling the Minnesota Relay Service at 1-800-627-3529.

### Project Overview

The Minnesota Department of Transportation (Mn/DOT) requests letters of interest from non-profit community-based organizations to connect the highway heavy construction industry to a trusted source of qualified women and minority job seekers. Mn/DOT with support from the Federal Highway Agency (FHWA) is committed to assisting contractors in building a well-trained and diverse workforce. A key component in ensuring the success of this mission is to develop reliable sources of labor for the contractors who are required to train individuals and employ them on federally funded Mn/DOT projects.

### Goal

It is the goal of this program to place and retain minority and women applicants into employment in the highway heavy construction industry on federally funded projects.

### Scope of Work and Deliverables

1. Selected respondent(s) will be paid a one time flat of \$2,500.00 upon successful completion of the following. Tasks a-d must be completed and submitted in written form to Mn/DOT prior to meeting with Contractors March 31<sup>st</sup>.
  - a) Identify jobs highly needed in the highway heavy construction trades to qualify as placement position for Mn/DOT federally funded projects.
  - b) Identify skill levels needed for identified jobs and develop curriculum to orient and train qualified applicants.
  - c) Develop screening tool to identify qualified applicants.
  - d) Develop recruitment plan targeting construction industry and women and minority applicants.
  - e) Attend Informational meeting hosted by Mn/DOT to orient job developers to highway heavy construction industry. (Estimated for March 15, 2005)
  - f) Attend networking meeting hosted by Mn/DOT to introduce job developers to industry construction industry personnel. (Estimated for March 31, 2005)
2. Selected respondent(s) will be paid for successful placement and retention of applicants on a Mn/DOT highway heavy construction project based on the following schedule:
  - a) \$500.00 for successful completion of 250 hours of employment per applicant up to 15 applicants.
  - b) \$750.00 for successful completion of an additional 250 hours of employment per applicant up to 15 applicants. (Applicant must complete a total of 500 hours to obtain \$750.00.)
3. Organization must provide Mn/DOT with Progress Reports on placements. Report must include breakdown of minority status, number of placements, companies placed, jobs placed, number of applicants screened and turned down. Hours spent on placing applicants in coaching, career counseling, etc.

Responders are encouraged to propose additional tasks or activities if they will substantially improve the results of the project.

### Questions

Prospective responders who have any questions regarding notice can submit questions to:

Addi Batica  
**E-mail:** [Addi.batica@dot.state.mn.us](mailto:Addi.batica@dot.state.mn.us) or

# State Grants & Loans

---

Bart Martinez (until January 28, 2005)

**E-mail:** *Mart1Bar@dot.state.mn*

Other department personnel are **NOT** allowed to discuss the notice with anyone, including responders, before the submission deadline. Contact regarding this solicitation with any personnel not listed above could result in disqualification.

## Letter of Interest Content

The following will be considered minimum contents of the response and must be submitted in the order listed:

1. Company name, business address, contact person's name, telephone and fax number, and email address.
2. Work plan identifying how organization will accomplish deliverable number one listed above in "Scope of Work & Deliverables". Include the timeline to complete and the estimated personnel hours by task.
3. List of organization's job developers, years of experience. Please note any experience in Highway Heavy Construction Industry.
4. Describe (if any) the ability of organization to provide applicants with supportive services in obtaining childcare, transportation and tools needed for jobs. (e.g. work boots, etc).
5. Describe (if any) organization's placement record with Highway Heavy Construction Trades. Detail experience or contacts currently established with the construction industry, unions or professional organizations.
6. Describe organization's method of ensuring retention of applicant in employment.

## Letter of Interest Evaluation

Representatives of the Department of Transportation will evaluate all Letters of Interest received by the deadline. In some instances, the State may require additional information.

The State may select one or more interested community based organizations to participate. Selection will be made, at the State's complete discretion, based on a community-based organization's ability to effectively meet program goals.

It is anticipated that the evaluation and selection will be completed February 17, 2005.

## Response Submittal

Submit 6 copies of the letter of interest to the address below.

## Delivery of Response

All responses must be sent to:

Minnesota Department of Transportation  
Addi Batica / Contract Compliance Specialist  
395 John Ireland Blvd., MS 170  
St. Paul, MN 55155

**All responses must be received not later than 4:00 P.M. Central Time, Monday, February 14, 2005.** Please note that Mn/DOT Offices have implemented new security measures. All visitors to the building, including couriers, must check in at the desk. Please allow sufficient time in your delivery schedule to comply with security procedures.

Mn/DOT has estimated that the cost of this contract should not exceed \$21,250.00/respondent. (This figure includes \$2,500.00 initial program setup fee plus \$1,250.00 for 15 successful placements.) If the respondent approaches 15 placements, the State may choose to amend to achieve additional placements.

## Disposition of Responses

All materials submitted in response to this informal solicitation will become property of the State and will become public record after the evaluation process is completed and an award decision made.

## 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, which 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, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor 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 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, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

### 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 Office of Technology

### Notice of Potential IT Professional Services Contracting Opportunities through the ("IT Professional Services Master Contract Program")

**NOTICE IS HEREBY GIVEN** that the Office of Technology is requesting proposals from technology vendors interested in participating in a new IT Professional Services Master Contract Program. This program provides a mechanism for state agencies to procure a wide variety of professional/technical IT services from master contract holders. This program is replacing what is currently the Office of Technology's Master Roster and Master Contract program. Interested vendors must submit their proposals electronically via the following Web address: [minnesota.enterprisesourcing.com/Public/RFQ.asp](http://minnesota.enterprisesourcing.com/Public/RFQ.asp).

Proposals will be accepted until 2:00 p.m. central standard time on February 18, 2005. After the initial opening, new contracts will be issued to vendors meeting the requirements in increments not to exceed 6 months.

The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice will be borne by the responder. All questions relating to the substance of the solicitation shall be directed to Steve Gustafson at (651) 556-8021, or [steve.gustafson@state.mn.us](mailto:steve.gustafson@state.mn.us). Questions regarding the use of the software should be directed to Larry Carr (651) 215-9572, or [larry.carr@state.mn.us](mailto:larry.carr@state.mn.us)

## Colleges and Universities, Minnesota State (MnSCU) Request for Proposals for a Financial Advisor

**Nature of Work/Contract:** Contractor to act as a financial advisor for both debt issuance and non-debt issuance financial activities.

**Description of Work:** Minnesota State Colleges and Universities is requesting proposals from qualified firms to provide financial advising services for both Revenue Fund Debt Issuance services and non-debt issuance activities to the organization. Detailed specifications are contained in the RFP. Interested parties may download the RFP at the website at [www.Facilities.mnscu.edu](http://www.Facilities.mnscu.edu). Proposals must be submitted no later than 3:00 pm Central Time, February 11, 2005. Late proposals will not be considered; fax or e-mailed proposals will not be considered. Questions may be submitted in accordance with the process outlined in the RFP and will be answered online. Minnesota State Colleges & Universities reserves the right to cancel the solicitation if it is considered to be in its best interest.

**Estimated Cost:** Over \$50,000

**Contracting Agency:** Minnesota State Colleges and Universities

**Location of Work:** Minnesota State Colleges and Universities is a system of 31 colleges and universities located in 54 Minnesota communities. The Office of the Chancellor is located in St. Paul, MN.

Response to this solicitation is due no later than February 11, 2005 at 3:00 pm CST.

To receive a copy of the complete solicitation, see [www.Facilities.mnscu.edu](http://www.Facilities.mnscu.edu) and click on **Request for Proposal for Financial Advisor**.

# State Contracts

---

## Colleges and Universities, Minnesota State (MnSCU)

### Bemidji State University

#### Request for Qualifications & Proposals – Owners Representative Bridgeman Hall Phase 2

Bemidji State University is requesting proposals from consultants to provide Owners Representative Services for the renovation and addition to Bridgeman Hall on the BSU Campus and an addition and renovation on the Northwest Technical College – Bemidji Campus.

This request is in anticipation that the Minnesota State Legislature will pass a 2005 bonding bill that will allow construction on this project to begin in May or June 2005. The estimated construction cost of the BSU portion of the project is about \$5 million dollars and is expected to be constructed in 18 months or less. The estimated construction cost of the NTC portion of the project is about \$2.5 million dollars and is expected to be constructed in 12 months or less. Design development documents have been completed and final construction bid documents will be available for review from the office of the architect, Foss Associates by the end of February. This is a second phase project. The first phase was constructed utilizing the Construction Manager as a Constructor method of construction. The Owner may or may not utilize the CMC approach to construction for this phase.

Interested consultants or teams of consultants are to submit a letter of interest and qualifications by Thursday February 24, 2005, at which time, if necessary, we will schedule an interview (s) with the selected firm (s) to be held the first or second week in March.

Proposals must include a listing of previous experience in the representation of State of Minnesota as owners of construction projects and a client reference list of this type of services. The consultants should provide the information requested along with their expression interest in this project and a willingness to work with the staff of BSU and NTC towards completion of this project on their campuses.

The selected consultant(s) will be expected to review the final construction documents concurrent with the final review by the owner, the Construction Manager if used and the MnSCU facilities staff. The consultant will be required to attend construction meetings that will be scheduled on the project site every week. The owner anticipates representation on site a minimum of two days per week over the course of construction, more for critical construction processes and less when less critical. Include in the proposal recommended schedule of site visits depending on construction activities.

#### **Anticipated services are to include:**

1. The owners Representative will coordinate with the University / College Project Manager, on all aspects of the project.
2. Provide on-site project oversight for the Construction Administration phase, representing the University / College, in consultation with the University / College Project Manager, the Construction Manager, contractors, architects and engineers to insure compliance with the contract documents.
3. Be the representative of the owner thru the course of the construction of the project, close out and occupancy.
4. Assure that the best interests of the University / College is reflected in the construction and monitors the progress and quality of construction through the course of the project to final inspection and occupancy.
5. Schedule all required Inspection and Testing so as to comply with our MnSCU Quality Assurance Program.
6. Coordination with contractors will be in accordance with BSU, NTC, MnSCU and the State policies and procedures.
7. Review all Requests for Information, Request for Proposals and Change Orders and along with recommend action.
8. Provide updated budgets on a monthly basis or as changes occur.
9. Provide copies of weekly progress reports with photographs of ongoing work to all parties.
10. Reporting will be to the University / College Project Manager. Reports to MnSCU will be on approved MnSCU forms.
11. Signature authority will remain with the University / College Project Manager.

#### **The Owners Representative needs to demonstrate the ability to:**

- Provide accurate financial management of project funds.
- Exhibit the full understanding of State and MnSCU statutes, laws, and policies
- Insure that the Legislative Intent of the funding is followed.
- Exhibit the knowledge and working skills of the MnSCU construction standards and insure that those standards of construction are followed.
- See that the MnSCU standards of inspection and testing are performed and coordinate those services.
- See that all other MnSCU and Legislative policies and reporting procedures are followed.

#### **The selection of a consultant (s) to participate in this project will be determined as follows:**

##### **Experience and Background:**

- Firm profile (s)
- Project team makeup

- Related or similar projects
- References

**Technical Approach:**

- Explanation as to how the consultants would approach the requested services to assure it fulfills the needs of BSU.
- Explanation as to how the consultants would approach the project to assure that the quality assurance of MnSCU standards are met.
- Explanation as to how the consultants would approach the project to assure construction completion on time.
- Explanation as to how the consultants would approach the project to assure the budget is met.

**Working Relationship:**

- Demonstrated interest in being a “team player” with Bemidji State University achieving its mission and objectives.

**Proposed Fees:**

- Time and materials - not to exceed a maximum fee. (Indicate hourly rate, hours & total)

**Request for Proposals**

Fee proposals for these services shall be received at the office of the Assistant to the President for Facilities Planning **until 3:00pm, Thursday February 24, 2005.**

The proposal may be delivered electronically, however the hard copy must be delivered and logged in by the due date. It is the intention of Bemidji State University and Northwest Technical College to award the contract for services by **Friday March 18, 2005.**

The consultant is expected to begin the contract and attend the construction coordination meeting **Friday April 1, 2005.**

Proposals are to include the cost of services, a proposed schedule of activities including site visits and a defined scope of work of the proposal.

Thomas H. Koehnlein  
Assistant to the President for Facilities Planning  
Bemidji State University  
150 Second Street SW ~ Suite B,  
PO Box 309, Perham, MN 56573  
**Phone:** (218) 347-6211  
**Cell:** (218) 849-4788,  
**Fax:** (218) 347-6211  
**E-mail:** [tom.koehnlein@minnesota.edu](mailto:tom.koehnlein@minnesota.edu)

Dated: 01-24-2005

## Colleges and Universities, Minnesota State (MnSCU) Dakota County Technical College Request for Proposals for a Campus Cash Card System

**NOTICE IS HEREBY GIVEN** that Dakota County Technical College will receive proposals for a Campus Card System. Specifications will be available January 31, 2005 from the Dakota County Technical College Purchasing Dept., 1300 - 145th St. East, Rosemount, MN 55068. Phone (651) 423-8236.

Sealed proposals must be received by Pat Adams at Dakota County Technical College, 1300 - 145th Street East, Rosemount, MN 55068 by 2:00 p.m., Friday, March 4, 2005. Dakota County Technical College reserved the right to reject any or all proposals, or portions thereof, or to waive any irregularities or informalities, in proposals received.

## State Contracts

---

### Colleges and Universities, Minnesota State (MnSCU)

#### Dakota County Technical College

#### Request for Proposals for a PBX Voice Mail System and Cabling

NOTICE IS HEREBY GIVEN that Dakota County Technical College will receive proposals for a PBX voice mail system and cabling. Specifications will be available January 31, 2005 from the Dakota County Technical College Purchasing Dept., 1300 - 145th St. East, Rosemount, MN 55068. Phone (651) 423-8236.

Sealed proposals must be received by Pat Adams at Dakota County Technical College, 1300 - 145th Street East, Rosemount, MN 55068 by 2:00 p.m., Monday, February 28, 2005. Dakota County Technical College reserved the right to reject any or all proposals, or portions thereof, or to waive any irregularities or informalities, in proposals received.

### Colleges and Universities, Minnesota State (MnSCU)

#### Winona State University

#### Request for Sealed Bids for the Printing of the Spring 2005 Currents Magazine

NOTICE IS HEREBY GIVEN that Winona State University will receive sealed bids for the printing of their Spring 2005 Currents Magazine.

Bid specifications will be available January 31, 2005 from the Winona State University Purchasing Department, P.O. Box 5838, 205 Somsen Hall, Winona, MN 55987 by calling (507) 457-5067.

Sealed bids must be received by Sandra Schmitt at P.O. Box 5838, or at 175 W. Mark St., Somsen 205G, Business Office, Winona State University, Winona, MN 55987 by 2:00 p.m. February 15, 2005.

Winona State University reserves the right to reject any or all bids and to waive any irregularities or informalities in bids received.

## Department of Human Services

### Notice of Request for Proposals to Conduct the 2005 CAHPS Medicaid Managed Care Survey for the Minnesota Department of Human Services

The Minnesota Department of Human Services (DHS) is interested in contracting for professional and technical consulting services with a qualified vendor to conduct a consumer satisfaction survey of managed care enrollees in the Prepaid Medical Assistance Program (PMAP), Minnesota Senior Health Options (MSHO) program, and MinnesotaCare. The Consumer Assessment of Health Plan Study (CAHPS) version 3.0 – Medicaid will be used as the survey instrument in this project. DHS is **only** requesting proposals from organizations that are approved CAHPS vendors by the National Committee for Quality Assurance (NCQA).

The satisfaction survey project is expected to begin by May 2005 and last through November 30, 2005.

Responders will be responsible for all costs associated with the preparation and submission of responses to this RFP. DHS reserves all rights to proceed in whatever manner it perceives to be in its best interest, and may cancel this RFP at any time and/or choose not to purchase any services or solutions from outside resources.

A copy of the complete Request for Proposals and attached documents can be obtained from the DHS website at [www.dhs.state.mn.us](http://www.dhs.state.mn.us) (Grants and RFP section) or a paper copy by contacting:

Sara Koppe  
Performance Measurement and Quality Improvement  
Minnesota Department of Human Services  
444 Lafayette Road North  
St. Paul, MN 55155-3865  
**Phone #:** (651) 215-6260  
**Fax #:** (651) 215-5754  
**E-mail:** [sara.koppe@state.mn.us](mailto:sara.koppe@state.mn.us)

Proposals must be received no later than 3:00 p.m. Central Daylight Time on Tuesday, April 5, 2005.

**Department of Natural Resources****Division of Parks and Recreation****Marketing, Merchandising, Public and Community Affairs****Notice of Intent to Solicit Sponsorships, Partnerships and Multi-Level Marketing Strategies for the Benefit of the 8 Million Visitors to Minnesota State Parks and Corporate Sponsors**

**NOTICE IS HEREBY GIVEN** that Minnesota State Parks (MSP) is soliciting sponsorships, partnerships and multi-level marketing strategies with corporations, non-profits, foundations and individuals. The solicitations focus on publications (maps, brochures, printed materials), broadcast/print advertising, the development of public service announcements, interpretive exhibits and programs, resource management programs, and community special events. In total, there are 13 projects for which MSP is seeking sponsorships/partnerships.

The requirement to publish these opportunities in the *Minnesota State Register* stems from the DNR, Operational Order 101, "Working with Partners, Sponsors and Donors," (Section V. Fund-raising Guidelines, page 7). The complete RFP outlines the dollar amount requested for the 13 projects and the benefits to the partners/sponsors in working on the various projects.

Interested parties should call or write for the complete Request for Proposal (RFP) which will be sent at no charge.

For more information contact:

Kate Brady, Supervisor  
Public Affairs and Marketing  
DNR Division of Parks and Recreation  
Minnesota State Parks  
500 Lafayette Road  
St. Paul, MN 55155  
**Telephone:** (651) 297-7979

This is the only person designated to answer questions regarding this request for interested partners and sponsors. Other personnel are NOT allowed to discuss the Request for Sponsors with anyone, including responders.

Interested parties should submit a letter of interest that includes the following:

- The project the organization is interested in working on and why (benefits of this partnership from the organization's standpoint)
- The organization's mission and marketing focus appropriate to this partnership
- The organization's external customer profile (demographics, geographic reach)
- A summary of other partnerships that the organization has sponsored and the results of those partnerships (impressions/visibility, customer reach, sales impact, benefits of good-will)
- Possible resources (creative, media, printing, email/ mailing lists) available for this partnership

The letter of interest must be received by Friday, February 25, 2005 no later than 4:00 p.m., Central Standard Time. The letter of interest can be mailed to the Project Coordinator at 500 Lafayette Road, St. Paul, MN 55155-4039 or delivered to the receptionist/ security desk on the first floor of the same address. Letters will be date and time stamped as they are received. Please provide two copies of the letter.

**CONSIDERATIONS IN SUBMITTING LETTER OF INTEREST**

Potential sponsors should not have engaged in, or had the perception of, any dangerous, illegal or environmental unsound activity that violates DNR regulations or safety issues. In addition, the potential sponsor warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which 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, a vendor is unable or potentially unable to render impartial assistance or advice to the State. Responders must provide a list of entities with which it has relationships that create, or appear to create, a conflict of interest with the projects that is contemplated in this Request for Sponsors. The list should indicate the name of the entity, the relationship and a discussion of the conflict.

# State Contracts

---

## 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.

## Metropolitan Council

### Notice of Invitation for Bids (IFB) for Procurement of Process Chemicals for M.C.E.S.

#### Reference Number 05P008

The Metropolitan Council is requesting bids for furnishing and delivery of Process Chemicals.

<i>Issue Invitation for Bids</i>	<b>January 31, 2005</b>
<i>Bids Due</i>	<b>February 23, 2005</b>
<i>Award Contract</i>	<b>March 2005</b>

All firms interested in submitting bids for this contract and desiring to receive an IFB package are invited to make a written request either by e-mail, fax or mail or phone request 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](mailto:elizabeth.sund@metc.state.mn.us)

## Metropolitan Council

### Notice of Request for Proposals (RFP) E-Government Roadmap

#### Contract Number 05P006

The Metropolitan Council is soliciting proposals from firms with expertise in business modeling, system architecture, or strategic planning for IT or web systems to assist the Council in the development of an E-Government Roadmap. The Roadmap will explore and propose possible paths toward organization, coordination, renovation, and new development of Internet-based services and information applications, driven by principles of greater efficiency, effectiveness, accessibility, and accountability. The successful proposer will work with the Council to identify customer service needs, analyze potential e-government solutions, propose potential paths for new development or renovation of e-government services, and develop conceptual architecture documentation.

This project is expected to cost between \$50,000 - \$75,000. The anticipated schedule is given below.

<i>Issue RFP</i>	<b>January 24, 2005</b>
<i>Proposals Due</i>	<b>February 24, 2005</b>
<i>Selection of Firm</i>	<b>March 2005</b>
<i>Project Activities</i>	<b>March – June 2005</b>

Firms interested in providing these services should request a copy of the RFP from the contact listed below.

Elizabeth Sund, Administrative Assistant  
Contracts and Procurement Unit  
Metropolitan Council  
Mears Park Centre  
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)

# Non-State Contracts & Grants

---

## University of Minnesota

### Asbestos Request for Proposal for Asbestos Abatement for the Minneapolis and St. Paul Campus'

Project # 763-05-0125

#### I. NOTICE OF REQUEST FOR PROPOSAL

The University of Minnesota is interested in Asbestos Abatement Services for the Minneapolis and St. Paul Campus'. The intent of this Request for Proposal is to pre-qualify firms to perform Asbestos Abatement Services related to Construction/Remodeling/Emergency Repair Projects for the Minneapolis and St. Paul Campus'. Contracts would be for a one year term with the option of two one year extensions, for a total of three years.

E-mail or call your request for the full Request for Proposal Packet, which will be sent free of charge to interested vendors.

#### II. CONTACT FOR RFP INQUIRIES:

Refer all questions and inquiries via e-mail to:

##### **PURCHASING SERVICES:**

Chip Foster  
Facilities Management  
400 Donhowe Building  
319 15th Ave. SE  
Minneapolis, MN 55455-1082  
**Phone:** (612) 626-6080  
**FAX:** (612) 624-5796  
**E-Mail:** [fosterc@facm.umn.edu](mailto:fosterc@facm.umn.edu)

#### III. TENTATIVE SCHEDULE OF EVENTS

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

<i>RFP Document Issued</i>	<b>January 26, 2005</b>
<i>Question and Answer Meeting</i>	<b>February 8, 2005</b>
<i>All Questions/Inquiries deadline</i>	<b>February 10, 2005 (1:00p.m. CST)</b>
<i>RFP Packets Due at 2:00 PM</i>	<b>February 15, 2005</b>
<i>Tentative Award Decision/Notification to Proposers</i>	<b>February 28, 2005</b>

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

## University of Minnesota

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

The University of Minnesota offers 24 hour/day, 7day/week access to all Request for Bids/Proposals through its web-based Bid Information Service (BIS). Subscriptions to BIS are \$75/year. Visit our website at [bidinfo.umn.edu](http://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, Minneapolis, Minnesota 55454.

# **Minnesota's Bookstore**

**660 Olive Street (Williams Hill Business Development)**

**(1 block east of I-35E Bridge, 1 block north of University Ave.)**

**St. Paul, MN 55155**

**FREE PARKING - Order on Next Page**

**Phone: (651) 297-3000; Fax: (651) 215-5733**

**E-mail: <http://www.minnesotasbookstore.com>**

**20% Off!** *Minneapolis and St. Paul: Minnesota's Twin Cities*, 96 pages, Year: 1994, Stock No.19-12, Price:\$11.95

**20% OFF!** *Little Book of Snowflakes*, 87 pages, Year: 2004, Stock No.19-183, Price:\$6.35

*Healthy Rivers: A Water Course*, Year: 2004, Stock No.9-93, Price:\$19.95

*Field Guide to the Freshwater Mussels of Minnesota*, 144 pages, Year: 2003, Stock No.9-90, Price:\$9.95

*Lakescaping for Wildlife and Water Quality*, 176 pages, Year: 1999, Stock No.9-53, Price:\$19.95

*Landscaping for Wildlife*, 150 pages, Year: 1994, Stock No.9-15, Price:\$10.95

*Woodworking for Wildlife*, 112 pages, Year: 1992, Stock No.9-14, Price:\$9.95

*Mechanical Code: Minnesota Amendments*, 66 pages, Year: 2004, Stock No.3-65, Price:\$8.95

*Superior National Forest Map*, Year: 2003, Stock No.12-48, Price:\$7.50

*Minnesota Highway and Recreational Atlas*, 183 pages, Year: 2003, Stock No.12-163, Price:\$19.95

**NEW!** *Minnesota Contractor's Reference Manual*, 372 pages, Year: 2003, Stock No.26-14, Price:\$55.00

*Chippewa National Forest Map*, Year: 1985, Stock No.12-47, Price:\$4.00

*Minnesota Atlas & Gazetteer*, 96 pages, Year: 2003, Stock No.12-7, Price:\$19.95

*Turtles and Turtle Watching for the North Central States*, 57 pages, Year: 2004, Stock No.9-92, Price:\$9.95

*Minnesota State Mechanical, Fuel Gas and Plumbing Code*, 82 pages, Year: 2004, Stock No.26-13, Price:\$70.00

**The Capitol is 100! Read about its fascinating history. Maps For Hunters! Public Recreation Information Maps County Plat Books County Highway Maps**

