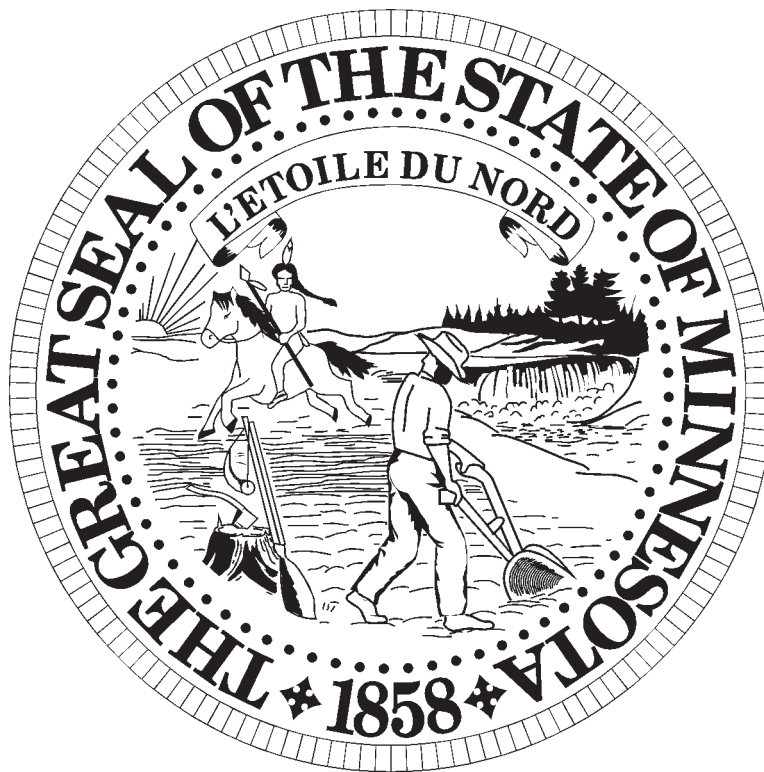


State of Minnesota

State Register



Rules and Official Notices Edition

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by the Department of Administration – Communications Media Division

Monday 20 June 2005
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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- proposed, adopted, exempt, expedited emergency and withdrawn rules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
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#52	Monday 27 June	Noon Tuesday 21 June	Noon Wednesday 15 June
Vol. 30 #1	TUESDAY 5 JULY	Noon Tuesday 28 June	Noon Wednesday 22 June
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Minnesota Rules: Amendments and Additions

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

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

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

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

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

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Revenue Notices

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

Department of Revenue

Revenue Notice #05-05: Sales and Use Tax – Definition of Reasonable Rental Value of Motor Vehicles

Background

Minnesota Statutes provide that when a motor vehicle dealer uses, other than for demonstration purposes, a vehicle purchased for resale, the dealer may pay either the use tax under chapter 297A, based on the reasonable rental value of the vehicle, or the motor vehicle sales tax under chapter 297B on the full purchase price at the time converted to the dealer's use. This revenue notice is being issued to set forth the commissioner's position on the meaning of "reasonable rental value" in the statute to provide certainty and fairness in the amount of taxes paid in these circumstances.

Statutory Provision

Minnesota Statutes, section 297B.035, subdivision 5, provides: "If a motor vehicle dealer uses a vehicle, purchased for resale in the ordinary course of business, other than for demonstration purposes, the dealer may elect to pay the motor vehicle sales tax under this chapter or the use tax under chapter 297A based on the reasonable rental value of the vehicle. If the motor vehicle dealer fails to report the use tax under chapter 297A, it is presumed that the dealer elected to pay the motor vehicle sales tax under this chapter."

Department Position

It is the commissioner's position that the reasonable rental value for purposes of this statute is determined by calculating the daily rental value times the number of days or portions of days on which use, for other than demonstration purposes, occurred. The commissioner will accept a daily lease value calculated using the Annual Lease Value Table found at 26 *C.F.R.* § 1.61-21(d)(2)(iii), as amended through June 1, 1994, divided by 365 to determine at the daily lease value. The Annual Lease Value Table is reprinted below. Tax payments based on this value or any greater value will be accepted as reasonable rental value. The fair market value used in calculating the daily rental values is the base value as determined by the registrar of motor vehicles pursuant to *Minnesota Statutes*, section 168.013, subdivision 1a, plus the retail price of accessories and items of optional equipment if not included in the registrar's calculation.

Revenue Notices

Annual Lease Value Table

Automobile FairMarket Value	Annual Lease Value	Automobile FairMarket Value	Annual Lease Value
\$ 0 to 999	\$ 600	\$ 22,000 to 22,999	\$ 6,100
1,000 to 1,999	850	23,000 to 23,999	6,350
2,000 to 2,999	1,100	24,000 to 24,999	6,600
3,000 to 3,999	1,350	25,000 to 25,999	6,850
4,000 to 4,999	1,600	26,000 to 27,999	7,250
5,000 to 5,999	1,850	28,000 to 29,999	7,750
6,000 to 6,999	2,100	30,000 to 31,999	8,250
7,000 to 7,999	2,350	32,000 to 33,999	8,750
8,000 to 8,999	2,600	34,000 to 35,999	9,250
9,000 to 9,999	2,850	36,000 to 37,999	9,750
10,000 to 10,999	3,100	38,000 to 39,999	10,250
11,000 to 11,999	3,350	40,000 to 41,999	10,750
12,000 to 12,999	3,600	42,000 to 43,999	11,250
13,000 to 13,999	3,850	44,000 to 45,999	11,750
14,000 to 14,999	4,100	46,000 to 47,999	12,250
15,000 to 15,999	4,350	48,000 to 49,999	12,750
16,000 to 16,999	4,600	50,000 to 51,999	13,250
17,000 to 17,999	4,850	52,000 to 53,999	13,750
18,000 to 18,999	5,100	54,000 to 55,999	14,250
19,000 to 19,999	5,350	56,000 to 57,999	14,750
20,000 to 20,999	5,600	58,000 to 59,999	15,250
21,000 to 21,999	5,850		

**For vehicles having a fair market value in excess of \$59,999, the annual lease value is equal to: (.25x the fair market value of the car) + \$500.

For example, using the table, an automobile with a fair market value of \$ 25,000.00 would have a daily rental value of \$17.12 and an automobile with a fair market value of \$30,000.00 would have a daily rental value of \$22.60, calculated as follows:

$$\text{\$ 6,850.00} \div 365 = \text{\$ 17.12}$$

$$\text{\$ 8,250.00} \div 365 = \text{\$ 22.60.}$$

Multiplying the daily rental value times the days of use would yield the rental value amount to use in calculating the tax for taxable use under the statute. For purposes of this calculation, use for any portion of a day is considered a full day of use.

Publication Date: June 20, 2005

John H. Mansun, Assistant Commissioner
For Tax Policy and External Relations

Official Notices

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

Department of Human Services Health Care Administration – Health Care Operations Request for Information (RFI) – Correct Coding Initiative

Project Overview

The Department of Human Services (DHS) requests information regarding correct coding software and/or services that will be used to analyze current MMIS systems data and edits; to develop a plan for adding to or implementing applicable edit codes from the Centers for Medicare and Medicaid Services (CMS) correct coding guidelines. CMS developed the National Correct Coding Initiative (NCCI) to promote nationwide correct coding by providers and in turn, to ensure that payments for Medicare services were correct. The coding policies are based on coding conventions defined in the American Medical Association's CPT (Current Procedural Terminology) manual, national and local policies, coding guidelines, analysis of standard medical and surgical practices, and the review of current coding practice. The goal of the NCCI is to promote uniformity among the contractors that process Medicare claims.

It is the Department's intent to implement a Medicaid-compatible NCCI edit structure. The correct coding initiative is part of the Department's continued commitment to improve program integrity.

Please submit six (6) paper copies of your response. Please limit responses to ten (10) pages of documentation. DHS will request additional information, if necessary.

Submit responses to:

Department of Human Services
Gina Kiser, Project Coordinator
444 Lafayette Road N.
St. Paul, MN 55155-3849

Email responses will not be considered. All information must be received no later than close of business on July 15, 2005. If you have questions please e-mail gina.kiser@state.mn.us or call (651) 297-3890.

This is not a bid. No contract will result from this solicitation.

All materials submitted become the property of the State of Minnesota, Department of Human Services. Materials shall not be returned to the responder.

State Contracts

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

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

Department of Administration State Designer Selection Board

Notice of Request for Proposals for Designer Selection for Department of Human Services, for Design/Construct Secure Nursing Facility -- Forensic Division, St. Peter Regional Treatment Center (Project 05-08)

To Minnesota Registered Design Professionals:

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a design team for the above project. Proposals from interested firms must be received by, **1:00 p.m. Tuesday, July 5, 2005** to:

Mary Golike, Executive Secretary
State Designer Selection Board
Department of Administration
State Architect's Office
301 Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
(651) 296-4656

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning procedures, or schedule are to be referred to the Executive Secretary at (651) 296-4656. Questions relating to the project are to be referred to the project contact(s) in Item 1.j.

1. PROJECT 05-08

a. PROJECT DESCRIPTION:

This project is to plan, design and construct a new, secure, 50 bed, skilled nursing facilities at the St. Peter Regional Treatment Center campus for the State Operated Services Forensic Division, Department of Human Services. This facility will be used to provide skilled nursing services to individuals committed as sexual psychopathic personalities (SPP), sexually dangerous persons (SDP), and persons committed as mentally ill and dangerous (MI&D), which because of age or illness require skilled nursing home services. It will also be used to serve offenders under the custody of the Department of Corrections who are placed on release status due to the need for nursing home level of care.

The proposed capacity of these new facilities is 50 beds; however, the new facilities must be designed to accommodate the expansion of bed capacity in the future with little disruption to services, and to minimize operational costs of the program. These facilities will require design and construction meeting standards of the Joint Commission on Accreditation of Hospital Organizations.

The project consists of integrating an existing preliminary space program into a construction budget of \$6,000,000; locating the facility within the context of the SPRTC campus roadway, security and utility infrastructure systems; site planning and design for access, staff parking and drainage; design of building security and integration of the skilled nursing facility's security and detection systems with existing and/or proposed campus based security and detection systems; coordination of design to facilitate Owners security, communications and technology requirements; provide low maintenance, energy efficient and long lived building design solutions to meet program bed and staff requirements; Implement competitive bidding via State's Materials Management Division assistance; administer construction in effort to achieve quality construction free of material and operating defects. The project should provide improvements that are long lived and energy efficient to result in reduced long-term operating and maintenance costs.

Designs shall comply with the following:

- Preliminary Space Program Guide prepared by State Operated Services Forensic Division.
- State of Minnesota Sustainability (B-3) guidelines.
- State Architects' Design Guidelines.

- State Nursing Home Licensure and Operating Standards/Regulations
- State Operated Services requirements, comments and reviews.
- Joint Commission on Accreditation of Hospital Organizations Standards
- Minnesota State Building Code.

The above listed program and guidelines will be made available to the short-listed firms.

b. REQUIRED CONSULTANT SERVICES:

The scope of the project includes program confirmation and full design and construction administration services for the project. Design teams must demonstrate their competence in the design of and documentation for construction of skilled nursing homes; integrating security and detection systems with existing and/or proposed campus based security and detection systems; coordination of design to facilitate Owners security, communications and technology requirements; In addition, the design team must demonstrate competence with correctional facility security design and construction.

The design team will employ personnel skilled and licensed in architecture, civil, structural, electrical, and mechanical engineering. The successful team will also retain specialists in cost estimating, construction document coordination and construction administration services. In effort to reduce long-term operating and maintenance costs, administer construction to achieve energy efficient, long-lived quality construction consistent with design documents and free of material and operating defects.

The design team shall complete all construction design documents using computer aided design and drafting technology in an electronic data exchange file format acceptable to the owner (AutoCAD 2000i or newer version). A copy of the electronic construction documents incorporating addenda into drawings and specifications shall be provided on CD-ROM disks to the owner at the bid opening for the project. This same electronic data file format shall be updated with Change orders, supplemental instructions, and contractor locations into "as-builts" for the owner.

c. SERVICES PROVIDED BY OTHERS:

The owner will provide a preliminary space program, site survey and geotechnical investigation.

d. SPECIAL CONSIDERATIONS:

Experience in both secure/detention facilities and skilled nursing care facilities is required. Emphasis on efficient, constructible and unambiguous construction documents followed by experience in rigorous construction administration is expected of the design team.

e. PROJECT BUDGET/FEES:

The current construction budget is estimated to be approximately \$6,000,000. Design fees available for this project are approximately \$480,000 (8%) with reimbursable expenses included.

f. PROJECT SCHEDULE:

The design process shall begin in September 2005 with construction targeted to begin in May 2006 and anticipating project completion by January 2007.

g. PROJECT PRE-DESIGN INFORMATION:

Program information will be provided by State Operated Services, Department of Human Services for review and reconciliation by the design team.

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

10:00 a.m., June 28, 2005
St Peter Regional Treatment Center
100 Freeman Drive, St. Peter, MN

i. STATE DESIGNER SELECTION BOARD SCHEDULE:

Project Information Meeting and/or Site Visit:	10:00 a.m., June 28, 2005
Project Proposals Due:	Monday, July 5, 2005 by 1:00 p.m.
Project Shortlist:	Tuesday, July 19, 2005
Project Information Meeting for Shortlisted firms:	not applicable
Project Interviews and Award:	Tuesday, August 2, 2005

State Contracts

j. PROJECT CONTACT (S)

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

Doug Kelley , Architect II , State Architect's Office.

Doug.Kelley@state.mn.us

k. SAMPLE CONTRACT:

2. PROPOSAL REQUIREMENTS

- a. 7 copies
- b. 8 ½ X 11, soft bound, portrait format
- c. Maximum 20 faces (excluding front and back covers, blank dividers, affidavit of non-collusion, and affirmative action data page)
- d. All pages numbered

3. PROPOSAL CONTENTS

a. COVER

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

b. COVER LETTER

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

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

c. INFORMATION ON FIRM (S)

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

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

d. PROJECT TEAM

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

For each team member provide:

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

e. TEAM ORGANIZATION

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

f. PROJECT EXPERIENCE

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

- Name and location
- Brief description (e.g. size, cost, relevance)
- Firm of record

- List client and contractor contacts.
- Provide history of constructibility, meeting schedule deadlines, accurate cost estimating and change order history.
- Involvement of proposed project team members (*may* be separate matrix; if in another firm so note)
- Completion date or current status
- Photographs, sketches and/or plans

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

g. APPROACH/METHODOLOGY

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

h. UNIQUE QUALIFICATIONS

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

i. OTHER REQUIREMENTS

- A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
- A statement indicating that consultants listed have been contacted and have agreed to be a part of the team.
- A complete Affidavit of Non-collusion. (Not counted as part of the 20 faces)
- If appropriate, provide a list of all entities that create a conflict of interest (see 5.b.)
- A completed Affirmative Action Data Page regarding compliance with Minnesota Human Rights Requirements. A copy of the form is available on Web Site <http://www.sao.admin.state.mn.us>, click on forms. (Not counted as part of the 20 faces)
- A list of all State and Minnesota State Colleges and Universities and University of Minnesota current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

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

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

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS PORTION	(C) NET TOTAL PROJECT FEE
TOTAL			

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

4. SELECTION CRITERIA

In making its selection of designers the Board considers the criteria stated in Section 1, project description and the following, which are derived from *Minnesota Statutes* 16B.33 Subd. 4(f) and *Minnesota Rules* Chapter 3200.0700. The criteria do not necessarily have the same weight, but are prioritized by the Agency to reflect the particular project requirements to which the design services will apply. Provisions of the prioritized criteria are weighted by the Agency as *points of an anticipated 100* . The board may issue statements regarding criteria as they relate to individual projects.

State Contracts

- 1.) Experience, qualifications and technical competence in the required field of design;
 - a) Nursing home design: low maintenance, long lived building, mechanical and electrical systems. (20)
 - b) Secured detention facilities: experienced and knowledgeable with security windows, hardware, fencing and electronic systems. (20)
- 2.) Availability of appropriate personnel; level of commitment to produce expertise at needed moments to maintain schedule in design and construction process. (15)
- 3.) Capacity and history of accomplishing the work and services within the required constraints budget, schedule and quality. (15)
- 4.) Geographic relationship of the designer's base to the project site; (15)
- 5.) Ability to deal with aesthetic factors while reconciling sustainability, design guide lines, codes, security and building integrity and maintenance issues. (10)
- 6.) Prior awards made to a designer by the State in the interest of equitable distribution of commissions. (5)

5. CONTRACT REQUIREMENTS

a. AFFIDAVIT OF NONCOLLUSION

Each responder must attach a completed Affidavit of Noncollusion. A copy of the form is available on Web Site:

<http://www.sao.admin.state.mn.us> , click on forms.

b. CONFLICTS OF INTEREST

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

c. DISPOSITION OF RESPONSES

All materials in response to this RFP will become the property of the State and will become public record in accordance with *Minnesota Statutes* 13.591 after the evaluation process is complete. If the responder submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, *Minnesota Statutes* § 13.37, the responder must:

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

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

d. CONTINGENCY FEES PROHIBITED

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

e. ORGANIZATIONAL CONFLICTS OF INTEREST

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, the responder is unable or potentially unable to render impartial assistance or advice to the State, or the responder's objectivity in performing the contract work is or might be otherwise impaired, or the responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an

organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor (consultant), and the terms “contract,” “contractor (consultant),” and “contracting officer” modified appropriately to preserve the State’s rights.

f. STATE EMPLOYEES

In compliance with *Minnesota Statutes* § 16C.08 Subd. 2. (b) (1), the availability of this work is being offered to State employees. The State will evaluate the responses of any State employee, along with other responses to this Request for Proposals.

g. HUMAN RIGHTS REQUIREMENTS

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative Action Data page and return it with the response. As required by *Minnesota Rules* 5000.3600, “It is hereby agreed between the parties that *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it”. A copy of *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available on Web Site: <http://www.sao.admin.state.mn.us>.

h. Any changes in team members for the project requires approval by the State.

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

Department of Administration State Designer Selection Board Notice of Request for Proposals for Designer Selection for Department of Human Services, for Design of a New Secure Facilities Sex Offender Program, St. Peter Regional Treatment Center (Project 05-09)

To Minnesota Registered Design Professionals:

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a design team for the above project. Proposals from interested firms must be received by, **1:00 p.m. Tuesday, July 5, 2005** to:

Mary Golike, Executive Secretary
State Designer Selection Board
Department of Administration
State Architect’s Office
301 Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
(651) 296-4656

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning procedures, or selection schedule are to be referred to the Executive Secretary at (651) 296-4656. Questions relating to the project are to be referred to the project contact(s) in Item 1.j.

1. PROJECT 05-09

a. PROJECT DESCRIPTION:

This project is to plan, design and construct a new secure 150 bed facility for the Department of Human Services. The facility is required to accommodate the projected increase in referrals of individuals committed as sexual psychopathic personalities (SPP), sexual dangerous persons (SDP), and persons committed as mentally ill and dangerous (MI&D). The proposed capacity of these new facilities is initially 150 beds; however, these new facilities must be designed to accommodate incremental expansion of bed capacity with little disruption to services during construction. In addition a new living unit design will be required to address the program’s constant need for flexibility in living unit size to better manage patient profiles and compatibility with no or limited modification to existing staffing patterns.

State Contracts

The proposed new residential, program/activity and ancillary service facilities are being proposed for the lower campus of the ST. Peter Regional Treatment Center campus (SPRTC). These facilities will be required to meet the standards of the Joint Commission on Accreditation of Hospital Organizations.

The project consists of utilizing existing facility space programming to prepare, estimate and evaluate alternative schematic designs; locating the facility within the context of the SPRTC campus roadway, security and utility infrastructure systems; develop accepted schematics considering owner phasing and contingency to a anticipated construction budget limit of \$33,000,000; coordination of design to facilitate Owners operations phase-in, security, communications and technology requirements; design secure perimeter and detection systems; provide low maintenance, energy efficient and long lived building design solutions to meet living, program, activity, ancillary and staff requirements; implement competitive bidding via State's Materials Management Division assistance; administer construction in effort to achieve quality construction free of material and operating defects. The project should provide improvements that are long lived and energy efficient to result in reduced long- term operating and maintenance costs.

Designs shall comply with the following:

- Space Program completed for earlier projects for this population.
- State of Minnesota Sustainability (B-3) guidelines.
- State Architects' Design Guidelines.
- State Licensing Standards and Regulations for "Supervised Living Facilities".
- State Operated Services Support Divisions requirements, reviews and comments.
- SPRTC requirements, comments and reviews.
- Joint Commission on Accreditation of Hospital Organizations Standards
- Minnesota State Building Code.

The above listed program and guidelines will be made available to the short-listed firms.

b. REQUIRED CONSULTANT SERVICES:

The scope of the project includes program confirmation and full design and construction administration services for the project. Design teams must demonstrate their competence in the design of and documentation for construction of correctional, detention and secure facilities; integrating security and detection systems with existing and/or proposed campus based security and detection systems; coordination of design to facilitate Owners security, communications and technology requirements. Full design services will be expected to include site alternatives, schematic design alternatives, development of contingency and phasing plans, discipline coordination, alternate bid packaging; and extensive construction administration services for the project.

The design team will employ personnel skilled and licensed in architecture, civil, structural, electrical, and mechanical engineering. The successful team will also retain specialists in cost estimating, construction document coordination and construction administration services. In effort to reduce long-term operating and maintenance costs, administer construction to achieve energy efficient, long-lived quality construction consistent with design documents and free of material and operating defects.

c. SERVICES PROVIDED BY OTHERS:

The owner will provide a preliminary space program, site survey and geotechnical investigation.

d. SPECIAL CONSIDERATIONS:

Experience in secured/detention residences and activity spaces is required. Emphasis on efficient, constructible and unambiguous construction documents followed by experience in rigorous construction administration is expected of the design team.

e. PROJECT BUDGET/FEES:

The current construction budget is estimated to be approximately \$40,000,000. Design fees available for this project are approximately \$2,800,000 (7% of construction) with reimbursable expenses included, less \$560,000 (20% of fee) for construction administration phase pending authorization subsequent to Legislative approval of construction funds. Thus the Initial contract for fee is intended to be \$2,240,000.00.

f. PROJECT SCHEDULE:

The design process shall begin in September 2005 with construction targeted to begin in March 2007 and anticipating project completion in August 2008.

g. PROJECT PRE-DESIGN INFORMATION:

Program information will be provided by State Operated Services, Department of Human Services for review and reconciliation by the

design team.

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

10:00 AM, Tuesday, June 28, 2005
St Peter Regional Treatment Center
100 Freeman Drive,
St. Peter MN

i. STATE DESIGNER SELECTION BOARD SCHEDULE:

Project Information Meeting and/or Site Visit:	10:00 AM, Tuesday, June 28, 2005
Project Proposals Due:	Tuesday, July 5, 2005, by 1:00 p.m.
Project Shortlist:	Tuesday, July 19, 2005
Project Information Meeting for Shortlisted firms:	not applicable
Project Interviews and Award:	Tuesday, August 2, 2005

j. PROJECT CONTACT (S)

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

Doug Kelley , Architect II , State Architect's Office.
Doug.Kelley@state.mn.us

k. SAMPLE CONTRACT:

2. PROPOSAL REQUIREMENTS

- a. 7 copies
- b. 8 ½ X 11, soft bound, portrait format
- c. Maximum 20 faces (excluding front and back covers, blank dividers, affidavit of non-collusion, and affirmative action data page)
- d. All pages numbered

3. PROPOSAL CONTENTS

a. COVER

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

b. COVER LETTER

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

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

c. INFORMATION ON FIRM (S)

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

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

d. PROJECT TEAM

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

For each team member provide:

- Name and position in firm, include name of firm
- Home base (if in multi-office firm)
- Responsibility on this project

State Contracts

- Years of experience
- Relevant recent experience (if in another firm, so note)
- Registration (including specialty if engineer)

e. TEAM ORGANIZATION

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

f. PROJECT EXPERIENCE

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

- Name and location
- Brief description (e.g. size, cost, relevance)
- Firm of record
- List client and contractor contacts.
- Provide history of constructibility, meeting schedule deadlines, accurate cost estimating and change orders.
- Involvement of proposed project team members (*may* be separate matrix; if in another firm so note)
- Completion date or current status
- Photographs, sketches and/or plans

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

g. APPROACH/METHODOLOGY

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

h. UNIQUE QUALIFICATIONS

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

i. OTHER REQUIREMENTS

- A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
- A statement indicating that consultants listed have been contacted and have agreed to be a part of the team.
- A complete Affidavit of Non-collusion. (Not counted as part of the 20 faces)
- If appropriate, provide a list of all entities that create a conflict of interest (see 5.b.)
- A completed Affirmative Action Data Page regarding compliance with Minnesota Human Rights Requirements. A copy of the form is available on Web Site <http://www.sao.admin.state.mn.us>, click on forms. (Not counted as part of the 20 faces)
- A list of all State and Minnesota State Colleges and Universities and University of Minnesota current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

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

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

State Contracts

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS PORTION	(C) NET TOTAL PROJECT FEE
TOTAL			

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

4. SELECTION CRITERIA

In making its selection of designers the Board considers the criteria stated in Section 1, project description and the following, which are derived from Minnesota Statutes 16B.33 Subd. 4(f) and Minnesota Rules Chapter 3200.0700. The criteria are prioritized by the Agency to reflect the particular project requirements to which the design services will apply. Provisions of the prioritized criteria are weighted by the Agency in terms of points of an anticipated 100. The board may issue statements regarding criteria as they relate to individual projects.

- 1) Experience, qualifications and technical competence in the required field of design;
 - a) Secured detention facilities: experienced and knowledgeable with security constraints of windows, hardware, fencing and electronic systems and other building features concerning weapon creation/concealment and suicide prevention. (25)
 - b) Institutional residence design: low maintenance and long lived building, mechanical and electrical systems. (20)
- 2) Availability of appropriate personnel; level of commitment to produce expertise at needed moments to maintain schedule in design and construction process. (15)
- 3) Capacity and history of accomplishing the work and services within the required constraints budget, schedule and quality. (15)
- 4). Geographic relationship of the designer's base to the project site. (15)
- 5) Ability to deal with aesthetic factors while reconciling sustainability, design guide lines, codes, security and building integrity and maintenance issues. (7.5)
- 6) Prior awards made to a designer by the State in the interest of equitable distribution of commissions. (2.5)

5. CONTRACT REQUIREMENTS

a. AFFIDAVIT OF NONCOLLUSION

Each responder must attach a completed Affidavit of Noncollusion. A copy of the form is available on Web Site:

<http://www.sao.admin.state.mn.us> , click on forms.

b. CONFLICTS OF INTEREST

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

c. DISPOSITION OF RESPONSES

All materials in response to this RFP will become the property of the State and will become public record in accordance with *Minnesota Statutes* 13.591 after the evaluation process is complete. If the responder submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, *Minnesota Statutes* § 13.37, the responder must:

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

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

State Contracts

d. CONTINGENCY FEES PROHIBITED

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

e. ORGANIZATIONAL CONFLICTS OF INTEREST

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

f. STATE EMPLOYEES

In compliance with *Minnesota Statutes* § 16C.08 Subd. 2. (b) (1), the availability of this work is being offered to State employees. The State will evaluate the responses of any State employee, along with other responses to this Request for Proposals.

g. HUMAN RIGHTS REQUIREMENTS

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative Action Data page and return it with the response. As required by *Minnesota Rules* 5000.3600, "It is hereby agreed between the parties that *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it". A copy of *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available on Web Site: <http://www.sao.admin.state.mn.us>.

h. Any changes in team members for the project requires approval by the State.

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

Department of Administration State Designer Selection Board Request for Proposals for Designer Selection for University of Minnesota Veterinary Medicine Educational Facilities (Project 05-12)

To Minnesota Registered Design Professionals:

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a design team for the above project. Proposals from interested firms must be received by, **1:00 p.m. Tuesday, July 12, 2005** to:

Mary Golike, Executive Secretary
State Designer Selection Board
Department of Administration
State Architect's Office
301 Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
(651) 296-4656

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

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

1. PROJECT 05-12 – Veterinary Medicine Educational Facilities

a. PROJECT DESCRIPTION:

The University of Minnesota intends to contract with an architectural/landscape architectural/engineering team to provide complete design, construction procurement, and construction administration services for the rehabilitation of the Old Dairy Barn on the St. Paul Campus. The adaptive use project will convert the Old Dairy Barn into educational facilities FOR THE College of Veterinary Medicine, including a flat floor dividable classroom with interactive TV capability, seminar rooms, a computer lab, office space for the college's Academic and Student Affairs and Outreach staff, and common area/meeting space for students, faculty, alumni. This project is intended to enhance the student's learning experience and provide a community resource to be used by anyone who has a connection to the University's veterinary and agricultural communities.

The 21,000 square foot building was constructed in 1907 as a barn for dairy cattle. The project will involve complete rehabilitation of the building. The exterior (roof, windows, and walls) will be restored, new building systems (HVAC, electrical, plumbing, fire suppression, and telecommunications) will be installed, and the interior will be reconfigured to accommodate the proposed reuse. Because the building is eligible for the *National Register of Historic Places*, the overall character and detailing will be retained and preserved to the extent feasible. The Secretary of the Interior's *Standards for Treatment of Historic Properties, 1995* will be used for development of appropriate rehabilitation plans. Minnesota Historical Society and National Park Service compliance reviews for all restoration/rehabilitation plans will be required. The construction cost for the project is estimated to be approximately \$3.8 million. Design and construction will be funded through a state appropriation approved in 2005 and by the University of Minnesota.

The predesign study for the project has been completed, and will serve as the basis for detailed programming of the facility.

b. REQUIRED CONSULTANT SERVICES: The selected design team shall:

Provide full architectural/landscape architectural/engineering services including architectural, landscape architectural, mechanical, electrical, structural, civil, interior design, telecommunications, scheduling, cost estimating, construction procurement, and construction administration services.

c. SERVICES PROVIDED BY OTHERS:

- Hazardous materials assessment
- Site Survey
- Geotechnical testing

d. SPECIAL CONSIDERATIONS: Design Team Requirements

The design team shall have applicable prior experience in the design and construction administration of renovation projects similar in size and scope to the Old Dairy Barn. Specific experience should include:

- Adaptive use of historically significant structures
- Design of sustainable buildings and the incorporation of green building concepts into existing buildings
- Design of technology-rich classrooms and learning environments
- Design of flexible office and learning environments planned for changing program needs
- Accurate cost estimating at all phases of project planning and design
- Working with and directing a participatory design process with a client's building advisory committee

These items will be evaluated by the Selection Criteria listed in Section 4.

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

In accordance with *Minnesota Statutes* 16B.33, Subd.3a, the SDSB will provide two (2) finalists to the University. Representatives of the University will meet with each of the lead firms to discuss their approach, preliminary work plan, and fee structure before making the final selection of the firm with which a contract will be negotiated.

e. PROJECT BUDGET/FEES:

A construction budget of approximately \$3,800,000 has been established for the project, plus \$75,000 for site work and \$370,000 for FF&E. Fees for the work will be negotiated with the selected design team, and will include basic services, expenses, and special services (Cite 29 SR 1567)

State Contracts

as required.

f. PROJECT SCHEDULE:

Schematic Design Phase:	August – October, 2005
Design Development Phase:	November – December, 2005
Construction Documentation Phase:	January, 2006 – May, 2006
Bidding period:	May, 2006
Construction Phase:	June – December, 2006

g. PROJECT PRE-DESIGN INFORMATION:

A brief predesign study for the project, completed in September 2003, will be used as the basis for detailed programming. The predesign is available at the Capital Planning and Project Management website at www.cppm.umn.edu.

h. PROJECT INFORMATIONAL MEETING AND BUILDING TOUR :

There will be a pre-proposal informational meeting for interested firms prior to the RFP submittal date. The meeting will be held in **Room 125 at the Animal Science/Vet Med Building, 1988 Fitch Avenue, St. Paul, June 29, 2005 at 2:30 pm.** Please check Capital Planning and Project Management's web site for any information on changes to the time and place of this meeting: www.cppm.umn.edu.

i. STATE DESIGNER SELECTION BOARD SCHEDULE:

Project Information Meeting and/or Site Visit:	Tuesday June 29, 2005, 2:30 pm
Project Proposals Due:	Tuesday, July 12, 2005, by 1:00 p.m.
Project Shortlist:	Tuesday, July 26, 2005
Project Interviews and Award:	Tuesday, August 9, 2005

j. PROJECT CONTACT(S)

Questions concerning the project should be referred to:

Orlyn Miller, Capital Planning & Project Management
(612) 624-7501
om@umn.edu

k. SAMPLE CONTRACT:

AIA Form B151, as modified by the University of Minnesota

2. PROPOSAL REQUIREMENTS

- a. 10 copies
- b. 8 ½ X 11, soft bound, portrait format
- c. Maximum 20 faces (excluding front and back covers, blank dividers, affidavit of non-collusion, and affirmative action data page)
- d. All pages numbered

3. PROPOSAL CONTENTS

a. COVER

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

b. COVER LETTER

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

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

c. INFORMATION ON FIRM (S)

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

- Name and location

- Year established
- Legal status
- Ownership
- Staffing by discipline
- For firms with multiple offices briefly summarize staffing for each office, including the total number of Minnesota employees.

d. PROJECT TEAM

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

For each team member provide:

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

e. TEAM ORGANIZATION

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

f. PROJECT EXPERIENCE

For architectural, planning, and/or landscape architecture firms, provide examples of relevant projects, especially projects related to the Special Considerations (Item 1.d), recently completed or in progress including:

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

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

g. APPROACH/METHODOLOGY

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

h. UNIQUE QUALIFICATIONS

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

i. OTHER REQUIREMENTS

- A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
- A statement indicating that consultants listed have been contacted and have agreed to be a part of the team.
- A complete Affidavit of Non-collusion. (Not counted as part of the 20 faces)
- If appropriate, provide a list of all entities that create a conflict of interest (see 5.b.)
- A completed Affirmative Action Data Page regarding compliance with Minnesota Human Rights Requirements. A copy of the form is available on Web Site <http://www.sao.admin.state.mn.us>, click on forms. (Not counted as part of the 20 faces)
- A list of all State and Minnesota State Colleges and Universities and University of Minnesota current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

Projects and studies shall mean those projects and studies (1) funded by the state legislature, by state/user agencies, MnSCU or University of Minnesota operating funds, or by funding raised from the private sector or individuals by state/user agencies, MnSCU or the University of Minnesota; (2) awarded as a result of the State Designer Selection Board process or awarded directly by state/user agencies, (Cite 29 SR 1569)

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MnSCU or the University of Minnesota without employing the State Designer Selection Board process; or (3) related to design-bid-build or design/build project delivery systems.

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

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS PORTION	(C) NET TOTAL PROJECT FEE
TOTAL			

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

4. SELECTION CRITERIA

In making its selection of designers the Board considers the criteria stated in Section 1, project description and the following, which are derived from *Minnesota Statutes* 16B.33 Subd. 4(f) and *Minnesota Rules* Chapter 3200.0700. The order of the criteria does not imply priority, nor are they necessarily weighted equally.

a. Qualifications and technical competence in the required field of design as defined in the Special Considerations (Item 1.d). This is demonstrated by experience of the proposed team on similar projects. PRIMARY

b. Ability to deal with aesthetic factors. This is demonstrated by experience of proposed team on similar projects. SECONDARY

c. Availability of appropriate personnel and capacity to accomplish the work within the established constraints, including scope of work, schedule, and budget. This is demonstrated by the organization and work plan of the project team and commitment to assign and support the team members proposed. PRIMARY

d. Understanding of the unique constraints and issues affecting the proposed project. This is demonstrated by the team’s proposal and discussion in the interview. SECONDARY

e. Leadership, structure, integration and cohesiveness of the proposed team. This is demonstrated by the team dynamics, previous experience of the team working together and by the leadership style shown in the interview. PRIMARY

f. Approach/methodology of the proposed team. This is demonstrated by the proposed team’s discussion in the proposal and in the interview. SECONDARY

g. Unique qualifications of the proposed team. This is demonstrated by qualifications of the proposed team that sets it apart from other teams. SECONDARY.

h. Past performance of the team on projects for the state or others. Unsatisfactory performance must be documented in writing from the Commissioner of Administration, the University of Minnesota or Minnesota State Colleges and Universities based on criteria set forth in *Minnesota Statutes* 16B.33 Subd 4(f). PRIMARY

i. The compatibility between the proposed team and the project stakeholders. This is measured by the stakeholders’ perception of the style demonstrated at the interview as well as previous positive working relationships. PRIMARY

The following ‘fairness’ factors are also considered in accordance with *Minnesota Rules* Chapter 3200.0700:

j. Geographic relationship of the designer’s base to the project site. This is demonstrated by the location of the prime firm and/or its consultants with respect to the project site. SECONDARY

k. Awards previously made to a designer by the state. This is in the interest of equitable distribution of commissions. Consideration is given to all state work awarded (by executed contract) to the prime firm during the past four years prorated based on the number of

employees in the Minnesota office(s) of the prime firm. SECONDARY

5. CONTRACT REQUIREMENTS

a. AFFIDAVIT OF NONCOLLUSION

Each responder must attach a completed Affidavit of Non-collusion. A copy of the form is available on Web Site:

<http://www.sao.admin.state.mn.us> , click on forms.

b. CONFLICTS OF INTEREST

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

c. DISPOSITION OF RESPONSES

All materials in response to this RFP will become the property of the State and will become public record in accordance with *Minnesota Statutes* 13.591 after the evaluation process is complete. If the responder submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, *Minnesota Statutes* § 13.37, the responder must:

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

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

d. CONTINGENCY FEES PROHIBITED

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

e. ORGANIZATIONAL CONFLICTS OF INTEREST

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

f. STATE EMPLOYEES

In compliance with *Minnesota Statutes* § 16C.08 Subd. 2. (b) (1), the availability of this work is being offered to State employees. The State will evaluate the responses of any State employee, along with other responses to this Request for Proposals.

g. HUMAN RIGHTS REQUIREMENTS

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative Action Data page and return it with the response. As required by *Minnesota Rules* 5000.3600, "It is hereby agreed between the parties that *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it". A copy of *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available

State Contracts

on Web Site: <http://www.sao.admin.state.mn.us>.

h. Any changes in team members for the project requires approval by the State.

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

Department of Administration State Designer Selection Board Request for Proposals for Designer Selection for the University of Minnesota Mayo Auditorium & Classroom Renovation (Project 05-13)

To Minnesota Registered Design Professionals:

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a design team for the above project. Proposals from interested firms must be received by, **1:00 p.m. Tuesday, July 12, 2005** to:

Mary Golike, Executive Secretary
State Designer Selection Board
Department of Administration
State Architect's Office
301 Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
(651) 296-4656

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

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

1. PROJECT 05-13 – Mayo Auditorium and Classroom Renovation

a. PROJECT DESCRIPTION:

The University of Minnesota intends to contract with an architectural /engineering team to provide complete design, construction procurement, and construction administration services for the renovation of the Mayo Auditorium, associated classrooms and event facilities for the Academic Health Center on the Minneapolis Campus. The project consists of exterior building improvements (roof repair, tuckpointing, window and storefront replacement), installation of a new elevator, replacement of interior finishes and furnishings, upgrades to the electrical and mechanical systems, correction of ADA and building code deficiencies, and installation of educational and conferencing technology systems. The total project cost is estimated to be approximately \$4,500,000. Design and construction will be funded through a state appropriation approved by the State Legislature in 2005 and by the University of Minnesota.

This project is intended to enhance the Mayo auditorium so that it will continue to serve as the largest lecture, teaching, and events facility for the Academic Health Center.

- The 549-seat auditorium will be used for computer based testing, continuing and distance learning education for large group seminars, and for grand rounds presentations. Other uses will include Medical School White Coat ceremony, graduation ceremonies and celebrations, Mini Medical School programs, the AHC Lecture Series, community and alumni events, and cultural events and exhibits.
- The two sloped-floor lecture rooms, 178 and 198 capacity, will be used for large class/group teaching and lectures for all schools within the Academic Health Center
- The facilities may be leased for certain size seminars and events to outside professional medical associations and conferences during nights and week-ends

The 18,200 square foot building, constructed in 1951, is eligible for the *National Register of Historic Places*. The overall character and detailing will be retained and preserved to the extent feasible in accordance with the Secretary of the Interior's *Standards for Treatment of Historic Properties, 1995*.

A predesign study for the project has been completed, and will serve as the basis for detailed programming of the facility.

b. REQUIRED CONSULTANT SERVICES: The selected design team shall:

Provide full architectural/landscape architectural/engineering services including architectural, mechanical, electrical, structural, civil, interior design, telecommunications, scheduling, cost estimating, construction procurement, and construction administration services.

c. SERVICES PROVIDED BY OTHERS:

Hazardous materials assessment

d. SPECIAL CONSIDERATIONS: Design Team Requirement:

The design team shall have applicable prior experience in the design and construction administration of renovation projects similar in size and scope to the Mayo Auditorium project. Specific experience should include:

- Design of sustainable buildings and the incorporation of green building concepts into existing buildings
- Design of technology-rich classrooms and learning environments
- Design of flexible learning environments planned for changing program needs
- Accurate cost estimating at all phases of project planning and design
- Working with and directing the efforts of a client's building advisory committee
- Directing a participatory design process involving Academic Health Center staff and other University representatives

These items will be evaluated by the Selection Criteria listed in Section 4.

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

Primary selection criteria will be:

- The qualifications of the project team (including all sub-consultants) in relation to the preceding designer requirements
- The organization and management structure of the design team, and past working relationships of individual members
- The quality of experience by team members on comparable projects and the creativity demonstrated
- The team's understanding of the unique project requirements and its approach to addressing them
- The team's ability to manage successful projects within the established scope of work, schedule, and budget

In accordance with *Minnesota Statutes* 16B.33, Subd. 3a, the SDSB will provide two (2) finalists to the University. Representatives of the University will meet with each of the lead firms to discuss their approach, preliminary work plan, and fee structure before making the final selection of the firm with which a contract will be negotiated.

e. PROJECT BUDGET/FEES:

The construction budget of approximately \$3,000,000 has been established for the project, plus \$1,100,000 for FF&E, including audio/visual technology. Fees for the work will be negotiated with the selected design team, and will include basic services, expenses, and special services as required.

f. PROJECT SCHEDULE:

Schematic Design Phase:	August – October, 2005
Design Development Phase:	November – December, 2005
Construction Documentation Phase:	January, 2006 – May, 2006
Bidding period:	May, 2006
Construction Phase:	June – December, 2006

g. PROJECT PRE-DESIGN INFORMATION:

A brief pre-design study for the project, completed in September 2003, will be used as the basis for detailed programming. The pre-design is available at the Capital Planning and Project Management website at www.cppm.umn.edu.

h. PROJECT INFORMATIONAL MEETING AND BUILDING TOUR:

There will be a pre-proposal informational meeting for interested firms prior to the proposal submittal date. **The meeting will be held at the Mayo Auditorium, 425 Delaware Street SE, Wednesday, June 29 at 10:30 am.** Please check Capital Planning and Project Management's web site for any information on changes to the time and place of this meeting: www.cppm.umn.edu.

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i. STATE DESIGNER SELECTION BOARD SCHEDULE:

Project Information Meeting and/or Site Visit:	Wednesday June 29, 2005, 10:30 am
Project Proposals Due:	Tuesday, July 12, 2005, by 1:00 p.m.
Project Shortlist:	Tuesday, July 26, 2005
Project Interviews and Award:	Tuesday, August 16, 2005

j. PROJECT CONTACT (S) Questions concerning the project should be referred to:

Orlyn Miller, Capital Planning & Project Management
(612) 624-7501
om@umn.edu

k. SAMPLE CONTRACT:

AIA Form B151, as modified by the University of Minnesota

2. PROPOSAL REQUIREMENTS

- a. 10 copies
- b. 8 ½ X 11, soft bound, portrait format
- c. Maximum 20 faces (excluding front and back covers, blank dividers, affidavit of non-collusion, and affirmative action data page)
- d. All pages numbered

3. PROPOSAL CONTENTS

a. COVER

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

b. COVER LETTER

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

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

c. INFORMATION ON FIRM (S)

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

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

d. PROJECT TEAM

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

For each team member provide:

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

e. TEAM ORGANIZATION

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

f. PROJECT EXPERIENCE

For architectural, planning, and/or landscape architecture firms, provide examples of relevant projects, especially projects related to the Special Considerations (Item 1.d), recently completed or in progress including:

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

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

g. APPROACH/METHODOLOGY

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

h. UNIQUE QUALIFICATIONS

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

i. OTHER REQUIREMENTS

- A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
- A statement indicating that consultants listed have been contacted and have agreed to be a part of the team.
- A complete Affidavit of Non-collusion. (Not counted as part of the 20 faces)
- If appropriate, provide a list of all entities that create a conflict of interest (see 5.b.)
- A completed Affirmative Action Data Page regarding compliance with Minnesota Human Rights Requirements. A copy of the form is available on Web Site <http://www.sao.admin.state.mn.us>, click on forms. (Not counted as part of the 20 faces)
- A list of all State and Minnesota State Colleges and Universities and University of Minnesota current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

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

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

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS PORTION	(C) NET TOTAL PROJECT FEE
TOTAL			

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

4. SELECTION CRITERIA

In making its selection of designers the Board considers the criteria stated in Section 1, project description and the following, which are derived from *Minnesota Statutes* 16B.33 Subd. 4(f) and *Minnesota Rules* Chapter 3200.0700. The order of the criteria does not imply priority, nor are they necessarily weighted equally.

State Contracts

a. Qualifications and technical competence in the required field of design as defined in the Special Considerations (Item 1.d). This is demonstrated by experience of the proposed team on similar projects. PRIMARY

b. Ability to deal with aesthetic factors. This is demonstrated by experience of proposed team on similar projects. SECONDARY

c. Availability of appropriate personnel and capacity to accomplish the work within the established constraints, including scope of work, schedule, and budget. This is demonstrated by the organization and work plan of the project team and commitment to assign and support the team members proposed. PRIMARY

d. Understanding of the unique constraints and issues affecting the proposed project. This is demonstrated by the team's proposal and discussion in the interview. SECONDARY

e. Leadership, structure, integration and cohesiveness of the proposed team. This is demonstrated by the team dynamics, previous experience of the team working together and by the leadership style shown in the interview. PRIMARY

f. Approach/methodology of the proposed team. This is demonstrated by the proposed team's discussion in the proposal and in the interview. SECONDARY

g. Unique qualifications of the proposed team. This is demonstrated by qualifications of the proposed team that sets it apart from other teams. SECONDARY

h. Past performance of the team on projects for the state or others. Unsatisfactory performance must be documented in writing from the Commissioner of Administration, the University of Minnesota or Minnesota State Colleges and Universities based on criteria set forth in *Minnesota Statutes* 16B.33 Subd 4(f). PRIMARY

i. The compatibility between the proposed team and the project stakeholders. This is measured by the stakeholders' perception of the style demonstrated at the interview as well as previous positive working relationships. PRIMARY

The following 'fairness' factors are also considered in accordance with *Minnesota Rules* Chapter 3200.0700:

j. Geographic relationship of the designer's base to the project site. This is demonstrated by the location of the prime firm and/or its consultants with respect to the project site. SECONDARY

k. Awards previously made to a designer by the state. This is in the interest of equitable distribution of commissions. Consideration is given to all state work awarded (by executed contract) to the prime firm during the past four years prorated based on the number of employees in the Minnesota office(s) of the prime firm. SECONDARY

5. CONTRACT REQUIREMENTS

a. AFFIDAVIT OF NONCOLLUSION

Each responder must attach a completed Affidavit of Noncollusion. A copy of the form is available on Web Site:

<http://www.sao.admin.state.mn.us> , click on forms.

b. CONFLICTS OF INTEREST

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

c. DISPOSITION OF RESPONSES

All materials in response to this RFP will become the property of the State and will become public record in accordance with *Minnesota Statutes* 13.591 after the evaluation process is complete. If the responder submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, *Minnesota Statutes* § 13.37, the responder must:

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

a response to this RFP, the responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

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

d. CONTINGENCY FEES PROHIBITED

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

e. ORGANIZATIONAL CONFLICTS OF INTEREST

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

f. STATE EMPLOYEES

In compliance with *Minnesota Statutes* § 16C.08 Subd. 2. (b) (1), the availability of this work is being offered to State employees. The State will evaluate the responses of any State employee, along with other responses to this Request for Proposals.

g. HUMAN RIGHTS REQUIREMENTS

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative Action Data page and return it with the response. As required by *Minnesota Rules* 5000.3600, "It is hereby agreed between the parties that *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it". A copy of *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available on Web Site: <http://www.sao.admin.state.mn.us>.

h. Any changes in team members for the project requires approval by the State.

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

Colleges and Universities, Minnesota State St. Cloud Technical College Advertisement for Bids for Two Story Addition and Renovation of Existing Space

ST. CLOUD TECHNICAL COLLEGE & WORK FORCE CENTER
1540 Northway Drive
St. Cloud, MN 55303

Bids will be received until **1:00 PM, Tuesday, July 12, 2005** at St. Cloud Technical College by Natalie Ennis in Room 1-102 at which time the bids will be opened and publicly read aloud in Room #1-107.

Project Scope: This Project consists of a 46,763 SF two story addition and a 39,725 SF renovation of existing space. The work will be completed in two phases under one contract. The existing building will be occupied by SCTC during Phase I (addition) construction. In Phase II, SCTC will vacate the space to be renovated, and move into Phase 1. **Work includes:** Building Demolition, Site Clearing, Site
(Cite 29 SR 1577)

State Contracts

Paving, Utility Installation, Construction of Steel and Concrete Superstructure, Exterior Shell, Interior Fit-out, Mechanical and Electrical Construction, and Landscaping.

A pre-bid meeting will be held at **10:00 a.m., Tuesday, June 28, 2005** in Room 1-244 at St. Cloud Technical College.

Bid Forms, Contract Documents, Drawings and Specifications as prepared by the Project Architect Perkins + Will, are on file at:

- 1.) Perkins + Will – 84 Tenth Street South, Minneapolis, MN
- 2.) Following Builders Exchanges: Minneapolis, St. Cloud, St. Paul
- 3.) Reed Construction Data Plan Room
- 4.) McGraw Hill Construction.
- 5.) National Association of Minority Contractors of Upper Midwest

Complete sets only of bid forms and Drawings and Specifications for use by Bidders in submitting a bid may be obtained at the following addresses:

Engineering Repro Systems
3005 Ranchview Lane North
Plymouth, MN 55447
Phone: (763) 694-5900

Engineering Repro Systems
1139 Franklin Ave. Ste 4
Sauk Rapids, MN 56379
Phone: (320) 251-3670

A deposit of \$350.00 is required for each set, to be presented at the time you pick up drawings at Engineering Repro. Deposit checks are to be made out to the order of **St. Cloud Technical College**.

Colleges and Universities, Minnesota State (MnSCU)

Winona State University

Request for Sealed Bids for Agreement to Purchase Recycled Print Cartridges and Cleaning of Printers

NOTICE IS HEREBY GIVEN that Winona State University will receive sealed bids for an annual agreement to purchase recycled print cartridges on demand, and the cleaning of approximately 100 printers, once per semester.

Bid specifications will be available June 20, 2005 from the Winona State University Purchasing Department, PO Box 5838, 205 Somsen Hall, Winona, MN 55987 by calling (507) 457-5067.

Sealed bids must be received by Sandra Schmitt at PO Box 5838, or at 175 W. Mark St., Somsen 205G, Business Office, Winona State University, Winona, MN 55987 by 2:00 p.m. July 6, 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 Commerce

Notice of Availability of Contract for a Complete Insurance Licensing and Regulation Solution

The Minnesota Department of Commerce is requesting proposals for the purpose of purchasing a complete, proven insurance licensing and regulation solution that will integrate with Minnesota's future enterprise licensing solution, and will integrate with systems of the National Association of Insurance Commissioners.

Work is proposed to start after August 15, 2005.

A Request for Proposals will be available by mail from this office through June 27, 2005. **A written request (by direct mail or e-mail) is required to receive the Request for Proposal.** After June 27, 2005, the Request for Proposal must be picked up in person.

The complete Request for Proposals can be obtained from:

Judy Schmidt
Minnesota Department of Commerce
85 - 7th Place East, Suite 500
St Paul, MN 55101
E-mail: judy.schmidt@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

July 7, 2005. **Late proposals will not be considered.** Proposals submitted by fax or e-mail 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 Health

Division of Health Promotion and Chronic Disease Division Request for Proposals to Acquire Services for Collection of Health Behavior Survey Data through the Behavioral Risk Factor Surveillances System (BRFSS) Notice of Availability of Contract for Steps to a Healthier Minnesota BRFSS

The Minnesota Department of Health is requesting proposals for the purpose of acquiring services for Collection of Health Behavior Survey Data through the Behavioral Risk Factor Surveillance System (BRFSS) for the State of Minnesota, Department of Health (MDH), Center for Health Promotion (CHP), Steps to a Healthier Minnesota Program.

Work is proposed to start after August 1, 2005.

A Request for Proposals will be available by mail from this office through July 1, 2005. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After July 1, 2005 the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Michelle Brasure
Minnesota Department of Health, Center for Health Promotion
85 East Seventh Place
Saint Paul, MN 55101
Fax: (651) 215-8959

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than July 15, 2005 at 2 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.

Office of the Revisor of Statutes

Notice of Request for Indexing Services

NOTICE IS HEREBY GIVEN that the Office of the Revisor of Statutes is seeking indexing services for the Minnesota Statutes publication during a period beginning July 1, 2005 and ending no later than June 30, 2006.

Statutory indexing experience, computer keyboarding facility, and familiarity with standalone indexing programs such as CINDEK are prerequisites to performing the services. Where current contractors have at least equal qualifications, they will be given preference in order to maintain program consistency and stability. Contractors are expected to provide their own computer equipment and stand-alone indexing software, which must be compatible with the Revisor's indexing system.

The revisors office reserves the right to award all, a part, or none of the above-described contract Responses must be received by the Office of the Revisor of Statutes by Friday, June 24, 2005.

Direct inquiries and responses to:

Maryann Corbett
Office of the Revisor of Statutes
700 State Office Building
100 Rev. Dr. Martin Luther King Jr. Boulevard
St. Paul, MN 55155
Telephone: (651) 296-2868
TDD use State Relay Services: 1-800-627-3529

State Contracts

Department of Transportation (MnDOT)

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 (MnDOT)

Engineering Services Division

Notice Concerning Professional/Technical Contract Opportunities

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

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

Non-State Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *State Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector. It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of 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.

Central Minnesota Distance Learning Network (CMDLN) Request for Proposals for Supply, Delivery, and Installation of a Video and Data Transport Facility

NOTICE IS HEREBY GIVEN that a request for proposals is being solicited for the establishment of a new contract that would provide for the Supply, Delivery, and Installation of a Video and Data Transport Facility for the Central Minnesota Distance Learning Network (CMDLN). The resulting plan is necessary to enable CMDLN to continue providing voice, interactive video, and data services for the eight CMDLN member campuses in central Minnesota operating under a joint powers higher education regional network consortium as a part of the Learning Network of Minnesota.

Proposals are due on August 1, 2005, and no later than 2:00 p.m. CT.

For further information, or to request a copy of the Request for Proposal document, please contact via e-mail Matthew Shaw at: mshaw@itechcheck.com. This is the only person designated to answer questions regarding this request. All requests and/or questions shall be submitted to the given E-mail address.

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

The Central Minnesota Distance Learning Network consortium is an equal opportunity employer and educator.

Metropolitan Council Notice of Request for Proposals (RFP) for a Comprehensive Facility Plan for a Travel Instructor

Contract Number 05P026

The Metropolitan Council is requesting proposals for a comprehensive Facility Plan for a Travel Instructor to provide regular route travel training persons with disabilities, focusing on ADA certified riders.

Issue Request for Proposals	July 14, 2005
Receive Proposals	August 11, 2005
Contract negotiated, executed, NTP	September, 2005

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

Harriet Simmons, Senior Administrative Assistant, Contracts and Procurement Unit
Metropolitan Council
230 East Fifth Street
Mears Park Centre
St. Paul, MN 55101
Phone: (651) 602-1068
Fax: (651) 602-1138
E-mail: harriet.simmons@metc.state.mn.us

Non-State Contracts & Grants

Metropolitan Council

Notice of Request for Proposals (RFP) for Temporary Employee Services

Reference Number 05P046

The Metropolitan Council is soliciting proposals to provide Temporary Employee Services. This successful proposer will provide Temporary Employee Services to Council locations within the seven county metro area.

Issue Request for Proposals	June 20, 2005
Questions Due	July 7, 2005
Proposals Due	July 19, 2005
Award Contract	September 2005

All firms interested in submitting proposals for this contract and desiring to receive an RFP package are invited to make a written request either by e-mail, fax or mail to:

Amanda Houston
Administrative Assistant, Contracts and Procurement Unit
Metropolitan Council
230 East Fifth Street
St. Paul, MN 55101
Phone: (651) 602-1585
Fax: (651) 602-1083
E-mail: amanda.houston@metc.state.mn.us

Nine Mile Creek Watershed District

Request for Proposal for Legal Services

Pursuant to *Minnesota Statutes Annotated* 103B.227, Subdivision 5, Nine Mile Creek Watershed District hereby solicits proposals for a legal consultant for remaining 2005 and for 2006.

Written proposals (five copies) setting forth the experience of the company/individual(s) who would be interested in providing legal services for the Nine Mile Creek Watershed District should be sent to:

Nine Mile Creek Watershed District
c/o Barr Engineering Co.
4700 West 77th Street
Edina, MN 55435
Attention: Bob Obermeyer

Proposals shall be submitted on or before July 13, 2005.

Please set forth in your written proposal company experience and the experience of the individual(s) who proposes to perform services for the District and the resumes of staff who would assist the individual in providing the contractual services. Rates of individuals should be provided. The Board will review said proposals and reserves to itself the right to take such action as it deems in the best interest of Nine Mile Creek Watershed District.

University of Minnesota

Subscribe to Bid Information Service (BIS)

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 free. Visit our website at bidinfo.umn.edu or call the BIS Coordinator at (612) 625-5534.

Request for Bids/Proposals are also available to the public 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.

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