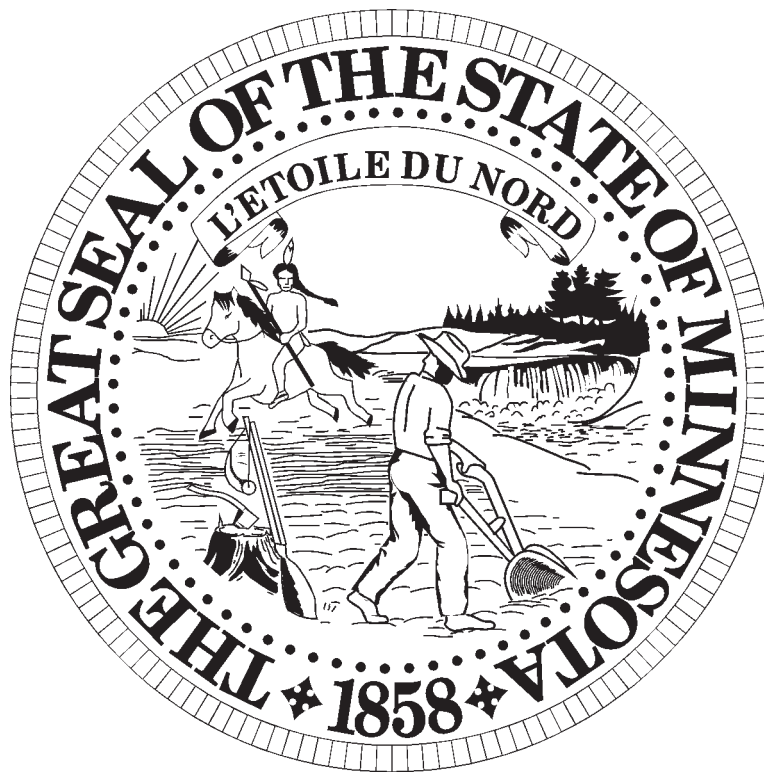


State of Minnesota

# State Register



**Rules and Official Notices Edition**

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

**Monday 3 October 2005**  
**Volume 30, Number 14**  
**Pages 341 - 360**

# State Register

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

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

- proposed, adopted, exempt, expedited emergency and withdrawn rules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

**PUBLISHING NOTICES:** Submit ONE COPY of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit ONE COPY, with a letter on your letterhead stationery requesting publication and date to be published. E-MAIL submissions to: [robin.panlener@state.mn.us](mailto:robin.panlener@state.mn.us), or FAX to: (651) 297-8260. Please follow FAX by sending originals and applicable forms or letters. The charge is \$14.40 per tenth of a page (columns are seven inches wide). One typewritten, double-spaced page is about 4/10s of a page in the *State Register*, or \$57.60. About 2-1/2 pages typed, double-spaced, on 8-1/2"x11" paper equal one typeset page in the *State Register*. Contact the editor if you have questions.

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# 14	Monday 3 October	Noon Tuesday 27 September	Noon Wednesday 21 September
# 15	Monday 10 October	Noon Tuesday 4 October	Noon Wednesday 28 September
# 16	Monday 17 October	Noon Tuesday 11 October	Noon Wednesday 5 October
# 17	Monday 24 October	Noon Tuesday 18 October	Noon Wednesday 12 October

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100 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155  
Website: [www.house.leg.state.mn.us/hinfo/hinfo.htm](http://www.house.leg.state.mn.us/hinfo/hinfo.htm)

## Minnesota State Court System

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St. Paul, MN 55155 Website: [www.courts.state.mn.us](http://www.courts.state.mn.us)

## Federal Register

Office of the Federal Register (202) 512-1530; or (888) 293-6498  
U.S. Government Printing Office – Fax: (202) 512-1262  
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## Minnesota Rules: Amendments & Additions

Volume 30, Issue # 14, Monday 3 October 2005 ..... 344

## Adopted Rules

### Behavioral Health and Therapy Board

Adopted Permanent Rules Relating to Conduct..... 345

### Commerce Department

Adopted Permanent Rules Relating to Weights and Measures Standards..... 346

## Executive Orders

### Office of the Governor

Emergency Executive Order #05-13: Providing Emergency Storm and Tornado Relief..... 346

## Official Notices

### Chiropractic Examiners Board

Request for Comments on Possible Amendment to Rules Governing Acupuncture: Continuing Education..... 347  
Request for Comments on Possible Amendment to Rules Governing Acupuncture Registration Requirements..... 348

### Comprehensive Health Association

Notice of Meeting of the Board of Directors..... 348

### Housing Finance Agency

Notice of Hearing on Bond Issuance..... 349

## State Grants & Loans

### Revenue Department

Request for Proposals for Grants to Provide Taxpayer Assistance Services to Low Income and Disadvantaged Minnesota Residents Program Background..... 349

## State Contracts

### Administration Department

*State Register*: Subscribe to the *State Register*..... 350

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

Rochester Community and Technical College: Request for Proposals for Owner's Representative Services for the Health Sciences Renovation Project, Rochester Community and Technical College..... 350  
Request for Sealed Bids for Architectural/Engineering Services for Memorial Hall Locker Room and HVAC System Improvements..... 351

### Employee Relations Department (DOER)

Availability of Contract for Employee Assistance Services..... 352

### State Board of Investment

Request for Private Money Management Firms..... 353

### Minnesota Historical Society

Request for Bids for Folsom House Cellar and Stoop Restoration..... 353

### Department of Public Safety

Request for Proposals for Pre-Employment Medical Evaluations of State Patrol Trooper Candidates, Patrol Student Workers, BCA Special Agents, and Deputy State Fire Marshals..... 354

### Department of Transportation (Mn/DOT)

District Operations Division, Metro District: Availability of Contract for Property Management Services for Mn/DOT's Roseville Facility..... 354  
Engineering Services Division: Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities (the "Consultant Pre-Qualification Program")..... 355  
Engineering Services Division: Professional/Technical Contract Opportunities..... 355  
Program Management Division, Office of Transit: Informal Solicitation: Modal Options Identity Project..... 355

## Non-State Contracts & Grants

### Metropolitan Council

Notice of Request for Proposals for an Upgrade of Transit Fire Alarm System..... 356

### South County Health Alliance

Request for Proposals for Administrative Services..... 356

### University of Minnesota

Subscribe to Bid Information Service (BIS)..... 357

## Statement of Ownership, Management and Circulation.....358-359

Commodity, Service and Construction Contracts information is available from the Materials Management Helpline (651) 296-2600, or Web site:  
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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.

## Rules Index, Volume 30, Issue #14

Monday 3 October 2005

### Behavioral Health and Therapy Board

2150.7500; .7505; .7510; .7515; .7520; .7525; .7530; .7535;  
.7540; .7545; .7550; .7555; .7560; .7565; .7570; .7575; .7580;  
.7585; .7590; .7595; .7600; .7605; .7610 (proposed)..... 345

### Commerce Department - Weights & Measures

7601.0100; .1000; .1010; .1020; .2000; .3000; .3010; .3015;  
.3020; .3030; .4010; .8000; .9000; .9010; .9020; .9030; .9040;  
.9050 (proposed)..... 346

# Adopted Rules

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

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

## Board of Behavioral Health and Therapy Adopted Permanent Rules Relating to Conduct

The rules proposed and published at *State Register*, Volume 29, Number 26, pages 734-745, December 27, 2004 (29 SR 734), are adopted with the following modifications:

### 2150.7505 DEFINITIONS.

Subp. 4. **Client.** "Client" means an individual or entity who is the recipient of any of the professional counseling services described in *Minnesota Statutes*, section 148B.50, subdivisions 4 and 5. Client also means "patient" as defined in *Minnesota Statutes*, section 144.335, subdivision 1, paragraph (a).

Subp. 5. **Competence.** "Competence" means the ability to provide services within the practice of licensed professional counseling as defined in *Minnesota Statutes*, section 148B.50, that:

B. meet minimum standards of acceptable and prevailing practice as described in part 2150.7600; and

Subp. 15. **Multiple relationship.** "Multiple relationship" means a relationship between a provider and a client that is both professional and one or more of the following:

D. one in which there is significant financial involvement other than legitimate payment for professional services rendered that is reasonably likely to affect adversely the client's welfare or ability to benefit from services.

Subp. 18. **Private information.** "Private information" means any information, including but not limited to, client records as defined in part 2150.7535, test results, or test interpretations developed during a professional relationship between a provider and a client.

Subp. 31. **Unprofessional conduct.** "Unprofessional conduct" means any conduct that fails to conform to the minimum standards of acceptable and prevailing practice as described in part 2150.7600.

### 2150.7515 PROTECTING THE PRIVACY OF CLIENTS.

Subp. 4. **Obtaining collateral information.** Prior to obtaining collateral information about a client from other individuals, the provider shall obtain consent from the client unless the consent is not required by law or court order, and shall inform the other individuals that the information obtained may become part of the client's records and may therefore be accessed or released by the client, unless prohibited by law. For purposes of this subpart, "other individual" means any individual, except for credentialed health care providers acting in their professional capacities, who participates adjunctively in the provision of services to a client. Examples of other individuals include, but are not limited to, a family member, friend, coworker, day care worker, guardian ad litem, foster parent, or school personnel.

Subp. 10. **Continued privacy of client information.** The provider shall ~~continue to~~ maintain indefinitely the privacy of client information; ~~including the records of a client~~, after the professional relationship has ceased between the provider and the client.

### 2150.7550 CLIENT WELFARE.

Subp. 2. **Clients' bill of rights.** The provider shall display prominently on the premises of the professional practice or make available as a handout the bill of rights of clients as required by *Minnesota Statutes*, section 144.652, that includes a statement that consumers of professional counseling services have the right to:

C. obtain a copy of the Rules of Conduct from the State Register and Public Documents Division, Department of Administration, ~~H7 University Avenue~~ 660 Olive Street, St. Paul, MN 55155, or its current location;

# Adopted Rules

## Department of Commerce

### Adopted Permanent Rules Relating to Weights and Measures Standards

The rules proposed and published at *State Register*, Volume 29, Number 45, pages 1297-1302, May 9, 2005 (29 SR 1297), are adopted with the following modifications:

#### **7601.8000 BIODIESEL BLEND QUANTIFICATION METHOD "MN BIODIESEL 2005" INCORPORATED BY REFERENCE.**

Subpart 1. **"MN Biodiesel 2005" test method.** The director, in consultation with the National Biodiesel Board and the Governor's Task Force on Biodiesel, shall publish a test method, known as "MN Biodiesel 2005," for the quantification of biodiesel blends for the purpose of enforcing the biodiesel requirement in diesel fuel. The director shall use this method for enforcement purposes until a suitable, nationally accepted method exists, such as a method adopted by the American Society for Testing and Materials.

Subp. 2. **Location.** The director shall make available a copy of the method, which is incorporated by reference, and any updates or changes upon request and shall keep a, including a nationally accepted method at the time it is available. The current version must be kept at the Minnesota State Law Library, Minnesota Judicial Center, 25 Rev. Dr. Martin Luther King, Jr. Boulevard, Saint Paul, Minnesota, 55155; provided to petroleum terminals in Minnesota; posted on the department's Web site; and available upon request. The method is not subject to frequent change.

#### **7601.9010 REGISTRATION.**

Subp. 2. **Application.** An applicant shall provide the following information on an application form provided by the division:

- C. a copy of the current calibration certificate for all equipment.

#### **7601.9030 INSPECTION REPORTS.**

A registered inspector shall complete a required test report for each meter tested and submit the original report to the director within five days. The director shall issue a warning to the owner for each meter that fails to pass an inspection performed by a registered inspector. The director may shall place an "out-of-service" tag on the meter, unless the meter is condemned or removed from use.

When a meter is repaired between annual inspections, a registered inspector shall comply with part 7601.7060.

## Executive Orders

The governor has the authority to issue written statements or orders, called Executive Orders, as well as Emergency Executive Orders. The governor's authority is specified in the *Constitution of the State of Minnesota*, Article V, and in *Minnesota Statutes* § 4.035. Emergency Executive Orders, for protection from an imminent threat to health and safety, become effective immediately, are filed with the secretary of state, and published in the *State Register* as soon as possible after they are issued. Other Executive Orders become effective 15 days after publication in the *State Register* and filing with the secretary of state. Unless otherwise specified, an executive order expires 90 days after the date the governor who issued the order vacates office.

## Office of the Governor

### Emergency Executive Order #05-13: Providing Emergency Storm and Tornado Relief

I, TIM PAWLENTY, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution, applicable statutes including *Minnesota Statutes* Chapter 12 and Executive Order 04-04 do hereby issue this executive order:

**WHEREAS**, on September 21, 2005, unusually strong storms and a tornado resulted in significant damage to homes, businesses, schools, public buildings and other property in the northern suburbs of Minneapolis and St. Paul; and

**WHEREAS**, as a result, the accumulation of debris in the affected communities has created a threat to public safety in the cities of Andover, Anoka, Big Lake, Blaine, Brooklyn Center, Brooklyn Park, Columbia Heights, Coon Rapids, Fridley, Maple Grove, Ramsey, Roseville, Shoreview, Spring Lake Park and other affected local communities; and

**WHEREAS**, the affected local and county governments do not have the equipment and resources necessary to respond to the emergency in a timely fashion and the local governments have requested relief from the State; and

**WHEREAS**, the Minnesota Department of Transportation has equipment, including specialized equipment, which can be of assistance



in removing accumulated debris from the affected communities.

**NOW, THEREFORE,** I hereby order that, consistent with the Minnesota Emergency Operations Plan and Minnesota laws governing emergency relief:

1. The Department of Transportation will provide equipment and personnel to assist local units of government in gathering and disposing of debris and maintaining records of expenses incurred.
2. The Department of Public Safety, Division of Homeland Security and Emergency Management, will continue to provide emergency support and assistance to the affected areas pursuant to the Minnesota Emergency Operations Plan including but not limited to the coordination of damage assessment and the coordination of state assistance with local and county officials.

Pursuant to *Minnesota Statutes* 2004, Section 4.035, Subdivision 2, this Order is effective immediately and shall remain in effect until rescinded by proper authority or it expires in accordance with Minnesota law.

**IN TESTIMONY WHEREOF,** I have set my hand this 28th day of September 2005.

Signed: **TIM PAWLENTY**  
**Governor**

Filed According to Law:

Signed: **MARY KIFFMEYER**  
**Secretary of State**

## Official Notices

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

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

## Minnesota Board of Chiropractic Examiners REQUEST FOR COMMENTS on Possible Amendment to Rules Governing Acupuncture: Continuing Education; *Minnesota Rules, 2500.3000, subp 3*

**Subject of Rules.** The Minnesota Board of Chiropractic Examiners requests comments on its possible amendment to rules governing continuing education requirements to maintain an active acupuncture registration. The Board is considering rule amendments to the current continuing education requirements requiring continuing education specific to acupuncture as a requirement for acupuncture registration renewal.

**Persons Affected.** The amendment to the rules would likely affect actively licensed chiropractors in Minnesota who also maintain an active acupuncture registration and agencies offering continuing education programs in acupuncture.

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

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

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

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

**Alternative Format.** Upon request, this Request for Comments can be made available in an alternative format, such as large print,  
(Cite 30 SR 347)

# Official Notices

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Braille, or cassette tape. To make such a request, please contact the agency contact person at the address or telephone number listed above.

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

Dated: September 27, 2005

Larry A. Spicer, DC  
Executive Director

## Minnesota Board of Chiropractic Examiners REQUEST FOR COMMENTS on Possible Amendment to Rules Governing Acupuncture Registration Requirements, *Minnesota Rules*, 2500.3000, subp 2

**Subject of Rules.** The Minnesota Board of Chiropractic Examiners requests comments on its possible amendment to rules governing the requirements to obtain an active acupuncture registration. The Board is considering rule amendments to clearly define the basic requirements necessary for a chiropractor to obtain an acupuncture registration.

**Persons Affected.** The amendment to the rules would likely affect actively licensed chiropractors in Minnesota who wish to obtain an acupuncture registration and agencies offering education programs and testing in acupuncture.

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

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

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

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

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

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Dated: September 27, 2005

Larry A. Spicer, DC  
Executive Director

## Minnesota Comprehensive Health Association Notice of Meeting of the Board of Directors

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA) Board of Directors will be held at 2:00 p.m. on Tuesday, October 11, 2005, at the MCHA Executive Office, 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

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



## Minnesota Housing Finance Agency Notice of Hearing on Bond Issuance

**NOTICE IS HEREBY GIVEN** that the Minnesota Housing Finance Agency will hold a public hearing at 10:00 a.m. on Tuesday, October 18, 2005, at the Minnesota Housing Finance Agency, 400 Sibley Street, Suite 300, St. Paul, Minnesota 55101, for the purpose of taking public testimony regarding the issuance of its Rental Housing Bonds in the maximum principal amount set forth below. The Bonds may be issued in one or more series and will be issued to fund mortgage loans to pay for all or a portion of the costs of acquisition and rehabilitation of the following development, including facilities related and subordinate thereto, for residential rental housing as defined in the Agency's Rental Housing Bond Resolution. The development to be assisted is:

An 85-unit multi-story rental apartment building, currently known as Larson Commons, located at 810 Cloquet Avenue in Cloquet, Minnesota. The initial owner or operator will be Cloquet Leased Housing Associates I, LP, a Minnesota limited partnership, one of the managing general partners of which will be Cloquet Leased Housing Associates I, LLC, a Minnesota limited liability company. The maximum principal amount of the bonds is \$4,000,000.

Additional information may be obtained from the Minnesota Housing Finance Agency, Attn: Sharon Bjostad (651) 282-2577. Parties wishing to comment on the issuance of the Bonds may appear in person at the hearing or may submit written comments to the undersigned prior to the hearing.

Timothy E. Marx, Commissioner  
Minnesota Housing Finance Agency

## State Grants & Loans

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

## Department of Revenue

### Request for Proposals for Grants to Provide Taxpayer Assistance Services to Low Income and Disadvantaged Minnesota Residents Program Background

The Minnesota Department of Revenue is soliciting proposals from one or more non-profit organizations, qualifying under §501(c)(3) of the Internal Revenue Code of 1986, to receive grants to coordinate, facilitate, encourage, and aid in the provision of taxpayer assistance services.

"Taxpayer-assistance services" include accounting and tax-preparation services provided by volunteers to low-income and disadvantaged Minnesota residents to help them file federal and state income tax returns, Minnesota property tax refund claims and to provide personal representation before the Minnesota Department of Revenue and the Internal Revenue Service.

Pursuant to *Laws of Minnesota 2005*, First Special Session, Chapter 3, Article 11, Section 9, the Commissioner of Revenue has authority to issue grants totaling \$250,000 for the 2006-2007 biennium. The Department of Revenue will issue grants totaling \$125,000 each fiscal year (July 1 through June 30). A separate RFP will be issued next year for organizations interested in receiving grant money for the fiscal year ending 2007. The Department intends to award the full \$125,000 this year, but any portion that is not awarded in fiscal year ending 2006 will be added to the amount available in fiscal year ending 2007.

#### Funded Activities

1. Recruitment of volunteers to provide taxpayer-assistance services.
2. Training of volunteers to provide taxpayer-assistance services. This includes creating materials which would assist volunteers and translation expenses of promotional materials to advertise to non-English speaking communities the availability of volunteer sites.

**NOTE:** DOR must approve any advertisements.

3. Provision of free taxpayer-assistance services to low-income or disadvantaged people
4. Materials that directly aids in tax preparation

# State Contracts

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Organizations awarded grant funding will be notified on or about November 21, 2005.

All proposals must be received no later than 2:00 p.m., November 4, 2005, in the manner specified in the Request for Proposals document. Late proposals will not be accepted.

A complete paper copy of the Request for Proposals may be obtained from:

Larry Collette  
Minnesota Department of Revenue  
600 North Robert Street  
Mail Station 1400  
St. Paul, MN 55146-1400  
**Fax:** (651) 556-3111  
**E-mail:** [dor.rfp@state.mn.us](mailto:dor.rfp@state.mn.us)

Please refer to this notice in your written request. In your request include your complete street mailing address, email address, phone number and fax number.

Copies of the Request for Proposals are available on paper only.

## State Contracts

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

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

## Department of Administration

### *State Register*

#### Subscribe to the *State Register*

Subscribe to the *State Register*. You will receive this magazine earlier than the Monday when it is officially "published" (three days earlier -- at end-of-day Friday), as well as the growing index to the current Volume 30. This will guarantee that you keep up-to-date on everything in the volume. In addition, you receive a list of contracts and grants open for bid. Everything includes LINKS (including the index) that will get you to the information you want with the ease of the click of your mouse. It's all e-mailed to you, on Friday, instead of waiting for an issue to be posted on Monday.

A subscription costs \$180 per year. To subscribe, contact Jessie Rahmeyer, our subscriptions manager, at (651) 297-8774, or **Fax:** (651) 297-8260, or **E-mail:** [jessie.rahmeyer@state.mn.us](mailto:jessie.rahmeyer@state.mn.us)

## Colleges and Universities, Minnesota State (MnSCU)

### Rochester Community and Technical College

#### Request for Proposals for Owner's Representative Services for the Health Sciences Renovation Project, Rochester Community and Technical College

To obtain a copy of the full RFP, please go to [www.rctc.edu/rfp](http://www.rctc.edu/rfp).

INFORMATION PRE BID MEETING

DATE: Tuesday, Oct. 18<sup>th</sup>, 2005 2:00 p.m.

PLACE: RCTC, Room CC (Charter Room) 412

PROPOSAL DUE DATE: Friday, November 4<sup>th</sup>, 2005 4:00 P.M.

This request for proposal does not obligate the Rochester Community and Technical College to enter into the proposed contract and the Rochester Community and Technical College reserves the right to cancel this solicitation if it is considered to be in its best interest.

The Rochester Community and Technical College is requesting proposals (RFP's) to evaluate and select an Owner's Representative to assist the Owner in the performance of its obligations and enforcement of its rights during the design and construction of the Health Sciences Renovation Project located at the University Center Rochester, Rochester Community and Technical College, 851 30<sup>th</sup> Ave SE, Rochester, Minnesota. The Owner's Representative shall work with the College's appointed Project Manger, the Office of the Chancellor Facilities Unit, the Architect/Engineer design team, related consultants and the construction Contractor(s) to administer the design and construction contract(s) on behalf of the Owner to assure that the Project is designed and constructed in accordance with the MnSCU Design Standards and the Contract Documents and that the Project is completed on schedule, on budget, and to a level of quality commensurate with the Owner's requirements.

The estimated total Project cost is \$12,759,000.00. The maximum Owner Representative fees are estimated to be 2.3% of the budgeted construction costs plus eligible reimbursable expenses. This proposal does not obligate Rochester Community and Technical College to spend the estimated dollar amount.

Questions regarding this request for proposal should be directed by e-mail to: [june.meitzner@roch.edu](mailto:june.meitzner@roch.edu). All questions and answers will be posted on the web site [www.rctc.edu/rfp](http://www.rctc.edu/rfp).

Please be advised that other College personnel are **NOT** allowed to discuss this request for proposal with anyone, including responders before the submission deadline.

All proposals must be sent to and received by:

June Meitzner, Accounting Technician,  
Rochester Community and Technical College  
851 30<sup>th</sup> Avenue S.E.  
Rochester, MN 55904.

Proposals must be received no later than 4:00 P.M. Friday, Nov. 4, 2005. Late proposals will not be considered. All costs incurred in responding to the RFP will be borne by the responder. Each respondent is requested to submit one signed original copy of its entire submission including all attachments. In addition, each respondent shall submit four (4) identical copies of its proposal with duplicate signatures and all attachments. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Prices and terms of the proposals as stated must be valid for the length of the resulting contract. All proposals must include detailed description of the costs for the entire project.

Representatives of the Rochester Community and Technical College will evaluate all proposals received by the deadline. In some instances, an interview will be part of the evaluation project.

All materials submitted in response to the RFP, will become property of the Rochester Community and Technical College and will become public record after the evaluation process is completed and an award decision made.

Responders should be aware of the standard contract terms and conditions in preparing a response. A sample MnSCU Professional and Technical Services contract will be attached to the RFP. Much of the language reflected in the contract is required by statute. If you take exceptions to any of the terms, conditions, or language in the contract, you must indicate those exceptions in your response to the RFP. Certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

## **Colleges and Universities, Minnesota State (MnSCU) Request for Sealed Bids for Architectural/Engineering Services for Memorial Hall Locker Room and HVAC System Improvements**

The scope of services required for the project includes full architectural/engineering services including architectural, structural, mechanical, fire protection, electrical, telecommunications and audio/visual systems design, interior design, FF&E design, project phasing and scheduling development and analysis, independent third-party cost estimating, construction procurement, and construction administration services, all in accordance with the Minnesota State Colleges and Universities standard A/E contract. The project involves renovation of approximately 33,000 gross square feet in the basement locker room areas and replacement of HVAC systems throughout Memorial Hall. Project scope incorporates the following:

- Review the Pre-Design document prepared February 2003 to determine the scope of work most appropriate to the Phase 1 \$1,750,000 budget authorized for the project.
- Provide complete design services for the area remodelings and/or HVAC improvements commensurate with the identified scope of work and the estimated total project cost of \$4,264,000.

# State Contracts

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- The Minnesota State Colleges and Universities may retain other specialty consultants to assist in the Project work.
- **NOTE:** A roof design consultant designated by the Minnesota State Colleges and Universities will be assigned to and become an integral part of the consultant's design team. The consultant's fee shall include the fee and reimbursables of the roof design consultant.

The project will support the WSU's mission by providing quality space for students, coaches and visiting team members to prepare for and engage in a variety of athletic events. Creating locker rooms that are both functional and inviting will enhance team spirit and enrich the college experience. Replacement of the HVAC systems will improve the air quality and comfort for the building users and reduce ongoing maintenance and operating costs for the University.

A mandatory **Pre-Proposal Project Information meeting for all prime firms** has been scheduled for **1:00 p.m. on Monday, October 17, 2005**, at the Leadership Center in Maxwell Hall on Winona State University campus in Winona, Minnesota.

Proposals shall be submitted in a sealed envelope labeled "Proposal: Design Team Proposal for Memorial Hall Locker Room and HVAC System Improvements" and must be received by **2:00 p.m. Tuesday, November 1, 2005**, at: Steve Ronkowski, Facilities Coordinator, Winona State University, Facilities Office, 175 West Mark Street, Winona, Minnesota 55987.

Proposals received after this time and date will be rejected and returned unopened. Proposals may be delivered in person, by U.S. Mail or by other couriers. Faxed or electronic mail proposals are not acceptable.

## Project Schedule

<i>Issue Request for Proposal:</i>	<b>Monday, October 3, 2005</b>
<i>Project Information Meeting:</i>	<b>Monday, October 17, 2005, 1:00 p.m.</b>
<i>Project Proposals Due:</i>	<b>Tuesday, November 1, 2005, 2:00 p.m.</b>
<i>Project Interviews &amp; Consultant Selection:</i>	<b>Monday, November 21, 2005</b>
<i>Schematic Design Phase:</i>	<b>December 2005 – February 2006</b>
<i>Design Development Phase:</i>	<b>February 2006 – March 2006</b>
<i>Construction Documents Phase:</i>	<b>April 2006 – June 2006</b>
<i>Bidding and Award:</i>	<b>July 2006</b>
<i>Construction:</i>	<b>August 2006 – June 2007</b>

## Project Pre-Design Information

Stanley Consultants Inc. has completed a Pre-Design Report for the Memorial Hall Locker Room and HVAC System Improvements in February 2003. A copy of this document is available for review at the University's Facilities Office. To schedule a review of this report, contact Nancy Nelton at (507) 457-5052. Copies of the Pre-Design Report document will be made available only to teams that are short-listed.

## Project Contact

Questions concerning the Project should be referred to:

Steve Ronkowski, Facilities Coordinator  
Winona State University  
Winona, Minnesota 55987  
**Phone:** (507) 457-5099  
**Fax:** (507) 457-2624  
**E-Mail:** [sronkowski@winona.edu](mailto:sronkowski@winona.edu)

# Department of Employee Relations

## Notice of Availability of Contract for Employee Assistance Services

The Minnesota Department of Employee Relations is requesting proposals for the purpose of providing member advocacy and "best in class" provider services to approximately 50,000 employees and their 72,000 dependents in state government. Work is proposed to start after July 1, 2006.

A Request for Proposal will be available from this office through Thursday, October 20, 2005. **A written request is required to**

**receive the Request for Proposal.** After Thursday, October 20<sup>th</sup>, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Paul Strebe  
Department of Employee Relations  
2<sup>nd</sup> Floor, Centennial Office Building, 658 Cedar Street  
St. Paul, MN 55155  
**Phone:** (641) 259-3726  
**Fax:** (651) 297-5471  
**E-mail:** *paul.strebe@state.mn.us*

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 3 p.m., Thursday, October 27, 2005. **Late proposals will not be considered.** Faxed or e-mailed proposals will **not** be considered.

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

## State Board of Investment Request for Private Money Management Firms

The Minnesota State Board of Investment (MSBI) retains private money management firms to manage a portion of the pension assets and other accounts under its control. Firms interested in managing domestic stock, international stock, domestic bond or global bond portfolios for the MSBI are asked to write to the following address for additional information:

External Manager Program  
Minnesota State Board of Investment  
60 Empire Drive, Suite 355  
St. Paul, MN 55103-3555  
**Telephone:** (651) 296-3328  
**Fax:** (651) 296-9572  
**E-mail:** *minn.sbi@state.mn.us*

Please refer to this notice in your written notice.

## Minnesota Historical Society Notice of Request for Bids for Folsom House Cellar and Stoop Restoration

The Minnesota Historical Society is seeking bids from qualified firms to provide all labor, materials, equipment, and supplies to complete exterior restoration work on the Folsom House Historic Site, Taylors Falls, Minnesota. The work consists of masonry and concrete work to reconstruct cellar steps and kitchen stoop, and improve storm drainage on the Folsom House. All work will be in accordance with the Drawings, Technical Specifications, Instructions to Bidders, Supplementary Conditions, General Conditions, the Contract, and the Request for Bids.

**A mandatory pre-bid meeting for all interested parties will be held at 1:30 p.m. on Thursday, October 13, 2005 at the Folsom House Historic Site, 272 W. Government Street, Taylors Falls, Minnesota 55084.**

The Request for Bids is available by contacting Mary Green Toussaint, Contracting and Purchasing Assistant, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, Minnesota 55102. Telephone (651) 297-7007; e-mail *mary.green-toussaint@mnhs.org*.

Bids must be submitted in a sealed envelope with the project name "**Folsom House Cellar & Stoop Restoration**" clearly written on the envelope and received no later than **2:00 p.m.**, Local Time, on **Tuesday, October 25, 2005**. Late bids will not be considered.

Dated: October 3, 2005

# State Contracts

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## Department of Public Safety

### REQUEST FOR PROPOSALS for Pre-Employment Medical Evaluations of State Patrol Trooper Candidates, Patrol Student Workers, BCA Special Agents, and Deputy State Fire Marshals

The Department of Public Safety (Department) is seeking proposals from qualified licensed medical professionals to:

- Conduct pre-employment physical/medical examinations according to the established medical guidelines for approximately 80 State Patrol Trooper candidates, 10 patrol student works, 12 BCA Special Agents, and 4 Deputy Fire Marshals each year, and/or as needed by the Department.

Details are contained in a complete Request for Proposals, which may be obtained by calling or writing:

Lieutenant Jeffery P. Gladfelter  
State Patrol Training Academy  
1900 West County Road I  
Shoreview, MN 55126  
**Telephone:** (651) 628-6972  
**Fax:** (651) 628-6797  
**E-mail:** [jeff.gladfelter@state.mn.us](mailto:jeff.gladfelter@state.mn.us)

The estimated cost of this project is \$40,000.00 for a two-year contract, from December 1, 2005 through November 30, 2007. The Department will retain an option to extend the contract for an additional three one-year periods, not extending beyond November 30, 2010. Extension options may also be exercised by the state to extend contractor's services to include pre-employment physical/medical evaluations of Minnesota Department of Natural Resource enforcement positions. The value of the contract for subsequent years may be adjusted. Final date for submitting proposals 2:00 PM, Central Daylight Time, on October 24, 2005.

## Department of Transportation (Mn/DOT)

### District Operations Division

#### Metro District

### Notice of Availability of Contract for Property Management Services for Mn/DOT's Roseville Facility

The Minnesota Department of Transportation is requesting proposals for the purpose of hiring a property manager to provide property management services for an 184,000 square foot office building at 1500 West County Road B2 in Roseville by providing the customary services necessary for comfort, service, convenience and safety of tenants. The property manager's duties will include:

- Employing such personnel as are necessary to properly manage the property;
- Receiving certain funds for building operation expenses;
- Paying expenses related to property management, such as utility and custodial services;
- Contracting for services as appropriate;
- Maintaining accurate and complete financial, maintenance, and related records;
- Performing other related functions.

Work is proposed to start after February 1, 2006.

A Request for Proposals is available by mail through October 21, 2005. **A written request (by direct mail or fax) is required to receive the Request for Proposals.** After October 21, 2005, the Request for Proposals must be picked up in person.

The Request for Proposals can be obtained from:

Mark Pavelich  
Mn/DOT Metro District  
1500 W. County Road B2  
Roseville, MN 55113  
Telephone: (651) 582-1302

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than



2:00 PM Central Time on October 31, 2005. **Late proposals will not be considered.** No time extensions will be granted.

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 proposer.

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

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

## Department of Transportation (Mn/DOT) Program Management Division

### Office of Transit

### Informal Solicitation: Modal Options Identity Project

Notice of availability of Contract for market research, transportation research and/or public relations services. Responses to this advertisement become public information under the Minnesota Government Data Practices Act. This request does not obligate Mn/DOT

# State Contracts

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to complete the work contemplated in this notice, and Mn/DOT reserves the right to cancel this informal solicitation. All expenses incurred in responding to this notice shall be borne by the responder.

Mn/DOT requests responses for the development of a common theme or umbrella "brand" that can be used as an additional identifier for already existing and new transportation demand management projects both in the Twin Cities metropolitan area and throughout Greater Minnesota. At this time there is some unity between the transportation management organizations (TMOs) within the seven-county metropolitan area. Greater Minnesota Transportation Demand Management (TDM) projects are locally oriented. Some projects involve metropolitan areas that cross state boundaries.

The goal of the Modal Options Identity Project is to create public awareness of the value of TDM strategies by developing a common theme or umbrella "brand" that can be used as an additional identifier for events regardless of mode, time, and place.

The full Informal Solicitation can be viewed on the Consultant Services Web Page at [www.dot.state.mn.us/consult](http://www.dot.state.mn.us/consult) under the Professional Technical Notices Section.

If you have any questions regarding this advertisement, or are having problems viewing the Informal Solicitation on the Consultant Services Web Page, you may contact:

Melissa McGinnis, Contract Administrator

**Telephone:** (651) 284-3245

**E-mail:** [melissa.mcginis@dot.state.mn.us](mailto:melissa.mcginis@dot.state.mn.us)

**Note: RESPONSES WILL BE DUE ON OCTOBER 17, 2005 AT 2:00PM CENTRAL TIME.**

## Non-State Contracts & Grants

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

## Metropolitan Council

### Notice of Request for Proposals for an Upgrade of Transit Fire Alarm System

#### RFP Number 04P051

**NOTICE IS HEREBY GIVEN** that the Metropolitan Council is soliciting Architect/Engineer proposals for design and construction support services for its Metro Transit Division to review and up-grade the existing fire monitoring systems to a campus style "smart" fire monitoring system for 11 of its buildings. The overall system is to retain the Firenet system in place unless it is found not cost effective. Alarms are to be portrayed on a CADD format.

This work is assisted by Federal Transportation Administration funding. There are no Disadvantaged Business Enterprise goals. The estimated cost for the entire project is \$750,000.

The **tentative** schedule for this process is:

<i>RFP Issue Date</i>	<b>October 3, 2005</b>
<i>Proposals Due</i>	<b>November 10, 2005</b>
<i>Contract Award</i>	<b>January, 2006</b>
<i>Period of Performance</i>	<b>January, 2006-January, 2008</b>

Firms interested in submitting a proposal for this work are invited to submit a written request (either by e-mail, fax, or mail) for an RFP document from:

Harriet Simmons, Administrative Assistant, Contracts and Procurement Unit  
Metropolitan Council  
Mears Park Centre

230 E. Fifth Street  
St. Paul, MN 55101  
**Phone:** (651) 602-1086  
**Fax:** (651) 602-1083  
**E-mail:** *harriet.simmons@metc.state.mn.us*

### South County Health Alliance Request for Proposals for Administrative Services

**NOTICE IS HEREBY GIVEN** that South Country Health Alliance, a joint powers board composed of the Minnesota Counties of Brown, Dodge, Freeborn, Goodhue, Kanabec, Sibley, Steele, Wabasha and Waseca is soliciting proposals to conduct a NCQA HEDIS Compliance Audit™ of HEDIS 2006 performance measures required by the Minnesota Department of Health. The vendor will be an organization licensed to conduct NCQA HEDIS Compliance Audits and must maintain its license for the duration of the contracted period.

Letters of Interest / Intent to submit a Response to the Proposal are due no later than Friday, October 14, 2005. Completed proposals are due by **2:00 p.m. Friday, October 29, 2005**. A decision regarding the proposals will be made by November 11, 2005. Interested parties may request a copy of the RFP by contacting:

Alice Laine  
South Country Health Alliance  
**Telephone:** (507) 444-7773  
**E-mail:** *alaine@mnscha.org*

### 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.

# Statement of Ownership, Management and Circulation...page 1

United States Postal Service

## Statement of Ownership, Management, and Circulation

1. Publication Title State Register		2. Publication Number 0 3 2 6 - 6 3 0		3. Filing Date
4. Issue Frequency Weekly		5. Number of Issues Published Annually 52		6. Annual Subscription Price 180.00
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Managing Editor (Name and complete mailing address) Same as Editor				
10. Owner (Do not leave blank. If the publication is owned by a corporation, give the name and address of the corporation immediately followed by the names and addresses of all stockholders owning or holding 1 percent or more of the total amount of stock. If not owned by a corporation, give the names and addresses of the individual owners. If owned by a partnership or other unincorporated firm, give its name and address as well as those of each individual owner. If the publication is published by a nonprofit organization, give its name and address.)				
Full Name		Complete Mailing Address		
State of Minnesota		660 Olive St.		
Department of Administration		St. Paul, MN 55155		
Communications Media Division				
11. Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities. If none, check box <input type="checkbox"/> None				
Full Name		Complete Mailing Address		
12. Tax Status (For completion by nonprofit organizations authorized to mail at nonprofit rates) (Check one) The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes: <input checked="" type="checkbox"/> Has Not Changed During Preceding 12 Months <input type="checkbox"/> Has Changed During Preceding 12 Months (Publisher must submit explanation of change with this statement)				

PS Form 3526, October 1999

(See Instructions on Reverse)

# Statement of Ownership, Management and Circulation...page 2

13. Publication Title <i>STATE REGISTER</i>		14. Issue Date for Circulation Data Below <i>09-27-05</i>	
15. Extent and Nature of Circulation		Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Total Number of Copies (Net press run)			
b. Paid and/or Requested Circulation	(1)	Paid/Requested Outside-County Mail Subscriptions Stated on Form 3541. (Include advertiser's proof and exchange copies)	
	(2)	Paid In-County Subscriptions Stated on Form 3541 (Include advertiser's proof and exchange copies)	
	(3)	Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Non-USPS Paid Distribution	<i>65</i>
	(4)	Other Classes Mailed Through the USPS	<i>65</i>
c. Total Paid and/or Requested Circulation (Sum of 15b. (1), (2), (3), and (4))		<i>65</i>	<i>65</i>
d. Free Distribution by Mail (Samples, complimentary, and other free)	(1)	Outside-County as Stated on Form 3541	
	(2)	In-County as Stated on Form 3541	
	(3)	Other Classes Mailed Through the USPS	
e. Free Distribution Outside the Mail (Carriers or other means)		<i>1,725</i>	<i>1,725</i>
f. Total Free Distribution (Sum of 15d. and 15e.)		<i>1,725</i>	<i>1,725</i>
g. Total Distribution (Sum of 15c. and 15f.)		<i>1,790</i>	<i>1,790</i>
h. Copies not Distributed		<i>20</i>	<i>20</i>
i. Total (Sum of 15g. and h.)		<i>1,810</i>	<i>1,810</i>
j. Percent Paid and/or Requested Circulation (15c. divided by 15g. times 100)			
16. Publication of Statement of Ownership <input type="checkbox"/> Publication required. Will be printed in the <i>October 3, 2005</i> issue of this publication. <input type="checkbox"/> Publication not required.			
17. Signature and Title of Editor, Publisher, Business Manager, or Owner <i>Robin Jean Lewis</i>			Date <i>09-27-05</i>
I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).			
<b>Instructions to Publishers</b>			
1. Complete and file one copy of this form with your postmaster annually on or before October 1. Keep a copy of the completed form for your records.			
2. In cases where the stockholder or security holder is a trustee, include in items 10 and 11 the name of the person or corporation for whom the trustee is acting. Also include the names and addresses of individuals who are stockholders who own or hold 1 percent or more of the total amount of bonds, mortgages, or other securities of the publishing corporation. In item 11, if none, check the box. Use blank sheets if more space is required.			
3. Be sure to furnish all circulation information called for in item 15. Free circulation must be shown in items 15d, e, and f.			
4. Item 15h., Copies not Distributed, must include (1) newsstand copies originally stated on Form 3541, and returned to the publisher, (2) estimated returns from news agents, and (3), copies for office use, leftovers, spoiled, and all other copies not distributed.			
5. If the publication had Periodicals authorization as a general or requester publication, this Statement of Ownership, Management, and Circulation must be published; it must be printed in any issue in October or, if the publication is not published during October, the first issue printed after October.			
6. In item 16, indicate the date of the issue in which this Statement of Ownership will be published.			
7. Item 17 must be signed. <i>Failure to file or publish a statement of ownership may lead to suspension of Periodicals authorization.</i>			
PS Form 3526, October 1999 (Reverse)			



