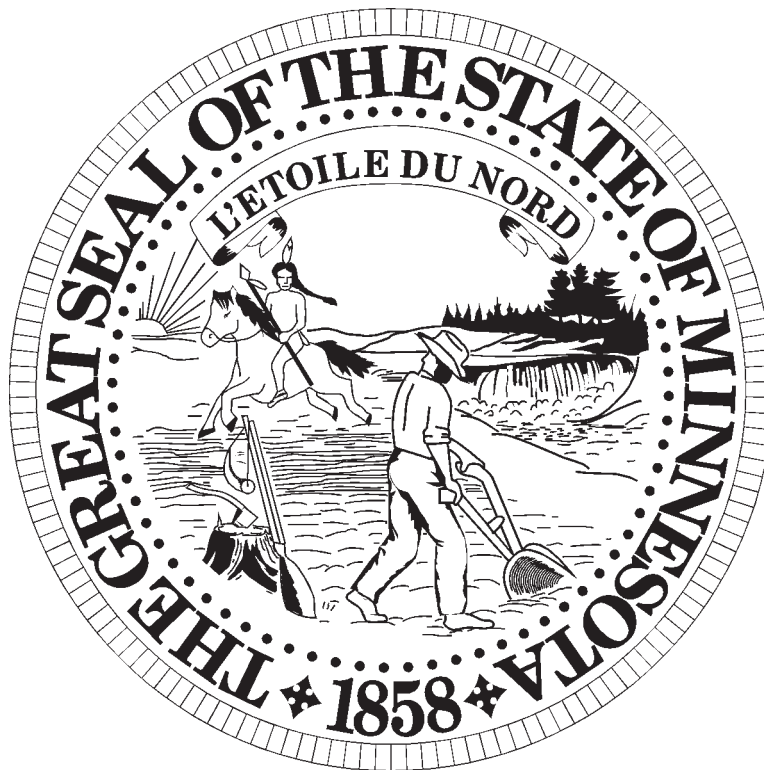


State of Minnesota

# State Register



**Rules, Executive Orders, Appointments,  
Commissioners' Orders, Revenue Notices, Official Notices, Grants,  
State Contracts & Loans, Non-State Bids, Contracts & Grants**  
Published every Monday (Tuesday when Monday is a holiday)

**Monday 14 January 2008  
Volume 32, Number 29  
Pages 1279 - 1310**

# 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:

- rules of state agencies
- commissioners' orders
- state grants and loans
- executive orders of the governor
- revenue notices
- contracts for professional, technical and consulting services
- non-state public bids, contracts and grants
- appointments
- official notices

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# 30	<b>TUESDAY 22 JANUARY</b>	Noon Tuesday 15 January	Noon Wednesday 9 January
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**Website:** [http://www.access.gpo.gov/su\\_docs/aces/aces140.html](http://www.access.gpo.gov/su_docs/aces/aces140.html)

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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, 660 Olive Street (one block east of I-35E and one block north of University Ave), St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

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# 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.

## Department of Public Safety Adopted Permanent Rules Relating to Driver's License Agents

The rules proposed and published at *State Register*, Volume 31, Number 44, pages 1496-1510, April 30, 2007 (31 SR 1496), are adopted with the following modifications:

### 7404.0360 COMMISSIONER'S APPOINTMENT PROCEDURE.

Subp. 1a. ~~Municipally administered Office~~ administered by municipality. If the approved office location is ~~a municipally administered an office administered by a municipality~~, the commissioner may refer the request for appointment to the municipality's governing authority.

### 7404.0500 GENERAL OPERATING PRACTICES.

Subp. 7. ~~Withdrawn at 32 SR 1253~~

## Department of Revenue Adopted Permanent Rules Governing Sales and Use Tax Permits; Reinstatement of Revoked Permits

The rules proposed and published at *State Register*, Volume 32, Number 10, pages 407-409, September 4, 2007 (32 SR 407); and Volume 32, Number 14, page 603, October 1, 2007 (32 SR 603), are adopted with the following modifications:

### 8130.2700 REINSTATEMENT OF REVOKED PERMITS.

Subp. 5. **New application, or application for reinstatement of revoked permit.** The commissioner may reinstate a revoked sales and use tax permit, or issue a new permit to a taxpayer whose permit had been revoked if the taxpayer:

E. has sales and use tax returns prepared by an attorney, accountant, agent, or preparer or attends a business education class for sales tax given by the department, if the taxpayer has had another permit revoked within the preceding 24 months.

The commissioner will hold the security deposit described in item C for two years. ~~Provided, if the taxpayer's business ceases to operate before the end of the two-year holding period (or extended holding period), and the taxpayer is no longer required to file sales and use tax returns and pay sales and use tax, the commissioner may refund the security deposit to the taxpayer as provided in the last paragraph of this subpart.~~

Each failure to file a return or pay a tax due during the two-year period extends such period for the duration of the taxable period for which the return has not been filed or the tax has not been paid.

The commissioner will pay interest on any money deposited as security. The interest will be calculated from the date of deposit to the date of refund, or date of application to any outstanding tax liability, at a rate specified in Minnesota Statutes, section 270C.405. The security deposit will be refunded to the taxpayer at the end of the two-year period, plus any extensions for violations, unless the taxpayer

# Adopted Rules

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has any unpaid tax liabilities. The commissioner may apply the security deposit to any unpaid tax liabilities. The commissioner may refund the security deposit to the taxpayer before the end of the two-year holding period (or extended holding period) if the taxpayer's business ceases to operate and the taxpayer is no longer required to file sales and use tax returns and pay sales and use tax.

## 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

### **Executive Order # 08-01: Requiring Use of E-verify for Newly Hired Employees in the Executive Branch and Requiring Certification of Compliance with Federal Immigration Laws for State Contract Vendors and Employers Receiving Business Subsidies**

**I, TIM PAWLNTY, GOVERNOR OF THE STATE OF MINNESOTA**, by virtue of the authority vested in me by the Minnesota Constitution and applicable statutes, do hereby issue this executive order:

**WHEREAS**, the federal Immigration Reform and Control Act of 1986, as amended, requires all employers, including the state, to verify and maintain documentation that every newly hired employee is legally entitled to work in the United States; and

**WHEREAS**, the state of Minnesota must comply with federal immigration laws as an employer, however, the state should also use its role as a purchaser of goods and services and use state procedures for granting business incentives to ensure that employers that receive benefits funded by state tax dollars comply with federal immigration laws; and

**WHEREAS**, the federal Department of Homeland Security, the Social Security Administration and the United States Citizenship and Immigration Service have created an electronic employment verification system called *E-Verify* to assist employers in electronically verifying the employment eligibility of newly hired employees; and

**WHEREAS**, *E-Verify* allows employers to compare certain types of work eligibility documentation required by the federal Immigration Reform and Control Act of 1986, with certain records maintained by the Social Security Administration and Department of Homeland Security, and includes a new photo screening tool which allows an employer to check the photo of a newly hired employee against certain immigration related photo databases; and

**WHEREAS**, although *E-Verify* may not be a perfect system, it represents the best technology currently available to employers for complying with federal laws requiring employers to verify legal work eligibility.



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# Executive Orders

**NOW, THEREFORE**, I hereby order:

1. Consistent with the Commissioner of Employee Relations' authority in relation to employees of the executive branch pursuant to *Minnesota Statutes*, Chapter 43A, the Commissioner of Employee Relations will implement measures to ensure that all newly hired executive branch employees are legally eligible to work, including:
  - a. Requiring all hiring authorities within the executive branch of state government to use the federal electronic work verification program ("*E-Verify*.")
  - b. Oversee training for state executive branch appointing authorities on use of *E-Verify*.
  - c. Conduct annual random audits of appointing authorities in the executive branch to ensure compliance with this Order.
  
2. To the extent consistent with the Commissioner of Administration's authority over state procurement as set forth in *Minnesota Statutes*, Chapter 16C and the applicable administrative rules, the Commissioner of Administration will implement procedures to ensure that state contracts in excess of \$50,000 are given to vendors which are in compliance with federal employment verification laws including:
  - a. Developing language for state contracts that requires vendors and subcontractors to certify compliance with the Immigration Reform and Control Act of 1986 in relation to employees performing work in the United States, and that the vendor and subcontractors do not knowingly employ persons in violation of the United States immigration laws.
  - b. Requiring certification from vendors and subcontractors that, as of the date services on behalf of the State of Minnesota will be performed, the vendor and all subcontractors have implemented or are in the process of implementing the *E-Verify* program for all newly hired employees in the United States who will perform work on behalf of the State of Minnesota.
  - c. Developing language for state contracts that allows the state to terminate the contract and/or debar the vendor if the Commissioner of Administration determines that the vendor or subcontractor within the control of the contract vendor has knowingly employed ineligible workers in violation of the federal immigration laws.
  
3. To the extent consistent with state law, the Commissioner of Employment and Economic Development will establish procedures for recipients of business subsidies to certify their compliance with the Immigration Reform and Control Act in relation to employees performing work in the United States. The Commissioner will also create a scoring incentive in competitive programs for businesses which implement the *E-Verify* program for newly hired employees performing work in Minnesota.

Pursuant to *Minnesota Statutes* 2006, Section 4.035, Subdivision 2, this Executive Order will be effective fifteen (15) after publication in the *State Register* and filing with the Secretary of State and will remain in effect until is rescinded by proper authority or it expires in accordance with *Minnesota Statutes* 2006, Section 4.035, Subdivision 3.

**IN TESTIMONY WHEREOF**, I have set my hand this seventh day of January, 2008.

signed: **TIM PAWLENTY**  
**Governor**

File According to Law

signed: **MARK RITCHIE**  
**Secretary of State**

## Office of the Governor

### Executive Order # 08-02: Directing Cooperation with Federal Immigration Authorities

**I, TIM PAWLENTY, GOVERNOR OF THE STATE OF MINNESOTA**, by virtue of the authority vested in me by the Minnesota Constitution and applicable statutes, do hereby issue this Executive Order:

**WHEREAS**, illegal immigration and criminal activity related to illegal immigration continues to pose serious problems for Minnesota and the nation; and

# Executive Orders

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**WHEREAS**, law enforcement can more effectively combat criminal activity related to illegal immigration if federal, state and local authorities work on a cooperative basis; and

**WHEREAS**, the federal Department of Homeland Security, Immigration and Customs Enforcement (“ICE”) have developed programs to allow state and local law enforcement officials to work cooperatively with federal ICE officials and federal law enforcement officials to combat criminal activity and the violation of federal immigration laws.

**NOW, THEREFORE**, I hereby order:

1. To the extent consistent with Minnesota law, the Commissioner of Public Safety, the Commissioner of Corrections and the Commissioner of Commerce will take appropriate actions and enter the necessary agreements to work cooperatively with federal officials as part of the Agreement of Cooperation in Communities to Enhance Safety and Security (ACCESS) program.

2. The Commissioners’ cooperative work with ICE and other federal officials through the ACCESS program may include, but is not limited to:

- a. Immigration Cross-Designation pursuant to Section 287(g) of the federal Immigration and Nationality Act for a select number of state law enforcement officers.
- b. Customs Cross-Designation pursuant to 19 *United States Code*, Section 1401 for a select number of state law enforcement officers to assist ICE in enforcing federal customs laws as part of ICE task force operations relating to narcotics smuggling, money laundering, human smuggling and trafficking, fraud or other illegal activity.
- c. Participation by state corrections facilities in the Criminal Alien Program (“CAP”) to identify criminal aliens who are incarcerated within state.
- d. Participation of state law enforcement officers in a Document and Benefit Fraud Task Force (“DBFTF”) with federal officials to target, dismantle and seize illicit proceeds from the criminal organizations that exploit the immigration process through identity theft and fraud.
- e. Provide authority for appropriate state officials to work in joint operations with ICE and other federal officials on matters involving asset forfeiture.
- f. Participation in Operation Community Shield, a national law enforcement initiative to cooperatively address violent transnational gangs, narcotics and human smuggling, money laundering and racketeering violations.
- g. Participation in Operation Predator to cooperatively work with ICE on investigations designed to identify, investigate, and, deport child predators.

Pursuant to *Minnesota Statutes* 2006, Section 4.035, Subdivision 2, this Executive Order will be effective fifteen (15) after publication in the *State Register* and filing with the Secretary of State and will remain in effect until is rescinded by proper authority or it expires in accordance with *Minnesota Statutes* 2006, Section 4.035, Subdivision 3.

**IN TESTIMONY WHEREOF**, I have set my hand this seventh day of January, 2008.

signed: **TIM PAWLENTY**  
**Governor**

File According to Law

signed: **MARK RITCHIE**  
**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 State Agricultural Society (State Fair) Meeting Notice January 18-20, 2008

**MINNESOTA STATE FAIRGROUNDS:** The 149th annual meeting of the Minnesota State Agricultural Society, governing body of the Minnesota State Fair, will be held Jan. 18, 19 and 20 at the Sheraton Bloomington Hotel. The society's general business session is scheduled for 8 a.m. Sunday, Jan. 20, followed by a meeting of the society's board of managers. A complete schedule of meetings and events will be available at the hotel.

The 2008 Minnesota State Fair runs Aug. 21 - Labor Day, Sept. 1.

The Minnesota State Fair is one of the largest and best attended expositions in the country, attracting more than 1.6 million visitors annually. Showcasing Minnesota's finest agriculture, art and industry, the Great Minnesota Get-Together is always 12 Days of Fun Ending Labor Day. Visit [www.mnstatefair.org](http://www.mnstatefair.org) for more information.

Dated: January 14, 2008

### Department of Agriculture Minnesota Rural Finance Authority Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes*, Chapter 41C on Behalf of Justin and Tami Farmer

**NOTICE IS HEREBY GIVEN** that a public hearing will be held on February 4, 2008, at 9:00 A.M., Department of Agriculture Building, Agricultural Finance Division, 625 Robert Street North, Saint Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under Minnesota Statutes, Chapter 41C, in order to finance the purchase of 77.5 acres of bare land located at the junction of County Road 82 and County Road 15; SE 1/4 Section 15, Delafield Township, Jackson County, Minnesota on behalf of Justin D. and Tami J. Farmer, (the Borrower/s).

The maximum aggregate face amount of the proposed bond issue is \$232,500.00. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due.

All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: January 2, 2008

Jim Boerboom  
RFA Director

# Official Notices

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## Department of Agriculture

### Minnesota Rural Finance Authority

#### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond under *Minnesota Statutes*, Chapter 41C on Behalf of Shawn and Brenda Anderson

**NOTICE IS HEREBY GIVEN** that a public hearing will be held on February 4, 2008, at 9:00 A.M., Department of Agriculture Building, Agricultural Finance Division, 625 Robert Street North, Saint Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under Minnesota Statutes, Chapter 41C, in order to finance the purchase of 123.3 acres of bare land located 1 & 1/2 miles SW of Cokato, MN on Quinlar Ave., Section's 4 & 5; Stockholm Township, Wright County, Minnesota on behalf of Shawn M. and Brenda L. Anderson, (the Borrower/s).

The maximum aggregate face amount of the proposed bond issue is \$211,000.00. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due.

All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: January 2, 2008

Jim Boerboom  
RFA Director

## Department of Health

### Division of Compliance Monitoring

#### Managed Care Systems Section

#### Notice of Application for Essential Community Provider Status

**NOTICE IS HEREBY GIVEN** that an application for designation as an Essential Community Provider (ECP) has been submitted to the Commissioner of Health by Catholic Charities of St. Paul and Minneapolis, 1200 Second Avenue South, Minneapolis, MN 55408.

An ECP is a health care provider that serves high-risk, special needs, and underserved individuals. In order to be designated as an ECP, a provider must demonstrate that it meets the requirements of *Minnesota Statutes* Section 62Q.19 and *Minnesota Rules* Chapter 4688. The public is allowed 30 days from the date of the publication of this notice to submit written comments on the application. The commissioner will approve or deny the application once the comment period and compliance review is complete.

For more information contact:

Mary Ann Fena  
Managed Care Systems Section  
Division of Compliance Monitoring  
Department of Health  
P.O. Box 64882  
St. Paul, MN 55164-0882  
Phone: (651) 201-5164

**Minnesota Office of Higher Education****Notice of Public Hearing Before the Minnesota Office of Higher Education****Regarding Issuance of Supplemental Student Loan Program Revenue Bonds,  
2008 Series (Tax-Exempt)**

The Minnesota Office of Higher Education (“OHE”) will hold a public hearing at 9:00 a.m. in 1450 Energy Park Drive, Suite 350, St. Paul, Minnesota on the 6<sup>th</sup> day of February, 2008, on the issuance of Supplemental Student Loan Program Revenue Bonds, Series 2008 (Tax-Exempt) (the “Bonds”). The Bonds are being issued for the purpose of making loans to eligible students (the “Student Loans”) under the OHE’s Supplemental Student Loan Program in accordance with the provisions of *Minnesota Statutes*, Chapter 136A, as amended, funding certain funds and paying a portion of the costs of issuance of the Bonds (the “Project”).

OHE’S principal offices are located at 1450 Energy Park Drive, Suite 350, St. Paul, Minnesota 55108.

The Bonds are proposed to be issued in an amount not to exceed \$23,300,000. The Bonds shall be limited obligations of OHE payable from and secured solely by all payments of principal of and interest on certain Student Loans and the proceeds thereof, certain funds and accounts and other collateral constituting the security as to be described in the resolution authorizing the Bonds. The Bonds will not be deemed to constitute a pledge of the faith of OHE or the State of Minnesota, but shall be payable solely from revenues pledged by OHE in accordance with an indenture of trust, as supplemented. Neither the faith or credit nor the taxing power of the State of Minnesota will be pledged to the payment of principal of or the interest on the Bonds.

OHE has no taxing power.

The hearing shall provide the fullest opportunity for expression of opinion, for argument on the merits and for the introduction of documentary evidence pertinent to the nature of the Project and the proposed issuance of the Bonds. Written comments will be accepted by OHE at 1450 Energy Park Drive, Suite 350, St. Paul, Minnesota 55108, but must be received on or before the date of the hearing.

Dated: January 4, 2008

BY ORDER OF THE DIRECTOR OF THE  
MINNESOTA OFFICE OF HIGHER EDUCATION  
Susan Heegaard, Director

**Department of Human Services****Health Care Purchasing and Delivery Systems Division****Health Care Administration****Public Notice of Maximum Allowable Costs of Medical Assistance Outpatient  
Prescribed Drugs**

**NOTICE IS HEREBY GIVEN** to recipients, providers of services, and to the public of additions to the state Medical Assistance maximum allowable cost (state MAC) list for certain outpatient prescribed drugs.

At least once each calendar year, the United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, publishes a federal upper limit (FUL) payment schedule for many commonly prescribed multiple-source drugs. The federal upper limit is set at a rate equal to 150 percent of the published price for the least costly therapeutic equivalent that can be purchased by pharmacists. This FUL payment schedule constitutes the federal MAC list. For many multiple-source drugs that are not on the federal MAC list, the Department establishes a state MAC list. Additionally, the Department imposes a state MAC for many multiple-source drugs that are on the federal MAC list, as long as the savings are at least as much as the savings would be using the federal MAC list.

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

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On January 13, 2003 at 27 SR 1117-1130, the Department published the MAC list, listing the federal and state MACs. Additional changes to the state MAC list were published on February 18, 2003 (27 SR 1331-1334), March 3, 2003 (27 SR 1386-1393), April 21, 2003 (27 SR 1583-1584), August 4, 2003 (28 SR 102-103), October 13, 2003 (28 SR 505-506), October 20, 2003 (28 SR 528-529), December 15, 2003 (28 SR 784-785), January 26, 2004 (28 SR 934-935), March 8, 2004 (28 SR 1089-1090), April 5, 2004 (28 SR 1232), April 19, 2004 (28 SR 1313-1314), May 3, 2004 (28 SR 1367-1368), August 9, 2004 (29 SR 173), August 23, 2004 (29 SR 224-225), November 8, 2004 (29 SR 510), November 15, 2004 (29 SR 534-535), February 7, 2005 (29 SR 923-924), February 14, 2005 (29 SR 951-952), March 7, 2005 (29 SR 1038-1039), April 11, 2005 (29 SR 1174-1175), June 27, 2005 (29 SR 1607), July 18, 2005 (30 SR 49-50), August 15, 2005 (30 SR 147), August 29, 2005 (30 SR 226-227), October 17, 2005 (30 SR 402-403), November 14, 2005 (30 SR 511-512), December 12, 2005 (30 SR 617-618), January 9, 2006 (30 SR 770-771), January 30, 2006 (30 SR 833), February 13, 2006 (30 SR 884), February 27, 2006 (30 SR 926-927), March 20, 2006 (30 SR 1006-1007), April 10, 2006 (30 SR 1109), May 30, 2006 (30 SR 1249-1250), July 31, 2006 (31 SR 138-139), August 21, 2006 (31 SR 268), September 18, 2006 (31 SR 380 - 381), October 2, 2006 (31 SR 474-477), October 16, 2006 (31 SR 519-520), November 6, 2006 (31 SR 614), January 2, 2007 (31 SR 867-868), January 29, 2007 (31 SR 958-959), February 26, 2007 (31 SR 1169-1170), April 23, 2007 (31 SR 1444-1445), April 30, 2007 (31 SR 1523), June 18, 2007 (31 SR 1810-1811), July 23, 2007 (32 SR 219-220), August 6, 2007 (32 SR 301-302), August 27, 2007 (32 SR 380-381), September 24, 2007 (32 SR 572-573), October 8, 2007 (SR 32 667-668), November 5, 2007 (32 SR 811- 812), November 19, 2007 (32 SR 909-910) and December 31, 2007 (32 SR 1234-1235).

Effective January 15, 2008 the Department will add the following outpatient prescribed drugs to the state MAC list:

<u>Drug Name</u>	<u>Strength</u>	<u>MAC Price</u>
CETIRIZINE	5MG	\$0.13
CETIRIZINE	10MG	\$0.13

These additions are made to bring Medical Assistance reimbursement to pharmacists more closely in line with the actual acquisition cost of the drugs listed above. The Department estimates that there will be a state savings of \$25,000 for State Fiscal Year 2006 (July 1, 2007 through June 30, 2008).

This notice is published pursuant to *Code of Federal Regulations*, Title 42, section 447.205, which requires publication of a notice when there is a rate change in the methods and standards for setting payment rates for Medical Assistance services.

Written comments and requests for information may be sent to Kristin Young, Pharmacy and Program Manager, Health Care Purchasing and Delivery Systems Division, Health Care Administration, Minnesota Department of Human Services, P.O. Box 64984, St. Paul, Minnesota 55164-0984; **phone:** (651) 431-2504 or **e-mail:** [kristen.c.young@state.mn.us](mailto:kristen.c.young@state.mn.us)

## Department of Human Services

### Minnesota Board on Aging

#### Notice of Public Hearing to Reconsider the Current Planning and Service Areas as Designated under the Federal Older Americans' Act

The Minnesota Board on Aging is soliciting recommendations as to whether it should reconsider the current planning and service areas as designated under the Federal Older Americans' Act.

The Board has scheduled opportunities for community members including seniors and their caregivers, aging services providers, Area Agencies on Aging and general units of government to provide their input and recommendations on reconsidering the current planning and service areas at the following meetings:

**Monday, January 14, 2008**

Lyon County Courthouse  
607 West Main Street, Marshall  
2:00 p.m. to 4:00 p.m.

**Thursday, January 17, 2008**

Brainerd Lakes Community Center  
803 Kingwood Street, Brainerd  
9:00 a.m. to 11:00 a.m.

**Thursday, January 17, 2008**

Lakes & Pine Community Action Council  
1700 Maple Avenue East, Mora  
1:30 p.m. to 3:30 p.m.

**Tuesday, January 22, 2008**

St. Paul Council of Churches  
1671 Summit Ave, St. Paul  
9:30 a.m. to 11:30 a.m.

**Tuesday, January 22, 2008**

Offices of the Minnesota Chippewa Tribes  
15542 State 371 NW, Cass Lake  
1:00 p.m. to 3:00 p.m.

**Tuesday, January 22, 2008**

Pennington County Highway Department Conference Room  
250 125<sup>th</sup> Ave NE, Thief River Falls  
9:00 a.m. to 11:00 a.m.

**Tuesday, January 22, 2008**

Beltrami Electric Cooperative  
4111 Technology Dr NW, Bemidji  
2:00 p.m. to 4:00 p.m.

**January 23, 2008**

Proctor Community Center  
100 Pionk Drive, Proctor  
10:00 a.m. to 12:00 p.m.

**January 23, 2008**

West Central Initiative Fund  
1000 Western Ave, Fergus Falls  
9:00 a.m. to 11:00 a.m.

**January 23, 2008**

Rochester  
Ramada Hotel & Conference Center  
1517 SW 16 Street (West of Apache Mall)  
Royale Room  
1:00 p.m. to 3:00 p.m.

**January 30, 2008**

Chippewa County Court House,  
Assembly Room  
629 North 11th Street, Montevideo  
9:00 a.m. to 11:00 a.m.

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## **January 30, 2008**

Kandiyohi County Health and Human Services Building  
2200 23rd Street NE, Willmar  
2:00 p.m. to 4:00 p.m.

## **January 31, 2008**

Nichols Office Building, Rooms 360 & 365  
410 East Jackson Street, Mankato  
2:00 p.m. to 4:00 p.m.

## **February 7, 2008**

Fellowship Hall - Gloria Dei Lutheran Church  
301 North Lincoln Street, Redwood Falls  
10:30 a.m. to 12:30 p.m.

For more information or questions about the hearings please contact the Minnesota Board on Aging at (651) 431-2500 or by e-mail at [mba\\_dhs@state.mn.us](mailto:mba_dhs@state.mn.us).

## **Ombudsman for Mental Health and Developmental Disabilities Notice of Advisory Committee Meeting**

The Ombudsman for MH/DD Advisory Committee will hold a meeting from 9:00 a.m. to 1:00 p.m. on Thurs., Jan. 17, 2008. The meeting will be held in Suite 420 of the Metro Square Building on 7<sup>th</sup> & Robert St., St. Paul. Please RSVP to Paula:

E-mail: [paula.kasprowicz@state.mn.us](mailto:paula.kasprowicz@state.mn.us) or call 800-657-3506.

## **Minnesota Public Utilities Commission Request for Comments on Possible Amendments to Rules Governing *Ex Parte* Communications, *Minnesota Rules* Chapter 7845, Docket No. U-999-R-07-887**

**Subject of Rules.** The Minnesota Public Utilities Commission requests comments on possible amendments to its rules governing *ex parte* communications. The Commission is considering rule amendments that would conform the rule to statutory changes. The amendments would extend *ex parte* restrictions to participants, add an investigatory process for complaints, and remove duplicative language.

**Persons Affected.** The proposed rule amendments would likely affect the following:

- Any public utility or telecommunications services provider who appears before the Commission as a party or participant in a pending case or proceeding.
- A municipal utility or electric cooperative if appearing before the Commission as a party or participant in a pending case or proceeding.
- Commissioners who are involved in hearing a pending case or proceeding.
- Any member of the public who becomes involved in a pending case or proceeding through which a person becomes a party or a participant.
- Any member of any organization or any other person who, for any reason, becomes a party or participant in a pending case or proceeding.
- The Office of Administrative Hearings in handling the investigation and issuing findings and recommendations on sanctions.
- The Commission in making the final determination on sanctions.
- Agencies or other persons affected by a pending case or proceeding that is subject to the outcome of a complaint.



**Statutory Authority.** *Minnesota Statutes*, § 216A.037, subd. 1, authorizes the Commission to adopt rules governing *ex parte* communications. Recent changes made to *Minnesota Statutes* § 216A.037 make it necessary for the Commission to conform its rules to these changes. Prior to 2007, the statute applied *ex parte* restrictions only to participants and Commissioners. The statute was amended during the 2007 legislative session to extend *ex parte* restrictions to parties, and the proposed amended rules apply the restrictions to Commissioners, parties and participants, consistent with the new statutory language. This statute was also amended to include a special investigatory process for *ex parte* complaints, a process that is now being added to the rules. And finally, this rulemaking includes housekeeping items that remove duplicative language.

**Public Comment.** Interested persons or groups may submit comments or information on these possible amendments in writing or orally until 4:30 p.m. on February 4, 2008. All communications in the matter should include a reference to docket number **U-999-R-07-887**. The Commission does not contemplate appointing an advisory committee to comment on the amended rules because they are non-controversial and are in conformance with recent statutory changes.

**Rules Draft.** The Commission has prepared a draft of the possible amendments; that draft is set forth below.

**Agency Contact Person.** Written or oral comments, questions and requests for more information on the amended rules should be addressed to:

Kate Kahlert, Commission Attorney  
Public Utilities Commission  
121 Seventh Place East, Suite 350  
St. Paul, MN 55101-2147  
**Phone:** (651) 201-2239  
**Fax:** (651) 297-7073  
Minnesota Relay Service: (800) 627-3529  
**E-mail:** [kate.kahlert@state.mn.us](mailto:kate.kahlert@state.mn.us)

**Alternative Format.** Upon request, this Request for Comments can be made available in alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the Commission 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 if and when a proceeding to adopt the amended rules is started. The Commission 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.

**Working Draft.** The Commission's current working draft of the amended rules is set forth below.

### 7845.7000 DEFINITIONS.

Subp. 4. **Ex parte communication.** "Ex parte communication" means an oral or written, off-the-record communication made between a to or by commissioners or commission decision-making personnel, and a party or a participant without notice to other parties or participants, that is directed to the merits or outcome of an on-the-record proceeding. This term does not include procedural, scheduling, and status inquiries or other inquiries or requests for information that have no bearing on the merits or the outcome of the proceeding.

Subp. 7. **Participant.** "Participant" means a person who files comments or appears in a proceeding, other than public hearings held in contested cases and other commission proceedings conducted to receive general public comments, to present views without becoming a party.

### 7845.7200 PROHIBITED EX PARTE COMMUNICATIONS.

Subpart 1. **Communications with commissioners.** An ex parte communication, either direct or indirect, must not be made or attempted

to be made between a commissioner and a party or a participant concerning:

A. a material issue during a pending contested case proceeding, from the date the matter is referred to the Office of Administrative Hearings until the commission issues its final order and the time to petition for reconsideration expires, or until the commission issues a final order responding to the petition for reconsideration, whichever is later;

# Official Notices

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B. a material issue in a rulemaking proceeding after the beginning of commission deliberations, from the date the commission posts notice of its deliberations for adoption of rules on the open meeting calendar until the order adopting the rules is issued;

C. a material issue in a disputed formal petition; or

D. other communications prohibited by law, such as:

(1) offers of employment to commissioners, as described in *Minnesota Statutes*, section 216A.036, and in parts 7845.0700 and 7845.0800;

(2) discussions with commissioners concerning past or future benefits or compensation, as described in *Minnesota Statutes*, section 216A.037, subdivision 2, and in parts 7845.0700 and 7845.0800; or (3) offers to commissioners of compensation, gifts, gratuities, favors, entertainment, meals, beverages, loans, or other things of monetary value, as described in part 7845.0700.

## 7845.7300 HANDLING PROHIBITED EX PARTE COMMUNICATIONS.

Subp. 2. **Oral communication.** If a party or participant makes or attempts to make a prohibited oral ex parte communication to a commissioner, the commissioner shall advise the party or participant who makes or attempts to make the communication that the communication is prohibited and shall immediately terminate the communication. If a prohibited oral ex parte communication takes place, the commissioner who receives the communication shall forward to the commission's executive secretary, within 48 hours, a signed and dated statement that includes the following information:

A. the name and docket number of the proceeding;

B. to the extent known, the name and address of the person making the communication and the relationship, if any, to the parties to or the participants in the proceeding;

C. the date and time of the communication, its duration, and the means by and circumstances under which it was made;

D. a summary of the matters discussed; and

E. whether the party or participant making the prohibited communication persisted after being advised that the communication was prohibited.

Subp. 3. **Notice to parties and participants.** The commission's executive secretary shall place the statement in the commission's public file within 48 hours, but shall not make the statement part of the record of the pending proceeding. The executive secretary shall serve a copy of the statement on the parties and participants on the commission's official service list. If the statement is voluminous, the executive secretary may serve notice to the parties and participants on the official service list that the statement is available for public inspection at the commission's offices during regular business hours.

## 7845.7400 HANDLING PERMISSIBLE EX PARTE COMMUNICATIONS.

Subp. 4. **Interim rate proceedings; compliance filings.** Commissioners and decision-making personnel may receive or generate written or oral ex parte communications with a party or participant in the setting of interim rates or the review of compliance filings following the issuance of a final order or order after reconsideration. Commissioners and decision-making personnel who receive or generate written or oral ex parte communications in these situations shall place a signed note in the commission's public file containing the name of the party or participant, date, docket number of proceeding, and topic as soon as practicable, but no later than the issuance of the interim rate order or the compliance filing order.

## 7845.7500 SANCTIONS

Subject to notice and hearing, a party who makes a prohibited ex parte communication to a commissioner or who encourages or solicits others to make a prohibited ex parte communication to a commissioner is subject to the following sanctions:

A. dismissal of the proceeding if the prohibited ex parte communication has so prejudiced the proceeding that the commission cannot consider it impartially;

B. an adverse ruling on a pending issue that is the subject of the prohibited ex parte communication, when other parties are prejudiced by the prohibited ex parte communication;

C. the striking of evidence or pleadings when the evidence or pleadings are tainted by the prohibited ex parte communication; or

D. a public statement of censure by the commission, when the prohibited ex parte communication is determined to be part of a continuing pattern of improper ex parte communication or when a single prohibited communication takes place and mitigating circumstances exist that:

- (1) negate the need for a more severe sanction;
- (2) do not prejudice the proceeding to the extent that the commission is unable to consider it impartially;
- (3) do not prejudice other parties to the proceeding; and
- (4) do not taint the evidence or pleadings.

### 7845.7700 EX PARTE COMMUNICATIONS; COMPLAINTS SEEKING SANCTIONS

Subpart 1. **Complaint.** Any person seeking sanctions for alleged ex parte violations may file a complaint with the commission.

Subpart 2. **Contents.** The contents of the complaint must include the following information:

- A. name and address of the complainant;
- B. name and address of complainant's counsel, if any;
- C. name and address of each person alleged to have violated the ex parte prohibition (respondents);
- D. name and address of each respondent's counsel, if any;
- E. the facts which constitute the allegation; and
- F. sanctions sought.

Subpart 3. **Service.** Complaints filed under this section must be filed with the commission and mailed to or served on the following:

- A. each respondent;
- B. the department;
- C. Residential Utilities Division of the Office of the Attorney General; and
- D. all persons on the commission's official service list for the proceeding.

Subpart 4. **Answer.** Within seven days of service of the complaint, each respondent must file an answer with the commission and serve it on the following:

- A. each complainant;
- B. the department;
- C. Residential Utilities Division of the Office of the Attorney General; and
- D. all persons on the commission's official service list for the proceeding.

### 7845.7800 COMPLAINT PROCEEDING

Subpart 1. **Office of Administrative Hearings.** The commission shall refer the complaint and answer to the Office of Administrative Hearings.

Subpart 2. **Investigation.** The administrative law judge assigned to the ex parte complaint proceeding by the Office of Administrative Hearings shall conduct a hearing investigation and shall issue a report within 30 days after the matter is referred. If the administrative law judge determines that the report cannot be properly completed within that time period, the judge shall report that fact to the commission within the 30-day period and shall file a final report within a reasonable time thereafter, no later than 60 days after the referral to the Office of Administrative Hearings.

Subpart 3. **Decision.** The report of the administrative law judge shall describe the relevant facts of the case and shall set forth the judge's findings as to whether ex parte violations occurred. The findings and decisions of the judge as to whether ex parte violations occurred are binding on the commission.

Subpart 4. **Sanctions.** In the report, the administrative law judge shall discuss and make recommendations regarding sanctions, including the recusal of any commissioner or the removal of decision-making personnel from an affected case. The administrative law judge may only recommend that the commission impose one of the following sanctions if the judge finds that the condition specified for the sanction is met:

- A. dismiss the proceeding if the prohibited ex parte communication has so prejudiced the proceeding that the commission cannot consider it impartially;
- B. issue an adverse ruling on a pending issue that is the subject of the prohibited ex parte communication, when other parties or participants are prejudiced by the prohibited ex parte communication;
- C. strike evidence or pleadings when the evidence or pleadings are tainted by the prohibited ex parte communication; or
- D. issue a public statement of censure by the commission, when the prohibited ex parte communication is determined to be part of a continuing pattern of improper ex parte communication or when a single prohibited communication takes place and mitigating circumstances exist that:
  - (1) negate the need for a more severe sanction;
  - (2) do not prejudice the proceeding to the extent that the commission is unable to consider it impartially;
  - (3) do not prejudice other parties to or participants in the proceeding; and
  - (4) do not taint the evidence or pleadings.

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## 7845.7900 COMMENT PERIOD; COMMISSION DECISION

Subpart 1. **Notice.** After receiving the administrative law judge's report, the commission will provide notice of the report to all persons on the commission's official service list for the affected proceeding.

Subpart 2. **Comment Period.** Any person wishing to comment on the judge's report regarding the recommendation of sanctions must do so within ten days of the commission's notice of the report. The commission may vary the notice period as it deems appropriate.

Subpart 3. **Decision.** Following the comment period, and with notice, the commission will hold a hearing and render its decision regarding the imposition of sanctions. Notice of the hearing will be sent to those on the commission's official service list for the affected proceeding.

## 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 Transportation Transportation Revolving Loan Fund (TRLF) 2008 Solicitation Announcement

Please be advised that the Minnesota Department of Transportation (Mn/DOT) is soliciting candidate projects for funding through the Transportation Revolving Loan Fund (TRLF).

For those unfamiliar with the TRLF program, the TRLF operates much like a commercial bank, providing low-interest loans and other types of financial assistance on a competitive basis to governmental entities for eligible transportation projects.

**Road & Bridge Projects** – Approximately \$7.8 million is available (unleveraged) in the Highway Account and \$3.2 million is available in the Trunk Highway Account. Candidate projects must be Title 23, federal aid eligible highway projects to apply. Projects must also be ready to start using the loan proceeds before the end of CY 2009.

Projects which get selected for loans will be required to follow all Mn/DOT State and Federal Aid project development requirements.

If you are interested in applying for a loan, please contact the applicable TRLF Coordinator listed on the reverse side of this sheet.

The schedule for selecting candidate projects will be as follows:

# State Grants & Loans

January 2008	–	Solicitation announcement distributed
Feb.-April 2008	–	District/ATP's receive, approve, & prioritize applications
April-May 2008	–	Mn/DOT evaluates applications and selected projects
June-August 2008	–	MN Public Facilities Authority approves loans and enters into loan agreements

Please also remember that another Mn/DOT loan program known as the Local Road Improvement Loan Program provides loans to local governments with cost shares on State Trunk Highway projects. If you are interested in learning more about this loan program, please contact Patti Loken at (651) 366-3803.

## TRANSPORTATION REVOLVING LOAN FUND (TRLF) CONTACT LIST

Please direct TRLF questions to your applicable District/ATP TRLF Coordinator listed below:

### District/ATP1

Gus Peterson  
1123 Mesaba Avenue  
Duluth, MN 55811  
**Phone:** (218) 725-2796  
**Fax:** (218) 725-2800  
**E-mail:** [gus.peterson@dot.state.mn.us](mailto:gus.peterson@dot.state.mn.us)

### District/ATP2

James Bittmann  
3920 Highway 2 West  
Bemidji, MN 56601  
**Phone:** (218) 755-6554  
**Fax:** (218) 775-6512  
**E-mail:** [jim.bittmann@dot.state.mn.us](mailto:jim.bittmann@dot.state.mn.us)

### District/ATP3

Steve Voss  
7694 Industrial Park Road  
Baxter, MN 56425  
**Phone:** (218) 828-5779  
**Fax:** (218) 828-5814  
**E-mail:** [eve.voss@dot.state.mn.us](mailto:eve.voss@dot.state.mn.us)

### District/ATP4

Jody Martinson  
1000 Trunk Highway 10 West  
Detroit Lakes, MN 56501  
**Phone:** (218) 846-7964  
**Fax:** (218) 846-7988  
**E-mail:** [jody.martinson@dot.state.mn.us](mailto:jody.martinson@dot.state.mn.us)

### District/ATP6

Chris Moates  
2900 48<sup>th</sup> Street N.W.  
Rochester, MN 55901  
**Phone:** (507) 286-7594  
**Fax:** (507) 285-7279  
**E-mail:** [chris.moates@dot.state.mn.us](mailto:chris.moates@dot.state.mn.us)

### District/ATP7

Lisa Bigham  
501 S. Victory Drive  
P.O. Box 4039  
Mankato, MN 56002-4039  
**Phone:** (507) 304-6195  
**Fax:** (507) 304-6119  
**E-mail:** [lisa.bigham@dot.state.mn.us](mailto:lisa.bigham@dot.state.mn.us)

### District/ATP8

Patrick Weidemann  
P.O. Box 768  
2505 Transportation Road  
Willmar, MN 56201  
**Phone:** (320) 214-3753  
**Fax:** (320) 231-5168  
**E-mail:** [patrick.weidemann@dot.state.mn.us](mailto:patrick.weidemann@dot.state.mn.us)

### Metro

Mike Sobolewski  
Waters Edge Bldg.  
1500 W. County Road B2  
Roseville, MN 55113  
**Phone:** (651) 234-7795  
**Fax:** (651) 234-7786  
**E-mail:** [mike.sobolweski@dot.state.mn.us](mailto:mike.sobolweski@dot.state.mn.us)



**For questions specifically related to project eligibility, please contact:**

Sue Thompson  
Mn/DOT, Office of Investment Management  
Transportation Building – Third Floor, MS 440  
395 John Ireland Blvd.  
St. Paul, MN 55155

# State Grants & Loans

**Phone:** (651) 366-3785  
**Fax:** (651) 366-3790  
**E-mail:** [susan.thompson@dot.state.mn.us](mailto:susan.thompson@dot.state.mn.us)

For questions specifically related to financing and loan approval, please contact:

Jeff Freeman  
Public Facilities Authority  
1<sup>st</sup> National Bank Bldg.  
Suite E 200  
332 Minnesota Street  
St. Paul, MN 55101-1351  
**Phone:** (651) 296-2838  
**Fax:** (651) 296-8833  
**E-mail:** [jeffrey.freeman@dot.state.mn.us](mailto:jeffrey.freeman@dot.state.mn.us)

Or

Steve La Fontaine  
Public Facilities Authority  
1<sup>st</sup> National Bank Bldg.  
Suite E 200  
332 Minnesota Street  
St. Paul, MN 55101-1351  
**Phone:** (651) 259-7471  
**Fax:** (651) 296-8833  
**E-mail:** [stephen.lafontaine@dot.state.mn.us](mailto:stephen.lafontaine@dot.state.mn.us)

The TRLF web site can be found at <http://www.oim.dot.state.mn.us/TRLF/index.html>

## 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.

**Requirements:** There are no statutes or rules requiring contracts to be advertised for any specific length of time, but the Materials Management Division strongly recommends meeting the following requirements:

- \$0 - \$5000 does not need to be advertised. Contact the Materials Management Division: (651) 296-2600
- \$5,000 - \$25,000 should be advertised in the *State Register* for a period of at least seven calendar days;
- \$25,000 - \$50,000 should be advertised in the *State Register* for a period of at least 14 calendar days; and
- anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar days

## Assistance with Contracts

Obtain MORE and FASTER information with a SUBSCRIPTION to the *State Register*. Subscribe and receive LINKS to the *State Register*. Open the *State Register* and click on Bookmarks in the upper right corner. You will also receive ALL the current rules, with an INDEX, and previous years' indices. You also receive a summarized "Contracts & Grants" section to review. Subscriptions cost \$180 a year (an \$80 savings). Here's what you receive via e-mail:

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It's all E-mailed to you, at end-of-day on Friday, instead of waiting for the non-subscriber's issue released on Monday. Contact Cathy Hoekstra, our subscriptions manager, at (651) 297-8777, or **Fax:** (651) 297-8260, or **E-mail:** [cathy.hoekstra@state.mn.us](mailto:cathy.hoekstra@state.mn.us)



**Department of Administration  
Real Estate Management Division  
Notice of State Real Property in Gilbert, Minnesota for Sale**

**NOTICE IS HEREBY GIVEN** that the Department of Administration is offering the real property located at 115 Florida Avenue West, Gilbert, Minnesota, for sale by sealed bid. The property includes a 2 bedroom, 1 bath, one-story house with a 2-car detached garage. The minimum bid is \$82,000. To obtain a copy of the complete bid package, visit [www.admin.state.mn.us/recs/sas/sas-psl.html](http://www.admin.state.mn.us/recs/sas/sas-psl.html), send an e-mail to [susan.maki@state.mn.us](mailto:susan.maki@state.mn.us), or call (651) 201-2549. Written bids must be received no later than 2:30 p.m. on Thursday, February 14, 2007.

**Minnesota State Colleges and Universities (MnSCU)  
Central Lakes College  
Request for Proposal for Local and Long Distance Telephone Service**

Central Lakes College is requesting proposals from qualified telecommunications carriers for local and long distance service. Service is in the form of T1 PRI trunks. A copy of the Request For Proposal may be obtained by contacting Scott Streed at Central Lakes College, 501 W College Drive, Brainerd, MN 56401. (218) 855-8063, or 800-933-0346 extension 8063

Proposals must be submitted no later than January 31, 2008 at 2:00 PM. All proposals must be sealed and marked "RFP for Telephone Service". Submit proposals to:

Central Lakes College  
Attn: Debbie Sterriker  
1830 Airport Road  
Staples, MN 56479

The college reserves the right to reject any or all proposals, to waive any information or irregularities in the bidding and to make the award serving the best interest of the college.

Central Lakes College is an affirmative action/equal opportunity employer and educator. These materials are available in alternative formats to individuals with disabilities upon request. If you use a TTY, call the Minnesota Relay Service at 800-627-3529 and request contact to Central Lakes College.

**Minnesota State Colleges and Universities (MNSCU)  
Normandale Community College  
Request for Sealed Bids for Printing of Normandale Magazine**

Normandale Community College is requesting bids for printing its Normandale Magazine. Sealed bids are due Monday Jan. 21<sup>st</sup>, 11 A.M. CST. Bid specifications are available from Mary Solverson, Marketing Communications.

**Phone:** (952) 487-8192  
**Fax:** (952) 487-8101  
**E-mail:** [mary.solverson@normandale.edu](mailto:mary.solverson@normandale.edu)

Deliver bids to:

Mary Solverson  
Marketing Communications  
Room C1108  
9700 France Ave S.  
Bloomington MN 55431

# State Contracts

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## Minnesota Board of Firefighter Training and Education Notice of a Request for Proposal for Executive Director for the Minnesota Board of Firefighter Training and Education

The Board of Firefighter Training and Education (Board) requests proposals for an Executive Director who will provide professional and administrative services to the Minnesota Board of Fire Training and Education to assist the Board with the execution of their statutory responsibilities in *Minnesota Statutes 299N.02*, subd 3.

Work is proposed to start on or after April 1, 2008.

This request for proposal 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.

Details are contained in a complete Request for Proposal (RFP) that may be obtained by contacting the following person:

Terrah Biegert  
Willmar Fire Department  
515 SW 2<sup>nd</sup> Street  
Willmar, MN 56201  
**Phone:** (320) 235-1354  
**Fax:** (320) 235-1607  
**E-mail:** [tbiegert@ci.willmar.mn.us](mailto:tbiegert@ci.willmar.mn.us)

All questions concerning this RFP should be in writing and e-mailed or faxed to the above address no later than 2:30 PM Central Standard Time (CST) on Tuesday, January 22, 2008. All answers to questions will be in writing and sent to all entities requesting a complete RFP. Final date for submitting proposals is **2:30 P.M. CST on Friday, February 1, 2008**. Late proposals will not be considered. Faxed or e-mailed proposals will not be considered. The Minnesota Board of Firefighter Training and Education will retain an option to extend the contract for two additional one-year periods.

## Minnesota Department of Human Services Office of Strategic Planning and Implementation Notice of Request for Proposals to Provide Business Analysis Training for Employees

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Human Services is requesting proposals to establish a Master Contract to be held by DHS for the purpose of providing Business Analysis training services to its personnel.

Work is proposed to start March 17, 2008. For more information, or to obtain a copy of the Request for Proposal, contact:

Name: Denise Moreland  
Division: Office of Strategic Planning and Implementation for Information Technology  
Address: Department of Human Services  
State of Minnesota  
PO Box 64968  
St. Paul MN 55164-0968  
Mail Code: M.S. 0968  
Phone Number: (651) 431-4627  
Fax Number: (651) 431-7519  
E-mail address: [denise.moreland@state.mn.us](mailto:denise.moreland@state.mn.us)

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

Proposals submitted in response to this Request for Proposals must be received at the address above no later than **4:00 p.m., Central Time, February 4, 2008. 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.

### Department of Human Services State Operated Services Notice of Availability of Contract for: Quality Management Review and Evaluation

The Minnesota Department of Human Services – State Operated Services is requesting proposals for qualified vendors to provide review and evaluation services of the quality management function within State Operated Services Healthcare Network, including the organizational structure, policies and procedures, reports, staffing, and outcomes. The vendor will provide advice and guidance to the SOS Quality Management office for the period of time not to exceed twelve months, and participate in the recruitment of the key leadership position for the Quality Management Office of SOS.

Work is proposed to start after March 1, 2008.

The Request for Proposal can be obtained from:

Debbie Rielley  
Department of Human Services  
State Operated Services Support Division  
P.O. Box 64979  
St. Paul, MN 55164-0979 (mailing address)  
444 Lafayette Road  
St. Paul, MN 55155 (office location)  
**Phone:** (651) 431-3700  
**Fax:** (651) 431-7505  
**E-mail:** *debbie.rielley@state.mn.us*

A Request for Proposals (RFP) will be available by mail from this office. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After January 31, 2008, the Request for Proposal must be picked up in person.

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than **2:30 p.m., Central Standard Time, February 5, 2008. 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.

### Department of Natural Resources Notice of Availability of Contract for Primary Forest Products Industry Research CERTIFICATION # 14412 Amount of proposed contract: \$194,000.00

The Minnesota Department of Natural Resources is requesting proposals which will result in findings that will help the primary forest

# State Contracts

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products industry in Minnesota be more competitive, both nationally and internationally.

Work is proposed to start after February 15, 2008.

A Request for Proposals will be available by mail from this office through January 23, 2008. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After January 23, 2008 the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Calder Hibbard  
Minnesota Forest Resources Council  
150 Skok Hall  
2003 Upper Buford Circle  
St. Paul, MN 55108  
**Fax:** (651) 603-0110

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 2:30 p.m., January 31, 2008. **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.

## Department of Natural Resources Notice of Availability of Contract for Woody Biomass Harvesting Research CERTIFICATION # 14410 Amount of proposed contract: \$300,000.00

The Minnesota Department of Natural Resources is requesting proposals for the purpose of researching woody biomass harvesting on saproxylic communities; species of plants, animals and fungi in Minnesota that are dependent on woody debris and snags; fire-responsive species; native plant communities; and nutrient cycling as well as site-level management factors influencing resilience and sustainability.

Work is proposed to start after February 15, 2008.

A Request for Proposals will be available by mail from this office through January 23, 2008. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After January 23, 2008 the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Calder Hibbard  
Minnesota Forest Resources Council  
150 Skok Hall  
2003 Upper Buford Circle  
St. Paul, MN 55108  
**Fax:** (651) 603-0110

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 2:30 p.m., January 31, 2008. **Late proposals will not be considered.** Fax or e-mailed proposals will **NOT** be considered.

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

## **Minnesota State Retirement System Notice of Request for Proposals for a Five Year Contract for Record Keeping Services for Several Investment Plans**

The Minnesota State Retirement System (MSRS) is seeking a five year contract for record keeping services for the Minnesota Deferred Compensation Plan, Health Care Savings Plan, Unclassified Plan and Hennepin County Supplemental Retirement Plan. Services include, in part, participant services, plan sponsor and participant reporting, timely and accurate quarterly participant statements, educational services, on-line access to participant account and secure data management.

Our current record keeper provides deferred compensation plan administration and recordkeeping. MSRS plans to continue to employ a single vendor to serve our 457 plans, Health Care Savings Plan, Unclassified Plan and Hennepin County Retirement Plan for our retirement programs. The contract effective date is July 1, 2009. Refer to Selection Process Timeline.

A Request for Proposals will be available by mail and in electronic format from this office through January 28, 2008. **A written request (by email or fax) is required to receive the Request for Proposal.** Contact Sue Willinger, by e-mail at *Sue.Willinger@state.mn.us* or by fax at (651) 282-2117 to request the RFP.

### **Selection Process Timeline**

<b>Task</b>	<b>Date Due</b>
Mandatory Conference Call	January 29, 2008 9-11:30AM CST
RFP Response Due:	February 26, 2008 3PM CST
Vendor Semi-Finalist Interviews	March 21 – 28, 2008
Vendor Finalist Site Visits	April 22 – 24, 2008
Vendor Selection	May 16, 2008
Transition Period	June 1, 2008 – June 30, 2009
Transfer of Assets	June 30, 2009

All questions related to this RFP must be addressed at the mandatory conference call scheduled January 29, 2008 from 9:00 A.M. to 11:00 A.M. CST.

Sealed bids must be received by:

David Bergstrom, MSRS Executive Director  
60 Empire Drive, Suite 300  
St. Paul, MN 55103,  
by Tuesday, February 26, 2008 at 3:00 PM CST.  
**Late proposals will not be considered.**  
Fax or e-mailed proposals will **not** be considered.

This request for proposal does not obligate MSRS to award a contract or complete the project, and MSRS reserves the right to cancel the solicitation if it is considered to be in its best interest. All expenses incurred in responding to this notice shall be borne by the responder.

## **Department of Transportation (Mn/DOT) Engineering Services Division Notice of Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities (“Consultant Pre-Qualification Program”)**

This document is available in alternative formats for persons with disabilities by calling Juanita Voigt at (651) 366-4774 for persons who are hearing or speech impaired by calling Minnesota Relay Service at (800) 627-3529.

Mn/DOT, worked in conjunction with the Consultant Reform Committee, the American Council of Engineering Companies of Minnesota (ACEC/MN), and the Department of Administration, to develop the Consultant Pre-Qualification Program as a new method  
(Cite 32 SR 1303) *State Register*, Monday 14 January 2008 **Page 1303**

# State Contracts

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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 awards most of its consultant contracts for highway-related technical activities using this method, however, Mn/DOT also reserves the right to use Request for Proposal (RFP) or other selection processes for particular projects. Nothing in this solicitation requires Mn/DOT to 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 for application. Applications are accepted on a continual basis. All expenses are 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 applications forms are available on Mn/DOT's Consultant Services web site at: <http://www.dot.state.mn.us/consult>.

Send completed application material to:

Juanita Voigt  
Consultant Services  
Office of Technical Support  
Minnesota Department of Transportation  
395 John Ireland Blvd. Mail Stop 680  
St. Paul, Minnesota 55155

**Note: DUE DATE: APPLICATION MATERIAL WILL BE ACCEPTED ON A CONTINUAL BASIS.**

## Department of Transportation (Mn/DOT) Engineering Services Division Notice Concerning Professional/Technical Contract Opportunities

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

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



## Non-State Bids, 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.

## Hennepin County Designer Selection Committee (DSC) Advertisement for Architectural and Engineering (A/E) Services

The Hennepin County Designer Selection Committee (DSC) will be selecting architectural/engineering firms for design and construction administration services for the following projects:

- Adult Corrections Facility HVAC Renovations
- Sheriff's Crime Lab Remodeling
- New Excelsior Library
- Southdale Regional Center Expansion and Remodeling
- Ridgedale Regional Center Expansion and Remodeling

To obtain a Request for Proposal, please access the Hennepin County internet site at [www.hennepin.us](http://www.hennepin.us). From the County home page, search for "Property Services" in the search box in the upper right corner. From the Hennepin County Property Services web page, the link to the Designer Selection Committee RFP can be found at the bottom of the page under the heading "For More Information" from which you may view and print the RFP for your use.

A letter of interest is not required for RFP noted above. All proposals received by the deadline noted in the RFP will be reviewed by the Designer Selection Committee. If you experience difficulty locating or downloading the RFP, you may call Brett Bauer, Hennepin County Property Services, at (612) 348-9671.

The proposals must be received by 2:00 P.M. Friday, February 1, 2008, at the following address: Hennepin County Designer Selection Committee, ATTN: Brett Bauer, A-2208 Government Center, 300 South Sixth Street, Minneapolis, MN 55487-0228.

## Metropolitan Council Notice of Request for Statements of Interest (SOI) for Northstar Commuter Rail Line Maintenance Services

The Metropolitan Council of the Twin Cities of Minneapolis and St. Paul, Minnesota is soliciting statements of interest (SOI) for providing maintenance services for the Northstar Commuter Rail Line that will operate between Minneapolis and Big Lake, Minnesota. These services will be performed at the Council's maintenance facility in Big Lake, Minnesota, and are expected to include the maintenance of 5 locomotives, 18 multi-level commuter coaches, 6 coach cabs, designated yard tracks, yard switches and terminal tracks, and the maintenance facility itself.

It is anticipated that a Request for Proposals (RFP) will be issued in February 2008, with proposals due in March or April 2008 and a final selection made in June 2008. Maintenance facility operation is expected to begin in November 2008, and revenue service operation of the Northstar Commuter Rail Line is expected to begin in November 2009.

An RFP document will be sent to all respondents to this SOI.

SOI and all related correspondence should be directed to:  
Auburn Dees  
RFP Administrator

# Non-State Bids, Contracts & Grants

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Metropolitan Council  
390 North Robert Street  
St Paul, MN 55101  
**Phone:** (651) 602-1346  
**Fax:** (651) 602-1070  
**E-mail:** [auburn.dees@metc.state.mn.us](mailto:auburn.dees@metc.state.mn.us)

## Metropolitan Council - Metro Transit Notice of Invitation for Bids (IFB) Fire Alarm Testing Project Number 7613

**NOTICE IS HEREBY GIVEN** that on February 7, 2008 at 2:00 PM, Metro Transit a division of the Metropolitan Council will receive and publicly open separate sealed bids for Metro Transit's Project Number 7613 at 515 North Cleveland Avenue, Saint Paul, Minnesota 55114-1878. Sealed bids should be delivered to the second floor Purchasing Department.

Metro Transit is requesting bids for fire alarm testing, recording, and maintenance of fire alarms at various facilities for a period of five years.

Bidding Documents may be obtained from:

Metro Transit, Purchasing Department,  
Attn: Candace Osiecki  
515 North Cleveland Avenue  
St. Paul, MN 55114-1878.  
**Phone:** (612) 349-5070  
**Fax:** (612) 349-5069,  
**E-mail:** [candace.osiecki@metc.state.mn.us](mailto:candace.osiecki@metc.state.mn.us)

Dated this 9th day of January, 2008

## University of Minnesota Request for Proposal for the Lease and Redevelopment, or the Purchase and Relocation, of the Historic Music Education Building

### I. NOTICE OF REQUEST FOR PROPOSAL

#### (1) Summary

The University of Minnesota seeks proposals for (1) the lease and redevelopment (Option A) or (2) purchase and relocation (Option B) of the historic Music Education Building (the "Building") located at the intersection of 14<sup>th</sup> Street S.E. and Pillsbury Drive in Minneapolis, Minnesota.

Since 1996, the Building has been maintained in a layaway state following the Secretary of the Interior's guidelines. Over the last ten years the University of Minnesota has continuously sought viable University reuses compatible with its Master Plan. In support of finding a realistic University reuse, multiple adaptive use studies and condition analysis reports have been completed by external historic architects and engineers. University reuse has not proven viable. Therefore, the University is seeking an external reuse compatible with the Building's historic character and compatible with the University's goals and objectives.

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# Non-State Bids, Contracts & Grants

## (2) The Building

The Building was built in 1887 and 1888 as one of the first five Buildings built at the University. It originally housed the Student Christian Association and over the next 118 years served several University programs. The Building is listed on the National Register of Historic Places. Since 1998, the Building has been vacant, and has been placed in mothball condition to the Secretary of the Interior's Standards.

The Building is a two story Building with a small basement and adjacent crawl spaces. It is typical of a late 1800s Building with solid masonry construction, decorative fenestration, plaster interior, and wood trimmed doors, windows, and detailing. It has distinct architectural features including a Richardsonian arch that denotes the former main entrance, highly ornate fenestration, hand-carved ornamental stonework on the façade, as well as scrollwork along the roof edge of the rear gable end and the castle-like tower that is part of the gable end. It has approximately 6,800 gross square feet and approximately 4,700 assignable square feet.

The Building site is located in the Knoll area of campus, which is a place of rolling hills laced with walkways that meander under a canopy of old-growth oak trees. The Knoll has an old-world feel, with the wrought iron fence that encloses the campus on the north end and the collection of original 19<sup>th</sup> century red brick and stone Buildings lining the south end. The Knoll is a favorite place for students to relax.

The Building is accessible for anyone attending or working with or at the University. The Building is located by an adjacent pedestrian bridge linking the campus with dormitories and Dinkytown where many students live. An estimated 2,000 people use the bridge each day, walking directly past the Building.

The Building is in generally good condition structurally, but needs extensive renovation work in excess of \$2 million, depending on the proposed re-use. Building issues include (1) a failing roof system, which allows water to enter the Building at several locations resulting in potential mold and mildew; (2) the Building's original split entry configuration with ground level about five feet below entry level makes physical accessibility a major challenge; (3) floor soundproofing creating multiple inaccessible spaces on the upper levels; (4) close proximity to the roadway; and (5) lead paint and asbestos-containing materials. Building condition considerations are outlined in the full RFP and Music Education Building Reuse Study. The University has the necessary infrastructure (steam, gas, electric, water, sewer) in place to the Building that could allow it to be functional again. Gas is available from existing service through CenterPoint Energy.

With its open floor plan, the Building can be adapted to a variety of uses.

The Building interior has been subject to major remodeling on several occasions. Most of the original interior architectural character has been removed, with the exception of some wood base and window trim. The Building is not considered "pure" from a historical standpoint.

The Building has no on-site or on-street parking; the nearest parking is half mile to the east and half mile to the south. Development of new loading dock access, driveways, curb-cuts, on-site parking, on-street parking, and/or adjacent site parking locations for this Building will not be considered. Reserved space parking accommodations, on a fee-for-service basis, may be negotiated in area University parking ramps at 17<sup>th</sup> and Fourth Street SE or similar off-site locations.

## (3) Re-Use of the Building

Potential privately-operated re-uses of the Building may include any of a wide variety of uses, except those that may be in direct competition with University-provided services. The Music Education Building Reuse Study and a Building relocation scope of work reference outline are available for review at <http://www.cppm.umn.edu/purchasing/rfp.html>. Proposals must be in compliance with University Standards and Procedures for Construction 2002 that are available at <http://www.cppm.umn.edu/>. Respondents may propose additional or unanticipated uses. All Respondent's proposed uses must be legally permissible and compatible with the University of Minnesota's mission, see [http://www1.umn.edu/twincities/01\\_abt\\_gen\\_hist.php](http://www1.umn.edu/twincities/01_abt_gen_hist.php).

## B. UNIVERSITY'S GOALS AND OBJECTIVES

(1) **Historic Preservation.** One University objective is to redevelop the Building while ensuring its continued listing on the National Register of Historic Places. Because of its historic character, rehabilitation of the Building must be consistent with *The Secretary of the*

# Non-State Bids, Contracts & Grants

*Interior Standards for the Rehabilitation and Guidelines for Rehabilitating Historic Buildings.* The selected Respondent must obtain both the University of Minnesota and State’s Historic Preservation Officer’s approval for any and all treatments/alterations.

(2) **Campus Planning:** Another University objective is redeveloping the Building in a manner consistent with the University’s Twin Cities Campus Master Plan, which is available at [http://www.cppm.umn.edu/master\\_planning.html](http://www.cppm.umn.edu/master_planning.html)

(3) **Financial Objective:** The University desires that the Building is redeveloped and operated without any direct University funding. The University may assist in efforts to secure historic tax credits. The selected Respondent should be prepared to privately finance 100% of the costs to rehabilitate and operate and maintain the Building.

E-mail or call your request for the full RFP to Chip Foster, which will be sent free of charge to interested Respondors.

## II. CONTACT FOR RFP INQUIRIES:

Refer questions to:

**PURCHASING SERVICES:**  
Chip Foster  
Facilities Management  
400 Donhowe Building  
319 15th Ave. SE  
Minneapolis, MN 55455-1082  
**E-mail:** [foste048@umn.edu](mailto:foste048@umn.edu)  
**Phone:** (612) 626-6080  
**Fax:** (612) 624-5796

## III. TENTATIVE SCHEDULE OF EVENTS

(Be advised that these dates are subject to change as University deems necessary.)

	<b>DATE:</b>
RFP issue.....	January 14, 2008
Mandatory Pre-Proposal Meeting on site at the Snyder Building.....	February 4, 2008
All Questions Mailed/Faxed to Purchasing Services by noon:.....	February 11, 2008
Responses due @ 3PM.....	March 17, 2008
Evaluation, Selection of Short-listed Finalist.....	March 21, 2008
Respondent Presentations.....	March 31, 2008
Lease/Sale Term Review by Regents.....	July 10, 2008
Anticipated date of Award.....	August 1, 2008
Substantial Completion of Construction.....	See RFP text

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

## University of Minnesota 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](http://bidinfo.umn.edu) or call the BIS Coordinator at (612) 625-5534.

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## Non-State Bids, Contracts & Grants

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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