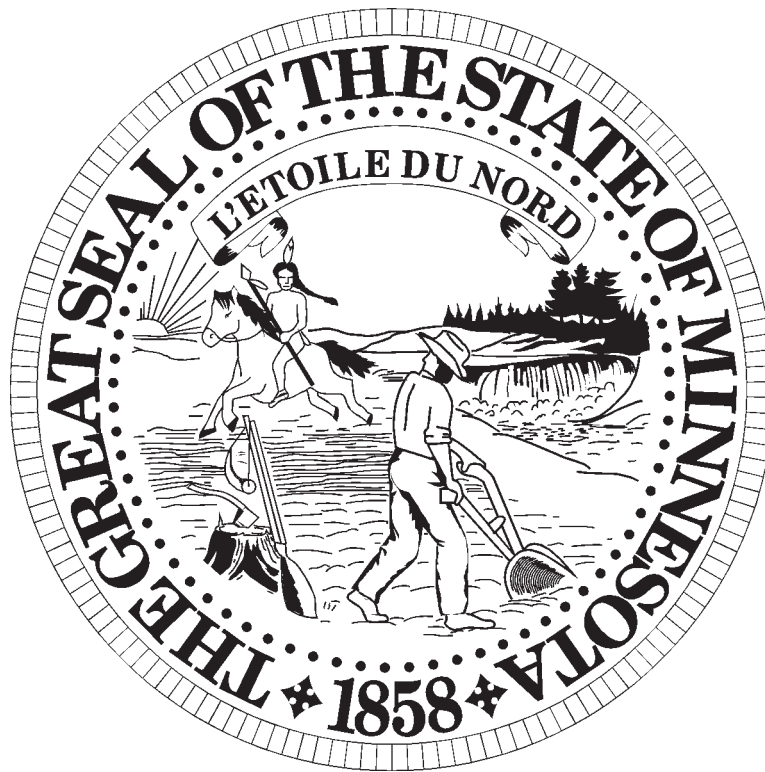


State of Minnesota

# 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)

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# State Register

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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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# 31	Monday 28 January	Noon Tuesday 22 January	Noon Wednesday 16 January
# 32	Monday 4 February	Noon Tuesday 29 January	Noon Wednesday 23 January
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## Federal Register

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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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# Official Notices

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

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

## Department of Agriculture

### Minnesota Agricultural and Economic Development Board

#### Notice of Public Hearing by the Minnesota Agricultural and Economic Development Board on Proposed Project and the Issuance of Obligations under *Minnesota Statutes*, Chapter 41A and Sections 469.152 through 469.165 on Behalf of Essentia Health

**NOTICE IS GIVEN** that the Minnesota Agricultural and Economic Development Board (the “Board”) or its designated representative, will meet on Tuesday, February 5, 2008, at 10:00 a.m., or as soon thereafter as reasonably possible at 332 Minnesota Street, Suite E200, in St. Paul, Minnesota, for the purpose of conducting a public hearing on a proposed issue of revenue obligations (the “Obligations”) in one or more series, whether taxable or tax exempt, under *Minnesota Statutes*, Chapter 41A and Sections 469.152 through 469.165, as amended (collectively, the “Act”), to undertake and finance a project on behalf of Essentia Health, a Minnesota nonprofit corporation and organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Borrower”) and its affiliates. The Obligations are proposed to be issued pursuant to the authority granted under Section 41A.05, subdivision 2 and Section 469.153, subdivision 2(d) of the Act.

The project consists of:

(A) Refund, in whole or in part, the outstanding principal amount of the Minnesota Agricultural and Economic Development Board Health Care Revenue Bonds (Benedictine Health System-St. Mary’s Duluth Clinic Health System Obligated Group), Series 1999A, originally issued to finance:

- (1) the construction, renovation and equipping of The Duluth Clinic, Ltd. (“DC”) clinic facilities located at 4855 West Arrowhead Road, Hermantown, Minnesota,
- (2) the construction of an endoscopy suite in the existing clinic space of DC clinic facilities located at 730 East 34<sup>th</sup> Street, Hibbing, Minnesota,
- (3) the renovation and equipping of DC clinic facilities located at 400 N.W. First Street, Chisholm, Minnesota,
- (4) the construction, renovation and equipping of DC clinic facilities located at 901 North Sixth Avenue, Virginia, Minnesota,
- (5) the acquisition, construction and equipping of a new surgical department, intensive care unit, emergency room and front entrance and connector between the existing hospital and skilled nursing facility at St. Mary’s Regional Health Center, a Minnesota nonprofit corporation (“SMR”), located at or adjacent to 1027 Washington Avenue in Detroit Lakes, Minnesota,
- (6) the construction, renovation and equipping of an approximately 60-unit addition and improvements to the senior assisted living facility located at 1027 Washington Avenue, Detroit Lakes, Minnesota,
- (7) the acquisition, construction and equipping of an approximately 80-unit senior assisted living facility to be attached to the Benedictine Health Center, a skilled nursing facility, located at 935 Kenwood Avenue, Duluth, Minnesota,
- (8) the construction, renovation and equipping of DC clinic facilities located at 109 Port Avenue South, Sandstone, Minnesota,
- (9) the acquisition, construction and renovation of DC clinic facilities located at 206 Main Street, Hinckley, Minnesota,
- (10) the renovation and expansion of DC clinic facilities located at 4621 East Superior Street, Duluth, Minnesota,
- (11) the renovation and construction of DC clinic facilities located at 4325 Grand Avenue, Duluth, Minnesota,
- (12) the renovation, construction and equipping of Nat G. Polinsky Memorial Rehabilitation Center, located at 502 East Second Street, Duluth, Minnesota,
- (13) the construction, renovation and equipping of DC clinic facilities located at 328 West Conan Street, Ely, Minnesota,
- (14) the construction, renovation and equipping of St. Mary’s Medical Center located at 407 East Third Street, Duluth, Minnesota (“SMMC”),
- (15) the construction, renovation and equipping of DC clinic facilities located at 2501 Kennan Drive, International Falls, Minnesota,
- (16) the construction, renovation and equipping of DC clinic facilities located at 126 West Ninth Avenue, Floodwood, Minnesota,

# Official Notices

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- (17) the construction, renovation and equipping of DC clinic facilities located at 405 West Third Avenue North, Aurora, Minnesota,
- (18) the construction, renovation and equipping of Madonna Towers of Rochester, a long-term care and assisted living facility, located at 4001 – 19<sup>th</sup> Avenue N.W., Rochester, Minnesota,
- (19) the construction, renovation and equipping of DC clinic facilities located at 400 East Third Street, Duluth, Minnesota,
- (20) the construction, renovation and equipping of St. Gertrude's Health Center, a skilled nursing home located at 1850 Sarazin Street, Shakopee, Minnesota, and
- (21) the acquisition, renovation and equipping of City of Lakes Transitional Care Center, a skilled nursing home, located at 110 East 18<sup>th</sup> Street, Minneapolis, Minnesota.

(B) Refund, in whole or in part, the outstanding principal amount of the Duluth Economic Development Authority Health Care Facilities Revenue Bonds (Benedictine Health System-St. Mary's Duluth Clinic Health System Obligated Group), Series 2004, originally issued to finance:

- (1) the acquisition and installation of certain equipment in, and remodeling, new construction and improvements to, the existing medical facilities of St. Joseph's Medical Center, a Minnesota nonprofit corporation, located at or adjacent to 523 North Third Street, Brainerd, Minnesota,
- (2) the acquisition and installation of certain equipment in and capital improvements to the existing hospital facilities of SMR, including the construction of a two-story, approximately 50,000 square foot clinic expansion and medical/surgical/pediatrics unit, development of a new central supply and loading dock, private rooms and short-stay nursing center, and demolition of obsolete facilities,
- (3) renovation by SMR of a former retail facility located at 603 Highway 10 East in Detroit Lakes, Minnesota, to provide dialysis, clinical and office functions,
- (4) the acquisition and installation of equipment in and the remodeling, new construction and improvements to the existing medical facilities of SMMC, and
- (5) the acquisition, construction and equipping of a three-story, approximately 225,000 square foot building by St. Mary's Duluth Clinic Health System, a Minnesota nonprofit corporation, to be located on the south side of First Street between Fourth and Fifth Avenues East in Duluth, Minnesota, for use as a cancer center and other departments, including but not limited to ambulatory surgery, orthopedics, digestive diseases and diagnostic imaging.

(C) Refund, in whole or in part, the outstanding principal amount of the Duluth Economic Development Authority Variable Rate Demand Health Facilities Revenue Bonds (Miller-Dwan Medical Center Project), Series 1997, originally issued to refinance the \$20,000,000 Variable Rate Demand Health Facilities Revenue Bonds (Miller-Dwan Medical Center), Series 1996, issued by the City of Duluth, Minnesota, by the Directors of Trusts of Miller Memorial Hospital doing business as Miller-Dwan Medical Center to refinance the following:

- (1) costs incurred to construct improvements to and acquire and install items of capital equipment in, Miller-Dwan Medical Center, located at 502 East Second Street, Duluth, Minnesota ("MDMC").

(D) Provide funding for capital expenditures for the Borrower and its affiliates, including:

- (1) property acquisitions including buildings and land for DC located at 517 East Fourth Street, Duluth, Minnesota, to be used for support services;
- (2) renovations and equipment including roof construction for DC located at 407 East Third Street, Duluth, Minnesota;
- (3) an upgrade of the main elevator bank, upgrades of inpatient hospital rooms, roof replacement, remodeling the inpatient pharmacy and third floor corridor renovation and equipment for SMMC located at 400 East Third Street, Duluth, Minnesota;
- (4) the renovation and equipment for DC located at 420 East First Street, Duluth, Minnesota;
- (5) renovations and equipment for DC located at 502 East Second Street, Duluth, Minnesota;
- (6) equipment for DC located at 400 East Third Street, Duluth, Minnesota;
- (7) equipment for SMMC located at 420 East First Street, Duluth, Minnesota;
- (8) renovations of DC clinic facilities located at 730 East 34<sup>th</sup> Street, Hibbing Minnesota;
- (9) renovation of DC clinic facilities located at 1025 Tenth Avenue NE, Deer River, Minnesota, and
- (10) upgrades to surgical patient rooms at MDMC.

(E) Finance the purchase of medical clinics and related facilities located at:

- (1) 125 Frazee Street East, 1015 Lincoln, the intersection of Highway 10 and Frazee Street, Washington Avenue, 216, 226 and 230 Park Street and Lots 10, 11, 12, 13, Block 13, Holm 4<sup>th</sup> Addition, Detroit Lakes, Minnesota,
- (2) 212 Aspen Avenue Northeast and Lot 6, Outlet Addition, Menahga, Minnesota, and

(3) 205 West Eighth, 218 West Eighth, 708 Pleasant and 705 Main Avenue in Park Rapids, Minnesota.

(F) Finance the acquisition of medical equipment located at:

- (1) 102 Sather Drive, Fosston, Minnesota,
- (2) 114 West Main Street, Frazee, Minnesota,
- (3) 2049 Second Street, Lake Park, Minnesota,
- (4) 117 North Main, Mahanomen, Minnesota,
- (5) Moorhead Center Mall, Moorhead, Minnesota, and
- (6) Highway 371 South and Block 26, Original Township, Walker, Minnesota.

The owner of the Projects will be the Borrower or an affiliated entity of the Borrower, and the Projects are expected to be owned, operated and managed by the Borrower or an affiliated entity. The Projects will be used primarily for hospitals and medical clinics and related facilities. The estimated amount of the Obligations is an amount not to exceed \$270,000,000. The Obligations will be limited obligations of the Board. The Obligations and the interest thereon will be payable solely from the revenue pledged to the payment thereof and other security arrangements to be established by or on behalf of the Borrower. Notwithstanding the foregoing, no holders of any of the Obligations will ever have the right to compel any exercise of the taxing powers of the State of Minnesota or any political subdivision thereof to pay the Obligations or the interest thereon or to enforce payment against any property of said State or any political subdivision thereof.

The Obligations, if issued, are expected to be issued in conjunction with bonds to be issued by Cass County, North Dakota (the "North Dakota Bonds"), to finance acquisition by the Borrower or an affiliate of the Borrower of hospital and health care facilities in North Dakota, and bonds to be issued by the Wisconsin Health and Educational Facilities Authority (the "Wisconsin Bonds") to refinance outstanding indebtedness of the Borrower and affiliates of the Borrower incurred with respect to hospital and health care facilities in Wisconsin. The aggregate principal amount of the North Dakota Bonds, the Wisconsin Bonds and the Obligations is not expected to exceed \$430,000,000.

A draft copy of the proposed Application to the Minnesota Department of Employment and Economic Development for approval of the Projects, together with all attachments and exhibits thereto and a copy of the Application to the Board for approval of the Projects, together with all attachments and exhibits thereto and a copy of the Board's resolution accepting the Application and accepting the Projects is available for public inspection at the offices of the Board at 1<sup>st</sup> National Banking Building, Suite E200, 332 Minnesota Street, in St. Paul, Minnesota, during normal business hours.

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

This Notice of Public Hearing is being given pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended and *Minnesota Statutes*, Section 469.154, subdivision 4.

## Department of Agriculture

### ACRRA Board

### Notice of ACRRA Board Meeting Schedule for 2008

Listed below is the ACRRA Board meeting schedule for the 2008 calendar year. The ACRRA Board will meet at 9:30 a.m. in Conference Room OLF-B555, Minnesota Department of Agriculture Building, 625 Robert St. N, Saint Paul, Minnesota.

Pursuant to *Minnesota Statutes* 18E.05 Subd. 3. "The board must receive a completed application at least 30 days before a board meeting in order for a request for reimbursement or payment to be considered at that meeting." To help ensure your application is complete, submit 30 days prior to deadline (60 days prior to the ACRRA Board meeting). Regular ACRRA Board meetings are usually held on the third Wednesday of every other month. A scheduled meeting may be canceled due to insufficient funds in the account or if there is insufficient business.

# Official Notices

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Any changes to scheduled meetings will be announced in the *Minnesota State Register*.

If you would like to be placed on the ACRRA Board mailing/email lists please contact ACRRA Program Staff at 651.201.6138.

## ACRRA Board 2008 Meeting Schedule

ACRRA Board Meeting	Submittal Date for Staff Review
January 30, 2008	November 28, 2007
March 19, 2008	January 30, 2008
May 21, 2008	March 19, 2008
July 16, 2008	May 21, 2008
September 17, 2008	July 16, 2008
November 19, 2008	September 17, 2008

The Minnesota Board of Animal Health will hold its quarterly meeting on Wednesday, February 13, 2008 at the Orville L. Freeman Building, 625 Robert St. N, St. Paul, MN 55155. The meeting will be in Room B555 and start at 9:30am.

## Department of Finance Budget Services Division Notice of Rate for Provider Tax Research Credit

**NOTICE IS HEREBY GIVEN** that pursuant to *Minnesota Statutes* 295.53 Subdivision 4a(e), the research tax credit for companies subject to the gross earnings tax under *Minnesota Statutes* 295.52 shall decrease to 2.0 percent of revenues for patient services used to fund expenditures for qualifying research conducted by an allowable research program in calendar year 2008.

For additional information, please call Lisa Mueller, Executive Budget Officer, at (651) 201-8036.

Tom Hanson  
Commissioner

## 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 the Range Mental Health Center, Inc., 624 13<sup>th</sup> Street South, Virginia, MN 55792.

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  
(651) 201-5164

## **Minnesota Department of Natural Resources**

### **Division of Waters**

#### **Request for Comments on Possible Amendment to Rules Governing Shoreland Management, *Minnesota Rules*, parts 6120.2500 to 6120.3900**

**Subject of Rules.** The Minnesota Department of Natural Resources (DNR) requests comments on possible amendment to rules governing the management of Minnesota's shoreland areas. The DNR is considering rule amendments to address emerging shoreland issues and changes in development patterns that have occurred since the last rule amendment in 1989. In 2005, the North Central Lakes Pilot Project, a part of the Governor's Clean Water Initiative, identified shoreland issues within the project area and developed voluntary alternative standards to address them. Elements of these standards have been incorporated by a number of local governments across Minnesota. In the proposed rule amendments, the DNR will consider whether elements of the alternative standards may be adapted to statewide use. In addition, the DNR will consider elements of the shoreland rules that the pilot project did not address such as urban expansion, development along rivers and streams, and land use activities that may contribute to water quality impairment. The DNR intends to work with local governments and other state agencies that are tasked with the management of land activities that may affect the quality of Minnesota's public waters so that state of the art standards based on best science and management practices can be developed that are workable and adaptable to a wide variety of needs and issues.

**Persons Affected.** The amendment to the rules would likely affect any local government having significant amounts of shoreland subject to development or redevelopment. It will support local governments already working to address shoreland development issues and provide a baseline for administration of shoreland development to jurisdictions with less capacity. The amendment will affect owners, developers and others involved in the development of shorelands. While the primary focus is on new development, land practices affecting the quality of Minnesota's waters will also be addressed that could affect shoreland property owners and users.

**Statutory Authority.** *Minnesota Statutes*, section 103F.211 authorizes the DNR to adopt rules for the subdivision, use and development of shoreland areas. In addition, *Laws of Minnesota 2007*, chapter 57, article 1, section 4, subdivision 3, requires that "By January 15, 2008, the commissioner shall commence rulemaking under *Minnesota Statutes*, chapter 14, to update the minimum shoreland standards in *Minnesota Rules*, chapter 6120."

**Public Comment.** Interested persons or groups may submit comments or information on these possible rules in writing or orally. Comments must be submitted within one hundred twenty (120) calendar days from the date of this notice (May 20, 2008). The DNR intends to make use one or more advisory committees in the rulemaking process to help in developing a conceptual framework that will guide the development of rules amendments, and ensure full, open and transparent public participation during all steps of the rulemaking process. There will be another opportunity to provide formal comments as part of the rulemaking process after a draft rule revision has been developed.

**Rules Drafts.** The DNR has not yet prepared a draft of the possible rules amendments.

**Agency Contact Person.** Written or oral 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:

Peder Otterson  
Shoreland Rules Update Project Manager  
Department of Natural Resources  
Division of Waters, Box 32  
500 Lafayette Road  
St. Paul, MN 55155-4032

# Official Notices

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**Phone:** (651) 259-5697

**FAX:** (651) 296-0445

**E-mail:** [shorelandupdate@dnr.state.mn.us](mailto:shorelandupdate@dnr.state.mn.us)

**TTY** users may call the Department at (651) 296-5484.

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

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

Dated: January 10, 2008

Mark Holsten, Commissioner  
Department of Natural Resources

## 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;

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

# Official Notices

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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.

### **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.

# Official Notices

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## Minnesota State Rehabilitation Council Meetings through March 26, 2008

The State Rehabilitation Council will meet on the following dates at the designated location. Meetings are held from 9:00 am to 2:00 pm. **Should changes occur, they will be posted in the State Register.** For more information, please contact the Minnesota Department of Employment and Economic Development at: phone (800) 328-9095; 651-259-7364 . TTY: (800) 657-3973; 651-296-3900.

### **February 27, 2008**

Radisson Hotel Roseville  
2540 North Cleveland Avenue  
Roseville, MN 55113  
9:00 to 2:00

### **March 26, 2008**

Radisson Hotel Roseville  
2540 North Cleveland Avenue  
Roseville, MN 55113  
9:00 to 2:00

## Teachers Retirement Association Notice of Meeting February 12, 2008

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Tuesday, February 12, 2008 at 9:30 a.m. in Suite 400, 60 Empire Drive, St. Paul, MN to consider matters which may properly come before the Board.

## State Grants & Loans

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

### Minnesota Department of Corrections Notice of Availability of Funds to Provide Reentry Services to Targeted Offenders

The Minnesota Department of Corrections (DOC), Community Services Division, Grants & Subsidies Unit, announces the re-issuance of a Request for Proposals (RFP) for grant funds to provide coordinated reentry services to targeted offenders released to communities in Hennepin and Ramsey Counties. The original RFP issued on December 3, 2007, did not include services for voluntary, one-on-one mentoring and housing referrals.

The DOC was awarded a Prisoner Reentry Initiative grant from the U.S. Department of Justice (DOJ). The grant requires the DOC to select a community-based or faith-based provider to receive 30 percent of the grant funds in order to provide comprehensive post-release services. The core services to be provided are employment, mentoring, and referral services.

The amount of the funding available from the DOJ is \$134,987. It is also anticipated that the U.S. Department of Labor (DOL) will provide \$130,434. This RFP addresses the total amount of \$265,421. Funding will be for a 24-month period of performance from April 1, 2008, to March 31, 2010. Only one community-based or faith-based provider will be selected.

This RFP does not obligate the state to complete the proposed project, and the state reserves the right to cancel this solicitation if it is considered to be in its best interests.

All applications are due by 4:00 p.m., Friday, February 22, 2008.

To receive a copy of the RFP free-of-charge describing in detail how to apply for funding, contact:

Lynda Davis  
Minnesota Department of Corrections  
Grants & Subsidies Unit  
1450 Energy Park Drive, Suite 200  
St. Paul, Minnesota 55108-5219  
**Phone:** (651) 361-7166  
**TTY:** (800) 627-3529  
**E-mail:** [ldavis@co.doc.state.mn.us](mailto:ldavis@co.doc.state.mn.us)

### Department of Human Services Health Services and Medical Management Division Notice of Intent to Contract for Innovative Oral Health Projects in St. Louis County, Beltrami County and Minneapolis

The Minnesota Department of Human Services, Health Services and Medical Management Division (DHS) has issued a Request for Proposals (RFP) to implement the following Grant Projects:

1. Develop a nonprofit dental clinic serving public program recipients and uninsured persons in Beltrami County;
2. Maintain nonprofit dental clinics providing oral health care services to children ages birth to 18 in St. Louis County; and
3. Increase access to oral health care for low-income and immigrant children, ages birth to five years, and their families in underserved areas in Minneapolis through the Bright Smiles Program.

# State Grants & Loans

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The total legislative appropriation for these projects is \$400,000. Cost-effectiveness will be a factor in the evaluation of the Proposals.

Requests for the detailed RFP and any related inquiries concerning this solicitation should be directed to:

Thomas Fields  
Minnesota Department of Human Services  
Health Services and Medical Management Division  
P.O. Box 64984, St. Paul, MN 55164-0984 (USPS deliveries)  
540 Cedar Street, St. Paul, MN 55101 (all other deliveries)  
**Fax:** (651) 431-7420  
**E-mail:** *tom.fields@state.mn.us*

Final Written Proposals must be submitted per the RFP instructions no later than 4:00 p.m. CST, February 15, 2008.

## Department of Public Safety Office of Justice Programs Justice and Community Grants Request for Proposals for Problem-Solving Partnership Grants

**Introduction:** The Minnesota Office of Justice Programs (OJP), Department of Public Safety, is requesting proposals to fund problem-solving partnerships designed to improve public safety and the functioning of the criminal justice system. Funded projects will demonstrate an active partnership between two or more public or private non-profit entities including state, local and tribal governmental agencies, schools and community-based organizations. The partnerships must address a defined public safety issue and have a high likelihood of improving public safety. Funded projects should focus on long-term solutions and system change. Project design should be supported by current promising or best practices research. Priority will be given to programs that have established clear, measurable goals and objectives that will allow programs to measure project impact.

**Application Deadline:** Applications must be submitted using the Web-Enabled Grant Operations (WEGO) system by 4:00 p.m. on Thursday, February 21, 2008. Applications cannot be submitted after this time. No paper submissions will be accepted.

**Eligible Applicants:** Public and private non-profit entities including local, tribal and state government agencies, schools and community-based organizations.

**Funds Available:** \$2,000,000 is available.

Grant award size will range from approximately \$50,000 - \$300,000 for a two-year period. No match is required. Project start date is negotiable, but no later than 6/1/08.

**Source of Funds:** Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Edward Byrne Justice Assistance Grant Program (JAG).

**Application Content:** Applications will be submitted via WEGO, our on-line grants management system. WEGO is accessed via the OJP website at [www.dps.state.mn.us/OJP](http://www.dps.state.mn.us/OJP). If you have not previously utilized WEGO you will complete a simple registration process to obtain a use ID and password. Once you receive your password (within 24 hours of registering, excluding weekends) you may complete the application by completing on-line forms and uploading documents.

For Questions Contact:

Tricia Hummel  
**Phone:** (651) 201-7320  
**E-mail:** *tricia.hummel@state.mn.us*



## 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:

- Word Search Capability
- LINKS, LINKS, LINKS
- Easy Access to *State Register* Archives
- Updates to Index to Vol. 31
- "Contracts & Grants" Open for Bid
- Early delivery, on Friday
- E-mailed to you . . . its so easy
- Indexes to Vols. 31, 30, 29, 28 and 27

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) Office of the Chancellor, Public Affairs Request for Proposal: Development of Integrated Marketing Communications Campaign

The Minnesota State Colleges and Universities system is requesting proposals from qualified firms to develop an integrated marketing communications campaign aimed at state leaders, opinion and decision-makers to build awareness and appreciation of the beneficial value and scope of positive contributions the system brings to Minnesota's economy and quality of life.

The 2008 integrated marketing communications campaign is being planned as Phase One of a three-year plan. Proposers should present

# State Contracts

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rationale and specific strategies for Phase One as well as a cohesive continued vision for a three-year campaign.

Specifications are available by visiting the website: [www.mnscu.edu/marketingrfp](http://www.mnscu.edu/marketingrfp) or by contacting Paul Berger, director of marketing, Minnesota State Colleges and Universities, Wells Fargo Place, 30 7<sup>th</sup> St. E., Suite 350, St. Paul, Minnesota 55101; **phone:** (651) 296-9650; or **e-mail:** [paul.berger@so.mnscu.edu](mailto:paul.berger@so.mnscu.edu). Sealed proposals must be received by Friday, February 22, 2008, noon CST. Other department personnel are NOT allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline.

This request does not obligate Minnesota State Colleges and Universities to complete the proposed project, and the system reserves the right to cancel this solicitation if it is considered to be in its best interest.

The Minnesota State Colleges and Universities system is an Equal Opportunity employer and educator.

## Minnesota State Colleges & Universities Riverland Community College Request for Proposal for Long-term Beverage Contract

Riverland Community College is seeking a long-term beverage contract. The proposed five year contract would seek an exclusive beverage partner to provide soft drinks, waters, juices through college vending, food service, student housing, student activities, college events, and athletic concessions. The potential beverage sales are approximately \$60,000 annually or \$300,000 for the duration of the contract. This proposal does not obligate the agency to spend the estimated dollar amount. The deadline for the proposal is March 3, 2008.

Call Brad Doss: (507) 433-0523, or write for the full RFP which will be sent free of charge to interested vendors. Submit to:

Brad Doss, Business Manager  
1900 - 8th Ave NW  
Austin, MN 55912  
**E-mail:** [brad.doss@riverland.edu](mailto:brad.doss@riverland.edu)

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

## Minnesota State Colleges & Universities Winona State University Request for Proposal for Owner's Representative Services and Sealed Bids for Memorial Hall Addition and Renovation Project

The purpose of this Request for Proposal (RFP) is to evaluate and select an Owner's Representative (OR) to assist the Owner in the performance of its obligations and enforcement of its rights during the design and/or construction of the **Memorial Hall Addition and Renovation Project** located at **Winona State University, Winona, Minnesota**. The Owner's Representative shall work with the Owner's appointed Project Manager, the Owner's Office of the Chancellor Facilities Unit, the Architect/Engineer (A/E) design team, related consultants and the construction contractor(s) to administer the design and/or 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.

Memorial Hall was originally constructed in 1953, with a major addition in 1972. Some renovation of small areas has occurred and in the summer of 2007, the Memorial Hall Locker Room and HVAC System Improvement Project was completed.

This project will support Winona State University's "Learning in the 21<sup>st</sup> Century" initiative and involves new construction of an Integrated Wellness Complex at Memorial Hall. The project will:

- Add new construction of 78,000 square feet onto Memorial Hall for fitness and strength training facilities, an indoor track and gymnasiums, learning labs and classrooms and faculty and administrative offices.
- Incorporate a health services clinic, health education and resource center and counseling center.
- Integrate the academic departments of Health, Exercise and Rehabilitative Science (HERS) and Physical Education & Recreation (PER).
- Reduce the WSU maintenance backlog by \$400,000.
- Remodel vacated space of approximately 4,860 GSF in Gildemeister Hall.
- State of Minnesota is funding only one-half of the overall project cost. The remainder will be financed with private gifts and student-supported revenue fund bonds

The existing facility will be expanded by remodeling and new construction. The new construction will include academic spaces, student resource and support areas, wellness space, building lobbies, restrooms, mechanical and electrical rooms, and vertical circulation. Minor remodeling will occur in existing areas of Memorial Hall and Gildemeister Hall.

Space Summary:	Memorial Hall	78,000 GSF
	Vacated Space Remodel	4,860 GSF
	Anticipated Project Cost:	\$19,274,000.00

#### Anticipated Substantial

Completion and Occupancy:	Memorial Hall	April 2010
	Vacated Space Remodel	April 2010

A **Project Information Meeting** will be held **February 11, 2008, 1:00 p.m., Winona State University, Facilities Services Building, 175 West Mark Street, 2<sup>nd</sup> Floor, Conference Room 202, Winona, Minnesota.**

Proposals shall be submitted in a sealed envelope labeled "**Proposal: Owner's Rep for Memorial Hall Addition and Renovation Project**" and must be received by **1:00 p.m. on February 19, 2008**, at: Steve Ronkowski, Facilities Coordinator, Winona State University, Facilities Conference Room 202, 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:

Request for Proposal Release Date:	January 22, 2008
Project Information Meeting:	February 11, 2008, 1:00 p.m.
RFP Response Submission Deadline:	February 19, 2008, 1:00 p.m.
Evaluation of Submitted Proposals by Owner Evaluation Committee:	February 27, 2008
Notification of Short-listed Finalists for Interviews:	February 29, 2008
Interviews of Short-listed Finalists:	March 13, 2008
Anticipated Owner's Rep Contract Award Date:	March 17, 2008

#### Project Pre-Design Information

Holabird & Root completed a Pre-Design Report for the Memorial Hall Addition & Renovation Project at Winona State University. 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
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# State Contracts

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175 West Mark Street  
Winona, Minnesota 55987  
**Phone:** (507) 457-5099  
**Fax:** (507) 457-2624  
**E-mail:** [sronkowski@winona.edu](mailto:sronkowski@winona.edu)

## Minnesota Historical Society

### Notice of Request for Bids for PRINTING SERVICES – *Minnesota on the Map* (tentative title)

The Minnesota Historical Society, on behalf of the Minnesota Historical Society Press, is seeking bids from qualified firms for the printing of a book tentatively entitled *Minnesota on the Map* [(3,000 casebound books, plus additional 500s, plus 550 jackets (to be shipped trimmed and flat with bulk to warehouse)].

The schedule is as follows:

- March 15, 2008 - all to printer; and
- July 15, 2008 - finished books at the Society's warehouse and Press.

The Request for Bids is available by calling or writing Mary Green-Toussaint, Purchasing Coordinator, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, Minnesota 55102. **Telephone:** (651) 259-3175; **e-mail:** [mary.green-toussaint@mnhs.org](mailto:mary.green-toussaint@mnhs.org).

Bids must be received no later than 2:00 p.m., Local Time, Wednesday, February 13, 2008. A public bid opening will be conducted at that time. No late bids will be accepted.

Dated: January 22, 2008

## Minnesota Department of Human Services

### Adult Mental Health Division, and the Children's Mental Health Division

### Notice of Request for Proposals for a Qualified Technical Writer, with Knowledge and/or Experience of Mental Health Services in Minnesota, to Write an On-line Mental Health Services Guide

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Human Services is requesting proposals to write the content for a Minnesota Mental Health Services Guide.

Work is proposed to start April 7, 2008. For more information, or to obtain a copy of the Request for Proposal, contact:

John A. Anderson  
Department of Human Services  
Adult Mental Health Division  
P.O. Box 64985  
540 Cedar Avenue  
St. Paul, MN 55155-0981  
**Phone:** (651) 431-2240  
**Fax:** (651) 431-7418  
**E-mail:** [john.a.anderson@state.mn.us](mailto:john.a.anderson@state.mn.us)

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

A Responders' Conference will be held on **February 1, 2008 at 1:00 p.m.** at **540 Cedar Avenue, St. Paul, Minnesota in Room 2380**. 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 22, 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 Department of Human Services Community Partnerships Division Child Development Services Notice of Request For Proposals (RFP) For Qualified Contractor To Perform a Comprehensive Evaluation of the Minnesota Early Childhood and School-Age Care Professional Development System**

The Minnesota Department of Human Services (DHS) Child Development Services (CDS) team through the Division of Community Partnerships is soliciting proposals from qualified responders with expertise in providing evaluation support, guidance and technical assistance to evaluate the five interconnected components of the Professional Development system: Core Knowledge, Qualifications, Credential and Pathways, Funding Support, Quality Assurance, Access and Outreach along with an evaluative analysis of the overall system. The evaluation will include the creation of pertinent logic models, a corresponding evaluation research framework, design and implementation of evaluation research, development of a data plan, and the creation of a continuous improvement system.

**Terms of Contract:** The term of any resulting contract is anticipated to be for approximately 27 months from April 2008 until June 30, 2010. DHS will award one contract to a single organization or a representative of a collaboration of partners with expertise in designing and implementing evaluations, previous experience evaluating professional development systems especially those that are emerging (under development), and knowledgeable in early childhood and school-age professional development concepts not to exceed a maximum of \$150,000.

To access the RFP, go to: [www.dhs.state.mn.us](http://www.dhs.state.mn.us) under "Partners and Providers," "Grants and RFPs." For further information or to request a paper copy of the Request for Proposals, please contact:

Kathy Gaida, Grants Coordinator  
Community Partnerships Division  
Department of Human Services  
P.O. Box 64962  
St. Paul, MN 55164-0962  
**E-mail:** [Kathy.gaida@state.mn.us](mailto:Kathy.gaida@state.mn.us)

Proposals must be physically received (not postmarked) by **4:00 p.m. Central Time on Friday, February 19, 2008** to be considered. Faxed or emailed 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 Contracts

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## 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 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.

### 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 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.

# State Contracts

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## Department of Transportation

### Office of Transit

#### Notice of Request for Information (RFI) Regarding Potential Development and Lease of All or Some of the Airspace Interests Above and Between The Third Avenue Distributor (TAD) Garages

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Transportation seeks to identify and gather information from individuals, companies, organizations or public agencies about potential uses for leasing and developing the airspace 1) above one or more of the Third Avenue Distributor (TAD) Garages (ABC Ramps), located in downtown Minneapolis and 2) that is located between Ramps B and C over Interstate 394 and located within the street boundaries of 1<sup>st</sup> and 3<sup>rd</sup> Avenues North and 4<sup>th</sup> and 5<sup>th</sup> Streets North.

The Minnesota Department of Transportation is interested in exploring airspace development opportunities that will generate additional revenue which could provide for transportation enhancements in the I-394/ABC Ramps corridor.

Interested parties may download the complete RFI from the Minnesota Department of Transportation, Office of Land Management website at: [http://www.olmweb.dot.state.mn.us/legal/ABC\\_Ramps\\_RFI.html](http://www.olmweb.dot.state.mn.us/legal/ABC_Ramps_RFI.html) or may request a copy of the RFI from the department by contacting:

Bonnie McCabe  
Minnesota Department of Transportation  
Office of Land Management  
Mail Stop 632  
395 John Ireland Blvd.  
St. Paul, MN 55155  
**Fax:** (651) 366-3450  
**E-mail:** [bonnie.mccabe@dot.state.mn.us](mailto:bonnie.mccabe@dot.state.mn.us)

This RFI is NOT a Request for Proposal, bid, or quotation. This RFI does not obligate the Minnesota Department of Transportation to award a contract or proceed with a project. Respondents are responsible for all costs associated with the preparation and submission of responses to this RFI.



## 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.

### Dakota County Community Corrections Notice of Request for Letters of Interest (LOI's): Seeking a Contractor to Provide Data Analysis and Communication Services

**NOTICE IS HERELY GIVEN** that Dakota County Community Corrections is soliciting LOI's from qualified parties for the purpose of providing data analysis and communication services in support of the Juvenile Detention Alternatives Initiative (JDAI). The JDAI is a Dakota County Community Corrections project designed to identify and implement pre- and post-dispositional alternatives to detention for high-risk juvenile offenders.

The applicant chosen will be expected to research, develop, extract and analyze queries from a variety of data within Community Corrections data system. Based on a review of data, the applicant will work with Department staff to review accuracy of data being entered into systems. The applicant will work closely with the JDAI Coordinator to develop and produce ad hoc and regular management reports.

The due date for submission of the LOI is February 6, 2008. The LOI's from interested applicants will be screened by staff from Dakota County Community Corrections, the Office of Planning, Evaluation and Development, and Program Development and Contract Management.

The applicant chosen will be expected to enter into a contractual agreement with Dakota County beginning with the contract implementation date of March 18, 2008, through December 31, 2010, pending funding availability and Dakota County Board authorization. Upon selection as the Contractor, specific tasks and timelines will be negotiated between the Contractor and County staff which will then serve as the deliverables for the contract.

While it is Dakota County's intent to enter into a contractual agreement with a qualified applicant, this LOI does not obligate Dakota County to complete the LOI process or enter into a contract. Dakota County reserves the right to cancel this LOI at any time for any reason.

To access this document online, or to acquire additional information about Dakota County, visit our website at:  
[www.dakotacounty.us](http://www.dakotacounty.us) <<http://www.dakotacounty.us>>

click on Doing Business and select *Bids & Proposals* from the menu, or request a copy of the request for Letters of Interest by contacting:

Dee Skeens, Contract Manager  
Dakota County Community Services Administration  
Dakota County Northern Service Center  
1 Mendota Road West, Suite 500  
West Saint Paul, MN 55118-4773  
**Phone:** (651) 554-5874  
**E-mail:** [deanne.skeens@co.dakota.mn.us](mailto:deanne.skeens@co.dakota.mn.us)

# Non-State Bids, Contracts & Grants

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## 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 Proposals (RFP) for Actuarial Assessment Contract 08P016

The Metropolitan Council is requesting proposals for the provision of actuarial assessment of post-employment health liability in accordance with generally accepted accounting principles.

***Issue Request for Proposals***

**January 22, 2008**

***Receive Proposals***

**February 12, 2008**

***Contract negotiated, executed, NTP***

**March 12, 2008**

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

Miriam Lopez-Rieth, Contracts and Procurement Unit  
Metropolitan Council  
390 North Robert Street  
St. Paul, MN 55101  
**Phone:** (651) 602-1095  
**FAX:** (651) 602-1183  
**E-mail:** [Miriam.Lopez-Rieth@metc.state.mn.us](mailto:Miriam.Lopez-Rieth@metc.state.mn.us)

Inquiries regarding technical aspects of the project should be directed to Gordon Backlund 651-602-1801.

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# Non-State Bids, Contracts & Grants

## Metropolitan Council

### Notice of Request for Proposals (RFP) for Voluntary Benefits

Contract 07P076

The Metropolitan Council is requesting proposals for vendor(s) for voluntary benefits (offered to employees at full cost). These benefits will include STD and LTD, Accident and Sickness, Vision, and Auto and Homeowner/Renter plans. The term of the contract will be three years.

A tentative schedule for the project is as follows:

<i>Issue Request for Proposals</i>	<b>January 22, 2008</b>
<i>Receive Proposals</i>	<b>February 19, 2008</b>
<i>Contract negotiated, executed, NTP</i>	<b>March 31, 2008</b>

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

Miriam Lopez-Rieth, Contracts and Procurement Unit  
Metropolitan Council  
390 North Robert Street  
St. Paul, MN 55101  
**Phone:** (651) 602-1095  
**FAX:** (651) 602-1183  
**E-mail:** *Miriam.Lopez-Rieth@metc.state.mn.us*

Inquiries regarding technical aspects of the project should be directed to Gordon Backlund (651) 602-1801.

## Metropolitan Council - Metro Transit

### Request for Proposals for FTH Building & Energy Enhancement – Garage Addition

Procurement Number 7560

Contract Number 07P134

Metro Transit, a division of the Metropolitan Council, is seeking the services of a qualified firm for the FTH Building & Energy Enhancement – Garage Addition. The project includes professional design services, pre-bid and bid services, and construction support services.

The RFP will be issued January 17, 2008

A Pre-Proposal Conference will be held at 1:00 PM on Tuesday, February 5, 2008 at the Metro Transit F.T. Heywood Office located at 560 Sixth Avenue North, Minneapolis, Minnesota 55411. Proposers are encouraged to attend and participate in the Pre-Proposal Conference.

Proposals are due by 2:00 p.m. on February 19, 2008.

Firms interested in receiving the Request for Proposals document should contact:

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

# Non-State Bids, Contracts & Grants

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## Minnehaha Creek Watershed District Solicitation of Bids for Installation of Granite Rock Riprap Project on Lake Minnetonka Shoreline

**NOTICE IS HEREBY GIVEN** that the Minnehaha Creek Watershed District (MCWD) is soliciting bids for the installation of 2,200 lineal feet of machine placed, granite rock riprap on Lake Minnetonka Shoreline. The project is located on the south side of Big Island, Orono MN. Work shall begin on or after February 15, 2008. Work shall be complete no later than September 30, 2008.

Sealed Bid Proposals for the furnishing of all labor, materials and all other items necessary to complete the work will be received by Minnehaha Creek Watershed District at its office, 18202 Minnetonka Boulevard, Deephaven, MN until 12:00 PM (Noon), January 31, 2008. Bid submittals must be clearly labeled "MCWD BIG ISLAND RIPRAP Bid Package" on the outside of the submittal package. All communications relative to this project should be addressed to the Project Manager prior to opening of the Bid. Minnehaha Creek Watershed District: Attention Renae Clark, **e-mail:** [rclark@minnehahacreek.org](mailto:rclark@minnehahacreek.org) or **phone:** (952) 471-0590.

Contractors desiring a copy of the instructions to bidders, plans, specifications and proposal forms must obtain them from the office of Minnehaha Creek Watershed District, upon the payment of a \$10.00 non-refundable fee for each bid package.

Each bid proposal shall be submitted on forms furnished for that purpose. Each bid proposal shall be accompanied by a "Bid Security" in the form of a certified or cashier's check made payable to Minnehaha Creek Watershed District ("owner") in an amount not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the Owner, with a surety company duly authorized to do business in the state of Minnesota, such Bid Security to be a guarantee that the bidder, if awarded a contract, will enter into a contract with Minnehaha Creek Watershed District; and the amount of the certified check will be retained or the bond enforced by the Owner in case the bidder fails to do so. The Owner will retain the deposits for the three lowest bidders until the contract has been awarded and executed but not longer than sixty (60) days. No bid may be withdrawn for a period of sixty (60) days following the bid opening.

The bid of the lowest responsible bidder is intended to be accepted on or before the expiration of sixty (60) days after the date of the opening of bids. The Owner, however, reserves the right to reject any or all bids and to waive any minor irregularities, informalities or discrepancies, and further reserves the right to award the contract in the best interest of Minnehaha Creek Watershed District.

## Paul Bunyan Scenic Byway Association Notice of Request for Proposals for a Director of Development and Implementation of a Multi-year Organizational Sustainability Plan

The Paul Bunyan Scenic Byway Association is seeking proposals to lead the plan development and first year implementation of a multi-year plan to incrementally attain organizational sustainability. The successful bidder will lead the development of and assist in the drafting of the plan, coordinate the project and participate regularly within the fourteen jurisdictions served by the fifty four mile Paul Bunyan Scenic Byway in northern Crow Wing County and the east central corner of Cass County in central Minnesota. The anticipated inception date for this contract is April 10, 2008.

Interested parties must possess strong organizational and writing skills, and presentation experience with small and large audiences. Related experience seeking and securing grant opportunities and partnership development in Central Minnesota is desirable.

Selection process timeline:

Proposals due	February 25, 2008
Completed review of proposals received	March 17, 2008
Interviews	March 18-25, 2008
Recommended selection completed	March 31, 2008
Full board approval	April 9, 2008
Contractor begins work	April 10, 2008

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# Non-State Bids, Contracts & Grants

Contract work for year 1 will be funded through a \$31,250 FHWA National Scenic Byways Program grant and the Paul Bunyan Scenic Byway Association. Fiscal agent services are provided through Crow Wing County.

Detailed specifications and submission requirements are available by contacting:

Lynn Scharenbroich, chairperson,  
Paul Bunyan Scenic Byway Association  
PO Box 401  
Pequot Lakes, MN 56472  
**Phone:** (218) 543-4714  
**E-mail:** [info@paulbunyan scenicbyway.org](mailto:info@paulbunyan scenicbyway.org)

Complete proposals must be returned to 10732 County Road 16, Pequot Lakes, MN 56472 by 4:00pm CST, Monday, February 25, 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.

#### (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.

# Non-State Bids, Contracts & Grants

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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 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

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# Non-State Bids, Contracts & Grants

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, 2003
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.

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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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