

State of Minnesota

State Register



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

**Monday 5 January 2009
Volume 33, Number 27
Pages 1173 - 1194**

State Register

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

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

- Rules of State Agencies
- Commissioners' Orders
- State Grants and Loans
- Executive Orders of the Governor
- Revenue Notices
- Contracts for Professional, Technical and Consulting Services
- Non-state Public Bids, Contracts and Grants
- Appointments
- Official Notices

Printing Schedule and Submission Deadlines

Vol. 33 Issue Number	PUBLISH DATE (BOLDFACE shows altered publish date)	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts	Deadline for Proposed, Adopted and Exempt RULES
# 27	Monday 5 January 2009	NOON MONDAY 29 DECEMBER	Noon Wednesday 24 December
# 28	Monday 12 January	Noon Tuesday 6 January 2009	Noon Wednesday 31 December
# 29	TUESDAY 20 JANUARY	Noon Tuesday 13 January	Noon Wednesday 7 January 2009
# 30	Monday 26 January	Noon Tuesday 20 January	Noon Wednesday 14 January

PUBLISHING NOTICES: Submit ONE COPY of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit ONE COPY, IN ELECTRONIC FORMAT, with a letter on your letterhead stationery requesting publication and date to be published. **E-MAIL** submissions to: robin.panlener@state.mn.us [FAX to: (651) 297-8260. You **MUST follow FAX** by sending originals and applicable forms or letters via E-mail. We need to receive your submission electronically.

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Minnesota Legislative Information

Senate Public Information Office (651) 296-0504
State Capitol, Room 231, St. Paul, MN 55155
Website: www.senate.mn

House Public Information Services (651) 296-2146
State Office Building, Room 175,
100 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155
Website: www.house.leg.state.mn.us/hinfo/hinfo.htm

Minnesota State Court System

Court Information Office (651) 296-6043
MN Judicial Center, Rm. 135, 25 Rev. Dr. Martin Luther King Jr Blvd.,
St. Paul, MN 55155 **Website:** www.mncourts.gov

Federal Register

Office of the Federal Register (202) 512-1530; or (888) 293-6498
U.S. Government Printing Office – Fax: (202) 512-1262
Website: <http://www.gpoaccess.gov/fr/index.html>

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Contracts information is available from the Materials Management Helpline
(651) 296-2600, or Web site:
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State Register information is available from Minnesota's Bookstore (651)
297-3000, or (800) 657-3757, Web site:
www.minnesotasbookstore.com

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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Natural Resources Department (DNR)

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Exempt Rules

Exempt rules are excluded from the normal rulemaking procedures (*Minnesota Statutes* §§ 14.386 and 14.388). They are most often of two kinds. One kind is specifically exempted by the Legislature from rulemaking procedures, but approved for form by the Revisor of Statutes, reviewed for legality by the Office of Administrative Hearings, and then published in the *State Register*. These exempt rules are effective for two years only.

The second kind of exempt rule is one adopted where an agency for good cause finds that the rulemaking provisions of *Minnesota Statutes*, Chapter 14 are unnecessary, impracticable, or contrary to the public interest. This exemption can be used only where the rules:

- (1) address a serious and immediate threat to the public health, safety, or welfare, or
- (2) comply with a court order or a requirement in federal law in a manner that does not allow for compliance with *Minnesota Statutes* Sections 14.14-14.28, or
- (3) incorporate specific changes set forth in applicable statutes when no interpretation of law is required, or
- (4) make changes that do not alter the sense, meaning, or effect of the rules.

These exempt rules are also reviewed for form by the Revisor of Statutes, for legality by the Office of Administrative Hearings and then published in the *State Register*. In addition, the Office of Administrative Hearings must determine whether the agency has provided adequate justification for the use of this exemption. Rules adopted under clauses (1) or (2) above are effective for two years only. The Legislature may also exempt an agency from the normal rulemaking procedures and establish other procedural and substantive requirements unique to that exemption.

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

Department of Natural Resources

Adopted Exempt Permanent Game and Fish Rules: Taking Cock Pheasant

ORDER ADOPTING RULES

Adoption of Rules Relating To Taking Cock Pheasant

Minnesota Rules, part 6234.0400

ORDER

Rules of the Department of Natural Resources relating to Taking Cock Pheasant, in the form set out in the Revisor's draft, file number 3821, dated November 12, 2008, are adopted under my authority in *Laws of Minnesota 2008*, chapter 368, article 2, sections 79.

Dated: December 15, 2008

Mark Holsten, Commissioner
Department of Natural Resources

6234.0400 TAKING PHEASANTS.

[For text of subp 1, see M.R.]

Subp. 2. **Bag limit.** From the first day of the pheasant season until November 30, a person may not take more than two cock pheasants per day or possess more than six cock pheasants at a time. From December 1 until the last day of the pheasant season, a person may not take more than three cock pheasants per day or possess more than nine cock pheasants at a time.

[For text of subp 3, see M.R.]

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.

Using 'Official Notices'

As part of our Subscriber's Service the *State Register* indexes all Official Notices, including the current volume as it grows. Only as a subscriber can you view this. Open the *State Register* and click on Bookmarks in the upper left corner. You will see a list of the growing index, and have fast access to all the indices to the *State Register*. You also receive a summarized "Contracts & Grants" section of Bids still open. Subscribe today. Subscriptions cost \$180 a year (an \$80 savings). Here's what you'll get:

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

We e-mail it to you, at the 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

Minnesota Department of Administration (Admin) Minnesota Assistive Technology Advisory Council Next Meeting of the the Council January 20, 2009

The next meeting of the Minnesota Assistive Technology Advisory Council will be held on Tuesday, January 20, 2009 from 9:00 a.m. - 3:00 p.m. in Room 116C at the Minnesota Department of Administration Building located at 50 Sherburne Avenue, St. Paul, MN.

Department of Human Services (DHS) Minnesota Board on Aging Notice of Meetings for 2009

NOTICE IS HEREBY GIVEN that the 2009 meetings of the Minnesota Board on Aging will be held at 8:30 a.m., at 540 Cedar, Elmer L. Andersen Building, Conference Room 2370, St. Paul, Minnesota on the following dates:

- March 20
- June 19
- July 17
- September 18
- December 4 - (1:00 p.m. start time)

For additional information please call (651) 431-2500 or 1-800-882-6262.

Minnesota Comprehensive Health Association Notice of Board of Director's Meeting January 9, 2009

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA) Board of Directors will be held at 9:00 a.m. on Friday, January 9, 2009, at the MCHA Executive Office, 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

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

State Contracts

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

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

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

Get the Most from this Contracts Section

A summarized "Contracts & Grants" section lists **all contracts and grants** currently open for bid. It is available **only to subscribers** to the *State Register*. Subscribers also receive LINKS to the *State Register*; as well as Bookmarks. Subscribers also receive a growing INDEX to each volume, including the current issue, as well as indices to previous volumes. 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**

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State Contracts

Department of Administration (Admin)

State Designer Selection Board Project No. 08-26

Minnesota State Colleges and Universities (MnSCU)

Notice of Availability of Request for Proposal (RFP) for Designer Selection for: Workforce Center Co-location Addition

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Rochester Community and Technical College, through the State Designer Selection Board, is soliciting proposals from interested, qualified consultants for architectural and engineering design services for the above referenced project.

A full Request for Proposals is available on the Minnesota State Colleges and Universities website:
<http://www.finance.mnscu.edu/facilities/index.html>, click on "Announcements."

A copy of the pre-design is available for review at <http://www.finance.mnscu.edu/facilities/index.html>.

A mandatory informational meeting is scheduled for 1:00 P.M., Thursday, January 15, 2009 in Room HA 104, on the Rochester Community and Technical College campus, Heintz Center Building, 1926 Collegeview Drive S.E., Rochester, MN 5904. All firms interested in this meeting should contact June Meitzner, at june.meitzner@roch.edu to sign up to attend the meeting. Project questions will also be taken by this individual.

Proposals must be delivered to Bev Kroiss, Executive Secretary, State Designer Selection Board, Administration Building, Room 309, Real Estate and Construction Services Office, 50 Sherburne Ave., St. Paul, MN 55155; phone: (651) 201-2550 not later than 12:00 Noon, CDT, January 26, 2009. Late responses will not be considered.

Minnesota State Colleges and Universities is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest.

Minnesota State Colleges and Universities Anoka Ramsey Community College ADVERTISEMENT FOR BIDS for Humanities Building HVAC Upgrade

Sealed Bids for: **Humanities HVAC Upgrade**
Humanities Building
Anoka Ramsey Community College
Coon Rapids, Minnesota

will be received by: **Mirella Gluhic, Business Office**
College Services Building, Room C140
Anoka Ramsey Community College
11200 Mississippi Boulevard Northwest
Coon Rapids, Minnesota 55433

until **10:00 AM, CST, Tuesday, January 20, 2009**. At which time the bids will be opened and publicly read aloud in Room C270, Mississippi Room, Student Center Building, Anoka Ramsey Community College.

Project Scope: Replace and upgrade pneumatic, constant volume, multi-zone, air handling units located in the penthouse of the Humanities Building at Anoka Ramsey Community College, Coon Rapids Campus. Install DDC modular VAV air handling units, duct, chilled and heating water piping, pneumatic and DDC controls and associated electrical work. Install VAV terminal units with hot water reheat and DDC controls in the spaces. This work will be completed while the buildings are partially occupied.

State Contracts

A Pre-Bid Meeting will be held at **10:00 AM, Tuesday, January 6, 2009**, in Room C270, Mississippi Room, Student Center Building, Anoka Ramsey Community College. The Architect/Engineer and/or College/University Representatives will review the bidding procedures, Bidding Documents and other conditions with interested Bidders and answer questions.

Bidding Documents as prepared by the Project Architect/Engineer; **Sebesta Blomberg and Associates**, are on file at the offices of the:

- 1) above named Project Architect/Engineer.
- 2) following Builders' Exchanges: St. Paul and Minneapolis
- 3) McGraw Hill Construction Plan Room
- 4) MEDA Minority Contractors Plan Room
- 5) National Association of Minority Contractors of Upper Midwest

Solicitation of Bidding Documents may be obtained by the following:

- 1) Request access to the Share Point website to access Bidding Documents. Requests should be directed to contact information listed below.
- 2) Request a CD of Bidding Documents at a non-refundable cost of \$10.00. Requests should be directed to contact information listed below.
- 3) Copies of Bidding Documents are on file for viewing at 2381 Rosegate, Roseville, MN 55113, (651) 634-0775.
- 4) Request hard copies of Bidding Documents at the following location:

Sebesta Blomberg and Associates

Attn: Michelle Moore

2381 Rosegate

Roseville, MN 55113

Phone: (651) 634-7305

E-mail: *mmoore@sebesta.com*

A deposit of **\$100.00** is required for each set.

Complete sets of the Bidding Documents in the number and for the deposit sum, if any, stated in the Invitation for Bids may be obtained from the Issuing Office. The deposit will be refunded to each document holder that submits a bona fide bid and who return complete sets of Bidding Documents in good condition within thirty (30) days after opening of Bids.

Prospective Bidders requesting that Bidding Documents (complete sets only) be mailed to them may send a separate non-refundable payment (check made out to the Architect) for **\$50.00** per set for shipping & handling (in addition to the **\$100.00** deposit) to the Architect. Such deposits and payments must be received prior to **Monday, January 12, 2009**. Documents will be sent to street addresses only (P.O. Boxes are not acceptable).

Each bid which totals over \$15,000.00 shall be accompanied by a certified check, payable to **Minnesota State Colleges and Universities**, in the sum of not less than 5% of the total base bid; or a corporate surety bond of a surety company duly authorized to do business in the state of Minnesota in the same amount; which is submitted as bid security, conditioned upon the Bidder entering into a contract with Minnesota State Colleges and Universities in accordance with the terms of the bid.

Minnesota State Colleges and Universities (MnSCU) Central Lakes College, Brainerd Request for Proposal for Banking Services

Central Lakes College is requesting proposals for Banking Services at the Brainerd and Staples Campus. A copy of the Request For Proposal may be obtained by contacting Christina Vopatek at Central Lakes College, 501 W. College Drive, Brainerd, MN 56401, (218) 855-8027, or 1-800-247-6836 extension 8027.

Proposals must be submitted no later than February 3, 2009 at 2:00PM. All proposals must be sealed and marked "RFP for Banking Services". Submit proposals to:

State Contracts

Central Lakes College
Attn: Christina Vopatek
501 W College Drive
Brainerd, MN 56401

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

Central Lakes College is an affirmative action/equal opportunity employer and educator. These materials are available in alternative formats to individuals with disabilities upon request. If you use a TTY, call the Minnesota Relay Service at 1-800-627-3529 and request contact to Central Lakes College.

Minnesota State Colleges and Universities (MnSCU) Inver Hills Community College Advertisement for Bids for Science Lab Remodeling Project

Sealed Bids for: SCIENCE BUILDING
SCIENCE LAB REMODELING PROJECT
INVER HILLS COMMUNITY COLLEGE
INVER GROVE HEIGHTS, MN

will be received by: MR. PAT BUHL
HERITAGE HALL, ROOM 102
INVER HILLS COMMUNITY COLLEGE
2500 - 80TH Street East
Inver Grove Heights, MN 55076-3224

Until 9 A.M., January 28th at which time the bids will be opened and publicly read aloud.

Project Scope: Demolition and remodeling of existing Physics Lab of approximately 2000 square feet in the Science Building at Inver Hills Community College in Inver Grove Heights, MN Work includes interior demolition, masonry wall construction, steel column and lintels, doors, sidelites and frames, hardware, carpentry and sealants, column, ceiling grid and lights, gypsum board soffits and ceiling, wall panel system, flooring, laboratory tables and chairs, projector and screen, marker boards, laboratory upper and lower cabinets and counters, storage units, closets, and related construction. Work includes remodeling of adjacent two class room and corridor ceilings to install new mechanical ductwork. Work includes cutting of existing concrete floor to provide for new electrical communications and power systems, and underfloor plumbing. Work includes miscellaneous remodeling of adjacent corridors including painting, flooring, and carpentry.

A Mandatory Pre-Bid Meeting will be held at:
1pm Jan. 12, 2009
in Room S134, Physics Lab
Science Building
Inver Hills Community College
Inver Grove Heights, MN 55076

The Architect/Engineer and/or College/University Representatives will review the bidding procedures, Bidding Documents and other conditions with interested Bidders and answer questions.

Bidding Documents as prepared by the Project Architect, Judd Allen Group, are on file at the offices of the:

- 1) above named Project Architect/Engineers
- 2) the offices of Facilities Management, Inver Hills Community College
- 3) following Builders' Exchanges: St. Cloud, St. Paul, and Minneapolis
- 4) McGraw Hill Construction Plan Room
- 5) Reed Construction Data Plan Room
- 6) MEDA Minority Contractors Plan Room
- 7) National Association of Minority Contractors of Upper Midwest

Complete sets only of Bidding Documents for use by Bidders in submitting a bid may be obtained by following this procedure:

1. Go online to www.juddallen.com and click on "Client Access." From there, Bidders can click on "Current Projects" which will connect users to the Engineering Repro Systems – PlanWell home page. Login to the system using one of the following methods:
 - a) Login using your current account.
 - b) Create a new user account.
 - c) Login to the Public Planroom without an account.

2. Once logged into the system, type in the project name as listed above, under "Find". You can then select this project to obtain Bidding Documents. If the Bidder has any questions, call **Engineering Repro Systems at (763) 694-5900** for assistance.

3. Bidders may send a deposit of **\$100.00** (refundable) for each set provided from **Engineering Repro Systems** (check made out to the Architect, Judd Allen Group.) Bidders requesting that Bidding Documents (complete sets only) be mailed to them, may send a separate non-refundable payment (check made out to the Architect, Judd Allen Group) for \$25.00 per set for shipping & handling (in addition to the \$100.00 deposit.) Documents will be sent to street addresses only (P.O. Boxes not acceptable). There is no cost for Bidders to pick-up sets from the office of **Engineering Repro Systems**, at the following location.

Engineering Repro Systems
3005 Ranchview Lane
Plymouth, Minnesota 55447
Phone: (763) 694-5900
Fax: (763) 694-0376

Each bid which totals over \$15,000.00 shall be accompanied by a certified check, payable to **Minnesota State Colleges and Universities**, in the sum of not less than 5% of the total base bid; or a corporate surety bond of a surety company duly authorized to do business in the state of Minnesota in the same amount; which is submitted as bid security, conditioned upon the Bidder entering into a contract with Minnesota State Colleges and Universities in accordance with the terms of the bid.

Minnesota State Colleges and Universities (MnSCU)

Minnesota State University Moorhead

Request for Proposals for Owner's Representative Services for Lommen Hall Renovation

Description of Work:

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. This project consists of remodeling and renovation (approximately 73,000 square feet) of the existing two story building constructed in 1931 and the one story infill addition constructed in 1956. The project is scheduled to be executed in two phases. Phase One will include work on all floors (including the roof) located at the west end of Lommen Hall. Phase Two will

State Contracts

include work on the east end of the building. Phase One construction and renovation related work is scheduled to begin in March, 2009 and to be substantially complete by December, 2009. Phase Two renovation related work is scheduled to begin in January, 2010 and be substantially complete by January, 2011.

Estimated Cost: Over \$50,000

Contracting Agency: Minnesota State University Moorhead

Location of Work: 1213 6th Ave. South Moorhead, MN 56563

Response to this solicitation is due no later than 01/23/09 at 1:00 PM CENTRAL TIME.

To receive a copy of the complete solicitation, contact:

Name: Gwen Johanson
Phone: (218) 477-2074
TTY: 1-800-627-3529 (For deaf and hard of hearing callers)
Fax: (218) 477-5887
E-mail: johansgw@mnstate.edu

Minnesota State Colleges and Universities (MnSCU)

Winona State University

Advertisement for Request for Proposal for Owner's Representative Services for Sealed Bids for 2010 Residence Hall

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 **2010 Residence Hall** 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.

The Project scope of work consists of the design and construction of the Residence Hall including approximately 400 beds in approximately 127,000 gross square feet to house student residence units, hall director office, central housing administration offices, reception/control desk, support spaces, landscaped exterior areas and related work. Major elements include:

- The residence hall will contain approximately 400 beds in a mix of semi-suite double and single units. Units will have two sleeping rooms with one compartment style bath. Selected units shall be designed as barrier-free. A minimum of 20 such unit will be included in the residence hall design, with the final number dependent upon the actual design of the building.
- The residence hall will contain amenities such as common lounge areas with kitchenettes, laundry, study areas and mailroom. Support facilities will include trash/recycling rooms, receiving/loading dock, mechanical, electrical and telecommunications equipment rooms.
- Residential areas will conceptually include four floors of housing.
- The building form should present opportunities for outdoor amenity spaces, courtyards, recreation spaces and green space.
- New Construction shall include:

- ◆ Complete fire protection sprinkler systems
- ◆ Efficient HVAC systems to optimize indoor air quality and ventilation
- ◆ Air conditioning
- ◆ DDC temperature controls
- ◆ Addressable fire detection and alarm systems
- ◆ State-of-the-art telecommunications systems
- ◆ Security systems

The estimated construction cost for the new facility is \$23,766,000. The estimated total project cost of \$29,636,000 includes all professional fees and reimbursable expenses, site investigations and surveys, hazardous materials removals design and abatement, building and site construction, project management and fees, construction inspection and testing, furniture, fixtures and equipment, contingencies, and inflation factors.

A **Pre-Proposal Project Information meeting** has been scheduled for **10:00 a.m. on Thursday, January 15, 2009, in Purple Rooms 105 and 106 of Kryzsko Commons** on the Winona State University campus in Winona, Minnesota.

Proposals shall be submitted in a sealed envelope labeled **“Proposal: Owner’s Rep for 2010 Residence Hall”** and must be received by **2:00 p.m. Monday, January 26, 2009**, 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:	Monday, January 5, 2009
Project Information Meeting:	Thursday, January 15, 2009, 10:00 a.m.
RFP Response Submission Deadline:	Monday, January 26, 2009, 2:00 p.m.
Evaluation of Submitted Proposals by Owner Evaluation Committee:	Tuesday, February 3, 2009
Notification of Short-listed Finalists for Interviews:	Thursday, February 5, 2009
Interviews of Short-listed Finalists:	Tuesday, February 17, 2009
Anticipated Owner’s Rep Contract Award Date:	Tuesday, February 24, 2009

Project Contact

Questions concerning the Project should be referred to:

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

Minnesota State Colleges and Universities (MnSCU) Winona State University Request for Proposals for Camera Server Licenses

NOTICE IS HEREBY GIVEN that Winona State University is seeking proposals for camera server licenses. Bid specifications will be available January 5, 2009 by contacting the Purchasing Department at P.O. Box 5838, 205 Somsen Hall, Winona, MN 55987, e-mail: sschmitt@winona.edu or by calling (507) 457-5067. Sealed bids must be received by Sandra Schmitt at PO Box 5838, or at 205G Somsen Hall, Business Office, Winona State University, Winona, MN 55987 by 3:00 P.M. Tuesday, January 20, 2009. Winona State University reserves the right to reject any or all bids and to waive any irregularities or informalities in bids received.

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Minnesota Historical Society

Notice of Request for Bids for Printing and Mailing the 2009 Historic Sites and Museums Travel Guide Brochure

The Minnesota Historical Society is seeking bids from qualified firms for printing and mailing the Society's annual "All-Sites Travel Guide."

The Request for Bids is available by writing Mary Green-Toussaint, Purchasing Coordinator, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, MN 55102. **E-mail:** mary.green-toussaint@mnhs.org.

Bids must be received no later than 2:00 p.m., Local Time, Thursday, January 22, 2009. A public bid opening will be conducted at that time. No late bids will be accepted.

Dated: January 5, 2009

Minnesota Historical Society

Notice of Request for Proposals for Scenic Construction Services

The Minnesota Historical Society is seeking proposals from qualified and experienced vendors for scenic construction services for a new exhibit at the Minnesota History Center. This exhibit, called "*Minnesota's Greatest Generation*," will be installed in Gallery A, and must be completed in time for a May 2009 opening to the public.

The Request for Proposals (which will also serve as the Project Manual) is available from Mary Green-Toussaint, Purchasing Coordinator, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, Minnesota 55102. **E-mail:** mary.green-toussaint@mnhs.org.

Please note that there will be a **MANDATORY** pre-bid meeting for all interested parties. Details are contained in the Request for Proposals/Project Manual.

All proposals must be received no later than 2:00 P.M., Local Time, Thursday, January 22, 2009. Late proposals will not be considered.

Dated: January 5, 2009

Minnesota State Lottery

Request for Proposals for Sponsorship Agreements

Description of Opportunity

The Minnesota State Lottery develops sponsorship agreements throughout the year with organizations, events, and sports teams to create excitement for lottery players, to interest new players and increase the visibility of lottery games. The Lottery encourages and continually seeks new sponsorship agreements to help achieve current Lottery marketing goals.

Proposal Content

A sponsorship proposal presented to the Lottery should meet the following three criteria:

- 1. Maximize Lottery Visibility** – the event, sports or tie-in proposal should draw a large number of desired participants (typically 50,000 or more) whose demographics match the Lottery player profile. The Lottery is interested in effectively delivering its message of fun and entertainment to Minnesota adults whose demographics skew primarily towards those aged 25-64, with a household

income of \$35,000-\$75,000, and having an educational background of some college or higher. The Lottery does not market to those under the age of 18, and family events with high levels of children present are generally not accepted. Attendance, on-site signage visibility and paid media exposure will be critical components that will be evaluated.

2. Enhance Lottery Image- – the event, sports or tie-in proposal should inherently project the attitude that the Lottery is a fun and socially acceptable part of the community. The Lottery’s presence should fit well within the lineup of other sponsors. The Lottery is interested in creating opportunities whereby the sponsorship can translate into sales revenue, either via on-site sales from a Lottery booth, from sales-generating promotions with Lottery retailers or from joint programs with the sponsor’s media partners.

3. Provide Promotional Extensions – the event, sports or tie-in proposal should offer exciting, value-added ways to interact with our players and have opportunities to motivate attendees, listeners and viewers to participate in and purchase Lottery games. The proposal must include proper staffing availability or other considerations to help the Lottery implement any appropriate promotional extension ideas.

Proposals should address all pertinent elements of the sponsorship and how the Lottery criteria as stated above and on the Evaluation Form are to be met. To view or print copies of the Request for Proposal go to: <http://www.mnlottery.com/vendorops.html>

This Solicitation does not obligate the state to award a contract or pursue a proposed sponsorship opportunity, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

Questions

Questions concerning this Solicitation should be directed to:

John Mellein, Marketing Director
Minnesota State Lottery
2645 Long Lake Road
Roseville, MN 55113
Telephone: (651) 635-8230
Toll-free: (888) 568-8379 ext. 230
Fax: (651) 297-7496
TTY: (651) 635-8268
E-mail: johnm@mnlottery.com

Other personnel are not authorized to answer questions regarding this Solicitation.

Response Delivery

All responses must be in writing and delivered to the contact noted above. Proposals will be accepted on an ongoing basis.

Department of Natural Resources (DNR) Request for Information (RFI) from Potential Vendors Interested in Operating a Fueling Facility on Lake Vermilion, St. Louis County

1. INTRODUCTION

The purpose of the Request for Information (RFI) is for the Department of Natural Resources (DNR) to obtain information from potential vendors who may be interested in installing and operating a retail fueling facility at the Moccasin Point Public Water Access on Lake Vermilion, St. Louis County through a lease agreement.

2. OBJECTIVE

The DNR’s objective is to solicit information and interest from potential vendors in providing fueling services similar to the existing operation prior to state acquisition. The State’s expectation for the vendor is to provide a quality fueling service. The potential lease agreement would provide exclusive rights to operate a retail fuel facility for a term of 10 years. The State would receive compensation for the use of the land. A lease fee is charged based on either a fee schedule or a percent of the appraised value of the land. There is an additional lease fee if any of the existing buildings at the site are used.

State Contracts

3. TECHNICAL CONSIDERATIONS

The previous fueling facilities were removed from the site as a requirement of the State's acquisition. The State will not provide fueling facilities or funding for any capital improvements. According to the previous resort owner, approximately 150,000 to 200,000 gallons of fuel was sold per year; this amount has not been verified.

The MN State Fire Code requires an attendant to be on site during marine fuel sales. Section 2210.3.2 states "marine motor fuel-dispensing facilities shall have an attendant or supervisor who is fully aware of the operation, mechanics and hazards inherent to fueling of boats on duty whenever the facility is open for business. The attendant's primary function shall be to supervise, observe and control the dispensing of Class I, II or IIIA liquids or flammable gases."

The installation of above ground fuel storage tanks (AST) including piping and all associated equipment shall comply with the Minnesota State Fire Code (MSFC) Chapters 22 and 34, applicable NFPA standards, Environmental Protection Agency, MN Pollution Control Agency, and MN DNR Division of Waters rules and regulations.

The potential lessee will be responsible for all site work costs including but not limited to: permits, soil testing, engineering and construction, erosion control, plantings, utilities, security, and signage.

4. INFORMATION BEING REQUESTED

Please describe your interest, vision and plan to provide a retail fueling facility and other services at the Moccasin Point Public Water Access.

- **Vendor Qualifications**

- ♦ Provide a general description of you or your company's qualifications, structure, size, area of expertise and years in business.
- ♦ What characteristics do you or your company have that differentiate you from others in the industry?
- ♦ Describe your knowledge of Lake Vermilion, including the general atmosphere, resorts, similar businesses and experience with outdoor recreation in the area.
- ♦ Do you have any experience working with governmental entities? Please explain.

- **Fueling Facility**

- ♦ Please describe the size and type of the above ground fueling facility that you would propose installing and provide an itemized estimate of costs.
- ♦ Please outline your proposed hours, days and seasons of operation.
- ♦ Describe the area of land that is needed (in square feet) to install and operate the desired facility? Including land for fuel tanks, parking, attendant station, etc.
- ♦ Provide a realistic timeline, starting from the lease award up to a fully operational facility.

- **Other Services**

- ♦ Are you interested in providing convenience items, food or other services at the site?
- ♦ Are you interested in using any of the buildings existing on site? If so, for what purpose?
 - § Former Lodge /Bar-Restaurant (will require extensive repairs and updates, including accessibility, in order to be open to the public).
 - § Marine Maintenance Building
 - § Cabin
- ♦ Please list and describe any other structures needed with your plan.

5. RFI RESPONSES:

Response should be submitted to the address shown below no later than 4:00 PM Central Time, January 30, 2009. Questions may be addressed to Stan Linnell at (651) 259-5626 or by e-mail at: stan.linnell@dnr.state.mn.us

Stan Linnell, Planning, Acquisition and Development Manager
Minnesota Department of Natural Resources
500 Lafayette Road, Box 52
St. Paul, MN 55155-4044

RFI responses will be used to determine interest and gather information on the services vendors would propose, the scope of the fueling facility and hours of operation. Information provided may be used to develop a competitive Request for Proposals (RFP). RFI information will be kept confidential to the extent permitted by law.

Minnesota Pollution Control Agency Request for Proposals for a Professional/Technical Contract for Development of “Information Clearinghouse” Reference Tool for Perfluorochemicals (PFC’s) in Manufacturing and Products in the United States

The Minnesota Pollution Control Agency (MPCA) requests proposals to research and develop an information clearinghouse that identifies perfluorochemicals (PFCs), their usage in products and industrial processes, legacy stores or stockpiles of unused PFCs in the United States and PFC products or synthesis components or ingredients that were or are imported into the United States.

The information clearinghouse shall be used by MPCA as a reference tool by agency staff for informing remediation investigations, exploring pollution prevention opportunities and to help make management decisions related to perfluorochemicals. The contractor will propose how the information gathered through data research would be best structured in a reference tool so that information can be made readily available for MPCA staff to use.

For a copy of the Request for Proposal Contact:

Kurtis Soular
Minnesota Pollution Control Agency
520 Lafayette Road North
St Paul, MN 55155-4194
Phone: (651) 757-2748
Fax: (651) 297-8676
E-mail: *Contracts@pca.state.mn.us*

Responders are encouraged to supply an email address and to receive the RFP electronically. The subject line of the e-mail request should state “CR2249 PFC.”

Proposal Due Date and Time: January 26, 2009 at 2:00 p.m. (Central Standard Time) (Late Proposals will not be considered).

Questions: Responders must submit in writing a list of questions they would like addressed. Questions must be mailed, faxed, or e-mailed to Kurtis Soular and received by January 14, 2009.

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

State Contracts

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

Department of Transportation (Mn/DOT) Engineering Services Division Notice Concerning Professional/Technical Contract Opportunities and Taxpayers' Transportation Accountability Act Notices

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

New Public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice. Mn/DOT is also posting notices as required by the Taxpayers' Transportation Accountability Act on the above referenced website.

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 Services

Notice of Request for Proposal (RFP) for Employment Programs to Fulfill the Requirements of the Workforce Investment Act and *Minnesota Statute 116L.17*

NOTICE IS HEREBY GIVEN that Dakota County Employment and Economic Assistance – Workforce Services Department and Dakota County Workforce Investment Board (WIB) are seeking qualified providers for services to workers dislocated from employment lay-offs of fewer than 50 individuals from a single workplace as well as to unemployed or underemployed adults who are eligible to receive core, intensive and training services under Title I of the Workforce Investment Act. These services are funded by an allocation formula which apportions federal and state monies to Workforce Service Area (WSA).

Contracts may or may not arise as a result of submitting a Request for Proposal. Any contractual agreements are subject to approval by the Dakota County Workforce Investment Board and the Dakota County Board of Commissioners and to funding availability.

A complete copy of the RFP is available through the Dakota County Internet website at: www.co.dakota.mn.us. Click on E-Government and select RFP on the menu.

Contact: Yende Anderson, Program Developer
Dakota County Workforce Services
1 Mendota Road West, Suite 500
West St. Paul, MN 55118-4773
Phone: (651) 554-5972
Fax: (651) 554-6565
E-mail: yende.anderson@co.dakota.mn.us

Proposer's Conference is scheduled from 9:00 –11:00 a.m. CDT on Friday, January 16, 2009 **at the Dakota County Northern Service Center in West St. Paul. See proposal for details.**

Deadline for proposals is 4:00 p.m. CDT on Friday, February 14, 2009. Late or incomplete proposals will not be considered.

Hennepin County Designer Selection Committee (DSC) Advertisement for Architectural/Engineering 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 Men's Section Kitchen Expansion & Remodeling
- New Walker Library

To obtain a Request for Proposal, please access the Hennepin County internet site at www.hennepin.us. From the County home page, search for "DSC" in the search box in the upper right corner. From the Hennepin County Designer Selection Committee page, you may view and print the RFP for your use.

Non-State Bids, Contracts & Grants

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 Adam Sobiech, Hennepin County Property Services, at (612) 348-3172.

University of Minnesota

Request for Proposal for Testing and Inspection Services for the Science Teaching and Student Services Building Project # 01-299-06-1216, and Northrop Chiller #3 Project Project # 01-053-08-1857

I. NOTICE OF REQUEST FOR PROPOSAL

The University of Minnesota is interested in obtaining proposals from qualified firms to provide materials testing and inspection services for a new University of Minnesota academic building known as Science Teaching & Student Services (“ST+SS”), located on the Twin Cities East Bank Campus at 222 Pleasant St. SE, Minneapolis, MN. In addition to the ST+SS project, an ancillary district chilled water plant expansion and distribution piping project related to ST+SS is also included; know as the Northrop Chiller #3 project. Testing and inspection services associated with the placement of the distribution piping that is being routed from Northrop down along Pleasant Street to Washington Avenue is to be included in your project.

II. CONTACT FOR RFP INQUIRIES:

Refer questions to:

PURCHASING SERVICES:

Mr. Chip Foster
Capital Planning & Project Management
400 Donhowe Building
319 15th Ave. SE
Minneapolis, MN 55455-1082
E-mail: foste048@umn.edu
Phone: 612-626-6080
Fax: 612-624-5796

Electronic copies of the Proposal Documents may be viewed and downloaded free of charge from the Uof M CPPM website at:

<http://www.cppm.umn.edu/purchasing/rfp.html>

III. TENTATIVE SCHEDULE OF EVENTS

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

RFP issue.....	December 29, 2008
Mandatory Pre-Proposal Mtg. (Donhowe Bldg; Room 317@ 10:00 am).....	January 7, 2008
All Questions E-Mailed to Purchasing by 10:00 am.....	January 12, 2008
Sealed Proposal Bid Responses due @ 1:00pm.....	January 15, 2008
Notification of Short-Listed Finalist.....	January 21, 2008
Interviews (if required).....	January 26, 2008
Anticipated date of Award.....	January 28, 2008

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 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.

Non-State Bids, Contracts & Grants

University of Minnesota (U of M) Subscribe to Bid Information Service (BIS)

The University of Minnesota offers 24-hour/day, 7-day/week access to all Request for Bids/Proposals through its web-based Bid Information Service (BIS). Subscriptions to BIS are free. Visit our website at bidinfo.umn.edu or call the BIS Coordinator at (612) 625-5534.

Request for Bids/Proposals are also available to the public each business day from 8:00 a.m. to 4:30 p.m. in the Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Minneapolis, Minnesota 55454.

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