

State of Minnesota

# State Register



**Proposed, Adopted, & Expedited Rules; Executive Orders; Appointments;  
Commissioners' Orders; Revenue Notices; Official Notices;  
State Grants & Loans; State Contracts; Non-State Public Bids, Contracts & Grants**  
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# State Register

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

The *State Register* is the official publication of the State of Minnesota's Executive Branch of government, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes*, Chapter 14, and *Minnesota Rules*, Chapter 1400. The *State Register* contains:

- Proposed Rules
- Adopted Rules
- Exempt Rules
- Expedited Rules
- Withdrawn Rules
- Vetoed Rules
- Executive Orders of the Governor
- Appointments
- Proclamations
- Commissioners' Orders
- Revenue Notices
- Official Notices
- State Grants and Loans
- Contracts for Professional, Technical and Consulting Services
- Non-state Public Bids, Contracts and Grants

### Printing Schedule and Submission Deadlines

Vol. 36 Issue Number	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	
	(BOLDFACE shows altered publish date)					
# 5	Monday	22 August	Noon Tuesday	16 August	Noon Wednesday	10 August
# 6	Monday	29 August	Noon Tuesday	23 August	Noon Wednesday	17 August
# 7	TUESDAY	6 September	Noon Tuesday	30 August	Noon Wednesday	24 August
# 8	Monday	12 September	Noon Tuesday	6 September	Noon Wednesday	31 August

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## Minnesota State Court System

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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. 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, but 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.

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 #40-52 inclusive, with final index (#1-52, or 53 in some years). 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, phone: (612) 297-3000, or toll-free 1-800-657-3757.

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# Proposed Rules

**Comments on Planned Rules or Rule Amendments.** 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, and within 60 days of the effective date of any new statutory grant of required rulemaking.

**Rules to be Adopted After a Hearing.** After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rule. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

**Rules to be Adopted Without a Hearing.** Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

**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.

## Minnesota Department of Education (MDE)

### Division of Academic Standards

### Proposed Permanent Rules Governing English Language Arts Academic Standards

### DUAL NOTICE: Notice of Intent to Adopt Rules Without a Public Hearing Unless 25 or More Persons Request a Hearing, and Notice of Hearing If 25 or More Requests for Hearing Are Received

### Proposed Amendment to Rules Governing English Language Arts Academic Standards, *Minnesota Rules*, 3501.0505-3501.0550

**Introduction.** The Department of Education intends to adopt rules without a public hearing following the procedures in the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310, and the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. If, however, 25 or more persons submit a written request for a hearing on the rules by 4:30 p.m. on Thursday, September 22, 2011 the Department will hold a public hearing in room CC-14, Minnesota Department of Education, 1500 Highway 36 West, Roseville, Minnesota, 55113, starting at 9:00am on Thursday, October 13, 2011. To find out whether the Department will adopt the rules without a hearing or if it will hold the hearing, you should contact the agency contact person after Thursday, September 22, 2011 and before Thursday, October 13, 2011.

**Agency Contact Person.** Submit any comments or questions on the rules or written requests for a public hearing to the agency contact person. The agency contact person is: Kerstin Forsythe Hahn at the Department of Education, 1500 Highway 36 West, Roseville, Minnesota, 55113, **phone:** (651) 582-8583, **e-mail:** [Kerstin.forsythe@state.mn.us](mailto:Kerstin.forsythe@state.mn.us). **TTY** users may call the Department of Education at (651) 582-8201.

**Subject of Rules and Statutory Authority.** The proposed rules are about English Language Arts academic standards. Strong academic standards are the foundation of a quality English Language Arts education and these proposed revised standards will improve student achievement and set consistent expectations for learners across the state. Specifically, the revised English Language Arts standards include statutory requirements related to college and career readiness, technology information literacy, and contributions of Minnesota American Indian Tribes and Communities. The proposed standards focus on literacy, including reading, writing, speaking, and listening, as the foundation of knowledge acquisition and understanding. Strong literacy skills are crucial to a student's ability to be work and college ready. These revised standards will also provide a solid foundation for statewide assessments, define statewide graduation requirements, provide guidance for curriculum improvement efforts, and encourage best practices in English Language Arts standards education. The statutory authority to adopt the rules is *Minnesota Statutes*, section 120B.02. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.



# Proposed Rules

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**Comments.** You have until 4:30 p.m. on Thursday, September 22, 2011, to submit written comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comments are encouraged. Your comments should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed. You are encouraged to propose any change that you desire. You must also make any comments about the legality of the proposed rules during this comment period.

**Request for a Hearing.** In addition to submitting comments, you may also request that the Department hold a hearing on the rules. You must make your request for a public hearing in writing, which the agency contact person must receive by 4:30 p.m. on Thursday, September 22, 2011. You must include your name and address in your written request. In addition, you must identify the portion of the proposed rules that you object to or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and the agency cannot count it when determining whether it must hold a public hearing. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

**Withdrawal of Requests.** If 25 or more persons submit a valid written request for a hearing, the Department will hold a public hearing unless a sufficient number of persons withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to affect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

**Alternative Format/Accommodation.** Upon request, this information can be made available in an alternative format, such as large print, braille, or audio. To make such a request or if you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

**Modifications.** The Department may modify the proposed rules, either as a result of public comment or as a result of the rule hearing process. It must support modifications by data and views submitted to the agency or presented at the hearing. The adopted rules may not be substantially different than these proposed rules unless the Department follows the procedure under *Minnesota Rules*, part 1400.2110. If the proposed rules affect you in any way, the Department encourages you to participate in the rulemaking process.

**Cancellation of Hearing.** The Department will cancel the hearing scheduled for Thursday, October 13, 2011, if the agency does not receive requests for a hearing from 25 or more persons. If you requested a public hearing, the agency will notify you before the scheduled hearing whether the hearing will be held. You may also call the agency contact person at (651) 582-8583 after Thursday, September 22, 2011 to find out whether the hearing will be held.

**Notice of Hearing.** If 25 or more persons submit valid written requests for a public hearing on the rules, the Department will hold a hearing following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The Department will hold the hearing on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. Administrative Law Judge Barbara Neilson is assigned to conduct the hearing. Judge Neilson can be reached at the Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, Saint Paul, Minnesota 55164-0620, **telephone:** (651) 361-7845, and **fax:** (651) 361-7936.

**Hearing Procedure.** If the Department holds a hearing, you and all interested or affected persons, including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time before the hearing record closes. All evidence presented should relate to the proposed rules. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. At the hearing the Administrative Law Judge may order that this five-day comment period is extended for a longer period but not more than 20 calendar days. Following the comment period, there is a five-working-day rebuttal period when the agency and any interested person may respond in writing to any new information submitted. No one may submit additional evidence during the five-day rebuttal period. The Office of Administrative Hearings must receive all comments and responses submitted to the Administrative Law Judge no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.2000 to 1400.2240, and *Minnesota Statutes*, sections 14.131 to 14.20. You may direct questions about the procedure to the Administrative Law Judge.

The agency requests that any person submitting written views or data to the Administrative Law Judge before the hearing or during the comment or rebuttal period also submit a copy of the written views or data to the agency contact person at the address stated above.

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## Proposed Rules

**Statement of Need and Reasonableness.** The statement of need and reasonableness summarizes the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. It is now available from the agency contact person. You may review or obtain copies for the cost of reproduction by contacting the agency contact person. The SONAR is also available on the department website at:

*<http://education.state.mn.us/MDE/Legislation/Rulemaking/index.html>*.

**Lobbyist Registration.** *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. Ask any questions about this requirement of the Campaign Finance and Public Disclosure Board at: Suite #190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, **telephone:** (651) 296-5148 or 1-800-657-3889.

**Adoption Procedure if No Hearing.** If no hearing is required, the agency may adopt the rules after the end of the comment period. The Department will submit the rules and supporting documents to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date the rules are submitted to the office. If you want either to receive notice of this, to receive a copy of the adopted rules, or to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

**Adoption Procedure After a Hearing.** If a hearing is held, after the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rules. You may ask to be notified of the date that the Administrative Law Judge's report will become available, and can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date that the agency adopts the rules and the rules are filed with the Secretary of State by requesting this at the hearing or by writing to the agency contact person stated above.

**Order.** I order that the rulemaking hearing be held at the date, time, and location listed above.

Dated: 15 August 2011

Brenda Cassellius, Commissioner  
Minnesota Department of Education

### **3501.0640 KINDERGARTEN THROUGH GRADE 12 READING STANDARDS.**

#### **Subpart 1. Key ideas and details.**

A. The student will read closely to determine what the text says explicitly, to make logical inferences from it, and to cite specific textual evidence when writing or speaking to support conclusions drawn from the text.

B. The student will determine central ideas or themes of a text and analyze their development and summarize the key supporting details and ideas.

C. The student will analyze how and why individuals, events, and ideas develop and interact over the course of a text.

#### **Subp. 2. Craft and structure.**

A. The student will interpret words and phrases as they are used in a text, including determining technical, connotative, and figurative meanings, and analyze how specific word choices shape meaning or tone.

B. The student will analyze the structure of texts, including how specific sentences, paragraphs, and larger portions of the text (e.g., a section, chapter, scene, or stanza) relate to each other and the whole.

C. The student will assess how point of view or purpose shapes the content and style of a text.

#### **Subp. 3. Integration of knowledge and ideas.**

A. The student will integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words.

B. The student will delineate and evaluate the argument and specific claims in a text, including the validity of the reasoning as well as the relevance and sufficiency of the evidence.

C. The student will analyze how two or more texts address similar themes or topics in order to build knowledge or to compare the

# Proposed Rules

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approaches the authors take.

Subp. 4. **Range of reading and level of text complexity.** The student will read and comprehend complex literary and informational texts independently and proficiently.

## **3501.0645 KINDERGARTEN THROUGH GRADE 12 WRITING STANDARDS.**

### **Subpart 1. Text types and purposes.**

A. The student will write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.

B. The student will write informative and explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content.

C. The student will write narratives and other creative texts to develop real or imagined experiences or events using effective technique, well-chosen details, and well-structured event sequences.

### **Subp. 2. Writing process: production and distribution of writing.**

A. The student will produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

B. The student will use a writing process to develop and strengthen writing as needed by planning, drafting, revising, editing, rewriting, or trying a new approach.

C. The student will use technology, including the Internet, to produce and publish writing and to interact and collaborate with others.

### **Subp. 3. Research to build and present knowledge.**

A. The student will conduct short as well as more sustained research projects based on focused questions, demonstrating understanding of the subject under investigation.

B. The student will gather relevant information from multiple print and digital sources, assess the credibility and accuracy of each source, and integrate the information while avoiding plagiarism.

C. The student will draw evidence from literary or informational texts to support analysis, reflection, and research.

Subp. 4. **Range of writing.** The student will write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two) for a range of tasks, purposes, and audiences.

## **3501.0650 KINDERGARTEN THROUGH GRADE 12 SPEAKING, VIEWING, LISTENING, AND MEDIA LITERACY STANDARDS.**

### **Subpart 1. Comprehension and collaboration.**

A. The student will prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.

B. The student will integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally.

C. The student will evaluate a speaker's point of view, reasoning, and use of evidence and rhetoric.

### **Subp. 2. Presentation of knowledge and ideas.**

A. The student will present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.

B. The student will make strategic use of digital media and visual displays of data to express information and enhance understanding of presentations.



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## Proposed Rules

C. The student will adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.

**Subp. 3. Media literacy.**

A. The student will critically analyze information found in electronic, print, and mass media and use a variety of these sources.

B. The student will communicate using traditional or digital multimedia formats and digital writing and publishing for a specific purpose.

**3501.0655 KINDERGARTEN THROUGH GRADE 12 LANGUAGE STANDARDS.**

**Subpart 1. Conventions of standard English.**

A. The student will demonstrate command of the conventions of standard English grammar and usage when writing or speaking.

B. The student will demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.

Subp. 2. **Knowledge of language.** The student will apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or style, and to comprehend more fully when reading or listening.

**Subp. 3. Vocabulary acquisition and use.**

A. The student will determine or clarify the meaning of unknown and multiple-meaning words and phrases by using context clues, analyzing meaningful word parts, and consulting general and specialized reference materials, as appropriate.

B. The student will demonstrate understanding of figurative language, word relationships, and nuances in word meanings.

C. The student will acquire and use accurately a range of general academic and domain-specific words and phrases sufficient for reading, writing, speaking, and listening at the college and career readiness level and demonstrate independence in gathering vocabulary knowledge when encountering an unknown term important to comprehension or expression.

# Adopted Rules

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

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

## Board of Chiropractic Examiners Adopted Permanent Rules Relating to Chiropractic Prepay Plans

The rules proposed and published at *State Register*, Volume 35, Number 26, pages 942-945, December 27, 2010 (35 SR 942), are adopted with the following modifications:

### 2500.7000 PREPAY PLANS.

Subpart 1. **Description.** Any arrangement or agreement between a chiropractor and a patient ~~for the purposes of entering into an agreement~~ for a course of future treatment for which funds in an amount of \$1,000 or more is are collected in advance of these services shall be considered a prepay plan within the meaning of this part. ~~Prepay plans shall include a written statement describing all fees for services, goods, appliances, supplements, or any other benefit considered part of the plan.~~

#### Subp. 2. Escrow account.

A. ~~Any~~ All funds received ~~as part of a in connection with~~ prepay ~~plan plans~~ shall be deposited into a ~~separate~~ designated escrow account insured by the FDIC, and shall not be commingled with a chiropractor's personal or business account.

(4) ~~If the account is an interest-bearing account, the interest shall be applied to the patient's balance. In the event of early termination, the patient shall be provided with a pro rata share of the interest. No more than one account is required regardless of the number of prepay plans maintained by the chiropractor.~~

Subp. 3. **Written plans.** All prepay plans shall be in writing, signed by both the chiropractor and the patient, with a copy provided to the patient and a copy maintained in the patient's record, and shall include at least the following:

A. A list of all services, goods, and appliances which are covered ~~and which are not covered~~ by the plan.

C. A statement that an accounting ~~can~~ may be requested by the patient at any time. This accounting shall:

(1) be provided to the patient within 14 days of a written or verbal request; and

(2) ~~be separately initialed by the patient; and~~

(3) ~~itemize all fees used to calculate any reimbursement.~~

D. ~~A clear~~ An explanation of the reimbursement policies and formulae which are used in returning unused funds to the patient in the event of early termination by either the chiropractor or the patient. ~~This explanation should be separately initialed by the patient. As part of this explanation, a representative example should be provided to the patient.~~

E. ~~A clear~~ An explanation of any policy ~~suspending~~ modifying the plan in the event of a new injury, such as an auto injury or worker's compensation injury. This explanation shall be separately initialed by the patient.

F. ~~The plan shall include~~ A provision ~~for that the patient to~~ will be notified in writing when the patient's account reaches a zero balance. ~~This document shall be signed by both the patient and chiropractor, with a copy given to the patient and a copy maintained in the patient's file.~~

G. A statement that the patient has the right to cancel the prepay plan without penalty within three business days of entering into

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## Adopted Rules

the plan by submitting a written and signed cancellation notice, and upon the chiropractor's receipt of the cancellation notice, the chiropractor shall have seven days to fully refund any unused funds to the patient. This right of cancellation shall not be waived or otherwise surrendered.

**Subp. 4. Limitation on number of service treatment dates per plan.**

A. No prepay plan may be based upon a package which would exceed 50 visits per individual.

B. A plan may not be renewed until the visits in the previous plan for that individual have been exhausted.

**Subp. 6. ~~Right of cancellation:~~**

~~A. A person entering into a prepay plan with a chiropractor shall have three business days to cancel the prepay plan with no penalties assessed for cancellation. A prepay plan shall have a clear explanation of the right to cancel, and shall be separately initialed by the patient. A copy of the prepay plan agreement and explanation of the right to cancel shall be maintained in the patient's record, and a copy provided to the patient.~~

~~(1) Notwithstanding a chiropractor's normal business hours, the phrase "business days" means Monday through Friday, and shall not include Saturday or Sunday.~~

~~(2) Any cancellation shall be in writing and signed and dated or otherwise acknowledged by the patient. Notice of cancellation is sufficient if it indicates by any form of written expression the intention of the patient not to be bound by the contract.~~

~~B. Rights of cancellation shall not be waived or otherwise surrendered.~~

~~C. If a plan is paid for by a third-party payor such as a credit card or other financing plan, charges shall not be assessed until after midnight of the third business day.~~

~~D. If a patient has personally paid for care under a prepay plan, and then exercises the right to cancel during the cancellation period, the chiropractor shall fully refund any unused portion to the patient within 48 hours of receiving the notice of cancellation.~~

# Expedited Emergency Rules

Provisions exist for the Commissioners of some state agencies to adopt expedited emergency rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Expedited emergency rules are effective upon publication in the State Register, and may be effective up to seven days before publication under certain emergency conditions.

Expedited emergency rules are effective for the period stated or up to 18 months. Specific *Minnesota Statute* citations accompanying these expedited emergency rules detail the agency's rulemaking authority.

**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 (DNR)

### Adopted Expedited Emergency Game and Fish Rules: Camp Ripley and Waterfowl Hunting

**NOTICE IS HEREBY GIVEN** that the above entitled rules have been adopted through the process prescribed by *Minnesota Statutes*, Section 84.027, subdivision 13 (b). The statutory authority for the contents of the rule is *Minnesota Statutes*, Sections 97A.091, 97A.401, 97B.112, 97B.305, 97B.731, and 97B.803.

The emergency conditions that do not allow compliance with Minnesota Statutes, Sections 97A.0451 to 97A.0459, are as follows: The waterfowl hunting seasons are based on annual determinations of season timing and selection of the options as allowed under federal frameworks for migratory bird hunting. Provisions for taking waterfowl are based on population data that are not available until June and selection of options as allowed under federal frameworks for migratory bird hunting announced in August of each year. A change to Camp Ripley deer hunting eligibility standards is consistent with existing state statute that allows 10 and 11 year olds to hunt deer under their parent or guardian's supervision.

Dated: August 8, 2011

Tom Landwehr, Commissioner  
Department of Natural Resources

#### 6232.1000 APPLICATION PROCESS FOR CAMP RIPLEY ARCHERY HUNT.

[For text of subps 1 and 2, see M.R.]

Subp. 3. **Application requirements.** Applicants for permits must:

A. be at least ~~12~~ ten years of age prior to the third Thursday in October;

[For text of items B to E, see M.R.]

#### 6240.0200 GENERAL RESTRICTIONS FOR TAKING AND POSSESSION OF MIGRATORY GAME BIRDS.

Subpart 1. **Shooting hours.** Shooting hours for migratory waterfowl, coots, gallinules, rails, and snipe are one-half hour before sunrise to sunset, except ~~as follows:~~

~~A. on the opening day of the duck season, shooting hours begin at 9:00 a.m.; and~~

B. from the opening day of the duck season to the Saturday nearest October 8, shooting hours end at 4:00 p.m.

[For text of subps 2 to 6, see M.R.]

#### 6240.0575 SANDHILL CRANE HUNTING.

[For text of subp 1, see 36 SR 39]

Subp. 2. **Shooting hours.** Shooting hours for sandhill crane are one-half hour before sunrise to sunset, except ~~as follows:~~

~~A. on the opening day of the duck season, shooting hours begin at 9 a.m.; and~~

B. from the opening day of duck season to the Saturday nearest October 8, shooting hours end at 4 p.m.

[For text of subps 3 to 7, see 36 SR 39]

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# Expedited Emergency Rules

## **6240.0610 YOUTH WATERFOWL HUNTING DAYS.**

Subpart 1. **Dates, eligibility, and license requirements.** Ducks, mergansers, coots, moorhens, and Canada geese may be taken statewide on ~~the Saturday nearest, September 17, 10,~~ by hunters 15 years of age or younger. An adult mentor 18 years of age or older, who is authorized by the youth's parent or guardian, must accompany the youth hunter at all times during the hunt. The accompanying adult may not hunt. ~~No hunting license or waterfowl stamps are required.~~

[For text of subps 2 and 3, see M.R.]

## **6240.0650 TAKING COOTS, MOORHENS, AND DUCKS.**

Subpart 1. **Open season.** Coots, moorhens, and ducks may be taken:

A. in the North Duck Zone, as described in subpart 3, during the 60-day period from September 24 through November 22; and

B. in the remainder of the state, during the 60-day period that includes September 24 and 25 and October 1 through November 27.

Subp. 2. **Daily limits.** In any one day, a person may not take more than six ducks, five mergansers, and a total of 15 coots and moorhens. The daily limit of ducks, other than mergansers, may not include more than four mallards, including two female mallards; two pintail; two redheads; two scaup; three wood ducks; one black duck; and one canvasback. The daily limit of mergansers may not include more than two hooded mergansers.

Subp. 3. **North Duck Zone.** The North Duck Zone is that portion of the state north of a line beginning on Minnesota Highway 210 at the west boundary of the state; thence along Minnesota Highway 210 to Minnesota Highway 23; thence along Minnesota Highway 23 to Minnesota Highway 39; thence along Minnesota Highway 39 to the east boundary of the state.

## **6240.0950 TAKING CANADA GEESE.**

Subpart 1. **Open season.** Canada geese may be taken:

A. in the North Duck Zone, as described in part 6240.0650, subpart 3, during the 85-day period from September 24 through December 17;

B. in the Rochester Goose Zone, as described in part 6240.0860, subpart 3, during the 85-day period that includes September 24 and 25, October 1 through November 27, and December 8 through January 1; and

C. in the remainder of the state, during the 85-day period that includes September 24 and 25 and October 1 through December 22.

Subp. 2. **Daily limit.** A person may not take more than three Canada geese statewide.

## **6240.1150 TAKING SNOW, BLUE, ROSS', AND WHITE-FRONTED GEESE AND BRANT.**

Subpart 1. **Seasons.** Snow, blue, Ross', and white-fronted geese and brant may be taken ~~statewide during the 86-day period beginning the Saturday on or nearest October 1~~ only in areas of the state when and where the Canada goose season is open.

Subp. 2. **Daily limit.** A person may not take more than 20 snow, blue, and Ross' geese in combination; ~~two~~ one white-fronted geese ~~goose~~; and one brant each day.

**EFFECTIVE PERIOD.** The expedited emergency amendments to *Minnesota Rules*, parts 6232.1000, 6240.0200, 6240.0610, and 6240.1150 expire January 30, 2012. The expedited emergency amendment to *Minnesota Rules*, part 6240.0575, expires December 31, 2011. After the expedited emergency amendments expire, the permanent rules as they read prior to those amendments again take effect, except as they may be amended by permanent rule. *Minnesota Rules*, parts 6240.0650 and 6240.0950, expire January 30, 2012.



# 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.

## Take Note

The Official Notices section gives you a “heads up” on important state meetings and announcements. The *State Register* reaches a large audience of “interested eyes” every week. Remember to publish your notices here - it only costs \$13.60 per 1/10 of a page used in the *State Register* - it's the least expensive legal advertising in the state.

All Official Notices, including the current volume as it grows, are indexed. Only subscribers can view this current index. Open the *State Register* and click on the Bookmarks icon in the upper left corner. You will see the growing index, and have fast access to all the online indices to the *State Register*. You also receive a summarized “Contracts & Grants” section showing bids and grants still open.

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## Department of Administration (Admin) Governor's Council on Developmental Disabilities Notice of Meeting Schedule for Federal Fiscal Year 2012

The Minnesota Governor's Council on Developmental Disabilities (GCDD) meets on the first Wednesday of the even-numbered months at the Continuing Education and Conference Center, University of Minnesota, St. Paul Campus, 1890 Buford Avenue, St. Paul, Minnesota 55108. Meetings are from 9:30 a.m. to 2:30 p.m. The meeting schedule for FFY 2012 is as follows:

October 5, 2011  
December 7, 2011  
February 1, 2012  
April 4, 2012  
June 6, 2012  
August 1, 2012

Under provisions of the Developmental Disabilities Assistance and Bill of Rights Act (P.L. 106-402), the GCDD's business - information, education, and training - is intended to increase the independence, productivity, self determination, integration and inclusion of people with developmental disabilities and their families in the community.

For further information, contact the GCDD by **phone:** (651) 296-4018; **toll free:** (877) 348-0505; **Minnesota Relay Service:** (800) 627-3529 or 711; **e-mail:** [admin.dd@state.mn.us](mailto:admin.dd@state.mn.us); or via Web site: [www.mnddc.org](http://www.mnddc.org) OR [www.mncdd.org](http://www.mncdd.org).

Individuals needing accommodations should contact the GCDD at least 10 days in advance of the meeting date.

**Minnesota Comprehensive Health Association (MCHA)  
Notice of Meeting of the Enrollee Appeal Committee 31 August 2011**

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Enrollee Appeal Committee will be held at 8:30 a.m. on Wednesday, August 31, 2011, at the MCHA executive office located at 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

This meeting may be closed to the public, if so requested by the appellant(s), pursuant to *Minnesota Statutes* 62E.10, subd. 4.

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

**Department of Transportation (Mn/DOT)  
Engineering Services Division,  
Office of Construction and Innovative Contracting  
Notices of Suspension and Debarment****NOTICE OF DEBARMENT**

**NOTICE IS HEREBY GIVEN** that the Department of Transportation (Mn/DOT) has ordered that the following vendors be debarred for a period of two (2) years effective January 4, 2010 until January 3, 2012:

Riley Bros. Companies Inc. and its affiliates, Morris MN  
Riley Bros. Construction Inc. and its affiliates, Morris MN  
Riley Bros. Properties, LLC, and its affiliates, Morris MN  
Riley Bros. Utilities, Inc. dba/Chris Riley Utilities, Inc. and its affiliates, Morris MN

**NOTICE IS HEREBY GIVEN** that the Department of Transportation (Mn/DOT) has ordered that the following vendors be debarred for a period of three (3) years effective February 24, 2010 until February 24, 2013:

Joseph Edward Riley, Morris, MN  
John Thomas Riley, Morris, MN

**NOTICE IS HEREBY GIVEN** that the Department of Transportation (Mn/DOT) has ordered that the following vendors be debarred for a period of three (3) years effective March 25, 2011 until March 25, 2014:

Philip Joseph Franklin, Leesburg, VA  
Franklin Drywall Inc. and its affiliates, Little Canada, MN  
Master Drywall Inc. and its affiliates, Little Canada, MN

*Minnesota Statutes*, Section 161.315, prohibits the Commissioner, counties, towns or home rule or statutory cities from awarding or approving the award of a contract for goods or services to a person who is suspended or debarred; including

- 1) any contract under which a debarred or suspended person will serve as a subcontractor or material supplier,
- 2) any business or affiliate which the debarred or suspended person exercises substantial influence or control, and
- 3) any business or entity which is sold or transferred by a debarred person remains ineligible during the period of the seller's or transfer's debarment.

# 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.

## Special Funding for Projects

Check up on all the “active” state grants in the “Contracts & Grants” section, available only to *State Register* subscribers. Open the *State Register* and click on Bookmarks on the left. You will also see a list of all the current rules, a growing index, and previous years’ indices. Subscribers also receive LINKS to the *State Register*. Subscriptions cost \$180 a year (an \$80 savings).

The *State Register* is one of the best ways to advertise your grants - it’s a required read for public works projects. And it’s cost is one of the least expensive legal advertising rates in Minnesota. At \$13.60 per 1/10 of a page you cannot go wrong.

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## Department of Labor and Industry (DLI) Workplace Safety Consultation Unit Notice of Safety Grants for Employers

The Department of Labor and Industry (DLI) announces continuation of its safety hazard abatement matching grant program under *Minnesota Statutes*, section 79.253, and *Minnesota Rules*, parts 5203.0010 through 5203.0070. Employers covered by workers’ compensation insurance, and those approved as self-insured employers, are eligible to apply for safety/health matching grants to abate safety hazards in their workplace. The safety/health hazards must have been identified in an on-site survey conducted by one of the following:

- 1) MNOSHA safety/health investigator,
- 2) DLI Workplace Safety Consultation safety/health consultant,
- 3) in-house employee safety/health committee,
- 4) workers’ compensation underwriter,
- 5) private safety/health consultant or
- 6) a person under contract with the Assigned Risk Plan.

The on-site safety/health survey must have resulted in specifically recommended safety and/or health practices or equipment, training for purchased equipment, and/or tuition reimbursement designed to reduce the risk of injury to employees. Costs eligible for program participation are all or part of the cost of purchasing and installing recommended safety/health equipment, training for purchased equipment, tuition reimbursement, the cost of operating or maintaining safety/health equipment, and/or the cost of purchasing or renting real property, if necessary, to meet criteria established by the on-site safety/health survey. Automobiles, weapons, or personnel costs, such as salary and benefits, will not be covered by these grants.

Whether we approve your grant application or not, does not diminish, delay, or absolve you of any obligation to abate hazards as required by law. No state funds will be distributed until all grant documents are signed by all parties and the safety grant project is completed, including payments for all items in the project. Costs incurred before all parties have signed the grant document must not rely on grant approval. Invoices dated prior to your fully executed grant agreement are not eligible for this program.

Grants are limited to a total maximum match of up to \$10,000 per project. The employer must provide at least \$1.00 (one dollar) in

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## State Grants & Loans

project costs for every dollar awarded. No grant will be awarded for more than half the amount of the approved project. Grant applications postmarked between June 16 and August 26, 2011, will be evaluated and processed so that grant contracts or denial letters will be issued by October 24, 2011.

Projects will be judged according to the criteria established by law. Qualified projects having the greatest impact and feasibility will be given priority. Priority will also be given to projects meeting the other requirements for grants: creating production jobs in an area, preventing loss of jobs due to safety problems, and in areas that are the current focus of Minnesota OSHA compliance and consultation strategic plan, including:

Construction Industry; implementation of the residential fall protection requirements.

General Industry Primary Group; utilities except nuclear, food manufacturing, construction, beverage and tobacco product manufacturing, wood product manufacturing, nonmetallic mineral product manufacturing, primary metal manufacturing except foundries, transportation equipment manufacturing, furniture and related product manufacturing, building material and garden equipment and supplies dealers, warehouse and storage, combustible dust, foundries, refineries, grain facilities, meatpacking, public sector, tree trimming/logging, and industries with high risk of amputations. Health Primary Group: asthma, lead, Methylene chloride, popcorn, silica, Process Safety Management, ergonomics and safe patient handling, including hospitals, surgical centers and nursing homes.

An employer that has received a grant for a particular worksite will not be eligible to receive another grant for that worksite during the two years after the date of the award. All applicable information requested on the grant application form is required for grant approval. Missing information will result in your application being returned to you. Less than the requested amount may be awarded if program resources are insufficient to provide full assistance to all approved applicants and if the reduced grant could still achieve safety objectives

Eligible applicants for grants can submit their applications at: Workplace Safety Consultation, Attention: Safety Grant Coordinator, 443 Lafayette Road N., St. Paul, MN 55155; **e-mail:** [dli.grants@state.mn.us](mailto:dli.grants@state.mn.us); or on-line at: <http://www.dli.mn.gov/WSC/Grants.asp>. For further information, please contact the Safety Grants Administrator at (651) 284-5162, 1-800-731-7232 or **e-mail:** [dli.grants@State.MN.US](mailto:dli.grants@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

## Requests for Bids, Contracts & Proposals

The state spends \$2-3 billion a year on contracts. The *State Register* is one of the best ways to advertise your contracts - it's a required read for public works projects. And it's cost is one of the least expensive legal advertising rates in Minnesota. At \$13.60 each 1/10 of a page, you cannot go wrong.

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## Department of Administration (Admin)

### Notice of Availability of Request for Proposals (RFP) for Commissioning Agent for the ISELF (Integrated Science and Engineering Laboratory Facility) at St. Cloud State University, St. Cloud MN

The State of Minnesota, Department of Administration is soliciting qualifications from interested, qualified Commissioning Agents for the above referenced project.

Interested parties may view the RFP at no cost on the website:<http://www.finance.mnscu.edu/facilities/design-construction/index.html>; click on "Announcements"

Proposals must be delivered to Lisa Sparks, Director of Purchasing, St Cloud State University, Administrative Services Room # 122, 720 Fourth Avenue South, St Cloud, MN 56301-4498, **phone:** (320) 308-4788, not later than 3:00 PM C.T. **September 1, 2011**. Late responses will not be considered.

St. Cloud State University/Minnesota State College 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.



### Department of Administration (Admin)

#### Notice of Availability of Request for Proposals (RFP) for Owner's Representative for the ISELF (Integrated Science and Engineering Laboratory Facility) at St. Cloud State University, St. Cloud MN

The State of Minnesota, Department of Administration is soliciting qualifications from interested, qualified Owner's representatives for the above referenced project.

Interested parties may view the RFP at no cost on the website:<http://www.finance.mnscu.edu/facilities/design-construction/index.html>; click on "Announcements"

Proposals must be delivered to Lisa Sparks, Director of Purchasing, St Cloud State University, Administrative Services Room # 122, 720 Fourth Avenue South, St Cloud, MN 56301-4498, **phone:** (320) 308-4788, not later than **3:00 PM C.T. August 30, 2011**. Late responses will not be considered.

St. Cloud State University/Minnesota State College 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.

### Department of Administration (Admin)

#### State Designer Selection Board

#### Notice of Availability of Request for Proposal (RFP) for Designer Selection for Predesign and Design of Preservation, Restoration and Repairs to the Minnesota Governor's Residence (State Designer Selection Board Project No. 11-09)

The Department of Administration, Real Estate and Construction Services ("State"), 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 Proposal is available on the Department of Administration, Real Estate and Construction Services website:

[www.admin.state.mn.us/recs](http://www.admin.state.mn.us/recs).

Click on "Construction Services" and then "Solicitations and Announcements". A pre-proposal meeting is scheduled for 1:30 p.m. C.T., September 13, 2011 at the Minnesota Governor's Residence. Consultants who wish to attend the pre-proposal meeting must pre-register to the appropriate persons, as noted in the Request for Proposal, by 4:00 p.m., September 6, 2011 (see RFP for registration details). Project questions shall be referred to the appropriate person(s) as listed in the Request for Proposal.

Proposals must be delivered to Sherry Van Horn, Executive Secretary, State Designer Selection Board, 309 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155, **phone:** (651) 201-2376, not later than 12:00 noon C.T., Monday, September 19, 2011. Late responses will **not** be considered.

The Department of Administration, Real Estate Construction Services Division 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.

# State Contracts

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## Minnesota State Colleges and Universities (MnSCU)

### Hennepin Technical College

#### Notice of Availability of Request for Proposal (RFP) for Owner Representative Selection for Hennepin Technical College, Brooklyn Park and Eden Prairie Campuses Learning Resources & Student Services Renovation

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Hennepin Technical College is soliciting proposals from interested, qualified consultants for Owner Representative services for the above referenced project.

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

A project informational meeting is scheduled for 9:00 AM, Wednesday, August 31, 2011 in Room C103, on the Hennepin Technical College, Brooklyn Park campus, 9000 Brooklyn Boulevard, Brooklyn Park, MN 55445. All firms interested in this meeting should contact Diane Paulson, at: [diane.paulson@hennepintech.edu](mailto:diane.paulson@hennepintech.edu) to sign-up to attend the meeting. Project questions will also be taken by this individual.

Proposals must be delivered to Pauline Arnst, Purchasing Director, Hennepin Technical College, 13100 College View Drive, Eden Prairie, MN 55347, not later than **2:00 pm, Wednesday, September 7, 2011**. 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 (MnSCU)

### St. Paul College

#### Notice of Request for Bids for Snow Plowing Services

Saint Paul College is requesting sealed bids for a contract for snow plowing services. The term of the contract will be up to 5 years and up to \$500,000.00. Estimated annual snow removal budget is between \$75,000.00-\$100,000.00. A pre-bid meeting will be held on September 6, 2011 at 10:00 am in room 3320 of the college.

Sealed bids must be received by Tom Doody in room 3320 by 2:00 pm September 14, 2011 at Saint Paul College, 235 Marshall Ave St. Paul MN 55102. Bids will be closed at 2:00 pm, and a public bid opening will be conducted at that time.

Bids received after 2:00 pm will be rejected and returned to sender unopened. It is the bidders' obligation to ensure their bid is received in room 3320.

A copy of the bid form and a sample of the required contract are available from [nataliya.kabakova@saintpaul.edu](mailto:nataliya.kabakova@saintpaul.edu)

## Minnesota Historical Society (MHS)

#### Notice of Request for Bids for Server Room Upgrades at the Mill City Museum

The Minnesota Historical Society (Society) is seeking competitive bids from qualified and experienced firms to provide all construction and finishing services for Server Room Upgrades at the Society's Mill City Museum in Minneapolis.

There will be a MANDATORY pre-bid meeting for all interested parties at 9:00 A. M. Local Time on Monday, August 29, 2011 beginning in the lobby of the Mill City Museum, which is located at 704 South 2<sup>nd</sup> Street in Minneapolis 55401.

The Request for Bids and other front-end documents are available by contacting Mary Green-Toussaint, Purchasing Coordinator, via email at: [mary.green-toussaint@mnhs.org](mailto:mary.green-toussaint@mnhs.org).

Bids are due no later than 2:00 P.M. Local Time, on Tuesday, September 13, 2011. Late bids will not be accepted.

Dated: August 22, 2011

### Legislative Coordinating Commission (LCC) Request for Proposals to Develop a Series of Videos Featuring the Minnesota Great River Road

The Legislative Coordinating Commission (LCC), on behalf of the Mississippi River Parkway Commission of Minnesota (MN-MRPC) is requesting proposals to develop a series of videos featuring the Minnesota Great River Road. This project is made possible by a grant from the Federal Highway Administration Scenic Byway Administration, and a grant from Explore Minnesota Tourism.

The contractor will be responsible for the production and completion of six videos focusing on tourism highlights of six defined regions (destination areas) and one overall Great River Road video, each approximately 3 – 5 minutes in length. The contractor will receive raw video footage from Commission members and/or produce raw video footage using direction provided by the MN-MRPC Marketing Work Group, and also provide editing, sound and final formatting services. Desired result is strengthened branding for the destination areas and increased visits to those areas.

For a copy of the full text of the RFP, please go to <http://www.lcc.leg.mn/lcc/RFPs.htm> or contact:

Diane Henry-Wangenstein  
Minnesota Legislative Coordinating Commission  
Room 72 State Office Building  
100 Rev. Dr. Martin Luther King, Jr. Blvd.  
St. Paul, MN 55155-1298  
**Phone:** (651) 296-1121 (voice)  
**E-mail:** [diane.henry@lcc.leg.mn](mailto:diane.henry@lcc.leg.mn)

All proposals must satisfy the criteria as outlined in the full text of the RFP. **Proposals must be received by Tuesday, September 6, 2011 at 4:00 p.m. Late applications may not be accepted.** All expenses incurred in responding to this notice shall be borne by the responder.

### Minnesota Management & Budget Department (MMB) Request for Proposals for a Dependent Eligibility Audit for the State Employee Group Insurance Program

Minnesota Management & Budget is responsible for managing the State Employee Group Insurance Program (SEGIP). SEGIP administers the state's comprehensive employee insurance benefits program serving over 120,000 members. SEGIP is soliciting proposals to provide a dependent eligibility audit for SEGIP.

A complete Request for Proposal is available by email from:

Lorna Smith  
Minnesota Management & Budget

# State Contracts

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400 Centennial Office Building  
658 Cedar Street  
St. Paul, Minnesota 55155  
**E-mail:** *Lorna.Smith@state.mn.us*

Proposals submitted in response to the Request for Proposals in this advertisement **MUST** be received at the above address no later than Friday, September 23, 2011, 4:00 p.m. CDT. Late proposals will **NOT** be considered. Faxed or emailed proposals will **NOT** be considered.

Details concerning submission requirements, including due dates are included in the Request for Proposal. No other person is authorized to discuss this project with potential responders before the submittal of the RFP response.

This request does not obligate the State to complete a negotiated contract as 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 General Organizational Related Activities

**(This document is available in alternative formats for persons with disabilities by calling Melissa McGinnis at 651-366-4644; for persons who are hearing or speech impaired by calling the Minnesota Relay Service at 800-627-3529.)**

Mn/DOT, in conjunction with the Department of Administration, have developed a streamlined approach for fast-tracking select general organization service projects. These general organizational projects may include, but are not limited to, work in the following categories: 1) Develop, implement and summarize internal and external surveys; 2) Recommend best practices in an organizational structure; 3) Assist with organizational health structure; 4) Provide marketing support; 5) Develop, implement and provide support of ad hoc forums; 6) Establish and facilitate collaborative groups, including cross-organization and public-private teams; 7) Provide project management for non-technical initiatives; and 8) Facilitate non-technical activities and events.

This streamlined approach includes developing an email list of firms that are interested in receiving direct notification of general organizational projects. Firms will be added on an on-going basis. Fast-tracked projects will have a shorter advertising period and turn-around time. Firms will be asked to submit responses within 5 business days and will be required to work diligently with Mn/DOT toward establishing a contract upon selection. All projects will be advertised to the public. Your firm will be directly notified that there is a project posted on the Consultant Services Website ([www.dot.state.mn.us/consult](http://www.dot.state.mn.us/consult)) that requires general organizational skills. Please note that this notice is not a solicitation or request for proposals of any kind. Being placed on the list does not guarantee work nor does it obligate Mn/DOT to provide any contracting opportunities under this program.

Interested firms should send the following information to the e-mail address below: Firm name, firm contact person, phone number, and email address.

Contact: Melissa McGinnis, Contract Administrator  
**E-mail:** *melissa.mcgininis@state.mn.us*  
**Telephone:** (651) 366-4644

**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 Kelly Arneson 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:

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

**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](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. Mn/DOT is also posting notices as required by the Taxpayers' Transportation Accountability Act on the above referenced website.



# State Contracts

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## Minnesota Zoological Garden

### Notice of Availability of Contract for Coral Reef Visitor-Side Renovation

The Minnesota Zoo is requesting proposals for design and build services for interpretive and guest experience portions of the Tropics Coral Reef renovation.

Work is proposed to start after September 15, 2011.

A Request for Proposals will be available by mail through September 7, 2011. **A written request (by direct mail or email) is required to receive the Request for Proposal.**

The Request for Proposal can be obtained from:

Steve Boyd-Smith, Interpretive Planner  
Minnesota Zoo  
13000 Zoo Blvd.  
Apple Valley, MN 55124  
**E-mail:** [steve.boyd-smith@state.mn.us](mailto:steve.boyd-smith@state.mn.us)

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than September 9, 2011. **Late 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.

## 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.

## Projects in Other Government Agencies

The *State Register* offers one of the cheapest, yet far reaching methods, of notifying the public about your agency's bids, contracts and grants. It is available to any government, non-profit, or private agency. Space is charged at the current rate of \$13.60 per each 1/10th of a page used in the *State Register*. Agencies are only billed for the space used in the *State Register*.

Agencies wishing to take advantage of this offer should submit what you want printed in the *State Register* via e-mail to: [robin.panlener@state.mn.us](mailto:robin.panlener@state.mn.us). Attach to your entry a short note indicating when you wish the notice to be published (one, or many dates), if you want a copy of the issue your notice appears in (a TEAR SHEET will be sent free with your bill), and whether you want an "Affidavit of Publication."

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## Non-State Bids, Contracts & Grants

### Metropolitan Airports Commission (MAC)

#### Minneapolis-Saint Paul International Airport

#### NOTICE OF CALL FOR BIDS for MAC-Terminal 2-Humphrey Security Checkpoint

MAC Contract No.:

106-3-462

Bids Close At:

2:00 p.m. September 20, 2011

**Notice to Contractors:** Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040-28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated above.

This project includes Civil (Sitework) Construction, General Building Construction, Mechanical Construction, and Electrical Construction work.

**Targeted Group Businesses (TGBs):** The goal of the MAC for the utilization of TGBs on this project is 4%.

**Bid Security:** Each Bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

**Availability of Bidding Documents:** Bidding documents are on file for inspection at the office of Miller Dunwiddie Architecture, Inc.; at the Minneapolis and Saint Paul Builders Exchanges; McGraw Hill Construction Dodge; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from Franz Reprographics; 2781 Freeway Blvd.; Brooklyn Center, MN 55430; **phone:** (763) 503-3401; **fax:** (763) 503-3409; **website:** [www.franzrepro.com](http://www.franzrepro.com). Make checks payable to Miller Dunwiddie Architecture, Inc. Deposit per set (refundable): \$400.00. Deposit will be refunded upon return of bidding documents in good condition within 10 days of opening of bids.

**MAC Internet Access of Additional Information:** A comprehensive Notice of Call for Bids for this project will be available on August 22, 2011, at MAC's web address of <http://www.metroairports.org/business/solicitations> (construction bids).

## ***Minnesota's Bookstore***

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**(1 block east of I-35E Bridge, 1 block north of University Ave.)**

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- ♦ **Retail store** Open 8 a.m. - 5 p.m. Monday - Friday, 660 Olive Street, St. Paul
- ♦ **Phone** (credit cards): 8 a.m. - 5 p.m. Monday - Friday, 651.297.3000 (Twin Cities) or 1.800.657.3757 (nationwide toll-free)
- ♦ **On-line orders:** [www.minnesotasbookstore.com](http://www.minnesotasbookstore.com)
- ♦ **Minnesota Relay Service:** 8 a.m. - 5 p.m. Monday - Friday, 1.800.627.3529 (nationwide toll-free)
- ♦ **Fax** (credit cards): 651.215.5733 (fax line available 24 hours/day)
- ♦ **Mail orders:** Orders can be sent to Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155

**PREPAYMENT REQUIRED. Prices and availability subject to change.**

**Fax and phone orders:** Credit card purchases **ONLY** (American Express/Discover/MasterCard/VISA). Please allow 1-2 weeks for delivery. **Mail orders:** Complete order blank and send to address above. Enclose check or include credit card information. Please allow 4-6 weeks for delivery. Please make checks payable to "Minnesota's Bookstore." A \$20.00 fee will be charged for returned checks.

Stock No.	Title	Quantity	Unit Price	Total

Send my order to:

Company \_\_\_\_\_

Name \_\_\_\_\_

Street Address (Not deliverable to P.O. boxes) \_\_\_\_\_

City (      ) State Zip

Daytime phone (In case we have a question about your order) \_\_\_\_\_

#### Shipping Charges

<i>If Product</i>	<i>Please</i>
<b>Subtotal is:</b>	<b>Add:</b>
Up to \$15.00	\$ 5.00
\$15.01-\$25.00	\$ 6.00
\$25.01-\$50.00	\$ 9.00
\$50.01-\$100.00	\$ 14.00
\$100.01-\$1,000	\$ 17.00*
* \$17 to an address in MN, WI, SD, ND, IA. If delivered to an address in other states, Canada or internationally, we will contact you if there are additional charges.	
More than \$1,000	Call

Product Subtotal \_\_\_\_\_

Shipping \_\_\_\_\_

Subtotal \_\_\_\_\_

Sales tax \_\_\_\_\_

(6.875% sales tax  
if shipped to MN  
address, 7.625% if  
shipped to St. Paul  
address. 7.125% MN  
transit tax or other local  
sales tax if applicable)

**TOTAL** \_\_\_\_\_

Credit card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Signature: \_\_\_\_\_

If tax exempt, please provide ES number  
or completed exemption form.  
ES# \_\_\_\_\_