

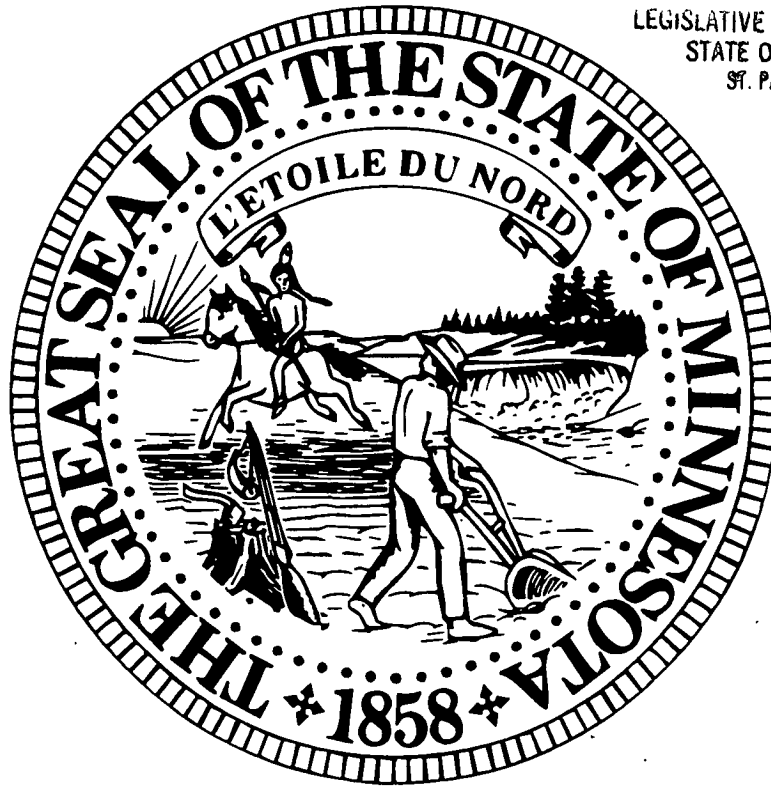
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**Rules and Official Notices Edition**

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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, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, professional-technical-consulting contracts, non-state bids and public contracts and grants.

A *Contracts Supplement* is published Tuesday, Wednesday and Friday and contains bids and proposals for commodities, including printing bids.

### Printing Schedule and Submission Deadlines

Vol. 20 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	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
# 21	Monday 20 November	Monday 6 November	Monday 13 November
# 22	Monday 27 November	Monday 13 November	Monday 20 November
# 23	Monday 4 December	Friday 17 November	Monday 27 November
# 24	Monday 11 December	Monday 27 November	Monday 4 December

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To submit notices for publication in the *State Register*, contact the editor listed above. The charge is \$80.00 per page, billed in tenths of a page (columns are seven inches wide). About 2-1/2 pages typed double spaced on 8-1/2"x11" paper equal one typeset page in the *State Register*. Submit two copies of your notice, typed double spaced, with a letter on your letterhead stationery requesting publication date. Send to the *State Register* at the address listed below.

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Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

#### SENATE

*Briefly-Preview*—Senate news and committee calendar; published weekly during legislative sessions.

*Perspectives*—Publication about the Senate.

*Session Review*—Summarizes actions of the Minnesota Senate.

Contact: Senate Public Information Office (612) 296-0504  
Room 231 State Capitol, St. Paul, MN 55155

#### HOUSE

*Session Weekly*—House committees, committee assignments of individual representatives; news on committee meetings and action. House action and bill introductions.

*This Week*—weekly interim bulletin of the House.

*Session Summary*—Summarizes all bills that both the Minnesota House of Representatives and Minnesota Senate passed during their regular and special sessions.

Contact: House Information Office (612) 296-2146  
Room 175 State Office Building, St. Paul, MN 55155

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Individual awards can be obtained from the **Materials Management Helpline 612/296-2600.**

# 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 75 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. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or 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 *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 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-657-3757.

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## Adopted Rules

The adoption of a rule becomes effective after the requirements of Minn. Stat. §§14.14-14.28 have been met and five working days after the rule is published in *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 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.

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. §14.33 and upon the approval of the Revisor of Statutes as specified in §14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under §14.18.

## Board of Dentistry

### Adopted Permanent Rules Relating to Administration of Nitrous Oxide and Anesthesia

The rules proposed and published at *State Register*, Volume 20, Number 12, pages 490-493, September 18, 1995 (20 SR 490), are adopted as proposed.

## Department of Natural Resources

### Adopted Permanent Rules Relating to Waters, Watercraft Speed Limit Zones

The rules proposed and published at *State Register*, Volume 19, Number 45, pages 2210-2212, May 8, 1995 (19 SR 2210), are adopted as proposed.

Pursuant to the provisions of Minnesota Statutes §14.101, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

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

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## Agricultural and Economic Development Board

### Notice of Public Hearing on Proposed Project and the Issuance of Bonds Under *Minnesota Statutes* 1986, Chapter 116M and *Minnesota Statutes*, Chapter 41A

NOTICE IS HEREBY GIVEN that the Minnesota Agricultural and Economic Development Board (the "Board") or its designated representative, shall meet on November 21, 1995, at 9 a.m. o'clock, at 500 Metro Square, 121 7th Place East, St. Paul, Minnesota, for the purpose of conducting a public hearing on a proposed issue of bonds (the "Bonds") and the provision of other financial assistance under *Minnesota Statutes* 1986, Chapter 116M, and *Minnesota Statutes*, Chapter 41A, as amended (the "Act"), to undertake and finance a project on behalf of Waymar Properties, L.L.P., a Minnesota limited liability partnership, Waymar Industries, Inc. a Minnesota corporation and Waymar Properties, Inc., a Minnesota corporation (collectively, the "Applicant"). Such persons as desire to be heard with reference to said issue of Bonds will be heard at this public hearing.

The project to be financed consists of the acquisition, construction and equipping of a manufacturing facility in the City of Burnsville, Minnesota at 14400 West Southcross Drive, Burnsville, Minnesota (the "Project"). The initial owner of the Project will be one of the parties identified above as the "Applicant" and the Project is expected to be operated and managed by one of the parties identified above as the "Applicant." It is contemplated that the Project will be used primarily for the manufacture of furniture primarily for restaurants and related activities. The estimated amount of the Board's proposed bond issue is an amount not to exceed \$5,000,000. The Bonds shall be limited obligations of the Board, the Bonds and the interest thereon shall be payable solely from the revenue pledged to the payment thereof, and mortgage or security interest or other security arrangements to be established by or on behalf of the Applicant. In addition, the Bonds and the Project may be subsequently considered by the Board for financial assistance to be provided by the Economic Development Fund created and established under *Minnesota Statutes* 1986, Chapter 116M or other financial or special assistance from the Board. Notwithstanding the foregoing, no holders of any such Bonds shall ever have the right to compel any exercise of the taxing powers of the State of Minnesota or any political subdivision thereof to pay the Bonds or the interest thereon nor to enforce payment against any property of said State or said political subdivision.

A copy of the Application to the Board for approval of the Project, together with all attachments and exhibits thereto and a copy of the Board's resolution accepting the Application and accepting the Project is available for public inspection at the offices of the Board at 500 Metro Square, 121 7th Place East, Saint Paul, Minnesota from the date of this notice to the date of the public hearing hereinabove identifies, during normal business hours.

Dated: 30 October 1995

By Order of the Members of the  
Minnesota Agricultural and  
Economic Development Board  
Paul Moe, Executive Director  
Minnesota Agricultural and  
Economic Development Board

## Official Notices

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### Board of Animal Health

#### Notice of Board Meeting

A meeting of the Board of Animal Health has been scheduled for Friday, December 8, 1995. It is to be held at the Board office at 90 W. Plato Blvd., St. Paul and is scheduled to start at 9:30 a.m.

### Minnesota Early Childhood Care and Education Council

**NOTICE IS HEREBY GIVEN** that the Minnesota Early Childhood Care and Education Council (ECCE) has scheduled the following meetings. Direct inquiries to: Jevne Kloeber, Executive Director, Minnesota Early Childhood Care and Education Council, Third Floor, Ford Building, 117 University Avenue, St. Paul, MN 55155; Phone: 612/296-1400; TDD MRS 612/297-5353 (Metro) or TDD MRS 800/627-3529 (Greater Minnesota).

**Regular Full Council Meeting** - January 8, 1996, 10am-3pm, Fifth Floor Conference Room, Veterans Services Building, 20 West Twelfth St., St. Paul, MN.

**Executive Committee Meeting** - February 5, 1996, 10am-12pm, Third Floor Ford Building, 117 University Ave., St. Paul, MN.

**Regular Full Council Meeting** - March 4, 1996, 10am-3pm, 5th Floor Conference Room, Veterans Services Building, 20 West 12th St., St. Paul, MN.

**Executive Committee Meeting** - April 1, 1996, 10am-12pm, Third Floor Ford Building, 117 University Ave., St. Paul, MN.

**Regular Full Council Meeting** - May 20, 1996, 10am-3pm, 5th Floor Conference Room, Veterans Services Building, 20 West 12th St., St. Paul, MN.

**Executive Committee Meeting** - June 3, 1996, 10am-12pm, Third Floor Ford Building, 117 University Ave., St. Paul, MN.

**Please note cancellation of:**

**Regular Full Council Meeting** - December 4, 1995, 10am-3pm, Veterans Service Building, St. Paul, MN.

### Office of Environmental Assistance

#### Predrafting Notice: Statement of Subjects Expected to be Covered by Revisions to the Metropolitan Area Solid Waste Policy Plan

##### Introduction

The Minnesota Office of Environmental Assistance (OEA) has started the process to prepare revisions to the Metropolitan Area Solid Waste Management Policy Plan. This plan would replace the current plan adopted by the Metropolitan Council on September 26, 1991. The new plan will be adopted by the OEA Director and submitted to the Legislative Commission on Waste Management as part of the State Solid Waste Policy Report by July 1, 1997.

Revisions to the Metropolitan Area Solid Waste Management Policy Plan are mandated under *Minnesota Statutes* § 473.149. The Policy Plan must be followed in the Metropolitan Area. The Policy Plan contains goals and policies for solid waste management, including recycling and household hazardous waste management. The statute requires that the regional plan contain objectives to abate the landfilling of mixed municipal solid waste and of specific components of the solid waste stream, including residuals and ash, to the greatest extent feasible and prudent.

The OEA is required to prepare this predrafting notice to solicit public comments on the anticipated comments of the revisions to the Policy Plan. Public comments must be received within 45 days from the date of the publication in the *State Register*.

Written comments on the predrafting notice must be sent to:

Paul Smith  
Minnesota Office of Environmental Assistance  
520 Lafayette Rd. N., 2nd Fl.  
St. Paul, Minnesota 55155-4100  
(612) 215-0207 or 1-800-657-3843 (toll-free in Minnesota)



Written comments must be received by the OEA at the above address by 4:30 p.m., C.S.T., Friday, **January 5, 1996**.

### **Overall Approach and Philosophy**

- The Policy Plan revisions will be developed consistent with the State policies and purposes expressed in *Minnesota Statutes* § 115A.02 of the Minnesota Waste Management Act (WMA). The Policy Plan will support the WMA hierarchy of preferred waste management methods.
- The Policy Plan will serve as a guide for the continued implementation of successful solid waste abatement in the Metropolitan Area. The Policy Plan will build on the successes achieved in the Metropolitan Area.
- Most policies in the existing Policy Plan have served the region well. The Policy Plan revisions will continue to support: landfill abatement; waste and toxicity reduction; the management of all solid waste; the WMA hierarchy; aggressive abatement goals; region-wide mandatory waste processing; regional operations; and minimization of negative environmental impacts.
- The focus of new policies will be strategic - on subject areas that require immediate attention (within the next six years). Less attention will be paid to on-going solid waste management programs that already work well. The Policy Plan will explore the development of new policies beyond the traditional municipal solid waste (MSW) stream, such as construction and demo waste, industrial solid waste and ash, including the development of a decision-making guide for prioritizing various waste streams for further management actions.

### **Description of How the Existing Solid Waste System Serves the Metropolitan Area**

The Metropolitan Area's current solid waste infrastructure has developed since the passage of the 1980 WMA. In 1994, 83 percent of the region's mixed MSW was managed through source separation and composting services and at resource recovery facilities. This level of abatement is among the highest in the country, and public policy should continue to support this regional system.

- The Policy Plan will describe the level to which the existing Metropolitan Area solid waste system has fulfilled the legislatively mandated purposes described in the WMA, including the WMA hierarchy and WMA policy that favors the provision of solid waste services by private businesses, as well as the policies adopted in the Metropolitan Council's September 26, 1991 Solid Waste Management Policy Plan.
- The Policy Plan will describe how the existing solid waste system benefits the Metropolitan Area, including the environmental benefits. The Policy Plan will identify the waste volumes and types of materials managed by the different solid waste abatement methods and technologies and the volumes of materials recovered and energy produced. The Policy Plan will evaluate the final destination of the materials recycled and composted to determine the abatement achieved and the conservation of resources.
- The Policy Plan will show how an integrated solid waste system, consistent with the waste management hierarchy, supports the minimization of negative environmental impacts.
- The Policy Plan will identify and quantify, to the extent possible, the landfill space and potential environmental contamination avoided by the abatement methods and technologies.
- The Policy Plan will identify the avoided costs that have been achieved by implementing the WMA hierarchy.

### **Policies Regarding the Existing Solid Waste System**

- The Policy Plan will include policies intended to preserve, protect and enhance the benefits derived from the delivery of the current regional abatement services. These policies will relate to: the WMA hierarchy; the need for continued landfill abatement; waste assurance to resource recovery facilities; preference for the delivery of services by the private sector; and the orderly and economic development of the region. The Policy Plan will include policies that strengthen the ability of the metropolitan counties, cities and private businesses to deliver regional solid waste services.

### **Metropolitan Area Solid Waste System Faces Some Challenges**

- The Policy Plan will discuss some challenges that face the Metropolitan Area solid waste system, including: a U.S. Supreme Court decision that prohibits government's ability to control the flow of waste that crosses State borders; a decline in waste processing resulting from a private facility not operating in 1994; increased landfilling, particularly at out-of-state landfills; increased waste generation and per capita growth rates; and smaller increases in the recycling rates.
- The Policy Plan will include policies that sustain aggressive and successful solid waste abatement, including: initiatives to increase source reduction; maintaining aggressive recycling goals; implementing effective waste assurance methods; improving waste-sharing among resource recovery facilities; informing consumers about abatement alternatives and potential liability of using less preferred facilities; and waste education efforts. The Policy Plan will include policies that avoid transferring pollutants resulting from solid waste management to another environmental media, such as air, water and land. The Policy Plan will include policies that support the regional inter-county governance of solid waste.

## Official Notices

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### Solid Waste Management Facilities and Programs

The Solid Waste Management Coordinating Board (SWMCB) is a joint-powers board that coordinates many of the solid waste activities of the seven metropolitan counties. To abate the unprocessed MSW going to landfills, the SWMCB has adopted a three-year management program called the "Statement of Need" (SON). The SON identifies source reduction strategies, recycling strategies and methods of sharing waste processing capacity in an attempt to manage the unprocessed waste. The SON is expected to play a major role in the revisions to the Plan.

- The OEA will work with the SWMCB in expanding the SON's three-year program to meet the six-year strategies required in the revisions to the Policy Plan.
- The Policy Plan will include goals and policies for solid waste management, including recycling consistent with section 115A.551, and household hazardous waste management consistent with section 115A.96, subdivision 6, in the Metropolitan area.
- The Policy Plan will include specific and quantifiable regional objectives for abating to the greatest feasible and prudent extent the need for and practice of landfilling of mixed MSW and of specific components of the solid waste stream, including residuals and ash, either by type of waste or class of generator. The objectives will be stated in six-year increments for a period of at least 20 years.
- The Policy Plan will include objectives for waste reduction and measurable objectives for abatement of solid waste through resource recovery, recycling, and source separation programs for each metropolitan county stated in six-year increments for a period of at least 20 years. The Policy Plan will discuss the development of recycling goals that support future SCORE goals. The Policy Plan will discuss an overall MSW abatement goal for the region.
- The Policy Plan will include discussion that explores the technical and economic viability of implementing source separated organic waste composting.
- The Policy Plan will identify the environmental and resource management benefits of waste processing. The Policy Plan will identify the quantities and geographic origin of waste subject to designation and mandatory processing. The Plan will also identify the available processing capacity, and the inter-county regional opportunities for the development of future processing capacity and opportunities for inter-county sharing of waste.
- The Policy Plan will evaluate methods that decrease the toxicity of the waste stream based on risk assessments and the environmental benefits.
- The Policy Plan will determine the landfill capacity needed to serve the Metropolitan Area for disposal of solid waste, including residuals and ash in six-year increments for a period of at least 20 years. The Policy Plan will include standards and procedures for Certification of Need pursuant to *Minnesota Statutes* Section 473.823.
- The Policy Plan will explore issues beyond the Metropolitan Area jurisdiction that affect the regional solid waste system.
- The Policy Plan will explore potential new technologies that would benefit the Metropolitan Area Solid Waste system, including incinerator ash utilization consistent with ash utilization rules to be developed by the MPCA.

### Waste Collection

Organized collection may reduce consumer costs and environmental impacts, including: less damage to local roads; less noise; fewer vehicular emissions; and fewer safety issues. Organized collection may also control the flow of waste to designated facilities.

- The Policy Plan will identify opportunities to implement and/or negotiate organized collection services.
- The Policy Plan will identify the responsibilities of citizens, businesses, haulers and government in taking responsibility for the generation and collection of waste and proper environmental management. The Policy Plan will identify the potential for liability that the generator has from the disposal of waste at less preferred facilities.

### Financial and Economic Considerations

- The Policy Plan will discuss the regional costs of solid waste management, including the costs of waste collection services, recycling, waste processing, landfilling, and government programs. The Policy Plan will discuss the economic impacts to residents and businesses, including the role that government subsidies have on the behavior of waste generators.

### Policy Plan Implementation Tools

- The Policy Plan will include procedures, standards and criteria regarding the OEA review of: county master plans; annual waste certification reports; waste facility permits; certificates of need; designation plans, ordinances and amendments; and solid waste supply contracts and processing agreements. The usefulness of these reviews will also be examined to determine if some of them should be eliminated, changed or others conducted.

- The Policy Plan will include standards and criteria for the OEA review of solid waste facility permits regarding the following matters: general location; capacity; operation; processing techniques; environmental impact; effect on existing, planned, or proposed collection services and waste facilities; and economic viability.
- Through the various implementation tools the Policy Plan will encourage the ownership and operation of solid waste facilities by private industry.
- The Policy Plan will contain guidelines for the OEA administration of the Metropolitan Landfill Abatement Account (MLAA).

**How the Policy Plan Will Be Used****Citizens and Businesses**

The Policy Plan will be used to: 1) inform citizens about their role in waste reduction and prevention; 2) educate citizens about solid waste management and the government and private solid waste services available to them; and 3) identify for citizens the various State agencies and municipal and county governments for assistance. The Policy Plan will serve as a guide to assist private industry in the development of future facilities, services and investments.

**Public Entities**

The Policy Plan will guide counties and municipalities in the development of solid waste plans, ordinances, and proposals for source reduction, recycling and solid waste system management. The Policy Plan will guide the following OEA activities: administration of the MLAA grant program; approval of county solid waste plans; approval of county designation plans and ordinances; approval of metro area MPCA solid waste facility permits; approval of metro solid waste processing and solid waste supply contracts; issuance of landfill certificates of need; and legislative initiatives affecting solid waste management in the Metropolitan Area. The Policy Plan will aid the MPCA in its various regulatory, environmental review, enforcement and technical assistance functions.

**The Legislature**

The Policy Plan may recommend and guide legislative initiatives designed to improve solid waste management in the Metropolitan Area.

## **Environmental Quality Board**

### **Decision on Certificate of Site Compatibility and a Site Permit for the Northern States Power Company Phase II Large Wind Energy Conversion System Project in Lincoln County**

At a special meeting on October 31, 1995, the Minnesota Environmental Quality Board designated the site at which NSP's 100-megawatt large wind energy conversion system project may be constructed on Buffalo Ridge in Lincoln County in southwestern Minnesota. The Board designated a 11,200 acre site and issued a Certificate of Site Compatibility and a Site Permit that allows Northern States Power Company to proceed with the proposed large wind energy conversion system project just northwest of Lake Benton, Minnesota.

If you have any questions about this project or would like more information, please contact the MEQB project leader: Larry B. Hartman, Room 300, Centennial Building, 658 Cedar Street, St. Paul, MN 55155. Tel: (612) 296-5089 or 1-800-657-3794.

## Hennepin County

### Notice of Bridge Offering: 14th Avenue S.E. Bridge (Dinkytown Bridge) Minneapolis, Minnesota

Notice of Availability of a Historic Bridge Pursuant to the Surface Transportation and Uniform Assistance Act of 1987, Section 123(f). The Hennepin County Department of Public Works does hereby offer Bridge 92353 known as the 14th Avenue S.E. (Dinkytown Bridge) to any state or local government agency or responsible private entity who might be interested in moving and rehabilitating this bridge for preservation purposes. It is adjacent to CSAH 36 (University Avenue S.E.) and passes over Burlington Northern Railroad tracks, near the University of Minnesota, Minneapolis Campus. Bridge 92353 was constructed in 1902 and consists of three through trusses with plate girder floor beams suspended from the trusses. The main spans are approximately 38 feet, 55 feet, and 38 feet. The deck is a combination of heavy wood stringers and concrete overlaid by asphalt. The three through trusses project above the roadway surface along the centerline and along both curb lines separating both traffic directions from each other and the roadway traffic from the sidewalks. The roadways are 19 feet wide in each direction, and there are 17 foot wide sidewalks on both sides of the road. The piers are steel lattice work that are founded on sandstone footings.

The recipient must agree to rehabilitate and maintain the structure according to the Secretary of Interior's "Standards for Rehabilitation" in order to preserve the historic integrity of the structure. Additionally, the recipient will need to obtain MnSHPO approval for the relocation site and may be required to conduct an archaeological survey of the site depending on the MnSHPO evaluation of archaeological potential.

#### Scope of Work

During construction of the 14th Avenue S.E. Bridge 27A23, half of existing Bridge 92353 will be utilized as a temporary pedestrian bridge. To accomplish this, it must be dismantled, rehabilitated, and relocated in stages coordinated with the County's Contractor for construction of Bridge 27A23. The expected starting date for the new bridge is February/March, 1996.

Rehabilitation of the bridge will consist of the following and dismantling must occur in the following order:

- Remove timber/asphalt plank decking
- Remove all roadway/walkway stringers and brackets
- Remove encased concrete from lower chord
- Remove the floor beam from the truss decking and rehab at the fabrication shop
  - Replace deteriorated webs and flanges
  - Clean Floor beams
  - Paint
- Remove floor beam hangers and replace
- Remove truss and rehab at fabrication shop
  - Clean entire truss
  - Replace entire bottom chord
  - Strengthen gusset plates (may require replacement)
  - Add new steel members (angles or Plates) to the diagonals that need strength or have deteriorated
  - Paint
- Replace all stringers and stringer brackets
- Replace deck with new timber decking and asphalt overlay
- Clean and paint pier members

#### Estimated Cost for Rehabilitation by Recipient

The estimated cost to salvage, repair, and re-erect the bridge is estimated to be \$1,000,000.00. Of this cost, the recipient will be reimbursed \$85,000.00 which is the estimated cost for removal of the bridge.

**Expression of Interest**

The recipients who wish to be considered for accepting the bridge, shall furnish specific information regarding the proposed new site, intended use, scheduling and any additional information, which will demonstrate that the recipient will proceed in a timely and responsible manner. In addition, the new owner(s) must enter into an agreement to:

1. Accept title to the bridge.
2. Maintain the bridge and the features that gave it a historic significance.
3. Assume all future legal and financial responsibility for the bridge, including an agreement to hold Hennepin County harmless in any liability action.
4. Provide a performance bond in the amount of \$1 Million.

If more information concerning the bridge is desired, the recipient should contact Bruce Polaczyk, Design Administrative Engineer, at 930-2523. Bridge photographs and information on the bridge's historic significance are available at the Hennepin County Department of Public Works, 320 Washington Avenue South, Hopkins, Minnesota 55343. Interest statements should be submitted to the same address by 4:00 PM on December 15, 1995.

**Selection Procedure**

Selection of the recipient will be based on ability to complete the rehabilitation, financial resources for maintaining the bridge and the proposed use and location of the bridge. The Department of Public Works will negotiate an agreement with the recipient for approval by the Hennepin County Board.

## **Department of Labor and Industry**

### **Labor Standards Division**

#### **Notice of Prevailing Wage Certifications for Commercial Construction Projects**

Effective November 20, 1995 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

**Hennepin:** Ramsey Elementary School Remodel-Deferred Maintenance-Minneapolis; MN DOT Arden Hills Training Center (Phase III)-Arden Hills; Northeast Middle School Modernization Bid Package 40-Minneapolis; Reroofing & Masonry Wall Repairs at Elliott Hall-Minneapolis; Hennepin County Variable Speed Drive Installation-Minneapolis.

**Itasca:** Combining Units Remodeling-Grand Rapids.

**Morrison:** Nelson Hall Accessibility-Camp Ripley.

**Ramsey:** 1996 Reroofing of Bailey Hall-St Paul; 1996 Reroofing of Como Housing-St Paul.

**Stearns:** 1996 Reroofing of Shormaker Hall North-St Cloud.

Copies of the certified wage rate for these projects may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306. The charge for the cost of copying and mailing are \$1.36 per project. Make check or money order payable to the State of Minnesota.

Gary W. Bastian, Commissioner

## **Metropolitan Council**

### **Public Hearing on Affordable and Life-cycle Housing Goals Agreements Negotiated with Twin Cities Area Communities Participating in the Metropolitan Livable Communities Program**

The Metropolitan Council will hold a public hearing on the affordable and life-cycle housing goals agreements for those communities participating in the Metropolitan Livable Communities Program.

The public hearing will be held at 6 p.m., Thursday, December 21, 1995, in the Metropolitan Council Chambers, Mears Park Centre, 230 E. Fifth St., St. Paul. All interested persons are encouraged to attend the hearing and offer comments. People may register in advance to speak by calling 291-6633 or 291-0904 (TTY). Upon request, the Council will provide reasonable accommodations to persons with disabilities.

The procedure for the hearing will be as follows: 1) Persons will be called to speak in the order in which they have signed in. Those preregistered by phone will be called on first. 2) Individuals will be asked to limit their remarks to 5 minutes. 3) Designated representatives of groups or organizations will be asked to limit their comments to 10 minutes. 4) The chair of the hearing may limit the testimony by any person.

Written comments, which must be received by 5 p.m., Monday, January 8, 1996, should be sent to Tom McElveen, Metropolitan Council, 230 E. Fifth St., St. Paul, MN 55101. Comments may also be faxed to Mr. McElveen at 291-6442.

Due to deadlines established for participating communities, a summary of housing goals for most participating communities will be available after December 14, 1995. An addendum of additional participating communities will be available beginning Monday, December 18, 1995. We regret any inconvenience this presents to interested parties. Call the Council's Data Center at 291-8140 or 291-0904 (TTY) after December 14, 1995, for copies of available community housing goals agreements.

## **Minnesota Comprehensive Health Association**

### **Notice of Meeting of the Ad Hoc Committee on MCHA Funding Base and Premium Subsidy Program**

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association (MCHA), Ad Hoc Committee on MCHA Funding Base and Premium Subsidy Program will be held at 12:00 p.m. on Thursday, December 7, 1995 at MidAmerica Mutual Life Insurance Company, 1801 West County Road "B," Roseville. The meeting will be in the conference room, located on the first floor.

For additional information please call Lynn Gruber at (612) 593-9609.

## **Minnesota Comprehensive Health Association**

### **Notice of Meeting of the Legislative and Public Policy Committee**

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association (MCHA), Legislative and Public Policy Committee will be held at 1:00 p.m., on Monday, November 27, 1995. The meeting will be at Park Place East, 5775 Wayzata Boulevard, St. Louis Park, in the lower level (basement) conference room.

For additional information please call Lynn Gruber at (612) 593-9609.

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grant funds available through any agency or branch of state government. Although some grant 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 notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

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## Housing Finance Agency

### Proposals Sought for New Construction Tax Credit Mortgage/Bridge Loan Program

The Minnesota Housing Finance Agency announces the availability of mortgage funds for the New Construction or Substantial Rehabilitation of multi-family rental housing for low and moderate income Minnesota households.

**Sponsor:**

Limited Profit, Non-Profit and Cooperative Entities are eligible.

**Amount of Funds Available:**

\$1 million for First Mortgage and \$3.2 million for Bridge Loans.

**Allocation of Funds:**

First Mortgage: Hennepin, Ramsey, Dakota, Washington, Anoka, Scott and Carver Counties (Excluding Minneapolis and St. Paul) \$650,000; Greater Minnesota \$350,000. Bridge Loans: Hennepin, Ramsey, Dakota, Washington, Anoka, Scott and Carver Counties (Excluding Minneapolis and St. Paul): \$2,135,000; Greater Minnesota: \$1,065,000.

**Financing Terms:**

Market rate 8.5%, 25 year amortization and 17 year term mortgage; 7% and 8% shorter term bridge loans secured by Federal Low Income Housing Tax Credit (LIHTC) syndications.

**Eligible Uses:**

The new construction or substantial rehabilitation of rental housing which qualifies for Federal Low Income Housing Tax Credits. Bridge loans are processed in conjunction with Agency first mortgage loan financing, or can be provided to developments without amortized debt.

**Eligible Developments:**

Minimum of five housing units.

**Other Requirements:**

Developments must meet Federal Low Income Housing Tax Credit rent and tenant income limits as modified by the MHFA. The Agency has placed an emphasis on financing partial LIHTC developments and developments with rents affordable to tenants with less than 50% of median income.

**Procedures:**

To request application packets from the Agency, write or call the following:

Minnesota Housing Finance Agency  
Multifamily Division  
400 Sibley Street, Suite 300  
St. Paul, MN 55101  
Phone: (612) 297-3294 or 1-800-657-3701

Applications will be accepted on an open pipeline basis; however, to be eligible for the initial selection round, **Applications Must be Received by the Agency by 4:30 P.M. on February 9, 1996.**

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance, disability, or familial status.

### Housing Finance Agency

#### Proposals Sought for Low Income Large Family Rental Housing Program

The Minnesota Housing Finance Agency announces the availability of mortgage funds for the New Construction or Substantial Rehabilitation of multi-family rental housing for low and moderate income Minnesota households.

**Sponsor:**

Limited Profit, Non-Profit and Cooperative Entities are eligible.

**Amount of Funds Available:**

\$1,525,000 in second mortgage funds. This program is jointly processed with the MHFA New Construction Tax Credit Mortgage/Bridge Loan Program.

**Allocation of Funds:**

Hennepin, Ramsey (excluding the cities of St. Paul and Minneapolis); Dakota, Washington, Anoka, Scott and Carver Counties, \$1,000,000; and Greater Minnesota, \$525,000.

**Financing Terms:**

0%, 30 year deferred subordinated mortgages.

**Eligible Uses:**

New Construction or Substantially Rehabilitated family oriented design (e.g. townhouses, 1 and 2 story apartments) with a minimum of 5 units. In Greater Minnesota, the Agency is also willing to finance single family, duplexes, tri-plexes and four-plexes provided the minimum number of units in the development is five.

Housing may not be restricted to persons 55 or older; emphasis will be placed on two bedroom and larger housing units, or the applicant must demonstrate that the development meets a locally identified housing need and is in short supply in the local housing market by submitting credible data with the application.

**Other Requirements:**

All assisted units must be occupied by families with incomes less than 60% of the County or State of Minnesota Non-Metro Median average, whichever is greater, as defined by the U.S. Department of Housing and Urban Development (HUD).

75% of the assisted units must be rented to families with children. The remaining 25% of the assisted units must be rented with preference to families with children.

**Rents:**

The maximum rents that may be charged is 30% of the applicable monthly income limit.

**MHFA Mortgage Limits:**

\$33,000 per unit and \$396,000 per development for Hennepin, Ramsey (excluding the cities of St. Paul and Minneapolis), Dakota, Washington, Anoka, Scott and Carver Counties; \$35,000 per unit and \$525,000 per development for Greater Minnesota.

**Procedures:**

Applicants should request application packets from the Agency, write or call the Minnesota Housing Finance Agency, 400 Sibley Street, Suite 300, St. Paul, Minnesota 55101, Attn: Multifamily Division, (612) 297-3294 or 1-800-657-3701.

Applications will be accepted on an open pipeline basis; however, to be eligible for the initial selection round, **Applications Must be Received by the Agency by 4:30 P.M. on February 9, 1996.**

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance, disability, or familial status.



## **Housing Finance Agency**

### **Notice of Request for Proposals for the Minnesota Rural and Urban Homestead Program**

The Minnesota Housing Finance Agency (MHFA) is seeking proposals from eligible organizations interested in participating in the Minnesota Rural and Urban Homestead Program (MURL).

The Minnesota Rural and Urban Homestead Program is a homeownership program under which MHFA will award a grant of funds totaling \$372,000 to two separate eligible organizations. The eligible organizations will designate areas or neighborhoods within their general service area where they will administer the MURL program. The grant funds will be used by those eligible organizations to acquire single-family residences within those designated areas which are vacant, condemned or abandoned, rehabilitate those properties and then sell them by way of a contract for deed to first-time homebuyers who are "at risk" with regard to homeownership. The program is designed to arrest or prevent the spread of blight and preserve the existing housing stock by providing a financing mechanism through which properties may be purchased and rehabilitated and then sold to homebuyers who will stabilize the neighborhood by following a "good neighbor" policy. Further information regarding the program may be obtained by calling MHFA at the number listed below.

#### **Eligible Organizations**

An eligible organization is a political subdivision, nonprofit or cooperative organization, housing and redevelopment authority, or other organization which must have as a primary purpose the providing or development of affordable housing to low and moderate income homebuyers.

#### **Application Process**

Application packets should be requested from MHFA. Completed applications are due at MHFA offices by 4:30 p.m. on Monday, January 22, 1996.

**Applicants are encouraged to contact Minnesota Housing Finance Agency to discuss their proposal prior to submission of their application.**

Upon review of the proposals, MHFA will select the two eligible organizations and cause contracts to be executed between MHFA and the selected eligible organizations by February 22, 1996.

For further information you may contact:

Brian Kluver  
Housing Development Officer  
Minnesota Housing Finance Agency  
400 Sibley Street, Suite 300  
St. Paul, MN 55101-1998  
(612) 296-9567

MHFA reserves the right to modify or withdraw this request for proposal at any time and is not able to reimburse any applicant for costs incurred in the preparation or submission of proposals.

# Professional, Technical & Consulting Contracts

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Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

In accordance with *Minnesota Rules* Part 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (612)296-2600 or [TDD (612)297-5353 and ask for 296-2600].

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## Department of Health

### Maternal and Child Health Division

### Minnesota Children with Special Health Needs Section

### Request for Proposals for Diabetes in Youth Continuing Education

**Purpose:** Minnesota Children with Special Health Needs [MCSHN] requests proposals for the health care management of children with diabetes from organizations which engage in the provision of both health care and education related to the clinical management of diabetes in children. Such continuing education program is to be held in a central region of the state for physicians and other health professionals.

The contractor's duties shall include the establishing of objectives for a continuing education program focused on management issues related to diabetes in children; assembling a team to include a pediatric endocrinologist, family counselor/psychologist, diabetes nurse specialist, and diabetes nutrition specialist; developing a continuing education programs for health professionals and families around the issues of management of diabetes in children; scheduling the program, and arranging for the assembled team to provide such program; publicizing availability of the program; providing the continuing education program; conducting evaluation of the program; and, preparing a summary report.

**Duration:** January 1, 1996 to June 30, 1996.

**Amount:** The total obligation of the state for all compensation and reimbursements to contractor shall not exceed from eighteen thousand seven hundred dollars in the contract year.

**Applications:** The complete Request for Proposals packet, including the more detailed request for proposals and the criteria for review of applications is available upon request from Nancy Vanderburg at the address and phone number below.

**Deadline:** Three copies of the completed proposal must be submitted by **4:00 p.m. Friday, December 6, 1995**, to:

Nancy Vanderburg, Nurse Consultant  
Minnesota Department of Health  
Minnesota Children with Special Health Needs  
717 Delaware Street S.E. P.O. Box 9441  
Minneapolis, Minnesota 55440  
612/623-5156

**Department of Human Services****Proposals Sought for Analysis of Methodologies and Strategies of Implementation of *Minnesota Statutes 256B.092, sub. 4a***

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services (DHS) is seeking professional services from qualified parties to analyze methodologies and strategies being utilized to implement *Minnesota Statute 256B.092, subdivision 4a* which requires that "the allocation of home and community-based waived services resources for persons with mental retardation or a related condition to be based on the average resource need of persons with similar functional characteristics". This legislation has come to commonly be referred to as the "allocation structure". Components of the analysis minimally should include:

- 1) identification of the components of the allocation structure that contribute to effective management of Medicaid resources on both a state and local level;
- 2) identification of recommendations to enhance the capacity of the allocation structure to effectively manage Medicaid resources on both a state and local level;
- 3) evaluation of the effectiveness of current methodologies and administrative practices in achieving the legislative charge which includes:
  - a) improving equitable access to services without regard to the county of financial responsibility and previous placement history,
  - b) improving the correlation of resource allocation to the service needs of individuals while maintaining flexibility in the provision of services to each individual,
  - c) accomplishing the above within available resources,
  - d) reducing administrative complexity on both a state and local level, and
  - e) assuring that local agencies utilize allocated resources to serve persons for whom they are intended and are accountable to meet the range of needs of eligible recipients.
- 4) Evaluation of the training and technical assistance efforts related to the allocation structure and their effectiveness in meeting local agencies, providers, & consumers needs; and
- 5) Recommendations on how the allocation structure methodology may be enhanced (in light of changes in federal Medicaid policy) to effectively serve persons with mental retardation or a related condition or other functional limitations in need of long term community-based services and supports.

This request for proposals does not obligate DHS to complete the project, and DHS reserves the right to cancel the solicitation if it is considered to be in its best interest

**I. Background**

**Medicaid** (Title XIX) Home and Community-Based services (HCBS or waived services), as authorized under Section 1915(a) of the Social Security Act, are offered as a cost effective alternative to institutional care. Minnesota offers Home and Community Based Services for Persons with Mental Retardation or a Related Condition (MR/RC waiver) as an alternative to placement in an Intermediate Care Facility for the Mentally Retarded (ICF/MR). The Minnesota Department of Human Services is the Medicaid agency responsible for the administration of home and community-based services programs. Minnesota's 87 county agencies have responsibilities for a number of administrative activities, including the allocation of home and community-based services for persons with mental retardation or related conditions. The allocation structure was developed in response to a number of challenges that resulted with the development of the MR/RC waiver in Minnesota. Over time increasingly complicated administrative strategies were utilized to achieve state goals within the confines of limited resources. Each county had maintained service costs within an allowable statewide average. This often led to limited flexibility at a local level due to a county's size or the characteristics of the people that it served. The Department responded by making administrative changes in order to meet the goals of targeted initiatives. For example, additional funding was made available to local agencies to enable them to purchase necessary services and supports for persons leaving Regional Treatment Centers or closing ICF/MRs. The costs for services for these groups of people were managed separately from the allowable average the local agencies maintained for other recipients. The costs were managed by the Department. This raised concerns of additional layers of administrative process as well as issues regarding inequities in access to available resources. The allocation structure provides for the use of a weighted daily average reimbursement limits for local agencies that is based on the characteristics of the persons they serve. Each local agency will now have a unique allowable average that they will maintain to serve the persons that they are responsible for. Any efficiencies achieved from cost-effective and innovative service delivery may now be used by local agencies to enhance supports to other MR/RC waiver recipients.

# Professional, Technical & Consulting Contracts

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## II. Outcomes and Scope of Project

The outcomes of this project are to evaluate the effectiveness of the methodologies, strategies and technical assistance efforts of DHS to implement the Allocation Structure for home and community-based services for persons with mental retardation or a related condition required by *Minnesota Statute 256B.092*. Additionally, the project should provide DHS with guidelines to enhance the effective administration of Title XIX Medicaid resources on both the State and local level. Information provided as an outcome of this RFP will be used by the Department to proceed with any required rule or statute changes, to provide technical assistance to county resource managers and to assist county agencies in making effective local decisions given the needs of persons they serve. Additionally, the evaluation may provide the Department with insights on how this type of methodology may be used to effectively support other persons with functional limitations in need of home and community-based supports and services as an alternative to institutionalization.

## III. Project Tasks

The following project tasks will be completed:

- 1) Meet with the designated team of state staff representing MR/RC home & community-based waiver program according to an established schedule and as needed to clarify project goals, issues and potential sources of information needed to complete the project.
- 2) Identify data sources and tools to be utilized in the analysis of effective implementation of the allocation structure and local attainment of statewide goals.
- 3) Analyze current resource allocation methodologies and administrative practices to recommend modifications and/or enhancements.
- 4) Identify effectiveness of current DHS training and technical assistance activities in communicating the goals and parameters of the allocation structure
- 5) Recommend strategies to enhance the current technical assistance and training efforts that can assist both the local agencies managing the resource & the consumers who access them.
- 6) Recommend incentives to promote greater efficiencies from the service dollar and to increase marketplace forces at work to serve persons with mental retardation or a related condition.

Responders may propose additional tasks or activities that will assist them in achieving the outcomes of the project.

## IV. HUMAN RIGHTS COMPLIANCE

It is here annual review screenings will be implemented at a by agreed between the parties that *Minnesota Statutes*, section 363.073 and *Minnesota Rules*, part 5000.3400 to 5000.3600 are incorporated into any Contract between these parties based upon this specification or any modification to it. A copy of *Minnesota Statutes*, section 363.073 and *Minnesota Rules*, parts 5000.3400 to 5000.3600 is available upon request from the Minnesota Department of Human Services.

## V. Submission of Proposals

All proposals must be sent to and received by:

**Dan McCarthy**  
**MINNESOTA DEPARTMENT OF HUMAN SERVICES**  
**Division for Persons with Developmental Disabilities**  
444 Lafayette Road, St. Paul, MN 55155-3825  
(612) 296-2136

not later than 4:00 P.M. on **December 15, 1995**.

Late proposals will not be accepted. Submit five copies of proposals. Proposals must be submitted in a sealed mailing envelope or package with the responder's name and address clearly written on the outside, and with evidence of the responder's compliance with the Human Rights Act attached to the envelope or package.

## VI. Project Cost

**The total cost of the project will not exceed \$100,000.00.**

## VII. Project Completion Date

The completion date for the first and second objectives of the project is within four months from the date the project is authorized and the contract signed. All objectives must be completed within eighteen months from the date the contract is signed.

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## Professional, Technical & Consulting Contracts

### VIII. Description of the Proposal

A proposal submitted in response to this RFP must include the following:

#### A. Transmittal Letter

A transmittal letter must accompany the proposal. The letter must be in the form of a standard business letter and be signed, in ink, by an individual authorized to legally bind the responder. It must include:

1. A statement indicating that the responder is a corporation or other legal entity, and is authorized to provide the services set forth in the responder's proposal.
2. A statement that prices and terms of the proposal are valid for the term of the proposed contract.
3. A statement identifying those individuals who were involved with the preparation of the proposal.
4. A statement that no attempt has been made or will be made by the responder to induce any other person or firm to submit or not to submit a proposal.
5. A statement of acceptance of, or exception to, the terms and conditions stated in this RFP. Any suggestions for alternate language must be indicated on a document entitled "Exceptions to Terms and Conditions", which must be attached the responder's proposal. The State is under no obligation to accept wording changes submitted by the responder.
6. A statement identifying all addenda to this RFP issued by the State and received by the responder (if no addenda has been received, a statement to that effect must be included).
7. A statement that the responder has sole and complete responsibility for the completion of all services provided under the contract, except for those items specifically defined as State responsibilities.
8. A statement that the responder certifies that, in connection with this procurement, the prices proposed have been arrived at independently, without consultation, communication, or agreement, for the purpose of restriction of competition, with any other responder or with any competitor; and that unless otherwise required by law, the prices quoted have not been knowingly disclosed by the responder prior to award, either directly or indirectly, to any other responder or competitor.
9. A statement certifying that no personnel currently employed by or under personal contract to the State, or any other State agency, participated, either directly or indirectly, in any activities related to the preparation of the responder's proposal.
10. A statement that each person signing this proposal certifies that she/he is the person in the responder's organization responsible for, or authorized to make, decisions as to the prices quoted in the cost proposal and that she/he has not participated and will not participate in any action contrary to those stated above.

#### B. Solution Narrative

1. A restatement of the project goals, objectives and tasks to demonstrate the responder's understanding of the project.
2. An outline of the proposed process and evaluation design.
3. A description of the outcomes and products to be provided by the responder.
4. An outline of the responder's background and corporate capabilities with particular emphasis on:
  - a. Past work with federal, state or local government on HCBS service programs, especially areas of resource allocation and distribution.
  - b. Past experience in home and community-based services policy formulation at national and state levels.
  - c. Knowledge of Medicaid reimbursement policies
5. A detailed cost and work plan identifying the major tasks to be accomplished and products to be delivered, a scheduling and management timetable including specific task assignments and estimated person hours by specific personnel and the conditions for payment. This plan should identify the costs and work plan for each of the objectives stated in the request for proposal as well as the overall proposal.
6. A statement as to the State's participation in the project and any services to be provided by the State.

#### C. Responder Resume

The proposal must outline the responder's background and experience with particular emphasis on similar projects in other states. It must also identify the personnel to conduct the project and detail their training and work experience. No change in personnel assigned to the project will be permitted without the approval of the State's project manager.

## Professional, Technical & Consulting Contracts

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### D. Responder References

The proposal must identify at least three (3) references that can be contacted regarding recent experience described above. Please be specific as to the nature of the experience with each reference, including the scope of your firm's role in the project.

### E. Cost Proposal

1. The cost proposal specifying the cost for completion of each of the objectives as well as the project in total must be submitted as a separate and sealed part of the proposal. This section of the proposal must contain all information related to costs, fees, commissions, hourly rates, and other charges. All costs must be presented as a fixed price for the project.
2. The responder must clarify the relationship of prices quoted and services/resources provided.

Failure by any responder to include the following information or statements in the proposal will result in its being declared unacceptable and it will receive no further consideration for award of the contract.

## IX. Proposal Review

### A. Review Phases of submitted proposals

1. The review will be conducted in four phases:
  - a. Phase I - Selection of Responsive Proposals;
  - b. Phase II - Review of Cost Proposals;
  - d. Phase III - Selection of the Successful Responder.
2. During the proposal review process, all information concerning the proposals submitted, including identity and number of responders, will remain private and will not be disclosed to anyone whose official duties do not require such knowledge. At any time during the proposal review, the State may request a responder to provide explicit written clarification of any part of the responder's proposal.
3. If a contract is awarded, the award will be made to that financially responsible and technically responsive responder whose proposal conforms to the conditions and requirements of this RFP, and which is most advantageous to the State with price and other factors considered. The State may divide the contract and award separate contracts for completion of specific objectives to different responders if it is determined to be the most effective method of achieving the desired outcomes. The State will notify the successful responder in writing of the award of the contract. The State will notify the unsuccessful responders in writing that their proposals have not been accepted.

### B. Proposal Review Committee

1. A committee will be selected to evaluate responder proposals. Members of the Review Committee will be representatives of the Department of Human Services and may also include persons who have been involved in the advisory process which has lead to the development of allocation structure.
2. DHS reserves the right to alter the composition of the Review Committee and its specific responsibilities.

### C. Proposal Review Process

#### 1. Phase I - Selection of Responsive Proposals

Proposals found to be responsive to the RFP requirements identified above will be considered in Phase II. The State may request oral presentations of responders or the opportunity to interview the proposed key personnel. Reference checks may also be made. However, the State reserves the right to make an award without further clarification of the proposals received. Therefore, it is important that each proposal be submitted in the most complete manner possible. Review of proposals will involve the scoring of each proposal according to criteria defined by the review committee. Any proposal that does not fall within the competitive range at the end of this phase will be dropped from further evaluation. Factors upon which proposals will be judged include, but are not limited to, the following:

- a. Quality of proposal
  - 1) Expressed understanding of project objectives, including the completeness of services proposed and the quality of the management and approach to be used.
  - 2) Feasibility of the approach.
  - 3) Project work plan, including innovative solutions, creative cost or time savings, a novel technique, or other unique ideas that the State determines will benefit management of the programs.
  - 4) Completion dates.

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- b. Qualifications of company and personnel. Experience of the firm in evaluating home and community-based waiver programs and their knowledge of home and community-based services, including quality of services and cost effectiveness. Experience of project personnel will be given greater weight than that of the firm. This includes the ability to maintain the level of effort necessary to effectively manage the operation of the project without loss of quality in the event of responder staffing changes.
  - c. In accordance with *Minnesota Rules*, part 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive a preference in the review of their proposal, and certified Economically Disadvantaged businesses and individuals submitting proposals as prime contractors shall receive a preference in the evaluation of their proposal.
2. Phase II - Review of Cost Proposals
    - a. Only the proposals found to be responsive under phase I will be considered in Phase II.
    - b. The Review Committee will examine each cost proposal to determine if it is complete, in compliance with the requirements of this RFP, accurate in its calculation, and consistent with its technical counterpart. Any proposal that does not meet these criteria may be considered to be an unresponsive cost proposal and will be rejected. Cost will be an important criterion for selecting among responders that are deemed qualified to provide the requested services, but will not be the sole determining factor.
  4. Phase IV - Selection of the Successful Responder
    - a. Only the proposals found to be responsive under Phase I, II, and III will be considered in Phase IV.
    - b. The Evaluation Committee will review the technical proposal scores and the ranking of cost proposals (Phases II and III), in making its recommendation of the successful bidder.
    - c. The State may submit a list of detailed comments, questions, and concerns to one or more responders for response. Total scores, for those responders selected to respond, may be revised as a result of the responses. Subsequent to this, the State will select and notify the successful responder.

The State of Minnesota reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Select, for contract award or for negotiations, a proposal other than that with the lowest cost;
3. Consider a late modification of a proposal if the proposal itself was submitted on time, and if the modifications were requested by the State, and if the modifications make the terms of the proposal more favorable to the State;
4. Negotiate as to any aspect of the proposal with any responder and negotiate with more than one responder at the same time;
5. Use any or all system ideas presented in any proposal received in response to this RFP unless the responder presents a statement of objection in the proposal. Objections will be considered as valid only relative to proprietary information of the responder and so designated in the proposal. Exception to this are ideas which were known to the State before submission of such proposal or properly became known to the State thereafter through other sources or through acceptance of the responder's proposal.

### X. Department Contacts

Prospective responders who have any questions regarding this Request for Proposals may call or write:

**Dan McCarthy or Barb Roberts**  
**Minnesota Department of Human Services**  
**Division for Persons with Developmental Disabilities**  
**444 Lafayette Road**  
**St. Paul, MN 55155-3825**  
**(612) 296-2160**

Please Note: Other State department personnel are not allowed to discuss the project with responders before the submittal of proposal deadline.

## Professional, Technical & Consulting Contracts

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### Metropolitan Council

#### Environmental Services

#### Public Notice for Letters of Interest for Professional Services

**NOTICE IS HEREBY GIVEN** that the Metropolitan Council Environmental Services is soliciting qualifications and proposals for goods and professional services for the MWWTP Process Control System Memory Bridge Project (MCES Project Number 910800). The estimated cost for goods and services is in the range of \$100,000 to \$300,000.

The scope of this project includes providing hardware and software necessary to build a "connection" between MCES's existing Modcomp Classic system and the new distributed control system (yet to be procured), and to store the data (approximately 8000 points with compression algorithm) in a way which will be compatible with the new distributed control system. This needs to be accomplished with direct read/write memory access to the Modcomp computers (transparent to Modcomp) and with no rewrite of Modcomp software or database.

The project requires significant coordination efforts between MCES staff, the Metro Process Control System Design Consultant and others to ensure that the control system and programming meets the needs of the Project as well as the ongoing needs of the Plant.

All firms interested in being considered for this project are invited to send a Letter of Interest.

All inquiries and submittals are to be addressed to:

Jan Bevins, Contracts and Documents  
Metropolitan Council Environmental Services  
Mears Park Centre  
230 East Fifth Street  
St. Paul, MN 55101  
(612) 229-2132

### State Lottery

#### Notice of Request for Proposal for Instant Ticket Dispensers

The Minnesota State Lottery is issuing a Request for Proposal (RFP) for instant ticket dispensers. Anyone interested in receiving a copy of the RFP should call or write:

Susie Kivi  
Minnesota State Lottery  
2645 Long Lake Road  
Roseville, MN 55113  
(612) 635-8105

Proposals will be due December 15, 1995, no later than 2:00 p.m.



## **Department of Transportation**

### **Proposals Sought for Partners for Proposed USDOT Intelligent Transportation System Model Deployment Program**

The Minnesota Department of Transportation (Mn/DOT) is pursuing contributing private partners that are interested in serving as the lead partner in developing a response to the U.S. Department of Transportation (USDOT) proposed Model Deployment Program. Within this project, the private sector lead organization will contribute the resources required to complete the tasks outlined within Section 3.0 of this document. This partnership opportunity does not involve an exchange of money between partners. Both the Department and the selected partner will contribute personnel time and resources to the preparation of the response to the anticipated USDOT solicitation.

**This request for proposals for partners does not obligate the state to complete the proposed project, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.**

#### **1.0 Background**

During the current decade there has been recognition of a clear shift away from highway construction. However, as travel demand has continued to grow, new means are required to support the issues and concerns resulting from this increased need. Furthermore, strategies must be developed to respond to the negative impacts of increasing travel demand, such as growing traffic congestion, safety concerns, and air quality problems.

ITS represents the application of advanced and emerging technologies in areas such as sensors, communications, data processing, traffic control, and traveler information to the needs of the multimodal surface transportation system. The objective of deploying these systems is to make the most efficient use of the transportation system and our energy resources; allow travelers to make informed choices about their route and mode options; achieve improvements in safety, mobility, accessibility and productivity; and reduce harmful environmental impacts.

#### **2.0 Solicitation Objective**

The USDOT recently issued a Request For Information (RFI) on *ITS Deployment Issues and a Proposed Initiative on ITS Model Deployment in Metropolitan Areas*. The objective of the Model Deployment Program is to provide deployment of an ITS Core Infrastructure. This Transportation Management Core Infrastructure is comprised of surveillance, detection, and communication elements which will support a variety of ITS products and user services in a metropolitan area. This basic ITS Core Infrastructure provides the building blocks necessary to effectively deploy the following systems: Traffic Signal Control System(s); Freeway Management System(s); Transit Management System(s); Incident Management Program; Electronic Fare Payment System(s); and Electronic Toll Collection System(s). A copy of the USDOT RFI may be obtained by contacting: Mr. James Wright - Minnesota Department of Transportation. Telephone (612) 296-8567 or fax (612) 215-0409.

Under the USDOT's proposed Program, up to three metropolitan areas would be selected to provide model deployment of this core infrastructure which would support regional traveler information services. It is anticipated that the USDOT will advertise the Program for submittal of proposals sometime within the first quarter of 1996. The selected sites will be expected to contribute matching funds (state, local, and private) of 50% for this initiative.

#### **3.0 Scope of Services**

Within this effort the lead private sector partner will be responsible for the Tasks outlined below. Responders may propose additional tasks or activities if they will substantially improve the results of the project.

##### **Task 1. Develop concept definition**

Within this task the private sector contractor, in association with a public sector team, will develop a concept definition for ITS deployment in Minnesota. This concept will support the philosophy of the USDOT Model Deployment Program and will position the State of Minnesota optimally to receive recognition and funding under this Program.

##### **Task 2. Coordinating Public and Private Sector input**

Model deployment planning in the State of Minnesota will be a cooperative effort including various strata of government, academia and the private sector. The proposing contractor will be responsible for coordinating both public and private sector input to the preparation of the proposal responding to the anticipated USDOT Model Deployment solicitation.

## Professional, Technical & Consulting Contracts

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### Task 3. Identifying other potential private sector partners

Within this task the contractor, in association with a public sector team, will identify additional private sector partners who could potentially play a significant role in the Minnesota Model deployment project. These partners must display appropriate technical, managerial and financial capabilities. For each private sector organization identified, the contractor shall assess the willingness and ability of the private partner to participate in, and contribute to, such an initiative.

Following this identification and assessment of additional private partners, some level of commitment must also be solicited from these organizations prior to submission of the response to the USDOT. This portion of the task will be accomplished by the proposal team.

### Task 4. Preparation of response to anticipated USDOT solicitation

A proposal team, comprised of representatives from both Mn/DOT and the contractor's organization, will develop an outline for the response to the federal solicitation. The contents of the response will be based on the concept definition as developed in Task 1, as well as on input obtained from other key participants or organizations within Minnesota Guidestar. Responsibility for specific tasks within the physical preparation of the proposal will be assigned following the development of an outline.

#### 4.0 Department Contacts

Perspective responders who have any questions regarding this request may call or write:

Mr. James L. Wright  
Minnesota Department of Transportation  
117 University Avenue  
Room 248, Ford Building  
St. Paul, MN 55155  
Telephone: (612) 296-8567  
FAX: (612) 215-0409

All proposals must be sent to:

Minnesota Department of Transportation  
117 University Avenue, Room 248  
Mailstop 320  
St. Paul, MN 55155

To ensure full consideration, proposals must be received by Mn/DOT by 3:00 p.m. (CST), December 11, 1995. Submit one original and 10 copies of the proposal in sealed mailing envelopes or packages with responder's name and address written on the outside.

#### 5.0 Proposal Contents

The following will be considered minimum contents of the proposal.

1. A statement of the objectives, goals and tasks to show or demonstrate the responder's view of the nature of the partnership.
2. A description of the deliverables to be provided by the responder.
3. An outline of the responder's background, experience and technical abilities as they relate to this project, and key personnel which would be directly involved with this effort.
4. A detailed workplan that will identify the major tasks to be accomplished and be used as a scheduling and management tool.
5. Identification of the anticipated level and scope of the Department's participation in the project, as well as any other services to be provided by the Department.

#### 6.0 Proposal Format

The proposal shall be submitted as follows:

- 8 x 11 inch page size
- Bound
- Text minimum 10 point type
- Not to exceed 30 pages (including experience)

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## Professional, Technical & Consulting Contracts

### 7.0 Proposal Evaluations

All proposals received by the deadline will be evaluated based on the following criteria:

- |   |     |
|---|-----|
| 1. Expressed understanding of project objectives  | 10% |
| 2. Workplan   | 15% |
| 3. Demonstrated ability and willingness to contribute required resources for proposal preparation and potential partnership in MN Model Deployment. | 25% |
| 3. Qualifications/experience of company   | 25% |
| 4. Qualifications/experience of personnel dedicated to project  | 25% |

The Department may request interviews with one or more of the responders as part of the proposal evaluation. The responder shall bear any travel and accommodation expenses for such an interview.

### 8.0 Submission of Proposals

- A) All expenses incurred in responding to this RFPP shall be borne by the Responder.
- B) The State reserves the right to accept or reject any or all proposals or parts of proposals and to waive informalities therein.
- C) Potential private partners must demonstrate a willingness to adhere to Mn/DOT policies and requirements.
- D) Participation in this partnership does not guarantee participation in any future Model Deployment Program efforts.

# Professional, Technical & Consulting Contracts

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## Department of Transportation

### Engineering Services Division

The State of Minnesota Department of Transportation (Mn/DOT) is seeking proposals on a fixed cost basis from qualified firms to provide software and support services for an automated Laboratory Information Management System (LIMS) for use in Materials Testing Laboratories.

The purpose of the LIMS is to control the processing of test samples, record test results, and provide reporting.

Samples are processed at seven district office laboratories around the state, as well as the central Materials Testing Laboratory in Maplewood, MN. The immediate purpose of the testing relates to the monitoring of ongoing construction projects, and to their certification upon completion. A secondary purpose is the utilization of the resulting data for management and research purposes.

Currently there is a partially developed LIMS being used by the central lab and all of the district labs. A mixture of stand alone systems is in place at the various laboratories to handle the sample types not yet implemented in the LIMS. At present there are no interfaces with other systems, electronic or manual.

Overall, the labs process approximately 40,000 samples of all types on an annual basis. The central lab is subdivided into five labs; Aggregates, Concrete and Metals, Soils and Cement, Bituminous Trial Mix, and Chemical. There are 115 different tests that may be performed. The district laboratories are not equipped to do all of the tests done in the central lab, primarily doing aggregates testing (gradation and quality), concrete cylinder break tests, and limited soils testing.

Work is proposed to start February 23, 1996 and continue through July 1, 1996.

A Request for Technical and Financial Proposal (RFP) can be obtained by written request from Mn/DOT Agreement Administrator:

Mr. Alex Chernyaev, P.E.  
Minnesota Department of Transportation  
395 John Ireland Blvd. MS 680  
St. Paul, MN 55155  
612-297-7333  
Fax: 612-282-5127

RFTP will be available by mail from this office through December 5, 1995. After December 5, 1995 the RFP must be picked up in person. No time extensions will be granted.

The Proposals must be received at the above address no later than 2:30 P.M. on December 22, 1995.

This request does not obligate the State of Minnesota Department of Transportation to complete the work contemplated in this notice, and the department reserves the right to cancel this solicitation. All expenses incurred in responding to this notice shall be borne by the responder.

# Wild About Birds

## The DNR Bird Feeding Guide

ISBN 0-9647451-0-0

**Carrol L. Henderson**, Supervisor of the Non-Game Wildlife Program at Minnesota's Department of Natural Resources, shares his knowledge and appreciation for the natural habitats and traits of the wild birds who, with a little help from us, can thrive in spite of a rapidly changing landscape. Written in the same instructive manner as his popular books "Woodworking for Wildlife" and "Landscaping for Wildlife," **"Wild About Birds: The DNR Bird Feeding Guide"** provides techniques used by the author to double the number of species using his feeders. Includes woodshop basics for construction of 26 different feeders and tips on 44 types of food, plus detailed descriptions and photos of almost all the feeder-using species east of the Rocky Mountains - 69 in all. There's even a section on some of the unusual and unexpected wild visitors that may show up for a free meal. Over 425 color photographs, illustrations and diagrams make **"Wild About Birds"** a great reference manual, display book or gift. Ideal for the ornithologist, woodworker, or backyard birdwatcher. Spiral bound, 288 pages. **Stock Number 9-24 \$19.95**

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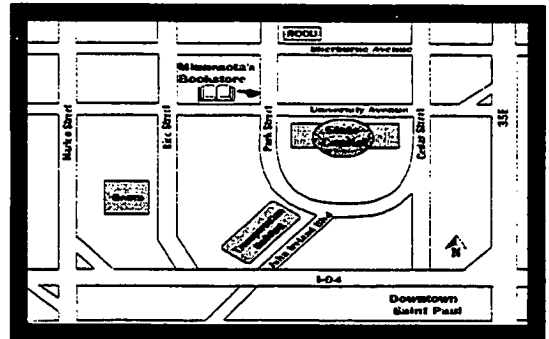
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