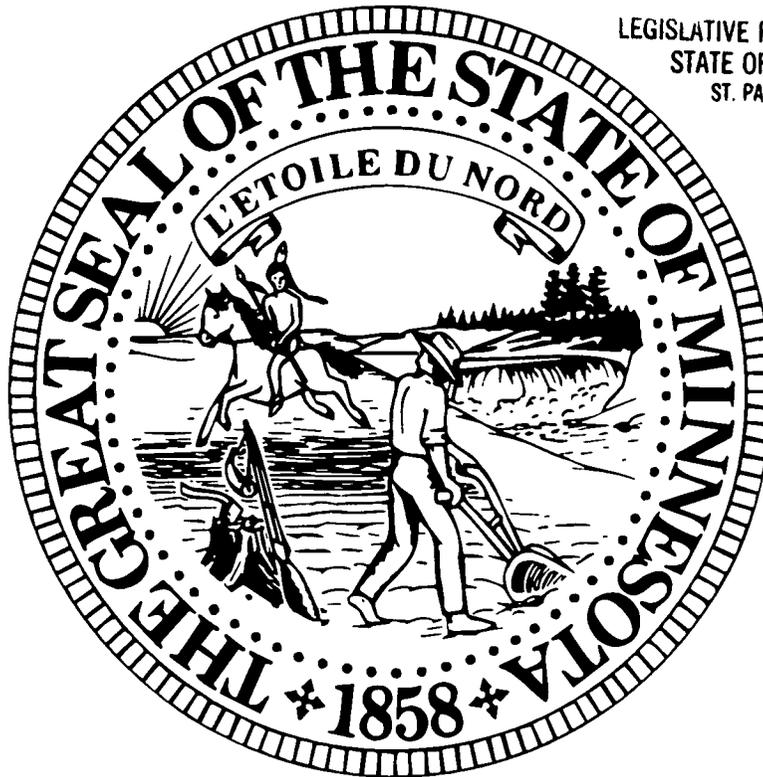


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**State  
Register**

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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
# 33	Monday 12 February	Monday 29 January	Monday 5 February
# 34	Tuesday 20 February	Monday 5 February	Monday 12 February
# 35	Monday 26 February	Monday 12 February	Friday 16 February
# 36	Monday 4 March	Friday 16 February	Monday 26 February

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Joanne E. Benson, Lt. Governor 612/296-3391	Judi Dutcher, State Auditor 612/297-3670	Michael A McGrath, State Treasurer 612/296-7091
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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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### FOR LEGISLATIVE NEWS

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.

## **Department of Labor and Industry**

### **Adopted Exempt Rules Governing Occupational Safety and Health**

The rules proposed and published at *State Register*, Volume 20, Number 22, pages 1242-1244, November 27, 1995 (20 SR 1242), are adopted as proposed.

## **Department of Public Safety**

### **Adopted Permanent Rules Governing Vision Requirements for Driver's License Applicants**

The rules proposed and published at *State Register*, Volume 20, Number 15, pages 824-827, October 9, 1995 (20 SR 824), are adopted as proposed.

## Department of Natural Resources

### Division of Enforcement

#### Notice of Solicitation of Outside Information or Opinions Regarding Proposed Amendment of Rules Relating to Off-Highway Motorcycles (OHM), Off-Road Vehicles (ORV) and All-Terrain Vehicles (ATV)

The notice of solicitation of outside information or opinions published January 16, 1996, should have read that all statements of information and opinions shall be accepted through March 18, 1996, not 1995, as stated in the notice.

Dated: 5 February 1996

Rodney W. Sando, Commissioner  
Department of Natural Resources

By

Gail Lewellan, Assistant Commissioner of  
Human Resources and Legal Affairs

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**Official Notices**

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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## Department of Economic Security

#### Opinions Sought on Planned Repeal of Rules Governing Unemployment Benefits, Unemployment Compensation Procedures, and Employer Taxes, *Minnesota Rules* Parts 3305, 3310, and 3315

##### Subject of Rule:

The department of Economic Security requests comments on its planned repeal of rules governing Unemployment Benefits, Unemployment Compensation Procedures, and Employer Taxes. The Department is considering repealing its rules that are obsolete as a result of statutory changes or redundant with statutes.

##### Persons affected:

The repeal of the rules would likely affect all Minnesota employers and persons who will file for unemployment benefits. The department does not contemplate appointing an advisory committee to comment on the planned rule.

##### Statutory Authority:

*Minnesota Statutes* §§ 268.021 and 268.0122, subd. 5 authorizes the department to adopt rules with respect to programs the commissioner administers under this chapter and other programs for which the commissioner is responsible under federal or state law.

##### Public Comment:

Interested persons or groups may submit comments or information on this planned rule in writing or orally until April 22, 1996. The department does not anticipate that a draft of the rule repeal will be available before publication of the proposed rules. Written or oral comments, questions, and requests for more information on this planned rule should be address to:

Mr. Lee Nelson, Appeals Judge  
Minnesota Department of Economic Security  
390 North Robert Street  
St. Paul, MN 55101  
Telephone: 612/296-6110  
Fax: 612/297-2046

Comments submitted in response to this notice will *not* be included in the formal rulemaking record when a proceeding to adopt a rule is started.

## Official Notices

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### Department of Agriculture

#### Agronomy & Plant Protection Services Division

#### Notice of Location *Change* for the Minnesota Agricultural Chemical Response Compensation Board (ACRRA Board) meeting

Notice of location change for the Agricultural Chemical Response Compensation Board (ACRRA Board) meeting scheduled for February 21, 1996. The regularly scheduled ACRRA Board meeting will convene at 9:00 a.m. in the *Minnesota Department of Transportation (MnDOT) Office of Aeronautics Building, 222 E. Plato Boulevard, St. Paul, Minnesota, Conference Room (A1).*

Should you require additional information, please call the ACRRA Program at (612) 297-3490.

### Department of Agriculture

#### Minnesota Rural Finance Authority

#### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes, Chapter 41C*

NOTICE IS HEREBY GIVEN that a public hearing will be held on **February 28, 1996, at 9 a.m.** in Room 145 Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes, Chapter 41C*, in order to finance the purchase of **approximately 160 acres of bare farmland** located in **Section 33, Petersburg Township, Jackson County, Minnesota** on behalf of **Kenneth & Linda Bute**, a married couple (the Borrowers). The maximum aggregate face amount of the proposed bond issue is **\$150,000.00**. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 3 January 1996

Jim Boerboom  
RFA Director

### Department of Health

#### Notice Regarding Actual Growth Limits on Health Care Expenditures for 1996

Pursuant to *Minnesota Statutes* section 62J.04, Subdivision 1a, the commissioner of health is required to publish the actual growth limit on the rate of health care expenditures for the calendar year. The actual growth limit on the rate of health care expenditures is based upon the methodology described in *Minnesota Statutes* 62J.04, Subdivision 1. The growth limit must reflect the actual regional consumer price index for urban consumers for the previous year.

Because of the furlough of federal government employees responsible for calculating the Consumer Price Index (CPI), the U.S. Department of Labor's publication of the CPI was delayed several weeks. As a result, this publication of the actual growth limit for 1996 was subsequently delayed.

The actual growth limit on health care expenditures for calendar year 1996 is 7.4%.

## Department of Health

### Notice Regarding the Health Care Financing Administration's Estimated Increase in Health Care Expenditures and the Projected Growth Limit for 1997 and 1998

Pursuant to *Minnesota Statutes* section 62J.04, Subdivision 1, the commissioner of health is required to publish the health care financing administration's forecast of total growth in national health care expenditures. In addition, by April 15 of each year that the interim growth limits are in effect, the commissioner is required to publish the projected growth limit for the following year.

The health care financing administration (HCFA) estimates that national health care expenditures grew 6.1% between 1993-1994 and 7.4% between 1994 and 1995. HCFA estimates that national health care spending will grow 7.9% between 1995 and 1996.

The projected growth limit for Minnesota is 6.4% for 1997 and 5.7% for 1998.

## Minnesota Housing Finance Agency

### Notice of Public Hearing on Bond Issue

The Minnesota Housing Finance Agency will hold a public hearing pursuant to Section 147(f) of the *Internal Revenue Code* of 1986 on Wednesday, February 28, 1996, at 10:00 o'clock a.m., at the Minnesota Housing Finance Agency Board Room, 400 Sibley Street, Suite 300, St. Paul, Minnesota on a proposed issue of rental housing bonds in an aggregate principal amount not to exceed \$3,500,000 for the purpose of financing the acquisition and rehabilitation of a 113 unit apartment facility on behalf of 1265 Hazelwood Limited Partnership (Thomas Hurley & John Trautz, general partners). The facility is located at 1263-1293 Hazelwood in the City of St. Paul, Minnesota.

The proceeds received by the Agency from the sale of the bonds net of costs of issuance and the establishment of reserves will be loaned to the developer to be applied to the acquisition and rehabilitation of the development. The bonds will be payable from revenues received by the Agency within its Rental Housing Bond Resolution and other revenues pledged by the Agency. The State of Minnesota will not be liable thereon and the bonds will not be a debt of the state.

All persons interested will be given an opportunity to express their views at the hearing, or may present their views in writing addressed to the undersigned prior to the hearing, which written comments will be considered at the hearing.

Katherine G. Hadley, Commissioner

## Department of Labor and Industry

### Labor Standards Division

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

Effective February 12, 1996 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

**Anoka:** Technology Receptacles Blaine High School, Roosevelt Middle Schools, Madison Elementary, Mississippi Elementary, Wilson Elementary-Blaine; Technology Receptacles Champlin Elementary, Evergreen Pk Elem-Champlin.

**Blue Earth:** Sprinkler System for Mankato Est High School-Mankato.

**Crow Wing:** 1996 Terminal Bldg Expansion-Brainerd.

**Faribault:** Elmore Elementary School 1996 Asbestos Abatement Project-Elmore.

**Freeborn:** Southwest and Sibley Schools Light Thermal Break Pad Asbestos Removal-Albert Lea.

**Hennepin:** Jefferson School Asbestos Abatement & Lead Paint Stabilization-Minneapolis; Hyland Hills Ski Chalet Addition & Remodeling-Bloomington; Keewaydin School Asbestos Abatement Project-Minneapolis; Addition and Alterations to Bryn Mawr Elementary School-Minneapolis; Bethune Elementary and Franklin Middle School Improvements-Minneapolis; Bloomington Public Schools 1996 Fire Safety Remodeling, Oak Grove Intermediate-Bloomington; Bloomington Public Schools 1996 Life Safety Remodelings-Bloomington.

**Hubbard:** 12 Unit T-Hanger and Site Preparation Park Rapids Municipal Airport-Park Rapids.

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**Itasca:** Combined Maintenance Facility City of Grand Rapids-Grand Rapids.

**Kandiyohi:** Willmar Sludge Transfer and Storage Facilities Project-Willmar.

**Lincoln:** City Hall Library Remodeling-Tyler.

**Morrison:** New Airport Terminal Bldg-Little Falls.

**Ramsey:** Highland Park Elementary School Library Addition-St Paul.

**Redwood:** Redwood Falls Regional Wastewater Treatment and Conveyance Facilities Improvements-Redwood Falls/North Redwood.

**St Louis:** Electrical and Mechanical Work for the MN/DOT Virginia Headquarters Patrol Dispatch Addition-Virginia; Natural Gas Conversion Chisholm-Hibbing Airport-Hibbing; 1996 Airport Improvement Terminal Bldg Remodel-Hibbing/Chisholm.

**Stearns:** Stewart Hall Auditorium Handicapped Accessible Toilet-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

## Department of Labor and Industry and Office of Administrative Hearings

### Request for Comments Sought on Planned Amendment to Joint Rule Governing Workers' Compensation Proceedings, *Minnesota Rules Chapter 1415*

#### Subject of Rule.

The Department of Labor and Industry and Office of Administrative Hearings requests comments on its planned amendments to the Joint Rule Governing Workers' Compensation Proceedings. The departments are considering rule amendments that will overhaul the Joint Rules of Practice governing litigation before settlement judges of the Workers' Compensation Division and compensation judges in the Office of Administrative Hearings, including updating the rules pursuant to legislative changes.

#### Persons Affected.

The amendment to the Joint Rule would likely affect anyone who has reason to litigate an issue before a workers' compensation forum. The departments are appointing an advisory committee to comment on the planned rule.

#### Statutory Authority.

*Minnesota Statutes*, sections 176.83 generally, including subd. 10, 176.081, subd. 6, 176.305, subd. 1a, 176.341, subd. 6, authorize the departments to amend rules to implement the provisions of chapter 176 and to provide for the orderly processing of claims or petitions made or filed pursuant to chapter 176.

#### Public Comment.

Interested persons or groups may submit comments or information on this planned rule in writing or orally until further notice on these rules is given in the *State Register*. Comments received before mid-March will be most helpful in developing the amendments. The departments have prepared a rough draft of the planned rule amendments. To request to receive a rough draft contact Kathy Hagen at (612) 282-5294. Written or oral comments, questions, amendments, and requests for more information on this planned rule should be addressed to either:

The Honorable Rolf Hagen  
Office of Administrative Hearings  
100 Washington Square, Suite 1700  
Minneapolis, Minnesota 55401  
(612) 341-7607

or

Mary Miller  
Department of Labor and Industry  
443 Lafayette Road  
St. Paul, Minnesota 55155  
(612) 296-8726

Comments submitted in response to this notice will not be included in the formal rulemaking record when a proceeding to adopt a rule is started.

Dated: 31 January 1996

Gary W. Bastian, Commissioner  
Department of Labor and Industry  
Kevin Johnson, Chief Administrative Law Judge  
Office of Administrative Hearings

## **Metropolitan Council**

### **Notice of Public Hearings on Proposed Transit Service Reductions**

The Metropolitan Council will hold public hearings on proposed reductions in regular route transit service. Hearings will be held as follows:

#### **Public Hearings on Proposed Reductions in Transit Service**

##### **Minneapolis Routes 1, 10, 15, 35A, 35LSU, 75, 76, and St. Paul Route 95E:**

Tuesday, March 12, 1996 at 11:30 a.m., Minneapolis Public Library (Heritage Hall), 300 Nicollet Mall, Minneapolis, MN

##### **Minneapolis Routes 1, 75, 76:**

Thursday, March 14, 1996 at 7 p.m., Wayzata City Hall (Chambers), 600 East Rice Street, Wayzata, MN

##### **Minneapolis Routes 10, 15, 35A, 35LSU and St. Paul Route 50:**

Tuesday, March 19, 1996 at 7 p.m., Augsburg Park Library, 7100 Nicollet Ave. S., Richfield, MN

##### **St. Paul Routes 10, 11, 15, 17, 22, 94S:**

Tuesday, March 12, 1996 at 7 p.m., Maplewood Inn at Maplewood Mall, I-694 at White Bear Ave., Maplewood, MN

##### **St. Paul Routes 10, 11, 15, 17, 22, 50, 94S:**

Wednesday, March 13, 1996 at 11:30 a.m., Mears Park Centre (Council Chambers), 230 East Fifth Street, St. Paul, MN

##### **St. Paul Routes 10, 11, 15, 17, 22, 50, 94S, 95E:**

Monday, March 18, 1996 at 7 p.m., Mears Park Centre (Council Chambers), 230 East Fifth Street, St. Paul, MN

#### **Proposed Service Reductions by Route:**

##### **Minneapolis Routes:**

#1 - eliminate all Saturday service.

#10 - eliminate South Minneapolis portion except for weekday rush hour.

#15 - eliminate BG & H, retain ADF but reduce rush hour on 66th Street; eliminate all but weekday rush hour on 54th Street F.

#35A - eliminate all service.

#35LSU - eliminate all service southwest of 106th and Humboldt; eliminate latest morning rush hour and earliest and latest evening rush hour trips.

#75 - eliminate all service west of Wayzata, except 75EN; eliminate last night trip.

#76 - eliminate all service.

##### **St. Paul Routes:**

#10 - eliminate all Saturday service and all weekday service west of downtown at night; consolidate with Route 15 for reduced geographic coverage east of downtown.

#11 - eliminate all Sunday service and eliminate night service on all other days.

#15 - consolidate with Route 10 for reduced geographic coverage.

#17 - eliminate all service.

#22 - eliminate all service.

## Official Notices

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#50 - eliminate all service.

#94S - eliminate all service, replace some trips with Route 12 extensions.

#95E - reduce frequency.

All interested persons are encouraged to attend a hearing and offer comments. Comments can be made about the proposed reductions in service for any route at any of the hearings. People may register in advance to speak by calling 349-7780 or 349-7439 (TTY). Upon request, the Council will provide reasonable accommodations to persons with disabilities.

Comments may be made several ways in addition to speaking at the hearings. Written comments, which must be received by 5 p.m., March 22, 1996 should be sent to Leonard Oppenheimer, Metropolitan Council Transit Operations, 560 Sixth Ave. N. Minneapolis, MN 55411. Comments may be faxed to Mr. Oppenheimer at 349-7675. Comments may be recorded on the Public Hearing Comment Line at 291-6536. Comments also may be sent by e-mail to: [data.center@metc.state.mn.us](mailto:data.center@metc.state.mn.us)

Copies of the public hearing drafts of proposed service reductions may be obtained from the Council's Data Center by calling 291-8140 or 291-0904 (TTY). PROPOSED REDUCTIONS ARE ALSO IN THE TAKE-OUT PAMPHLETS ON METROPOLITAN COUNCIL TRANSIT OPERATIONS (MCTO) BUSES PRECEDING THE HEARINGS.

## Metropolitan Council

### Notice of Intent to Amend the *Transportation Development Guide Chapter/Policy Plan*

This notice is prepared and published in accordance with the Metropolitan Council's Administrative Procedures dated June 26, 1992.

The Council will undertake a major amendment to its *Transportation Development Guide Chapter/Policy Plan* during 1996. A number of important problems and issues are expected to be addressed in the amendment, including but not necessarily limited to: responding to direction provided in the Regional Blueprint; providing methods to implement the development scenario to be adopted by the Council in mid-1996; reevaluating the revenue forecasts for the planning period; revisiting the adopted policy on major capital investments; determine the viability of alternative funding sources, such as tolls and congesting pricing; bringing the plan up-to-date as it relates to the Federal Clean Air Act; and incorporating the recommendations of the region's Congestion Management System.

At this time, the Council anticipates adopting the amendments by the end of 1996. This schedule would provide the official public hearing on the "draft" in late October/early November 1996. This is a preliminary schedule and is subject to change. The schedule and dates should be verified with the project manager.

Interested parties may submit written or oral data or views on the proposed revision. Those persons wanting to be added to the Council's mailing list for material related to the amendment should send their name and mailing address to the project manager:

Carl Ohrn, Planning Analyst  
Metropolitan Council  
230 E. Fifth St.  
St. Paul, MN 55101  
612/291-2719  
612/291-0904 (TTY)

FAX comments to: 612/229-2739

Record comments on the Council's Public Comment Line: 612/291-6536.

Send comments electronically to: [data.center@metc.state.mn.us](mailto:data.center@metc.state.mn.us)

The changes proposed in the revision may affect the standards for determining projects of metropolitan significance in the Metropolitan Significance Rules, *Minnesota Rules* Chapter 5800.

## Minnesota Comprehensive Health Association

### Notice of Meeting of the Executive Committee

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association (MCHA), Executive Committee will be held at 9:30 a.m., on Thursday, February 15, 1996 at HealthPartners, 8100 34th Avenue South, Bloomington, Minnesota. The meeting will be in the "Viking" room on the second floor.

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

## **Department of Natural Resources**

### **Bureau of Real Estate Management**

#### **Notice of Proposed Conveyance for the Purpose of Correcting Legal Descriptions of Boundaries Affecting the Ownership Interests of the State and Adjacent Landowners**

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Natural Resources intends to correct a boundary discrepancy which affects land presently owned by the State and land owned by David M. and Sharon K. Eastlund; Michael, Steven and Paul Forsberg, Duane and Charlene Forsberg Mahoney; Ronald, Janice, Brian and Raymond Mahoney and Sheila Goettel; and John C. and Joleen A. Peterka (*Minnesota Statutes* 84.0273, 1993). The State originally acquired its property by Warranty Deed recorded in the Office of the Douglas County Recorder March 18, 1966 in Book 87 of Deeds, page 306 and May 23, 1966 in Book 90 of Deeds, page 368. The State will exchange quit claim deeds with the adjacent owner in order to resolve the boundary discrepancy.

The deed from the State to David M. and Sharon K. Eastlund will contain the following legal description:

Lot 5, Block 1, Laven's Wildlife Scenic Addition, to the City of Osakis, Douglas County, Minnesota, according to the recorded plat on file and of record in the office of the County Recorder, Douglas County, Minnesota.

The deed from the State to Michael, Steven and Paul Forsberg; Duane and Charlene Forsberg Mahoney will contain the following legal description:

Lot 7, Block 1, Laven's Wildlife Scenic Addition, to the City of Osakis, Douglas County, Minnesota, according to the recorded plat on file and of record in the office of the County Recorder, Douglas County, Minnesota.

The deed from the State to Ronald, Janice, Brian and Raymond Mahoney and Sheila Goettel will contain the following legal description:

Lot 8, Block 1, Laven's Wildlife Scenic Addition, to the City of Osakis, Douglas County, Minnesota, according to the recorded plat on file and of record in the office of the County Recorder, Douglas County, Minnesota.

The deed from the State to John C. and Joleen A. Peterka will contain the following legal description:

Lots 9 and 10, Block 1, Laven's Wildlife Scenic Addition, to the City of Osakis, Douglas County, Minnesota, according to the recorded plat on file and of record in the office of the County Recorder, Douglas County, Minnesota.

For further information, contact Martha Bonneville at the Bureau of Real Estate Management, DNR, 500 Lafayette Road, St. Paul, MN 55155, (612) 296-0636.

## **Pollution Control Agency**

### **Notice to Solicit Outside Information and Opinion In the Matter of Proposed Rule Amendments to *Minnesota Rules* ch. 7040; Governing Sewage Sludge Management**

**NOTICE IS HEREBY GIVEN** that the Minnesota Pollution Control Agency (MPCA) is seeking opinions, information and comments from sources outside the MPCA to assist in the preparation of proposed amendments to rules governing the management of sewage sludge in Minnesota, as found in *Minnesota Rules* ch. 7040. The amendment of this rule is authorized by *Minnesota Statutes* § 116.07, subd. 4, and requires the MPCA to have standards for the processing and disposal of sewage sludge to prevent, abate, or control water pollution.

*Minnesota Rules* ch 7040 includes rules governing the design, location, and operation of sewage sludge landspreading sites and facilities, and the corresponding permit program as administered by the MPCA. Proposed rule amendments will incorporate new federal regulations for sewage sludge management as found in the *Code of Federal Regulations*, title 40, part 503 (1993).

The MPCA is seeking information or opinions from interested parties concerning the subject matter and proposed amendments of the rule. Issues to be addressed in the development rule amendments include: agronomic application rates; minimum suitable soil requirements; landspreading on frozen and snow covered ground; landspreading on non-agricultural land; sewage sludge metal concentrations and pollutant loading limits. Persons likely to be affected by proposed rule amendments include wastewater treatment plant operators and those interested in water quality in Minnesota.

In 1993, the MPCA initiated planning and development work for this rule amendment effort. On December 13, 1993, the MPCA published an initial Notice to Solicit Outside Information and Opinion in the *State Register* (18 S.R. 24). This Notice announced that the MPCA intended to develop proposed amendments to *Minnesota Rules* 7040 over a two year period, that the MPCA planned

## Official Notices

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to hold round table discussions with wastewater treatment plant operators and county solid waste officers, that the MPCA planned to form an advisory committee, and that the MPCA intended to develop proposed rule amendments that would incorporate federal regulations for sewage sludge, *Code of Federal Regulations*, title 40, part 503 (effective February 19, 1993). In 1994, the Agency held round table discussions with wastewater treatment plant operators and county solid waste officers to discuss the development of the rule amendments. From 1995 - 1996, the MPCA utilized an advisory committee to participate in the development of proposed rule amendments. Committee members consist of representatives from the United State Department of Agriculture Soil Conservation Service, Metropolitan Council Wastewater Services, University of Minnesota Department of Soil Science and Extension Service, Consulting Engineers Council, Municipal Wastewater Operators Association, and the Minnesota Section of Central States Water Environmental Association.

Because of the two-year timeframe in planning and developing the rule amendments effort, interested persons or groups may again submit data or views concerning the subject matter of the rule in writing or orally. All statements of information and opinion will be accepted by the MPCA until 4:30 P.M. (CST) on Thursday, March 7, 1996; and will become a part of the rulemaking record. In the event that rule amendments are adopted, all comments will be submitted to the assigned administrative law judge as required by law. Persons wanting more information about the advisory committee, the 1994 round table discussions, or a copy of MPCA's proposed draft rule amendments which are expected to be available mid-February, 1996, may also contact the MPCA staff listed below.

Jorja DeFresne, Sludge Coordinator  
Telephone: (612) 296-9292  
Charlotte Morrison, Rule Revision Coordinator  
Telephone: (612) 296-7229  
Minnesota Pollution Control Agency  
Point Source Compliance Section  
520 Lafayette Road North  
Saint Paul, Minnesota 55155-4194  
Minnesota Toll Free: 1-800-657-3864  
FAX: (612) 297-8683  
TDD: (612) 282-5332

Charles W. Williams  
Commissioner

## Department of Transportation

### Petition of Blue Earth County for a Variance from State Aid Requirements for AFTER-THE-FACT PLAN APPROVAL

**NOTICE IS HEREBY GIVEN** that the Blue Earth County Board has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a signal construction project on County State Aid Highway Nos. 54 and 83 at Trunk Highway No. 22 in the City of Mankato.

The request is for a variance from Minnesota Rules for State Aid Operations 8820.2800, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to permit plan approval after award of contract, in lieu of the required State Aid plan approval prior to award of contract on the signal construction project on County State Aid Highway Nos. 54 and 83 at T.H. No. 22 in the City of Mankato.

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, St. Paul, Minnesota 55155.

If a written objection is received within 20 days from the date of this notice in the *State Register*, the variance can be granted only after a contested case hearing has been held on the request.

Dated: 1 February 1996

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

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## Professional, Technical & Consulting Contracts

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## State Grants

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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### Department of Corrections

#### Notice of Availability of Funds

The Minnesota Department of Corrections, Community Services Division, announces the availability of funds for juvenile restitution programs.

Funds are available for counties and/or nongovernmental, community-based agencies and programs to provide a restitution program for juveniles. The grant program will provide funding of up to \$25,000 per selected applicant. The funds will be available for approximately 12 months, July, 1996 - June, 1997.

There is no assurance of continued funding for following fiscal years.

The deadline for proposal submission is March 22, 1996, 4:30 p.m. To receive a request for proposal which describes in detail how to apply for this funding, contact Nancy Montemurro, Minnesota Department of Corrections, Community Services Division, 1450 Energy Park Drive, Suite 200, St. Paul, Minnesota 55108-5219. Telephone (612) 642-0235.

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## Professional, Technical & Consulting Contracts

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 Administration

#### State Designer Selection Board

#### Request for Proposals for a University of Minnesota Project

##### To Minnesota Registered Design Professionals:

Due to limited consultant response as well as incomplete proposals the first time this Project was advertised, the State Designer Selection Board and the University of Minnesota have made a decision to readvertise Project 13-95 (now known as Project 13A-95).

The State Designer Selection Board has been requested to select a designer for this upcoming University of Minnesota project. Design firms who wish to be considered for this project should deliver proposals on or before 4:00 p.m., Monday, March 4, 1996, to:

Mary Closner  
Executive Secretary, State Designer Selection Board  
Department of Administration  
50 Sherburne Avenue, Room G-10  
St. Paul, Minnesota 55155-3000

## Professional, Technical & Consulting Contracts

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### The proposal must conform to the following:

- 1) Six (6) copies of the proposal will be required.
- 2) All data must be on 8½" x 11" sheets, soft bound. No more than 20 printed faces will be allowed.
- 3) The cover sheet of the proposal must be clearly labeled with the Project number, as listed in number 7 below, together with the designer's firm name, address, telephone number, and name of the contact person.
- 4) Proposal Summary:

All proposals shall begin with a summary which includes only the following items:

- a) Name of firm and its legal status.
  - b) Names of the persons responsible for both the management and production of the work including consultants and Minnesota registration numbers.
  - c) The proposal shall contain a statement indicating that the consultants listed have been contacted and have agreed to be a part of the design team.
  - d) A commitment to enter the work promptly, if selected, by engaging the consultants and assigning the persons named in 4(b) above, along with adequate staff to meet the requirements of work.
  - e) A list of State and University of Minnesota current and past projects and studies awarded to the prime firms(s) submitting this proposal during the four (4) years immediately preceding the date of this request for proposal. The prime firm(s) shall list and total all fees associated with these projects and studies whether or not the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid directly to engineers or other specialty consultants employed on the projects and studies listed pursuant to the above. NOTE: Please call and leave your fax number for a copy of the acceptable format for providing this information.
  - f) In accordance with the provisions of *Minnesota Statutes*, 1981 Supplement, Section 363.073; for all contracts estimated to be in excess of \$50,000.00, all responders having more than 20 full-time employees at any time during the previous 12 months must have an affirmative action plan approved by the Commissioner of Human Rights before a proposal may be accepted. Therefore, the proposal shall include one of the following:
    1. A copy of your firm's current certificate of compliance issued by the Commissioner of Human Rights; or
    2. A statement certifying that the firm has a current certificate of compliance issued by the Commissioner of Human Rights; or
    3. A statement certifying that the firm has not had more than 20 full-time employees at any time during the previous 12 months.
- 5) Additional Proposal Contents:
- a) Expanded resumes showing qualification of individuals, listed in 4(b) above, administering or producing the major elements of the work, including consultants. Identify roles that such persons played in projects which are relevant to the Project at hand.
  - b) A discussion of the firm's understanding of and approach to the Project.
  - c) A listing of relevant past projects.
  - d) A section containing graphic material (photos, plans, drawings, etc.) as evidence of the firm's qualifications for the work. The graphic material must be identified. It must be work in which the personnel listed in 4(b) above have had significant participation and their roles must be clearly described. It must be noted if the personnel were, at the time of the work, employed by other than their present firms.
- 6) Other design firms wishing to have their proposals returned after the Board's review must follow one of the following procedures:
- a) Enclose a self-addressed stamped postal card with the proposals. Design firms will be notified when material is ready to be picked up. Design firms will have two (2) weeks to pick up their proposals, after which time the proposals will be discarded; or
  - b) Enclose a self-addressed stamped mailing envelope with the proposals. When the Board has completed its review, proposals will be returned using this envelope.

In accordance with existing statutes, the Board will retain one copy of each proposal submitted.

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## Professional, Technical & Consulting Contracts

Any questions concerning the Board's procedures, their schedule for the Project herein described or the fee format form may be referred to Mary Closner at (612) 296-4655.

### 7) PROJECT 13A-95

#### Remodeling of Room #200 of the Chemistry Building

U of M - Duluth Campus

Duluth, MN

- **PROJECT DESCRIPTION**

Remodeling of an auditorium for 380 students on the University of Minnesota Duluth Campus, Room 200 of the Chemistry Building. The project will revitalize this 1950 vintage, steep sloped demonstration auditorium. The University intends to bring this heavily used demonstration auditorium up to current teaching standards and provide flexibility for the rapidly changing audiovisual options.

The scope of the project includes full architectural/engineering services for the project including mechanical, electrical, architectural, acoustical, audiovisual, scheduling, and cost estimating services. The essential upgrades are expected to include demolition of the room interior, (removal of asbestos materials will be by separate contracts at University direction), installation of new wall, floor, and ceiling treatments, upgrading of ventilation and air conditioning systems, full fire protection systems, new seating, and flexibility for enhanced audiovisual presentations.

- **CONSTRUCTION BUDGET/FEES**

The current construction budget is anticipated to be approximately \$666,000. The project cost, including all fees and permits, has been fixed at \$850,000. The maximum designer fee available for all phases of the project, including programming, additional construction phase services and all travel and reimbursables, is approximately \$70,000.

- **CONSULTANT REQUIREMENTS**

A designer should have applicable prior experience in building and auditorium renovation, code compliance corrections, fire and life safety, acoustics, auditorium audiovisual design, and cost estimating. It will be necessary for the design team to thoroughly evaluate the room deficiencies and provide the most cost-effective solution to completely upgrade the room within the available funding. Good design practices including careful planning and prioritization within the available funds, will be considered as an asset.

- **PROJECT SCHEDULE**

Overall project scheduling for planning and phasing of the project is essential in order to insure delivery of the completed project by the start of classes in September of 1997. Given the heavy usage of this space, it will be necessary to keep the room in service as long as possible and minimize the amount of time for demolition and construction. A project team will be responsible to monitor contractor's forces and work closely with both the contractor and University to insure timely project delivery.

- **INFORMATIONAL MEETING - SITE INSPECTION**

A site tour will be limited to firms shortlisted for final interview and will be scheduled prior to final interviews.

- **PROJECT CONTACT**

Charles K. Koncker, Senior Project Manager  
U of M - Twin Cities Campus  
Facilities Management  
400 Donhowe Building  
319 - 15th Avenue S.E.  
Minneapolis, MN 55455  
Phone: (612) 624-0828/Fax: (612) 625-2595

- **STATE DESIGNER SELECTION BOARD SCHEDULE**

Tuesday, March 19, 1996 - Shortlist  
Tuesday, April 2, 1996 - Interviews

Douglas Wolfangle, Chair  
State Designer Selection Board

# Professional, Technical & Consulting Contracts

## Department of Economic Security

### Production Services Branch

#### Request for Proposals (RFP) for a Supervisory Feedback System

The Minnesota Department of Economic Security (STATE) is seeking proposals from qualified vendors to provide a manager/supervisor "360 degree" feedback development system based on the values, visions, and goals of the department.

The purpose of this Request for Proposal (RFP) is to solicit proposals for a system that will identify the perceptions and observable traits associates have of department managers and supervisors based on the objective and subjective values, visions, and goals of the department; identify training needs for each participant; and be able to provide annual review to determine results.

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

The desired system will use a survey instrument to determine how each manager and supervisor is perceived by his or her peers, subordinates and supervisors (associates) using objective and subjective values. This information will be used to evaluate the individual participant and provide a 360 degree feedback on how the participant can improve. The successful responder will be expected to provide annual evaluations for up to 100 managers and supervisors for at least three years. The STATE intends to offer the successful responder a contract for three years.

Approximately 100 managers and supervisors will participate. The STATE expects to use up to 20 associates for evaluating each participant. It is expected that the cost, excluding workshops, will be no more than \$13,000 per year.

Responses must contain the following:

- A detailed explanation of the proposed system, what instruments will be used to evaluate managers and supervisors and how the system provides 360 degree feedback.
- An explanation of how the proposed system will provide participants feedback from peers, subordinates and supervisors on his or her leadership style and commitment to the department's core values.
- An explanation of the research supporting questions used on feedback questionnaires; including experience showing that the proposed system is a successful tool for developing management personnel.
- How feedback reports will be personalized for each participant comparing prediction to result and the participant to the participant group. It is expected this report will include an evaluation of results in each category and suggestions on what the participant can do to improve. Extra consideration will be given if the responder can provide feedback reports in an alternative media in addition to print. For instance: video portrayals of personal results.
- The ability to provide aggregate reports of the feedback is necessary to identify training needs. Isolating data by organizational unit and managerial layers (manager/supervisor) is desired.
- An explanation or listing of follow up workshops, training, or seminars that are available from the responder to reinforce the principles of the program, with associated costs. These should include skill building, group interaction, and professional interpretation. Note: This RFP does not include providing any of these workshops, training or seminars. However, the availability of such will be a factor in determining a successful bidder.
- A cost per participant for the feedback instrument proposed including the preparation of the personalized report.
- A cost for the aggregate reports.

Responders may propose additional tasks or activities if they will substantially improve the results of this project.

Prospective responders who have any questions regarding this request for proposal may call or write:

Dave Haney, Director  
Tax Office  
Department of Economic Security  
390 North Robert Street  
St. Paul, MN 55101  
612/296-3736

**Other Department of Economic Security personnel are NOT authorized to discuss the RFP with anyone, including responders, before the proposal submission deadline. The deadline for submitting proposals is 3:30 p.m., March 1, 1996.**

All proposals must be received by Mr. Haney at the above address. Late proposals will not be accepted.

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## Professional, Technical & Consulting Contracts

In compliance with *Minnesota Statutes* 16B.167, state employees are being offered an opportunity to respond to this request. We will evaluate the responses of any state employee along with other responses to this Request for Proposal.

All proposals received by the deadline will be evaluated by representatives of the STATE's management team. Factors on which proposals will be judged include, but are not limited to, the following:

- 7% Expressed understanding of the proposal objectives;
- 45% The components of the proposal which detail how managers and supervisors will get 360 degree feedback;
- 35% Cost Detail;
- 13% Qualifications of both company and personnel. Experience of personnel who are committed to work on the contract will be given greater weight than that of the firm.

It is expected that evaluation and selection of the successful responder will be completed by March 1, 1996.

Submit six (6) copies of the proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed in ink, by an authorized member of the firm. Prices and terms of the proposal as stated must be valid for the length of any resulting contract.

The successful responder will be required to submit acceptable evidence of compliance with Minnesota Workers' compensation insurance coverage requirements prior to execution of the contract.

The state's contract language includes the following terms and conditions (summarized here) which you should be aware of in preparing your response.

- 1) Compensation will be for all services performed, unless a specific payment schedule is mutually agreed upon. The state DOES NOT make regular payments based on the passage of time, it only pays for services performed or work delivered AFTER it is accomplished.
- 2) Payment is only made after the submission of an authorized invoice to the state. The state must pay its invoices within 30 days of receipt, unless they are formally contested.
- 3) Reimbursement for travel and subsistence expenses actually incurred in performance of a contract is limited to the current "Non-managerial Unrepresented Employees Plan" promulgated by the commissioner of employee relations. Travel outside of Minnesota must have received PRIOR written approval of the agency contact BEFORE it takes place. You can contact the commissioner of employee relations to get a copy of this plan.
- 4) No more than Ninety percent (90%) of the full amount due under a contract may be paid until the final product(s) of the contract have been reviewed by the agency head, and the agency head has determined that the contractor has satisfactorily fulfilled all the terms of the contract.

### Soliciting Proposals

#### Preference to Targeted Group and Economically Disadvantaged Businesses and Individuals

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, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of 4% preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline (612) 296-2600 TTD (612) 282-5799.

## Department of Economic Security

### Production Services Branch

#### Request for Proposals (RFP) for a Facilitator to Help Develop Business Models

The Minnesota Department of Economic Security (STATE or MDES) is seeking proposals from qualified vendors to support the redevelopment of our business processes and the enabling systems, specifically as they relate to the Tax system and the Workforce Centers. This will require business modeling facilitation.

The purpose of this Request for Proposal (RFP) is to solicit proposal from qualified vendors who are capable of facilitating the development of a Tax project definition, incremental developmental strategy, and necessary business framing models to support the incremental development strategy, for the revising of outdated processes and systems; and development of models for the Workforce Center Systems that document how workforce services will work regardless of the system size. Models must identify

## Professional, Technical & Consulting Contracts

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critical components, the components relationship between other components, a statement of business rules; and will be the basis for identifying projects, priorities and how resources will be expended.

Qualified vendors are defined as vendors that have experience in developing Object models, which will be the basis for initial data models; Process models in the form of Data Flow Diagrams; and Event models showing the transition of relevant objects as they travel through their life cycle and are affected by events. The approach must be a process similar or equivalent to IBM's Joint Application Development Approach (JAD) and be user-centric.

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

MDES has approximately \$98,000 to complete this project.

Copies of the complete Request for Proposal may be obtained by contacting:

Dru Moeding, Project Manager  
Management Planning Office  
Department of Economic Security  
390 North Robert Street  
St. Paul, MN 55101  
612/297-3452

No other Department of Economic Security personnel are authorized to discuss the RFP.

The deadline for submitting proposals is 3:30 p.m., February 26, 1996.

## Office of Environmental Assistance

### Proposals Sought for Sustainable Development Communications Project

#### I. BACKGROUND

The Minnesota Office of Environmental Assistance (OEA) is seeking proposals for the development of communication messages that will best convey the sustainable development principles espoused in the *Challenges for a Sustainable Minnesota: A Minnesota Strategic Plan for Sustainable Development*, a report of the Sustainable Development Initiative issued by Governor Arne Carlson and the Minnesota Environmental Quality Board in August, 1995. The communication messages will be a component in the State's broader efforts to encourage the implementation of sustainable development principles in Minnesota.

Minnesota cannot afford to choose between a healthy economy and protecting the environment. All economic and social activity depends on healthy and renewing natural resources. Thus, the goals of environmental quality and economic development must be considered together; they are mutually dependent. Yet, environmentalists, business leaders, government officials, and citizens sometimes view economic development and environmental quality as mutually exclusive and conflicting goals: jobs versus conservation, economic prosperity versus environmental protection, humans versus endangered species.

The principles of sustainable development offer a new path to resolving these issues. Because Minnesota has finite resources and a growing population, people must find ways of meeting their needs without wasting or degrading natural resources while expanding economic opportunities. There are nine general principles of sustainable development identified by "Challenges for a Sustainable Minnesota:"

**INTERDEPENDENCE.** Human progress depends on healthy social, economic and natural systems. These systems are interdependent.

**FORESIGHT.** The effect that proposed actions may have on the ability of future generations to meet their own needs must be given primary consideration.

**EMPLOYMENT.** A sustainable society requires employment opportunities that offer the ability to provide the necessities of life over the long term.

**DIVERSITY.** Biological, economic and social diversity contributes to society's stability and long-term sustainability.

**EFFICIENCY.** Sustainable use of energy and natural resources requires efficient resource use, prevention of problems, preferences for use of renewable, recyclable and recycled resources, and market-based incentives that reduce consumption of resources and generation of wastes.

**ECOSYSTEM FUNCTION.** Ecosystems provide the natural functions upon which people and economies depend. Their carrying capacity must be considered, preserved and restored.

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## Professional, Technical & Consulting Contracts

**INDICATORS.** Clear goals and measurable indicators are needed to ensure that public policies lead to long-term sustainability.

**COLLABORATION.** Open involvement of citizen, community, business and environmental interests, and governments at all levels is necessary to achieving sustainable development.

**RESPONSIBILITY.** All units of government and all corporate and private citizens have a responsibility to help sustain a healthy Minnesota economy and environment.

The goal of this proposal request is to develop messages that can communicate these principles in ways that will not only educate Minnesotans about the principles themselves but motivate them to act in ways that are consistent with the principles.

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

### II. PROJECT GOALS AND OBJECTIVES

#### Goals:

There are two goals for this project. The first goal is to develop communication messages that will inform Minnesotans on the principles of sustainable development and motivate them to act in ways that are consistent with those principles. The second goal is to develop an implementation plan for a multi-year grassroots education and information campaign that builds upon and complements the on-going communication efforts of the various state agencies to disseminate the sustainable development messages.

The OEA has outlined strategies for communicating public messages about sustainable development. These strategies are available in a report entitled "Communicating Sustainable Development: Strategies and Messages," which was completed in December 1995. A copy of this report is available by calling the OEA contact person identified below.

#### Objectives:

1. Promote a common language that will enable all Minnesotans to better understand sustainable development and discuss the principles of sustainable development outlined in "Challenges for a Sustainable Minnesota"
2. Create an understanding among audiences of the ways in which Minnesotans can improve the environment and expand the economy.
3. Establish the groundwork for a self-sustaining, long-term sustainable development information and education campaign.
4. Complement the on-going sustainable development communication efforts of state agencies and other entities, such as counties, business groups, and environmental organizations.
5. Promote the building of partnerships and coalitions among diverse interests and groups throughout Minnesota.
6. Serve as a broad "umbrella" message that covers a large number of more specific messages.
7. Identify specific messages that will "speak" to specific audiences;

### III. SCOPE OF WORK AND PROJECT TASKS

The Consultant will be responsible for the following tasks:

- Design and develop an overall sustainable development theme, slogan and logo for the Minnesota Sustainable Development Initiative and a statewide grassroots education and information campaign.
- Develop a series of campaign messages (no less than 5) that will best convey sustainable development principles to identified key target audiences, including multicultural populations.
- Test and evaluate message options through surveys and focus groups.
- Design a community awareness pre- and post-campaign assessment strategy which includes an evaluation component.
- Prepare camera-ready education and information packets.
- Conduct a worldwide survey of research on public and private media and message strategies that are effective in conveying the principles of sustainable development.
- Secure partners and sponsors including the Minnesota Round Table on Sustainable Development for a grassroots sustainable development education and information campaign.
- Prepare a written report describing a detailed grassroots education and information campaign plan.
- Meet regularly, but not less than monthly, with Office of Environmental Assistance and Minnesota Environmental Quality Board (EQB) staff and other state officials deemed appropriate by the OEA.

Responders may propose additional tasks or activities if they will substantially improve the results of the project.

# Professional, Technical & Consulting Contracts

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## IV. PROJECT COSTS

The OEA estimates the cost of this project to be a maximum of \$75,000.

## V. REPORTING REQUIREMENTS

Invoices for costs to be reimbursed must be filed monthly. In addition, the successful respondent will be required to provide a monthly written report about the progress of the project. The monthly report should include information about the activities conducted, problems encountered, and costs incurred under the project. In addition to the written reports, the successful respondent will be required to meet in person at least monthly with the Office of Environmental Assistance, staff from the Minnesota Environmental Quality Board, and state employees designated by the OEA.

A final report describing sustainable development communication messages and a detailed plan for a grassroots education and information campaign must be completed by July 1, 1996. The final report must include the communication messages, slogans, logos, targeted audiences for each message or messages, and how the messages were evaluated and chosen. A listing of alternative, but "rejected" messages considered may also be included. In addition, the final report must include a detailed plan for disseminating the messages through a grassroots sustainable development education and information campaign. Such a plan shall include recommendations for how Minnesota state agencies can incorporate the messages into their agencies' communication efforts. The plan should also identify parties that should be considered as partners with state agencies in disseminating the messages.

## VI. DESIRABLE ATTRIBUTES AND QUALIFICATIONS

In reviewing the proposals and selecting a contractor, the OEA will give extra consideration to proposals that demonstrate the following characteristics:

1. Previous experience in developing grassroots education and information campaigns, especially in the area of sustainable development, pollution prevention, environmental protection and economic development.
2. Familiarity with the principles of sustainable development and pollution prevention.
3. Excellent communication skills.
4. Experience in organizing and directing collaborative initiatives that involve contributing partners from public and private sectors.
5. Previous experience in the development of strategic communication plans and implementing such plans.
6. Knowledge of and prior experience working with diverse communities.

In accordance with *Minnesota Rules*' Part 1230.1910, certified Targeted Group Businesses and Individuals submitting proposals as prime contractors shall receive the equivalent of six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and Individuals submitting proposals as prime contractors shall receive the equivalent of a four percent preference in the evaluation of the their proposal.

## VII. PROPOSAL CONTENTS

The following will be considered minimum content for the proposal:

1. An outline of the respondent's related background and experience. To the extent possible, the outline should highlight any public sector work.  
Please note if the organization is owned by a targeted vendor group. If the organization is a targeted vendor or a certified Economically Disadvantaged Business or Individual, please attach a copy of the certificate from the Minnesota Department of Administration.
2. Identification of key personnel who will be assigned to this project, and a discussion of their experience and qualifications. This must include any sub-contractors the respondent plans to utilize.
3. Interpretation of the project goals, objectives, and scope of work; a statement clarifying the respondent's reporting responsibilities and the expected roles of the Office of Environmental Assistance and the respondent; and a strategy for development of the media campaign plan and achieving the project goals and objectives.
4. A detailed work plan with time frames. The work plan must contain sufficient detail for the Office of Environmental Assistance to assess whether progress is being made on the plan.
5. A project budget that identifies the costs to be incurred, explains how the costs were estimated, and identifies the sources and amounts of public and private funds secured for a grassroots education and information campaign. The maximum amount available for this project is \$75,000.
6. In accordance with the provisions of *Minnesota Statutes*, Supplement, Section 363.073; for all contracts estimated to be in excess of \$50,000.00, all respondents having more than 20 full-time employees at any time during the previous 12

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## Professional, Technical & Consulting Contracts

months must have an affirmative action plan approved by the Commissioner of Human Rights before a proposal may be accepted. A proposal will be rejected unless it includes:

- A copy of the current certificate of compliance issued by the Commissioner of Human Rights;
  - A notarized letter certifying that your firm has not had more than 20 full-time employees at any time during the previous 12 months.
7. A project budget and budget justification. (Maximum amount available for this project is \$75,000.00).
  8. Use of post-consumer recycled paper is encouraged as is non-toxic color ink and use of both sides of pages.

The successful responder will be required to submit acceptable evidence of compliance with worker's compensation insurance coverage requirements prior to the execution of the contract.

Names and telephone numbers of references must be provided in the proposal.

Please check proposals before submission to ensure all the required information listed above is included. Proposal sections should be clearly titled. Proposals omitting any of the required sections may not be evaluated.

### VIII. DEADLINE FOR SUBMITTING PROPOSALS

All proposals must be received by the Office of Environmental Assistance no later than 4:00 p.m. Friday, March 8, 1996. Late proposals will not be accepted. Please send three copies of the proposal. Each copy of the proposal must be signed in ink by an authorized representative of the organization submitting the proposal.

All proposals must be sent to and received by the OEA staff member identified below.

### IX. CRITERIA USED TO EVALUATE THE PROPOSALS

An OEA staff committee will evaluate the complete proposals. The evaluation will be based, at a minimum, on the following considerations:

1. Proposer's qualifications, background, and experience based on the RFP (experience of personnel committed to project given greater weight than that of overall firm).
2. Degree to which the proposal demonstrates a working understanding and adherence to the principles of sustainable development listed in the RFP.
3. Degree to which proposal demonstrates an understanding of and effort to meet the goals and objectives of the RFP.
4. Degree to which the work plan details demonstrate that the scope of work and project tasks can be accomplished within the proposed timeframe.
5. Degree to which the budget details demonstrate that the scope of work and project tasks can be accomplished within the proposed budget, that the proposed budget is cost-effective, and that budget items represent reasonable costs associated with the project.

The OEA may choose to interview all or some of the organizations or individuals that submit complete proposals. One responder will be selected by the OEA based upon the evaluation factors listed above.

Expected contractor selection date is March 22, 1996 with the contract start date to be Monday, April 1, 1996.

### X. CONTRACT COMPLETION DATE

The Contractor shall submit the grassroots sustainable development education and information campaign plan to the Director of the OEA on or before June 30, 1996. All project activities shall be completed by June 30, 1996.

### XI. CONTACT PERSON

Prospective responders who have any questions regarding this request for proposal may call or write:

Susan Ward  
Office of Environmental Assistance  
520 Lafayette Road North, 2nd floor  
St. Paul, Minnesota 55155-4100  
612-215-0227 or 612-296-3417. Toll Free: 1-800-657-3843.

Other OEA personnel are not allowed to discuss the request for proposal with anyone, including responders, before the proposal submission deadline.

*In compliance with Minnesota Statutes 16B.167, the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee along with other responses to this Request for Proposal.*

# Professional, Technical & Consulting Contracts

## Department of Health

### Minnesota Diabetes Control Program

#### Notice of Minigrant Opportunity: Community-Based Diabetes Mini-Grant Program

##### Purpose

The Minnesota Diabetes Control Program (MDCP), Division of Family Health, is seeking proposals from communities with a coalition\*

to plan and implement a community-based diabetes project. The coalition will plan the project in a two-day "Diabetes Today" workshop facilitated by MDH Diabetes Unit staff.

\*A coalition is a group of individuals formed for the purpose of carrying out a specific task or project. It can also be called a task force, team, or committee.

##### Eligibility Criteria

Eligible applicants for this grant are clinics, hospitals, Community Health Boards, Public Health Nursing Agencies, or Indian reservations. Any public or private community health entity which is part of a coalition (see italics above) is eligible for a mini-grant, **providing it serves a significant minority population.**

##### Scope of the Project

The primary purpose of this three-year initiative is to provide "seed money" to two coalitions (one in 1995-96 and one in 1996-97) to plan, implement, and evaluate a community-based diabetes project. Projects must focus exclusively on people with diabetes and the factors that affect their care. The Minnesota Department of Health will contract with each selected community health entity to support the development of a community-based intervention targeting diabetes in that community.

Following a "Diabetes Today" workshop in the first year of funding, each coalition will receive an additional two years of funding to carry out and evaluate the community diabetes project.

##### Budget/Time Frame

It is expected that two communities will be funded, one in 1995-96 and the other beginning in 1996-97. Each community will receive up to \$2000 in the first funding year to cover the costs of the two-day Diabetes Today training (transportation, day care, meals, etc.). Then the community will receive \$2500 for each of the two years following the training for implementation and evaluation of the diabetes intervention, based on the availability of funds and progress toward meeting contract objectives.

##### Administrative Program Support

In addition to the financial support provided via the mini-grant, the MDCP will provide administrative and program support through:

- (a) conducting a two-day Diabetes Today workshop for coalition members
- (b) consulting on-site and via the telephone as needed
- (c) providing resource materials (e.g. MDCP-developed resources such as the *Diabetes Education Resource Kit* and *Diabetes and Quality Improvement: A Guide for Primary Care*)

Prospective applicants who have any questions regarding this Request for Proposals may call, write or fax:

Sabina Cohen, Coordinator, Core Diabetes Control Program  
Minnesota Department of Health  
717 Delaware St, SE  
P.O. Box 9441  
Minneapolis, MN 55440-9441  
Tel: 612/623-5238  
Fax: 612/623-5775

Applications are due by 4:30 PM on Friday March 29, 1996.

## **Housing Finance Agency**

### **Request for Proposal for Consulting Services**

The Minnesota Housing Finance Agency expects to have available a Request for Proposal for Consulting Services on February 5, 1996. The services to be provided by a qualified consulting firm are to assist the Agency in a comprehensive analysis for the Agency's options for servicing its homeownership first and second mortgages internally. The objectives for this analysis are to understand and evaluate the following: the economic feasibility of servicing some or all of these loans internally; the impact on our customers if the servicing is transferred out-of-state as a result of an acquisition or merger of a local Minnesota servicer; the public policy implications of bringing servicing in-house; and the non-financial issues involved in bringing servicing in-house, such as the impact on customer service and personnel management issues.

Proposals are to be submitted to Minnesota Housing Finance Agency, Robin Hanson, Deputy Commissioner, 400 Sibley Street, Suite 300, St. Paul, Minnesota 55101-1998, no later than 12:00 p.m., noon, March 11, 1996. A copy of the request for proposal can be obtained by calling the Agency at 612/296-9813. Facsimile proposals will not be accepted.

## **Pollution Control Agency**

### **Request for Proposals Sought for Organizational Consultant**

The Minnesota Pollution Control Agency requests proposals to assist in the examination of key organizational issues and to identify methods to further improve effectiveness. The project will identify where we are as an agency, where we'd like to be and the gap between the two. This contract is part of the MPCA's ongoing effort to better focus on environmental protection and to better respond to customer needs.

Contract Period: April 1 - August 30, 1996

Proposals must be received not later than 4:00 p.m. CST, March 4, 1996.

To obtain a copy of the Request for Proposals, contact:

Paul Schmiechen  
Minnesota Pollution Control Agency  
520 Lafayette Road  
St. Paul, MN 55155  
Phone: 612/296-7795  
Fax: 612/297-8324

## **State Lottery**

### **Notice of Request for Proposal for Lottery Signage**

The Minnesota State Lottery is requesting proposals from individuals and firms for the design and manufacture of Lottery signage for placement at Lottery retailers. The signage will be compact in size, non-illuminating and used primarily on the top of gas pumps and canopy poles. It is estimated that the Lottery will purchase approximately 2,500 signs.

Copies of the RFP are available upon request. Requests should be directed to:

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

# Non-State Public Bids, Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *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 project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

## Hennepin County

### Notice of Potential Availability of Contracts for a Variety of Highway Related Technical Activities

The Hennepin County Department of Public Works may require the services of qualified consultants to assist it with the implementation of its highway program. Work for consultants may include, but not be limited to:

- A. Preliminary Design (Project Development Reporting and Geometric Layouts).
- B. Detail Design including Preparation of Plans and Specifications (Roadway, Storm Sewer, Water, Lighting, Signing, Traffic Control, Signing and Striping, Traffic Signals and Hydraulics).
- C. Bridge Design including preliminary and detail design.
- D. Bridge inspection and reporting.
- E. Specialty Designs and Environmental Studies (Landscaping, Water Quality, Wetland Mitigation, Agency Permit Application and Cultural Resource Reports).

Consultants who wish to be considered for any potential projects should furnish the following information:

1. Federal Form 254 and firm brochure, if any.
2. Indicate in which fields key personnel are registered (Engineer, Architect, etc.).
3. Indicate whether or not your firm has an approved Affirmative Action Plan.
4. Provide a statement that your firm follows all applicable federal, state and local laws and regulations regarding employment.

Qualified consultants who wish to be considered will be invited to participate in a consultant selection process. The consultant selection panel will recommend consulting firms for specific projects for which design work may begin by May, 1996.

This is a request to provide a qualification statement and a letter of interest. Six copies of expressions of interest in being considered shall be delivered to the address indicated below not later than four o'clock (4:00) P.M., March 8, 1996.

Bruce M. Polaczyk, P.E.  
Design Administrative Engineer  
320 Washington Avenue South  
Hopkins, Minnesota 55343

Dated: 23 January 1996

## Minnesota Historical Society

### Notice of Request for Proposals for Conservation of the Leif Erikson Statue

The Minnesota Historical Society is seeking proposals from qualified firms and individuals to provide conservation services to the cast bronze Leif Erikson sculpture by John Karl Daniels, which includes; cleaning to remove corrosion; sampling and analysis of the corrosion products, repatinating areas of patina loss, preventing or retarding future corrosion, writing maintenance procedures which includes training personnel, and documentation of work performed. The statue is 136" wide by 28" high with pedestal, and is located on the west side of the Minnesota State Capitol, St. Paul, Minnesota, on the exterior mall at Park Street and University Avenue.

This request is open only to proposers experienced in outdoor sculpture conservation methods. In order to be qualified, a proposer must have provided such services in the past, and must demonstrate a thorough understanding of the proposed work.

The Request for Proposals is available by calling or writing Wallace Chase, Contracting Officer, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, MN 55102. Telephone No. 612-297-5863. Fax No. 612-297-3343. Proposals must be received no later than March 14, 1996. Details concerning proposal submission requirements are included in the Request for Proposals.

# 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**

Also by Henderson...

### Landscaping for Wildlife

Revised, spiral-bound edition of our best-selling guide to landscaping your property to attract wildlife is now available! This book offers easy-to-follow, affordable landscape plans specifically geared for the Midwest climate. Attract everything from butterflies to hummingbirds, cardinals to wood ducks and deer. Features 185 color photos and numerous diagrams and charts. 138pp. plus index. (MN Dept. of Natural Resources, 1994) **Stock No. 9-15 \$10.95**

### Woodworking for Wildlife

Revised and expanded in 1992. *Woodworking for Wildlife* is now full-color and spiral bound. Features numerous diagrams for building shelters for birds and mammals. Includes plans for the Peterson bluebird house, bat houses, platforms for the great horned owl, wood duck nest boxes, and more. Offers information on 50 species of birds and mammals. 111pp. (MN Dept. of Natural Resources, 1994) **Stock No. 9-14 \$9.95**



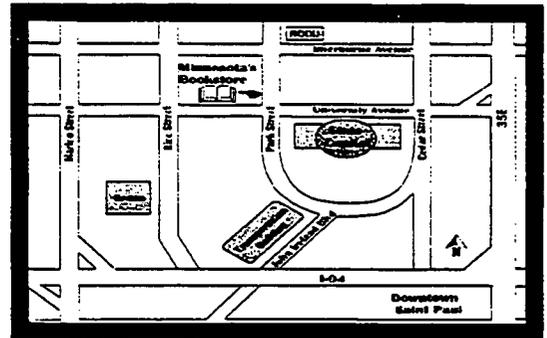
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9-14	Woodworking for Wildlife	9.95		
9-25	Three-volume SET	36.95		
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