

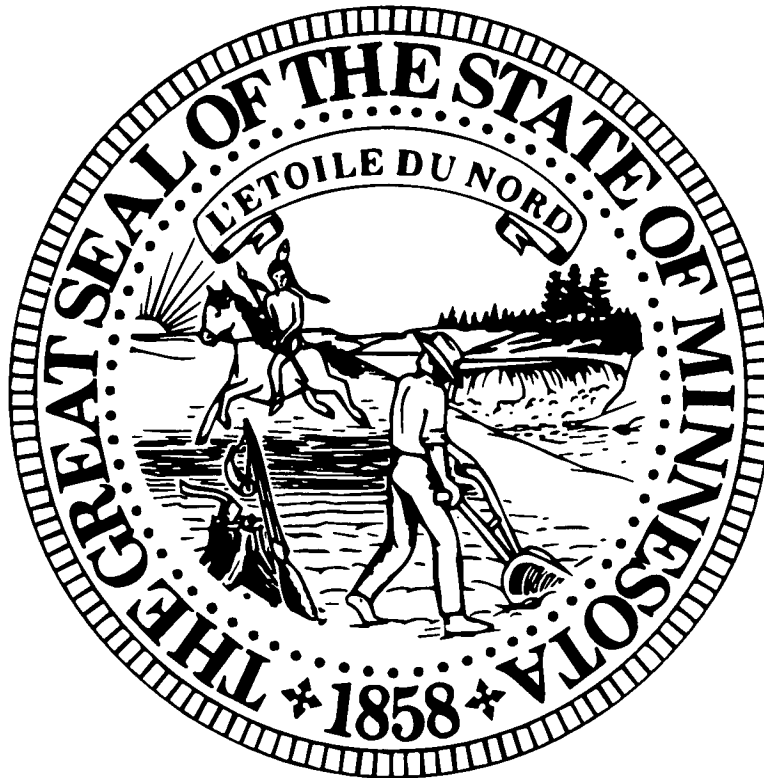
The Minnesota
State Register

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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.

Printing Schedule and Submission Deadlines

Vol. 21 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
# 25	Monday 16 December	Monday 2 December	Monday 9 December
# 26	Monday 23 December	Monday 9 December	Monday 16 December
# 27	Monday 30 December	Monday 16 December	Friday 20 December
# 28	Monday 6 January	Friday 20 December	Friday 27 December

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- 13-week trial subscription which includes both the *State Register* and *Contracts Supplement*. \$60.00
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- "Professional, Technical and Consulting Contracts Awards Reports," - published each month listing the previous month's awards of contracts and RFPs that appeared in the Monday edition of the "*State Register*." Appears monthly in hard copy format only. Single copies are \$15.00 per report, plus \$3.00 shipping if applicable. Order stock # 99-43. Six-month subscriptions cost \$75.00. Order stock #90-15.

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:

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

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

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Commodity, Service and Construction contracts are published in a bulletin, the *State Register Contracts Supplement*, published Tuesday, Wednesday and Friday. Award results are available from the Materials Management Helpline 612/296-2600.

Professional, Technical and Consulting contract awards are published monthly in an *Awards Report*.

Individual copies and subscriptions for both publications are available through Minnesota's Bookstore, (612) 297-3000 or 1-800-657-3757.

Minnesota Rules: Amendments and Additions

NOTICE: How to Follow State Agency Rulemaking in the State Register

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific Minnesota Rule chapter numbers. Every odd-numbered year the Minnesota Rules are published. The current 1995 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the most current edition of the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive; issue #26 cumulative for issues #1-26; issues #27-38 inclusive; issue #39, cumulative for issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

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Official Notices

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

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

Ethical Practices Board

Notice of 1997 Nonelection Year Campaign Expenditure Limits

In accordance with *Minnesota Statutes* §§ 10A.25 and 10A.255, the following are nonelection year campaign expenditure limits for 1997 by office sought: Governor-Lt. Governor, \$345,184; Attorney General, \$57,531; Secretary of State, State Auditor, State Treasurer (each), \$28,766; State Senator, \$9,114; State Representative \$4,557.

Department of Human Services

Notice of Disproportionate Population Adjustment Paid for Inpatient Hospital Services

The purpose of this notice is to provide information concerning the disproportionate population adjustment (DPA) that is paid for inpatient hospital services under the Medical Assistance (MA) General Assistance Medical Care (GAMC) and MinnesotaCare programs. The listed DPA factors are effective for admissions occurring from January 1, 1997 through December 31, 1997. The DPA is based on the MA inpatient days utilization rate of a hospital compared to the mean utilization rate of all Minnesota non-state owned hospitals and local trade area hospitals. The utilization rate of each hospital is calculated by dividing MA patient days by total patient days as derived from Medicare cost report data from the base year that is used for all rate setting.

Federal law requires hospitals to meet section 1923(d) of the Social Security Act at the time that an admission occurs in order to qualify for a DPA payment. Basically, section 1923(d) requires the hospital to meet criteria regarding the provision of obstetric services or specific exemptions. However, Minnesota statutes provide for a hospital payment adjustment that is equal to the DPA for hospitals that do not meet the federal criteria. Since a hospital may change eligibility status over time, both the DPA and hospital payment adjustment are listed. The federal requirements do not affect DPA payments under GAMC.

The MA and MinnesotaCare DPA is calculated as the difference between a hospital's utilization rate and the mean utilization rate. The DPA for a hospital with a utilization rate that is above the mean plus one standard deviation is increased by 10 percent. The MA and MinnesotaCare inpatient total rate of each hospital is increased by the indicated percentage.

The GAMC DPA is calculated as the difference between the hospital's utilization rate and the mean plus one standard deviation utilization rate. The inpatient operating rate of each hospital is increased by the indicated percentage.

In addition to the listed DPA percentage, an intergovernmental transfer of \$1,515,000 that is considered to be a DPA is paid each month to a hospital that received more than 13 percent of total 1991 MA inpatient payments (Hennepin County Medical Center) and \$505,000 is paid to a hospital that received more than 8 percent of total 1991 MA inpatient payments and is affiliated with the University of Minnesota (Fairview/University Hospital and Clinics).

Questions or comments may be directed to:

Richard Tester
Primary Care Payment Policy Division
Department of Human Services
444 Lafayette Road
St. Paul, Minnesota 55155-3853
(612) 296-5596

DISPROPORTIONATE POPULATION ADJUSTMENT

January 1, 1997

Minnesota + Minnesota Local Trade Area Hospitals

Mean	0.0858	MA	
Std Dev	0.0646	MINNESOTA	
Mean + Std Dev	0.1504	CARE DPA	GAMC DPA
		PERCENT	PERCENT
810255400	Apple River Valley	0.09	
304745800	St. Joseph's, Mankato	0.15	
281747100	United Hospital, St. Paul	0.35	
381347900	First Care Med Serv, Fosston	0.36*	
393848400	Kossuth County, Algona IA	0.42	
535845100	Cuyuna Range, Crosby	0.52	
887553700	Heartland Med Ctr, Fargo ND	0.55	
650547300	St. Peter Community	0.69	
521247200	Pipestone	0.78	
777545800	North Mem Med Center, Mpls.	0.80	
038345700	Itsaca, Grand Rapids	0.81	
817348600	Vernon Mem, Wiroqua, WI	0.89	
859245400	Divine Providence, Ivanhoe	0.89	
380347300	St. Gabriel's, Little Falls	1.08	
030747500	Worthington Regional	1.09	
324547100	Memorial, Forest Lake	1.31*	
735547500	St. Luke's, Fargo ND	1.37	
712047800	St. Joseph's, St. Paul	1.38	
984545300	Ortonville Municipal	1.57	
816347200	Ladd Mem, Osceola WI	1.73	
065347100	Superior Mem, Superior WI	1.79*	
526247000	Burnett, Grantsburg	1.81	
468845700	International Falls Memorial	1.82	
710047700	Fairview, Princeton	1.89	
883747300	St. Cloud	2.00	
972847300	St. Luke's, Duluth	2.20	
298745700	Rice Memorial, Willmar	2.24	
211047400	Memorial, Perham	2.43	
754347600	Tri-County, Wadena	2.49	
341547300	Glacial Ridge, Glenwood	2.50	
677247100	Holy Family, Estherville	2.54	
731047100	Northwestern, TRF	2.55	
315245600	Mercy, Moose Lake	2.99	
122747500	Ely Bloomenson, Ely	3.01	
573047300	St. Mary's, Duluth	3.70	
048545400	Northern Itasca, Bigfork	3.71	
695045100	Cloquet Community	3.74	
155047100	Monticello/Big Lake	3.87	
090748100	St. Bernard's, Milbank SD	4.02	
861347800	Riverview, Crookston	4.89	
458545300	Jackson Municipal	4.99	
108745200	Kanabec County, Mora	5.01	
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185347300	St. Francis, LaCrosse	5.97	
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196547600	St. Croix Valley, St. Croix Falls	6.09	

Official Notices

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739745300	Mahnomen County & Village	7.13*	0.02
019545600	Weiner Mem, Marshall	7.57	0.42
174545000	St. Mary's, Detroit Lakes	7.79	0.62
692847100	Miller/Dwan, Duluth	8.25	1.04
890347600	St. Olaf, Austin	8.80	1.54
618245300	Community, Deer River	8.87	1.60
395845100	Windom Area	8.91	1.64
860747800	Olmsted Community, Rochester	9.17	1.88
844748900	Forest City, IA	11.91	4.37
694245800	Mercy Hospital, Coon Rapids	12.47	4.88
617847200	Coteau Des Prairies, Sisseton, SD	12.52	4.92
314545000	Bemidji Hospital	12.56	4.96
238245800	Cambridge Memorial Hospital	13.48	5.79
965547600	United, Grand Forks ND	14.67	6.88
190247400	Mille Lacs Hospital, Onamia	14.87	7.06
686745600	Zumbrota Community	14.88	7.07
502847700	Central Mesabi, Hibbing	18.54	10.39
422247400	St. Paul Ramsey	18.88	10.70
141847500	St. Paul Children's	20.67	12.33
783748800	St. Gerard, Hankinson ND	23.00	14.45
157245800	Henn Co Medical Center, Mpls.	24.26	15.59
435247500	Mpls Children's Med Center	26.22	17.38
996047300	Gillette Children's, St. Paul	32.08	22.70

*Hospital Payment Adjustment

Department of Labor and Industry

Labor Standards Division

Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective December 16, 1996 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

Beltrami: BSU Industrial Tech/Long Pine Plaza-Bemidji.

Cook: Cook County Arts & Education Project-Grand Marais.

Dakota: Fleming Field Airport Terminal-South St. Paul.

Hennepin: Roosevelt High School/Science Tech Prep / Addition-Minneapolis; Window Replacement for Anwatin Middle School-Minneapolis; University of Minnesota Parking Facility Expansion-Minneapolis.

Itasca: Superintendent's Residence Renovation/Thisledew Camp-Togo.

Ramsey: Roseville Area High School/Building Renovation-Roseville; Veterans Services Building/Entrance Soffit Demolition-St. Paul.

St Louis: Asbestos Abatement for Chemistry 200 Renovation Project-Duluth; Asbestos Abatement 1st Floor Life Science Bldg-Duluth.

Washington: Fire Protection System for the Historic Courthouse-Stillwater.

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

Labor Standards Division

Notice of Correction to Prevailing Wage Rates

Highway and Heavy Prevailing Wage Rates Certified 10/21/96 have been adjusted for various Labor Codes due to errors in calculation in the following Counties:

Wright/Meeker

Blue Earth/Nicollet

Copies of the corrected certification may be obtained by contacting the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, or calling (612) 296-6452.

Gary W. Bastian, Commissioner

Pollution Control Agency

Air Quality Division

Request for Comments on Planned Rule Amendments Governing Standards of Performance for Opacity and Performance Tests, *Minnesota Rules* Chapters 7011 and 7017

Subject of Rule: The Minnesota Pollution Control Agency (MPCA) requests comments on its planned amendments to Air Quality rules governing Performance Tests (*Minnesota Rules* pts. 7017.2001 to 7017.2060) and its Standards of Performance for Opacity located throughout *Minnesota Rules* ch. 7011.

The MPCA is considering rule amendments to its Performance Testing rule in order primarily to address the remaining concerns of the U.S. Environmental Protection Agency (EPA) before incorporating this rule into Minnesota's State Implementation Plan (SIP). A number of these concerns center around the possibility that the MPCA or EPA could be restricted in its ability to enforce noncompliance indicated during a performance test that has not met all of the administrative requirements of the rule. Other changes that reflect the development of Air Quality's Performance Test Program will also be proposed.

In addition, the MPCA is considering the amendment of several opacity standards in chapter 7011, and the associated data reduction procedures in chapter 7017, in order to update the data reduction practices and to reconcile the standards (which were in effect before the currently adopted opacity test method, Method 9, was promulgated) with the averaging procedures employed in the opacity test method.

The MPCA seeks to update all of the time excursion based limits by incorporating the Method 9 six-minute averaging procedure, rather than a one-minute averaging procedure. This would be accomplished by deleting the excursion language from existing standards that allow a higher opacity than the base standard for a limited amount of time, leaving just the base standard and requiring that the compliance status be determined by comparing six-minute averages of the data to that standard. The affected rules are *Minnesota Rules* pts. 7011.0105, 7011.0510, 7011.0515, 7011.0610, 7011.0710, 7011.0805, 7011.1305, 7011.1405, and 7011.1410. Any opacity limit in chapter 7011 that does not allow for the standard opacity data reduction procedures of Method 9, will be considered open to amendment. However, this proposal does not include *Minnesota Rules* 7011.2300, subp. 1 or *Minnesota Rules* 7023.0105.

The MPCA believes that a base standard with a six-minute data reduction procedure provides adequate provision for allowing brief periods of increased opacity and that six-minute averaging yields results that are more technically sound than results based on one-minute averaging. The updated standards would provide for simpler data reduction, which would be of particular benefit to the owners of continuous opacity monitoring systems. However, if it can be demonstrated that for an individual performance standard there is a need to retain an excursion provision to allow a period of opacity greater than the base standard, the MPCA is open to considering replacing the excursion language for that standard with new language based on six-minute rather than one-minute averaging.

In the event that this rulemaking changes some but not all of the opacity standards with excursions, the data reduction procedures in *Minnesota Rules* 7017.2060 will be amended so that, depending on the wording of the standard, compliance determination will be based either on one-minute or six-minute averaging and in no case will both averaging techniques be applied to the same set of data. This will greatly simplify the data reduction requirements and will restore them to what the MPCA believes is closer to the original intent for the excursion language.

The MPCA invites input, particularly from the affected industries, on the proposal to amend the opacity standards.

Official Notices

Persons Affected: The rule amendments would likely affect any facility that is required to conduct performance tests for compliance purposes or conducts performance tests for the purpose of supplying emissions data to the MPCA for applications such as the emissions inventory or permitting. The amendment to the opacity standards will likely affect more directly the owners or operators of the following: indirect and direct heating fossil-fuel burning equipment; pre-1969 equipment that is subject to the industrial process equipment rule or the general emission standard for visible air contaminants; portland cement plants; sewage sludge incinerators and petroleum refineries. The MPCA does not contemplate appointing an advisory committee to comment on the planned rule amendments.

Statutory Authority: *Minnesota Statutes*, section 116.07, subd. 4 (1995), authorizes the MPCA to adopt rules and standards for the prevention, abatement and control of air pollution.

Public Comment: Interested persons or groups may submit comments or information on these planned rule amendments in writing or orally until 4:30 p.m. on January 15, 1997. The MPCA has not yet prepared a draft of the planned rule amendment. Written or oral comments, questions, requests to receive a draft of the rule when it has been prepared, and requests for more information on these planned rule amendments should be addressed to:

Stuart Arkley
Minnesota Pollution Control Agency
Air Quality Division
520 Lafayette Road North
St. Paul, Minnesota 55155-4194
Telephone: (612) 296-7774
FAX: (612) 297-7709
Minnesota Toll Free: 1-800-657-3864

The MPCA will receive oral statements and questions during regular business hours over the phone and in person at the above address.

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.

Peder A. Larson
Acting Commissioner

Public Employees Retirement Association

Notice of Meeting of the Board of Trustees

A meeting of the Personnel Committee of the Board of Trustees of the Public Employees Retirement Association (PERA) will be held on Monday, December 16, 1996, at 9:00 a.m. in the offices of the association, 514 St. Peter Street, Suite 200, Saint Paul, Minnesota.

State Grants and Loans

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself.

Agencies are encouraged to publish grant and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

Department of Children, Families & Learning

Office of Teaching and Learning

Proposal Readers Wanted for Indian Education Grant Programs

Readers are being sought to read proposals for the Fiscal Year 1998 American Indian Language and Culture Education Program (AILCE) and Post Secondary Preparation Program (PSPP).

Number of readers sought: 4 (AILCE) and 4 (PSPP)

Time obligation: 2.5 days (overnight included) in St. Paul for meetings *plus* proposal reading on your own (2 weeks) *plus* travel time to St. Paul.

Compensation: \$450.00 plus reimbursement for expenses.

Eligibility/Qualifications:

- Parents of children eligible to be enrolled in American Indian Education programs;
- American Indian Language and culture education teachers and aides;
- Representatives from American Indian communities or tribal governments.
- Person experienced in the training of teachers for American Indian education programs;
- Persons involved in programs for American Indian children in American Indian schools;
- Persons knowledgeable in the field of American Indian education; and
- Students enrolled in postsecondary education programs in American Indian education.

All readers should have experience in grant reading proposals

Duties: Readers will be given 1/2 day of in-service for instructions and orientation. AILCE and PSPP readers will meet on March 7, 1997. Readers will have two weeks to read approximately 32-36 proposals, each approximately 20 pages in length. Readers will evaluate each proposal against State Board of Education adopted Selection Criteria and rate each criterion by assigning points to each proposal. AILCE and PSPP readers will meet again on March 23 & 25, 1997 to assign team points to proposals.

How to apply: Send letter stating interest to serve as a reader. Briefly describe your experience reading proposals or grant application and/or your background in American Indian education programs. Include a current resume.

Letters must be received no later than January 10, 1997 for AILCE and PSPP readers. Proposal reading must be completed before you return to St. Paul for your second meeting.

Send letters to:

Office of Indian Education
Minnesota Department of Children, Families & Learning
740 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Office phone number: (612) 296-6458
FAX number: (612) 297-7895

Department of Children, Families, and Learning

Notice of Request for Proposal for Youth Initiative Grants to Design, Furnish, Equip, Repair, Replace or Construct Parks and Recreation Buildings and School Buildings for Enrichment Activities

Local units of government are invited to submit proposals to the Minnesota Department of Children, Families and Learning (CFL), Division of Management Assistance, for grants to design, furnish, equip, repair, replace, or construct parks and recreation buildings and school buildings to provide youth, with preference for youth in grades four through eight, with regular enrichment activities during nonschool hours, including after school, evenings, weekends and school vacation periods and that will provide equal access and programming for girls. (*Laws of Minnesota*, Chapter 463, Section 4.)

All facilities must be owned by, and construction contracts let by, a political subdivision (e.g., city, county or school district). Proposals written in collaboration with non-profit programs are encouraged. The buildings may be leased to nonprofit community organizations, subject to *Minnesota Statutes*, section 16A.695. All construction contracts must comply with uniform municipal contracting law, and copies of any proposed lease of the facility by a political subdivision to a nonprofit service provider must be included in proposal documentation.

Enrichment programs include academic enrichment, homework assistance, computer and technology use, arts and cultural activities, clubs, school-to-work and work force development, athletic, and recreational activities. Grants must be used to expand the number of children participating in enrichment programs or improve the quality or range of program offerings.

Priority must be given to proposals that demonstrate collaboration among private, nonprofit and public agencies, including regional entities dealing with at-risk youth, and community and parent organizations in arranging for programming, staffing, transportation, and equipment.

Priority must be given to school attendance areas with high concentrations of children eligible for free or reduced school lunch and to government units demonstrating a commitment to collaborative youth efforts.

Preference will be given to projects for which at least ten percent of the youth initiative grant is expended using youthbuild under *Minnesota statutes*, sections 268.361 to 268.367, or other youth employment and training programs, for the labor portion of the construction.

Each grant must be matched by \$1 from local sources for each \$2 of state money. In-kind contributions of facilities may be used for the local match. The value of in-kind contributions must be determined by the commissioner of finance.

A Grant Writers Conference will be held on Tuesday, January 14, 1997, from 10:00 a.m. to 12:00, at the Kelly Inn, Interstate 94 and Marion Street, St. Paul. Information will be presented at this session about applying for and receiving bonding funds.

The Request for Proposal and further information regarding the process may be obtained by contacting:

Nancy Valento, MN Department of Children, Families and Learning
Division of Management Assistance
516 Capitol Square
550 Cedar Street
St. Paul, MN 55101
Phone number: 612/297-4832
E-mail: nancy.ringold@state.mn.us

All grant applications must be postmarked by February 14, 1997.

Department of Children, Families and Learning

Notice of Request for Proposal for YouthWorks•AmeriCorps Grants

Purpose: The Office of Lifework Development of the Department of Children, Families and Learning and the Minnesota Commission on National and Community Service are soliciting RFP applications for YouthWorks•AmeriCorps Grants to implement YouthWorks•AmeriCorps Programs as designated in *Minnesota Statute* 121.701 - 121.710 and the National Service Trust Act, P.L. 103-82.

Eligible Program Sponsors: Groups interested in training, placing, and supervising at least 20 YouthWorks•AmeriCorps members in service activities in the areas of education, public safety, human needs, and the environment. Agencies or groups interested in placing fewer than 20 members shall partner with a sponsoring organization.

Proposal Submission Dates: Four copies of the final application are due by 4:00 P.M. on January 31, 1997, in Room 683. No Facsimiles will be accepted.

To Receive a copy of the RFP or for further information: The Minnesota Commission, Office of Lifework Development at (612) 296-4073 or 1-888-234-1270 from greater Minnesota.

Submittal Address: Minnesota Children, Families and Learning, Office of Lifework Development, 683 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101-2273; Attention: Mary Jo Richardson, Executive Director, Minnesota Commission.

Dated: 16 December 1996

Minnesota Commission on National Service
Office of Lifework Development
Minnesota Children, Families and Learning

Housing Finance Agency

Notice of Request for Proposals for Single Family Combined Program(s) Application (Super RFP)

The Minnesota Housing Finance Agency (MHFA) is seeking proposals from eligible organizations interested in participating in one or more of the following four programs: Community Activity Set-Aside Program, Community Fix-Up Fund, Entry Cost Homeownership Opportunity Program, and the Partnership for Affordable Housing.

This single application will allow eligible participants to apply for one or more of these programs using the same application package. The Partnership for Affordable Housing Program is a limited resource program and applications for this program will be competitive in nature. This program may be used in conjunction with the other non-limited resource programs under this application. The remaining programs, Community Activity Set-Aside Program, Community Fix-Up Fund and Entry Cost Homeownership Opportunity Program are not competitive and these programs may be applied for at any time. Final RFP selections for limited fund programs will be submitted to the Agency's Board in March 1997.

The following information is a brief description of each program.

Community Activity Set-Aside Program (CASA)

Provides lenders, local governments and/or non-profit housing providers with set-asides of MHFA mortgage revenue bond funds to enable them to meet the homeownership objectives/needs of their communities. Below market interest rate funds are available for set-asides (that may be directed) for use by local governments, non-profits, community organizations and other housing providers.

Eligible Program Applicants: Lenders who are currently participating in the MHFA Minnesota Mortgage Loan Program (MMP).

Funds Available: Ongoing program.

Contact Person: Eleanor Northrop

Telephone Number: (612) 296-1795; 1-800-710-8871

State Grants and Loans

Community Fix-Up Fund

This program provides participating Fix-Up Fund lenders and local partners with a source of funds to address the home improvement needs/objectives of a designated community. Below market-rate home improvement loans are available for low to moderate income households in a designated community. The maximum income limit, loan amount and loan term exceed those of the Fix-Up Fund.

Eligible Program Applicants: Applications must be submitted by participating Fix-Up Funds lenders or lender consortia.

Funds Available: Approximately \$9.5 million, with 47% available in the 11 county metro area, and the other 53% available out-state.

Contact Person: Terri Black

Telephone Number: (612) 296-8275; 1-800-710-8871

Entry Cost Homeownership Opportunity Program (ECHO)

This program was established to encourage the development of community lending initiatives by private lenders with community partners. Under this program, interest free, deferred loans are provided to low income home buyers who would otherwise be unable to afford homeownership. Lenders are required to contribute a portion of the loan through their own resources. This activity provides homeownership opportunities throughout the state.

Eligible Program Applicants: Private or public sector direct mortgage lenders.

Funds Available: Ongoing program.

Contact Person: Eleanor Northrop

Telephone Number: (612) 296-1795; 1-800-710-8871

Partnership For Affordable Housing (PAH)

This program provides experienced 501(C)(3) non-profit housing providers, Housing Redevelopment Authority (HRA), Community Action Program (CAP) and Economic Development Authority (EDA) with a six month set aside of below market interest rate interim financing to enable them to meet the homeownership objectives/needs of their community. Both new construction and rehabilitation of single family homes are eligible for financing. The Partnership for Affordable Housing program requires a partnership between MHFA, non-profit housing providers and local lenders. Proposals submitted under this program must comply with the Governor's Economic Vitality and Housing Initiative region guidelines. Specific purchase price and income limits apply.

Eligible Program Applicants: Experienced 501(C)(3) non-profit housing providers, HRAs, CAPs and EDAs.

Funds Available: \$1,000,000 estimated.

Contact Person: Nancy Slattsveen

Telephone Number: (612) 296-7994; 1-800-710-8871

Application Process

Application packets must be requested from MHFA. To request an application contact:

Jean Warne, Housing Program Technician
(612) 296-7620 in the metro area or
1-800-710-8871 outside the metro area

Completed applications must be received at MHFA by 5:00 p.m. on Friday, February 5, 1997. Applications should be mailed to:

Minnesota Housing Finance Agency
Attn: Jean Warne
400 Sibley Street, Suite 300
St. Paul, MN 55101-1988

Applicants are encouraged to contact the specific person identified for each program to discuss their proposal prior to submission of their application.

For general RFP information contact:
John Silvis, Housing Development Officer
(612) 297-3127 in the metro area or
1-800-710-8871 outside the metro area

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

Professional, Technical & Consulting Contracts

Department of Human Services

Chemical Dependency Program Division

Request for Proposals on Prevention/Education, Information and Referral, Short-Term Counseling and Training Programs that Provide Services to American Indian Citizens of Minnesota

The Chemical Dependency Program Division (CDPD) of the Minnesota Department of Human Services is soliciting proposals from American Indian human services providers, non-profit organizations, private organizations, and unit of government to provide chemical dependency services for American Indian citizens of Minnesota. Proposals must address at least one of the following services: chemical dependency prevention/education; information and referral, short term counseling services; and professional training. Proposals are due January 31, 1997.

The funded programs should begin on or about July 1, 1997. One year grants will be awarded to qualified applicants. Approximately \$174,679 is available to fund grantees for this one-year grant period. Grant funds under this RFP cannot be used to pay for chemical dependency treatment services.

The Goal of this RFP is to reduce the effects of alcohol/drug abuse on American Indian youth and adults.

Telephone requests for programmatic information concerning this RFP should be directed to Randy Lussier, Minnesota Department of Human Services, at (612) 296-8941.

Budget/fund use questions should be directed to JoAnn Burns, Minnesota Department of Human Services, at (612) 297-1863.

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, and final submission date of completed contract proposal.

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

Department of Administration

State Designer Selection Board

Request for Proposals for A University of Minnesota Project

IN AN ATTEMPT TO FACILITATE COMMUNICATION, THE STATE DESIGNER SELECTION BOARD HAS MADE SOME CHANGES IN THEIR STANDARD RFP LANGUAGE. PLEASE READ CAREFULLY THE SECTIONS THAT ARE IN BOLD TYPE AS THEY CONTAIN REVISIONS TO THE RFP.

To Minnesota Registered Design Professionals:

The State Designer Selection Board has been requested to select consultants for a project. Design firms who wish to be considered for these projects should deliver proposals on or before 4:00 p.m., Monday, January 6, 1997, to:

Mary Closner, Executive Secretary
State Designer Selection Board
Department of Administration
50 Sherburne Avenue, Room G-10
St. Paul, Minnesota 55155-3000
(612) 296-4655

The proposals must conform to the following:

- 1) **Six (6) copies of the proposal will be required plus one additional unbound copy in black and white for micro fiche purposes only.***

Professional, Technical & Consulting Contracts

- 2) All data must be on 8½" x 11" sheets, soft bound. No more than 20 printed faces will be allowed (see the following bullet points for clarification).
 - Any letters directed to the Board shall be bound into the proposal and all pages will be counted as printed face(s). It is not necessary to do a cover letter to Mary Closner.
 - Blank dividers (with printed tab headings only) are not counted as faces.
 - Front and back covers of proposals are not counted as faces.
 - None of the statutory, mandatory, or optional information, except as required in 3) below, shall appear on the dividers or covers.
- 3) The front cover of the proposal must be clearly labeled with the project number, as listed in 7) below, together with the designer's firm name, address, telephone number, **fax number, and the name of the contact person. The back cover shall remain blank.
- 4) **Brief 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 the management, design, and production of each major element of the work, including consultants, as well as Minnesota registration numbers for all (e.g. architects, civil/electrical/mechanical/structural engineers, landscape architects, land surveyors, and geotechnical);
- 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 years immediately preceding the date of this request for proposal. For the purposes of this list, "awarded" shall mean you have been selected for a given project regardless of the status of the contract.

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 Mary Closner and leave your address or fax number to receive 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, all responders having more than 20 full-time employees anywhere in the United States 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 a cumulative total of more than 20 full-time employees at any time during the previous 12 months, anywhere in the United States. Any questions regarding this topic may be directed to the Department of Human Rights, (612) 296-5663 Phone/(612) 296-9042 Fax.
- 5) **Additional Mandatory Proposal Contents:**
 - a) A section containing graphic material (e.g. 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.
 - b) 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.
 - c) A discussion of the firm's understanding of and approach to the project.
 - d) A listing of relevant past projects.

Professional, Technical & Consulting Contracts

- 6) 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 (**properly labeled**) with the proposals. Design firms will be notified when material is ready to be picked up. Design firms will have two weeks to pick up their proposals, after which time the proposals will be discarded; or
 - b) Enclose a self-addressed stamped mailing envelope (**properly labeled**) 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.

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

7) **PROJECT 21-96:**

**University of Minnesota - Duluth Campus
Central Chilled Water Plant and Utility Distribution System
Duluth, Minnesota**

1. **PROJECT DESCRIPTION:**

The University of Minnesota is requesting the selection of a design team for a Central Chilled Water Plant and Utility Distribution System at the University of Minnesota in Duluth, Minnesota. The selected design team will be required to provide programming, design, contract documents, and construction services for the project, described as follows:

- Central chilled water plant of 1200 tons with expansion potential to 2000 tons, to be located in the existing Heating Plant (Gasifer addition)
- Campus chilled water piping and distribution system
- Upgrade of existing campus high voltage electrical distribution system
- New underground utility tunnel to house chilled water lines, electrical feeders, and relocated steam and condensate distribution piping

2. **DESIGNER REQUIREMENTS:**

A designer should have applicable prior experience in central chilled water plants of 2000 tons or more and experience in chilled water distribution systems. The design team should provide references (names, phone numbers, and addresses) of clients for similar projects that have been designed and constructed within the past five years. The design team should have demonstrable experience in code compliance, cost estimating, project planning and scheduling, and construction phase services.

3. **CONSTRUCTION BUDGET/FEEES:**

The construction budget is estimated to be approximately \$3,300,000. The maximum designer fee available for all phases of the project, including programming, design, contract documents, additional construction phase services, and all travel and reimbursables is \$400,000.

4. **TIME SCHEDULE:**

Overall project schedule for planning and phasing of the project is essential in order to insure delivery of a completed, on line, operating system by April 1, 1998.

5. **INFORMATIONAL MEETING - SITE INSPECTION:**

A site tour will be limited to firms short lined for final interview and will be scheduled before the final interviews.

6. **PROJECT CONTACT:**

Questions concerning the project should be referred to:

John King - Associate Director
University of Minnesota, Duluth
Facilities Management
241 Darland Administration Building, 10 University Drive
Duluth, Minnesota 55811
Phone: (218) 726-8264
Fax: (218) 726-8127

Professional, Technical & Consulting Contracts

7. STATE DESIGNER BOARD SCHEDULE:

Tuesday, January 14, 1997 - Shortlist
Friday, January 17, 1997 - Site Visit (10:00 a.m.)
Monday, January 27, 1997 - Interviews & Award

***The addition of the black and white copy is for time and money savings only. If you do not submit this unbound, file copy, you will *not* be disqualified. We will simply break down one of the bound copies you submit and recycle the components that are unusable for micro fiche (e.g. photos, tabs, decorative covers, laminated inserts, blank covers).**

****The addition of the fax number on the cover is for the convenience of communication only. If you do not have a fax number, you will *not* be disqualified.**

Douglas Wolfangle, P.E., Chair
State Designer Selection Board

Department of Children, Families and Learning

Notice of Request for Proposal for Special Education Due Process Hearing Officers

The Minnesota Department of Children, Families and Learning (the Minnesota department of education) is requesting proposals to provide timely, effective, and knowledgeable hearings in matters regarding the educational rights of children who are disabled.

Scope of the Project

To assure the parent's, student's, and school district's rights to an impartial and timely resolution of a disagreement over special education issues under Federal and State laws.

Project Tasks

1. To conduct a Special Education Due Process Hearing (Hearing). This includes establishing the issues of the hearing, managing the parties during the proceedings, accepting or rejecting evidence, evaluating briefs and making a decision based on applicable special education law and rule.
2. To render, and notify the parties of, a decision based on the facts of the case and the standards set forth herein. This decision must be rendered within the federally mandated 45 day timeline, which is triggered by the request for the hearing. The only exception to this 45 day timeline is if the hearing officer issues an extension at the request of either party.
3. To attend, at the expense of the Department of Education, such training as may be required of the Hearing Officer (HO). Time required for such training will be uncompensated.
4. To stay current with administrative law procedures, Federal and State special education laws and rules, recent court cases involving special education and state-of-the-art special education practices.

Project Costs

Hearing Officers will be trained by the Minnesota Department of Children, Families and Learning (Minnesota Children). Training time will not be compensated. HOs will be available to serve, as appointed by the Commissioner of Education, in special education due process hearings. HOs are not employees of the MDE.

Access to legal research databases, including the Individuals with Disabilities Education Law Report (IDELR) will be provided by Minnesota Children.

Project Completion Date

The anticipated term of the project is February 1, 1997, until June 30, 2000. Contracts will be awarded for a five month period, February 1, 1997, through June 30, 1997. Contingent upon funding, and with the agreement of both parties, contracts may be renewed in FY 1998, 1999 and 2000.

Copies of the Application/Submission of Proposals

Copies of the Application may be obtained by contacting:

Adele W. Ciriacy, Jr.
Due Process Specialist
Minnesota Department of Children, Families and Learning
Division of Monitoring and Compliance
528 Capitol Square Building
St. Paul, MN 55101
Tel: (612) 296-6946
FAX: (612) 282-9812

Proposals received by 4:00 PM on January 10, 1997 will be evaluated by January 30, 1997.

Department of Children, Families and Learning

Notice of Request for Proposal for Special Education Due Process Hearing Review Officers

The Department of Children, Families and Learning (the Minnesota department of education) is requesting proposals to provide timely, effective, and knowledgeable reviews of Hearing Officers' decisions in Special Education Due Process Hearings.

THE MINNESOTA DEPARTMENT OF EDUCATION RESERVES THE RIGHT TO HIRE MULTIPLE VENDORS AND/OR CONTRACT FOR THE WORK AS THE NEED FOR HEARING REVIEW OFFICERS ARISES. THE DEPARTMENT RESERVES THE RIGHT TO ADD VENDORS WHO MEET THE CRITERIA OF THE REQUEST FOR PROPOSALS AT ANY TIME DURING THE CONTRACT PERIOD.

Scope of the Project

To assure the parent, student, and school district's rights to an impartial and timely resolution of a disagreement over special education issues under Federal and State laws.

Project Tasks

1. To review, in its entirety, the "record" of a Special Education Due Process Hearing (Hearing). This includes the Hearing Officer's (HO) decision, briefs for all parties, and underlying transcript.
2. To evaluate the Hearing in an effort to assure compliance with the standards of Federal and State special education law and rule.
3. To render a decision to uphold or overturn, in total or in part, the HO's decision based on the record and the standards set forth in #2.
4. To render a decision and notify the parties of the decision within thirty (30) days of the Department of Children, Families and Learning's (Minnesota Children) receipt of a request for a review.
5. To attend, on their own time and without compensation, such training as may be required of the Hearing Review Officer (HRO).
6. To stay current with administrative law procedures, Federal and State special education laws, recent court cases involving special education, and state of the art education appeal practices.

Project Costs

HROs will be compensated at the rate of \$89.00 per hour. It is anticipated the average hearing review will require between 50 and 75 hours of work. The Department estimates total expenditures during the term of the contract will not exceed \$300,000. The Department cannot predetermine services needed and actual expenditures, therefore, no commitment is made to spending any given funds in any given year. All expenditures are contingent upon continued program requirements and state and federal funding.

Project Completion Date

The anticipated term of the project is February 1, 1997, until June 30, 2000. Contracts will be awarded for a five month period, February 1, 1997, through June 30, 1997.

Contingent upon funding, and with the agreement of both parties, contracts may be renewed in FY 1998, 1999 and 2000.

Professional, Technical & Consulting Contracts

Copies of the RFP/Submission of Proposals

Copies of the complete RFP may be obtained by contacting:

Adele W. Ciriacy, Jr.
Due Process Specialist
Minnesota Department of Children, Families and Learning
Division of Monitoring and Compliance
528 Capitol Square Building
St. Paul, MN 55101
Tel: (612) 296-6946
FAX: (612) 282-9812

Proposals received by 4:00 PM on January 10, 1997 will be evaluated by January 30, 1997.

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 two regions of the state for physicians and other health professionals and families of children and youth with diabetes.

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: February 2, 1997 to June 30, 1997.

Amount: The total obligation of the state for all compensation and reimbursements to contractor shall not exceed nineteen thousand and eighty five 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. Monday, January 13, 1997**, 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

Higher Education Services Offices

Request for Proposals for Development of Curriculum

The Minnesota Higher Education Services Office (HESO) is requesting proposals from qualified professionals for the development of curriculum on early career awareness for fourth-sixth grade students. The curriculum should be targeted to students and parents of color, low income, or those with no previous post-secondary experience. Proposals must be submitted no later than *January 24, 1997*.

The Request for Proposals (RFP) does not obligate the HESO to complete this project, and the HESO reserves the right to cancel the solicitation if it is considered to be in its best interest.

The total cost of this proposal is not to exceed \$18,000.

Copies of the RFP are available from:

Communications
Minnesota Higher Education Services Office
400 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
612/296-9684

Minnesota Planning

Notice of Request for Proposal for Agency Identification Package

Goal: Minnesota Planning requests proposals to create an agency identity package that accurately and powerfully reflects the agency's mission as it approaches the 21st century. Contractor will be charged with developing an overall agency identity as well as making recommendations to build consistency among the agency's diverse divisions and products, which include the Environmental Quality Board, Sustainable Development Initiative, Demography Office, Criminal Justice Center, Land Management Information Center, DATANET information system, Governor's Council on Geographic Information and EPPL7 mapping software. The agency's Web site may be viewed at: <http://www.mnplan.state.mn.us>

Tasks

- Meet with department staff, study existing agency identities and products, and develop a strategy to strengthen and unify agency's identity.
- Create an agency logo system for use with various divisions and products, which has the simplicity and flexibility to be used in print and electronic formats. Since a great deal of the agency's material is printed, the logo must work well in black and even reverse type situations. Provide the logo and additional type treatment in several sizes and formats compatible with desktop and word processing programs (for example, gif, jpeg, eps, wmf, tif).
- Design new corporate letterhead, envelopes, business cards, including paper and typeface selections. Incorporate division and product names.
- Show how the new identity series can be applied to the agency's signs, Web site, a brochure, a report cover, various newsletters, news releases and advisories, folder, flier, software label and packaging. Provide some guidelines for use, including color, size and placement.

Terms: The contractor will work closely with the agency liaison for the project and other department personnel. The contractor will provide rough drafts or design options of certain products for review by department staff.

This contract will not include the creation of camera-ready mechanical — except for the original logo design — or the printing of materials, which will be coordinated by department staff.

The contract will begin immediately upon execution and will be completed by June 30, 1997, or within six months from the official start-date of the contract. Intensive effort will be required immediately and through March 1997.

This request for proposal does not obligate the state to complete the project, and the state reserves the right to cancel the solicitation if considered to be in its best interest. Contractor should include provisions for cancellation at any point in the process.

Professional, Technical & Consulting Contracts

All proposals must arrive at the Minnesota Planning office by 4:00 p.m. on January 3, 1997. Late proposals will not be accepted. Send or deliver proposals to:

Kathy Guthrie
Minnesota Planning
658 Cedar St.
St. Paul, MN 55155

Submit three copies of the proposal and one set of work samples. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address 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 department estimates the cost of this contract not to exceed \$15,000.

The following will be considered minimum contents of the proposal:

1. A statement of the goals, objectives and tasks to demonstrate the vendor's understanding of the nature of the contract.
2. A description of the deliverables to be provided by the vendor.
3. An outline of the vendor's background and experience, with particular emphasis on government work, and examples of similar work done by the vendor and a list of subcontractors who will contribute to the project, detailing their training, work experience and hourly fees.
4. A detailed cost and work plan that will identify the major tasks to be accomplished and be used as a scheduling and invoicing tool.
5. Expectations of the department's participation and other services to be provided by the department, and cost allowances for these services.

All proposals received by the deadline will be evaluated by a team of Minnesota Planning staff. In some instances, an interview may be part of the evaluation process. The factors on which the proposals will be judged are: expressed understanding of project objectives, work plan, cost detail, work samples of identity series developed for other customers, and qualifications of the contractor, especially with regard to identity programs.

It is anticipated that the evaluation and selection will be completed by January 20, 1997. The successful responder will be required to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the contract.

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 more information, contact Kathy Guthrie by telephone (612) 297-3273 or e-mail: kathy.guthrie@mnplan.state.mn.us. Other department personnel are NOT allowed to discuss the request for proposal with anyone, including responders, before the proposal submission deadline.

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.

Metropolitan Council Environmental Services

Request for Prequalification Submittals for Metropolitan Wastewater Treatment Plant (MWWTP) Process Computer System Procurement

NOTICE IS HEREBY GIVEN that the Metropolitan Council Environmental Services will receive prequalification submittals from Process Control System Suppliers for the purpose of procuring Goods and Services related to implementation of a new Process Computer System at the MWWTP in St. Paul, MN. The project is divided into three phases: Phase I - Incineration, Phase II - Secondary Treatment, Phase III - Sludge/Dewatering/Pretreatment/Primary Treatment. The total project will consist of providing Goods and Services that will facilitate the control and monitoring of approximately 15,000 process input/output points. Major components of delivery include:

- 57 Process Control Units (PCU's)
- 64 Operator workstations suitable for office environments
- 49 Operator workstations hardened for process environments
- Communication, operating, and application software
- Configuration assistance and training
- Operation and maintenance manuals
- Complete networking of all systems

Goods and Services will be procured under a single contract with Phase I being let on a Lump Sum basis and Goods and Services for subsequent phases being let on a unit price basis.

Prequalification Documents may be obtained from Metropolitan Council Environmental Services, Attn: Jan Bevins, Mears Park Centre, 230 E. 5th Street, St. Paul, MN 55101.

Direct inquiries to the COUNCIL's Project Manager, Roger P. Rehbein at (612) 771-9599.

Dated: 15 November 1996

By Order of the METROPOLITAN COUNCIL
ENVIRONMENTAL SERVICES
William G. Moore, General Manager,
Wastewater Services

Metropolitan Council Environmental Services

Advertisement Request for Proposals (RFP) for Records Management Software

The Metropolitan Council Environmental Services (MCES) is requesting proposals for records management software. The request provides background information on MCES and describes items which should be specifically addressed in proposals responding to this RFP.

Copies of the request can be obtained by contacting La Rae Bohn, Records Manager at 612-229-2019. RFP's will be available immediately.

Proposals for the records software will be accepted by the Metropolitan Council Environmental Services until 4:00 p.m. on Friday, January 17, 1997.

Non-State Public Bids, Contracts & Grants

All proposals shall be addressed to:

Metropolitan Council Environmental Services
230 East Fifth Street
St. Paul, Minnesota 55101
Attn: Jackie Finger

The Metropolitan Council Environmental Services reserves the right to reject all or any proposals, and to waive any minor irregularities and deviations from the requirements outlined in the RFP.

It is hereby agreed between the parties that *Minnesota Statutes*, sections 473.144 and 363.073, and *Minnesota Rules*, parts 5000.3400 are to be incorporated into any contract between these parties. A copy of *Minnesota Statutes*, sections 473.144 and 363.073, and *Minnesota Rules*, parts 500.3400 to 500.3600, are available upon request from the COUNCIL.

Pioneer-Sarah Creek Watershed Management Commission

Request for Interest Proposals for Legal Services for the Pioneer-Sarah Creek Watershed Management Commission

Pursuant to *Minnesota Statutes Annotated* 103B.227, Subd. 5, the Pioneer-Sarah Creek Watershed Management Commission hereby solicits LETTERS OF INTEREST for legal services for the fiscal years 1997 and 1998. The annual budget for legal services for the organization for the year 1997 is \$2,500.00.

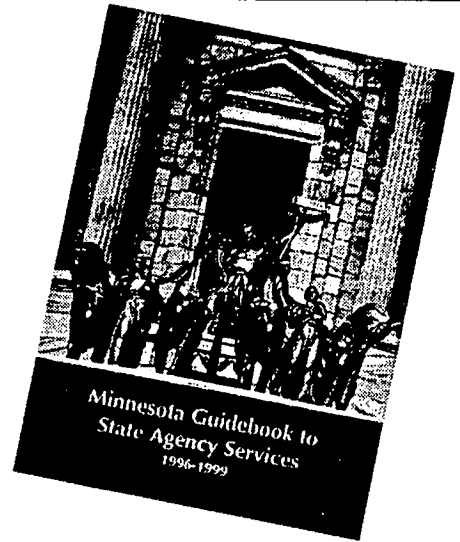
Letters should include a brief description of the company and the experience of the individual(s) proposing to perform services for the Commission. The Commission will review said letters and reserves to itself the right to take such action as it deems in its best interests. All Letters of Interest shall be submitted on or before January 10, 1997, to:

Judie A. Anderson, Executive Secretary
Pioneer-Sarah Creek Watershed Management Commission
3001 Harbor Lane Suite 150
Plymouth, MN 55447
(NO CALLS)



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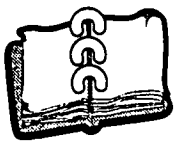
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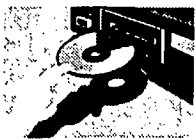
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