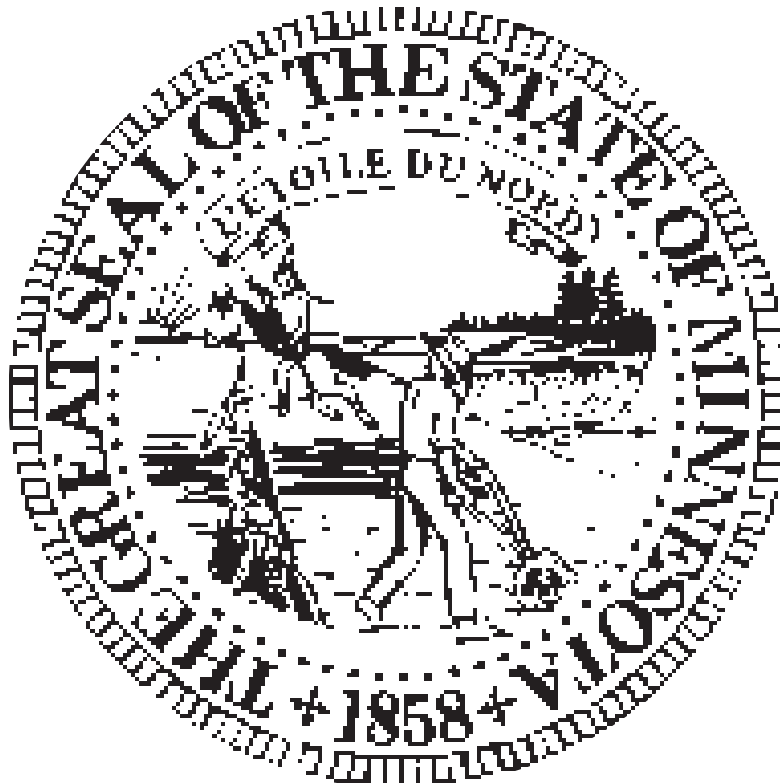


The Minnesota

State Register

Rules and Official Notices Edition



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Monday 6 October 1997
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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. 22 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
# 14	Monday 6 October	Monday 22 September	Monday 29 September
# 15	Monday 13 October	Monday 29 September	Monday 6 October
# 16	Monday 20 October	Monday 6 October	Monday 13 October
# 17	Monday 27 October	Monday 13 October	Monday 20 October
<hr/>			
Arne H. Carlson, Governor 612/296-3391		Hubert H. Humphrey III, Attorney General 612/297-4272	Joan Anderson Growe, Secretary of State 612/296-2079
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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PUBLISHING NOTICES IN THE *State Register*: Submit TWO COPIES of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit TWO COPIES, with a letter on your letterhead stationery requesting publication and date to be published. FAXED submissions to 612-297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$84.00 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*. Contact the editor if you have questions.

An "Affidavit of Publication" can be obtained at a cost of \$10.00 for notices published in the *State Register*. This service includes a notarized "Affidavit of Publication" and a copy of the issue of the *State Register* in which the notice appeared.

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- **13-week trial subscription** which includes both the *State Register* and *Contracts Supplement*. \$65.00
- **Single issues** are available for a limited time: *State Register* \$5.00, *Contracts Supplement* \$1.00. Shipping is \$3.00 per order.
- **"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.

Volume 22, issues #14

No rules, or rule amendments, received for this issue.

Revenue Notices

The Department of Revenue began issuing revenue notices in July of 1991. Revenue notices are statements of policy made by the department that provide interpretation, detail, or supplementary information concerning a particular statute, rule, or departmental practice. The authority to issue revenue notices is found in *Minnesota Statutes* §270.0604.

Department of Revenue

Revenue Notice # 97-12: Sales and Use Tax - Leased Seasonal Sites in Recreational Areas; Revocation of Revenue Notice # 93-16

Minnesota Statutes, section 297A.01, subd. 3(d), defines taxable "sale" in part to include the granting of the privilege of admission to recreational areas. Charges for the use of campsites are generally taxable under this provision.

For purposes of administering the sales and use tax law, charges for seasonal leases or rentals of campsites are not subject to sales tax when there is an enforceable written agreement for a period of 30 or more continuous days that requires the lessee or the lessor to give notice before terminating the agreement. Charges to lease or rent a campsite for periods of less than 30 days are subject to sales or use tax.

Effective Date: This notice is effective for leases or rentals of campsites entered into on or after the date of this notice.

Revenue Notice # 93-16: "Sales and Use Tax - Leased Seasonal Sites in Recreational Areas," is hereby revoked.

Dated: 6 October 1997

Jennifer L. Engh
Assistant Commissioner for Tax Policy

Official Notices

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

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and mat-

Minnesota Agricultural Education Leadership Council

Notice of Position Announcement for Full-time Executive Director

Position:

Executive Director, Minnesota Agricultural Education Leadership Council

Full-time, unclassified, non-partisan State of Minnesota Position

Location:

The University of Minnesota, St. Paul Campus

Position Open:

December 1, 1997

Applications Accepted:

- Until November 1, 1997
- Include your resume, cover letter, and a one page overview of your professional goals within the context of this position

Position Description & Responsibilities:

- Provide recommendations to the Council for submission to the Legislature regarding agricultural education policies, and represent the Council at the legislature
- Effectively articulate the goals and recommendations of the Council before the legislature, and before the public and private organizations responsible for creating support for and implementing Minnesota's programs for agricultural education
- Supervise Council staff, contract employees and budget
- Coordinate agricultural education research and analysis regarding current and projected state expenditures and status of

Official Notices

agricultural education programs and curriculum at the higher education and K-12 levels

- Work with the Minnesota agri-business firms, education institutions, public policy makers, communities and the Council to devise recommendations for initiatives to enhance agricultural education at all levels
- Serve as the central source of information for the Legislature and the public concerning questions and issues regarding agricultural education

Reports to:

Minnesota Agricultural Education Leadership Council

Skills/Experience Preferred:

- Master's Degree or higher
- Additional post-graduate training in agriculture or education
- Legislative experience preferably in the areas of agriculture and/or education
- Record in public policy development
- Experience in and an appreciation for the role of agriculture and the food system in the regional economy
- An understanding of the functioning of agricultural education in K-12, post-secondary technical and/or adult levels

Skills/Experience Required:

- Bachelor's Degree
- Strong public relations and interpersonal skills
- Proficiency with computer, word processing systems, and advanced technology.
- Thorough knowledge of and the ability to work with people across a wide spectrum of these organizations

Salary:

\$52,761 - \$61,500 commensurate with experience and education

Apply to:

Minnesota Agricultural Education Leadership Council
c/o Senator Dallas Sams and Rep. Steve Wenzel
University of Minnesota, St. Paul Campus
320 VoTech Ed Bldg.
St. Paul, MN 55108-1030

AN ADA/EQUAL OPPORTUNITY EMPLOYER

Emergency Medical Services Regulatory Board

Notice of Completed Application In the Matter of the License Application of the Hutchinson Area Health Care - Ambulance Services, Hutchinson, Minnesota

PLEASE TAKE NOTICE that the Emergency Medical Services Regulatory Board (hereinafter "EMSRB") has received a completed application from the **Hutchinson Area Health Care - Ambulance Services, Hutchinson, Minnesota**, for a new license, advanced ambulance.

NOTICE IS HEREBY GIVEN that, pursuant to *Minnesota Statutes* Sec. 144E.11, subd. 3 (1997), each municipality, county, community health board, governing body of a regional emergency medical services system, ambulance service and other person wishing to make recommendations concerning the disposition of the application, shall make written recommendations or comments opposing the application to the EMSRB within 30 days or by November 5, 1997, 4:30 p.m.

Written recommendations or comments opposing the application should be sent to: Keith Wages, Executive Director, EMSRB, 2829 University Avenue, S.E., Suite 310, Minneapolis, Minnesota 55414-3222.

If fewer than six comments opposing the application are received during the comment period, and the EMSRB approves the application, the applicant will be exempt from a contested case hearing, pursuant to *Minnesota Statutes* Sec. 144#.11, subd. 4 (1997). If six or more comments in opposition to the application are received during the comment period or the EMSRB denies the application, the applicant may immediately request a contested case hearing, or may try to resolve the objections of the public

and/or the EMSRB within 30 day, pursuant to *Minnesota Statutes* Sec. 144E.11, subd. 5(a), (b) (1997). If the applicant is unable to resolve the objections within 30 days, or if the applicant initially requests a hearing, a contested case hearing will be scheduled and notice of the hearing given pursuant to *Minnesota Statutes* Sec. 144E.11, subd. 5 (c), (e) (1997).

Dated: 24 September 1997

R. Keith Wages, Executive Director

Housing Finance Agency

Notice of Public Hearing on the Low Income Housing Tax Credit Allocation Plan

The Minnesota Housing Finance Agency (MHFA) will hold a public hearing pursuant to Section 42 of the *Internal Revenue Code* of 1986, as amended. The public hearing will be held at the time and place listed below:

Tuesday, October 28, 1997
1 p.m. - 3 p.m. — Jelatis North
Minnesota Housing Finance Agency
400 Sibley Street, Suite 300
St. Paul, MN

The Omnibus Budget Reconciliation Act of 1989 (OBRA) requires that Low Income Housing Tax Credit Allocating Agencies develop a plan for allocating tax credits within their jurisdiction, setting forth criteria to determine priorities for selection of developments to receive tax credits. The OBRA also requires Tax Credit Agencies to hold a public hearing to receive public comment on the Allocation Plan.

The above public hearing is for the Allocation Plan developed by MHFA, in cooperation with local government representatives, for use within the Tax Credit Allocation jurisdiction of the MHFA. Other Tax Credit Suballocating Agencies in Minnesota will be holding public hearings for their areas of jurisdiction. Currently, the following cities and counties are eligible to be Suballocating Agencies in Minnesota: Duluth, St. Cloud, Rochester, Minneapolis, St. Paul, Washington and Dakota Counties.

All persons interested will be given an opportunity to express their views. In order to more effectively plan for the conduct of the hearings, persons desiring to speak at the hearing must so request in writing at least 24 hours before the hearing. Oral remarks by any person will be limited to 10 minutes. Written comments may also be submitted to the undersigned, and will be considered at the hearing.

Note that this public hearing is not a workshop or training session, but is intended to solicit the comments of the public.

Copies of the Allocation Plan may be picked up at the address listed below and by mail or phone at (612) 297-3294, and by requesting a copy of the Low Income Housing Tax Credit Allocation Plan.

Minnesota Housing Finance Agency
Multifamily Underwriting
Low Income Housing Tax Credit Program
400 Sibley Street, Suite 300
St. Paul, MN 55101

Department Of Human Services

Aging Initiatives: Project 2030 - Continuing Care for Elderly

Public Notice Regarding Payment Rates Related to Medical Assistance Long Term Care

NOTICE IS HEREBY GIVEN to recipients, providers of services under the Medical Assistance (MA) Program, and to the public, of payment rates for intermediate care facilities for persons with mental retardation or related conditions (ICFs/MR). The rates are effective October 1, 1997.

This notice is published pursuant to the federal Balanced Budget Act of 1997 (H.R. 2155), signed by the President on August 5, 1997. Section 4711 of the Balanced Budget Act, amending Title XIX of the Social Security Act (42 *United States Code* section 1396a(a)(13)), requires the Department to publish final ICF/MR payment rates, the methodologies underlying the establishment of such rates, and the justification for such rates. These October 1, 1997 rates were set by the Minnesota Legislature in (1) *Laws of Minnesota 1997*, Chapter

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203, article 1, section 2, subdivision 8(h) and article 3, sections 18 and 19; and (2) *Laws of Minnesota 1997*, Second Special Session, Chapter 2, section 26. The methodologies were published in the June 30, 1997 *State Register* (21 S.R. 1899-1908).

The rates are found below.

Intermediate Care Facilities for the Mentally Retarded

20685 Hershey Ave W	\$219.67
ABC Community Services DbA Cliff House	\$61.75
Ada I	\$124.15
Ada II	\$106.49
Adams Group Home	\$140.17
Arlington Home	\$178.39
Ashwood Home Alexandria House #2	\$99.06
Aurora House	\$158.19
Austin SOCS	\$238.33
Aveyron Homes Inc	\$101.48
Bear Creek Services Inc 6th Street House	\$111.36
Bear Creek Services Inc Allendale House	\$192.75
Big Stone Community Homes Inc	\$99.63
Bloomington SOCS	\$261.34
Brighter Day Residence Inc	\$92.47
Bryant Avenue Residence	\$90.50
Camilia Rose Group Home	\$134.24
Careco Homes Inc	\$97.09
Caromin House Inc Dodge	\$63.14
Caromin House Inc Tioga	\$63.67
Caromin House Inc Two Harbors	\$72.77
Cedar Home	\$119.74
Charis House	\$124.15
Chatham Way SOCS	\$253.05
Chez Nous Inc	\$160.99
Christus Group Home Grand Rapids	\$97.57
CIP City Lights	\$230.32
Clara Doerr Lindley Hall	\$74.98
Clay County Residence Inc - Moorhead	\$90.04
Clay County Residence Inc Hawley	\$92.21
Community Living Coon Rapids #5	\$104.06
Community Living Coon Rapids #6	\$127.74
Community Living Victoria #2	\$128.03
Community Living Victoria #3	\$138.87
Community Living Victoria #4	\$92.32
Community Living Victoria#1	\$91.63
Community Options & Resources	\$188.64
Crookston Group Home #3	\$167.47

Dakotas Adults Group Home	\$175.85
Dakotas Children Inc	\$163.91
Dawson Icf-Mr	\$176.40
DCI 3801 Broadway	\$151.46
DCI 3807 Broadway	\$157.17
DCI 75Th Ave	\$183.25
DCI Brookview	\$241.09
DCI Central	\$220.56
DCI Cope	\$241.15
DCI Diane Road	\$252.82
DCI Douglas	\$221.72
DCI Edgewood	\$176.17
DCI Emerson	\$273.10
DCI France	\$183.67
DCI Kennelly	\$157.34
DCI Larpenteur	\$246.76
DCI Lyndale	\$156.47
DCI Powell	\$210.52
Delphi Inc	\$93.67
Douglas Home	\$126.42
Duluth Regional Care Center Aurora	\$172.16
Duluth Regional Care Center Duplex	\$130.13
Duluth Regional Care Center Riverside	\$108.42
Duluth Regional Care Center South Grove	\$183.11
Duluth Regional Care Center Thalassic	\$194.53
Duluth Regional Care Center Triplex	\$94.53
Duluth SOCS	\$246.25
East Grand Forks Group Home I	\$136.33
East Grand Forks Group Home II	\$144.11
Eastwood Home	\$156.86
Eden Prairie Dell Road SOCS	\$263.92
Elm North Inc	\$113.27
Elm Residence Inc	\$96.69
Faribault SOCS	\$241.56
Fillmore Place	\$180.75
Fosston Group Home	\$114.53
Front Steps Apartments	\$99.45
Furness House	\$202.38
Gethsemane Group Home	\$139.95
Gleason Lake Residences	\$131.82
Glendalough Of Austin Inc	\$173.20
Granite Care Home Inc	\$67.85

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Great River Homes Inc Lake City	\$97.33
Great River Homes Inc Wabasha	\$101.21
Gunderson Place	\$152.73
Hammer Apartments Carlson	\$115.74
Hammer Kentucky	\$170.13
Hammer Lakeside	\$154.07
Hammer Residence Dublin	\$239.93
Hammer Residences Clearsprings	\$220.97
Hanson Boarding Home Inc	\$68.91
Harry Meyering Center	\$150.22
Henry Hagen Residence	\$147.96
Hiawatha Manor Inc	\$87.86
Hiawatha Valkyrie Home	\$169.88
High Island Creek Shelter Inc	\$76.25
Hoffman Home	\$100.83
Home For Creative Living Inc	\$217.85
Homeward Bound Brooklyn Park	\$240.23
Homeward Bound Maple Grove	\$252.52
Homeward Bound Plymouth	\$238.20
Hope Residence Inc	\$129.65
Horizon Apartments	\$90.53
Houston County Group Home Lacrescent	\$180.32
Houston County Group Homes Caledonia	\$111.34
Houston County Group Homes Houston	\$188.85
Howard House	\$203.75
Inisfail Inc	\$133.80
International Falls Group Home	\$101.55
J Ross Associates Inc Summit I	\$135.21
J Ross Associates Inc Summit Ii	\$136.36
Johnson's Long Lake Home	\$98.50
Jonquil SOCS	\$274.82
Kasson SOCS	\$215.62
Kenyon Residence	\$205.46
Kroegers House	\$88.53
Lake Owasso Residence	\$173.22
Lakewood Home	\$157.12
Larry James Home Inc	\$149.46
Laura Baker School Association	\$170.45
Lavine Place	\$186.62
LeSueur Residence Inc	\$124.13
Linnea Residential Home Inc	\$143.05
Lois Lane Group Home	\$127.61

Lss Residence I	\$108.46
Lss Residence II	\$120.74
Lss Residence III	\$161.89
Luverne RF Inc	\$241.07
MacGregor Place	\$160.51
Maplewood Home Alexandria House #4	\$87.34
Marshall County Group Homes Inc	\$103.23
MBW On Center	\$209.63
MBW Monument St	\$290.10
McGlinch	\$197.97
Meeker County Community Homes Inc	\$100.76
Moose Lake SOCS	\$241.42
Mount Olivet Rolling Acres	\$126.28
Mount Olivet Rolling Acres	\$186.47
MTAI Albert Place	\$157.61
MTAI Gladson	\$159.95
MTAI Minnehaha Creek	\$222.80
MTAI Sand Creek	\$189.94
New Ulm CRF Unit 1	\$94.53
New Ulm CRF Unit 2	\$98.64
North Star Homes Inc	\$128.68
Northeast House Inc	\$112.44
Northeast Residence Inc I	\$188.60
Northeast Residence Inc II	\$165.28
Northome Healthcare Center Inc	\$126.48
Northwood Home	\$179.54
Oakridge Homes Of Aitkin Inc	\$83.71
Oakridge Homes Of Wadena Inc	\$117.57
Oakwood Residence Inc	\$116.13
Opportunity Manor I	\$84.51
Opportunity Manor II	\$78.86
Orono Woodlands Inc	\$205.83
Otter Tail Lake Residence	\$86.99
Our House Of Minnesota Inc I	\$111.93
Our House Of Minnesota Inc II	\$149.47
Outcomes Inc - Rajwood Group Home	\$228.77
Outcomes Inc Spring Hill Group Home	\$250.00
Outreach Bloomington	\$107.94
Outreach Brooklyn Center	\$112.59
Outreach Minneapolis Stevens	\$123.45
Outreach Plymouth East	\$158.87
Outreach Plymouth West	\$129.68

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Outreach Rice Creek	\$188.67
Outreach Trillium	\$196.53
Peleske Group Home	\$48.86
Pembina Trail Inc	\$72.66
People House II	\$222.56
Phoenix At Centerville	\$199.06
Phoenix At English	\$207.10
Pine City SOCS	\$268.38
Pine Ridge Homes #1	\$94.65
Pine Ridge Homes #2	\$95.16
Pine Ridge Homes #3	\$115.92
Pine Ridge Residence Inc	\$77.49
Pine River Group Home Inc	\$102.67
Pinewood Home Alexandria House #3	\$92.68
Piper Group Home Inc	\$89.85
Prairie View	\$134.39
Prairiewood Home Alexandria House #5	\$102.24
Presbyterian Family Foundation	\$89.62
Project Independence McMillan Home	\$132.06
Project Independence Ridgewood	\$161.24
Rainbow Residence Inc	\$130.75
Range Center Aspenwood	\$190.60
Range Center Birchwood Home	\$96.14
Range Center Inc	\$110.13
Range Center Maplevue	\$117.73
Range Center Oakwood	\$100.26
Red Wing Group Home	\$81.34
Redwood Falls SOCS	\$211.60
Region Park Hall	\$88.61
REM - Anoka Inc	\$190.67
REM - Beltrami Inc	\$75.99
REM - Bemidji Inc	\$102.90
REM - Bloomington Inc	\$87.12
REM - Buffalo Inc	\$210.40
REM - Canby A Inc	\$94.27
REM - Canby B Inc	\$173.50
REM - Fairmont Inc	\$134.11
REM - Fernwood Inc	\$125.12
REM - Hoffman Inc	\$83.39
REM - Lyndale Inc	\$100.97
REM - Madelia Inc	\$175.67
REM - Mankato Ac Inc	\$78.32

REM - Mankato B Inc	\$209.20
REM - Marshall Ab Inc	\$89.53
REM - Marshall C Inc	\$202.06
REM - Minnetonka Inc	\$106.69
REM - Montevideo Inc	\$82.54
REM - Osakis Inc	\$81.89
REM - Park Heights Inc	\$117.12
REM - Pillsbury Inc	\$94.64
REM - Pleasant Inc	\$73.83
REM - Red Wing Inc	\$98.00
REM - Rochester Inc	\$83.11
REM - Roseau Inc	\$110.57
REM - Southeast Inc	\$84.26
REM - St Cloud Inc	\$106.30
REM - Tyler Inc	\$125.83
REM - Willow Creek A Inc	\$79.73
REM - Willow Creek B Inc	\$169.20
REM - Woodvale Cedar Ii	\$144.22
REM - Woodvale Cedar Ii	\$148.10
REM - Woodvale Cedar Iii	\$149.91
REM - Woodvale Cedar Iv	\$168.62
REM - Woodvale Dodge County	\$95.43
REM - Woodvale V	\$126.20
REM - Woodvale VI	\$131.82
REM - Woodvale VII	\$123.77
Renville County Community Residence Inc	\$131.92
Res Serv Of NE MN House I	\$168.97
Res Serv Of NE MN House II	\$137.60
Resa On Eden Praire Rd	\$120.46
Riverview Manor Inc	\$158.11
Rochester SOCS	\$251.50
Rosewood Home Alexandria House #6	\$86.74
Scenicwood Home Alexandria House #7	\$93.15
Seventh Street Home Inc	\$108.04
Shadyway Group Home	\$117.11
Shingle Creek Option	\$219.58
Silver Oaks	\$211.50
Smith Group Home	\$85.29
South Center Manor Inc	\$103.77
St Ann's Group Home	\$126.65
St Camillus Place	\$124.65
St Lukes Group Home	\$96.53

Official Notices

St Stephen Group Home A	\$85.58
St Stephen Group Home B	\$84.19
Starbuck Home	\$136.27
Steffen Home	\$108.82
Stepping Stones Group Home	\$130.02
Summit Avenue Residence	\$89.64
Summit Group Home	\$86.86
The Lutheran Home	\$145.98
The Phoenix Residence Inc	\$183.72
Therapeutic Community Residence	\$134.35
Therese K Sexton Home North	\$125.97
Therese K Sexton Home South	\$133.91
Thompson Ave Group Home	\$139.53
Todd County Group Homes Inc	\$96.15
Two Fifty Two West Wabasha Street	\$130.58
Two Fourteen Park Avenue Home	\$99.78
Valley Group Home II	\$146.35
Vasa Lutheran Home For Children	\$124.79
Virginia SOCS	\$210.76
Warner Home I	\$90.53
Warner Home II	\$78.30
Warner Home III	\$106.67
West Group Home	\$109.29
Westwood Home	\$147.30
Wilson Apartments	\$140.62
Windom CRF Inc	\$92.65
Zenith Apartments	\$100.19

Performance-Based Contracting Facilities (ICF/MR)

Nekton On Frost	\$159.08
Nekton On Wheeler	\$172.44
New Directions	\$134.69
Nekton On Stillwater	\$112.94
ACR Home On Cummings	\$219.83
Nekton On Greysolon	\$209.57
Nekton On Imperial Court	\$144.96
Nekton On London Road	\$155.60
Nekton On Sextant	\$152.88
Heartland Homes Inc	\$95.19
Nekton On William	\$247.67
Nekton On Minnehaha	\$163.86
Nekton On Wyoming	\$129.05
Nekton On Goodrich	\$202.16

Nekton On Hodgson	\$187.75
Bristol Place Ridgewood	\$129.65
Nekton On Mississippi	\$144.55
Bristol Place Maria Home	\$114.87
Nekton On Wallace	\$171.83
Nekton On Queen	\$217.15
L.A.K. Group Home	\$124.73
ACR Home On Redwood	\$269.41
ACR On Lydia Avenue West	\$338.73
ACR Home On Robin	\$197.38
ACR Home On Riverdale	\$216.92
ACR Home On Dawn	\$288.77

Department of Labor and Industry

Labor Standards Division

Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective October 6, 1997, prevailing wage rates were determined and certified for commercial construction projects in the following counties:

Blue Earth: Resident Life Office Relocation - MSU-Mankato.

Carver: Intercomm System - Early Childhood Center ISD #112-Chaska.

Dakota: Upgrade HVAC/Electrical & Remodeling - District Office ISD #196-Rosemount.

Hennepin: Armstrong High School Elevator-Plymouth.

Lyon: ADA Upgrades - National Guard Armory-Marshall.

Pipestone: ADA Upgrades - National Guard Armory-Pipestone.

Ramsey: Fire Protection System - Roseville Area High School-Roseville; Fire and Life Safety Improvements - Biological Science Center/U of M-St. Paul; Process Computer System Project - MWWTP-St. Paul.

Redwood: ADA Upgrades - National Guard Armory-Redwood Falls.

Sherburne: Plumbing Modification to E Cellblock - St. Cloud Correctional Facility-St. Cloud.

Washington: Additions and Alterations - Forest Lake License Bureau-Forest Lake.

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 is \$1.36 per project. Make check or money order payable to the State of Minnesota.

Gary W. Bastian,
Commissioner

Official Notices

Metropolitan Council

Notice of Public Meeting on Proposed Changes to the Current Sewer Cost Allocation Process

The Metropolitan Council's Environmental Services (MCES) Division will hold a public meeting to provide background information and receive public reaction to proposed changes to the current sewer cost allocation process. The proposed changes are in response to a 1997 legislative change which grants MCES the authority to determine the method for establishing the current cost portion of that system and addresses the billing procedure recommendations of the 1995 Sewer Rate/Cost Allocation Task Force. The public meeting will be as follows:

Tuesday, October 28, 1997, 4 p.m.
Metropolitan Council Chambers
Mears Park Centre
230 East Fifth Street
St. Paul, MN

All interested persons are encouraged to attend the meeting and offer comments. People may register in advance to speak by calling 602-1700 or 291-0904 (TTY). Upon request the Council will provide reasonable accommodations to persons with disabilities.

Comments may also be submitted as follows (**all comments must be received by 5 p.m. on Wednesday, November 12, 1997**):

- Send written comments to: Lois Spear, Controller, Environmental Services Division, Metropolitan Council, Mears Park Centre, 230 East Fifth Street, St. Paul, MN 55101.
- FAX comments to Lois Spear at 602-1083.
- Record comments on the Council's Public Comment Line: 612/602-1500
- Send comments electronically to: data.center@metc.state.mn.us

Copies of the *Changes in Metropolitan Council Environmental Services' Sewer Rate Billing Process* and *Sewer Rates/Cost Allocation Task Force Report to the Metropolitan Council* are available through the Council's Regional Data Center. Call 602-1140 or 291-0904 (TTY) to request a copy.

Minnesota Property Insurance Placement Facility

Notice of Special Meeting of the Governing Board

NOTICE IS HEREBY GIVEN that a special meeting called by the Chairman of the Governing Board of the Minnesota Property Insurance Placement Facility will be held at 9:00 a.m. on Wednesday, October 8, 1997. The only agenda item will be the Market Conduct Examination. The meeting will be held at Minnesota Property Insurance Placement Facility located at 1201 Marquette Avenue, Suite 310; Minneapolis, Minnesota. For additional information please call 338-7584.

Minnesota Department of Public Safety

Driver and Vehicle Services Division

Request for Comment: Planned Amendments to Rules Governing Documentation of Identity for a Driver's License or Motor Vehicle Registration and Title, *Minnesota Rules*, Parts 7410.0100 to 7410.0600

Subject of Rule. The Minnesota Department of Public Safety requests comment on planned amendments to rules governing the documents required to verify identity when applying for, or changing one's name on a driver's license, instruction permit, Minnesota identification card, motorized bicycle operator's permit, or motor vehicle registration and title. The department is considering amending the existing rules and developing new rules to:

- specify primary and secondary identification documents that will be required and accepted;
- define "domicile" for purposes of establishing residency;
- address the translation of documents not in English and the verification of the identity of a minor; and
- other administrative standards relating to the issuance of licenses, permits and cards.

Persons Affected. The amendments to *Minnesota Rules*, parts 7410.0100 to 7410.0600 would likely affect all persons who want

to apply for, or change their name on, a driver's license, instruction permit, Minnesota identification card, motorized bicycle operator's permit, or motor vehicle registration and title. Migrants, immigrants, persons who are foreign born, law enforcement officials, driver's license agents and motor vehicle registrars, and persons or entities who rely on state driver's licenses, identification cards or permits for business transactions or personal identification purposes may be affected by or interested in these rule amendments.

Statutory Authority. *Minnesota Statutes*, sections 14.06, 168A.24, 299A.01, subdivision 6; chapter 171 and *Laws of Minnesota* 1997, chapter 250, section 10, subdivision 6 provide the department with rulemaking authority on this matter.

Public Comment. Interested persons or groups may submit comment or information on the planned rules in writing or orally until further notice is published in the *State Register* that the Department intends to adopt or to withdraw the rules.

The department contemplates working with an advisory committee. Advice will be solicited from Southern Minnesota Regional Legal Services; the Minnesota Department of Health Vital Records Division; law enforcement; the Institute of Linguistics of the University of Minnesota; the hospitality, alcohol and beverage, retail merchant, and banking industries; driver's licensing agents and deputy registrars; the Council on Asian Pacific Minnesotans; Council on Black Minnesotans; and the Chicano-Latino People Affairs Council. Advisory committee meetings are open to the public. If you want to be notified of the time and place of the advisory committee meetings notify the agency contact person listed in this notice.

Rule Drafts. One or more drafts of planned rules will be prepared and reviewed by the department with members of the advisory committee.

Agency Contact Person. Written or oral comment, questions, and requests for more information on the planned rules should be addressed to:

Jane A. Nelson, Management Analyst - Administrative Rules
Department of Public Safety, Suite 196
445 Minnesota Street
Saint Paul, Minnesota 55101-5196
Phone: 612-296-2608 or Fax: 612-296-3141.
E-mail: Jane.Nelson@state.mn.us

Alternative format. This Request for Comment can be made available in an alternative format such as large print, Braille, or cassette tape. To make such a request, contact the agency contact person at the address or telephone number listed above.

Note: Comment received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt the rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed.

Dated: 22 September 1997

Donald E. Davis, Commissioner
Department of Public Safety

Department of Public Safety

Minnesota Auto Theft Prevention Program

Notice of Meeting of the Board of Directors

The Department of Public Safety, Minnesota Auto Theft Prevention Program, will be holding its Board of Directors meetings on the following dates: October 23, 1997, November 20, 1997 and December 18, 1997. Meetings will begin at 9: 00 a.m. at the MATPP office located at 1110 Centre Pointe Curve, Suite 405, Mendota Heights, MN. (Hwy 110 and Lexington Ave. west of Hwy 35W - south side of the GNB Technologies Bldg.). Meetings are open to the public. For more information you may contact the MATPP office at (612/405-6155).

State Grants & Loans

Minnesota State Retirement System (MSRS) Public Employees Retirement Association (PERA), and Teachers Retirement Association (TRA)

Notice of Joint Board Meeting

A joint meeting of the Boards of the Minnesota State Retirement System, Public Employees Retirement Association, and Teachers Retirement Association will be held on Thursday, October 9, 1997, at 9:30 a.m. in the PERA Training Center, street level, 514 St. Peter Street, St. Paul, Minnesota.

State Grants & Loans

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

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

Minnesota Board on Aging

Notice of Intent to Grant Funds for Regional Ombudsman Offices for Older Minnesotans

The Minnesota Board on Aging operates the Office of Ombudsman for Older Minnesotans pursuant to *Minnesota Statutes* 256.974. The Office of Ombudsman for Older Minnesotans receives and acts on complaints made by nursing home residents, acute care patients, in-home service recipients or their representatives. In addition the office provides educational programs to promote an understanding of issues in the field of long term care services and works with consumers, state agencies, providers and the legislature to improve the quality of care and services for consumers. The Office also recruits, trains and supervises a cadre of volunteers to provide expanded access to the program.

The MBA is currently seeking proposals from public or private non-profit agencies interested in sponsoring a regional office to provide ombudsman services. The applicant may not be an agency engaged in the provision of nursing home, hospital care or home care services either directly or by contract, or have the responsibility for planning, coordinating, funding or administering nursing home, hospital or home care services pursuant to *Minnesota Statutes* 256.974.

The Minnesota Board on Aging has designated the areas listed below as ombudsman services regions. The approximate amount of funding for each regional office for calendar year 1998 is also listed. All applicants must be willing and able to expand or enhance the current program. Amounts listed also necessitate cash match to be provided by the applicant agency. The MBA reserves the right to approve or reject any or all applications. Publication of this announcement does not guarantee that a contract will be let.

REGIONAL OFFICES	COUNTIES	1998 FUNDING
Metropolitan	Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington	\$ 286,571
Central	Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Sherburne, Stearns, Todd, Wright	\$ 51,500
South Central	Blue Earth, Faribault, Freeborn, Le Sueur, Martin, Mower, Nicollet, Rice, Steele, Waseca, Watonwan	\$ 50,400
Southeast	Dodge, Fillmore, Goodhue, Houston, Olmstead, Wabasha	\$ 41,200
Southwest	Brown, Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Rock	\$ 39,100

State Grants & Loans

West Central	Big Stone, Chippewa, Kandiyohi, Lac Qui Parle, McLeod, Meeker, Renville, Sibley, Swift, Yellow Medicine	\$ 32,400
Midwest	Becker, Clay, Douglas, Grant, Hubbard, Otter Tail, Pope, Stevens, Traverse, Wadena, Wilkin	\$ 31,900
Northwest	Beltrami, Clearwater, Kittson, Lake of the Woods, Mahnommen, Norman, Pennington, Polk, Red Lake, Roseau	\$ 29,800
Northeast	Aitkin, Carlton, Cook, Lake, Pine, St. Louis (southern area)	\$ 26,200
Iron Range	Itasca, Koochiching, St. Louis (northern area)	\$ 24,200

Proposals are due by 4:30 on Friday, November 7, 1997.

Further information and a copy of the grant application package is available from:

Diane Levitt, Assistant State Ombudsman
Office of Ombudsman for Older Minnesotans
85 E. 7th Place, Suite 280
St. Paul, Minnesota 55101
(800) 657-3591 or diane.levitt@state.mn.us

Department of Corrections

Notice of Availability of Funds to Establish a Weekend Camp for Male Juvenile Offenders

The Minnesota Department of Corrections, Juvenile Services and Legislative Relations Division, announces the availability of funds for a program to establish a weekend camp program at Camp Ripley designed for first or second time male juvenile offenders, ages 11-14.

Private, for-profit, and non-profit organizations, public human service agencies, community corrections agencies, other governmental agencies, and American Indian tribal governments are eligible to apply for these funds. The grant program will provide funding of \$275,000 through June 30, 1998.

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

The deadline for proposal submission is **November 14, 1997**, 4:00 p.m. To receive a copy of the request for proposal which describes in detail how to apply for this funding, contact William D. Ellis, Minnesota Department of Corrections, Juvenile Services and Legislative Relations Division, 1450 Energy Park Drive, Suite 200, St. Paul, Minnesota 55108-5219. Telephone 612/642-0274, TTY 612/643-3589.

Pollution Control Agency

Department of Agriculture

Notice that Application Periods for the Individual Sewage Treatment System (ISTS) grant program and the Agriculture Best Management Practices Program (AgBMP) Are Currently Open

The Minnesota Pollution Control Agency (MPCA) and the Minnesota Department of Agriculture (MDA) is hereby given the notice that: The MPCA's Individual Sewage Treatment System (ISTS) grants program and the MDA's Agriculture Best Management Practices (AgBMP) loan program are now accepting applications for their respective programs.

The ISTS program provides grants to municipalities (cities, counties, townships, and special purpose districts) to assist owners of individual sewage treatment systems to upgrade or replace their failed systems (*Minnesota Statutes* Sec. 116.18, subd. 3c). Application requests for placement on the funding list must be received no later than 4:30 p.m. on Friday, January 23, 1998.

State Grants & Loans

For an application request packet for placement on the funding list, or additional information please contact:

Vicky Cook or Ron Omann
(612) 296-7248 (612) 296-4555
Minnesota Pollution Control Agency
520 Lafayette Road, St. Paul, MN 55155
MPCA Toll Free: 1-800-657-3864

The AgBMP loan program provides loans to the local government to help farmers, rural landowners and agriculture supply businesses identify problems and implement solutions to water quality issues related to the agriculture industry. Counties, Soil and Water Conservation Districts and joint power organizations may apply.

The Minnesota Department of Agriculture's ISTS and Well Loan Program provides loans to county government to help any property owner repair or upgrade failing septic systems or seal abandoned wells. Counties or their designated representative may apply.

Application must be received or postmarked by December 5, 1997.

For an application or additional information please contact:

Dwight Wilcox
AgBMP / Minnesota Department of Agriculture
90 West Plato Blvd. / Room 211
St. Paul, MN 55107
(612) 215-1018

Six workshops have been scheduled to provide additional information about the programs and assist those who intend to request placement of a project on the funding list. All meetings are from 9:00 am to 12:30 pm. The location of these meetings are as follows:

St. Paul

October 15, 1997
MPCA Building
520 Lafayette Rd N
St. Paul, MN 55155-4194
(612) 296-4555
(800) 657-3864

St. Cloud

October 20, 1997
Michael's Restaurant
510 S Hwy 10
Cloud, MN 56304
(320) 252-7100

Rochester

October 23, 1997
Heintz Center, Room HC 109
Rochester Community and Technical College
1926 College View Drive SE
Rochester, MN 55904
(507) 285-7210

Grand Rapids

October 30, 1997
DNR Building
1201 E. Hwy 2
Grand Rapids, MN 55744
(218) 327-4455

Marshall

November 12, 1997
Department of Transportation
1800 E College Dr.
(Same as Hwy. 19)
Marshall, MN 56258
(507) 537-6146

Detroit Lakes

November 13, 1997
City Council Chambers
P.O. Box 647
Detroit Lakes, MN 56502
(218) 847-5658

If you plan on attending one of the above workshops, please pre-register by calling Ron Omann at (612) 296-4555 or Toll Free at (800) 657-3864. There is **NO** cost to attend. Walk-ins are always welcome, but preregistration will insure that there will be enough materials and space for everyone.

Department of Public Safety

Minnesota Auto Theft Prevention Program

Notice of Grant Availability for Auto Theft Prevention Programs for Government Units and Local Business and Community Organizations

The Minnesota Auto Theft Prevention Program Board announces the availability of \$1,865,000.00 in grant money. Applications will be accepted from State, County, Local Police Departments, Governmental Agencies, Prosecutors, Judiciary, Businesses, Community and Neighborhood Organizations. Money granted through this program must be dedicated to the area of auto theft. Grant application packets may be obtained by contacting Dennis Roske at the Auto Theft Prevention Office at (612/405-6153 or 405-6155). To be considered, applications must be received in the MATPP office in Mendota Heights by 4:30 p.m. on December 31, 1997.

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 Department of Corrections Project

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, October 6, 1997, to:

Audrey Clasemann, Executive Secretary
State Designer Selection Board
Department of Administration
50 Sherburne Avenue, Room G-10
St. Paul, Minnesota 55155-3000
Phone: (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.**
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.**

Professional, Technical & Consulting Contracts

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.

- 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 submitted**; 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.
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 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 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 Audrey Clasemann at (612) 296-4656.

PROJECT 3-97

Department of Corrections
Vehicle Maintenance Shop Addition & Master Plan Update
Mankato District Headquarters
Mankato, Minnesota

1. PROJECT DESCRIPTION:

Part One: Vehicle Maintenance Shop: Addition and Remodeling. The project will be an extension of the shop to the north with proposed budget of \$275,000 to \$300,000.

Part Two: Updating the Design Development for the Addition and Remodeling of the Headquarters Facility completed in 1990 by Kilstofte Associates Architects. The Firm selected will become the Architect of Record for the Addition and Remodeling Project.

2. REQUIRED CONSULTANT SERVICES:

Part One: Vehicle Maintenance Shop: Addition and Remodeling. The scope of the work for this part of the project will be to provide complete design services through construction. The consultant fee will be based on 9% of the estimated construction cost. The funding for building construction was part of Mn/DOT's 1998 Capital Building Request.

Professional, Technical & Consulting Contracts

Part Two: Updating the Design Development for the Addition and Remodeling of the Headquarters Facility. The scope of the work for this part of the project will be to update the design development submittal and prepare a cost estimate to be used for the Mn/DOT Capital Budget. A fee of up to \$25,000 is available for this part of the work. A copy of the design development work will be provided to the short listed firms.

The selected design firm and their associated firms shall each demonstrate experience in successfully completing projects of a similar type, size, and complexity.

The consultant will be required to provide architectural, structural, mechanical, and electrical services.

The construction documents shall be done using Computer Aided Design and Drafting (CADD) in a system compatible with Bentley Systems Microstation Version 5. AutoCadd Versions 12 and 13 are compatible. The Mn/DOT Building Section will provide the consultant with a copy of their Consultant Procedures for Construction Projects to aid in completing their work.

3. PROJECT SCHEDULE:

Part One: Plans and Specifications should be completed no later than April 15, 1998, for construction during the summer of 1998.

Part Two: Update of the Design Development Work should be completed by the fall of 1998.

4. PROJECT INFORMATION MEETING AND BUILDING TOUR:

There will be an on-site information meeting and building tour for all consultants submitting RFPs for the project. This will be the only time the building is available to the consultants. The meeting will be at 10:00 a.m. on Tuesday, October 21, 1997, at the Mankato Headquarters Building, 501 South Victory Drive, Mankato, Minnesota.

5. PROJECT CONTACT:

Questions concerning the project should be referred to:

Ronald Lagerquist, Architect
Minnesota Department of Transportation
Office of Maintenance: Building Section
Transportation Building MS 715
395 John Ireland Boulevard
St. Paul, Minnesota 55155-1899
Phone: (612) 297-4742
Fax: (612) 282-9904

6. STATE DESIGNER BOARD SCHEDULE:

Project Site Visit: Tuesday, October 21, 1997, at 10:00 a.m.
Proposal Due: Monday, October 27, 1997, by 4:00 p.m.
Project Short List: Monday, November 10, 1997
Project Interviews & Award: Tuesday, November 25, 1997

Questions regarding the RFP or requests for a copy of the acceptable Fee Format should be directed to Audrey Clasemann, (612) 296-4656.

Department of Children, Families and Learning

Office of Community Services

Notice of Request for Proposals to Evaluate Community-based Mentoring Programs

The Department of Children, Families and Learning requests proposals to evaluate community-based mentoring programs to identify program impact on mentors and mentees as well as identifying effective program strategies and/or models.

Project Cost: The department has estimated that the cost of this project should not exceed \$60,000.

Proposals Due By: October 31, 1997

Project Period: December 1, 1997, through March 31, 2000.

Professional, Technical & Consulting Contracts

To request a copy of the full Request for Proposal contact:

Jeri Boisvert
Office Drug Policy and Violence Prevention
Department of Children, Families and Learning
550 Cedar Street, #409
St. Paul, MN 55101
612/296-0922

This request for proposal 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.

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.

A. Scope of the Project:

The Department of Children, Families and Learning requests proposals to evaluate community-based programs providing mentoring services to youth. The programs will be selected through the 1997 Prevention and Intervention Funding Process. It is our intent to a contract for services to assess the impact on mentees and mentors while identifying effective program strategies and/or models.

This request for proposal 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.

B. Background:

For six years, through the Prevention and Intervention Grant Process, a number of Minnesota State Departments have collaborated in a joint grant-making process focusing on prevention and intervention related grant categories. This request solicits proposals to conduct evaluation of mentoring programs that will be selected to receive two years of funding through the 1997 Prevention and Intervention Grant Process in the following categories: Youth Focused Crime Prevention Projects and/or After-School Enrichment.

Proposals are requested describing the applicant's plan to conduct evaluation of these diverse mentoring grants; to identify and document outcomes; and to make recommendations for future mentoring strategies and program models. It is expected that approximately fifteen grants will be selected for evaluation.

C. Goal and Objectives:

It is the goal of this project to gauge the impact of mentoring programs on mentors and mentees as well as identifying effective program strategies and/or models. This will be accomplished through achieving the following objectives:

- Identify the characteristics, components, and strategies for effective mentoring programs;
- Make recommendations for future programming based on evaluation data analysis.

D. Project Tasks:

1. Become knowledgeable about research and information relating to mentoring.
2. Become knowledgeable about the Prevention and Intervention mentoring grants selected for evaluation through review of each grantee's application.
3. Identify appropriate evaluation tools and processes to gather evaluation information from grantee organizations. Obtain agreement of Department of Children, Families and Learning staff on the tools and processes to be used.
4. Provide information to grantee organizations on the evaluation process; provide grantees copies of measurement tools to be used; be available to answer grantee questions or concerns during the evaluation period.
5. Review evaluation data, summarize, and issue a report on program service impact and recommendations for future prevention programming.
 - a. Recommend changes in service programs based on analysis of program data.
 - b. Make recommendations regarding replicability of program models with the highest potential for desired impact
 - c. Recommend changes in grant process and/or support provided to grantees to increase the likelihood of success for community-based mentoring programs.
 - d. Analyze process and outcome data. Summarize results for dissemination to community groups, state and public agencies, and the Minnesota Legislature.

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

E. Department Contacts:

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

Jeri Boisvert
Office of Drug Policy and Violence Prevention
Department of Children, Families and Learning
550 Cedar St., #409
St. Paul, MN 55101
e-mail: jeri.boisvert@state.mn.us
Phone: 612/296-0922

Other department personnel are **NOT** allowed to discuss the request for proposal with anyone, including responders, before the proposal submission deadline.

F. Submission of Proposals:

All proposals must be sent to:

Jeri Boisvert
Office of Drug Policy and Violence Prevention
Department of Children, Families and Learning
550 Cedar St., #409
St. Paul, MN 55101

G. Proposal Deadline:

All proposals must be received no later than 4:00 P.M., October 31, 1997. Faxed or late proposals will not be accepted. 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 responding firm. Prices and terms of the proposal as stated must be valid for the length of the project. Only one copy is necessary of supporting documents, videos, or other materials respondents may wish to submit in support of their proposal.

H. Project Costs:

The department has estimated that the cost of this project should not exceed \$60,000.

I. Project Completion Date:

The project will be completed by March 31, 2000.

J. Proposal Contents:

The following will be considered minimum contents of the proposal:

1. A restatement of the objectives, goals and tasks to show or demonstrate the responder's view of the nature of the project.
2. Identify and describe the deliverables to be provided by the responder.
3. Outline the responder's background and experience with particular emphasis on conducting external evaluations of community-based prevention and/or intervention programs. Identify personnel to conduct the project and detail their training and work experience. No change in personnel assigned to the project will be permitted without the approval of the state Project Director/Manager.
4. Responder will prepare a detailed cost and work plan which will identify the major tasks to be accomplished and be used as a scheduling and managing tool, as well as the basis for invoicing.
5. Identify the level of the department's participation in the project as well as any other services to be provided by the department.

K. Evaluation Criteria:

All proposals received by the deadline will be evaluated by representatives of the Department of Children, Families and Learning. An interview may be part of the evaluation process. Factors upon which proposals will be judged include, but are not limited to, the following:

1. Expressed understanding of project objectives.....15 points
2. Project work plan40 points
3. Project cost detail20 points
4. Qualifications of both company and personnel25 points
(Experience of project personnel will be given greater weight than that of the firm.)

It is anticipated that evaluation and selection will be completed by November 30, 1997.

Professional, Technical & Consulting Contracts

L. Workers' Compensation:

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

M. Targeted Group Businesses and Individuals:

In accordance with *Minnesota Rules* part 1230.1810, subpart B, and *Minnesota Rules* part 1230.1836, 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 a 4% preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline (612) 296-2600 TTD (612) 282-5799.

N. M.S. 16B.167:

In compliance with *Minnesota Statutes* 16B.167, the availability of this contracting opportunity is being offered to state employees. Notice of this opportunity will be provided to the Human Resources Offices of all *Minnesota Statutes* 15.091 agencies and the Higher Education Board. The responses of any state employee will be evaluated along with other responses to this Request for Proposal.

O. Terms and Conditions:

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, and the state must pay its invoices with 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 "Commissioner's 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 90 percent 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.

Department of Employee Relations

Request for Proposals (RFP) for Professional Services to Administer a Self-Insured Health Care Plan

The Minnesota Department of Employee Relations (DOER) is soliciting proposals from qualified vendors to administer a self-insured health care plan for the Public Employees Insurance Program (PEIP). These services must comply with all applicable laws and administrative rules governing the administration of health care, and with all specifications provided as part of this RFP. A complete statement of the State's requirements and other terms and conditions governing this RFP may be obtained by contacting:

William Bausch, Program Manager
Public Employees Insurance Program
Minnesota Department of Employee Relations
200 Centennial Office Building
658 Cedar Street
St. Paul, MN 55164

Phone: (612) 297-8115

FAX: (612) 296-5445

E-mail: william.bausch@state.mn.us

All proposals must be received by DOER by 3:00 p.m., on Monday, October 27, 1997. Five copies of the proposal must be submitted in a sealed mailing envelope or package with vendor's name and address written on the outside, and with evidence of the vendor's compliance with the Minnesota Human Rights Act attached to the envelope or package.

Minnesota Health Care Commission

Health Technology Advisory Committee

Notice of Request for Proposals for Health Technology Evaluation Services

The Health Technology Advisory Committee (HTAC) of the Minnesota Health Care Commission is soliciting proposals for health technology evaluation services including: a) initial evaluation reports on three technologies; b) consulting and services to add Minnesota-specific data and other information to the three initial reports; and c) additional consulting as needed.

The three health care technologies of interest are:

- Positron-emission computed tomography (PET): Oncologic applications
- Neurostimulation to relieve pain — dorsal column stimulation (DCS) and spinal cord stimulation (SCS)
- Computer-assisted rescreening of Pap Smears

Proposals must be received by the Minnesota Department of Health no later than 4:00 P.M. Monday, October 31, 1997.

A copy of the complete request for proposal can be obtained by contacting Nancy Cusick at:

Health Technology Advisory Committee
121 East 7th Place, Suite 450
P.O. Box 64975
St. Paul, MN 55164-0975
Phone: 612-282-6374
Fax: 612-282-5628

Housing Finance Agency

Request for Proposal for Underwriter Services

The Minnesota Housing Finance Agency (MHFA) expects to have available a Request for Proposal (RFP) for Underwriter Services on October 6, 1997. The services to be provided by a qualified investment banking firm include, but are not limited to, the following: At the time of a bond sale, recommend optimum bond structure, pricing strategy and marketing strategy; prepare all preliminary and final cash flows; prepare investment agreement bid specifications and obtain bids for acquisition, debt service reserve, insurance reserve and float funds at time of bond sale pricing; market MHFA's bonds; and prepare final pricing book after pricing of each bond sale. In between bond sales, provide assistance in financial planning and utilization of MHFA fund balances; provide secondary market for MHFA's bonds; and provide assistance in developing new sources of capital for affordable housing programs. Copies of the RFP can be obtained by contacting Robin Hanson, Deputy Commissioner, at 612-296-9813.

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 noon, CDST, Tuesday, November 4, 1997.

Department of Human Services

Notice of Request for Proposals to Evaluate Minnesota's Self Determination Project

The Minnesota Department of Human Services is seeking professional services from qualified parties to provide a formative evaluation of Minnesota's Self Determination Project. Minnesota was chosen as one of 18 states to receive a Robert Wood Johnson Foundation grant to promote self determination principles. Minnesota's Self Determination Project was created to establish a framework for changing the current service delivery system and supporting persons with developmental disabilities in new and creative ways. Blue Earth, Dakota, and Olmsted counties were chosen as local project sites to implement "a new way of thinking" in promoting individualized choice and control. The evaluation will include evaluation of:

- 1) the effectiveness of the Project's structure;
- 2) the effectiveness of consumer support activities;
- 3) the impact of methodologies used to determine individual consumer budgets; and
- 4) the Project's effect on the quality of services and supports.

Professional, Technical & Consulting Contracts

Persons interested in receiving a copy of the RFP should contact

Barb Roberts, Project Coordinator
Minnesota Department of Human Services
444 Lafayette Road
St. Paul, MN 55155-3857
Phone: 612/296-1146
FAX: 612/282-3787
Email Address: barb.roberts@state.mn.us

All proposals must be received no later than 3:30 pm on November 3, 1997

Mankato State University

Advertisement for Sealed Proposals for Chilled Water Plant Addition for Mankato State University (Project I.D.# 707438)

Bids will be received by:

Mankato State University
Office of Purchasing
P.O. Box 8400, MSU #125
Wiecking Center
415 Malin Street #358
Mankato, Minnesota 56002-8400

until 2:00 PM, October 28, 1997, at which time the proposals will be opened and publicly read aloud.

Proposal Forms, Contract Documents, Plans and Specifications as prepared by the Project Engineer; LS Engineer; are on file at the office of the:

- 1) LS Engineers
- 2) following Builders Exchanges: Mankato, Willmar, Rochester, St. Paul and Minneapolis.
- 3) National Association of Minority Contractors of MN.
- 4) Construction Bulletin Plan Room.
- 5) Dodge Plan Room
- 6) State Register

Sets of Proposal Forms, Plans and Specifications for use by contractors in submitting a bid may be obtained at the following address:

LS ENGINEERS
200 SOUTH MAIN STREET
LESUEUR, MN 56058
(507) 665-6255

Each bid which totals over \$25,000.00 must be accompanied by either a certified check, payable to Mankato State University, in the sum of not less than five percent (5%) of the total bid or a corporate surety bond for the same amount by a surety company authorized to do business in the State of Minnesota.

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

A pre-bid meeting will be held at 10:00 AM, Thursday, October 16, 1997 in Room 221, Wiecking Ctr., Mankato State University.

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.

Minnesota Historical Society

Notice of Request for Bids for Boiler Replacement at Fort Snelling

The Minnesota Historical Society is seeking bids from qualified firms and individuals to provide all labor, materials, freight, permits, and fees to remove and replace the existing boiler system in Building 22 at Fort Snelling.

The Request for Bids is available by calling or writing Deane M. Roe, Contracting Officer, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, MN 55102. Telephone (612) 297-5863.

There will be a pre-bid walk through on site on October 8, 1997, at 11:00 a.m.

Bids must be received not later than 2:00 p.m. Central Time October 15, 1997.

Complete Specifications and details concerning submission requirements are included in the Request for Bids.

City of Saint Paul

County of Ramsey

Division of Contract & Analysis Services, Room 280 City Hall/Court House, 15 West Kellogg Boulevard,
Saint Paul, Minnesota 55102-1674, Telephone 612-266-8900, FAX 612-266-8919

Request For Proposals for Architectural, Engineering and Project/Construction Management Services City Hall Annex (RFP-19209-3)

Proposals Due: October 29, 1997 - 2:00 p.m.

Preproposal Conference: October 10, 1997 at 9:00 a.m. Room 1504 City Hall Annex, 24 West Fourth Street, Saint Paul, MN 55102

Proposals Available: Contract and Analysis Division - 266-8900

SCOPE OF PROJECT: Professional Service for the renovation of the City Hall Annex, (CHA) 25 W. 4th Street, Saint Paul, MN. The CHA is a 15 Story building located in between the Lowry Medical Arts Building and other associated buildings in the block bordered by 4th, St. Peter, 5th and Wabasha Streets in downtown Saint Paul, and is connected by skyway to the City Hall/Court House Building. Estimated total number of occupants of the building will be 400.

All of the occupants will remain in the building, however, some will occupy another floor. Floors six through fourteen will have full floor build outs; floors two through fourteen will include electrical services upgrades and heating, air conditioning and ventilation; floors one through three will only involve installation of new workstations and task seating.

Project to commence December 1997 and is to be completed by late fall of 1998. Bidding anticipated no later than February 1998. Estimated budget is \$2,600,000 - \$3,000,000, including A/E Design fee, Interior Office Furnishing Design fee, Project and Construction Management fee, construction, voice, data and video installation, furnishings and installation and moving costs.

Non-State Public Bids, Contracts & Grants

City of Saint Paul County of Ramsey

**Division of Contract & Analysis Services, Room 280 City Hall/Court House, 15 West Kellogg Boulevard,
Saint Paul, Minnesota 55102-1674, Telephone 612-266-8900, FAX 612-266-8919**

Request for Proposals for Consultant Services to design, implement and evaluate the Ramsey County Inclusiveness in Contracting Program

In response to the U.S. Supreme Court Decision in the City of Richmond vs J.A. Croson Company, a Disparity Study Joint Powers Board was developed by the jurisdictions of Ramsey County, the City of Saint Paul and Independent School District 625.

This Board hired BBC Research and Consulting to conduct a study of marketplace conditions in order to provide factual substantiation of existing and future programs in contracting. Based on evidence gathered, it was recommended that the County adopt both race and gender-neutral and race and gender-conscious program measures to address the disparities in contracting that were identified.

As a result, the Ramsey County Board approved a request to issue a set of proposals to find consultants for the design/implementation and evaluation segments of a new program called "Ramsey County Program for Inclusiveness in Contracting." This program will replace the existing Targeted Vendor Development Program for the County.

There are two separate Request for Proposals. RFP-3570-3 is for consultant services to design and implement the program and is due on Wednesday, October 22, 1997 at 2:00 p.m. RFP-3571-3 is requesting consultants for the evaluation component for the program and will open Wednesday, October 29, 1997.

Parties interested in obtaining a copy of one or both of the proposals should contact the Contract and Analysis Division, Room 280 City Hall/Court House, 15 West Kellogg Blvd., Saint Paul, MN 55102, 612-266-8900. Please request the proposal by the RFP number listed above.

For question regarding the above, please contact Susan Feuerherm, 612-266-8908.

City of Saint Paul County of Ramsey

**Division of Contract & Analysis Services, Room 280 City Hall/Court House, 15 West Kellogg Boulevard,
Saint Paul, Minnesota 55102-1674, Telephone 612-266-8900, FAX 612-266-8919**

Notice to Interested Proposers for Urban Design and Planning Services for Shepard Davern Gateway Small Area Plan

The City of Saint Paul, through the Planning and Economic Development Division is soliciting proposals from interested firms for Urban Design and Planning Services for Shepard Davern Gateway Small Area Plan (Phase II)

Overview:

Planning effort is to provide a design/land use concept for the 1-1/4 mile of West Seventh Street included in the study areas as well as a more refined development concept for an area of potential major redevelopment between West Seventh Street and Shepard Road.

Services to be provided under contract include urban design and conceptual architectural work to develop and illustrate alternatives both for the corridor concept and for the area redevelopment plan, to help with refinement and analysis and to provide illustrations of final proposals in plan and perspective form.

Proposal Information:

Proposals due: October 15, 1997

Information may be obtained by calling Contract and Analysis Division, 266-8900, and request a copy of **RFP-19203-3**.

Questions: Susan Feuerherm, 266-8908



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