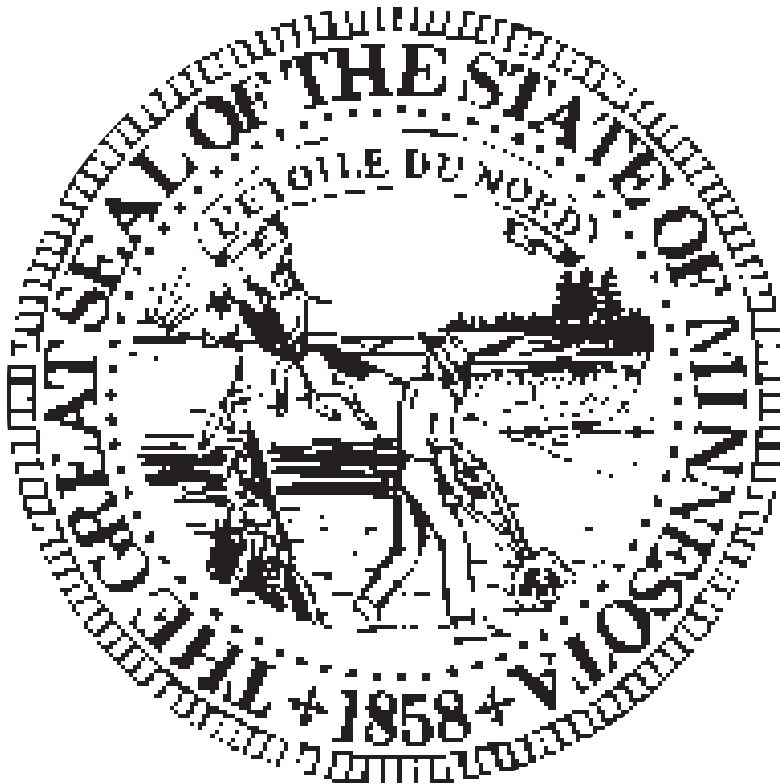


The Minnesota  
**State  
Register**

**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.

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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
# 37	Monday 16 March	Monday 2 March	Monday 9 March
# 38	Monday 23 March	Monday 9 March	Monday 16 March
# 39	Monday 30 March	Monday 16 March	Monday 23 March
# 40	Monday 6 April	Monday 23 March	Monday 30 March

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### FOR LEGISLATIVE NEWS

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

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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 monthly in an *Awards Report*.  
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# Minnesota Rules: Amendments and Additions

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

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. 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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## Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

### Exempt Rules

An exempt rule adopted under *Minnesota Statutes* §§ 14.386 or 14.388 is effective upon its publication in the *State Register*.

### Emergency Expedited Rules

Provisions for the Commissioner of Natural Resources to adopt emergency expedited Game and Fish Rules are specified in *Minnesota Statutes* §§ 84.027. The commissioner may adopt emergency expedited rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Emergency expedited rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Emergency expedited rules are effective for the period stated or up to 18 months.

## Department of Human Services

### Adopted Permanent Rules Relating to Family Planning Services

The rules proposed and published at *State Register*, Volume 22, Number 22, pages 943-944, December 1, 1997 (22 SR 943), are adopted with the following modifications:

#### 9505.0280 FAMILY PLANNING SERVICES.

Subpart 1. **Definitions.** For purposes of this part, the terms in items A and B have the meanings given them.

B. "Family planning supply" means a prescribed drug or contraceptive device ordered by a physician or other eligible provider with ~~prescription~~ prescribing authority for treatment of a condition related to a family planning service.

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 State Agricultural Society Minnesota State Fair

### Meeting Notice

The board of managers of the Minnesota State Agricultural Society, governing body of the State Fair, will conduct a business meeting Tuesday, March 17 at the Libby Conference Center on the fairgrounds. The business meeting will immediately follow a 10 a.m. meeting of the board's commercial space sales committee.

## Minnesota State Arts Board

### Request for Comments on Planned Amendment to Rules for Grants and Other Forms of Assistance

**Subject of Rules.** The Minnesota State Arts Board requests comments on its planned amendment to rules for grants and other forms of assistance. The board is considering rules that:

- (1) more specifically state which grant programs are restricted by use of combined funding of the board and the regional arts councils,
- (2) clarify Minnesota residency requirements,
- (3) combine operating support and formula funds programs into a single application and review process and define eligibility and review criteria,
- (4) expand the series presenter program, and define eligibility and review criteria,
- (5) define the matching funds aspect of the folk arts sponsorship grant,
- (6) clarify the criteria for cultural collaborations,
- (7) increase the amount of artist assistance fellowship grants,
- (8) increase the maximum amount of career opportunity grants,
- (9) amend the review criteria for the arts in education school support program,
- (10) clarify the definition for the waiting periods for subsequent awards in the percent for art program, and
- (11) amend the requirements of the interim financial report given by the regional arts councils to the board.

**Persons Affected.** Specifically, the groups or persons affected by these rules are arts organizations, individual artists, arts educators, arts patrons and the Minnesota Regional Arts Councils.

**Statutory Authority.** The adoption of the rules is authorized by *Minnesota Statutes*, section 129D.04 subd. (e) and subd. (f) (1990), which requires the agency to promulgate by rule procedures to be followed by the board in receiving and reviewing requests for grants and other forms of assistance and to promulgate by rule standards consistent with this chapter to be followed by the board in the distribution of grants and other forms of assistance.

**Public Comment.** Interested persons or groups may submit comments or information on these planned rules in writing or orally until 4:30 p.m. on April 6, 1998.

**Rules Drafts.** The Board is currently preparing a draft of the planned rules amendments.

**Agency Contact Person.** Written or oral comments, questions, requests to receive a draft of the rules, and requests for more information on these planned rules should be addressed to: Lisa McDaniel, Minnesota State Arts Board, Park Square Court, 400 Sibley Street, Suite 200, St. Paul, Minnesota 55101-1928, phone 612/215-1600 or 800/866-2787, TTY 612/215-6235, fax 612/215-1602.

**Alternative Format.** Upon request, this Request for Comments can be made available in an alternate format, such as large print, Braille, or cassette tape. To make such a request, please contact the agency person

Dated: 26 February 1998

Robert C. Booker  
Executive Director

## Official Notices

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### Minnesota Comprehensive Health Association

#### Notice of Meeting on Focused Diabetes Disease Management

NOTICE IS HEREBY GIVEN that the Minnesota Comprehensive Health Association's (MCHA), is holding a planning meeting to explore future approaches to the management of diabetes at 11:30 a.m. on Friday, March 20, 1998. The meeting will take place at Blue Cross Blue Shield of MN, RiverPark Building, conference room "S2-7", 3400 Yankee Drive, Eagan, MN.

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

### Minnesota Comprehensive Health Association

#### Notice of Proposed Premium Rate Meetings

NOTICE IS HEREBY GIVEN that a representative of the Minnesota Comprehensive Health Association's (MCHA) executive staff and a representative of the Minnesota Department of Commerce will hold a series of premium rate meetings across the State of Minnesota as indicated below. The purpose of these meetings is to allow MCHA enrollees an opportunity to comment on the proposed premium rates. Any rate change must be approved by the Minnesota Department of Commerce. New premium rates would go into effect on July 1, 1998.

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

<u>WHERE</u>	<u>DATE</u>	<u>TIME</u>
<b>ROCHESTER</b>	Monday, March 23, 1998 Best Western Apache 1517 16th Street S.W. Rochester, MN Tel: 507-289-8866	6:30 pm
<b>DULUTH</b>	Tuesday, March 24, 1998 Holiday Inn Hotel & Suites 200 West First Street Duluth, MN Tel: 218-722-1202	6:30 pm
<b>REDWOOD FALLS</b>	Wednesday, March 25, 1998 Redwood Inn 1305 East Bridge Street Redwood Falls, MN Tel: 507-637-3521	6:30 pm
<b>FERGUS FALLS</b>	Thursday, March 26, 1998 Best Western International I94 & Hwy. 210 Fergus Falls, MN Tel: 218-739-2211	6:30 pm
<b>TWIN CITIES</b>	Monday, March 30, 1998 Holiday Inn Metrodome 1500 Washington Avenue South Minneapolis, MN Tel: 612-333-4646	6:30 pm



## Board of Dietetics and Nutrition Practice

### Request For Comments for Planned Amendment to Rules Governing Annual Renewal Fee, *Minnesota Rules*, Chapter 3250.0050, Subpart 3

**Subject of Rules.** The Minnesota Board of Dietetics and Nutrition Practice requests comments on its planned amendment to rules governing annual renewal fee and late renewal fee. The Board is considering rule amendments that reduce the annual license renewal fee.

**Persons Affected.** The amendment to the rules would likely affect all persons licensed under *Minnesota Statute* 148.621 - 148.633.

**Statutory Authority.** *Minnesota Statutes*, section 148.624, Subd. 4, authorizes the Board to adopt rules for governing annual license renewal. Additional authority to adopt rules is found in *Minnesota Statutes* sections 148.623 (1) and 214.06, subdivisions 1, 2.

**Public Comment.** Interested persons or groups may submit comments or information on these planned rules in writing until 4:30 p.m. on May 15, 1998. The Board does not contemplate appointing an advisory committee to comment on the planned rules.

**Rules Drafts.** The Board has not yet prepared a draft of the planned rule amendment.

**Agency Contact Person.** Written comments, questions, requests to receive a draft of the rule when it has been prepared, and requests for more information on these planned rules should be addressed to: Rules Committee, Board of Dietetics and Nutrition Practice, 2829 University Avenue SE, Suite 555, Minneapolis, MN 55414. TTY users may call the Board at (800) 627-3529.

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

**Note:** Comments 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 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: 9 March 1998

Laurie Mickelson, Executive Director  
Board of Dietetics and Nutrition Practice

## Department of Health

### Request for Comments on Planned Rules Governing Nursing Assistants with Neglect Finding on the Nursing Assistant Registry

**Subject of Rules.** The Minnesota Department of Health requests comments on its planned rules governing nursing assistants whose record maintained by the Nursing Assistant Registry contains a determination of neglect. The Department is considering rules to allow nursing assistants who have a singular occurrence of neglect on their record with the Nursing Assistant Registry to petition the Registry to remove the neglect finding after one year. The issues to be considered include the following: the method by which the nursing assistant may request that a neglect determination be removed; what information must be provided to determine that the nursing assistant does not have an employment or personal history reflecting a pattern of abusive behavior or neglect; what constitutes a "singular occurrence" of neglect; who will make the decision as to whether to grant the nursing assistant's petition; and by what method, if any, may the nursing assistant challenge a denial of a petition to remove a finding of neglect.

**Persons Affected.** The rules will most directly affect nursing assistants registered with the Nursing Assistant Registry. The rules will also affect nursing homes and boarding care homes, and other organizations or individuals who consult with or otherwise rely on the Nursing Assistant Registry to determine if an individual is qualified for a position performing nursing assistant duties.

## Official Notices

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**Statutory Authority.** *Minnesota Statutes*, section 144A.61, subdivision 1, authorizes the Department to adopt rules pertaining to a registry for nursing assistants in nursing homes and boarding care homes certified for participation in the medical assistance or Medicare programs. In 1997, amendments were made to the federal Social Security Act, sections 1819(g)(1)(D), 42 U.S.C. 1395i-3(g)(1)(D) and 1919(g)(1)(D), 42 U.S.C. 1396r (g)(1)(D) to require states to implement a procedure to allow nursing assistants with a single occurrence of neglect on their record in the Nursing Assistant Registry to petition the State to have the neglect finding removed after one year.

**Public Comment.** Interested persons or groups may submit comments or information on these planned rules in writing until further notice is published in the *State Register* that the Department intends to adopt or to withdraw the rules. The Department does not contemplate appointing an advisory committee to comment on the planned rules.

**Rules Drafts.** The Department has not yet prepared a draft of the planned rules.

**Agency Contact Person.** Written comments, questions, and requests for more information on these planned rules should be addressed to: Mary Hedges, Minnesota Department of Health, Facility & Provider Compliance Division, PO Box 64900, 393 N. Dunlap Street, St. Paul, MN. Telephone: (612) 643-2157 or Facsimile: (612) 643-2593.

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

**Note:** Comments 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 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: 5 March 1998

Anne Barry, Commissioner  
Department of Health

## Department of Human Services

### Health Care and Continuing Care Administrations

#### Notice of Required Surety Bonds and Capitalization Requirements for Home Health Agencies Providing Services to Minnesota Health Care Program Clients

**NOTICE IS HEREBY GIVEN** to home health agencies (HHAs) providing, or applying to provide, services to Minnesota Health Care Program (MHCP) clients, to surety companies and the public, of two requirements relating to surety bonds and adequate capitalization. This notice updates the Department's notice published on December 15, 1997 at 22 S.R. 1050.

**Background** Section 4724(b) of the Balanced Budget Act of 1997, P.L. 105-33, added §1903(i)(18)[sic] to the Social Security Act (new 42 *United States Code* §1396b(i)(18)[sic]). Pursuant to §1903(i)(18)[sic] and a new federal regulation at 42 CFR §441.16, HHAs providing services to MHCP clients will not receive payment for their services unless they provide the Minnesota Department of Human Services (DHS) on a continuing basis surety bonds. Beginning on page 292 of the January 5, 1998 *Federal Register* (Vol. 63 No. 2), the Health Care Financing Administration (HCFA), U.S. Department of Health & Human Services, published final regulations with comment period to comply with §1903(i)(18)[sic] of the Social Security Act. Additionally, the January 5, 1998 final regulations require new HHAs to have available sufficient funds to operate for the three month period after their Medicare provider agreement becomes effective. The March 4, 1998 *Federal Register* contained changes to the regulations, as discussed below. Interested persons are encouraged to obtain a copy of the January 5, 1998 and March 4, 1998 changes from Stephanie Schwartz, HCFA Relations & Legislation Unit, Minnesota Department of Human Services at (612) 297-7198.

**Summary of Requirements** When published on January 5, 1998, final regulations required HHAs: (1) to provide DHS with copies of surety bonds no later than February 27, 1998; and (2) beginning participation in a MHCP on or after January 1, 1998 to have available sufficient funds to operate for three months after the effective date of a Medicare provider agreement. The March 4, 1998 *Federal Register* publication removed the February 27, 1998 date in anticipation of a new deadline that will be announced by HCFA.

**Surety Bond Requirements** HHAs must obtain surety bonds by a date as-yet determined by HCFA, issued by companies that have been issued Certificates of Authority by the U.S. Department of Treasury. Such companies are listed in the Department of Treasury's Circular Number 570 "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies," and are available through the Internet (<http://www.fms.treas.gov/c570.html>). The final

regulations, to which DHS will not add, describe what constitutes authorized and unauthorized surety companies. DHS plans to notify HHAs, via quarterly notices in the *State Register*, when a specific surety bond company is no longer authorized to write surety bonds; such companies will be considered unauthorized on the date of publication. In order to have current information, HHAs are also encouraged to contact DHS to verify a company's authorization.

- Bonds must name the HHA as Principal, DHS as Obligee, and the bond company as Surety.
- A government-operated HHA need *not* obtain surety bonds if during the preceding five years it has not had any uncollected overpayments (includes accrued interest). A government-operated HHA is one that is operated by a Federal, State, local or tribal government agency. Within 60 days after DHS notifies a government-operated HHA that it no longer meets the criteria for a waiver, the HHA must submit to DHS a surety bond.
- Bonds must be for \$50,000 or 15% of the annual MHCP payments made to the HHA by DHS, whichever is greater. An exception to this general rule applies when a HHA's overpayment in its most recent annual period exceeds 15%; if this occurs, DHS may require the HHA to secure a bond in an amount up to or equal to the amount of the overpayment, as long as the amount is at least \$50,000. DHS' Provider Enrollment Unit has notified each HHA of the correct amount.
- Initially, the terms of each surety bond must be for a period from January 1, 1998 through March 31, 1999 *or* the end of a HHA's current fiscal year, whichever occurs first (but not earlier than January 1, 1999). Subsequently, the terms must be effective for a term concurrent with the HHA's fiscal year, and bonds must be received by DHS no later than March 1, 1999 or 30 days before the end of a HHA's fiscal year, whichever comes first. A HHA that wishes to participate in a MHCP must submit a surety bond before it will receive a provider agreement. A HHA that undergoes a change of ownership must submit the bond to DHS within 30 days of the effective date of the change of ownership.
- A HHA that obtains a replacement surety bond from a different bond company to cover the remaining term of a previously obtained bond must submit the new surety bond to DHS within 60 days of obtaining the bond.
- Failure to obtain, maintain, and timely file a surety bond will result in termination of a provider agreement for a current HHA and the refusal to provide a provider number for a HHA seeking to participate in a MHCP.
- At any time, DHS may require a HHA to make a specific showing of being in compliance and may establish procedures for granting or denying appeal rights to sureties.

In February, DHS notified HHAs of these requirements and asked that HHAs unable to obtain surety bonds notify DHS. Pursuant to the March 4, 1998 *Federal Register* publication, DHS will require HHAs that have been unable to obtain surety bonds to notify DHS *in writing or fax by March 31, 1998*.

**Capitalization Requirements** Pursuant to federal regulations at 42 CFR §§440.70(d) and *Minnesota Statutes*, §256B.0625, subdivision 6a, all Medical Assistance HHAs must be Medicare certified. The final regulations published on January 5, 1998 (42 CFR §§440.70(d) & 441.15(d)) require new HHAs to meet the capitalization requirements of 42 CFR §489.28. This regulation provides that a HHA beginning participation in a MHCP on or after January 1, 1998 must "have available sufficient funds," defined as "initial reserve operating funds," to operate for the three month period after its provider agreement becomes effective, "exclusive of actual or projected accounts receivable from Medicare or other health care insurers." Initial reserve operating funds are sufficient:

if the total amount of such funds is equal to or greater than the product of the actual average cost per visit if three or more similarly situated HHAs in their first year of operation (selected by HCFA for comparative purposes) multiplied by the number of visits projected by the HHA for its first three months of operation—or 22.5 percent (one fourth of 90 percent) of the average number of visits reported by the comparison HHAs—whichever is greater.

- HCFA, through the Medicare intermediary, will determine the sufficiency of the capitalization of a HHA based on the first-year experience of other HHAs. This will be in the form of cost data from submitted cost reports for the first full year of operation from at least three other comparable HHAs.
- HHAs must provide HCFA with adequate proof of the availability of initial reserve operating funds.

For surety bond information, please contact Fred Lewis, Provider Enrollment Unit, Minnesota Department of Human Services at (612) 296-7583.

## Minnesota State Retirement System (MSRS)

### Regular Meeting of Board of Directors

The regular meeting of the Board of Directors, Minnesota State Retirement System, will be held on Friday, March 20, 1998, at 9:00 a.m. in the office of the System, 175 W. Lafayette Frontage Road, St. Paul, Minnesota.

## Department of Transportation

### Notice of Appointment and Meeting of a State Aid Variance Committee

**NOTICE IS HEREBY GIVEN** that the Commissioner of Transportation has appointed a State Aid Variance Committee who will conduct a meeting on Thursday, March 19, 1998 at 9:30 a.m. in Conference Room 194 Water's Edge Building, 1500 West County Road B-2, Roseville Minnesota, 55113.

This notice is given pursuant to *Minnesota Statute* 47k.705.

The purpose of this open meeting is to investigate and determine recommendations for variances from minimum State Aid roadway standards and administrative procedures as governed by *Minnesota Rules* for State Aid Operations 8820.3300 adopted pursuant to *Minnesota Statutes* 161 and 162.

The agenda will be limited to these questions:

1. **Petition of the City of South St. Paul** for a variance from *Minnesota Rules* as they apply to a proposed reconstruction project, known as State Project No. 168-090-02 in the City of South St. Paul, so as to allow eligibility of bike path work outside the eligible project limits.
2. **Petition of the City of Mound** for a variance from *Minnesota Rules* as they apply to a proposed construction project on Municipal State Aid Street No. 108 (Auditors Road), between Commerce Boulevard and Shoreline Drive in the City of Mound, Minnesota, so as to permit construction of a Roundabout, and to allow 60 degree diagonal parking on both sides of Auditors Road, with an 18 foot stall depth, in lieu of the required 6.4 meter stall depth.
3. **Petition of the City of Prior Lake** for a variance from *Minnesota Rules* as they apply to a proposed reconstruction project on Municipal State Aid Street No. 101 (Duluth Avenue), at the intersection of Trunk Highway No. 19 in the City of Prior Lake, Minnesota, to allow a 72.766 meter horizontal radius with no superelevation, in lieu of the required 90 meter super-elevation transition.
4. **Petition of Kandiyohi County** for a variance from *Minnesota Rules* as they apply to a proposed reconstruction project on County State Aid Highway No. 2 (Main Street), at the crest vertical curve located at the Burlington Northern Santa Fe railroad tracks in Atwater, Minnesota, so as to allow a 25 km/h vertical design speed, in lieu of the required 50 km/h design speed.
5. **Petition of the City of Austin** for a variance from *Minnesota Rules* as they apply to a proposed construction project on Municipal State Aid Street No. 132 (Fifth Place Southeast), between 10th Drive Southeast and the I and M Railroad in the City of Austin, Minnesota, so as to allow a horizontal and vertical design speed less than the required 50 km/h with stop conditions at the railroad tracks.
6. **Petition of the City of Austin** for a variance from *Minnesota Rules* as they apply to a proposed construction project on Municipal State Aid Street No. 135 (Fourth Street Northwest/First Drive Northwest) in the City of Austin, Minnesota, so as to allow construction of a 25 mph horizontal curve on First Drive Northwest, in lieu of the required 50 km/h design speed; and to permit a curb-to-curb street width of 45.33 feet with two traffic and one continuous turn lane, in lieu of the required 16.8 meter curb-to-curb street width on Fourth Street Northwest.
7. **Petition of Otter Tail County** for a variance from *Minnesota Rules* as they apply to a proposed resurfacing project on County State Aid Highway No. 10 in the City of Elizabeth, so as to allow a 25 mph horizontal curve in lieu of the required 50 km/h design speed.
8. **Petition of Itasca County** for a variance from *Minnesota Rules* as they apply to a proposed reconstruction project on County State Aid Highway No. 35, between Trunk Highway No. 46 and a point approximately 5.7 km West of Inger, to allow a recovery area of 3 meters from edge of traffic lane, in lieu of the required 6 meter recovery area.

The cities and counties previously listed are requested to follow the following time schedule when appearing before the Variance Committee:

9:30 a.m.	City of South St. Paul
9:45 a.m.	City of Mound
10:00 a.m.	City of Prior Lake
10:15 a.m.	Kandiyohi County
10:30 a.m.	City of Austin
11:00 a.m.	BREAK
11:15 a.m.	Otter Tail County
11:30 a.m.	Itasca County

Dated: 5 March 1998

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

## Department of Transportation

### Petition of the City of Mound for a Variance from State Aid Requirements for DESIGN SPEED and DIAGONAL PARKING WIDTH

**NOTICE IS HEREBY GIVEN** that the Mound City Council has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a proposed construction project on Municipal State Aid Street No. 108 (Auditors Road), between Commerce Boulevard and Shoreline Drive in the City of Mound, Minnesota.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9936 and 8820.9961, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to permit construction of a Round-A-About; and to allow 60 degree diagonal parking on both sides of Auditors Road, with an 18 foot stall depth, in lieu of the required 6.4 meter stall depth on the proposed construction project between Commerce Boulevard and Shoreline Drive in the City of Mound, Minnesota.

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

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

Dated: 4 March 1998

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

## Department of Transportation

### Petition of the City of Prior Lake for a Variance from State Aid Requirements for DESIGN SPEED.

**NOTICE IS HEREBY GIVEN** that the Prior Lake City Council has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a proposed reconstruction project on Municipal State Aid Street No. 101 (Duluth Avenue), at the intersection of Trunk Highway No. 19 in the City of Prior Lake, Minnesota.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9936, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to allow a 72.766 meter horizontal radius with no superelevation, in lieu of the required 90 meter superelevation transition on the proposed reconstruction project on Municipal State Aid Street No. 101 (Duluth Avenue), at the intersection of Trunk Highway No. 19 in the City of Prior Lake, Minnesota.

## Official Notices

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

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

Dated: 2 March 1998

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

## Department of Transportation

### Petition of Kandiyohi County for a Variance from State Aid Requirements for DESIGN SPEED

**NOTICE IS HEREBY GIVEN** that the Kandiyohi County Board has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a proposed reconstruction project on County State Aid Highway No. 2 (Main Street), at the crest vertical curve located at the Burlington Northern Santa Fe railroad tracks in Atwater, Minnesota.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9920, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to allow a 25 km/h vertical design speed at the railroad crossing, in lieu of the required 50 km/h design speed on County State Aid Highway No. 2 (Main Street), at the Burlington Northern Santa Fe railroad tracks in Atwater, Minnesota.

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

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

Dated: 2 March 1998

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

## Department of Transportation

### Petition of the City of Austin for a Variance from State Aid Requirements for STREET WIDTH and DESIGN SPEED

**NOTICE IS HEREBY GIVEN** that the Austin City Council has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a proposed construction project on Municipal State Aid Street No. 132 (Fifth Place Southeast), from 10th Drive Southeast to I and M Railroad in the City of Austin, Minnesota.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9936, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to permit construction of a horizontal and vertical design speed at the railroad track less than the required 50 km/h design speed with stop conditions from both directions on the proposed construction project on Municipal State Aid Street No. 132 (Fifth Place Southeast), from 10th Drive Southeast to I and M Railroad in the City of Austin, Minnesota.

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

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

Dated: 4 March 1998

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

## Department of Transportation

### Petition of the City of Austin for a Variance from State Aid Requirements for STREET WIDTH and DESIGN SPEED

**NOTICE IS HEREBY GIVEN** that the Austin City Council has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a proposed construction project on Municipal State Aid Street No. 135 (Fourth Street Northwest/First Street Drive Northwest) in the City of Austin, Minnesota.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9936, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to permit construction of a 25 mph horizontal curve on First Drive Northwest, in lieu of the required 50 km/h design speed; and a curb-to-curb street width of 45.33 feet with two traffic and one continuous turn lane, in lieu of the required 16.8 meter curb-to-curb street width on Fourth Street Northwest on the proposed construction project on Municipal State Aid Street No. 135 (Fourth Street Northwest/First Street Drive Northwest), in the City of Austin, Minnesota.

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

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

Dated: 4 March 1998

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

## Department of Transportation

### Petition of Otter Tail County for a Variance from State Aid Requirements for DESIGN SPEED

**NOTICE IS HEREBY GIVEN** that the Otter Tail County Board has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a proposed resurfacing project on County State Aid Highway No. 10, in the City of Elizabeth, Minnesota.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9926, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to allow a 25 mph horizontal design speed in lieu of the required 50 km/h design speed on the proposed resurfacing project on County State Aid Highway No. 10 in Elizabeth, Minnesota.

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

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

Dated: 2 March 1998

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

## Official Notices

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### Department of Transportation

#### Petition of Itasca County for a Variance from State Aid Requirements for RECOVERY AREA

**NOTICE IS HEREBY GIVEN** that the Itasca County Board has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a proposed reconstruction project on County State Aid Highway No. 35, from the junction of Trunk Highway No. 46, approximately 5.7 km west of Inger, to Inger, Minnesota.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9920, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to allow a 3 meters from edge of traffic lane, in lieu of the required 6 meters from edge of traffic lane on the proposed reconstruction project on County State Aid Highway No. 35, from the junction of Trunk Highway No. 46, approximately 5.7 km west of Inger, to Inger, Minnesota.

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

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

Dated: 4 March 1998

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

### Department of Transportation

#### Petition of the City of Rochester for a Variance from State Aid Requirements for AFTER THE FACT PLAN APPROVAL

**NOTICE IS HEREBY GIVEN** that the Rochester City Council has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a signal construction project on Municipal State Aid Street No. 107 (Memorial Parkway), at the intersection of Trunk Highway No. 14 in the City of Rochester, Minnesota.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.2800 adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to permit plan approval after award of contract, in lieu of the required plan approval by State Aid Engineer prior to plan approval on the signal construction plan on Municipal State Aid Street No. 107 (Memorial Parkway), at the intersection of Trunk Highway No. 14 in the City of Rochester.

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

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

Dated: 4 March 1998

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation



## Department of Transportation

### Petition of Houston County for a Variance from State Aid Requirements for DESIGN SPEED

**NOTICE IS HEREBY GIVEN** that the Houston County Board has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a proposed reconstruction project on County State Aid Highway No. 25, at the west approach to Bridge No. 28522 in Houston County, Minnesota.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9920, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to allow a 35 mph vertical design speed in lieu of the required 60 km/h mph design speed on the proposed construction project on County State Aid Highway No. 25, at the west approach to Bridge No. 28522 in Houston County, Minnesota.

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

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

Dated: 2 March 1998

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

## Department of Transportation

### Petition of Pine County for a Variance from State Aid Requirements for DESIGN SPEED

**NOTICE IS HEREBY GIVEN** that the Pine County Board has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a proposed resurfacing project on County State Aid Highway No. 22, approximately 24.14 km. East of Hinckley, Minnesota.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9920, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to allow a 50 km/h horizontal design speed in lieu of the required 60 km/h design speed on the proposed resurfacing project on County State Aid Highway No. 22, approximately 24.14 km east of Kinckley, Minnesota.

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

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

Dated: 2 March 1998.

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

## Department of Transportation

### Petition of Koochiching County for a Variance from State Aid Requirements for DESIGN SPEED

**NOTICE IS HEREBY GIVEN** that the Koochiching County Board has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a proposed reconstruction project on County State Aid Highway No. 2, from a point 66 feet north of Trunk Highway No. 332 to 78 feet north of 20th Street in International Falls, Minnesota, Koochiching County.

## State Grants & Loans

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The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9920, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to allow a design strength less than the required 22.0 required gravel equivalent and a recovery area of 31.5 feet, in lieu of the required 11.6 meter recovery area on the proposed reconstruction project on County State Aid Highway No. 2, in International Falls, Minnesota.

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

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

Dated: 2 March 1998

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

## State Grants & Loans

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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.

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## Department of Health

### Disease Prevention and Control Division

#### Notice of Availability of Funds for Pilot Projects in Clinics to Develop and Implement Strategies to Incorporate Counseling and Voluntary Testing for HIV into Routine Prenatal Care

The MDH requests proposals from private or non-profit clinics who are interested in developing pilot projects to provide counseling and voluntary testing for pregnant women during prenatal care.

The purpose of the pilot project is to design and implement strategies or methods to incorporate counseling and voluntary HIV testing into routine prenatal care.

\$100,000 is available to fund four pilot projects for a 12-month period. Successful applicants will be able to begin their project by July 1, 1998.

A Request for Proposal packet can be obtained from:

Corine Petraborg  
Minnesota Department of Health  
717 Delaware St., P.O. Box 9441  
Minneapolis, MN 55440-9441  
(612) 623-5106

Letters of Intent are due March 30, 1998 at 4:00 pm. Applications are due by April 28, 1998 at 4:00 pm. Submit letters of intent and applications to the above address.

## Department of Health

### Environmental Health Division

#### Accepting Proposals for Placement on Drinking Water Revolving Fund Project Priority List

The Minnesota Department of Health is accepting requests to place projects on the Drinking Water Revolving Fund Project Priority List. Requests will be accepted from March 15 to May 29, 1998. *Minnesota Rules*, parts 4720.9000 to 4720.9080, list eligibility and submittal requirements. Call 612/215-0758 for an information packet. Submit requests to the Minnesota Department of Health, Drinking Water Revolving Fund, c/o Judy McDermott, 121 East Seventh Place, P.O. Box 64975, St. Paul, MN 55164-0975.

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## Professional, Technical & Consulting Contracts

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, 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].

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## Department of Administration

### State Designer Selection Board

#### Request for Proposals for the Department of Corrections, Construction of Two 31-Double Cell Living Units and Support Facilities, MCF-Shakopee

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 must deliver proposals on or before 4:00 p.m., Monday, March 30, 1998, to:

Audrey Clasemann, Executive Secretary  
State Designer Selection Board  
Department of Administration  
50 Sherburne Avenue, Room G-10  
St. Paul, Minnesota 55155-3000  
(612) 296-4656

The proposals must conform to the following:

- Seven (7) copies of the proposal will be required plus one additional unbound copy in black and white for micro fiche purposes only.**
- All data must be on 8 1/2" 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 the Executive Secretary.
  - 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.
- The front cover of the proposal must be clearly labeled with the project number, as listed in 7) below, together with the

## Professional, Technical & Consulting Contracts

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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 the Executive Secretary at (612) 296-4656 and leave your address or fax number to receive a copy of the acceptable format for providing this information.

- f. **Minnesota Statutes, Section 363.073, subd. 1, in part, requires: "No department or agency of the state shall accept any bid or proposal for a contract or agreement unless the firm or business has an affirmative action plan submitted to the commissioner of human rights for approval. No department or agency of the state shall execute any contract or agreement for goods or services in excess of \$100,000 with any business having more than 40 full-time employees, either within or outside this state, on a single working day during the previous 12 months, unless the firm or business has an affirmative action plan for the employment of minority persons, women, and the disabled that has been approved by the commissioner of human rights. Receipt of a certificate of compliance issued by the commissioner shall signify that a firm or business has an affirmative action plan that has been approved by the commissioner." 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 applied for Affirmative Action Plan Approval to the Commissioner of Human Rights and the date when such application was received by the Commissioner of Human Rights.**
- 4) **A statement certifying that the firm has not had a cumulative total of more than 40 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 the Executive Secretary at (612) 296-4656.

**7. PROJECT 1-98**

**Department of Corrections**

**MCF-Shakopee**

**Construction of Two 31-Double Cell Living Units and Support Facilities**

**Shakopee, Minnesota**

1. PROJECT DESCRIPTION:

MCF-Shakopee houses all security levels for Department of Corrections female offenders. The Department of Corrections is changing the concept of housing for women offenders at the MCF-Shakopee by double bunking, i.e., two inmates per each new cell in the existing facility. This will increase the number of beds from 243 to 367. This increase in beds, and necessary expansion of support areas, will meet this facility's population demands through the year 2006. The housing security level for this addition is Custody Level 3.

- Two double-bunked, 62-bed housing units. New housing unit support areas. A total of 21,500 square feet
- New addition to core building for support areas. Total of 6,100 square feet
- Remodel existing core building for support facilities. Total of 13,092 square feet
- As needed sidewalks, road, and parking lot paving

The new building will be located on the existing property at MCF-Shakopee.

2. REQUIRED CONSULTANT SERVICES:

The project requires full design services including architectural, mechanical, electrical, structural and civil engineering, acoustical design, project scheduling, cost estimating, bidding, and construction administration services. Consultant shall work with the facility staff on security issues. Predesign has been completed and is available at the Division of State Building Construction, G-10 Administration Building, 50 Sherburne Avenue, St. Paul, Minnesota.

3. DESIGNER REQUIREMENTS:

Prior experience in Corrections is preferred but not required.

4. CONSTRUCTION BUDGET/FEEES:

The current construction budget is estimated to be approximately \$5,364,500. The project costs, including all fees, permits, and departmental furnishings and equipment purchases, have been fixed at \$6,957,700. Design fees available for this project, including travel and reimbursables, are approximately \$515,200.

5. PROJECT SCHEDULE:

Pending legislative appropriation of funds in May 1998, schematic and design development to proceed for completion by October 1998. Construction documents will follow with bidding split between site work in November 1998 with building bid in spring 1999. Construction to allow for full occupancy by July 2000.

6. INFORMATIONAL MEETING/SITE VISIT:

An informational meeting will be held on Friday, March 20, 1998, at 9:30 a.m. in the Administration Building at MCF-Shakopee, 1010 West Sixth Avenue, Shakopee, Minnesota. A photo ID and preregistration is required by calling the facility information desk at (612) 496-4440. Additional programming and predesign information will be made available to the firms chosen for the short list only. No cameras, cell phones, or tobacco products shall be allowed in the facility.

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### 7. PROJECT CONTACT:

Questions concerning the project should be referred to:

Mr. Joseph R. Miller  
Capitol Resource Administrator  
Department of Corrections  
1450 Energy Park Drive, Suite 200  
St. Paul, MN 55108-5219  
Phone: (612) 642-0247  
Fax: (612) 603-0150

Ms. Sally Grans, Project Manager  
Division of State Building Construction  
Department of Administration  
G-10 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155  
Phone: (612) 297-3455  
Fax: (612) 296-7650

This project will not proceed unless funding is appropriated during the 1998 Legislative Session (May 1998). Appropriated funding could also be reduced and fees by 40% (project budget, scope) depending upon Legislative intent.

### 8. STATE DESIGNER BOARD SCHEDULE:

<b>Project Site Visit:</b>	Friday, March 20, 1998, at 9:30 a.m.
<b>Project Proposals Due:</b>	Monday, March 30, 1998, by 4:00 p.m.
<b>Project Short List:</b>	Tuesday, April 14, 1998, at 9:00 a.m.
<b>Project Interviews &amp; Award:</b>	Tuesday, April 28, 1998, at 9:00 a.m., G-10 Administration Building

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

## Department of Administration

### State Designer Selection Board

### Request for Proposals for the Department of Corrections, Remodeling and New Construction, MCF-St. Cloud

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.

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Department of Administration  
50 Sherburne Avenue, Room G-10  
St. Paul, Minnesota 55155-3000  
(612) 296-4656

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The proposals must conform to the following:

1. **Seven (7) 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 8 1/2" 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 the Executive Secretary.
  - 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 the Executive Secretary at (612) 296-4656 and leave your address or fax number to receive a copy of the acceptable format for providing this information.

- f. **Minnesota Statutes, Section 363.073, subd. 1, in part, requires: "No department or agency of the state shall accept any bid or proposal for a contract or agreement unless the firm or business has an affirmative action plan submitted to the commissioner of human rights for approval. No department or agency of the state shall execute any contract or agreement for goods or services in excess of \$100,000 with any business having more than 40 full-time employees, either within or outside this state, on a single working day during the previous 12 months, unless the firm or business has an affirmative action plan for the employment of minority persons, women, and the disabled that has been approved by the commissioner of human rights. Receipt of a certificate of compliance issued by the commissioner shall signify that a firm or business has an affirmative action plan that has been approved by the commissioner." 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 applied for Affirmative Action Plan Approval to the Commissioner of Human Rights and the date when such application was received by the Commissioner of Human Rights.

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- 4) **A statement certifying that the firm has not had a cumulative total of more than 40 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.
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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 the Executive Secretary at (612) 296-4656.

### **7. PROJECT 2-98**

**Department of Corrections  
MCF-St. Cloud**

**Remodeling of Three Separate Areas to Support New Inmate Intake Procedures  
and Construction of a New Garage and Office Facility for the Department's Transportation Unit  
St. Cloud, Minnesota**

#### 1. PROJECT DESCRIPTION:

The project is a combination of remodeling of existing areas and new construction. MCF-St. Cloud, a Custody Level 5 facility, has been designated as the Department of Corrections' Intake Facility for all adult male offenders. The Department proposes to remodel three separate areas into staff offices and testing/assessment facilities for the purpose of processing new inmate arrivals at MCF-St. Cloud. Additionally, this project includes construction of a 6,600 square foot garage to house the Department's transportation fleet and offices for unit staff. The predesign phase of this project has been completed and will be available for review at the Division of State Building Construction, G-10 Administration Building, 50 Sherburne Avenue, St. Paul, Minnesota.

- Remodel for staff offices and inmate testing/assessment facilities. A total of 14,374 square feet.
- New heated garage facility for transportation fleet. A total of 6,600 square feet.
- As needed sidewalks, road and parking lot paving.

The new garage facility will be located on existing property at MCF-St. Cloud.

#### 2. REQUIRED CONSULTANT SERVICES:

The project requires full design services including architectural, mechanical, electrical, structural and civil engineering, acoustical design, project scheduling, cost estimating, bidding, and construction administration services. The consultant shall work with the facility staff on security issues.

#### 3. DESIGNER REQUIREMENTS:

Prior experience in Corrections is preferred but not required.



### 4. CONSTRUCTION BUDGET/FEES:

The current construction budget is estimated to be approximately \$1,241,000. The project costs, including all fees, permits, and departmental furnishings and equipment purchases, are estimated to be \$1,907,000. Design fees available for this project, including travel and reimbursables, are approximately \$112,000.

### 5. PROJECT SCHEDULE:

The schematic design phase shall begin as soon as the consultant basic services agreement has been executed and shall be finished by July 31, 1998. Design Development shall be completed by September 30, 1998. The Construction Document phase shall begin near the end of October 1998 upon receipt of legislative approval, and be completed by the end of 1998. The project will be bid during January 1999. Construction will start around March 1, 1999, and is expected to take about seven months.

### 6. INFORMATIONAL MEETING/SITE VISIT:

An informational meeting will be held on Tuesday, March 24, 1998, at 9:30 a.m. in the Administration Building at MCF- St. Cloud, 2305 Minnesota Blvd. SE, St. Cloud, Minnesota. Preregistration and a photo ID will be required for entry. To preregister, call Mark Weis, (320) 240-3035, and give your name and the firm's name. No cameras, cell phones, or tobacco products shall be allowed in the facility. Additional programming and pre-design information will be made available to the firms chosen for the short list only.

### 7. PROJECT CONTACT:

Questions concerning the project should be referred to:

Mr. Joseph R. Miller  
Capitol Resource Administrator  
Department of Corrections  
1450 Energy Park Drive, Suite 200  
St. Paul, MN 55108-5219  
Phone: (612) 642-0247  
Fax: (612) 603-0150

Ms. Kath Ouska, Project Manager  
Division of State Building Construction  
Department of Administration  
G-10 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155  
Phone: (612) 296-4644  
Fax: (612) 296-7650

This project will not proceed unless funding is appropriated during the 1998 Legislative Session (May 1998).

### 8. STATE DESIGNER BOARD SCHEDULE:

<b>Project Site Visit:</b>	Tuesday, March 24, 1998, at 9:30 a.m.
<b>Project Proposals Due:</b>	Monday, March 30, 1998, by 4:00 p.m.
<b>Project Short List:</b>	Tuesday, April 14, 1998, at 9:00 a.m.
<b>Project Interviews &amp; Award:</b>	Tuesday, April 28, 1998, at 9:00 a.m., G-10 Administration Building Douglas Wolfangle, P.E., Chair State Designer Selection Board

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### North Hennepin Community College

#### Request for Proposal (RFP) for Food Service at North Hennepin Community College

**Introduction:** North Hennepin Community College, Brooklyn Park, is soliciting bids for the management of its Food Service, beginning July 1, 1998.

**Proposal Due Date:** Vendor proposals are due no later than March 30, 1998. Proposals must be submitted to Kitty Hennemann, Director of Student Life, North Hennepin Community College, 7411 85th Ave N., Brooklyn Park, MN 55445. Specifications can be obtained by calling 424-0803.

**Site Inspection and Briefing:** North Hennepin Community College will host a briefing session and site inspection March 16, 1998, from 7:30 p.m. to 9:00 p.m. for interested bidders. Call Kitty Hennemann at 424-0803 to schedule an appointment.

**Proposal Issue Date:** February 23, 1998.

## Department of Economic Security

### Notice of the Availability of a Request for Proposal for Development of an ISEEK Marketing Plan

The Minnesota Department of Economic Security (MDES) Production Services Branch requests proposals from qualified individuals and organizations to prepare a marketing plan for ISEEK (Internet System for Education and Employment Knowledge). This plan is to be designed to be a useful tool that anyone within the organization (and maybe even outside the organization) can understand and follow.

#### Background

The formal mission statement of ISEEK is "to use the World Wide Web to enhance education and career decision making." ISEEK will be an Internet web site that provides students, job seekers, education planners and others with up-to-date career, employment and education information. The site will support people as they explore careers, seek Minnesota jobs, investigate Minnesota's higher education programs and courses, counsel students in career planning, seek Minnesota job applicants and/or seek educational or job opportunities using labor market information.

The department expects to spend up to \$25,000 for development of the marketing plan. The estimated total ISEEK marketing budget is \$105,000 for the 18 month period ending June 30, 1999 which will be spent in three phases.

Persons who would like a complete RFP should contact:

Theresa Van Hoomissen  
Department of Economic Security  
390 North Robert Street  
St. Paul, MN 55101  
612/296-3716

No one else is authorized to discuss this proposal with anyone, including responders before the proposal submission deadline.

All proposals must be received no later than 4:30 p.m. April 6, 1998. Late proposals will not be accepted.

## Department of Health (MDH)

### Notice of Availability of Contract(s) for Tobacco Use Prevention Posters to Be Distributed at the Minnesota State Fair

#### PURPOSE

The Minnesota Department of Health (MDH) is seeking proposals from advertising agencies interested in competing for a contract to create and print a tobacco-use prevention poster(s) targeted to adolescents. The first year of the contract the State Fair poster(s) will target adolescents 14-16 years of age. In subsequent years of the contract, target populations will be determined by the Minnesota Department of Health. MDH will distribute the poster(s) from their booth at the Minnesota State Fair and through their staff and local agencies after the fair. The creation of the poster(s) will include the following components:

1. Provide creative concepts for poster development including conducting focus group sessions with pre-determined target group(s) both prior to development of creative concepts and again following the development of story board concepts.
2. Provide art direction, electronic production, typesetting, copywriting and printing services for production of the final poster concept(s).

#### BUDGET AND TIME FRAME

This contract is for a three-year period and may be continued for another two years subject to annual review and approval after the first three period. The budget is up to \$45,000 for creative development, production and printing for the first year, \$46,350 for the second year, and \$47,750 for the third year and shall not exceed \$139,100 for the three years period. Continuation of the contract for the full three-year period and beyond will depend on the contractor's satisfactory performance.

The first annual poster(s) shall be printed and delivered to the Minnesota Department of Health by August 20, 1998. All subsequent posters shall be printed and delivered annually to the Minnesota Department of Health 10 days prior to the start of the State Fair.

#### ELIGIBILITY CRITERIA

Applicants must demonstrate administrative, organizational, fiscal, and creative capability and qualifications to complete the project to be covered by the contract. Other desirable qualifications include experience with public service or public health projects, and experience with working with adolescents and young adults.

#### MINIMUM EXPECTATION

The successful responder will be expected:

1. to research the design and effects of media messages through use of focus group sessions with a pre-determined target group(s);
2. to develop the creative concepts and story boards keeping the following in mind:
  - recognize the addictive nature of tobacco while avoiding any judgmental or blaming approach to tobacco users,
  - maximize the possibility of long-term changes in attitudes and behavior that result from the poster campaign by:
    - a. developing high quality media messages that are effective in gaining the target audience's attention and maintaining their interest;
    - b. basing campaign on current scientific literature and market research including careful definition of market segments;
3. to conduct focus group sessions with the target group(s) to test the story boards, concepts and elements created for the tobacco poster(s) and, in consultation with MDH, use the results to make necessary adjustments; and
4. to provide art direction, electronic production, typesetting, copywriting and printing services for production of the final poster concept(s).

#### PROCEDURE FOR SUBMITTING PROPOSALS

Those interested in receiving the complete request for proposal (RFP) may contact:

Diane Luaren  
Center for Health Promotion  
Minnesota Department of Health  
717 Delaware St. S.E.  
P.O. Box 9441  
Minneapolis, MN 55440-9441

Proposals are due by 4:00 p.m., Monday, April 6, 1998.

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### Department of Labor and Industry

#### Investigative Services Unit

#### Request for Proposal to Update and Upgrade Case Management Database System

The Department of Labor and Industry is releasing a Request for Proposal to solicit proposals from qualified respondents to provide computer database programming and related services required to update, upgrade, and enhance an existing computer database custom application known as the "Case Management System". The existing Microsoft Access database serves a dozen end-users in a Windows '95 and Novell Netware environment.

The services required include:

- (1) Upgrade of software and the existing database from current use of Microsoft Access database software, version 2.0, to use of Microsoft Access '97 database software;
- (2) Conversion of the database to Year 2000 compliance;
- (3) Database design, programming, and other services required to make database enhancements; and,
- (4) Other, related, services.

For a copy of the complete Request for Proposal contact:

James Feckey, Director  
Investigative Services Unit  
Minnesota Department of Labor & Industry  
443 Lafayette Road North  
St. Paul, MN 55155  
Phone: (612) 297-5797

**Proposals in response to this Request for Proposal must be received at the above address no later than 4:30 P.M. on April 10, 1998.** No proposals will be accepted after the specified date and time.

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

## Legislative Commission on Pensions and Retirement (LCPR)

### Notice of Request for Proposals for the Provision of Actuarial Consulting Services to the Legislative Commission on Pensions and Retirement

The Legislative Commission on Pensions and Retirement, and agency of the Minnesota Legislature is soliciting proposals from qualified established actuarial consulting firms for the provision of actuarial consulting services to the Commission, including the preparation of the annual actuarial valuations for the 13 statewide and major local Minnesota defined benefit public pension plans.

Interested consulting actuarial firms should contact the person indicated below by letter or by telephone to request a copy of the complete Request For Proposal:

Jean A. Liebgott  
Administrative Secretary  
Legislative Commission on Pensions and Retirement  
55 State Office Building  
100 Constitution Avenue  
St. Paul, MN 55155  
Telephone: (612) 296-2750

A potential bidders conference is scheduled for March 25, 1998, from 9:00 to 11:00 A.M., in Room 300N of the State Office Building. Questions related to the proposal will only be entertained and answered at the potential bidders conference.

The final date for submitting proposals is April 15, 1998, and all proposals must be received by the Commission by 5:00 P.M. on that date or postmarked on April 15, 1998.

## Pollution Control Agency

### Notice of Request for Proposals for Consultant Services to Conduct Sediment Bioaccumulation Tests

The Minnesota Pollution Control Agency (MPCA) requests proposals to conduct 28-day sediment bioaccumulation tests with the oligochaete, *Lumbriculus variegatus*, on sediment samples collected from the Duluth/Superior Harbor in northeastern Minnesota. The toxicity tests will be conducted based on U.S. Environmental Protection Agency (EPA) guidelines; the potential bioaccumulation of polycyclic aromatic hydrocarbons (PAHs), polychlorinated biphenyl (PCB) congeners, and mercury will be assessed. The number of samples to be tested will be limited by the funds (\$35,000) available for this contract.

**Contract Period:** June 1, 1998 - September 30, 1999

**Proposals must be received** not later than 4:00 p.m. CST on April 14, 1998.

**To obtain a copy** of the complete Request for Proposal, contact:

Judy L. Crane, Ph.D.  
Research Scientist 2  
Water Quality Division  
Minnesota Pollution Control Agency  
Phone: (612) 297-4068  
Fax: (612) 297-2343  
e-mail: Judy.Crane@pca.state.mn.us

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.

## Department of Transportation

### Surveying and Mapping

#### Notice of Availability of Contract for Photogrammetric Services for Fiscal Years 1999 & 2000 (July 1, 1998 to June 30, 2000)

The Minnesota Department of Transportation desires an aerial surveys firm or firms to provide the following photogrammetric services conforming to Mn/DOT specifications:

**1. Aerial Vertical Photography**

Provide negatives taken by the contractor(s) using a precision aerial camera. The negatives shall be suitable for printing photographs and transparencies and for use in the State's photogrammetric instruments for analytical aerial triangulation and map compilation. The State may call for the use of panchromatic, color negatives of infrared color emulsions in obtaining the photography.

**2. Aerial Oblique Photography**

Provide negatives taken by the contractor(s) suitable for printing photography for illustrative purposes.

**3. Photographic Laboratory Services**

Provide, from aerial negatives, rectified, ratioed and controlled photographic enlargements and mosaics, 9 1/2" x 9 1/2": diapositives on film suitable for photogrammetric compilation of topographic mapping and screened photographic film positives from mosaic negatives.

**4. Other Photogrammetric Data/Services**

Production of other photogrammetric data/service that may become advantageous for Mn/DOT to use and which the contractor is qualified to produce as determined by Mn/DOT through negotiations with the contractor.

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To be eligible for consideration each firm must demonstrate that it is an EEO firm and has an affirmative action policy. Under the Minnesota Human Rights Act, *Minnesota Statutes* Section 363.073, businesses having had more than 40 full-time employees, within or outside the state of Minnesota, on a single working day during the previous 12 months must have submitted an affirmative action plan to the Department of Human Rights prior to the closing date set in the RFP or amendment (whichever is later) on any proposal that is in excess of \$ 100,000.00. The business must have a Certificate of Compliance from the Minnesota Department of Human Rights prior to the execution of the contract or agreement. In all cases, Mn/DOT reserves the right to contract with the next acceptable proposer, if the business does not have a Certificate of Compliance from the Minnesota Department of Human Rights by the award date. For further information, contact the Department of Human Rights, 190 East 5th Street, Suite 700, St. Paul, MN 55101, (612) 296- 5663.

To facilitate Mn/DOT's review, provide on of the following:

1. A copy of the business' current Certificate of Compliance from the Minnesota Department of Human Rights.

OR

2. A letter of affidavit certifying the business has submitted an affirmative action plan to the Commissioner of Human Rights. The business must have a Certificate of Compliance before a contract can be executed. In all cases Mn/DOT reserves the right to contract with the next acceptable proposer, if the business does not have a Certificate of Compliance from the Minnesota Department of Human Rights by the award date.

OR

3. A letter of affidavit certifying that the business has not had more than 40 full time employees within or outside the state of Minnesota, on a single working day during the previous 12 months.

In accordance with *Minnesota Rules*, part 1230.1810, subpart B, and *Minnesota Rules*, part 1230.1830, 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 regarding certification, contact the Materials Management Helpline at (612) 296-2600 TTY (612) 282-5799.

The State anticipates that the total value of work ordered will not exceed \$800,000.00. The State reserves the option to enter into agreements with more than one firm.

Firms desiring consideration shall express their interest and submit their Federal Forms 254 and 255 on or before **4:00 P.M. on Friday, April 3, 1998.**

This is **NOT** a Request for Proposal. Send your Expression of Interest to:

Minnesota Department of Transportation  
Surveying and Mapping Section  
Mail Stop 640  
Transportation Building  
395 John Ireland Boulevard  
St. Paul, Minnesota 55155

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# 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.

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## Metropolitan Airports Commission

### Public Notice for Qualifications Statements for Legal Services

The Metropolitan Airports Commission (MAC) is requesting qualifications statements from firms or persons interested in representing MAC as Federal Aviation Legal Counsel as set forth in the Request for Qualifications, which is available for review at the Commission offices.

To request a copy of the "Request for Qualifications for Legal Services" which outlines the selection process, contact the Legal Department of the MAC at 726-8197. The deadline for submission of qualifications statements is Friday, April 3, 1998.

## Metropolitan Airports Commission

### Notice Inviting Proposals for Ground Handling, Fueling, and Passenger Services

The Metropolitan Airports Commission (MAC) is inviting qualified firms desiring to provide ground handling, fueling and passenger services at the Hubert H. Humphrey (HHH) Terminal and adjacent ramp areas at the Minneapolis-St. Paul International Airport (MSP) to submit their proposal and qualifications for MAC's consideration.

The MAC will receive sealed proposals at the Airport Director's Office at MSP Airport, Suite 3000, 4300 Glumack Drive, St. Paul Minnesota 55111-3030 until **5:00 P.M. (local time) May 6, 1998**. Proposals received after the above date and time will be returned unopened.

Under *Minnesota Statute* 473.144, the MAC may not accept any bid or proposal for a contract or execute a contract for goods or services in excess of \$50,000 with any business having more than twenty (20) full-time employees in the State of Minnesota on a single working day during the previous twelve (12) months, unless the business has an affirmative action plan for the employment of minority persons, women and the disabled that has been approved by the Commissioner of the Minnesota Department of Human Rights. MAC's Certificate of Compliance form and any required documentation indicating a bidder's compliance or exemption from this requirement must be submitted with the proposal. Proposals will be considered non-responsive if the Certificate of Compliance requirements as set forth in the proposal documents is not met.

Although there is no set goal for this proposal by MAC for the utilization of Targeted Group Businesses (TGB's), a "good faith effort" to achieve some participation by TGB's will be evaluated in the evaluation criteria for this proposal.

A mandatory pre-proposal conference and tour will be held on **Thursday, April 2, 1998 at 9:00 A.M.**, in the Gate 1 waiting area of the HHH Terminal at MSP Airport to answer questions and provide further details on the terminal facility and operations. Any proposer who fails to attend the pre-proposal conference will be considered non-responsive and disqualified from further consideration.

Specific instructions on completing your proposal are contained in the Request For Proposals and Qualifications to Provide Ground Handling, Fueling and Passenger Services at the Hubert H. Humphrey Terminal and Adjacent Ramp Areas at the Minneapolis-St. Paul International Airport. A copy of the RFPQ is on file for review at the Airport Director's Office at MSP Airport, Suite 3000, 4300 Glumack Drive, St. Paul, Minnesota 55111-3030.

Persons requesting a copy of the RFPQ should do so by facsimile to Daniel E. Foster, Manager - Airline Operations at (612) 726-5527.

It is the MAC's intent to award a ground handling, fueling and passenger services contract to the most acceptable final proposal, which, in the sole opinion of the MAC, is in the best interest of the MAC. The MAC reserves the right to reject any or all proposals, to waive minor irregularities and informalities, and to negotiate with any, all, or none of the persons submitting proposals.

All proposals, including any and all attachments thereto, shall become the property of the MAC upon receipt by the MAC. The MAC shall have the right to copy, reproduce, publicize or otherwise dispose of each and any proposal in a way that MAC selects. The MAC shall be free to use as its own without the payment of any kind or liability therefore any idea, scheme, technique, suggestions, layout or plan received during the proposal process.

Dated: 10 March 1998

Metropolitan Airports Commission  
Jeff Hamiel, Executive Director

## Non-State Public Bids, Contracts & Grants

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### Minnesota Historical Society

#### Request for Bid for Miscellaneous Construction at North West Company Fur Post in Pine County

The Minnesota Historical Society is seeking bids from qualified firms to provide all labor, materials, equipment, labor and supplies to complete miscellaneous construction at the North West Company Fur Post in accordance with the Technical Specifications, Instructions to Bidders, Supplementary Conditions, General Conditions, Contract and the Request for Bid. Project includes work on a parking lot (40' X 300'), storage shed, cement sidewalk, electrical wiring, and site preparation. Estimated cost of the entire project is \$125,000.

All bids must be received by Jenna E. Gruen, Contracting Officer for the Minnesota Historical Society, 345 Kellogg Boulevard, West, St. Paul, MN 55102 or an authorized agent no later than 2:00 pm Central Time, Wednesday April 1, 1998. A bid opening will be conducted at that time. Bids must be submitted in a sealed envelope with the project name clearly written on the envelope. A bid bond must be included. Late bids will not be considered.

Authorized agents for receipt of bids are the following: Jenna E. Gruen, Contracting Officer or any Work Service Center staff member in the Finance and Administration Division on the 4th floor of the History Center. Bids may not be delivered to the information desk, to the guard or to any location or individual other than as specified above.

The Request for Bid is available by calling or writing Jenna Gruen, Contracting Officer, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, MN 55102. Telephone is (612) 297-5863 (jenna.gruen@mnhs.org).

**There will be a mandatory pre-bid meeting for all interested parties on March 20, 1998 at 11:00 am at the site. The North West Company Fur Post is located on Highway 7 approximately 1.5 miles west of Interstate 35 at Pine City. All parties wishing to submit a bid must attend this meeting.**

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

## University of Minnesota

### Notice of Bid Information Service (BIS) Available for All Potential Vendors

The University of Minnesota offers 24 hour/day, 7 day/week access to all Requests for Bids/Proposals through its fax back Bid Information Service (BIS). Subscriptions to BIS are \$75/per fiscal year (not prorated). Call 612-625-5534 for information or visit our web site at <http://purchserv.finop.umn.edu>. Choose BID information Service.

Requests for Bids/Proposals are available to the public at no charge each business day from 8:00 a.m. - 4:30 p.m. in Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Mpls, MN 55454.