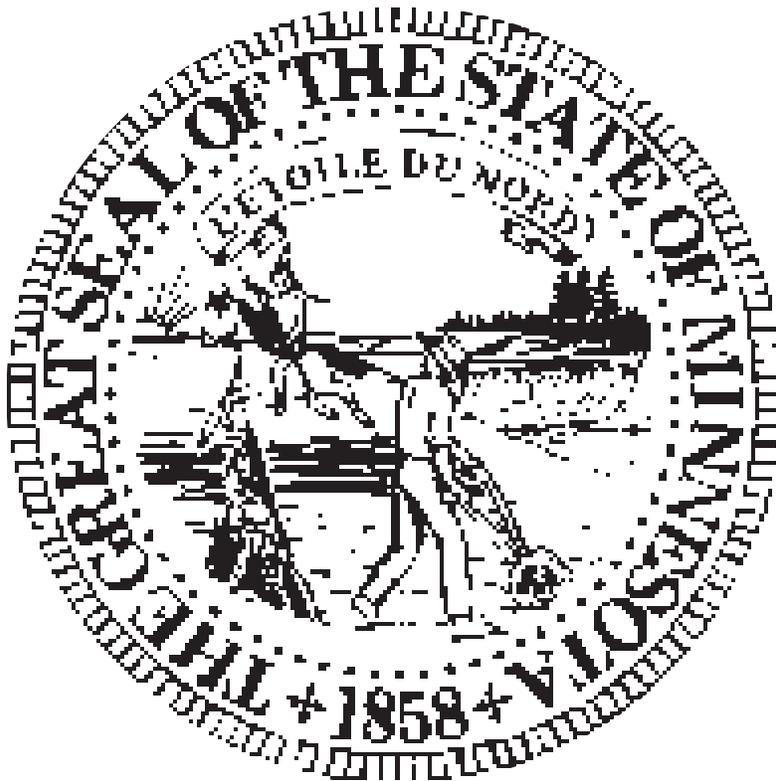


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#39	Monday 29 March	Noon Wednesday 17 March	Noon Tuesday 23 March
#40	Monday 5 April	Noon Wednesday 24 March	Noon Tuesday 30 March

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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 Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*.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 (651) 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 Corrections

Adopted Permanent Rules Governing Jail Facilities

The rules proposed and published at *State Register*, Volume 23, Number 3, pages 111-144, July 20, 1998 (23 SR 111), are adopted with the following modifications:

2911.0200 DEFINITIONS.

Subp. 43. **Housing unit.** "Housing unit" means a group or cluster of single or multiple occupancy cells or detention rooms that ~~houses house~~ inmates and ~~is immediately adjacent and directly accessible to a~~ that has dayroom space that is accessible to inmates assigned to or residing in the housing unit.

2911.0300 INTENDED USE AND NONCONFORMANCE WITH RULES.

Subpart 1. **Intended use.** A facility shall be used only in accordance with the classification, Class I to Class VI, for which it has been approved by the Department of Corrections. A Class I facility may be approved by the commissioner to house inmates serving alternative sentences for a time not to exceed ~~one full year per conviction~~ any limits set by *Minnesota Statutes*. A Class II facility may house inmates serving an alternative sentence for a time not to exceed ~~one full year per conviction~~ any limits set by *Minnesota Statutes*. A facility must be in full compliance of a rule part or subpart designated as mandatory under this chapter in order to meet approval requirements for continued operation unless the commissioner waives the part or subpart. Each rule part or subpart designated as mandatory shall be identified by placing the term mandatory adjacent to the rule part, subpart, item, or sentence in parenthesis. Approval shall be based on compliance with rules applicable to the facility's classification at the time of the facility's last inspection. (Mandatory)

2911.0320 MANUAL OF CORRECTIONAL STANDARDS.

~~Each facility shall develop a manual containing the correctional standards required under parts 2911.0100 to 2911.7600. The manual must include written policies, procedures, and plans and encompass the elements prescribed under parts 2911.0100 to 2911.7600.~~

2911.0350 EXISTING BED CAPACITY.

"Existing bed capacity" means the total number of beds within the existing facility exclusive of holding cells and those designed for disciplinary or administrative segregation. Existing bed capacity is determined without regard to square footage allowances per inmate, double or multiple occupancy cell conditions, and new construction requirements.

As an example, ~~if an existing facility has a 64-square-foot cell originally designed and currently used to house four inmates, several facilities built prior to 1978 have 64-square-foot cells designed for and still being used to house four inmates.~~ All four beds shall be counted in arriving at the existing bed capacity number.

2911.0900 STAFFING REQUIREMENTS.

Subp. 19. **Class I exemptions.** Class I facilities are exempt from this requirement with the exception of those approved by the commissioner to house inmates serving alternative sentences ~~for a time not to exceed one full year per conviction.~~

2911.1900 POLICY AND PROCEDURE MANUALS.

A facility shall have a written policy and procedure manual which defines the philosophy and method for operating and maintaining the facility. This manual shall be made available to all employees, reviewed annually, updated as needed, and staff trained accordingly. The manual shall include, at a minimum, the following chapters:

- A. correctional standards required under parts 2911.0100 to 2911.7600;
- B. administration and organization;
- ~~B. C.~~ fiscal management;
- ~~C. D.~~ personnel;
- ~~D. E.~~ training;
- ~~E. F.~~ inmate records;
- ~~F. G.~~ safety and emergency;
- ~~G. H.~~ security and control;
- ~~H. I.~~ sanitation and hygiene;
- ~~I. J.~~ food service;
- ~~J. K.~~ medical and health care services;
- ~~K. L.~~ inmate rules and discipline;
- ~~L. M.~~ communication, mail, and visiting;
- ~~M. N.~~ admissions, orientation, classification, property control, and release; and
- ~~N. O.~~ inmate activities, programs, and services.

The facility administrator or designee shall review policy and procedure manuals at least once each year. The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes.

2911.2700 INFORMATION TO INMATES.

Subp. 2. **Program options and activities.** An inmate shall be provided written information on program options and activities within 24 hours of admission, excluding weekends and holidays. A facility staff member shall review program options and activities with inmates who are unable to read, within 24 hours, excluding weekends and holidays, of their admission.

A Class I facility is exempt from this requirement with the exception of those approved by the commissioner to house inmates serving alternative sentences ~~for a time not to exceed one full year per conviction.~~

2911.2850 DISCIPLINE PLAN.

Subp. 6. **Removing clothing and bedding.** The facility administrator shall develop a policy and procedure for removing clothing and bedding from an inmate. The following shall be included:

C. the decision to deprive an inmate of articles of clothing or bedding shall be reviewed by the officer in charge or the supervisor during each eight-hour period; and

2911.3100 INMATE ACTIVITIES.

Subp. 2. **Arrangements for religious services and counseling.** A facility shall have written policy and procedures which grant inmates the right to practice their religion; ~~subject only to limitations necessary to maintain institutional order and security.~~ (Mandatory)

A facility shall have either a chaplain with the minimum qualifications of clinical pastoral education or equivalent specialized training and endorsement by the appropriate religious certifying body or a community clergy consultant meeting such qualifications to assist the facility administrator in arranging for religious services and counseling as requested.

No inmate shall be required to attend religious services and religious services shall be held in a location that the inmates who do not wish to participate are not exposed to the service.

<p>KEY: PROPOSED RULES SECTION — <u>Underlining</u> indicates additions to existing rule language. Strike outs indicate deletions from existing rule language. If a proposed rule is totally new, it is designated “all new material.” ADOPTED RULES SECTION — <u>Underlining</u> indicates additions to proposed rule language. Strike outs indicate deletions from proposed rule language.</p>

Adopted Rules

Attendance or lack of attendance at religious services shall not be considered a criterion for any rights or privileges within the facility.

The chaplain or community religious consultant in cooperation with the facility administrator, plans, directs, and advises on aspects of the religious program, including approval and training of both lay and clergy volunteers from faiths represented by the inmate population.

When a religious leader of an inmate's faith is not represented through chaplaincy staff, community religious consultants, or volunteers, the chaplains or community religious consultant shall assist the inmate in contacting such a person. That person shall have the appropriate credentials from that faith judicatory and may minister to the inmate with the approval of the chaplain or community religious consultant.

An inmate requesting private interviews or counseling in a setting not capable of being audio monitored with chaplaincy staff, community religious consultants, or volunteers, or persons with the approval of the chaplain or community religious consultant shall be afforded the opportunity within the policies as are reasonable and necessary to protect the facility's security.

An inmate desiring to read the Bible or sacred book of another religion shall be provided a copy at the expense of the facility. Bibles or sacred books of another religion may be made available to inmates through local library or other community resources and limited to the inmates period of confinement.

Subp. 4. **Education.** A facility shall develop written policy and procedure which provide for inmate access to educational programs, vocational counseling, and when available, vocational training. When possible, a facility shall arrange to have these educational programs delivered in a classroom.

Class I facilities are exempt from this requirement with the exception of those approved by the commissioner to house inmates serving alternative sentences ~~for a time not to exceed one full year per conviction.~~

Text books necessary to complete a course of study, to the extent that local resources permit, shall be made available to inmates. The facility shall not be responsible for the purchase of text books to complete a course of study.

2911.3200 INMATE VISITATION.

The facility administrator shall develop and implement an inmate visiting policy. The policy shall be in writing and shall include:

A. ~~a space for nonmonitored visits between the inmate and the inmates attorney~~ attorney/client interviews shall be allowed in a manner consistent with *Minnesota Statutes*, section 481.10, *Consultation with Persons Restrained*; (Mandatory)

2911.3400 TELEPHONE ACCESS.

A facility shall develop a written policy and procedure that provides for inmate access to a telephone.

Attorney/client telephone consultation shall be allowed in a manner consistent with *Minnesota Statutes*, section 481.10, *Consultation with Persons Restrained*.

Newly admitted inmates shall be permitted a local or collect long-distance telephone ~~calls~~ call to a family member or significant other during the admission process.

Inmates shall be allowed telephone access to maintain contact with family members or significant others. The calls may be made through collect call telephone access systems. The minimum time allowed per call shall be ten minutes except where there are substantial reasons to justify such limitation.

Reasons for denial of telephone access shall be documented.

2911.3600 CLOTHING, BEDDING, AND LAUNDRY SERVICES.

Subp. 6. **Excess personal clothing.** An inmate's excess personal clothing shall be either mailed to, picked up by, or transported to designated family members or stored in ~~ventilated lockers or boxes~~ containers designed for this purpose and properly identified, inventoried, and secured.

2911.3675 LAUNDRY SERVICES.

Laundry services shall be managed so that daily clothing, linen, and bedding needs are met.

The department has adopted by reference Nursing and Boarding Care Home, operational rules regarding laundry as follows:

- A. ~~parts part 4655.2200 and 4655.8300, subpart 2, complete separation;~~
- B. part 4655.8300, subpart 2, clean linen;
- C. part 4655.8300, subpart 3, soiled linen;
- D. part 4655.8300, subpart 4, laundering of linen; and
- E. part 4655.8300, subpart 6, laundering of personal clothing.

~~Items A to E are set forth in the discussion document accompanying this chapter.~~

2911.3800 FOOD HANDLING PRACTICES.

Food service shall be provided according to Minnesota Department of Health, parts ~~4625.2401~~ 4626.0010 to ~~4625.4701~~ 4626.1870. (Mandatory)

2911.4800 CANTEEN.

Subpart 1. **List of approved canteen items to be purchased by staff member at local staff store.** Class II to Class VI facilities with approved capacities of 50 or less, shall provide inmates with a printed list of approved canteen items to be purchased by a facility staff member at local stores, if the facility does not operate a canteen in the facility.

~~2910.5200~~ **2911.5200 RELEASES.**

2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES.

Subp. 7. **Health appraisal.** A facility shall develop ~~a written policy and procedure which requires that a health appraisal for each inmate is provided within 14 days of admission.~~ written policy and procedures which require that an inmate who presents with a chronic or persistent medical condition be provided with a health appraisal within 14 days of admission. The health appraisal includes the following:

2911.6000 FIRST AID.

Subp. 2. **First aid kit.** A facility shall have a minimum of one first aid kit located at the facility's control center or primary staff station. Facility policy shall indicate that first aid kits are available in designated areas of the facility as approved by the responsible physician. (Mandatory)

2911.6100 TRAINING.

~~Subpart 1. Training of personnel.~~ By policy and procedure a training program will be established by the facility administrator in cooperation with the responsible physician, that provides instruction in the following areas: (Mandatory)

~~Subp. 2. First aid kit.~~ Facility policy shall indicate that first aid kits are available in designated areas of the facility as approved by the responsible physician. (Mandatory)

2911.6200 MEDICAL AND DENTAL RECORDS.

Subp 5. **Sharing information.** The responsible physician or health care personnel ~~shares~~ shall share with the facility administrator information regarding an inmate's medical management, security, and ability to participate in programs.

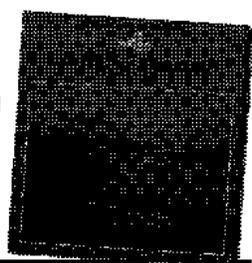
2911.6400 DELIVERY, SUPERVISION, AND CONTROL OF MEDICINE.

~~Subpart 1. Plan for storage, delivery, administration, and control of medicine.~~ A facility administrator shall, in consultation with the responsible physician, develop a written policy and procedure for the secure storage, delivery, administration, and control of medicine.

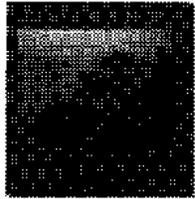
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KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Official Notices

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

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

Department of Administration

Communications Media Division

Minnesota's Bookstore

Notice of Publication of the Revised, Updated Motor Vehicle and Traffic Laws Book

The Motor Vehicle and Traffic Laws book has been revised and updated. The 1998 edition is now available from Minnesota's Bookstore.

The Motor Vehicle and Traffic Laws book is a 820-page compilation of laws extracted from the *Minnesota Statutes*. This publication includes laws governing a variety of subjects including: automobile insurance, no-fault insurance, automobile registration, automobile taxation and sale, traffic regulations, DWI provisions, driving rules, vehicle equipment safety, driving offenses and penalties and more.

The Motor Vehicle and Traffic Laws (Stock No. 2-85) sells for \$20.95 (plus applicable sales tax and shipping fee for phone/mail orders). Prepayment by check or credit card is required. To order, call Minnesota's Bookstore at (651) 297-3000 or 1-800-657-3757.

Board of the Arts

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) define eligibility and review criteria for the arts across Minnesota host community, festivals, and touring directory programs,
- (2) clarify terms of advisory panelists;
- (3) define the word "event" as used in the rules,
- (4) clarify institutional support and presenter support criteria and eligibility,
- (5) clarify fiscal agent eligibility and other general eligibility issues,
- (6) clarify eligibility and criteria for artist assistance and folk arts programs,
- (7) clarify eligibility and criteria for arts in education programs, and
- (8) clarify biennial plan review process for regional arts councils.

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 23, 1999.

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 (651) 215-1600 or (800) 866-2787, TTY (651) 215-6235, FAX (651) 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: 25 February 1999

Robert C. Booker
Executive Director

Minnesota Auto Theft Prevention Program

Notice of Meeting of the Board of Directors

The Minnesota Auto Theft Prevention Program will be holding its Board of Directors meeting on April 8, 1999. The meeting will begin at 9:00 a.m. at the Minnesota Auto Theft Prevention office located at 1110 Centre Point Curve, Suite 405, Mendota Heights, MN. (Hwy 110 and Lexington Ave. in the GNB Technologies Bldg.) Meetings are open to the public. For more information contact Denny Roske at the Auto Theft Prevention Program at (651) 405-6153.

Colleges and Universities, Minnesota State (MnSCU)

Notice of Public Hearing In the Matter of the Proposed Carl D. Perkins Vocational Technical Education Act of 1998 (Perkins III) Five Year Minnesota State Plan for Vocational Technical Education, The Minnesota State Colleges and Universities Board of Trustees and the Department of Children, Families and Learning

NOTICE IS HEREBY GIVEN that a Public Hearing will be held on the Perkins III Five Year State Plan for Vocational Technical Education, on March 31, 1999, commencing 10:00am and continuing until 12:00pm, or until all interested or concerned persons have had an opportunity to participate. The hearing will be accessible via satellite (both C and Ku Bands), and at the point of origination (World Trade Center, Studio Theatre-3rd Floor, St. Paul). Satellite coordinates for C-Band: Satellite Telstar 5, 97 degrees west longitude, transponder 7, channel 7, vertical polarity, 3840 frequency, 6.2 & 6.8 audio. Satellite coordinates for KU Band: Satellite Telstar 5, 97 degrees west longitude, transponder 25, channel 25, vertical polarity, 12144.0 frequency, 6.2 & 6.8 audio. Contact (651) 296-7884 for troubleshooting needs. Please call (651) 296-3906 to register your site and/or to be scheduled for testimony.

All representatives of school districts, Minnesota State Colleges and Universities organizations, associations, other interested groups, and all interested and concerned persons will have an opportunity to be heard regarding the adoption of the proposed Perkins III Five Year State Plan by submitting either oral or written recommendations or statements. For those who cannot be present at the Public Hearing, their recommendations or statements may be submitted to Dr. Mary Jacquart, Minnesota State Colleges and Universities, 500 World Trade Center, St. Paul, MN 55105 (651) 296-0664.

Copies of the proposed Perkins III Five Year State Plan for Vocational Technical Education for Fiscal Years 2000-2005 will be available March 15, 1999 at the address above, or via the World Wide Web at www.mnscu.edu.

Department of Health

Environmental Health Division

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

The Department of Health is accepting proposals to place projects on the Drinking Water Revolving Fund Project Priority List. Proposals must be received by 4:30 p.m., May 28, 1999. *Minnesota Rules*, parts 4720.9000 to 4720.9080, list eligibility and submittal requirements.

To request an information packet, call (651) 215-0755 or submit an e-mail request to jeanette.booth@health.state.mn.us. The information packet is also available on the Department of Health's web site: www.health.state.mn.us

Submit proposals for placement on the Drinking Water Revolving Fund Priority List to the Minnesota Department of Health, Drinking Water Revolving Fund, c/o Jeanette Boothe, P.O. Box 64975, St. Paul, MN 55164-0975.

Legislative Coordinating Commission

Board of Trustees Candidate Advisory Council

Applications Sought to Fill Vacancy for At-Large Position for Board of Trustees of the Minnesota State Colleges and Universities

The Board of Trustees Candidate Advisory Council is currently seeking candidates for the Board of Trustees of the Minnesota State Colleges and Universities to fill the vacancy of Charles Williams who resigned. The Council is accepting applications for an At-Large position.

The Council, appointed by the Legislature, is responsible for recruiting and recommending candidates to the governor for appointment to the Board of Trustees, the governing board for the merged technical colleges, community colleges and state universities. Members of the Board of Trustees receive per diem and expenses. The appointed member for the Board would complete the term of Mr. Williams which expires June 30, 2004.

For further information and/or application forms, please contact Barb Patterson at (651) 296-9002 or Chad Thuet at (651) 296-1121, Room 85 State Office Building, St. Paul, MN 55155. Applications must be received by 5:00 p.m. March 31, 1999.

Department of Natural Resources

Division of Minerals

Notice of Sale of State Metallic Minerals Leases

NOTICE IS HEREBY GIVEN that a sale of leases to explore for, mine and remove metallic minerals in trust fund lands, lands and minerals forfeited for non-payment of taxes, lands and minerals otherwise acquired, and other state-owned land under the jurisdiction of the Commissioner of Natural Resources, and located in portions of Aitkin, Beltrami, Carlton, Itasca, Koochiching, Lake of the Woods, Roseau, and Saint Louis Counties, is scheduled to be held on April 16, 1999, at 10:00 a.m. The sale will take place in the Fourth Floor Conference Room, Department of Natural Resources, 500 Lafayette Road, Saint Paul, Minnesota.

The Commissioner of Natural Resources, c/o Division of Minerals, 500 Lafayette Road, Saint Paul, Minnesota 55155-4045, will receive sealed bids and applications for leases covering minerals in state lands, in accordance with *Minnesota Rules*, parts 6125.0100 through 6125.0700, the metallic minerals rules, issued under the authority of *Minnesota Statutes*, sections 93.08 through 93.12 and 93.25.

Each bid must be submitted on a form obtained from the Commissioner. Each bid form must be accompanied by a certified check, cashier's check, or bank money order, payable to the Department of Natural Resources in the sum of the following amounts: a) an application fee of \$100.00 for each mining unit bid upon; and b) rental for one full calendar year for each mining unit bid upon. All bids must be received by the Commissioner at the office of the Division of Minerals, Fourth Floor, DNR Building, 500 Lafayette Road, Saint Paul, Minnesota 55155-4045, before 4:30 p.m. of April 15, 1999.

On April 16, 1999, at the time specified, the Commissioner or his representative will publicly open the bids and announce the amount of each bid separately. At a subsequent time leases will be awarded by the Commissioner, with the approval of the State Executive Council, to the highest bidder for the respective mining units, but no bids will be accepted that do not equal or exceed the base royalty rates set forth in the rules or that do not comply with all provisions of the rules. The right is reserved to the State, through the Executive Council, to reject any or all bids.

The purpose of Minnesota's metallic minerals rules is to promote and regulate the prospecting for, mining and removal of metallic minerals on state-owned and state-administered lands. These rules, and the leases issued under the rules, authorize exploration and development of these minerals and impose certain requirements on the lessee. The requirements include: the payment of minimum rentals which increase with the passage of time, the payment of royalty for all ore mined and removed, the submission of data and other reports, and the submission of exploration plans. In addition, the state lessee must comply with all applicable regulatory laws. No land or water areas within the Boundary Waters Canoe Area Wilderness or Voyageurs National Park are included in this or any state mineral lease sale.

After the conclusion of the sale, the Commissioner shall request each high bidder to provide evidence the bidder is qualified to hold state mineral leases pursuant to *Minnesota Rules*, part 6125.0410. The rules state that a lease will only be issued to an applicant qualified to do business in Minnesota and qualified to conduct exploratory borings in Minnesota. In addition, the Commissioner may request evidence that the lease applicant is technically and financially capable of performing under the terms of a state mineral lease. The requested evidence must be provided within 45 days of the request from the Commissioner or the bids from that high bidder will be rejected.

Upon the award of a lease, the application fee submitted with the bid will be deposited with the State Treasurer as a fee for the lease. All bids not accepted will become void, and the application fee and rental payment accompanying such bids will be returned to the respective bidders; provided, however, the application fee and rental payment accompanying a bid shall not be returned if the bidder was the high bidder and subsequently withdrew the bid prior to the awarding of a lease.

Bid forms, instructions on how bids are to be submitted, copies of the rules (*Minnesota Rules*, parts 6125.0100 through 6125.0700) and copies of the Mining Unit Book, listing the land areas designated by the Commissioner as mining units, may be obtained from the Mineral Leasing Section, Division of Minerals, DNR Building, 500 Lafayette Road, Saint Paul, Minnesota 55155-4045. Telephone (651) 296-4807. Fax (651) 296-5939. E-mail inquiries can be sent to kathy.lewis@dnr.state.mn.us.

The Mining Unit Book will be available at least thirty days prior to April 16, 1999. Application for each copy of the Mining Unit Book must be accompanied by a check or money order, payable to the Department of Natural Resources in the sum of \$22.00, as a fee for such Mining Unit Book, plus \$1.43 State of Minnesota Sales Tax. Unit books will also be available for inspection at the Hibbing and Saint Paul offices of the Division of Minerals. The Mining Unit book will also be available for viewing on the internet through the DNR website at www.dnr.state.mn.us/minerals.

Dated: 8 March 1999

Allen Garber, Commissioner
Department of Natural Resources
Saint Paul, Minnesota
By William C. Brice, Director
Division of Minerals

Office of the Ombudsman for Mental Health and Mental Retardation

Notice of Meeting

The Ombudsman for Mental Health and Mental Retardation Advisory Committee will hold a general meeting from 9:00 a.m. to 1:00 p.m. on Thursday, March 18, 1999. The meeting will be held in Room LL54 in the lower level of the Metro Square Building on 7th and Robert Street, St. Paul.

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 Wednesday, March 24, 1999 at 10:00 a.m. in Conference Room 148 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 Koochiching County** for a variance from *Minnesota Rules* 8820.3100, Subpart 9a, so as to allow the use of 100% State Aid Construction funds be allowed, in lieu of the maximum allowance of 75%, on a proposed construction project on County State Aid Highway No. 5, between Trunk Highway No. 6 and the Itasca/Koochiching County Line.

Official Notices

2. **Petition of Steele County** for a variance from *Minnesota Rules* 8820.9920, so as to allow a hydrant to remain in place within the required 25 foot clear recovery area measured from edge of traffic lane on the completed construction project on County State Aid Highway No. 15, between Fourth Avenue Southwest and County State Aid Highway No. 46 (Virtue Street) in the City of Blooming Prairie, Minnesota.
3. **Petition of the City of Crookston** for a variance from *Minnesota Rules* 8820.9936, so as to allow a 10 mph vertical design speed, in lieu of the required 50 km/h design speed at the approaches to the proposed bridge over the Burlington Northern Santa Fe Railroad crossing on West Eighth Street, between North Front Street and North Main Street in the City of Crookston, Minnesota.
4. **Petition of Crow Wing County** for a variance to *Minnesota Rules* 8820.9920, so as to allow surfacing to the required 8.2 metric ton design to occur over a four year period on County State Aid Highway No. 8, between County State Aid Highway No. 2 and County State Aid Highway No. 24 in Crow Wing County, Minnesota.
5. **Petition of Cass County** for a variance from *Minnesota Rules* 8820.9920, so as to allow surfacing to the required 8.2 metric ton design to occur over a period of three years on the proposed reconstruction project on County State Aid Highway No. 36, between Bridge No. 11508 and Trunk Highway No. 210, 4 miles east of Pillager in Cass County, Minnesota.
6. **Petition of Wilkin County** for a variance to *Minnesota Rules* 8820.9936, so as to allow a 40 km/h horizontal design speed, in lieu of the required 50 km/h design speed on the proposed reconstruction project on County State Aid Highway No. 5, between Park Avenue and Wilkin Avenue in Breckenridge, Minnesota.
7. **Petition of Wabasha County** for a variance from *Minnesota Rules* 8820.9920, so as to allow a lane width of 3.4 meters with a 1.5 meter shoulder width, in lieu of the required 3.6 meter traffic lane with 1.2 meter shoulder width; and to allow a 30 mph design speed in lieu of the required 60 km/h design speed on the proposed reconstruction project on County State Aid Highway No. 24, between the west approach to the Koelmel Bridge No. L1042 and County Road 76, approximately 3 miles southeast of Wabasha, Minnesota.
8. **Petition of Renville County** for a variance from *Minnesota Rules* 8820.9920, so as to allow a clear recovery area measured from the edge of traffic lane varying from 6.1 meters to 8.7 meters, in lieu of the required 9 meter recovery area on the proposed reconstruction project on County State Aid Highway No. 1, between the Minnesota River and County State Aid Highway No. 15, approximately 2 miles north of Redwood Falls, Minnesota.
9. **Petition of Winona County** for a variance from *Minnesota Rules* 8820.9936, so as to allow a 40 km/h design speed, in lieu of the required 50 km/h design speed on the proposed bridge replacement project on Broadway Street over Garvin Brook in the City of Stockton, Minnesota.
10. **Petition of Isanti County** for a variance from *Minnesota Rules* 8820.9926, so as to allow horizontal design speeds on two curves of 25 mph and 26 mph, in lieu of the required 50 km/h design speed on a proposed bituminous overlay project on County State Aid Highway No. 10, between County State Aid Highway No. 23 and County State Aid Highway No. 8 in Isanti County, Minnesota.
11. **Petition of Olmsted County** for a variance from *Minnesota Rules* 8820.9920, so as to allow a 25 mph design speed in lieu of the required 50 km/h design speed on the proposed bridge replacement project on Elmira Township Road No. 53 (190th Avenue Southeast), replacing Bridge No. L6170 with Bridge No. 55J13 in Olmsted County, Minnesota.

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

10:00 a.m.	Koochiching County
10:15 a.m.	Steele County
10:30 a.m.	City of Crookston
10:45 a.m.	Crow Wing County
11:00 a.m.	Cass County
11:15 a.m.	Wilkin County
11:30 a.m.	Wabasha County
11:45 a.m.	Renville County
	Break for Lunch
12:45 p.m.	Winona County
1:00 p.m.	Isanti County
1:15 p.m.	Olmsted County

Dated: 8 March 1999

Julie A. Skallman, Division Director
State Aid for Local Transportation

Department of Transportation

Petition of Cass County for a Variance from State Aid Requirements for PLACEMENT OF STRUCTURAL DESIGN STRENGTH

NOTICE IS HEREBY GIVEN that the Cass 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. 36, between Bridge No. 11508 and Trunk Highway No. 210, 4 miles east of Pillager in Cass 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 surfacing to the required 8.2 metric ton design strength to occur over a period of three construction years to allow the placement of the final wearing course of bituminous required for a 8.2 metric ton design until 2001, as set forth in the programmed improvements of the Cass County Project Listing for the proposed reconstruction project on County State Aid Highway No. 36, between Bridge No. 11508 and Trunk Highway No. 210, 4 miles east of Pillager in Cass 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: 8 March 1999

Julie A. Skallman, Division Director
State Aid for Local Transportation

Department of Transportation

Petition of Crow Wing County for a Variance from State Aid Requirements for PLACEMENT OF STRUCTURAL DESIGN STRENGTH

NOTICE IS HEREBY GIVEN that the Crow Wing 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. 8, between County State Aid Highway No. 2 and County State Aid Highway No. 24 in Crow Wing 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 surfacing to the required 8.2 metric ton design strength to occur over a period of four construction years to allow the placement of the final wearing course of bituminous required for a 8.2 metric ton design until the third phase of programmed improvements as set forth in the Crow Wing County 5-Year Road Improvement Plan For County State Aid Highways on County State Aid Highway No. 8, between County State Aid Highway No. 2 and County State Aid Highway No. 24 in Crow Wing 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: 8 March 1999

Julie A. Skallman, Division Director
State Aid for Local Transportation

Official Notices

Department of Transportation

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

NOTICE IS HEREBY GIVEN that the Isanti 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 bituminous overlay project on County State Aid Highway No. 10, between County State Aid Highway No. 23 and County State Aid Highway No. 8 in Isanti County, 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 horizontal design speeds on two curves of 25 mph and 26 mph, in lieu of the required 50 km/h design speed on the proposed bituminous overlay project on County State Aid Highway No. 10, between County State Aid Highway No. 23 and County State Aid Highway No. 8 in Isanti 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: 8 March 1999

Julie A. Skallman, Division Director
State Aid for Local Transportation

Department of Transportation

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

NOTICE IS HEREBY GIVEN that the Olmsted 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 bridge replacement project on Elmira Township Road No. 53 (190th Avenue Southeast), between 0.5 mile north of Trunk Highway No. 74 and 1.0 mile east of County Road No. 130 in Elmira Township, Olmsted 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 25 mph crest vertical curve in lieu of the required 50 km/h design speed on the proposed bridge replacement project on Elmira Township Road No. 53 (190th Avenue Southeast), replacing Bridge No. L6170 with Bridge No. 55J13 in Olmsted 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: 8 March 1999

Julie A. Skallman, Division Director
State Aid for Local Transportation

Department of Transportation

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

NOTICE IS HEREBY GIVEN that the Renville 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. 1, between the Minnesota River and County State Aid Highway No. 15, approximately 2 miles north of Redwood Falls, 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 recovery area varying from 6.1 meters to 8.7 meters from edge of traffic lane, in lieu of the required 9 meter recovery area from the edge of traffic lane on the proposed reconstruction project on County State Aid Highway No. 1, between the Minnesota River and County State Aid Highway No. 15, approximately 2 miles north of Redwood 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: 8 March 1999

Julie A. Skallman, Division Director
State Aid for Local Transportation

Department of Transportation

Petition of Wabasha County for a Variance from State Aid Requirements for LANE WIDTH AND DESIGN SPEED

NOTICE IS HEREBY GIVEN that the Wabasha 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. 24, between the west approach to the Koelmel Bridge No. L1042 and County Road 76, approximately 3 miles southeast of Wabasha, 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 lane width of 3.4 meters with a 1.5 meter shoulder, in lieu of the required 3.6 meter lane width with a 1.2 meter shoulder width, and to allow a 30 mph design speed in lieu of the required 60 km/h design speed on the proposed reconstruction project on County State Aid Highway No. 24, between the west approach to the Koelmel Bridge No. L1042 and County Road 76, approximately 3 miles southeast of Wabasha, 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: 8 March 1999

Julie A. Skallman, Division Director
State Aid for Local Transportation

Official Notices

Department of Transportation

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

NOTICE IS HEREBY GIVEN that the Wilkin 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. 5, between Park Avenue and Wilkin Avenue in Breckenridge, 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 40 km/h horizontal design speed, in lieu of the required 50 km/h design speed on the proposed reconstruction project on County State Aid Highway No. 5, between Park Avenue and Wilkin Avenue in Breckenridge, 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: 8 March 1999

Julie A. Skallman, Division Director
State Aid for Local Transportation

Department of Transportation

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

NOTICE IS HEREBY GIVEN that the Winona 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 bridge replacement project on Broadway Street over Garvin Brook in the City of Stockton, 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 40 km/h design speed, in lieu of the required 50 km/h design speed on the proposed bridge replacement project on Broadway Street over Garvin Brook in the City of Stockton, 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: 8 March 1999

Julie A. Skallman, Division Director
State Aid for Local Transportation

State Grants & Loans

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

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

Minnesota Auto Theft Prevention Program

Grant Availability for State, County, Local Police Departments, Governmental Agencies, Prosecutors, Judiciary, Businesses, Community and Neighborhood Organizations

The Board of the Minnesota Auto Theft Prevention Program announces the availability of grant funds accessible for the July 1, 1999 through June 30, 2000 grant period. Applications will be accepted from State, County, Local Police Departments, Governmental Agencies, Prosecutors, Judiciary, Businesses, Community and Neighborhood Organizations. This reimbursement grant program must be for projects dedicated to the area of auto theft. Grant application packets may be obtained by contacting Dennis Roske at the Auto Theft Prevention Program Office at (612) 405-6153 or 405-6155.

Housing Finance Agency

Notice of Funds Available and Contingent Request for Proposal Bridges Rental Assistance Program

The Minnesota Housing Finance Agency (MHFA) and the Minnesota Department of Human Services (DHS), Mental Health Division, announces the anticipated availability of grant funds through the Bridges Program. The actual availability and amount of funds are contingent upon approval by the 1999 Minnesota Legislature.

Eligible Applicants: A co-application is required by an Adult Mental Health Initiative (AMHI) and a housing agency (HA) who is able to administer a Section 8 rental assistance type program. Priority will be given to partnerships proposing to operate in areas under-served in rental subsidies for persons with serious and persistent mental illness.

Location: Bridges rental assistance is limited to counties in which an existing Section 8 certificate and voucher program is/can be administered under the jurisdiction of the U.S. Department of Housing and Urban Development (HUD).

Amount of Funds: \$3.1 million in grant funds have been requested for the biennium ending June 30, 2001.

Eligible Uses: Temporary rental assistance payments and security deposits paid directly to landlords on behalf of participants with a serious and persistent mental illness who are eligible for the Section 8 Rent Subsidy Program. Other eligible uses include utility deposits, contract rent for up to ninety days during a medical or psychiatric crisis, payment to utility companies for up to ninety days during medical or psychiatric hospitalization. Administrative fees charged by housing agencies may not exceed \$40 per month.

Eligibility Requirements: The head of household, or other adult household member has a serious and persistent mental illness and is eligible for a Section 8 subsidy. Gross income of the household is at or below 50 percent of the area median income for the household size as defined by HUD. Participants must be eligible to apply for and accept a federal or other permanent housing subsidy when offered.

Rents may not exceed fair market rent limits as established for geographical areas by HUD. Rental units must pass Housing Quality Standards.

Reporting: Quarterly payment requests to be submitted to MHFA. Participant data submitted with second and fourth quarter payment requests.

Procedures: Applicant should request application packets from Agency by writing or calling:

Minnesota Housing Finance Agency
Attention: Bridges, Multifamily Division
400 Sibley Street, Suite 300
Saint Paul, MN 55101-1998
1-800-657-3647, or 297-4455

The deadline for all applicants is **5:00 p.m. Thursday, April 15, 1999.**

Selection Process: All complete proposals which meet the basic requirements and the selection criteria of the program, and are received by the deadline, will be considered. MHFA/DHS may request clarification of information after reviewing applications.

Final selections should be made by the MHFA Board on May 27, 1999. All applicants are notified of the selections.

State Grants & Loans

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

This request for Proposals (RFP) is subject to all applicable federal, state, and municipal laws, rules, and regulations. MHFA/DHS reserve the right to modify or withdraw the RFP at any time and is not able to reimburse any applicant for costs incurred in the preparation or submittal of applications.

Department of Human Services

Family and Children's Services Division

Request for Proposals to Provide Statewide Post-adoption Support Services through the Minnesota Adoption Support and Preservation Initiative

The Minnesota Department of Human Services is soliciting proposals from qualified Minnesota parties to provide statewide post adoption support services. The purpose of this RFP funding is threefold and is: 1) to develop an adoption information clearing house; 2) to develop a foster, adoptive and respite network; and 3) to provide training and education on adoption.

1. Minnesota Adoption Information Clearing House: The grantee will develop a centralized information clearing house which collects, disseminates, refers, clarifies, and provides access to information relevant to the issues inherent to the adoption of children with special needs.

2. Foster Adoptive Respite Network: The grantee will develop a network to identify and enhance resources for respite care and to support adoptive families through networking with foster parents, kinship providers, and other adoptive resources.

3. Training for Parents and Professionals: The grantee will provide training and education to professionals who provide support or services to adoptive families. To provide training and education to adoptive parents on the lifelong implications of adoption on family and adoption traid members.

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

The Department has estimated that the cost of this contract will not exceed \$525,000 for all three sections combined. All proposals must be submitted no later than May 3, 1999.

For a copy of a more detailed explanation of this Request for Proposals, please contact:

Robert O'Connor
Department of Human Services
Family and Children's Services
444 Lafayette Road North
St. Paul, MN 55155-3832
(651) 282-5307

Professional, Technical & Consulting Contracts

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

In accordance with *Minnesota Rules* Part 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (651) 296-2600 or [TTY (651) 297-5353 and ask for 296-2600].

Department of Administration

State Designer Selection Board

Request for Proposals for the University of Minnesota, Duluth Campus for the Vacated Space Renovation Project (Project 4-99)

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 this project must deliver proposals on or before 12 p.m. (Noon), Monday, March 29, 1999, to:

Lisa Blue, Executive Secretary
State Designer Selection Board
Department of Administration
Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155-3000
(651) 297-5526

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning the Board's procedures herein described, or the schedule in Item 8.h, should be referred to the executive secretary at (651) 297-5526. Questions relating to the project must be referred to the project contact(s) in Item 8.i.

NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE CONTENT AND FORMAT REQUIREMENT. PROPOSALS WHICH DO NOT CONFORM TO THE FOLLOWING CONTENT, ORDER AND FORMAT REQUIREMENTS AS OUTLINED IN ITEMS 1 THROUGH 5 BELOW MAY BE DISQUALIFIED.

1. The front cover of the proposal should be clearly labeled with the project number and project title as shown at the top of this request for proposal, together with the designer's firm name, address, telephone number, fax number and the name of the contact person. The back cover should remain blank.
2. All data should be on 8 1/2" x 11" sheets, soft bound. No more than 20 printed faces should be included (see the following for clarification):
 - a. All letters directed to the Board should 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.
 - b. Blank dividers (with printed tab headings only) will not be counted as faces.
 - c. Front and back covers of proposals will not be counted as faces.
 - d. None of the statutory or mandatory information, except as requested in Item 3 below, should appear on the dividers or covers.
 - e. All pages should be numbered.

Proposals that deviate from the above may be disqualified.

3. 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 persons in leadership roles for project management, design and production of architecture; design of civil, structural, mechanical and electrical engineering, landscape architecture, land surveying, fire protection and geoscience for each and every discipline called for in Section 8.b. The name of each person so mentioned must also include their Minnesota registration number. Fire protection engineering requires a licensed fire protection engineer, identified by their number OR the engineering registration number accompanied in Section 4.b by a listing of past projects demonstrating competency in this field.

Professional, Technical & Consulting Contracts

Consultants and assistants to the persons in leadership roles, as identified above, need not provide a Minnesota registration number. These individuals should be listed separately from those above.

- c. 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 into the work promptly, if selected, by engaging the consultants and assigning the persons named in Item 3.b above, along with adequate staff to meet the requirements of work;
- e. At least one copy of the proposal must contain an original signature by an authorized member of the firm submitting the proposal, in ink, on the bottom of the first page of the proposal.
- f. A list of all State and University of Minnesota current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

Projects and studies shall mean those projects and studies (1) funded by the state legislature, by state/user agencies or University of Minnesota operating funds, or by funding raised from the private sector or individuals by state/user agencies or the University of Minnesota; (2) awarded as a result of the State Designer Selection Board process or awarded directly by state/user agencies or the University of Minnesota without employing the State Designer Selection Board process; or (3) related to design-bid-build or design/build project delivery systems.

The prime firm(s) shall list and total all fees associated with the above projects and studies, whether the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid, or are anticipated to be paid, to engineering or other specialty consultants employed, or anticipated to be employed, on the projects and studies listed pursuant to the above.

NOTE: Please call the Executive Secretary at (651) 297-5526 and leave your name and address or fax number to receive a copy of the acceptable format for providing fee information.

4. 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 shall be identified. It shall be work in which the personnel listed in Item 3.b above have had significant participation and their roles shall be clearly described. It shall 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 Item 3.b above, administering or producing the major elements of the work, including consultants. Identify roles which 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.
5. Eight (8) copies of the proposal should be submitted.
6. Design firms wishing to have their proposals returned after the Board's review shall 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 selection, proposals will be returned using this envelope.

7. BOARD SELECTION CRITERIA:

In making its selection of designers the Board shall consider the criteria listed below:

Credit for the following criteria will equal not less than sixty percent.

- a. Qualifications and technical competence in the required field of design;
- b. Ability to deal with aesthetic factors;
- c. Project understanding and approach.

Credit for the following criteria will equal up to forty percent.

- d. Capacity to accomplish the work and services within the required constraints;
- e. Availability of appropriate personnel;
- f. Geographic relationship of the designer's base to the project site; and

Professional, Technical & Consulting Contracts

- g. Awards previously made to a designer by the state. This is in the interest of equitable distribution of commissions. The criteria do not necessarily have the same weight, nor are their relative weights necessarily constant from one project to another. The Board may issue statements regarding criteria as they relate to individual projects.

Evaluations of the proposals shall be made independently by the Board members.

8. PROJECT 4-99

**University of Minnesota, Duluth Campus
241 Darland Administration Building
10 University Drive
Duluth, MN 55811**

a. PROJECT DESCRIPTION:

The University of Minnesota, Duluth Campus has been approved to enter into a contract with an outside consultant to design renovations to several areas of the campus, vacated and reassigned as a result of new construction. Renovations will focus on programmatic and code issues in the library, Marshall W. Alworth and Heller Hall buildings. Remodeling will focus on short- and long-term programmatic needs, and will be limited by anticipated funding levels. The consultant will be asked to develop construction and bid documents for the project.

b. REQUIRED CONSULTANT SERVICES:

The scope of the project includes full architectural/engineering services for the project including programming, architectural, mechanical, electrical, scheduling and cost estimating services. The designer will also be heavily involved in code upgrades, fire protection and ADA requirements.

c. SERVICES PROVIDED BY OTHERS:

None

d. SPECIAL CONSIDERATIONS:

None

e. PROJECT BUDGET/FEES:

The total project budget is set at \$3,600,000 with the estimated amount available for construction at \$2,800,000.

f. PROJECT SCHEDULE:

It is anticipated that the programming would begin in the spring of 1999, immediately after consultant selection from the State Designer Selection Board. Project design and construction schedules will be estimated based on the scope of work and available funding.

g. PROJECT INFORMATIONAL MEETING(S)/SITE VISIT(S):

An informational meeting and site tour will be held on March 22 at 10 a.m. at the University of Minnesota Duluth Campus. The tour will start in the main lobby of the Darland Administration Building.

A site tour will be open to the firms shortlisted for interviews by the State Designer Selection Board. The tour will be held on the University of Minnesota, Duluth Campus prior to the required interview date. Shortlisted firms will be contacted directly by the University and given further information.

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

Project Informational Meeting/Site Visit:	March 22, at 10 a.m.
Project Proposals Due:	March 29, by 12 p.m. (Noon)
Project Shortlist:	April 13, 1999
Project Interviews and Award:	April 27, 1999

i. PROJECT CONTACT(S):

Questions concerning the project should be referred to:

John W. Rashid
Manager, Design and Construction
241 Darland Administration Building
10 University Drive
Duluth, MN 55811
Phone: (218) 726-6930
FAX: (218) 726-8127

Professional, Technical & Consulting Contracts

9. CONTRACT REQUIREMENTS:

- a. The amended Minnesota Human Rights Act (*Minnesota Statute* 363.073) divides the contract compliance program into two categories. Both categories apply to any contracts for goods or services in excess of \$100,000. The first category applies to businesses who have more than 40 full-time employees within Minnesota on a single working day during the previous 12 months. The businesses in this category must have submitted an affirmative action plan to the Commissioner of the Department of Human Rights prior to the date and time set for the solicitation opening and must have received a Certificate of Compliance prior to the execution of the contract or agreement. The second category applies to businesses who have more than 40 full-time employees on a single working day in the previous 12 months in the State in which they have their primary place of business. The business in this category must either have an unexpired Certificate of Compliance previously issued by the Department of Human Rights, or certify to the contracting State agency that they are in compliance with federal affirmative action requirements before execution of the contract. This Certificate is valid for two (2) years. For further information, contact the Department of Human Rights, 190 East Fifth Street, Suite 700, St. Paul, MN 55101, (651) 296-5663 or 800-657-3704.

The Department of Administration is under no obligation to delay award or execution of this contract until a vendor has completed the human rights certification process. It is solely the responsibility of the vendor to apply for, and obtain, a human rights certificate prior to contract award.

- b. Costs incurred in responding to this RFP shall be borne by the responder. In accordance with existing statutes, the Board shall retain one copy of each proposal submitted. Responses to this RFP become public information under the Freedom of Information Act after the final selection has been made.
- c. *Laws of Minnesota 1997*, require the successful responder to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the contract.
- d. *Laws of Minnesota 1997*, Chapter 202, Article 1, Section 12, Subdivision 2, require that during the biennium ending June 30, 1999, for an executive agency contract that is subject to *Minnesota Statutes*, Section 363.073 (over \$100,000 and subject to Human Rights Certification requirements), before the agency enters into the contract, should to the extent practical and to the extent consistent with the business needs of the State, ensure that the company to receive the contract attempts to recruit Minnesota welfare recipients to fill vacancies in entry level positions if the company has entry level employees in Minnesota.
- e. This RFP does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

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

Office of the Governor

Notice of Request for Proposals from Radio Stations Interested in Hosting a "Lunch with the Governor" Program

The office of Governor Jesse Ventura is accepting proposals from radio stations interested in being the home of "Lunch with the Governor." Twin Cities DMA radio stations interested in more information should contact John Wodele, Director of Communications at (651) 296-0058. Proposals are being accepted until March 29, 1999.

The Office of Governor Jesse Ventura is in the process of setting up a network of radio stations to carry the proposed weekly radio show, "Lunch with the Governor." Radio stations outside the Twin Cities DMA interested in receiving more information should contact David Ruth, Media Relations at (651) 296-0080.

Non-State Public Bids, Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector.

It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

Metropolitan Airports Commission

Notice to Establish Interest List of Furniture Manufacturers

NOTICE IS HEREBY GIVEN that the Metropolitan Airports Commission is in the process of remodeling their General Office Building. The MAC will be standardizing the furniture in the General Office only. This notice is to establish a list of furniture manufacturers interested in participating in our selection process.

Future bid(s) will be solicited only from those vendors that provide the brand of furniture selected by the Furniture Standards Committee.

Interested furniture manufacturers will submit the following information by 10:00 A.M. Friday, March 19, 1999. Late respondents will not be accepted:

- Respondents Name
- Company Name
- Company Address
- Company Phone Number
- Company Fax Number
- Manufacturer Name

Interested parties may mail, deliver, or fax the information to:

- Andrea Bolstad, Purchasing Department
- 6040 28th Avenue South
- Minneapolis, MN 55450
- FAX: (612) 725-6353

Metropolitan Council

Invitation for Bid for Potassium Permanganate

Bids must be received at the offices of the Metropolitan Council, Mears Park Centre, 230 East 5th Street, St. Paul, Minnesota 55101, for Potassium Permanganate on or before 2:00 P.M., Monday, March 29, 1999.

Copies of the specifications and bid instructions may be obtained from the offices of the Metropolitan Council or by calling (651) 602-1499 or via FAX request at (651) 602-1083. All bids to be considered must be submitted on **Council approved bid forms**.

All proposals to be considered must have the Affirmative Action Plan Certificate of Compliance attached and be submitted with MCES' proposal form accompanied by a certified check, cashiers check or bid bond in an amount not less than five percent (5%) of the total bid amount.

The award will be based upon, but not necessarily limited to, factors of price, lead time, agreement to the terms and conditions and past experience with the Metropolitan Council.

The Metropolitan Council reserves the right to accept or reject any and all bids, or any part of any bid and to waive any minor irregularities and deviations from requirements outlined in the technical specifications.

Non-State Public Bids, Contracts & Grants

Minnesota Historical Society

Notice of Request For Bids for HVAC Renovation

The Minnesota Historical Society is seeking bids from qualified firms and individuals to provide all labor and materials to install HVAC ducting, piping, and installation of air handling unit, duct distribution system, diffusers, registers, and grills for renovation of the HVAC system on Level A of the History Center. Base bid includes mechanical installation, electrical wiring, painting, and all associated miscellaneous work and materials to complete installation of the system described in the drawings, schedules, and specifications.

A mandatory prebid meeting will be held at the Minnesota Historical Society History Center, 345 Kellogg Boulevard West in St. Paul on March 29, 1999 at 9:30 A.M., Central Time.

The Request for Bids, including the above mentioned specifications, is available by calling or writing Deborah Mayne, Acting Contracting Officer, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, MN 55102. Telephone (651) 297-7365 or e-mail: deborah.mayne@mnhs.org

Bids must be submitted in the form that will be provided in the Request for Bids. Sealed bids must be received no later than 2:00 P.M., Monday, April 5, 1999.

Minnesota Historical Society

Request for Qualifications for Construction Project at Washburn Crosby "A" Mill and Adjacent Buildings at St. Anthony Falls, Minneapolis

The Minnesota Historical Society (MHS) and Wilson Learning Corporation (WL) request statements of interest and qualifications from General Contracting firms for a project at the Washburn Crosby "A" Mill and adjacent buildings at St. Anthony Falls, Minneapolis. The project incorporates a Heritage Center for MHS exhibits and support and the corporate headquarters for WL.

Pre-design work is being completed and the scope of construction is projected to be at least \$27 million. The condominium association being developed for the MHS/WL partners intends to select a General Contractor immediately to provide services during design as well as construction. Construction is expected to begin in Fall 1999.

To be considered for selection, interested contractors must submit three (3) copies of a completed Contractor's Qualification Statement, AIA Document A305, 1986 Edition, by 2:00 p.m. Central Time, Wednesday, March 31, 1999.

Qualification Statements must be received by Chris Bonnell, Contracting Officer, or an authorized agent, at the Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102 by 2:00 p.m. Central Time, Wednesday, March 31, 1999. Late Statements will not be considered.

Authorized agents for receipt of Statements are the following: Chris Bonnell, Contracting Officer, Mary Green-Toussaint, Contracting and Procurement Technician, or any Work Service Center staff member in the Finance and Administration Division on the 4th floor of the History Center. Statements may not be delivered to the information desk, to the guard, or to any location or individual other than as specified above.

PLEASE NOTE THAT THE ABOVE ADDRESS IS THE MINNESOTA HISTORY CENTER. IF STATEMENTS ARE BEING HAND DELIVERED, VENDORS MAY PARK IN THE ON-SITE LOT, BUT SHOULD ALLOW ENOUGH TIME TO DELIVER THEIR STATEMENTS TO THE CONTRACTING OFFICE ON THE FOURTH FLOOR OF THE BUILDING. ACTUAL RECEIPT OF STATEMENTS BY THE CLOSING TIME IS REQUIRED FOR CONSIDERATION.

For teams and joint ventures, each of the major team members must complete a qualifications statement. MHS/WL will analyze qualifications and prepare a short list of contractors who will be asked to prepare more detailed proposals. Submit all questions regarding the Contractor's Qualification Statement to Larry Gleason, CPMI, 2850 Metro Drive, Suite 329, Bloomington, MN 55425, (612)854-3663 or e-mail at lgleason@cpmi.com.

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.

Focus on Photography -- *Minnesota's Natural Beauty*

Jim Brandenburg -- *Chased by the Light*

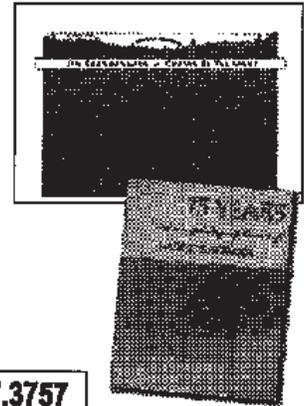
As seen in National Geographic!

Photographer Jim Brandenburg set a challenge for himself-- explore Northern Minnesota's landscape and take only one exposure for 90 days. The result-- this breath-taking collection of color photographs celebrating nature's wonders. Softcover, 128pp. Stock No. 19-72 \$35.00 + sales tax & shipping

Nadine Blacklock -- *15 Years in a Photographer's Life*

This chronicle features a collection of color nature photographs made in the years 1982-96.

Accompanying text by the late Nadine Blacklock discloses her feelings about art, her work and her connection to the natural world that was the base for her life and photography. Softcover, 112pp. Stock No. 19-3 \$17.50 + sales tax & shipping



TO ORDER: Call Minnesota's Bookstore, Mon-Fri, 8am-5pm **651.297.3000 / 800.657.3757**

From Carrol Henderson - *DNR Wildlife Specialist*

Traveler's Guide to Wildlife in Minnesota

Locate 120 wildlife sites throughout the state for enjoyment in all seasons. Spiral-bound, 320pp. Stock No. 9-40 \$19.95 + sales tax & shipping

Wild About Birds

Increase the number of species using your feeder with this guide to 26 different feeders and tips on 44 types of food. Spiral-bound, 288pp. Stock No. 9-24 \$19.95 + sales tax & shipping

Landscaping for Wildlife

Attract wildlife to your property using inexpensive, easy-to-follow landscaping plans. Spiral-bound, 144pp. Stock No. 9-15 \$10.95 + sales tax & shipping

Woodworking for Wildlife

Build bird houses, nest boxes and platforms to attract and keep your favorite wildlife coming back to your property. Spiral-bound, 112pp. Stock No. 9-14 \$9.95 + sales tax & shipping

TO ORDER:    

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