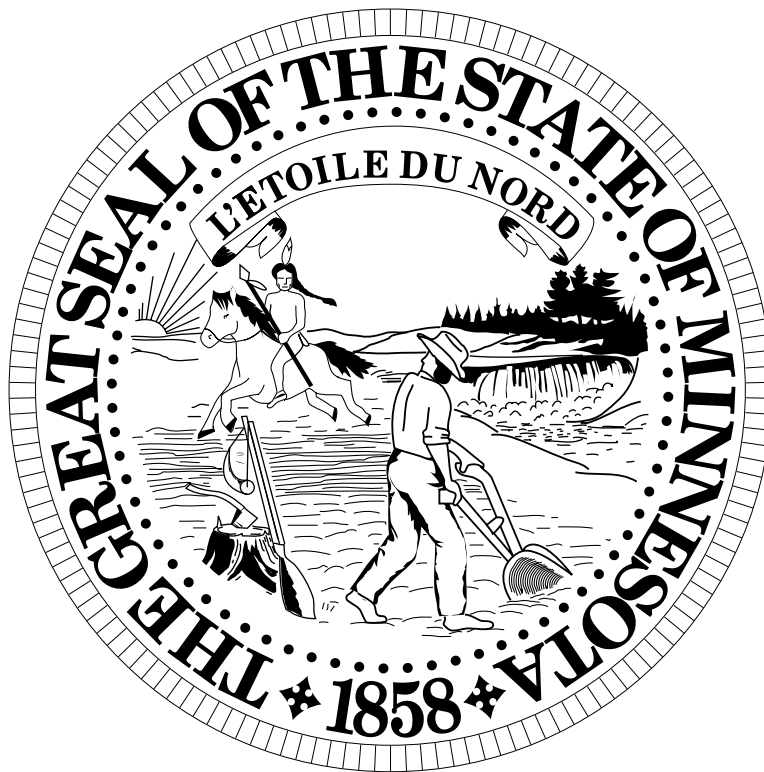


State of Minnesota

# 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, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes* § 14.46. The *State Register* contains:

- proposed, adopted, exempt, expedited emergency and withdrawn rules
- executive orders of the governor
- appointments
- proclamations and commendations
- commissioners' orders
- revenue notices
- official notices
- state grants and loans
- contracts for professional, technical and consulting services
- non-state public bids, contracts and grants
- certificates of assumed name, registration of insignia and marks

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#52	Monday 26 June	Noon Wednesday 14 June	Noon Tuesday 20 June
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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 1997 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 issue 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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(Issues #1-39 cumulative appeared in issue #39)

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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 Administration

### Adopted Permanent Rules Relating to Manufactured Homes

The rules proposed and published at *State Register*, Volume 24, Number 20, pages 684-703, November 15, 1999 (24 SR 684), are adopted with the following modifications:

#### 1350.0100 DEFINITIONS.

Subp. 34a. **Limited dealer.** "Limited dealer" means the owner, as principal only, of a licensed manufactured home park authorized by license to sell, offer for sale, solicit, and advertise for sale ~~five~~ ten used manufactured homes annually within the owner's licensed manufactured home park, as defined in *Minnesota Statutes*, section 327.14, subdivision 3.

Subp. 39. **Manufactured home accessory structure.** "Manufactured home accessory structure" means a factory-built building or structure which is an addition or supplement to a manufactured home and, when installed, becomes a part of the manufactured home.

#### 1350.0500 ACQUISITION OF LABELS AND SEALS; INSTALLER LICENSING.

Subp. 5. **Acquisition of installation seals.** Any ~~licensing~~ licensed installer shall qualify for acquisition of installation seals by providing proof of licensure in good standing with the Department of Commerce.

#### 1350.1000 LOST OR DAMAGED SEALS OR LABELS.

Subpart 1. **Construction seals or labels.** When a construction seal or label is lost or damaged, the commissioner shall be notified in writing by the owner. The owner shall identify the manufacturer, the manufactured home serial number, the date of manufacture, if known, and when possible, the construction seal or label serial number.

All damaged construction seals or labels shall be promptly returned. Damaged and lost construction seals or labels shall be replaced by the commissioner with a replacement construction seal bearing the date of issue upon payment of the replacement construction seal fee as provided in part 1350.6500, and proof of compliance of the manufactured home to the manufactured home code.

Subp. 3. **Accessory structure seals.** When an accessory structure accessory seal is lost or damaged, the commissioner shall be notified in writing by the owner. The owner shall identify the manufacturer, the manufactured home accessory structure serial number, the date of manufacture, if known, and when possible, the accessory structure seal serial number.

All damaged accessory structure seals shall be promptly returned. Damaged and lost accessory structure seals shall be replaced by the commissioner with a new accessory structure seal bearing the date of issue of the original accessory structure seal upon payment of the replacement accessory structure seal fee as provided in part 1350.6500.

#### 1350.1400 APPLICATION FOR MANUFACTURED HOME ACCESSORY STRUCTURE APPROVAL.

Subp. 2. **Plans and specifications.** Submissions of required plans and specifications shall be in duplicate and shall include, but not be limited to, the following:

- B. ~~a dimensioned foundation support plan;~~

- ~~C.~~ proposed use of rooms and method of light and ventilation;
- ~~D.~~ C. size, type, and location of windows and exterior doors;
- ~~E.~~ D. type and location of all appliances and fixtures;
- ~~F.~~ E. type, size, and location of plumbing, drain, water, gas, and electrical connections;
- ~~G.~~ E. type and location of all electrical outlets (receptacles and lights);
- ~~H.~~ G. number of outlets and appliances on each circuit and circuit rating; and
- ~~I.~~ H. installation details and instructions.

### **1350.2600 INSTRUCTIONS AND DESIGNS.**

Subp. 2. **Stabilizing system design.** Manufactured homes manufactured prior to September 1974 not provided with manufacturer's instructions for stabilizing devices and their installation shall be provided with anchoring and support systems designed by a registered professional engineer ~~or architect~~ or shall comply with the following requirements:

### **1350.2700 FOUNDATION AND SUPPORT SYSTEMS.**

Subp. 3. **Manufactured homes for which installation instructions are not available.** Unless the entire support system is designed by a registered professional engineer ~~or architect~~, and approved by the authority having jurisdiction prior to installation, supports shall be spaced not more than ten feet apart for manufactured homes 12 feet wide or less, and not more than eight feet apart for manufactured homes over 12 feet wide, beginning from the front wall of the manufactured home, with not more than two feet open-end spacing at the area of the main frame. Supports shall be installed directly under the main frame (or chassis) of the manufactured home. Methods other than those specified herein shall be approved prior to installation by the authority having jurisdiction. Double-wide manufactured homes built with a conventional frame shall have additional supports placed under the center (mating) line at each end wall, and at the support columns located at the sides of center wall openings eight feet in width or greater. The supports shall be constructed to withstand the weight calculated by multiplying one-half the width of the opening (in feet) times one-half the width of the home (in feet) multiplied by 37-1/2 pounds per square foot. (30-pound snow load and 7-1/2 pound roof load.)

~~Subp. 8. **Vapor retarder.** If the space under the house is to be enclosed with skirting or other material, a vapor retarder of a minimum six mil polyethylene sheeting or its equivalent that keeps out ground moisture out of the home must be installed.~~

Subp. ~~9.~~ 8. **Skirting material.** Skirting materials, when used, must be of materials resistant to decay and must have a minimum of one square foot of free area ventilation for every 150 square feet of floor area. If skirting is used, a minimum of 24-inch by 18-inch access area must be installed in the skirting. Crawlspace foundation systems must meet the requirements of the State Building Code.

### **1350.2800 ANCHORING EQUIPMENT.**

Subpart 1. **Load requirements.** Anchoring equipment ~~must be installed that is,~~ when installed, shall be capable of resisting an allowable working load equal to or exceeding 3,150 pounds and shall be capable of withstanding a 50 percent overload (4,725 pounds total) without failure of either the anchoring equipment or the attachment point on the manufactured home. When the stabilizing system is designed by a qualified registered professional engineer, alternative working load may be used providing the anchoring equipment is capable of withstanding a 50 percent overload.

Subp. 6. **Tie strength.** Tie materials shall be capable of resisting an allowable working load of 3,150 pounds with no more than two percent elongation and shall withstand a 50 percent overload (4,725 pounds total). Ties shall comply with the weathering requirements of subpart 2. Note: Type 1, Class B, Grade 1 steel strapping, 1-1/4 inches wide and 0.035 inch thick, conforming with ~~Federal Specification QQ-S 781G~~ ASTM Standard Specification D3953-91, Standard Specification for Strapping, Flat Steel, and Seals, is capable of meeting the working load and 50 percent overload specified in this part.

### **1350.2900 GROUND ANCHORS.**

Subp. 6. **Use of concrete slabs or continuous footings.** If concrete slabs or continuous footings are used to transfer the anchoring loads to the ground, the following shall be required:

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

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C. Concrete slabs may be used in place of ground anchors provided the slab is so constructed that it provides holding strength equal to the requirements of subpart 2, and is designed by a registered engineer.

### 1350.7100 DEFINITIONS.

~~Subp. 3a. **Disclosure statement.** “Disclosure statement” means a written report revealing information about the manufactured home and its installations. Disclosure statements include, but are not limited to, safety feature disclosure forms, installation statements, and formaldehyde use disclosure statements.~~

### 1350.7205 LIMITED LICENSE APPLICATION.

An applicant shall apply for a limited dealer license pursuant to *Minnesota Statutes*, section 327B.04, subdivision 8.

~~Subpart 1. **Forms, requirements.** An applicant shall apply for a limited dealer license on forms furnished by the commissioner and shall comply with the applicable requirements of *Minnesota Statutes*, section 327B.04.~~

~~Subp. 2. **Required information.** The kinds of information listed in this subpart satisfy the related requirements in *Minnesota Statutes*, section 327B.04, subdivision 8. An application for a limited dealer’s license must contain the information in items A to H.~~

~~A. A photocopy of the applicant’s valid driver’s license clearly showing the applicant’s signature and photograph, or, if the applicant has no current driver’s license, some other form of identification showing a photograph and the signature of the applicant.~~

~~B. A photocopy of the manufactured home park’s valid license.~~

~~C. The names, home and business addresses, and business telephone numbers of the applicant, officers, limited and general partners, controlling shareholders, and affiliates.~~

~~D. The signature of the applicant verified under oath.~~

~~E. The original copy of the surety bond required by *Minnesota Statutes*, section 327B.04, subdivision 8, on a form furnished by the commissioner of administration.~~

~~F. A statement stipulating the type of business in which the applicant has previously been involved, whether directly or indirectly, for the past five years by company name, address, directors, officers, limited or general partners, controlling shareholders, or affiliated and current business status.~~

~~G. A statement indicating whether the applicant, or any of its directors, officers, limited or general partners, controlling shareholders, or affiliates, has been convicted of a crime in the past ten years that related directly to the licensed manufactured home park for which the limited license is sought, or involved fraud, misrepresentation, or misuse of funds, or has suffered a judgment in a civil action involving fraud, misrepresentation, or coercion, or has had any government license or permit suspended or revoked as a result of an action brought by a federal, state, or municipal agency in this or any other state in the past five years.~~

~~H. The applicant for limited license shall submit a current photograph which accurately depicts the principal place of business.~~

~~Subp. 3. **Fees.** An applicant shall submit, with the application, the required fee established in part 1350.8300, item D.~~

~~Subp. 4. **Copy of applicant’s records.** An applicant shall copy the complete application, bond, and any revision as submitted to the commissioner and shall keep the copies on file at all times at the applicant’s licensed limited dealer manufactured home park office.~~

### 1350.7300 ESTABLISHED PLACE OF BUSINESS.

Subpart 1. **Proof required.** The commissioner shall not grant a dealer license ~~or limited dealer license~~ until the applicant has furnished the commissioner with proof that the applicant has an established place of business, as required by *Minnesota Statutes*, section 327B.04, subdivision 4, and that the requirements in subparts 2 to 7 have been met.

Subp. 2. **Building or office space.** An applicant for a dealer license ~~or limited dealer license~~ must have a permanent enclosed building, other than a residence, or a commercial office space for the principal place of business and for each subagency location.

A manufactured home, other than a residence, qualifies as an established place of business if it is set up in a permanent manner, it is connected to sewer, water, and electricity, it is skirted, it is owned by the applicant, and it is not being offered for or subject to sale while being used as an office. The owner of a licensed manufactured home park who resides in or adjacent to the park may use the residence as the established place of business required by this subpart, unless prohibited by local zoning ordinance.

Subp. 7. **Sole licensed occupant.** Only one licensee, as licensed dealer ~~or limited dealer~~, may own or lease and occupy an established place of business or commercial office space. Two or more licensees may occupy one established place of business if they are related by means of ownership or are one legal entity.



**1350.8000 LICENSE RENEWAL.**

Subp. 2. ~~Limited dealer records submittal license renewal. At the date of renewal, the limited dealers shall submit photocopies of records for all manufactured home sales during the licensed period. Records submitted shall be a minimum of photocopies of title of homes sold, purchase agreements, safety feature disclosures, finance agreements, contracts for title, option agreements, and other records, instruments, or documents which are material to the transaction. A limited dealer, upon application for renewal, shall renew a limited dealer license pursuant to *Minnesota Statutes*, section 327B.04, subdivision 8.~~

**1350.8600 REQUIRED DOCUMENTS.**

A dealer or limited dealer shall furnish to the parties to a transaction at the time the documents are signed or become available, true and accurate copies of listing agreements, earnest money receipts, purchase agreements, contracts for title, option agreements, disclosure statements, statement of sale, energy audits, the formaldehyde warning which is required by *Minnesota Statutes*, section 325F.18, and other records, instruments, or documents which are material to the transaction and which are in the dealer's possession.

The format of the disclosure statement must conform to that contained in sample forms provided by the commissioner and the statement must be signed by the dealer or the dealer's authorized salesperson, the buyer, and the seller. A copy of the disclosure must be kept on file by the dealer.

## Department of Natural Resources

### Adopted Permanent Rules Relating to Harmful Exotic Species and Fish

The rules proposed and published at *State Register*, Volume 24, Number 38, pages 1308-1331, March 20, 2000 (24 SR 1308), are adopted with the following modifications:

**6216.0400 RESTRICTED ACTIVITIES ON INFESTED WATERS; PERMITS.**

Subpart 1. **Taking bait from infested waters.** The taking of wild animals from infested waters for bait or aquatic farm purposes is prohibited, except:

B. harvest for bait purposes ~~for noncommercial personal use in~~ from waters that are designated as infested waters solely because they contain Eurasian water milfoil is allowed for noncommercial personal use.

## Board of Social Work

### Adopted Permanent Rules Relating to Fees

The rules proposed and published at *State Register*, Volume 24, Number 34, pages 1182-1185, February 22, 2000 (24 SR 1182), are adopted as proposed.

## Board of Veterinary Medicine

### Adopted Permanent Rules Relating to Application and Examination

The rules proposed and published at *State Register*, Volume 24, Number 39, pages 1356-1357, March 27, 2000 (24 SR 1356), are adopted as proposed.

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

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

## Department of Revenue

### Revenue Notice # 00-07: MinnesotaCare Tax - Hospital Gross Revenues

This revenue notice clarifies the term “hospital” under *Minnesota Statutes*, section 295.50, subdivision 7, and specifies which gross revenues are considered hospital revenues for purpose of the MinnesotaCare tax. Hospital gross revenues that are received for patient services are subject to the MinnesotaCare hospital tax. For a definition of “patient services” please refer to Revenue Notice # 94-03. When the hospital acts as a billing agent, the receipts may be subject to other MinnesotaCare taxes (e.g., health care provider tax). Certain gross revenues may be exempt under other provisions of Chapter 295.

The MinnesotaCare hospital tax is imposed on gross revenues received by a hospital in any one of the following situations:

- (1) All gross revenues for patient services that are required to be provided by a hospital under state and federal laws and regulations governing hospitals. These services include pharmaceutical services, radiology services, laboratory services, and food and dietetic services (42 C.F.R. § 482.25 to § 482.28);
- (2) All gross revenues for patient services by hospital components that operate under the hospital’s Medicare certification number;
- (3) All gross revenues for patient services that are provided by hospital employees or
- (4) All gross revenues billed and received by the hospital for patient services provided by an independent contractor unless the hospital acts merely as a billing agency.

#### Examples of Taxable Services

- A hospital provides lab services. The gross revenues for these services are subject to the hospital tax since lab services are required to be provided by a hospital under federal law.
- A hospital-based ambulance service provides patient services. It bills Medicare under the hospital’s Medicare number. The gross revenues for these services are subject to the hospital tax because they are billed under the hospital’s Medicare number.
- A dietitian who is employed by the hospital provides patient services. The gross revenues for these services are subject to the hospital tax because a hospital employee provides the service.
- A physician contracts with the hospital to provide services at the emergency room. The hospital bills for the physician services and pays the physician for the time the physician staffs the emergency room. The gross revenues for these services are subject to the hospital tax because the gross revenues are received by the hospital.

#### Examples of Nontaxable Services

- A clinic that is located at the hospital provides patient services. The hospital bills for the services under a separate Medicare number. The gross revenues remitted to the clinic for these services are subject to the health care provider tax and not to the hospital tax because the service is not required to be provided by the hospital; it is billed under a separate Medicare number; and a hospital employee does not provide the service.
- A physician contracts with the hospital to provide patient services. The physician bills the patient separately. The gross revenues for these services are subject to the health care provider tax and not to the hospital tax because the gross revenues are not received by the hospital.
- A health care provider sends a patient for a blood test at a hospital lab. The health care provider bills the patient and pays the hospital lab for its services. The gross revenues for these services are subject to the health care provider tax and not to the hospital tax. The hospital may exclude the payment from tax because it was received from a health care provider who is liable for the tax.

Dated: 19 June 2000

Jennifer L. Engh  
Assistant Commissioner for Tax Policy

## Official Notices

*Pursuant to Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking. The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

### Department of Agriculture

#### Minnesota Rural Finance Authority

#### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes*, Chapter 41C on Behalf of Todd Mertens for Approximately 160 Acres of Bare Farmland in Redwood County

**NOTICE IS HEREBY GIVEN** that a public hearing will be held on July 7, 2000, at 9 a.m., in Room 145 Department of Agriculture Building, 90 West Plato Boulevard, St. Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance the purchase of approximately 160 acres of bare farmland located in Section 34, Kintire Township, Redwood, County, Minnesota on behalf of Todd R. Mertens, a single man (the Borrower/s). The maximum aggregate face amount of the proposed bond issue is \$150,000.00. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 7 June 2000

Jim Boerboom  
RFA Director

### Department of Agriculture

#### Minnesota Rural Finance Authority

#### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes*, Chapter 41C on Behalf of Vaughn Kuehl for Approximately 88 Acres of Bare Farmland in Martin County

**NOTICE IS HEREBY GIVEN** that a public hearing will be held on July 7, 2000, at 9 a.m., in Room 145 Department of Agriculture Building, 90 West Plato Boulevard, St. Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance the purchase of approximately 88 acres of bare farmland located in Section 12, Galena Township, Martin County, Minnesota on behalf of Vaughn Kuehl, a single man (the Borrower/s). The maximum aggregate face amount of the proposed bond issue is \$145,000.000. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 7 June 2000

Jim Boerboom  
RFA Director

## Department of Commerce

### Notice Regarding Actuarial Equivalence-Values and Factors for Comprehensive Health Insurance

I. Determination of Average Semiprivate Hospital Room and Board Level of Surgical Charges.

Pursuant to *Minnesota Rules* part 2740.9914, the Commissioner of Commerce publishes the following values and factors for 2000:

	BASE YEAR			
	<u>1984</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>
Surgical Value	4,000	8,187	8,678	8,908
Surgical Factor	1,000	2,047	2,170	2,227
ASP Value	170	518	517	567
ASP Factor	1,000	3,047	3,041	3,335
Comp Factor	1,000	2,587	2,640	2,825

II. Test for Actuarial Equivalence for plans other than Medicare Supplement Plans.

Pursuant to *Minnesota Rules* part 2740.9949, the Commissioner of Commerce publishes the following revised point values used to determine plans which are actuarially equivalent to qualified plans 1, 2 and 3 for 2000.

<b>Qualified Plan Number</b>	<b>If plan has the indicated number of points, then plan is actuarially equivalent to the qualified plan identified.</b>
3 (\$ 150 Deductible)	1660 points
2 (\$ 500 Deductible)	1538 points
1 (\$1,000 Deductible)	1420 points

III. Historical values, factors and points with respect to Items I and II above for the years 1984 through 2000 were published in the *State Register* on December 27, 1993 (18 *State Register* 1577).

Dated: 1 June 2000

James C. Bernstein  
Commissioner of Commerce

## Department of Labor and Industry

### Labor Standards Unit

#### Notice of Addition to Commercial Prevailing Wage Rates

An **additional** rate has been added to the Commercial Prevailing Wage Rates certified 12/06/99, for **Labor Code 422, Sprinkler Fitters, in Lyon County.**

An **additional** rate has been added to the Commercial Prevailing Wage rates certified 12/06/99, for **Labor Code 103, Laborer, Landscaping, in Aitkin County.**

Copies of the certified wage rates for these Counties may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306, or by calling (651) 296-6452. Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Gretchen B. Maglich  
Commissioner

## Department of Natural Resources

### Division of Fish and Wildlife

#### Notice of Fish and Wildlife Habitat Stamp Art Contests

##### Background about the Fish and Wildlife Habitat Stamp Art Contests

*Minnesota Statutes*, Section 97A.045 and *Minnesota Rules*, Chapter 6290 permit the Commissioner of the Department of Natural Resources (DNR) to conduct contests for selection of designs for fish and wildlife habitat stamps.

**NOTICE IS HEREBY GIVEN** that entry dates for four habitat stamp contests conducted by the DNR are as follows:

**1. 2001 Trout and Salmon Stamp contest.** Entries will be accepted beginning July 24, 2000 and continuing until 4 p.m. Friday, August 4, 2000 at the DNR Fisheries Office, 500 Lafayette Road, St. Paul, MN 55155.

**2. 2001 Migratory Waterfowl Stamp contest.** Entries will be accepted beginning August 7, 2000 and continuing until 4 p.m. Friday, August 18, 2000 at the DNR Wildlife Office, 500 Lafayette Road, St. Paul, MN 55155.

**3. 2001 Pheasant Habitat Stamp contest.** Entries will be accepted beginning August 28, 2000 and continuing until 4 p.m. Friday, September 8, 2000 at the DNR Wildlife Office, 500 Lafayette Road, St. Paul, MN 55155.

**4. 2001 Turkey Habitat Stamp contest.** Entries will be accepted beginning January 8, 2000 and continuing until 4 p.m. Friday, January 19, 2001 at the DNR Wildlife Office, 500 Lafayette Road, St. Paul, MN 55155.

All entries for the contests must be accompanied by the appropriate application materials. Contest application packages, which include all entry forms and specifications, are available by writing: Minnesota DNR Information Center, 500 Lafayette Road, St. Paul, MN 55155-4040; or by calling the DNR at (651) 296-6157.

Dated: 6 June 2000

Mark Ebbers  
Section of Fisheries  
Department of Natural Resources

## Department of Natural Resources

### Division of Lands and Minerals

#### Notice of Intent to Solicit Outside Opinions Regarding Sunken Log Lease Applications

**NOTICE IS HEREBY GIVEN** that the Department of Natural Resources, Division of Lands and Minerals, has received the following applications for leases to remove sunken logs from the lakes listed, pursuant to *Minnesota Statutes*, section 103G.650:

**Whitefish Lake in Crow Wing County.** The area requested for lease is Township 137 North, Ranges 27 and 28 West. The applicant is Patrick W. Richter, 21036 Rum River Boulevard, Anoka, MN 55303;

**Gull Lake in Cass County.** The area requested for lease is Townships 134 and 135 North, Ranges 28, 29 and 30 West. The applicant is Patrick W. Richter, 21036 Rum River Boulevard, Anoka, MN 55303;

**Cross Lake in Crow Wing County.** The area requested for lease is Township 137 North, Ranges 27 and 28 West. The applicant is Patrick W. Richter, 21036 Rum River Boulevard, Anoka, MN 55303;

**Thunder Lake in Cass County.** The area requested for lease is Sections 8, 9, and 15, Township 140 North, Range 26 West. The applicant is Jerri Waddell, 6343 S. Bass Lake Drive N.E., Remer, MN 56672;

**Leech Lake in Cass County.** The area requested for lease is Townships 141, 142, 143, and 144 North, Ranges 28, 29, 30, 31, and 32 West. The applicant is Craig Waddell, 6343 S. Bass Lake Drive N.E., Remer, MN 56672;

**Eleventh Crow Wing Lake in Hubbard County.** The area requested for lease is Sections 21, 22, and 28, Township 141 North, Range 32 West. The applicant is Craig Waddell, 6343 S. Bass Lake Drive N.E., Remer, MN 56672;

**Gull Lake in Cass County.** The area requested for lease is Sections 5, 8, 9, 17, 18, 19, and 20, Townships 134 and 135 North, Ranges 28, 29, and 30 West. The applicant is Craig Waddell, 6343 S. Bass Lake Drive N.E., Remer, MN 56672;

**Little Thunder Lake in Cass County.** The area requested for lease is Sections 4, 5, 6, 7, and 8, Township 140 North, Range 25 West. The applicant is Daniel R. Winger, 4691 Big Rice Lake Road N.E., Remer, MN 56672;

## Official Notices

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**Steamboat Lake in Cass County.** The area requested for lease is Sections 19, 20, and 30, Township 144 North, Range 31 West. The applicant is Daniel R. Winger, 4691 Big Rice Lake Road N.E., Remer, MN 56672;

**Cross Lake in Crow Wing County.** The area requested for lease is Sections 17, 19, 20, 29, and 30, Township 137 North, Ranges 27 and 28 West. The applicant is Daniel R. Winger, 4691 Big Rice Lake Road N.E., Remer, MN 56672;

**Dam Lake in Aitkin County.** The area requested for lease is Sections 34 and 35, Township 47 North, Range 25 West and Sections 2 and 3, Township 46 North, Range 25 West. The applicant is Petty & Sons Timber Products, Inc., 340 S. Summit, P.O. Box 155, Wahkon, MN 56386; and

**Hill Lake in Aitkin County.** The area requested for lease is Sections 2, 11, 12, 13, 14, 23, and 24, Township 52 North, Range 26 West. The applicant is Petty & Sons Timber Products, Inc., 340 S. Summit, P.O. Box 155, Wahkon, MN 56386.

The complete applications are on file at the Department of Natural Resources, Division of Lands and Minerals, 500 Lafayette Road, St. Paul, MN and may be reviewed between 8:00 a.m. and 4:30 p.m. on regularly scheduled business days.

The Department of Natural Resources requests comments concerning these lease applications. Written comments should be addressed to: Minnesota Department of Natural Resources, Division of Lands and Minerals, 500 Lafayette Road, St. Paul, MN 55155-4045. Oral comments will be accepted between 8:00 a.m. and 4:30 p.m. by telephone at 651-296-4807 or in person at the above address on regularly scheduled business days.

Comments shall be accepted until July 19, 2000.

Dated: 19 June 2000

Allen Garber  
Commissioner of Natural Resources

## 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 Planning

### Local Planning Assistance

### \$200,000 in Grants Available to Support Local Planning Activities

Minnesota Planning is accepting grant proposals from Regional Development Commissions or, in regions not served by a Regional Development Commission, some other regional entity, to support planning work on behalf of local units of government. Four grants of \$50,000 each will be awarded to the successful applicants.

All applications must be postmarked no later than 4:30 p.m., Friday, July 21, 2000. The goal of these grants is to provide funding to regional organizations so that they may assist local governments in conducting a variety of planning efforts. Such efforts may be directed to individual or multi-jurisdictional organizations and are intended to enhance local planning, improve cooperation and address specific local government issues or needs.

For a grant application packet or further information on these grants, please contact Susan Barkley at 651-296-6550 or e-mail: [susan.barkley@manplan.state.mn.us](mailto:susan.barkley@manplan.state.mn.us) or consult Minnesota Planning's web site at: [www.mnplan.state.mn.us](http://www.mnplan.state.mn.us).

# 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 \$25,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: agency name and address, name of agency contact person, description of project and tasks, cost estimate and final submission date and time of completed proposal. Certain quasi-state agencies and MnSCU institutions are exempted from these provisions. In accordance with *Minnesota Rules* 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. Certified Economically Disadvantaged Businesses and individuals shall receive the equivalent of a 4% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (651) 296-2600 or [TTY (651) 282-5799.]

## Department of Administration State Designer Selection Board

### To Minnesota Registered Design Professionals: Request for Proposals for Winona State University (Project 00-14) for a New Science Building Addition and Renovation

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, July 3, 2000, to:

Lisa Blue, Executive Secretary  
State Designer Selection Board  
Department of Administration  
c/o 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.

#### **PROPOSALS THAT 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 gross 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. The prime firm(s) shall subtract consultant fees from gross fees to determine total net fees using the format below.

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS PORTION	(C) NET TOTAL PROJECT FEE
<b>TOTAL</b>			

(The total shown in column (A) shall equal the sum of those shown in columns (B) and (C).)

#### 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. Eleven (11) 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.



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## Professional, Technical & Consulting Contracts

- 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
- 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 00-14 New Science Building Addition and Renovation

Winona State University  
P.O. Box 5838  
Winona, MN 55987

#### a. PROJECT DESCRIPTION:

This project consists of both a new science building addition (140,000 GSF) and the complete renovation of existing Pasteur Hall (60,750 GSF). The new science building addition will consist of teaching laboratories, student/faculty research laboratories and laboratory support space for biology, chemistry, geoscience, physics, and neuroscience. It is anticipated that the new construction will tie into and be architecturally compatible with Stark Hall.

The current science building, Pasteur Hall (39,850 NASF), will be renovated for classrooms, offices and other "dry lab" teaching in the science. The scope of this renovation includes: reconfiguration of interior partitions; replace building HVAC system; replace ceilings and floor finishes; integrate the infrastructure necessary to support the campus lab top initiative; upgrade mechanical systems, including plumbing, piping, pumps, and fixtures. The project will involve the construction of new classrooms, designed for flexibility, wired / cabled for current and future data needs, fitted with task appropriate lighting acoustics and finishes. The existing Pasteur Hall is 3 stories in height, brick veneer with concrete beam and column frame. The building was constructed in 1962. The building consists of window wall construction on the east and west elevations, and exterior entrance systems on the north and south elevations.

The new science building addition will be connected to the renovated Pasteur Hall and to Stark Hall. This new building and renovation project shall correct three major deficiencies of the present Pasteur Hall:

- overcrowding
- safety and health issues
- outdated for modern science pedagogy and research

#### b. REQUIRED CONSULTANT SERVICES:

The selected design team shall provide all architectural and engineering services necessary to deliver Schematic Design (SD), Design Development (DD), Construction Documents (CD), and provide construction administration to conform with MnSCU Design standards and Winona State University program requirements.

All documents for SD, DD, and CD shall be prepared using CADD technology in an electronic data exchange file format acceptable to MnSCU.

The design team will provide all architectural services, including interior design, cost estimating, and project scheduling. Engineering services shall include civil, structural, mechanical, fire protection, electrical, voice/data communication and audiovisual.

NOTE: A roof consultant designated by MnSCU will be assigned to and become part of the consultant's design team. The consultant's fee shall include the fee and reimbursables of the roof design consultant. Pasteur Hall has a new roof.

## Professional, Technical & Consulting Contracts

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**c. SERVICES PROVIDED BY OTHERS:**

- Site surveys and geotechnical investigations and recommendations.
- Asbestos abatement

**d. SPECIAL CONSIDERATIONS:**

Evaluate existing adjacent building mechanical and electrical systems to determine capabilities and capacities to support the proposed new building. The design team shall also assist in the preparation of project information to support the appropriation submitted to the MnSCU Board and the 2002 Minnesota Legislature for construction funding.

**e. PROJECT BUDGET/FEES:**

Estimated project cost is \$40 million. This includes construction, fees, reimbursables, furniture fixtures, equipment contingencies and inflation factor. The state has funded \$1,600,000 for project design. The construction appropriation funds are anticipated in 2002. At this time, the project is funded only through construction documents.

**f. PROJECT SCHEDULE:**

**Design Phase:** Begin August 2000, complete by February 2002.

**Construction Phase:** Advertise for bids June 2002, complete construction December 2004.

**The following preliminary, design duration are suggested:**

Schematic Design:	5 months
Design Development:	4 months
Construction Documents:	6 months
Reviews:	<u>3 months</u>
	18 months

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

An informational meeting is scheduled for Wednesday, June 28, 2000, in the Maintenance Building conference room at Winona State University, 175 West Street, Winona, MN. All firms interested in this meeting should contact Tricia Wenzel at 507-457-5052 or email at [twenzel@winona.msus.edu](mailto:twenzel@winona.msus.edu).

**h. STATE DESIGNER SELECTION BOARD SCHEDULE:**

**Project Information Meeting and/or Site Visit:** June 28, 2000

**Project Proposals Due:** Monday, July 3, 2000, by 12 p.m. (Noon)

**Project Shortlist:** July 11, 2000

**Project Interviews and Award:** August 1, 2000

**i. PROJECT CONTACT(S):**

Questions concerning the project should be referred to:

Dick Lande-Physical Plant Manager  
Winona State University  
175 West Mark Street  
P.O. Box 5838  
Winona, MN 55987  
Phone: 507-457-5045

**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 con-

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## Professional, Technical & Consulting Contracts

tracting 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.

## Department of Human Services

### Children's Division

#### Revised Notice of Request for Proposals to Research Organizations for Alternative Response Evaluation

On May 15, 2000 the Minnesota Department of Human Services solicited proposals from research organizations with the capacity to conduct large-scale field research to evaluate the Department's Alternative Response grant project. Due to an increased number of grant counties participating in the Alternative Response Project, the evaluation budget and submission deadline have been adjusted (See below for revised budget amount and submission deadline). Alternative Response is a strengths-based and community oriented alternative approach to working with families involved in Child Protection Services who do not meet Minnesota's statutory requirements for a mandatory investigation.

The Alternative Response grant project extends over 4 years and expects to conduct a family assessment with approximately 9, 500 families involved with Child Protection Services from 8-10 counties. Approximately 4,000 of these families will be referred for additional services. More information about Alternative Response is available in the Minnesota Bulletin # 00-68-4 issued by the Department or at the Department's website: [www.dhs.state.mn.us/infocenter/](http://www.dhs.state.mn.us/infocenter/).

Alternative Response goals and outcomes focus on child safety, child permanency, family stability, and participant and stakeholder satisfaction. For consideration, applicants must submit a complete evaluation design and methodology, a work plan, a line-item budget and justification and must demonstrate proficiency in conducting large-scale research projects with similar populations.

The evaluation of Alternative Response will begin in July 2000 and will end in December 2004. The total amount available for the evaluation preparation, implementation and reporting is \$750,000.

All proposal must be received by the Department of Human Services by July 14, 2000. No late proposals will be accepted. A detailed Request for Proposal is available from the Department of Human Services by contacting:

Claudia Fercello  
Research, Planning and Evaluation Director  
444 Lafayette Road  
St. Paul, MN 55155-3832  
(651) 215-5759  
HYPERLINK mail to: [Claudia.fercello@state.mn.us](mailto:Claudia.fercello@state.mn.us)

## Professional, Technical & Consulting Contracts

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### State Board of Investment

#### Request for Information for Money Management Firms

The Minnesota State Board of Investment (MSBI) retains private money management firms to manage a portion of the pension assets and other accounts under its control. Firms interested in managing domestic stock, international stock, domestic bond or global bond portfolios for the MSBI are asked to write to the following address for additional information:

External Manager Program  
Minnesota State Board of Investment  
Capitol Professional Office Building  
Suite 200 590 Park Street  
St. Paul, MN 55103  
Tel.: (651) 296-3328  
FAX: (651) 296-9572  
E-mail: [minn.sbi@state.mn.us](mailto:minn.sbi@state.mn.us)

Please refer to this notice in your written request.

### Board of Medical Practice

#### Call for Consultants to Provide Independent Opinion on Care Provided by Persons Regulated by the Board of Medical Practice

The Minnesota Board of Medical Practice regularly retains consultants to provide an independent opinion regarding the care rendered by practitioners who are the subject of complaint investigations.

The work consists of reviewing patient records and other information pertaining to the matter reported to the Board. The consultant is expected to provide the Board a written report of their review within four to six weeks of receipt of the materials.

The written report consists of:

- A summary of the care provided
- A statement of the expected or standard of care
- An opinion as to whether the care provided had met the minimum standard of care

The consultants may expect to attend one meeting of the Board's Complaint Review Committee, where the practitioner under investigation is present. The consultant may also be requested to testify at an administrative disciplinary hearing on behalf of the Complaint Review Committee.

The Board is currently expanding its consultant resource list. If you are interested in acting as a consultant for the Board, please send a letter with your name, area(s) of practice and expertise, current curriculum vitae, address, telephone number, and hourly rate to:

Board of Medical Practice  
Attn: Mary Leinberger  
2829 University Avenue SE, Suite 400  
Minneapolis, MN 55414-3246

In compliance with *Minnesota Statutes* §16C.08, the availability of this contracting opportunity is being offered to state employees. State employees who are able and available to perform the aforementioned contract requirements should submit their request for consideration by June 30, 2000.

The Board will review each applicant qualifications and contact those individuals whose consultant services the board requires.

## Minnesota Historical Society

### Notice of Request for Bids for Printing Services – *The Story of Minnesota's Past*

The Minnesota Historical Society (Society) is seeking bids from qualified firms and individuals for printing of 4,500 books, titled *The Story of Minnesota's Past* (2,000 trade paperback edition and 2,500 text casebound edition). Shipping date to the MHS Warehouse of September 1, 2000 must be maintained.

The Request for Bids is available by calling or writing Chris Bonnell, Contracting Officer, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, MN 55102. Telephone (651) 297-5863 or e-mail: [chris.bonnell@mnhs.org](mailto:chris.bonnell@mnhs.org)

Bids must be received no later than 10:00 A. M., Local Time, Monday, July 10, 2000. No late bids will be accepted.

## Minnesota Historical Society

### Request for Bids for Exterior Preservation of Minnehaha Depot Minnehaha Park – Minneapolis, Minnesota

The Minnesota Historical Society is seeking bids from qualified firms to provide all labor, materials, equipment and supplies to complete preservation work on the exterior of the Minnehaha Depot, Minneapolis, Minnesota. The work consists of repair and/or replacement of wood siding, trim boards and decorative elements, preparation for painting including, but not limited to, scraping, priming all existing and new exterior woodwork, and painting the entire exterior. Platform and sidewalk pavers will be taken up and relaid. The Project also includes patching at the chimney flashing. All work will be in accordance with the Drawings, Technical Specifications, Instructions to Bidders, Supplementary Conditions, General Conditions, the Contract, and the Request for Bids.

The Request for Bids is available by calling or writing Chris M. Bonnell, Contracting Officer, Minnesota Historical Society, 345 Kellogg Boulevard West. St. Paul, Minnesota 55102. Telephone (651) 297-5863 ([chris.bonnell@mnhs.org](mailto:chris.bonnell@mnhs.org))

A **mandatory** pre-bid meeting will be held on Thursday, July 13, 2000 at 11:00 a.m., Local Time. The meeting will be held at the Minnehaha Depot, which is located in Minnehaha Park off Hiawatha Avenue (Hwy. 55), one block south of Minnehaha Parkway.

All bids must be received by Chris M. Bonnell, Contracting Officer for the Minnesota Historical Society, 345 Kellogg Boulevard West. St. Paul, MN 55102 or an authorized agent no later than 10:00 a.m., Local Time, Monday, July 31, 2000. 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 in the amount of 5% of the total base bid if the total base bid is over \$50,000. Late bids will not be considered.

Authorized agents for receipt of bids are the following: 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. Bids may not be delivered to the information desk, to the guard or to any location or individual other than as specified above.

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

## Department of Natural Resources

### Notice of Request for Production and Special Projects Coordination for *Minnesota Conservation Volunteer*

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Natural Resources is requesting proposals from a qualified contractor to coordinate production, annual planning, and special projects for *Minnesota Conservation Volunteer*, the department's bimonthly magazine. The work is intermittent but requires strict adherence to deadlines. Services will be used primarily during three weeks of January, March, May, July, September, and November. This contract will be for two fiscal years, with option for renewing for three more years. The contractor must have a publishing background and substantial work experience with directing magazine production, including scheduling and budgeting. He or she must demonstrate ability and experience in magazine writing and copy-editing. The contractor must meet deadlines while remaining flexible and working well with a team.

## Professional, Technical & Consulting Contracts

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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 interests.

For a copy of the full Request for Proposals, contact: Kathleen Weflen, Editor, *Minnesota Conservation Volunteer*, 500 Lafayette Road, St. Paul, MN 55155-4046. Phone: 651-296-0900 E-mail: [kathleen.weflen@dnr.state.mn.us](mailto:kathleen.weflen@dnr.state.mn.us)

This is the only person designated to answer questions regarding this request for interested contractors. Interested parties should submit a letter of interest and resume to the aforementioned contact person by July 10, 2000. The contract will be awarded following personal interviews and review of recently completed work samples.

## Department of Transportation - Metro Division Office of Traffic and Maintenance Operations

### Notice for Request for Proposals for Ramp Meter Study

The Minnesota Department of Transportation (Mn/DOT) is requesting proposals to gather, study, evaluate and report on the traffic flow and safety impacts associated with turning off ramp meters on access ramps in the Twin City Metropolitan area of Minneapolis and St. Paul.

As required by law (*Laws 2000*, Chapter 485-HF2891, Omnibus Transportation Funding Bill), Mn/DOT must report the results of this evaluation to the Minnesota State Legislature by February 1, 2001. The final report and presentation materials should clearly document and detail the results of the study, the methodology used to attain those results, and any additional supporting information and/or documentation that may be deemed relevant by the responder, Mn/DOT and/or by a Study Steering and Technical Committee.

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

Margaret Johnson  
Minnesota Department of Transportation - Metropolitan Division  
1500 West County Road B-2  
Roseville, MN 55113  
651-582-1361 (Office)  
651-582-1166 (Fax)  
E-mail: [margaret.johnson@dot.state.mn.us](mailto:margaret.johnson@dot.state.mn.us)

Neither the contact person, nor any Department personnel are allowed to discuss the RFP with anyone, including responders, prior to the proposal submission deadline.

All proposals must be sent or delivered to and received by:

Minnesota Department of Transportation - Metropolitan Division  
Michael S. Sobolewski - ITS Planner  
c/o Margaret Johnson  
1500 West Country Road B-2  
Roseville, MN 55113  
651-582-1602

The deadline for proposal submission is **Monday, July 17, 2000, at 4 p.m.**

This request does not obligate the State of Minnesota, Department of Transportation 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.

## Department of Transportation

### State Aid for Local Transportation Group

#### County State Aid Highway (CSAH) and Municipal State Aid Street (MSAS) Needs Study Application Reengineering and Development

The Minnesota Department of Transportation (Mn/DOT) is seeking the services of a consulting firm that is experienced in application software development, web-based client development and deployment, and project management to work on a software development project.

The purpose of this project is to replace the existing County State Aid Highway (CSAH) and Municipal State Aid Street (MSAS) Needs Study applications. These applications provide State Aid road system inventory based on data reported annually by county and municipal highway engineering departments statewide. This data is used to calculate and administrate the distribution of the annual apportionment (\$400M) to 87 counties and 127 municipalities.

The goal of the project is to convert the STATE's existing CSAH and MSAS Needs Study applications to an Oracle database environment with a web-based thin client front end.

The existing back-end for the CSAH and MSAS Needs Study applications consists of a series of IBM mainframe applications that use obsolete technology. (OS/VIS COBOL, SAS tools for various analysis and reports) There are also several PC-based applications that are used to populate the mainframe systems with data and perform various analysis, and reports. This project will use STATE standard tools and databases such as Microsoft Visual Basic 6.0, Oracle 8.i, Designer 2000 and Developer 2000 to replace this technology. The project will also select and implement technology for deployment of the application to clients via the web.

A Request for Proposal can be obtained from:

Nancy Heifort  
State Aid for Local Transportation Group  
395 John Ireland Blvd.  
MS 500  
St. Paul, MN 55155  
(651) 296-0717  
FAX: (651) 282-2727

Request for Proposals will be available by mail from this office through June 30, 2000. A written request is required to receive the Request for Proposal. After June 30, 2000, the Request for Proposal must be picked up in person.

No time extensions will be granted.

Proposals must be received at the above address not later than 2:30 P.M. on July 10, 2000. Late proposals will not be considered.

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

## 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 *State 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.

### Headwaters Regional Development Commission

#### Request for Proposals for the Completion of a Strategic Marketing Plan and Interpretive Assessment and Selected Marketing Tools for the Lake County Scenic Byway

Proposals will be accepted at the office of the Headwaters Regional Development Commission, 403 Fourth Street N.W., P.O. Box 906, Bemidji, MN 56619-0906 until 4:30 p.m., Friday, July 14, 2000. The successful consultant will assist Headwaters Regional Development Commission staff and the Lake County Scenic Byway Committee with a two-part project. Part I is a written plan inventorying resources on the scenic byway route, assessment of existing and new tourism markets, and strategic marketing strategies. Part II is the development of marketing tools. Part I is estimated to cost \$40,000, and Part II is estimated to cost \$30,000, for a maximum project cost of \$70,000. The successful consultant has discretion to reallocate the budget with the understanding that Part I and Part II are of equal importance.

Estimated contract approval is by September 21, 2000 with final completion of the project by May 1, 2001.

A complete copy of the Request for Proposal can be obtained, free of charge, by contacting Joan Randt at the Headwaters Regional Development Commission at 218-751-3108. Questions about the project should be directed to Cliff Tweedale or Diane Morey at 218-751-3108 or e-mail: [jr.hrdc@bjj.net](mailto:jr.hrdc@bjj.net).

### Metropolitan Council

#### Notice of Request for Proposals (RFP) for Professional Services Human Resources Information System (HRIS) Needs Assessment Contract Number 00P0076

The Metropolitan Council is a public organization with an annual operating budget of \$327 million responsible for regional planning, transit development and operations, and wastewater collection and treatment in the Minneapolis-St. Paul metropolitan area. The Council is requesting professional services proposals for a Human Resources Information System (HRIS) Needs Assessment. This project will consist of three phases. Phase one is an evaluation of the current state of HRIS systems at the Council, including a review of multiple human resource and payroll systems currently in use, a review of the business functions of both the human resource and payroll departments, documentation of future needs, and identification of critical issues and barriers to change. Phase two involves the creation of business and technical requirements for a new HRIS. Phase three will include analysis of alternatives to meet the requirements developed in phase two, and guidance in the creation of an RFP for a new HRIS or service provider. Evaluation of proposals may also be a part of phase three.

A proposed project schedule is shown below:

Issue Request for Proposals	June 16, 2000
Receive Proposals	July 18, 2000
Select Successful Proposer	July, 2000
Notice to Proceed	August, 2000
Completion of Project	February, 2001

All firms interested in being considered for this project and desiring to receive an RFP package are invited to submit a Letter of Interest to:

Jan Bevins, Contract Specialist, Contracts and Procurement Unit  
Metropolitan Council  
230 East Fifth Street  
Mears Park Centre  
St. Paul, MN 55101  
FAX: (651) 602-1138



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## Non-State Public Bids, Contracts & Grants

*Minnesota Statutes*, Sections 473.144 and 363.073, and *Minnesota Rules*, Parts 5000.3400 to 5000.3600 will be incorporated into any contract based upon the Proposal or any modifications to it. If a contract for the project is awarded in excess of \$100,000, the requirements of *Minnesota Rules* 5000.3530 will be applicable.

### Metropolitan Council

#### Request for bids for Liquid Aluminum Sulfate for Stillwater Wastewater Treatment Plant

Sealed bids will be received in the office of the Metropolitan Council, Environmental Services Division, (MCES), 230 East 5th Street, St. Paul, Minnesota 55101, for the delivery of liquid aluminum sulfate for the Stillwater Treatment Plant. Bids will be received until THURSDAY, JULY 6, 2000 at 2:00 p.m., at which time and place the bids will be publicly opened and read aloud.

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**.

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 shall consider all bids received and intends to award a contract to the responsive and responsible bidder submitting the lowest total cost to the Council, by the due date and time, provided, however, that the Metropolitan Council reserves the right to reject all bids, to investigate the qualifications and experience of any bidder, to reject any provisions of any bid, to obtain new bids, or to proceed to do the work otherwise.

### Metropolitan Council

#### Notice of Request for Proposals (RFP) for Consulting Engineering Services

##### Interceptor System Master Plan Study MCES Project Number 980100 MCES Contract Number 00P0071

The Metropolitan Council is requesting consulting engineering services proposals for the Interceptor System Master Plan. The project includes identifying needed improvements to the interceptor system itemized within their treatment plant sewer shed in order of priority; assess condition of existing interceptor system; assess odor problems or corrosion problems; develop dynamic non-proprietary "tools" that provide information useful to staff for all future improvements that can be easily maintained and expanded to include other future needed improvements; estimated costs and realistic implementation schedule; recommendations that improve Operation and Maintenance Business Practices and provide management tools as appropriate; recommendations for improvements to Interceptor Engineering Processes and Procedures; compile, evaluate and document MCES standards for its metering system; efficient interchange of ideas between Consultant and MCES via workshops and other methods to facilitate a successful project.

Optional work includes completion of a facility plan on Lake Minnetonka area forcemains and the Hopkins Forcemain in accordance with Minnesota Public Facilities Authority funding requirements.

The project schedule is shown below.

Issue Request for Proposals	June, July 2000
Pre-Submittal Conference	June 29, 2000
Receive Proposals	July 20, 2000
Interviews	July 27, 2000
Environment Committee	August 8, 2000
Metropolitan Council authorization	August 9, 2000
Notice to Proceed	August 25, 2000
Project Completion	June, 2002

## Non-State Public Bids, Contracts & Grants

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All firms interested in being considered for this project and desiring to receive a RFP package are invited to submit a Letter of Interest to:

Jan Bevins, Contracts Specialist, Contracts and Procurement Unit  
Metropolitan Council Environmental Services  
230 East Fifth Street  
Mears Park Centre  
St. Paul, MN 55101

Inquiries regarding technical aspects of the project should be directed to Bill Moeller at 651-602-4504.

*Minnesota Statutes*, Sections 473.144 and 363.073, and *Minnesota Rules*, Parts 5000.3400 to 5000.3600 will be incorporated into any contract based upon the Proposal or any modifications to it. If a contract for the project is awarded in excess of \$100,000, the requirements of *Minnesota Rules* 5000.3530 will be applicable.

## Metropolitan Airports Commission

### Bids sought for Elevator/Escalator Moving Walk Maintenance IV

#### NOTICE TO CONTRACTORS

Sealed Bids for work indicated below at the MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT COMPLEX, will be received by the Metropolitan Airports Commission, a public corporation at the office thereof located at 6040 – 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated above, and will be publicly opened and read aloud immediately thereafter. The work, in accordance with drawings and specifications prepared by Architectural Alliance, Room 344 Lindbergh Terminal Building, 4300 Glumack Drive, St. Paul, Minnesota 55111, is described as follows:

#### **Elevator / Escalator / Moving Walk Maintenance IV**

DESCRIPTION: The work consists of routine maintenance, adjustments, cleaning, repairs and tests of elevators, escalators, and moving walks at the Lindbergh Terminal, Gold and Green Parking Towers, Hub Building (RAC Core), Humphrey Terminal, Parking Management Building, MAC General Office, Airport Maintenance Center and St. Paul Downtown Airport.

Bids shall be submitted on forms furnished for that purpose. Bids shall be in accordance with the specifications. The Commission reserves the right to reject any or all bids or portions thereof, and to waive any minor irregularities or informalities therein.

A mandatory pre-bid conference and site visit will be conducted on Friday, June 23, 2000 at 1:30 p.m., in Metropolitan Room at the Greive Conference Center at the Lindbergh Terminal. Failure to attend this meeting will result in the rejection of the bid.

Plans and specifications are on file for inspection at the office of the Metropolitan Airports Commission, Purchasing Dept. 6040 28th Ave. South, Minneapolis, MN, 55405 and Facilities Management Office, Room 325 Lindbergh Terminal; at the office of Architectural Alliance, Room 344 Lindbergh Terminal Building, 4300 Glumack Drive, St. Paul, Minnesota 55111; at the Minneapolis and St. Paul Builders Exchanges; F. W. Dodge Corporation; Construction Market Data.

Bidders desiring drawings and specifications for personal use may secure a complete set from:

Architectural Alliance  
Room 344 Lindbergh Terminal Building  
Minneapolis, St. Paul International Airport  
St. Paul, Minnesota 55111

Makes checks payable to: Architectural Alliance

Deposit per set (refundable): \$100.00

Requests for sets to be shipped shall include a separate check for \$25.00 for shipping and handling. Deposit will be refunded upon return of drawings, specifications and addenda in good condition within ten (10) days of opening of bids.

Minneapolis St. Paul International Airport

Bids Close At: 10:00 a.m., CDT, Friday, July 14, 2000

**THIS CONTRACT HAS A SEVEN (7) DAY PRIOR APPROVAL CLAUSE.**

Dated: 20 June 2000

Metropolitan Airports Commission  
JoAnn Brown  
Buyer-Administrator

## **Minnesota Comprehensive Health Association**

### **Notice of Availability of Writing Carrier Contract**

The Minnesota Comprehensive Health Association (MCHA) is a non-profit Minnesota organization that offers policies of individual health coverage to Minnesota residents who have been turned down for insurance due to pre-existing conditions. The Board of Directors of MCHA has prepared a Request for Proposal (RFP) in accordance with *Minnesota Statutes* §62E.13, concerning the writing carrier contract to perform administrative, claims payment, provider network, and managed care services for MCHA members for the period January 1, 2001 through December 31, 2003. The requirement to provide a statewide provider network or multiple provider networks includes the need to cover all 87 counties and to provide general managed care expertise for MCHA's 26,000 enrollees.

Bidders may fulfill the proposed requirements through collaborative and/or subcontract arrangements with local or national entities. Bidders must also have special expertise managing care for MCHA's select chronic disease populations.

Selection of the writing carrier shall be based upon the following criteria: the bidder's proven ability to administer large group accident and health insurance, HMO, or self-insured benefits; efficient and accurate claim paying capacity; estimate of total charges for administering the plan; and other criteria established by the Association's Board of Directors.

The Request for Proposal will be available July 5, 2000. Prospective responders who have questions, or desire a copy of the RFP, should contact:

Minnesota Comprehensive Health Association  
Lynn R. Gruber  
President  
5775 Wayzata Blvd., Suite 910  
St. Louis Park, MN 55416  
612-593-9609  
612-593-9673 (FAX)

The RFP appendices will only be furnished to organizations that have serious interest in submitting a bid. Proposals are due no later than 4 p.m. on Wednesday, August 16, 2000 at the office noted above.

## **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 Request for Bids/Proposals through its web based Bid Information Services (BIS). Subscriptions to BIS are \$75/year. Visit our web site at [bidinfo.umn.edu](http://bidinfo.umn.edu) or call the BIS Coordinator at 612-625-5534.

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

