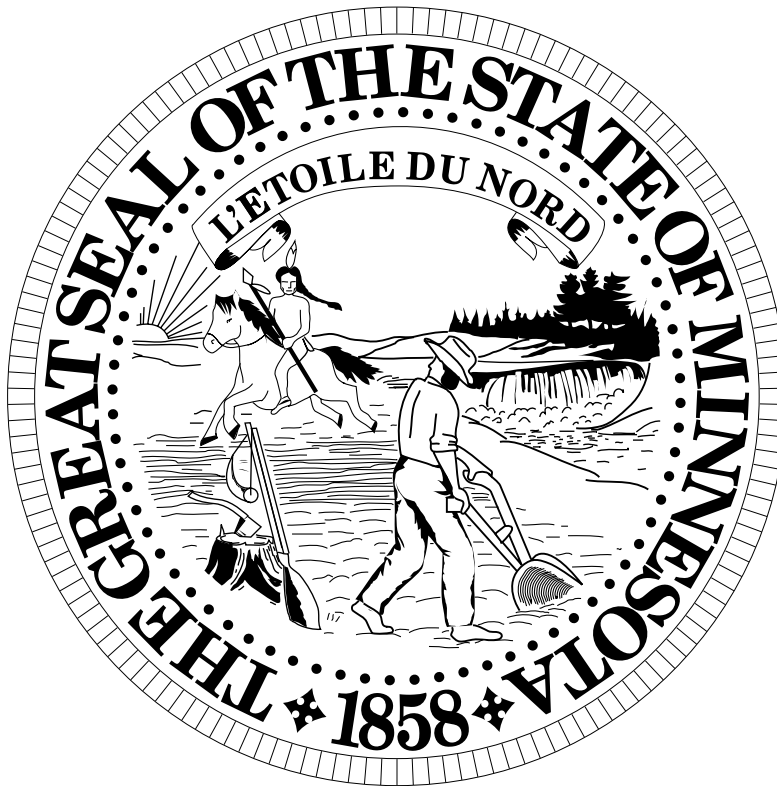


State of Minnesota

State Register

Rules and Official Notices Edition



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Department of Administration – Communications Media Division

Monday 4 June 2001
Volume 25, Number 49
Pages 1889-1910

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- proposed, adopted, exempt, expedited emergency and withdrawn rules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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Vol. 25 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
#49	Monday 4 June	Noon Wednesday 23 May	Noon Tuesday 29 May
#50	Monday 11 June	Noon Wednesday 30 May	Noon Tuesday 5 June
#51	Monday 18 June	Noon Wednesday 6 June	Noon Tuesday 12 June
#52	Monday 25 June	Noon Wednesday 13 June	Noon Tuesday 19 June

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Senate Public Information Office (651) 296-0504
State Capitol, Room 231, St. Paul, MN 55155

Website: www.senate.leg.state.mn.us/departments/secretary/seninfo.htm

House Information Office (651) 296-2146

State Office Building, Room 175, 100 Constitution Ave., St. Paul, MN 55155

Website: www.house.leg.state.mn.us/hinfo/hinfo.htm

Minnesota State Court System

Court Information Office (651) 296-6043 **Website:** www.courts.state.mn.us
Minnesota Judicial Center, Room 135, 25 Constitution Ave., St. Paul, MN 55155

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Award results are available from the Materials Management
Helpline (651) 296-2600. **Website:** www.mmd.admin.state.mn.us

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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 1999 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

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

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

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

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This color 31" x 25" map chart designates all airports in the state and notes fuel, water, radio facilities, control tower information, hard surface runways, etc.
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Directory of Building Contractors 2001

7 County Metro Area

Licensed contractors in Ramsey, Hennepin, Dakota, Anoka, Carver, Scott, and Washington. Stock Number 99-3 \$27.00

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Licensed contractors throughout Minnesota with the exception of the metro area.
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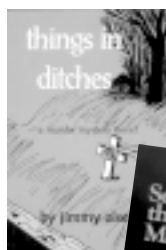
Directory of Charitable Gambling Organizations 2001

Stock Number 99-2 \$32.00

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Great reads...



Things in Ditches

Minnesota author Jimmy Olsen presents this murder mystery set in a mythical Minnesota small town. This crackerjack thriller follows an overblown county sheriff, a bumbling town cop, hoping to break the hamlet's first-ever murder, and the gentlest killer you'd ever want to meet. This book should prove to hold your attention well, not unlike the movie " Fargo " did a few years ago. Softcover, 312pp.
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Tour guides at the mansion are instructed not to mention anything about the famous homicides documented in this book. Which bedroom did Miss Congdon use? Where did the murderer break into the mansion? How did he escape? One of the state's most noted murder cases. Softcover, 64pp.
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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 Health

Adopted Permanent Rules Relating to Asbestos Workers

The rules proposed and published at *State Register*, Volume 25, Number 14, pages 763-768, October 2, 2000 (25 SR 763), are adopted with the following modifications:

4620.3300 CERTIFICATION OF ASBESTOS WORKER.

[For text of ~~subpart 1~~ subps 1 to 4, see M.R.]

Board of Psychology

Adopted Permanent Rules Relating to Fees

The rules proposed and published at *State Register*, Volume 25, Number 33, pages 1375-1377, February 12, 2001 (25 SR 1375), are adopted as proposed.

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.

Minnesota State Agricultural Society (State Fair)

Notice of Board Meeting

MINNESOTA STATE FAIRGROUNDS – The board of managers of the Minnesota State Agricultural Society, governing body of the State Fair, will conduct a business meeting on Tuesday, June 5 at the Libby Conference Center on the fairgrounds. The business meeting will immediately follow a 9:00 a.m., meeting of the board's sales committee. Agendas are available upon request, Minnesota State Fair, **phone:** (651) 642-2200.

Department of Economic Security

Office of Energy Programs

Notice of Public Hearing on the State Delivery Plan for FY 2001 Weatherization Assistance for Low-Income Persons Program Grant

The Department of Economic Security, Office of Energy Programs is conducting a public hearing, required by the United States Department of Energy, on the State Delivery Plan for the FY 2001 Weatherization Assistance for Low-Income Persons Program grant.

Plan changes include an increase in funding, change in priority clients to include high consumers of energy, lead safe work practices and change of data for re-weatherization activities.

NOTICE IS HEREBY GIVEN that a public hearing will be held on June 13, 2001 at the First Star Bank Building, 101 East 5th Street, Suite 204, St. Paul, Minnesota. The hearing will begin at 9:30 a.m., and continue until all interested and affected persons have an opportunity to participate or 11:00 a.m., at the latest. Oral and/or written testimonies may be submitted at the hearing. In addition, written testimony will be accepted by the Department until **4:30 p.m., on June 13, 2001**. Additional written testimony may be submitted to:

Roger Williams
Minnesota Department of Economic Security
Office of Energy Programs
390 North Robert
St. Paul, MN 55101
Phone: (651) 284-3265

A copy of the plan may be obtained by contacting Barb Krech, **phone:** (651) 284-3262.

Department of Health

Division of Family Health

Public Input Regarding the Health Department Application for Continuation of the Federally Funded Abstinence Education Program

The Minnesota Department of Health invites public comment concerning its application to the federal government for continuation of the Abstinence Education Program for the Fiscal Year ending September 30, 2002. Written comments are requested which may be mailed or presented at a public meeting scheduled on Wednesday, June 13, 2001 from 10:00 a.m. - 11:30 a.m. in the Minnesota Room at the Minnesota Department of Health Service Center located at the Snelling Business Park, 1645 Energy Park Drive, St. Paul. All written comments are due at the Department June 11, 2001.

This continuation application consists of two parts. The first section describes how the current grantees will continue implemen-

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tation during the next federal fiscal year. The second reports program accomplishments through September 30, 2000. The Department intends that input from public comment received in response to this notice, in addition to the experience of local projects, will contribute to an ongoing evaluation process.

Persons planning to attend and/or present comments are requested to register as soon as possible, but **no later than June 2, 2001**. Any person needing special accommodations for a disability should so indicate at the time of registration.

To register for the meeting or request a copy of the draft application, please contact:

Pat Gerbozy at **phone:** (651) 281-9946 or **email:** at patricia.gerbozy@health.state.mn.us

Minnesota Comprehensive Health Association

Notice of Meeting of Executive Committee

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA) **Executive Committee** will be held on Tuesday, June 5, 2001, at MCHA's executive office, 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN, at 1:00 p.m.

For additional information, please call Lynn Gruber at (952) 593-9609.

Minnesota Higher Education Services Office

Request for Comments on Planned Amendment to Rules Governing the Student Educational Loan Fund Program, *Minnesota Rules*, 4850.0011 - 4850.0017

Subject of Rules. The Minnesota Higher Education Services Office [MHESO] requests comments on its planned amendment to rules governing the Student Educational Loan Fund [SELF] Program. The MHESO is considering rule amendments that delete obsolete language in sections that refer to loans made from SELF I bonds, since that source of funding no longer exists; adds definitions for SELF II loans and SELF III loans; deletes obsolete language relating to the SELF I interest rate; adds language relating to the determination of the interest rates for SELF II and SELF III loans; updates the refund procedures to be followed if a student withdraws from school or fails to complete a loan period; updates the rules language relating to repayment procedures, and clarifies that any applicable late fees will also be included in repayment billings to the borrowers and/or co-signers.

Persons Affected. The amendment to the rules would likely affect post-secondary institutions participating in the Student Educational Loan Fund (SELF) Program, and future SELF III borrowers and their co-signers.

Statutory Authority. *Minnesota Statutes*, section 136A.101, Subd. 2 authorizes the Higher Education Services Office to adopt rules to administer programs under its supervision.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing or orally until **4:00 p.m. on August 7, 2001**. The Higher Education Services Office does not contemplate appointing an advisory committee to comment on the planned rules.

Rules Drafts. The Higher Education Services Office has prepared 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:

Mary Lou Dresbach
Minnesota Higher Education Services Office
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108
Phone: (651) 642-0530
Fax: (651) 642-0675
TTY: (800) 627-3529

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

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

Dated: 15 May 2001

Robert K. Poch, Director
Minnesota Higher Education Services Office

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.

Department of Children, Families and Learning

Department of Public Safety

Notice of Availability of Grants for Prevention and Intervention Funding

Approximately \$30.3 million in state and federal funds is available to public and private nonprofit Minnesota organizations for the following types of programs: abused children program, adolescent parenting, after school enrichment, children's trust fund, community crime and drug prevention, juvenile assessment centers, male responsibility and fathering, parenting time centers, restorative schools, sexual violence prevention partnerships.

Applications are due by **4:30 on Friday, August 3, 2001**. To receive a complete application booklet that provides the application form and details on how to apply, please contact: Prevention & Intervention Funding, Department of Children, Families and Learning, 1500 West Hwy 36, Roseville, MN 55113, **phone:** (651) 582-8447 or (800) 934-7113, **email:** prev.interv@state.mn.us

Department of Public Safety

Office of Drug Policy and Violence Prevention

Notice of Substance Abuse Courts Planning and Implementation Grants

Administering State Agency: Minnesota Department of Public Safety, Office of Drug Policy & Violence Prevention in coordination with the State Court Administrator's Office.

Eligible Applicants: District or Tribal Courts. Interested substance abuse treatment providers, criminal justice system partners, and community organizations are encouraged to seek a judicial sponsor. See the judicial map at www.courts.state.mn.us for contacts in your district.

Program Requirements: The purpose of this initiative is to support judicial leadership, multidisciplinary collaboration and local planning to address issues of substance abuse among defendants in criminal and juvenile court. The key components include:

- Substance abuse courts integrate alcohol and other drug treatment services with justice system case processing.
- Using a nonadversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.
- Eligible participants are identified early and promptly placed in the substance abuse court program.
- Substance abuse courts provide access to a continuum of alcohol, drug, and related treatment.
- Abstinence is monitored by frequent alcohol and other drug testing.

State Grants & Loans

- A coordinated strategy governs substance abuse court responses to participants' compliance.
- Ongoing judicial interaction with each substance abuse court participant is essential.
- Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.
- Continuing interdisciplinary education promotes effective drug court planning, implementation and operations.
- Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhanced substance abuse court effectiveness.

For more information on drug court models, planning, implementation, and evaluation, see: www.ojp.usdoj.gov/dcpo

Program Outcomes:

- Increase in participation and completion of court supervised substance abuse treatment.
- Decrease in re-arrest rates while enrolled in the treatment program.
- Improvement in related areas such as employment, health and family reunification.
- Increase in abstinence from alcohol and other drugs.
- Decrease in time eligible participants are identified, assessed and assigned to the treatment program.
- Decrease in case processing time from arrest to disposition.
- Decrease in re-arrest rates after completion of the program.

Range of projects:

- Drug courts
- Substance abuse courts
- DUI courts
- Substance abuse protocols

Target Population

- Adult offenders
- Female offenders
- Juvenile offenders
- Juvenile & family court participants

Total available funding: \$500,000

Estimated size of awards: \$50,000 to \$100,000

Project Dates: October 1, 2001 - September 30, 2003 (24 months).

Matching fund requirement: Hard cash match of 25 percent of total project costs.

Source of funds and legislative authority: U.S. Department of Justice, Bureau of Justice Assistance, P.L. 100-690 (Byrne Memorial Grant Program).

Letter of Intent: Interested applicants should mail a letter of intent to apply for funding to the Office of Drug Policy & Violence Prevention, 444 Cedar Street, Suit #100, St. Paul, MN 55101 by **Friday, June 29, 2001** (postmark date). Letters must be signed by the chief judge of the judicial district or the tribal court judge and include the following components:

- Geographic area to be targeted (does not need to be the entire judicial district).
- Brief description of recent trends in substance abuse among criminal and/or juvenile defendants in the target area and existing programs or resources.
- Type of substance abuse court project likely to be pursued and justification based on local needs.
- List of treatment, criminal justice and community partners and their anticipated level of involvement. (Letters of commitment from partners will be required in the application process).
- Estimated timeline for the planning process and target date for pilot project or implementation.

Application Seminar: All applicants (and up to five planning partners) are required to attend an application seminar in the Twin Cities on **Friday, July 20, 2001**. Further information will be sent upon receipt of letters of intent. The seminar will include an overview of several local and national substance abuse and drug court models as well as an introduction to the planning process. Application materials will also be distributed and reviewed.

Technical Assistance: On-site technical assistance will be available from ODPVP to jurisdictions to facilitate the initial planning process develop application materials.

Application Process: Applicants will be required to submit a project information form, work plan, budget and letters of commitment from key partners to the Office of Drug Policy & Violence Prevention by Friday, August 31, 2001.

Application Review Method: Specialized review process.

Questions? Call Kristin Lail, Grants Coordinator, Office of Drug Policy & Violence Prevention, **phone:** (651) 284-3324 or **email:** kristin.lail@state.mn.us

State 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

Office of Technology

Notice of Request for Proposal for Framework for an Electronic Government Business Portal for the State of Minnesota's North Star System

NOTICE IS HEREBY GIVEN that the Minnesota Office of Technology of the Department of Administration is seeking vendors that can provide a redesign of the current North Star web site to provide a dynamic, service-oriented presentation layer, connectivity and integration with existing state web sites for continuous, uninterrupted service to our customers, and an environment for natural cross-agency collaboration to generate content that provides multiple pathways to relevant information. This project will require a thorough assessment of existing tools, systems and resources available to state agencies and North Star for incorporation into the enterprise solution. The final product will be an implementation time-line of future North Star services given the functionality the new portal solution affords. The time-line will be based on several pre-defined business factors and must provide detailed justification for the strategic plan.

For a complete copy of the Request for Proposal please contact:

Stacy Sehr
State of Minnesota
Office of Technology
332 Minnesota Street, Suite E1100
St. Paul, MN 55101-1322
Email: Stacy.Sehr@state.mn.us

This is the only person designated to receive RFP requests and answer questions regarding the RFP.

Responses to the RFP are due no later than **June 25, 2001 at 2:00 p.m.** Late responses will not be considered.

Department of Administration

State Designer Selection Board

To Minnesota Registered Design Professionals:

Request for Proposals for the University of Minnesota, Duluth Campus (Project 01-04) For the New Laboratory Science Building

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, June 18, 2001**, to:

Winnie Sullivan, Executive Secretary
State Designer Selection Board
Department of Administration
c/o Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155-3000
Phone: (651) 297-1545

State Contracts

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) 297-1545. 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 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.

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
TOTAL			

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

4. ADDITIONAL MANDATORY PROPOSAL CONTENTS:

- 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.
- 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.
- A discussion of the firm's understanding of and approach to the project.
- A listing of relevant past projects.

5. Seventeen (17) 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:

- 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
- 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.

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

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

- Capacity to accomplish the work and services within the required constraints;
- Availability of appropriate personnel;
- Geographic relationship of the designer's base to the project site; and
- 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 01-04

University of Minnesota, Duluth
241 Darland Administration Building
10 University Drive
Duluth, MN 55812

State Contracts

a. PROJECT DESCRIPTION:

The University of Minnesota, Duluth Campus has been approved to enter into a contract with an outside consultant to provide complete design and construction administration services for a new Laboratory Science Building. The new construction shall address needs for undergraduate laboratory teaching space for chemistry courses (Introductory Chemistry, Biochemistry and Molecular Biology) and upper division laboratory/research space for Cell Biology and related courses. The new building shall also include a minimal amount of supplemental study, office, student group, and meeting spaces. It is anticipated that the new building shall be connected to the interior campus circulation system via tunnel or skywalk connected to the existing Life Sciences Building.

A detailed pre-design for the project was completed in the fall of 2000, and the information contained within that pre-design shall be used as a starting point for the selected consultant. Copies of an executive summary with drawings from a comprehensive pre-program/pre-design study are available to interested parties by contacting Ms. Daryl Rathe, **phone:** (218) 726-6203.

b. REQUIRED CONSULTANT SERVICES:

The scope of the project includes full architectural/engineering services including mechanical, electrical, structural, civil, architectural, landscape architecture, interior design, scheduling, cost estimating, and construction administration services.

c. SERVICES PROVIDED BY OTHERS: None.

d. SPECIAL CONSIDERATIONS:

The designer shall have applicable prior experience in the design and construction of similar projects preferably in a University setting. The firm shall have proven experience in working with and directing the efforts of a University building committee.

The consultant shall provide examples of past projects completed for review by the selection committee. The consultant shall provide a list of clients for similar projects worked on within the last five years along with the names, phone numbers and addresses of contact persons.

e. PROJECT BUDGET/FEES:

The current construction budget is estimated to be approximately \$26,000,000 (escalated costs to midpoint of construction). The total project costs, including all fees, permits, and certain departmental equipment purchases, escalated to the mid-point of construction, have been fixed at a maximum of \$33,000,000. The maximum designer fees available for all phases of the project, including basic services, programming, interior design, FF&E design, voice/data design, and construction phase services is 8.5% of the estimated construction costs plus reimbursable expenses. Final total fees shall be negotiated with the selected consultant.

A gift from outside the University has been provided for design and preparation of construction drawings. The project is scheduled for implementation in the 2002-2004 biennium, assuming funding by the Legislature during the 2002 session.

f. PROJECT SCHEDULE:

Contingent upon state funding, it is anticipated that construction will begin in the summer of 2002 and be completed the summer of 2004. It is the University's plan to have the project ready for bidding by the summer of 2002. Development of an overall project schedule for the planning of the project is essential to ensure delivery of the Contract Documents by May 2002.

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

There shall be a mandatory site visit/informational meeting for firms short-listed by the State Designer Selection Board for interviews conducted by the University of Minnesota. The meeting shall be held on the University of Minnesota, Duluth Campus prior to the required interview date. Short-listed firms shall be contacted directly by the University with confirmed site tour starting location, time and date information.

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

<i>Project Information Meeting and/or Site Visit:</i>	None.
<i>Project Proposals Due:</i>	June 18, 2001, by 12 p.m. (Noon)
<i>Project Shortlist:</i>	July 10, 2001 in Duluth, MN
<i>Project Information Meeting for Shortlisted firms:</i>	To be set by the University of Minnesota
<i>Project Interviews and Award:</i>	July 17, 2001

i. PROJECT CONTACT(S):

Questions concerning the project should be referred to:

John W. Rashid, AIA
Manager, Design and Construction
University of Minnesota, Duluth
241 Darland Administration Building
10 University Drive
Duluth, Minnesota 55812
Phone: (218) 726-6930
Fax: (218) 726-8127
Email: jrashid@d.umn.edu

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, **phone:** (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.

Minnesota State Colleges and Universities

Dakota County Technical College

Bids Sought for CNC Turning Center

NOTICE IS HEREBY GIVEN that Dakota County Technical College will receive bids for a CNC Turning Center. Bid specifications will be available on May 29, 2001 from the Dakota County Technical College Purchasing Department, 1300 145th St. East, Rosemount, MN 55068, **phone:** (651) 423-8236.

State Contracts

Sealed bids must be received by Pat Adams at Dakota County Technical College, 1300 145th St. East, Rosemount, MN 55068 by **2:00 p.m., Monday, June 11, 2001.**

Dakota County Technical College reserves the right to reject any or all bids or portions thereof, or to waive any irregularities or informalities in bids received.

Board of Medical Practice

Proposals Sought from 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, 2001.

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

Minnesota Historical Society

Request for Bids for Electrical Contracting Services Weather Permitting Exhibit

The Minnesota Historical Society is seeking proposals from qualified general contractors for the demolition of the existing exhibit and installation of the electrical construction components of a new exhibit. Construction of the new exhibit, Weather Permitting (Weather) will commence on September 3, 2001 and substantial completion will be achieved by October 31, 2001.

The Weather Permitting exhibit looks at the extremes and diversity of Minnesota weather that continually influence what we do, who we are, and how we see ourselves as Minnesotans. The exhibit reflects the confluence of Minnesota climate and culture over time.

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

Bids must be submitted in the format provided for in the Request for Proposals. Bids must be received no later than **2:00 p.m., Local Time, Tuesday, July 10, 2001.** Late bids will not be considered. A Pre-Bid Meeting will be held on Wednesday, June 20, 2001, beginning at 1:15 p.m., at the History Center on the Fourth Floor at the Elevator Lobby.

Minnesota Historical Society

Request for Bids for General Construction Services Weather Permitting Exhibit

The Minnesota Historical Society is seeking proposals from qualified electrical contractors for the demolition of the existing exhibit and installation of the general construction components of a new exhibit. Construction of the new exhibit, Weather Permitting (Weather) will commence on September 3, 2001 and substantial completion will be achieved by October 31, 2001.

The Weather Permitting exhibit looks at the extremes and diversity of Minnesota weather that continually influence what we do, who we are, and how we see ourselves as Minnesotans. The exhibit reflects the confluence of Minnesota climate and culture over time.

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

Bids must be submitted in the format provided for in the Request for Proposals. Bids must be received no later than **2:00 p.m., Local Time, Tuesday, July 10, 2001**. Late bids will not be considered. A Pre-Bid Meeting will be held on Wednesday, June 20, 2001, beginning at 1:15 p.m., at the History Center on the Fourth Floor at the Elevator Lobby.

Minnesota Historic Society

Request for Bids for Construction of an Interpretive Center North West Company Fur Post Site S.P. 94-595-09 Minnesota Project No. MHS MUSM (005)

The Minnesota Historical Society (Society) is seeking bids from qualified firms and individuals for Construction of an Interpretive Center at the North West Company Fur Post Site, Pine City, Minnesota.

A **PRE-BID MEETING** will be held at the North West Company Fur Post at 10:00 a.m., Local Time, on Thursday, June 14, 2001. The Request for Bids, including attachments, is available by calling or writing Chris M. Bonnell, Contracting Officer, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102. **Phone:** (651) 297-5863, **email:** chris.bonnell@mnhs.org

Bids must be submitted in the format that will be described in the Request for Bids. Sealed bids must be received by Chris M. Bonnell, Contracting Officer, or an authorized agent, at the Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102 by **Tuesday, June 26, 2001 at 2:00 p.m., Local Time**. Late bids will not be accepted.

Minimum wage rates to be paid by the Contractors have been predetermined and are subject to the *Work Hours Act of 1962*, P.L. 87-581 and implementing regulations.

READ CAREFULLY THE WAGE SCALES AND DIVISION A OF THE SPECIAL PROVISIONS AS THEY AFFECT THIS/THESE PROJECT/PROJECTS

The Minnesota Department of Transportation hereby notifies all bidders:

in accordance with Title VI of the *Civil Rights Act of 1964* (Act), as amended and Title 49, *Code of Federal Regulations*, Subtitle A Part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation, it will affirmatively assure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded maximum opportunity to participate and/or to submit bids in response to this invitation, and will not be discriminated against on the grounds of race, color, disability, age, religion, sex or national origin in consideration for an award;

in accordance with Title VI of the *Civil Rights Act of 1964* as amended, and Title 23, *Code of Federal Regulations*, Part 230 Subpart A-Equal Employment Opportunity on Federal and Federal-Aid Construction Contracts (including supportive services), it will affirmatively assure increased participation of minority groups and disadvantaged persons and women in all phases of the highway construction industry, and that on any project constructed pursuant to this advertisement equal employment opportunity will be provided to all persons without regard to their race, color, disability, age, religion, sex or national origin;

State Contracts

in accordance with the Minnesota Human Rights Act, *Minnesota Statute* 363.03 Unfair discriminatory Practices, it will affirmatively assure that on any project constructed pursuant to this advertisement equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age;

in accordance with the Minnesota Human Rights Act, *Minnesota Statute* 363.073 Certificates of Compliance for Public Contracts, and 363.074 Rules for Certificates of Compliance, it will assure that appropriate parties to any contract entered into pursuant to this advertisement possess valid Certificates of Compliance.

If you are not a current holder of a compliance certificate issued by the Minnesota Department of Human Rights and intend to bid on any job in this advertisement you must contact the Department of Human Rights immediately for assistance in obtaining a certificate.

The following notice from the Minnesota Department of Human Rights applies to all contractors:

"It is hereby agreed between the parties that *Minnesota Statute*, section 363.073 and *Minnesota Rules*, parts 5000.3400 to 5000.3600 are incorporated into any contract between these parties based on this specification or any modification of it. A copy of *Minnesota Statute* 363.073 and *Minnesota Rules*, parts 5000.3400 to 5000.3600 is available upon request from the contracting agency."

"It is hereby agreed between the parties that this agency will require affirmative action requirements be met by contractors in relation to *Minnesota Statute* 363.073 and *Minnesota Rules* 5000.3600. Failure by a contractor to implement an affirmative action plan or make a good faith effort shall result in revocation of its certificate or revocation of the contract (*Minnesota Statute* 363.073, Subd. 2 and 3)."

Pollution Control Agency

Commissioner's Office

Organization Development and Training Unit

Request for Proposals (RFP) to provide Organization Development and Training Services (Revised)

The State of Minnesota through the Minnesota Pollution Control Agency requested proposals from contractors qualified to perform various organization development and training services including assessment, planning, design, training, development, facilitation, coaching, consulting, support and maintenance in the areas of; management development, process re-engineering, project management, employee development, human resources, performance management, organization development, customer service, computer based learning, relationship building, interpersonal communication, change leadership, strategic planning and thinking on April 30, 2001 in Volume 25, Number 44 of the *State Register*.

This request was announced with the estimated dollar amount of \$200,000.00. The request is now estimated at \$750,000.00. Due to this increase, firms that did not submit a proposal previously may obtain a Request for Proposal (RFP) and submit a proposal. This proposal does not obligate the agency to spend the estimated dollar amount.

A Request for Proposal will be available by mail from this office through Tuesday June 19, 2001. **Call or write for the full RFP, which will be sent free of charge to interested vendors.** After Tuesday June 19, 2001, the Request for Proposal must be picked up in person. The request for Proposal can be obtained from:

Kristine Coe
Minnesota Pollution Control Agency
Organization Developmental and Training Unit
520 Lafayette Road
St. Paul, Minnesota 55155
Phone: (651) 296-1251
Fax: (651) 297-1456
Email: Kristin.coe@pca.state.mn.us

Proposal (three copies) submitted in response to the Request for Proposal in this advertisement must be received via post or hand delivery at the address above no later than **2:00 p.m., June 26, 2001. Proposals via email or fax will not be considered. Late proposals will not be considered.**

Other personnel are NOT allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Non-State 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.

University of Minnesota

Twin Cities Campus

Proposals Sought for the MAST Laboratory Design/Build Project, U of M Project No 191-01-1515

NOTICE IS HEREBY GIVEN that the University of Minnesota will be conducting short list interviews for the MAST Laboratory Design/Build Project, U of M Project No 191-01-1515, on Tuesday, June 12, 2001 at 8:00 a.m. Interviews will be held in room 421 and 422 of the Donhowe Building, 319 - 15th Avenue, SE., Minneapolis, MN 55455.

The short list includes:

Witcher Construction, Knutson Construction and Kraus-Anderson Construction.

Paul R. Oelze
Facilities Management
University of Minnesota
Phone: (612) 625-0588

Non-State Contracts & Grants

University of Minnesota

Department of Facilities Management

Proposals Sought for Sanford Hall – Kitchen and Dining Facilities Addition / Project #028-01-1623

Proposals are being requested by the University of Minnesota Facilities Management and Housing and Residential Life departments for Design/Build Services for the Sanford Hall - Kitchen and Dining Facilities Addition.

The project consists of:

The **basic project** includes an addition with a kitchen, servery, dining, offices, lockers, and receiving. The dining area will also serve as a computer center for students during the late evening hours. The existing kitchen should be converted to storage. Existing food service elements in the existing dining room/servery should be removed and the area converted to a large meeting room with minimal finishes and lighting. Two Dining Services administrative offices are to be relocated to the new addition. The residence hall administrative offices may have to be relocated to accommodate the connection between the addition and Sanford Hall.

As alternate **one** of the project, the large meeting room (in “basic project” above) should be upgraded with better finishes, lighting, and media capabilities. As a **second** alternate, adjacent or near to the dining space, a convenience store will be built. As a **third** alternate, a partial basement should be constructed with the new addition. A **fourth** alternate is to add the utilities needed to support portable serving tables for the additional use of the meeting room as a private dining area. A **fifth** alternate is to restore the meeting room (former servery-dining area) to its original 1910 appearance.

All alternates are subject to being accomplished within the total approved Preliminary Guaranteed Maximum Price. The University may select the alternates in any order.

Preliminary Guaranteed Maximum Price: **\$4,000,000**

Substantial completion: **May 15, 2002**

Proposals will be received until 3:00 p.m., CDT, June 21, 2001.

Sealed proposals will be received by the Regents of the University of Minnesota at Facilities Management Purchasing Services, 400 Donhowe Building, 319 - 15th Avenue S.E., Minneapolis, Minnesota 55455, until the stated times, when they will be publicly opened and only the names of the responding proposer will be made public. Proposals may be viewed publicly in Purchasing Services after the award has been made and notification given to all respondents.

Copies of the Sanford Hall – Kitchen and Dining Facilities Addition RFP package will be available at University of Minnesota, Facilities management Purchasing Services, 400 Donhowe, 319 - 15th Avenue S.E., Minneapolis, Minnesota 55455. Attention: Denis Larson, **phone:** (612) 625-5554.

A Mandatory Pre-Proposal Meeting has been scheduled on Friday, June 13 at 10:00 a.m., at Room 210, Donhowe Building. Attendance at the Pre-Proposal Meeting is **mandatory**; therefore, all interested parties must send a representative.

Tentative Selection Schedule:

RFP Available for Distribution	June 8, 2001
Mandatory Pre-Proposal Meeting	June 13, 2001
RFP Responses Due	June 21, 2001
Selection of Shortlisted Finalists	To Be Determined
Interviews	To Be Determined

CONTACT FOR RFP INQUIRIES:

For technical questions:

Owner's Representative

Harvey Jaeger
University of Minnesota
Room 57, Heller Hall
271 19th Ave. S.
Minneapolis, MN 55455
Phone: (612) 624-3305
Fax: (612) 625-6681

For procedural questions:

Purchasing Services

Denis Larson
Facilities Management-Purchasing
400 Donhowe Building
319 - 15th Ave. S.E.
Minneapolis, MN 55455-1082
Phone: (612) 625-5554
Fax: (612) 624-5796

The person designated above shall be the only contacts for all inquiries regarding any aspect of this RFP and its requirements.

Denis Larson, Director
Facilities Management-Purchasing

University of Minnesota

Department of Facilities Management

St. Paul Central Chilled Water Facility / Project No. 300-01-1600

Public interviews for the two short listed design teams will be conducted on June 19, 2001 in Room 655 of the McNamara Alumni Center, 200 Oak Street, Minneapolis, MN 55440, according to the following schedule.

9:00 a.m. – Sebesta Blomberg and Associates, Inc.

10:00 a.m. – Allied Engineers, Inc.

Interviews will consist of a fifteen minute presentation by the Design Team followed by a twenty five minute period of questioning by the University's Selection Committee. The final selection will be publicly announced after the final interview.

DIRECT INQUIRIES TO:**Purchasing Services**

Denis Larson
University of Minnesota
Facilities Management-Purchasing
400 Donhowe Building
319 - 15th Ave. S.E.
Minneapolis, MN 55455-1082
Phone: (612) 625-5554
Fax: (612) 624-5796

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 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.



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