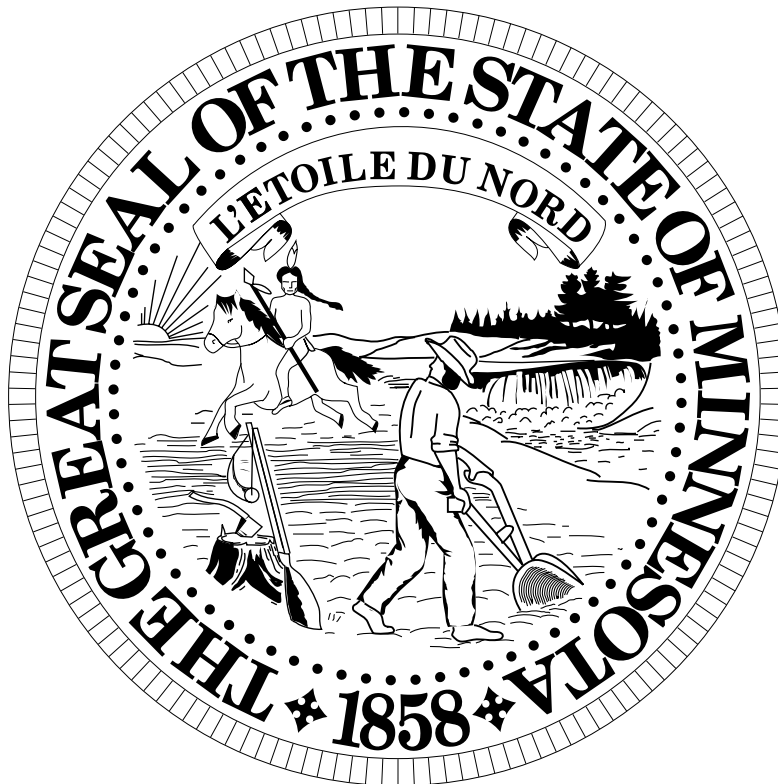


State of Minnesota

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- proposed, adopted, exempt, expedited emergency and withdrawn rules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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Printing Schedule and Submission Deadlines

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
#7	Monday 14 August	Noon Wednesday 2 August	Noon Tuesday 8 August
#8	Monday 21 August	Noon Wednesday 9 August	Noon Tuesday 15 August
#9	Monday 28 August	Noon Wednesday 16 August	Noon Tuesday 22 August
#10	TUESDAY 5 SEPTEMBER	Noon Wednesday 23 August	Noon Tuesday 29 August

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PUBLISHING NOTICES IN THE *State Register*: Submit TWO COPIES of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit TWO COPIES, with a letter on your letterhead stationery requesting publication and date to be published. FAXED submissions to (651) 297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$115.00 per page, billed in tenths of a page (columns are seven inches wide). About 2-1/2 pages typed double-spaced on 8-1/2"x11" paper equal one typeset page in the *State Register*. Contact the editor if you have questions.

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

The *State Register* is published by Communications.Media Division, Department of Administration, State of Minnesota, pursuant to *Minnesota Statutes* § 14.46 and is available at the main branch of county libraries in Minnesota and all "State Depository Libraries": State University and Community College libraries; the University of Minnesota libraries; St. Paul, Minneapolis and Duluth Public Libraries; the Legislative Reference Library; State Law Library; Minnesota Historical Society Library; and the Library Development Service at the State

FOR LEGISLATIVE NEWS

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media.

To be placed on the mailing list, write or call the offices listed below:

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

Contact: House Information Office (651) 296-2146
Room 175 State Office Building, St. Paul, MN 55155

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		Individual copies and subscriptions or the <i>State Register</i> and <i>Solicitation Announcements</i> are available through Minnesota's Bookstore, (651) 297-3000, or (800) 657-3757.

Minnesota Rules: Amendments and Additions

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

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

Board of Animal Health

Notice of Meeting

The Board of Animal Health will hold its quarterly meeting on Friday, September 15, 2000, at 9:30 a.m., at the Radisson Suites Hotel in Downtown, St. Cloud, Minnesota.

Minnesota Comprehensive Health Association

Notice of Meeting of the Enrollee Appeal Committee

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Enrollee Appeal Committee will be held at 12:00 p.m., on Monday, August 21, 2000, at the MCHA executive office located at 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

This meeting may be closed to the public, if so requested by the appellant, pursuant to *Minnesota Statutes* 62E.10, subd. 4.

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

Emergency Medical Services Regulatory Board

Notice of Completed Application in the matter of the License Application of the Barnesville Ambulance Service, Barnesville, Minnesota

PLEASE TAKE NOTICE that the Emergency Medical Services Regulatory Board (hereinafter "EMSRB") has received a completed application from the **Barnesville Ambulance Service, Barnesville, Minnesota**, for a new type of service, part-time advanced ambulance service.

NOTICE IS HEREBY GIVEN that, pursuant to *Minnesota Statutes* 144E.11, subd. 3, each municipality, county, community health board, governing body of a regional emergency medical services system, ambulance service and other person wishing to make recommendations or comments concerning the disposition of the application shall make written recommendations or comments opposing the application to the EMSRB within 30 days or by September 14, 2000, 4:30 p.m. Written recommendations or comments opposing the application should be sent to: Mary Hedges, Executive Director, EMSRB, 2829 University Ave. SE, # 310, Minneapolis, Minnesota 55414-3222.

If fewer than six comments opposing the application are received during the comment period, and the EMSRB has determined, after considering the factors in *Minnesota Statutes* 144E.11, subd. 6, that the proposed service is needed, the applicant will be exempt from a contested case hearing, pursuant to *Minnesota Statutes* 144E.11, subd. 4. If six or more recommendations or comments in opposition to the application are received during the comment period or the EMSRB denies the application, the applicant shall be given the option of immediately proceeding to a contested case hearing or trying to resolve the objections within 30 days, pursuant to *Minnesota Statutes* 144E.11, subd. 5(a)(b). If the applicant is unable to resolve the objections within 30 days, or if the applicant initially requests a hearing, a contested case hearing will be scheduled and notice of the hearing given pursuant to *Minnesota Statutes* 144E.11, subd. 5(c)(e).

Dated: 1 August 2000

Mary F. Hedges
Executive Director

Public Employees Retirement Association

Notice of Meeting of the Board of Trustees

The regular meeting of the Board of Trustees of the Public Employees Retirement Association (PERA) will be held on Thursday, August 17, 2000, at 9:30 a.m., in the PERA offices, 514 St. Peter St., Suite 200 – Skyway Level, St. Paul, Minnesota.

Minnesota Department of Trade & Economic Development

REQUESTS FOR COMMENTS on Planned Amendment to Rule Governing Urban Initiative Program, *Minnesota Rules* 4355.0500, Business Loan Criteria

Subject of Rule. The Urban Initiative Board, and the Department of Trade and Economic Development requests comments on its planned amendment to a rule governing the Urban Initiative Program. The Board is considering a rule amendment that would change the range of interest rates that might be charged to a business receiving a loan through this program. Currently the range is between 2% and 10%. The proposed amendment would provide that the maximum interest rate could be fixed at 10% per annum, or 1% per annum above the prime rate existing at the time of closing, whichever is greater.

Persons Affected. The amendment to the rule would likely affect businesses and individuals receiving an Urban Initiative loan and organizations participating in the Urban Initiative Program which make the loans. The Board does not contemplate appointing an advisory committee to comment on the planned rule.

Statutory Authority. *Minnesota Statutes*, section 116M.18, Subd. 6, authorizes the Board to adopt rules for implementing the Urban Initiative Program.

Public Comment. Interested persons or groups may submit comments or information on this planned rule in writing or orally until 4:30 p.m. on October 12, 2000. The Board has prepared a draft of the proposed rule amendment. Written or oral comments, questions, requests to receive a draft of the rule amendment, and requests for more information on this planned amendment should be addressed to:

Bart Bevins
MN Department of Trade & Economic Development
500 Metro Square
121 7th Place East
St. Paul, MN 55101
Phone: 651/297-1170
Fax: 651/296-5287
Email: bart.bevins@state.mn.us

Comments submitted in response to this notice will not be included in the formal rulemaking record when a proceeding to adopt a rule is started.

Board Chair

United States Department of Agriculture

Natural Resources Conservation Service (NRCS)

Request for Comments on Conservation Practice Standards

The USDA Natural Resources Conservation Service (NRCS) is requesting comments on the proposed revision and development of the following NRCS-Field Office Technical Guide conservation practice standards:

1. Wetland Wildlife Habitat Management (644) - revised
2. Prescribed Burning (338) - revised
3. Shallow Water Management for Wildlife (646) - new

Interested individuals or groups may submit comments or information on these draft practice standards in writing or by e-mail until 4:30 p.m. September 29, 2000.

Official Notices

The draft practice standards can be found at: www.mn.nrcs.usda.gov/ecs/wild/stand.html. Written comments, questions, and requests for more information should be addressed to: Mark Oja, Biologist, USDA-NRCS, 375 Jackson St., Suite 600, St. Paul, MN 55101; by calling (651) 602-7868, or by **email** at: mark.oja@mn.usda.gov.

William Hunt
State Conservationist

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 Administration

STAR Program (A System of Technology to Achieve Results)

Notice of Availability - Grants to Organizations Providing Assistive Technology Services and Devices for People with Disabilities

STAR is offering Regional Assistive Technology Resources (RATR) grants on a competitive basis. STAR is accepting letters of intent from Minnesota based non-profit or for-profit organizations who wish to establish or expand projects that provide technology related assistance to unserved, underserved, or under-represented people with disabilities. This includes minorities, persons with low incomes, and persons with limited English proficiency.

The purpose of the RATR grant program is to develop projects that increase access to AT devices and services. A pool of \$100,000 is expected to be available. Priorities are for projects that are: Innovative, consumer directed, effecting people in poverty, responsive to consumers, replicable, serving rural Minnesota, resulting in the acquisition of AT for people with disabilities, improving knowledge of funding systems and gathering information not previously known. Grants may be up to \$25,000 depending on the scope of the project. Duration of funding is from approximately December 20, 2000 to June 30, 2001.

Letters of intent must be received by Thursday, September 14, 2000, 4:00 PM. Your letter should briefly outline the following: The problem for people with disabilities you wish to address, the AT solution you propose, the geographic area affected, anticipated number of people served, involvement of people with disabilities in the project and how much you think it will cost. Letters of intent should not exceed two (2) typewritten, 8-1/2 by 11 inch pages, you must use 12 point type and have 1 inch margins on all sides, single or double spacing is acceptable. Those organizations sending letters of intent will be eligible to apply for a grant. Some letter writers may be encouraged to take the time to do the lengthy application, some may be discouraged. Previous winners of RATR or other STAR grants are not eligible.

To be considered send three (3) copies of your letter and one copy on 3 1/2 inch computer disk in Microsoft Word or rich text format to: STAR Program 658 Cedar Street, Room 360, Saint Paul, MN 55155, Attention: Tom Shaffer. These funds may not be used to supplant activities or services mandated by other federal or state legislation. Public organizations (for example public schools and school districts) are not eligible. Questions should be directed to the Program and Development Specialist at (651) 296-9718 or by contacting STAR at (651) 296-2771, (651) 296-9478 (TTY), (800) 657-3862, (800) 657-3895 (TTY).

Department of Human Services

Chemical Dependency Program Division

NOTICE OF PUBLIC COMMENT on the Federal Alcohol and Drug Abuse Block Grant and the Availability of a Statement Describing the Intended Use of Funds for Federal Fiscal Year 2001

NOTICE IS HEREBY GIVEN that the Department of Human Services, Chemical Dependency Program Division, is seeking public comment on the use of the Federal Alcohol and Drug Abuse Block Grant.

Notice is also given that the Department of Human Services has available a draft Description of Intended Use for funds available to the State of Minnesota from the Federal Fiscal Year 2000 Alcohol and Drug Abuse Block Grant. This description is being made available to the public for comment in accord with Title XIX, Part B of the Public Health Services Act, Public Law 102-321.

Information and copies of the Alcohol and Drug Abuse Plan are available from: Wayne Raske, Chemical Dependency Division, Department of Human Services, 444 Lafayette Road, St. Paul, MN 55155-3823. Phone: (651) 582-1849. **Email:** wayne.raske@state.mn.us.

All interested or affected persons and organizations are invited to submit comments. Comments on the proposed plan may be directed to the contact person listed above.

Also available for review and comment is Minnesota's plan for compliance with the Synar Amendment (section 1926 of the Public Health Service Act) restricting the sale and distribution of tobacco products to minors.

Pollution Control Agency

Applications Accepted for Resource Investigation and Project Implementation Grants and Loans Through the State Clean Water Partnership Program and the Federal Clean Water Act Section 319 Grant Program

The Minnesota Pollution Control Agency (MPCA) hereby announces that it will accept applications for resource investigation (phase I) and project implementation (phase II) grants and loans through the state Clean Water Partnership (CWP) Program. At the same time the MPCA is accepting applications for the federal Clean Water Act Section 319 non-point source grant program (319 program). This year the MPCA is administratively combining these two funding programs and running their application periods concurrently. All applications will be considered for both funding sources, if eligible.

In 1987, the Minnesota Legislature established the CWP Program (*Minnesota Statutes* §§ 103F.70 through 103F.761) to protect and improve surface and ground water in Minnesota through financial and technical assistance to local units of government. Section 319 provides federal grant money for nonpoint pollution abatement and water resource restoration.

Applications will be accepted from local units of government interested in leading a nonpoint source water pollution control project. Applications will also be accepted from other entities besides local units of government, but such applications would only be eligible for 319 program money.

Project funding is awarded for three types of projects:

- 1) Demonstration projects with statewide or regional applicability demonstrating new or innovative technology or best management practices,
- 2) Resource investigation (phase I) projects involving the completion of a diagnostic study and implementation plan that identifies the combination of activities necessary to improve or protect water quality, and
- 3) Projects implementing the activities identified during the phase I investigation.

In order to be eligible for implementation money the project applicants must have completed an approved phase I diagnostic study (or equivalent) or a Watershed Restoration Action Strategy in accordance with the standards established by the U.S. Environmental Protection Agency (USEPA).

For this year's funding round there will be a cap of \$250,000 (combination of grant and/or loan) awarded per year for up to three years for a total of \$750,000.

Minnesota Rules 7076.0100 through 7076.0290 and USEPA 319 program guidance provide the criteria and procedural conditions under which the MPCA may award assistance. In addition, there will be two criteria that will be emphasized to evaluate projects. The first is whether a watershed partnership sponsoring a project is self-sustaining or has plans in place to become self-sustaining within three years time. The MPCA is attempting to encourage watershed districts or organizations, conservation districts, or other entities to become prepared to carry on the necessary work beyond the life of the project. This criterion is not applicable to short-term projects with a stated end date. The second criterion the evaluation teams will be using is whether the projects applying for implementation money have done a comprehensive assessment and planning process in the watershed or around the water body of concern. Such assessments might consist of a CWP phase I or equivalent, completed basin or watershed plan specific to the project, wellhead protection plan, or other recent comprehensive studies specific to the project.

All completed applications **MUST** be received by **4:30 p.m. on Monday, October 16, 2000, in order to be eligible.**

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An information package is available for all interested parties. The package includes: 1) the CWP/319 application; 2) a copy of *Minnesota Rules* 7076.0100 through 7076.0290; 3) other guidance documents. The application, rules, and guidance documents are also available on the MPCA **web site** at www.pca.state.mn.us/water/financial.html Request additional information and the CWP/319 application information package from:

Cathy Jensen
Minnesota Pollution Control Agency
Policy and Planning Division
Community and Area-wide Programs
520 Lafayette Road North
St. Paul, Minnesota 55155-4194
Phone: (651) 297-8383

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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 the Department of Corrections (Project 00-21) For the Predesign Services of Locating and Developing the Principal Administrative Office for the Departments of Public Safety (DPS) and Corrections (DOC)

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, August 28, 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.

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):

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- 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. 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

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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.

- 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 00-21

Departments of Public Safety and Corrections

For the Predesign Services of Locating and Developing the Principal Administrative Offices for the Departments of Public Safety and Corrections.

a. PROJECT DESCRIPTION:

The Department of Administration is seeking predesign services to develop a document with the findings that will aid the Governor and Minnesota Legislature in making decisions regarding location and development of the principal administrative offices for the Departments of Public Safety and Corrections. The predesign must co-locate the two departments into a common facility or campus setting.

It is expected that a variety of alternatives will be explored and that a preferred Concept and site is agreed upon by the greatest consensus possible. The predesign must recommend a site for this facility.

The Departments of Public Safety and Corrections are agencies of the State of Minnesota with operational needs, program responsibilities, stakeholders and clients in common. The agencies are now located in rented/leased facilities, at a cost of \$3.3 million for Public Safety and \$1.14 million for Corrections per year. It is our common goal to improve services to customers, gain operational and space efficiencies and save taxpayer dollars.

Background on Agencies:

The mission of the Minnesota Department of Corrections (DOC) is to ensure that sanctions and services of the criminal justice system are designated and delivered to create a safer Minnesota.

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To aid in the achievement of this mission, DOC operates 10 correctional facilities including 8 for adults, and 2 for juveniles. As of 7-1-2000, the adult prison population totals 6,218 inmates; juvenile offenders total 198. The DOC is also responsible for over 14,000 offenders on probation, supervised release, and parole who are supervised by DOC agents. Through the state Community Corrections Act the department also administers grant funds to units of local government for correctional services.

The DOC is organized into three divisions: adult facilities, community and juvenile services, and management services. Additionally, units exist in the areas of investigations, interagency management, correctional industries and medical services. DOC has a total of over 3,700 employees.

The current DOC central office operation is in one building located in the Energy Technology Center, 1450 Energy Park Drive, Saint Paul, Minnesota 55108. The DOC central office currently has approximately 300 employees consolidated into 71,500 square feet of space. The current lease expires June 30, 2005.

The Minnesota Department of Public Safety (DPS) protects people and property in Minnesota through prevention, regulation, enforcement, information and service. The achievement of this mission is fulfilled through programs which: license drivers and register and title vehicles; promote fire safety and ensure the safety of gas and liquid pipelines; enforce liquor and gambling laws; ensure safety on roadways, reduce fatalities and enforce traffic laws; provide mitigation, preparedness, response and recovery to disasters; and provide criminal investigation, training, criminal records and forensic science assistance to local law enforcement; and administer grant programs aimed at reducing crime.

All people in Minnesota are either directly or indirectly impacted by the services provided by DPS. The department provides direct customer service at its central office to licensed drivers and owners of registered vehicles. Also provided at the central office is a high-tech emergency operating center, which, during an emergency, is staffed by over 200 federal, state and local agency representatives assigned to various aspects of keeping Minnesotans safe during an emergency.

The DPS's central office operation is comprised of 15 separate offices. Prior to 1994, these offices were decentralized in five different locations in St. Paul. Between 1994 and 1998, 14 offices and 620 employees were consolidated into approximately 180,000 square feet in Town Square at 444 Cedar Street in downtown St. Paul; and one office with 25 employees was moved into approximately 10,000 square feet at the Lowertown Business Center on 6th and Wacouta. These are both leased spaces. The Town Square lease expires in 2007 and the Lowertown lease expires in 2003.

The DPS underwent an extensive facilities planning effort during the 1994-98 relocation period; however, it has never completed a formal pre-design process. Nevertheless the current configuration and space allotments fairly accurately represent the DPS's current space needs.

The Bureau of Criminal Apprehension is not included in this pre-design since the state is building a separate building for that laboratory and office function.

With the goals of co-location, improved customer service and overall cost savings, the predesign process must include comprehensive planning intended to produce a long-range outlook for future space needs as the agencies grow over the next 20 years.

Predesign recommendations must be consistent with the State of Minnesota's overall strategic direction for agency locations.

b. REQUIRED CONSULTANT SERVICES:

The scope of this request includes a full Predesign Study for a facility to co-locate the DOC and the DPS in accordance with the Department of Administration Predesign Capital Budget Projects.

1. Predesign work as described in the State of Minnesota Predesign Manual for a co-located office/technology operations facility or campus and adjacent parking facilities that will be submitted to the 2002 Legislature for consideration.
2. Facilitate the development of an operational program that clearly articulates the functions of the departments. The departments intend that this will be a participatory process, the results reflecting the needs of the DOC and the DPS as expressed by a large cross-section of those affected.
3. Facilitate a review of programs, services and work processes with the goal of identifying, analyzing and describing opportunities to improve service to customers or work processes through co-location.
4. Facilitate development of recommendations for improvements in customer access and service. The recommendations must include location, space configuration and technology considerations.

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5. Development of a needs analysis that converts the operational program to amounts and types of space required to execute the program. This analysis should include an inventory of existing space, an analysis of alternative options that may also achieve the appropriate type of square footage, recommendations for co-locating or sharing space for similar business enterprises, and the presentation of the "preferred" option with the rationale for that recommendation. Nationally recognized space standards need to be identified, and when the recommendation is something other than the accepted standard, the analysis should document why this is needed. Analysis of alternative options and selection of the preferred option in the report should clearly identify and communicate the advantages of co-location opportunities. The needs analysis must also include an executive summary suitable for presentation to various groups of stakeholders.
6. Further development of a long-range master plan for the agencies to incorporate foreseeable needs and flexibility {or update-ability} to address those needs that are not predictable. The final predesign must provide facilities strategies for coping with the level of growth the agencies have been experiencing into the next 20 years.
7. Predesign recommendations that incorporate departments' technology plans with building design and standards. The successful consultant will have an understanding of agencies' technology plans and use, and be able to incorporate and accommodate forward-thinking technology as it relates to building design and engineering.

Predesign recommendations should be based on projections for the use of information management and communication technologies {wire and wireless} such as information technology, electronic data and image storage, networking, visual/video communications and voice communications for the next several years, rather than technologies employed presently.

Directions in infrastructure technologies such as energy management systems, indoor air quality management, security systems, and others should also be incorporated. Related issues must be identified for work in future phases, such as managing acoustics, lighting, HVAC to support the use of technologies anticipated in the next several years.

8. An analysis of real estate options, including development of weighted criteria for site selection. The predesign must yield co-location campus options of a sufficient size to accommodate the agencies and adjacent parking with room for growth and a recommendation for a site location, with support for the recommendation.
9. A financial and operational analysis of procurement and project delivery methods, with a recommended option and support for that recommendation.
10. Comparative financial and operational cost/benefit analysis of the various options, including continuing to lease existing facilities, leasing privately-owned new facilities, state ownership of new facilities, or other options identified in the predesign process. The analysis must include all anticipated project expenses, including relocation.
11. Cost analysis must include the ongoing costs associated with ownership, including maintenance.
12. Product/Deliverables

The successful consultant will be required to provide documentation of the information and data {stated above} that is gathered and synthesized during the predesign activities. The information submitted to the state shall meet the following requirements: (All materials developed are the property of the State of Minnesota).

- Clear and concise organization that is structured per the state's Predesign Manual. See Division of State Building Construction **web site** (www.admin.state.mn/dsbc). Text, graphics, drawings, data, presentation materials and spreadsheets on 8-1/2" x 11" bond paper and on electronic compact disk and 3.5 floppy disk using the following software:

- MS Word - text
- MS Excel - spreadsheets
- AutoCad 14 - drawings
- Jpg format - photos
- Powerpoint - presentation

- Formal submittals of the hard copy, in three ring binders, will be presented and submitted by consultant to the state on the following dates:

December	2000 - Preliminary concept report
February	2001 - 50% completion submittal
May	2001 - 90% completion submittal
November	2001 - Final submittal
Jan - May	2002 - Legislative session

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The consultant will be expected, with no additional fees to the project budget, to work flexibly with stakeholders during the predesign process, report on progress and take constructive suggestions for preparation of deliverables. This may include instructions to clarify analysis and gather additional information when necessary.

- The successful consultant shall be expected to maintain a running list of issues for each predesign element during the process to serve as an agenda for meetings, to assign responsibilities, set deadlines and schedule the activities.
- The successful consultant shall be expected to consider and review numerous site options, then recommend, present, and include three site options in the final Predesign document for potential development of the project. The three options are to include financial data and cost estimates for development and building of the project. One of the site options shall be identified as the preferred option.
- Each of the three site options shall have sub-options on funding strategies:
 - 1) The successful consultant shall provide, financial expertise, be experienced in large scale construction funding, work with the MN Department of Finance to determine cost savings options and delivery methods for funding the construction.
 - 2) The financial options for funding the project are to be integrated in the predesign document and presented with the consultant's formal submittals in February, May and July of 2001.
 - 3) Project cost estimates shall be presented on the State Capital Budget Request Form.
 - Issues for each site option, along with photographs shall be maintained by the consultant. The feasibility of development and construction of this project on each of the three site options shall be presented and integrated into the Predesign document. Site selection studies and criteria shall include (but not be limited to):
 - 1) Transportation
 - 2) Access
 - 3) Environmental impact
 - 4) Site development costs relating to site utilities/infrastructure
 - The successful consultant shall explain the methodology used to determine the architectural program for the state agencies involved. The methodology shall be documented and integrated into the predesign document. (A participatory method of developing the architectural program is desired).
 - The successful consultant will be required to develop and include in the Predesign document sustainable design criteria for the site selection process as well as guidelines and criteria to carry forward into future design and construction. Recommendations must be developed in accordance with the Minnesota Sustainable Design Guide. The Guide is available at **web site:** www.admin.state.mn.us/dsbc or www.sustainabledesignguide.umn.edu.

c. **SERVICES PROVIDED BY OTHERS:** None

d. **SPECIAL CONSIDERATIONS:**

The consultant shall demonstrate prior experience in the planning and development of large scale office facilities, including the design of a Emergency Management CommandPost Area for DPS, sufficient to handle all the necessary functions of such a specialized space and the site selection process. Proposals should also include:

- A detailed work and cost plan that will identify major tasks to be accomplished and can also be used as a scheduling and managing tool, as well as the basis for invoicing. This work plan should include descriptions of the processes and methodologies to be employed for each of the tasks. The work plan will serve as the basis for negotiating the contact agreement.
- Descriptions of the processes and methodologies to be employed for each of the tasks.
- A description of the firm's experience in facilitating participative planning processes and an outline of the plan for involving a broad cross section of stakeholders in this project.
- A description of the firm's capabilities in developing financial and operational analyses of procurement and project delivery options.
- Examples of relevant previous work that would demonstrate knowledge and performance success in similar projects, including graphic material illustrating the firm's qualifications for the work. It must be work in which the personnel listed have had significant participation and their roles must be clearly described. Identification of the

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expected levels of the departments' participation in each step of the project as well as any other services to be provided by the departments.

e. PROJECT BUDGET/FEEES:

The current project budget for this predesign study is \$400,000. This budget includes not only all consultant fees, but other costs associated with delivering a completed predesign document such as reimbursable expenses.

f. PROJECT SCHEDULE:

A consultant selection is anticipated in September 2000, the consultant will be expected to begin work promptly. The Predesign final report and supporting materials must be available for use as documentation on or before July 1, 2001. This report will serve as the basis for a legislative request for the next steps of co-locating the agencies. The predesign phase is meant to establish the foundations and feasibility of a specific request through written and conceptual graphic presentation.

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

There will not be an informational meeting. If you have any questions please refer your calls to one of the project contacts.

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

<i>Project Proposals Due:</i>	August 28, 2000, by 12 p.m. (Noon)
<i>Project Shortlist:</i>	September 5, 2000
<i>Project Interviews and Award:</i>	September 12, 2000

i. PROJECT CONTACT(S):

Questions concerning the project should be referred to:

Gordon O. Christofferson, Project Manager
Department of Administration
Division of State Building Construction
50 Sherburne Avenue, Room G-10
St. Paul, Minnesota 55155
Phone: (651) 297-2245
Fax: (651) 296-7650

Joseph R. Miller, Capital Resource Administrator
Department of Corrections
1450 Energy Park Drive, Suite 200
St. Paul, Minnesota 55108-5219
Phone: (651) 642-0247
Fax: (651) 603-0150

Diane Dybevik, Assistant Director Fiscal and Administrative Services
Department of Public Safety
444 Cedar Avenue, Suite 126
St. Paul, Minnesota 55101
Phone: (651) 297-2308
Fax: (651) 282-6586

9. CONTRACT REQUIREMENTS:

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

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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

Winona State University

Request for Bid for an Uninterruptable Power Source

NOTICE IS HEREBY GIVEN that Winona State University will receive sealed bids for an uninterruptable power source, installation and site preparation.

Bid specifications will be available August 14, 2000, from Sandra Schmitt, Purchasing Director, P.O. Box 5838, 205 Somsen Hall Winona State University, Winona, MN 55987 or by calling (507) 457-5067.

Sealed bids must be received by Sandra Schmitt, P.O. Box 5838 or Somsen 205G, Business Office, Winona State University, Winona, MN, 55987 by 3:00 p.m., August 28, 2000.

Winona State University reserves the right to reject any or all bids or portions thereof, or to waive any irregularities or informalities in proposals received.

Minnesota State Colleges and Universities

Hennepin Technical College

Request for Proposals for Consulting Services to Develop a Comprehensive College Master Facilities Plan

NOTICE IS HEREBY GIVEN that Hennepin Technical College, located at Brooklyn Park, Eden prairie, Hopkins and Plymouth, MN, requests proposals for consulting services to develop a comprehensive college master facilities plan.

Proposals are due September 1, 2000 at 2:00 P.M. at Hennepin Technical College, marked:

Attn: Diane Paulson
V.P. of Administrative Services
9000 Brooklyn Boulevard
Brooklyn Park, MN 55445

For more information, and for specifications and forms, call (763) 550-7143.

Submitted by: Larry McAttee, Purchasing Agent
Hennepin Technical College
Telephone: (612) 550-7143
Fax: (612) 550-7198

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Minnesota State Colleges and Universities

St. Cloud Technical College

Request for Proposal (RFP) for Computer Equipment

Introduction:

St. Cloud Technical College is soliciting bids for Computer Equipment beginning August 7, 2000.

Request for Proposals are available from:

St. Cloud Technical College
Jeri Fiereck
1540 Northway Drive
St. Cloud, MN, 56303
(320) 654-5479

Proposal Due Date:

Vendor proposals are due no later than 2:00 p.m., August 21, 2000.

Minnesota Historical Society

Request for Proposals for Parking Lot and Trail Construction at Historic Fort Snelling

NOTICE TO CONTRACTORS – Sealed proposals will be RECEIVED until 2:00 p.m., August 28, 2000, by Chris M. Bonnell, Contracting Officer, Finance and Administration Division, Minnesota Historical Society, 4th Floor, History Center, 345 Kellogg Boulevard West, St. Paul, Minnesota 55102 on behalf of the Commissioner of Transportation as agent for said Agency for the construction of the county project(s) listed below. Proposals will be opened and read publicly by the Commissioner of Transportation or his representative at the History Center, St. Paul, Minnesota, immediately after the hour set for receiving bids.

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 PROJECT(S)

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;

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.

Professional, Technical & Consulting Contracts

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 5000.36000 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 Statutes* 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).”

Parking Lot and Trail Construction – Grade, Aggregate Base, Bituminous Surface, Modular Block Retaining Wall, Pipe Culvert, Pipe Sewer, Concrete Walk, Concrete Curb & Gutter, Revise Lighting System, Chain Link Fence, Pavement Markings, Landscaping and Turf Establishment.

S.P. 94-100-17 (Fort Snelling), Minnesota Project No. TEAF 2797(029), located at Historic Fort Snelling. The major items of work are 9913 m3 of common Excavation, 1563 m3 of Aggregate Base, 501 t of Type 41 Wearing Course Mixture, 481 t of Type 41 binder Course Mixture, 295 m2 of Modular Block Retaining Wall, 37.9 m of 560 and 725 mm Span Reinforced Concrete Pipe Arch Culvert, 95.3 m of 430 mm Span Corrugated Steel Pipe Arch Culvert, 233 m. of 300, 375 and 600 mm Reinforced Concrete Pipe Sewer, 21 m of Construct Drainage Structures, 147 m3 of Random Riprap, 662 m2 of Special Concrete Walk, 1537 m of Concrete Curb & Gutter, 37 each Information Signs, Revise Lighting System, Relocate Utility Facilities (Lump Sum), 162 m of Chain Link Fence, 1326 m of Pavement Markings – Paint, 220 m2 of Pavement Marking – Epoxy, 14 Trees, 100 Shrubs, 513 m of Silt Fence, and 1.6 ha of Turf Establishment.

NOTICE TO BIDDERS: A Pre-Letting Conference will be held at the Project Site on August 21, 2000, at 10:00 a.m. All interested parties are invited to attend. Any questions regarding this Project should be directed to Deb Bartels at (651) 222-5754.

A minimum goal 9% Good Faith Effort to be subcontracted to Disadvantaged Business Enterprises.

<u>Item</u>	<u>Counter Price</u>
Plans and 1 Proposal	\$29.75
Proposals only, per copy	\$12.00

Proposals, plans and specifications may be examined and secured in Room 109 of the Minnesota Department of Transportation Building, St. Paul, Minnesota 55155. The Contracting Officer of the Minnesota Historical Society, St. Paul, Minnesota will have copies of the above for examination only.

REQUESTS FOR PLANS AND PROPOSALS MAY BE SUBMITTED ON CONSTRUCTION FORM NO. 21120, ACCOMPANIED BY CHECK, DRAFT OR MONEY ORDER, PAYABLE TO THE COMMISSIONER OF TRANSPORTATION. ALL MAIL ORDERS SHOULD BE ADDRESSED TO PLANS AND PROPOSALS, 395 JOHN IRELAND BOULEVARD, MAIL STOP 694, ST. PAUL, MN 55155.

Bids must be accompanied by a certified check made payable to the Commissioner of Transportation, or a corporate surety bond made in favor of the State of Minnesota in an amount as designated on the proposal form.

PLEASE NOTE

7% MINNESOTA SALES TAX MUST BE INCLUDED ON ALL COUNTER PURCHASES MAIL ORDERS WITHIN ST. PAUL. 6.5% SALES TAX MUST BE INCLUDED ON ALL ORDERS SHIPPED TO POINTS IN MINNESOTA.

COUNTER PURCHASES MAY BE MADE BETWEEN 7:30 a.m. AND 4:00 p.m.

VISA AND MASTERCARD ARE NOT ACCEPTED.

Elwyn Tinklenberg
Commissioner of Transportation

Professional, Technical & Consulting Contracts

Minnesota House of Representatives

Public Notice of Request for Proposal for the Lease or Purchase of 155 Laptop Computers

NOTICE IS HEREBY GIVEN that the Minnesota House of Representatives is seeking bids from qualified vendors for the lease or purchase of 155 laptop computers.

All bids must be submitted on the forms accompanying the specifications in a sealed envelope and delivered to Dennis Kern, House Administrative Services, 199 State Office Building, St. Paul, MN 55155 no later than Friday, September 15, 2000, at 2 p.m. Bids will be opened publicly on that date and time.

A copy of the Request for Bids packet can be obtained by calling: Dennis Kern, 199 State Office Building, 100 Constitution Avenue, St. Paul, Minnesota 55155-1298 (651) 297-7502 or by sending an **email** to: dennis.kern@house.leg.state.mn.us.

Other House personnel are NOT allowed to discuss the Request for Bid with anyone, including responders, before the proposals submission deadline.

Minnesota Department of Human Services

Health Care Operations Division

Request for Information (RFI) About and Demonstrations Developing and Implementing Benchmarks for Managed Care Health Encounter Data

The Minnesota Department of Human Services, through its Health Care Operations (HCO) division, is seeking information from vendors (and other interested parties) to help HCO determine benchmarks for measuring the validity of health care encounter data submitted by contracted managed care health plans and processed by our Medicaid Management Information System (MMIS) to comply with the requirements of Minnesota Law pertaining to defining, developing, and implementing a risk adjustment system for managed care health plans. (*Minnesota Statutes* § 62Q.03)

HCO's goal is to develop or procure a methodology and/or an analytical software tool designed to establish and monitor benchmarks for measuring the accuracy and integrity of health plan encounter data for the purposes of risk adjustment relative weights computation. Risk adjustment relative weights are calibrated by DHS using average enrollee charges for a given period within a diagnosis group. HCO is interested in input vendors are willing to offer in order to help it develop a Request for Proposals (RFP) that will assist HCO in validating and benchmarking encounter data for risk adjustment purposes.

Vendors or other parties interested in providing information or scheduling demonstrations may contact Mary Poe, manager, HCO Data Management Quality Assurance Unit, via **email**: (mary.poe@state.mn.us) or by **telephone** at (651) 297-3211 or Gina Kiser via **email**: (gina.kiser@state.mn.us) or **telephone**: (651) 297-3890. Vendors are not required to respond to the RFI in order to respond to the anticipated RFP. Vendors will be responsible for all costs and expenses incurred in responding to this RFI.

Vendors may not rely upon any representations or comments made during the RFI process - a contract award may only be made under a subsequent purchasing process.

The State reserves all rights to proceed in whatever manner it perceives to be in its best interest, and may cancel this RFI at any time and/or choose not to issue an RFP or purchase any services or solutions from outside resources.

Minnesota Supreme Court

The Information Technology Division

Notice of Request for Proposal (RFP) for Court Case Management Solution Vendors

The Minnesota Court Information System project (MNCIS), sponsored by the Minnesota Supreme Court, is currently seeking Court Case Management Solution Vendors.

Interested vendors should visit the project website to view the RFP on August 15, 2000.

Deadline for Proposal Submissions is September 15, 2000.

All questions will be handled in writing through the project **website**: <http://www.courts.state.mn.us>

Department of Transportation Program Support Group

Notice of Availability of Contract for Transportation Study in Spicer, Minnesota

The Minnesota Department of Transportation (Mn/DOT) is soliciting the proposals for Transportation Study which will include the detailed analysis of the transportation system needs within and around community of Spicer, Minnesota.

Work is proposed to start November 1, 2000.

Request for Proposals will be available by mail from this office through August 28, 2000. **A written request (direct mail or FAX) is required to receive the Request for Proposal.** After August 28, 2000, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from the Mn/DOT Agreement Administrator:

Alex Chernyaev, P.E.
Consultant Services Unit - 7th Floor North
Minnesota Department of Transportation
395 John Ireland Boulevard, MailStop 680
St. Paul, MN 55155
Fax: (651) 282-5127

Proposals in response to the Request for Proposals in this advertisement must be received at the above address no later than 2:00 P.M. CDT on September 7, 2000. **Late proposals will not be considered.** No time extensions will be granted.

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 will 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.

Metropolitan Airports Commission

Public Notice for Qualifications Statements for Legislative Services

The Metropolitan Airports Commission (MAC) is requesting qualifications statements from firms or persons interested in assisting Commission staff in state legislative activities as set forth in the Request for Qualifications, which is available for review at the Commission offices, 6040 28th Avenue South, Minneapolis, MN 55450.

To request a copy of the "Request for Qualifications for State Legislative Services" which outlines the selection process, contact the Labor and Governmental Affairs Department at MAC at (612) 726-8151. The deadline for submission of qualifications statements is Friday, August 25, 2000.

Non-State Public Bids, Contracts & Grants

Metropolitan Council

Notice of Request for Proposals for Professional Real Estate Services

Contract 00P0109

The Metropolitan Council is soliciting proposals for professional real estate services for the Council's implementation of its public housing initiative, the Family Affordable Housing Program. Over the next 18 months, the Council plans to acquire approximately 209 housing units to own and operate as HUD-assisted public housing. A variety of housing types will be acquired (and renovated as necessary), including single family homes, townhomes, and multi-family structures with less than eight dwelling units. Properties will be purchased in accordance with Council-adopted location criteria in suburban cities throughout Anoka, Hennepin, and Ramsey Counties. The Council will only pursue acquisitions in cities that have executed Cooperation/Participation Agreements with the Council.

Services required may include some or all of the following:

- Identifying properties to be acquired; coordinating site visits by Council staff (contractor must have direct MLS access);
- Coordinating or conducting thorough property inspections and determining scope of work necessary to bring property up to HUD and Council standards; estimating costs of identified necessary improvements;
- Coordinating or preparing formal scope or work; coordinating work by construction contractors;
- Negotiating all purchase agreements within identified Council parameters;
- Coordinating all required title work, environmental testing, appraisals, surveys, etc.;
- Preparing all related HUD-required forms;
- Leasing the property according to the Hollman Consent Decree requirements;
- Preparing and transmitting all acquisition and lease-up documents required by the Council and HUD, and affected associations (required for townhomes purchases for example); forward same to appropriate parties.

The Council understands that one contractor may not be able to complete all of the tasks detailed above, and may split contracts accordingly. Also, since the Council must complete this acquisition and lease-up by April 2000, the Council may choose to retain several contractors to ensure completion as required.

The Council intends to select firms and/or individuals for these services based on the following tentative schedule:

<i>Issue Request for Proposal</i>	August 14, 2000
<i>Proposals Due</i>	August 28, 2000
<i>Selection of Firm(s)</i>	September 2000

All firms/individuals interested in providing these services should request a copy of the Request for Proposals. Send or fax requests to:

Amanda Petersen, Administrative Assistant
Contracts and Procurement
Metropolitan Council
Mears Park Centre
230 East Fifth Street
St. Paul, MN 55101
Phone: (651) 602-1585
Fax: (651) 602-1138
Email: amanda.petersen@metc.state.mn.us

Metropolitan Council

Notice of Request for Proposals for Various Professional and Technical Transit Support Services

Contract OOP0080

The Metropolitan Council is soliciting proposals for various professional and technical services to support the Council's Metro Transit Division in completing smaller projects on an as-needed basis. These services include:

- Geotechnical Investigations and Materials Testing;
- Environmental Assessment and Investigations;
- Surveying;
- Traffic Studies;
- Architectural and Engineering Design and Construction Support Services;
- Traffic Engineering Services;
- Public and Community Relations Services;
- Market Analysis for Commercial Development;
- Land Use Planning;
- ADA Design and Evaluation Services;
- Appraisal Services;
- Testing and Inspection Services;
- Construction Support Services;
- Rights-of-Way Investigation and Negotiation Services;

The Council intends to execute professional service contracts with ten to fifteen Proposers that are able to provide one or more of these services. Each contract will have a maximum value between \$100,000 and \$200,000 and a term of three years. The contracts will be structured to allow the Council to request specific professional services, generally valued at less than \$25,000, on an as needed basis by issuing Work Orders. Each Work Order will include a specific scope of services, specified cost for those services, and a designated Council Project Manager.

The Council intends to select firms for these services based on the following tentative schedule:

<i>Issue Request for Proposal</i>	August 14, 2000
<i>Proposals Due</i>	September 13, 2000
<i>Selection of Firms</i>	September 2000
<i>Execution of Contracts</i>	October 2000

All firms interested in providing these services should request a copy of the Request for Proposals. Send or fax requests to:

Administration Assistant, Contracts and Documents Unit
Metropolitan Council
Mears Park Centre
230 East Fifth Street
St. Paul, MN 55101
Fax: (651) 602-1138

Non-State Public Bids, Contracts & Grants

Metropolitan Council

Public Notice for Request for Proposals for Professional Transit Planning Services

NOTICE OF HEREBY GIVEN that the Metro Transit Division of Metropolitan Council, which provides mass transit services to the Twin Cities area, is soliciting proposals to provide professional planning services for the St. Paul/Minneapolis Regions' Planning Sector 5. Metro Transit Project Number 56215. One of nine in the region, Sector 5 includes all or part of five cities, the International Airport, four major investment transit corridors, one of which is the Twin Cities first rail line.

Qualified firms should have significant prior experience with the development of transit service plans based on analysis of ridership, general trip data, review of cities' comprehensive plans and state and metropolitan government proposals for transit improvements. Innovative transit service delivery concepts will be welcome.

The tentative schedule for selecting a firm for this project is as follows:

<i>Issue Request for Proposals</i>	August 7, 2000
<i>Proposals Due Date</i>	September 12, 2000
<i>Selection of Vendor</i>	October 12, 2000
<i>Notice to Proceed</i>	October 18, 2000

All firms interested in this project should submit a Letter of Interest requesting a copy of the Request for Proposal package. Send or fax requests to:

Administrative Assistant, Contracts and Documents Unit
Metropolitan Council Environmental Services
Mears Park Centre
230 East Fifth Street
St. Paul, MN 55101
Fax: (651) 602-1138

Metropolitan Council

Public Notice for Request for Proposals for Computer Equipment and Professional Services

NOTICE IS HEREBY GIVEN that the Metro Transit Division of Metropolitan Council, which provides mass transit bus services to the Twin Cities area, is soliciting proposals to provide equipment and professional services for the St. Paul/Minneapolis Advanced Regional Transit Communication Management System (SMARTCoM), Metro Transit Project Number 64581, for their Transit Control Center (TCC).

The SMARTCoM will provide a new enhanced and expanded Computer Aided Dispatch (CAD) System, including Automatic Vehicle Location (AVL) and Automated Passenger Counter (APC) technology that will link the TCC to the new digital 800 MHz system. SMARTCoM will be installed on 900+ Metro Transit buses and support vehicles. The project will include design and installation of SMARTCoM software and hardware, console furniture, data base, data base stations, installation of hardware in the TCC, bus garages, vehicles, and remote locations.

Qualified firms should have significant prior experience with development, integration and startup of CAD/AVL and APC systems on comparably sized systems, vehicle and facility installation, project management and coordination.

The tentative schedule for selecting a firm for this project is as follows:

<i>Issue Request for Proposals</i>	July 25, 2000
<i>Pre-Proposal Conference</i>	August 17, 2000
<i>Proposal Due Date</i>	September 26, 2000
<i>Vendor Presentations</i>	October 17-19, 2000
<i>Request Best and Final Offers (if required)</i>	October 26, 2000
<i>Submittal of Best and Final Offers</i>	November 10, 2000
<i>Selection of Vendor</i>	November 17, 2000
<i>Contract Negotiations</i>	November 20 – December 15, 2000
<i>Council Approval</i>	January 10, 2001
<i>Notice to Proceed</i>	January 19, 2001

Non-State Public Bids, Contracts & Grants

All firms interested in this project should submit a Letter of Interest requesting a copy of the Request for Proposal package. The first copy of the RFP is provided free of charge, additional copies require \$40 per copy with a check made payable to Metropolitan Council.

Send or fax requests to:

Administration Assistant, Contracts and Documents Unit
Metropolitan Council Environmental Services
Mears Park Centre
230 East Fifth Street
St. Paul, MN 55101
Fax: (651) 602-1138

Metropolitan Council

Public Notice for Request for Qualifications Statements for Professional Services

NOTICE IS HEREBY GIVEN that the Metro Transit Division of the Metropolitan Council, which provides mass transit bus services to the Twin Cities of Minneapolis and St. Paul, Minnesota, is soliciting qualifications statements to provide professional services to assist the Council in undertaking a joint development project.

The Council owns the property in St. Paul upon which the Snelling Avenue Bus Garage Facility is located. The Council has begun exploration of a joint development venture with private sector, which would involve replacement of the existing bus garage facility in combination with other development. This joint development would be funded in part by the Federal Transit Authority (FTA). In order to continue with exploring, evaluating, and implementing this joint development venture concept, the Council is seeking qualifications statements from consultants who can provide Joint Development Management Services. These services would include, but not be limited to, providing assistance in the following areas:

- Coordination with FTA;
- Coordination with other grantors, lenders, etc.;
- Financing issues;
- Real estate issues;
- Risk management issues;
- Land use planning issues;
- Zoning issues;
- Site planning, project size, and configuration issues;
- Integration of public and private uses;
- RFQ and RFP development guidance for joint development proposals;
- Council policy and procedure development guidance and;
- Coordination of public and community relations.

These services, and others as identified, would be to assist the Council in identifying, understanding, and traversing various policies, procedures, rules, regulations, and related issues to successfully implement a joint development venture.

The Council intends to select a firm for this project using a two-step process consisting of receiving qualifications statements and prequalifying firms, followed by requesting proposals only from the prequalified firms and selecting a firm. The tentative schedule for this process is:

<i>Issue Request for Qualifications Statements</i>	August 14, 2000
<i>RFQ Packages available for distribution by</i>	August 25, 2000
<i>Qualifications Statements Due Date</i>	September 13, 2000
<i>Pre-Qualification of Firms</i>	September 2000
<i>Issue Request for Proposals</i>	October 2000
<i>Proposals Due Date</i>	November 2000
<i>Selection of Consultant</i>	December 2000

Non-State Public Bids, Contracts & Grants

All firms interested in this project should submit a Letter of Interest requesting a copy of the Request for Qualifications package. Send or fax requests to:

Administration Assistant, Contracts and Documents Unit
Metropolitan Council
Mears Park Centre
230 East Fifth Street
St. Paul, MN 55101
Fax: (651) 602-1138

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.

University of Minnesota

2000 Prequalification of General Contractors to Perform Construction Services at the University of Minnesota Twin Cities Campus

The University of Minnesota is accepting submittals for its General Contractor Prequalification Program. This year, the University is accepting submittals for both its Small Construction Contract Program, and its Major Construction Contract Program.

Only contractors who have successfully prequalified under this program may bid or propose on construction projects at the University of Minnesota's Twin Cities Campus.

All interested general contractors are required to submit information using the forms provided in the University of Minnesota's General Contractor Prequalification Document Package. Successful prequalification will be determined by evaluation of the information provided in the contractor's completed submittal of this document package.

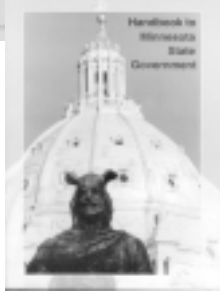
Prequalification Document Packages will be available for distribution beginning Monday August 14, 2000. The prequalification package contains a hard copy (paper version), and a 3-1/2" IBM compatible diskette (electronic version) containing Microsoft Word 97 for Windows files.

Copies of the document package may be requested any time by contacting Kevin McCourt by **email:** (mccourt@fm.facm.umn.edu), or by **phone:** (612) 626-8973. Requests for document packages will be fulfilled by mail on August 14, 2000. Copies may also be picked up in person beginning August 14, 2000 at the following location:

University of Minnesota
400 Donhowe Building
319 15th Avenue Southeast
Minneapolis, MN 55455

The deadline for submittals is 2:00 p.m. Monday September 14, 2000.

New State Phone Directory & Handbook!

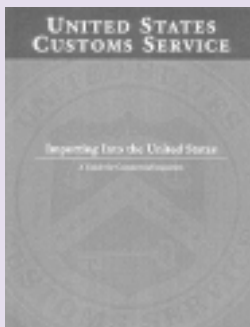


State of Minnesota Telephone Directory 2000-2001

Alphabetical listings of all Minnesota state employees plus state department listings (both metro area and greater Minnesota) including fax numbers, email addresses and TTY numbers. Softcover, 388pp. **Stock No. 1-87 \$13.95**

Handbook to Minnesota State Government

A great companion to the phone book, this easy-to-use handbook features the state agencies under the current Ventura administration. A tremendous resource for all state citizens, this reference will provide the information you need to best utilize the many services and programs provided by our state agencies. Each agency listing features contact information needed to reach the commissioner and other key contacts. You'll find hundreds of addresses, phone numbers, web sites, e-mail addresses, FAX numbers plus a brief outline of what each state agency does for you and photos of several commissioners. Softcover, pp. **Stock No. 1-1 \$7.95**



Importing into the United States

Just released, this federal government publication walks you through the commercial import process. Softcover, 109pp. **Stock No. 16-7 \$9.00**

Gardening Calendar 2001

Stock No. 15-1 \$11.95

Weatherguide Calendar 2001

Stock No. 15-51 \$14.95

State Parks Calendar 2001

Stock No. 15-38 \$8.95



Minnesota Almanac 2000

You're familiar with the Farmer's Almanac. Now check out the new Minnesota Almanac. From employment to sports records, geography to vital statistics, weather facts to business and organized labor-- you'll find scores of interesting facts in this handy reference. Softcover, 394pp. **Stock No. 19-106 \$15.95**



Emergency/Disaster Preparedness: A Planning Guide for Schools

Developed by the Dept. of Public Safety and Children, Families, and Learning, this guide offers a quick reference for school officials to help them prepare for and respond to a variety of emergencies and other concerns. Topic include: severe weather, suicide, fire, assault/fights, bomb threats, shooting, hazardous materials, and more. Looseleaf with reinforced tabs, 26pp. **Stock No. 19-106 \$15.95**



