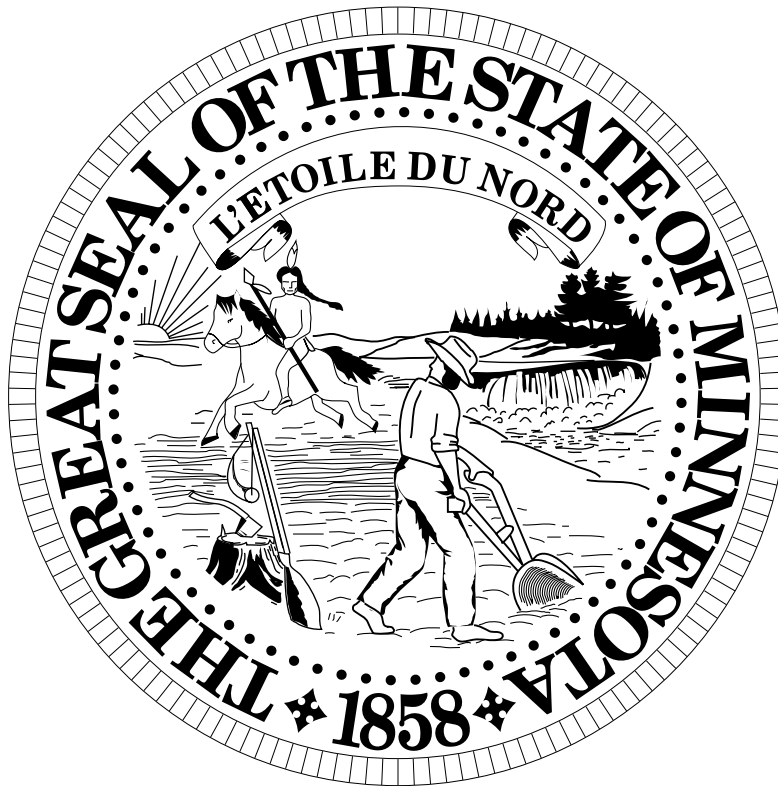


State of Minnesota

# State Register

Rules and Official Notices Edition



Published every Monday (Tuesday when Monday is a holiday) by the  
Department of Administration – Communications Media Division

**Monday 28 August 2000**  
**Volume 25, Number 9**  
**Pages 579-610**

# 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- proposed, adopted, exempt, expedited emergency and withdrawn rules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

---

Jesse Ventura, Governor (651) 296-3391	Mike Hatch, Attorney General (651) 297-4272	Mary Kiffmeyer, Secretary of State (651) 296-2079
Mae Schunk, Lt. Governor (651) 296-3391	Judi Dutcher, State Auditor (651) 297-3670	Carol Johnson, State Treasurer (651) 296-7091
Department of Administration: David F. Fisher, Commissioner (651) 296-1424 Kent Allin, Asst. Commissioner (651) 297-4261	Communications.Media Division: Mary Mikes, Director (651) 297-3979 Jan Preglo, Acting Manager (651) 296-8233	Robin PanLener, Editor (651) 297-7963 Jane Schmidley, Assistant Editor (651) 296-4273 Jessie Rahmeyer, Subscriptions (651) 297-8774

---

## 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
#9	Monday 28 August	Noon Wednesday 16 August	Noon Tuesday 22 August
#10	<b>TUESDAY 5 SETPEMBER</b>	Noon Wednesday 23 August	Noon Tuesday 29 August
#11	Monday 11 September	Noon Wednesday 30 August	Noon Tuesday 5 September
#12	Monday 18 September	Noon Wednesday 6 September	Noon Tuesday 12 September

---

Copyright © 2000 Communications.Media Division, Department of Administration, State of Minnesota.  
Publication Number: 326630 (ISSN 0146-7751)

**SUBSCRIPTION SERVICES:** Copies are available at Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Order by phone: Metro area: (651) 297-3000 Toll free (800) 657-3757. TTY relay service phone number: (800) 627-3529. **NO REFUNDS.** Subscribers who do not receive a copy of an issue should notify the *State Register* Subscription Office immediately at (651) 297-8774. Copies of back issues may not be available more than two weeks after publication. Both editions are delivered postpaid to points in the United States, Periodicals Postage Paid for the *State Register* at St. Paul, MN, first class for the *Solicitation Announcements*. See the *State Register* and the *Solicitation Announcements* on our website: <http://www.comm.media.state.mn.us> Click on "Minnesota's Bookstore."

- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year, hard copy, paper subscription: \$160.00.
- *Solicitation Announcements* (published every Tuesday and Friday) One year subscription: \$135.00 via first class mail, \$150.00 via fax or through our website. Users agree not to redistribute without authorization.
- **13-week trial subscription** which includes both the *State Register* and *Solicitation Announcements* \$65.00
- **Single issues** are available for a limited time: *State Register* \$5.00, *Solicitation Announcements* \$1.00. Shipping is \$3.00 per order.

**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 Department of Children, Families and Learning.

## 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

<b>Minnesota Rules: Amendments &amp; Additions</b>		
Volume 25, Issue #1-9 .....	582	
<b>Proposed Rules</b>		
<b>Revenue Department</b>		
Individual income tax; innocent spouse relief and liability of divorced spouses .....	584	
<b>Adopted Rules</b>		
<b>Teaching Board</b>		
Continuing or professional teacher license issuance and renewal .....	588	
<b>Errata</b>		
<b>Health Department</b>		
Correction to adopted rules on vital statistics .....	588	
<b>Official Notices</b>		
<b>Administration Department</b>		
State Designer Selection Board meeting dates, times, and agendas for September 2000 .....	589	
<b>Executive Council</b>		
<b>State Board of Investment</b>		
<b>Land Exchange Board</b>		
<b>Investment Advisory Council</b>		
Meeting of the Investment Advisory Council on Tuesday 5 September and meetings of the Executive Council, State Board of Investment and Land Exchange Board Wednesday 6 September .....	589	
<b>Housing Finance Agency</b>		
Hearing on issuance of rental housing bonds Wednesday 13 September 2000 .....	589	
<b>Human Services Department</b>		
Availability of the Minnesota Health Care programs provider participation list [also known as DHS Rule 101 provider compliance list] .....	590	
<b>Metropolitan Council</b>		
Adoption of 2001-2004 transportation improvement program for the Twin Cities Metropolitan Area .....	590	
<b>Natural Resources Department</b>		
Outside opinions sought on sunken log lease application .....	591	
<b>Transportation Department</b>		
Availability of ICS/UCN customer classification and rate plan from private-public partnership to build a statewide fiber optic network .....	591	
<b>State Grants &amp; Loans</b>		
<b>Children, Families and Learning Department</b>		
Request for proposals for early childhood facilities in Minnesota .....	592	
<b>Health Department</b>		
Request for proposals for grants for youth access to tobacco enforcement projects .....	592	
<b>Human Services Department</b>		
Availability of funds for housing with services for older persons .....	593	
		Request for proposals from eligible health plan contractors to serve people with physical disabilities in an integrated health care delivery system called Minnesota Disability Health Options .....
		593
		<b>Mediation Services Bureau</b>
		Applications accepted for funding under the Minnesota Area Labor-Management Committee program for calendar year 2000 grants .....
		594
		<b>Contracts: Professional, Technical, Consulting</b>
		<b>Administration Department</b>
		Request for proposals for Bemidji State University for architectural and engineering services for the Center for Advanced and Emerging Technologies - Laboratory Building .....
		595
		<b>Minnesota State Colleges and Universities</b>
		Request for proposals to develop communication/marketing package .....
		599
		<b>Commerce Department</b>
		Request for proposals on specifications for organizations qualified to conduct a market research study on behalf of the department .....
		599
		<b>Minnesota Historical Society</b>
		Request for bids for:
		• Exterior painting of Comstock House, Moorhead .....
		601
		• FY 01 direct mail program processing .....
		602
		• Printing services for smythesewn casebound book of graphics and text .....
		602
		<b>Minnesota House of Representatives</b>
		Request for bids for financial audit for fiscal year 2000 .....
		602
		<b>Public Safety Department</b>
		Request for proposals for the solicitation of paid advertising ...
		603
		Request for proposals for pre-employment psychological evaluations for state patrol trooper candidates .....
		603
		<b>Transportation Department</b>
		Request for proposals to provide preliminary design, final design and construction administration for five interregional corridor projects .....
		603
		Request for proposals for right-of-way services in District 3 - Baxter, MN .....
		604
		<b>Non-State Public Bids, Contracts &amp; Grants</b>
		<b>Metropolitan Council</b>
		Availability of grant funds from the Metropolitan Livable Communities Act Tax Base Revitalization Account .....
		605
		Request for proposals to provide professional computer software training services .....
		606
		Request for proposals for engineering services for design and preparation of contract drawings and specifications ....
		606
		Request for proposals for professional real estate services for the council's public housing initiative .....
		607
		Solicitation of bids for warehousing and distribution of bus schedules .....
		608
		<b>University of Minnesota</b>
		Bid Information Service (BIS) available for all potential vendors .....
		608

# 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.

## Volume 25, Issues # 1-9

### Agriculture Department

1562.0800 (adopted) ..... 30

### Chiropractic Examiners Board

2500.1110; .1900 (proposed) ..... 544

2500.1150; .2515 (proposed) ..... 109

2500.2530 (proposed) ..... 110

### Children, Families and Learning Department

3501.0320; .0330; .0370; .0400; .0420 (proposed) ..... 5

3501.0360; .0370 s.1, 2, 4; .0420 s.4; .0430 (proposed repealer) ... 5

### Health Department

4600.0100; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100; .1200; .1300; .1400; .1500; .1600; .1700; .1900; .2000; .2100; .2200; .2300; .2400; .2500; .2600; .2700; .2800; .2900; .3000; .3100; .3200; .3300; .3400; .3500; .3600; .3700; .3800; .4000; .4100; .4200; .4300; .4400; .4500; .4600; .4700; .4800; .4900; .5000; .5100; .5200; .5300; .5400; .5500; .5600; .5700; .5800; .5900; .6000; .6100; .6200; .6300; .6400; .6500; .6600; .6700 (repealed) ..... 487

4600.0100 (errata) ..... 588

4601.0100; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100; .1200; .1300; .1400; .1500; .1600; .1700; .1800; .1900; .2000; .2100; .2200; .2300; .2400; .2500; .2525; .2550; .2600; (adopted) ..... 487

4617.0002 (proposed) ..... 137

4617.0002; .0065; .0066; .0067; .0068; .0070; .0084; .0100; .0121; .0176 (adopted) ..... 555

4617.0002 s.21a, 28c, 44c; .0059; .0068 s.8; .0069; .0086; .0120 (repealed) ..... 555

4615.0900; .1000; .1100; .1200; .1300; .1400; .1500; .1600; .1700; .1800; .1900; .2000; .2100; .2200 s.1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26; .2300; .2400; .2500; .2600; .2700; .2800; .2900; .3000; .3100; .3200; .3300; .3400; .3500; .3600; .3700; .3800; .3900; .4000; .4100; .4200; .4300; .4400; .4500; .4600; .4700; .4800; .4900; .5000; .5100; .5200; .5300; .5400; .5500; .5600; .5700; .5800; .5900; .6000; .6100; .6200; .6300; .6400; .6500; .6600; .6700; .6800; .6900; .7000; .7100; .7200; .7300; .7400; .7500; .7600; .7700; .7800; .7900; .8000; .8100; .8200; .8300; .8400; .8500; .8600; .8700; .8800; .8900; .9000; .9100; .9200; .9300; .9400; .9500; .9600; .9700; .9800; .9900; (adopted) ..... 487

4617.0002 s.6, 13, 20, 33; .0035; .0044; .0045; .0049; .0050; .0052; .0054; .0056; .0058 (proposed repealer) ..... 137

4670.1320; .2670; .2900; .2910; .2920; .2930; .3530; .4210; .4220; .4230 (adopted) ..... 142

4670.2940; .3100; .4240 (repealed) ..... 142

4763.0110; .0125; .0135; .0140; .0160; .0190; .0205; .0215; .0220; .0240; .0270; .0285; .0295; .0300; .0320 (adopted) ..... 487

4763.0120; .0130; .0140 s.2, 4; .0193 s.3; .0200; .0210; .0220 s.2; .0270 s.2; .0280; .0290; .0300 s.2 (repealed) ..... 487

### Housing Finance Agency

4900.0010 (proposed) ..... 59

### Labor and Industry Department

5208.1500 (adopted exempt) ..... 31

5220.1900 (adopted) ..... 81

5221.0100; .0405; .0410; .0420; .0430; .0500; .0600; .0700; .4000; .4020; .4030; .4032; .4033; .4035; .4040; .4041; .4050; .4051; .4060; .4061; .4062; .4070 (proposed) ..... 212

5221.4030 s. 2a; .4033 s. 2a; .4034; .4040 s. 2a; .4050 s. 2a; .4060 s. 2a (proposed repealer) ..... 212

5221.4030 s.2 (errata) ..... 560

### Pharmacy Board

6800.0400; .1150; .1300; .1400; .3850 (adopted) ..... 81

### Natural Resources Department

6115.0150; .0160; .0170; .0190; .0200; .0210; .0211; .0221; .0230; .0231; .0240; .0250; .0255; .0260; .0270; .0271; .0280 (adopted exempt) ..... 143

6230.0400; .0600; .0700; .0800; .1100; 6232.0900; 6234.1700; .1800; 6240.0610; .1000; .1200; .1500; .1600; .1700; .1750 (adopted expedited emergency) ..... 557

6230.0400 s.29; .0600 s.7 (24 SR 275 - August 30, 1999) (repealed expedited emergency) ..... 557

6236.0300; .700 (adopted expedited emergency) ..... 183

### Pollution Control Agency

7001.0020; .0050; .4215; .4230; 7150.0030; 7151.1100; .1200; .1300; .4100; .5100; .5200; .5600; .5700; .6100; .6200; .6400; .6600; .6700; .7100; .7200; .8200; .8400 (adopted) ..... 556

### Public Safety Department

7520.0650; .1000; .1100 (adopted) ..... 487

### Public Utilities Commission

7811.0700; .1900; .2210; 7812.0700; .1900; .2210 (proposed) ..... 546

7811.2200; 7812.2200 (proposed repealer) ..... 546

## Minnesota Rules: Amendments and Additions

<b>Revenue Department</b>			
<b>8160.0500 (proposed)</b> .....	584	<b>Teaching Board</b>	
<b>Secretary of State</b>		<b>8700.1100; .1300; .1400; .1600; .1700; .1800; .1900; .1910; .2100;</b>	
<b>8240.0100; .0200; .0300; .1050; .1100; .1200; .1300; .1350; .1400;</b>		<b>.2200; .2300; 8710.7000; .7100; .7200 (proposed)</b> .....	588
<b>.1500; .1600; .1655; .1750; .1800; .1900; .1950; .2000; .2100;</b>		<b>8700.0900; .1000; .1200; .2000; 8750.7000; .7100; .7200; .7300;</b>	
<b>.2200; .2300; .2400; .2500; .2700; .2800; .2850; .2900</b>		<b>.8000; .8100; .8200; .8300; .8400 (proposed repealer)</b> .....	588
<b>(adopted)</b> .....	112	<b>8710.0300; .0400; .0500; .0550; .0600; .0700; .0800; .0850; .0900;</b>	
<b>8240.1650; .1655 s.5; .1700 (repealed)</b> .....	112	<b>.1000; .1050; .1250; .1400; .3300; .6000; .6100; .6200; .6300;</b>	
<b>8280.0500; .0510 (adopted exempt)</b> .....	114	<b>.6400 (proposed)</b> .....	16
<b>Water and Soil Resources Board</b>		<b>8710.0300 s.4; .0350; .1100; .1200; .1300; .6000 s.3; .6100 s.3;</b>	
<b>8420.0100; .0102; .0103; .0105; .0110; .0112; .0115; .0122; .0200;</b>		<b>.6200 s. 3; .6300 s. 3; .6400 s. 4 (proposed repealer)</b> .....	16
<b>.0210; .0220; .0225; .0230; .0240; .0250; .0260; .0290; .0300;</b>		<b>8710.0500 (proposed)</b> .....	139
<b>.0350; .0505; .0510; .0520; .0530; .0540; .0650; .0720; .0730;</b>		<b>8710.0500 s.9 (proposed repealer)</b> .....	139
<b>.0740; .0750; .1070 (adopted exempt)</b> .....	152	<b>Transportation Department</b>	
<b>8420.0730 s.3 (repealed)</b> .....	152	<b>8835.0110; .0210; .0220; .0230; .0240; .0265; .0270; .0320; .0710;</b>	
<b>Teaching Board</b>		<b>.0720; .0820; .0830; .0840; .0850; .0860; .0870; .0910; .1500;</b>	
<b>8700.1100; .1300; .1400; .1600; .1700; .1800; .1900; .1910; .2100;</b>		<b>.1700; .1720; .1730; .1760; .1900 (adopted)</b> .....	61
<b>.2200; .2300; 8710.7000; .7100; .7200 (proposed)</b> .....	8	<b>8835.0110 s.2, 3, 4, 5, 8, 9, 11, 12, 13, 14; .0610; .0730; .0740;</b>	
<b>8700.0900; .1000; .1200; .2000; 8750.7000; .7100; .7200; .7300;</b>		<b>.1600; .1800; .2300; .2400; .2500; .2600; .2700; .5700;</b>	
<b>.8000; .8100; .8200; .8300; .8400 (proposed repealer)</b> .....	8	<b>.5800 (repealed)</b> .....	61
		<b>Human Services Department</b>	
		<b>9575.0350; .0780; .0900; .0920; .0930; .1180; .1500 (adopted)</b> .....	556
		<b>9575.0900 s.2; .0910 s.1; .0940; .1250 (repealed)</b> .....	556

# Proposed Rules

## Comments on Planned Rules or Rule Amendments

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, and within 60 days of the effective date of any new statutory grant of required rulemaking.

## Rules to be Adopted After a Hearing

After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rule. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

## Rules to be Adopted Without a Hearing

Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

## Department of Revenue

### Proposed Permanent Rules Governing Individual Income Tax; Innocent Spouse Relief and Liability of Divorced Spouses

**DUAL NOTICE: NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING UNLESS 25 OR MORE PERSONS REQUEST A HEARING, AND NOTICE OF HEARING IF 25 OR MORE REQUESTS FOR HEARING ARE RECEIVED**

### Proposed Amendment to Rules Governing Individual Income Tax; Innocent Spouse Relief and Liability of Divorced Spouses; *Minnesota Rules*, part 8160.0500

**Introduction.** The Department of Revenue intends to adopt rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28, and rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310. If, however, 25 or more persons submit a written request for a hearing on the rules within 30 days or by 4:30 p.m. on Thursday, September 28, 2000, a public hearing will be held at the Minnesota Department of Revenue, Skjegstad Room, 2nd Floor, 600 North Robert Street, St. Paul, Minnesota 55146, starting at 9:30 a.m. on Tuesday, October 31, 2000. To find out whether the rules will be adopted without a hearing or if the hearing will be held, you should contact the agency contact person after September 28, 2000 and before October 31, 2000.

**Agency Contact Person.** Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to the agency contact person. The agency contact person is:

Richard Walzer, Attorney  
Minnesota Department of Revenue  
Appeals & Legal Services Division  
600 North Robert Street  
St. Paul, Minnesota 55146  
**Phone:** (651) 215-5939  
**Fax:** (651) 296-8229  
**TTY:** users may call the Department of Revenue at (651) 297-2196

**Subject of Rules and Statutory Authority.** The proposed rules govern innocent spouse relief and liability of divorced spouses for individual income tax. The proposed rules modify the formula and procedure for allocating the joint liability of divorced spouses for unpaid individual income tax. The main changes are that the formula for dividing an additional assessment of income tax is limited solely to the items comprising the assessment, and divorced spouse relief is expanded to conform to 1999 statutory changes by including legally separated and widowed spouses. The statutory authority to adopt the rules is *Minnesota Statutes*, section 270.06, clause (14), which provides that the Commissioner of Revenue shall make, publish, and distribute rules for the administration and enforcement of state tax laws. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

**Comments.** You have until 4:30 p.m. on Thursday, September 28, 2000, to submit written comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comments should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rules must also be made during this comment period.

**Request for a Hearing.** In addition to submitting comments, you may also request that a hearing be held on the rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on Thursday, September 28, 2000. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rules to which you object or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and cannot be counted by the agency for determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

**Withdrawal of Requests.** If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

**Alternative Format/Accommodation.** Upon request, this Notice can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request or if you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

**Modifications.** The proposed rules may be modified, either as a result of public comment or as a result of the rule hearing process. Modifications must be supported by data and views submitted to the agency or presented at the hearing and the adopted rules may not be substantially different than these proposed rules. If the proposed rules affect you in any way, you are encouraged to participate in the rulemaking process.

**Cancellation of Hearing.** The hearing scheduled for October 31, 2000, will be canceled if the agency does not receive requests from 25 or more persons that a hearing be held on the rules. If you requested a public hearing, the agency will notify you before the scheduled hearing whether or not the hearing will be held. You may also call the agency contact person at (651) 215-5939 after September 28, 2000 to find out whether the hearing will be held.

**Notice of Hearing.** If 25 or more persons submit written requests for a public hearing on the rules, a hearing will be held following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The hearing will be held on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. Administrative Law Judge Phyllis A. Reha is assigned to conduct the hearing. Judge Reha can be reached at the Office of Administrative Hearings, 100 Washington Square, Suite 1700, Minneapolis, Minnesota 55401-2138, **telephone:** (612) 341-7602, and **fax:** (612) 349-2665.

**Hearing Procedure.** If a hearing is held, you and all interested or affected persons, including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time before the close of the hearing record. All evidence presented should relate to the proposed rules. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. This five-day comment period may be extended for a longer period not to exceed 20 calendar days if ordered by the Administrative Law Judge at the hearing. Following the comment period, there is a five-working-day response period during which the agency and any interested person may respond in writing to any new information submitted. No additional evidence may be submitted during the five-day response period. All comments and responses submitted to the Administrative Law Judge must be received at the Office of Administrative Hearings no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.2000 to 1400.2240, and *Minnesota Statutes*, sections 14.131 to 14.20. Questions about procedure may be directed to the Administrative Law Judge.

The agency requests that any person submitting written views or data to the Administrative Law Judge prior to the hearing or during the comment or response period also submit a copy of the written views or data to the agency contact person at the address stated above.

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

## Proposed Rules

---

**Statement of Need and Reasonableness.** A statement of need and reasonableness is now available from the agency contact person. This statement contains a summary of the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. The statement may also be reviewed and copies obtained at the cost of reproduction from either the agency or the Office of Administrative Hearings.

**Lobbyist Registration.** *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. Questions regarding this requirement may be directed to the Campaign Finance and Public Disclosure Board at: Suite 190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone 651-296-5148 or 1-800-657-3889.

**Adoption Procedure if No Hearing.** If no hearing is required, the agency may adopt the rules after the end of the comment period. The rules and supporting documents will then be submitted to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date the rules are submitted to the office. If you want to be so notified, or want to receive a copy of the adopted rules, or want to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

**Adoption Procedure After a Hearing.** If a hearing is held, after the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rules. You may ask to be notified of the date when the Administrative Law Judge's report will become available, and can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date on which the agency adopts the rules and files them with the Secretary of State, and can make this request at the hearing or in writing to the agency contact person stated above.

**Order.** I order that the rulemaking hearing be held at the date, time, and location listed above.

Dated: 14 August 2000

Dennis Erno  
Deputy Commissioner of Revenue

### **8160.0500 INNOCENT SPOUSE RELIEF AND LIABILITY OF DIVORCED, LEGALLY SEPARATED, AND WIDOWED SPOUSES FOR INDIVIDUAL INCOME TAX.**

[For text of subpart 1, see M.R.]

Subp. 2. **Innocent spouse relief.** Either spouse, whether the marriage has been dissolved, legally separated, or terminated by the death of the other spouse or not, can apply to the Department of Revenue for innocent spouse relief from joint and several liability. The spouse must qualify for relief under the conditions prescribed in section ~~6013(e)~~ 6015(b) of the Internal Revenue Code, and the regulations and federal court cases interpreting that code section.

If either spouse is found to qualify for innocent spouse relief from payment of an income tax amount, the other spouse is then solely liable, in full, for that amount.

Subp. 3. **Liability of divorced, legally separated, and widowed spouses; calculation.** In the case of divorced, legally separated, and widowed spouses, either spouse, or the surviving spouse, may apply to the Department of Revenue for a division of their joint income tax liability into two separate liabilities due from each spouse. Application must be made, in writing, by providing a copy of the decree of dissolution of marriage, decree of legal separation, or death certificate of the deceased spouse, and a copy of the state and federal tax returns, including required attachments and schedules, for the tax year of the liability. The formula for dividing the liability between the ~~divorced~~ spouses is based upon a calculation of what their proportionate shares of the tax would be if they had filed separate returns.

Solely for the purpose of apportioning the liability between the ~~divorced~~ spouses, the criteria in items A ~~and~~, B, and C shall be used.

[For text of item A, see M.R.]

B. All of the items in item A that are attributable to, earned by, or paid to both spouses jointly, or paid from joint funds of both spouses, shall be divided equally between the ~~divorced~~ spouses.

C. For purposes of additional assessments of income tax, the separate return apportionment shall be made solely based upon the additional assessment, without regard to any of the items in item A that are reported on the original return.

If innocent spouse relief is granted from liability for an additional assessment of income tax, the additional assessment is not included in the calculation of the separate return formula. For example, H and W file a return without remitting the tax. Then, an additional assessment is made, and one of the spouses is granted innocent spouse relief from payment of the assessment. If the spouses are divorced, legally separated, or widowed, their ~~divorced spouse~~ liabilities are their shares of the tax not remitted with the return, and that amount is apportioned as follows:



$$\begin{array}{r}
 \text{Spouse's separate liability calculated} \\
 \text{on original return only} \\
 \hline
 \end{array}
 \times
 \begin{array}{r}
 \text{Unpaid balance} \\
 \text{due on original} \\
 \text{return}
 \end{array}$$

Total of both spouses' separate liabilities calculated on original return only

Subp. 4. **Election of remedies; effect of innocent spouse relief and divorced spouse liability determinations.** Subject to subpart 3, item C, the separate return formula for calculating the liability of ~~divorced spouses~~ each spouse can be applied both to taxes reported on a return but not paid and to additional assessments of income tax. Innocent spouse relief applies only to additional assessments.

In the case of additional assessments, when an innocent spouse claim is allowed, the ~~divorced spouse separate~~ liability calculation is not available; conversely, when a ~~divorced spouse separate~~ liability calculation is allowed, innocent spouse relief is not available.

An innocent spouse relief determination or ~~divorced spouse separate~~ liability calculation, or any combination thereof, does not increase or reduce the amount of the underlying tax liability owed jointly by both spouses, whether married ~~or~~ divorced, legally separated, or widowed, that was owing prior to the granting of relief or calculation of the formula.

Subp. 5. **Notice requirements; appeal rights.** When either spouse applies for a ~~divorced spouse separate~~ liability calculation, the Department of Revenue must mail a copy of ~~the application~~ its proposed apportionment of liability to the other spouse at his or her last known address. In the case of a widowed spouse, notice must be mailed to the personal representative of the estate of the deceased spouse. The notice to the other spouse shall not be considered a disclosure violation under *Minnesota Statutes*, chapter 270B. The other spouse then has 30 days from the date of mailing of the notice in which to contest the ~~divorced spouse separate~~ liability calculation shown in the ~~application proposal~~. If the other spouse applies for innocent spouse relief, the department must make the innocent spouse determination first.

If either spouse applies for innocent spouse relief, the relief cannot be granted unless the department first gives notice to the other spouse of its intent to grant the relief. The other spouse then has 30 days in which to contest the granting of innocent spouse relief to the applicant spouse. If the other spouse applies for a ~~divorced spouse separate~~ liability calculation, the department must make the innocent spouse determination first.

A denial or granting of innocent spouse relief or an apportionment of a liability between ~~divorced~~ spouses, once it becomes final, is not appealable administratively, but is appealable to the Minnesota tax court in the manner provided in *Minnesota Statutes*, chapter 271.

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

## 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.

## Board of Teaching

### Adopted Permanent Rules Relating to Continuing or Professional Teacher License Issuance and Renewal

The rules proposed and published at *State Register*, Volume 25, Number 1, pages 8-15, July 3, 2000 (25 SR 8), are adopted as proposed.

## ERRATA

Corrections to agency errors in rules or in following the rulemaking processes, as well as incomplete notices, mislabeled rules, incorrect notices and citations will appear in this section. Whenever an error is corrected in this section, its corresponding rule number(s) will also appear in the *State Register's* index to rulemaking activity, **Minnesota Rules: Amendments and Additions**.

## Department of Health

### CORRECTION to Adopted Permanent Rules Relating to Vital Statistics

**CORRECTION TO BE NOTED** in the adopted rules published at *State Register*, Volume 25, Number 6, page 487, August 7, 2000 (25 SR 487). The following material appeared without the correct strikeout. The corrected version, with correct strikeout, appears below.

The rules proposed and published at *State Register*, Volume 24, Number 40, pages 1379-1398, April 3, 2000 (24 SR 1379), are adopted with the following modifications:

#### 4601.0100 DEFINITIONS.

Subp. 15. **Induced termination of pregnancy.** "Induced termination of pregnancy" means the purposeful interruption of an intrauterine pregnancy, with the intention other than to produce a live-born infant, ~~that does not result in a live birth~~. This definition excludes management of prolonged retention of products of conception following fetal death.

# Official Notices

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

## Department of Administration

### State Designer Selection Board (SDSB)

#### Meeting Dates, Times and Agendas for September 2000

Pursuant to SDSB *Minnesota Rule* 3200.0400, below is the schedule of State Designer Selection Board meeting dates, times and agenda items as of August 21, 2000:

- **September 5, 2000**

1. Interview/Selection: Project 00-19 Veterans Home Board for Facility Repairs at the Veterans Home in Hastings
2. Interview/Selection: Project 20 Academic Addition to Fond du Lac Tribal and Community College
3. Shortlisting: Project 00-21 Department of Corrections for the Predesign Services of Locating and Developing the Principal Administrative Office for the Departments of Public Safety and Corrections

- **September 12, 2000**

1. Interview/Selection: Project 00-21 Department of Corrections for the Predesign Services of Locating and Developing the Principal Administrative Office for the Departments of Public Safety and Corrections

Unless otherwise stated, all meetings are held in the Administration Building, 50 Sherburne Avenue, St. Paul, Room G-10 Conference Room A. Other matters may come before the Board and be added to the agenda as needed. For additional information, including meeting start times, contact Lisa Blue at (651) 297-5526.

## Executive Council

### State Board of Investment

### Land Exchange Board

### Investment Advisory Council

#### Meetings of the Executive Council, the State Board of Investment, the Land Exchange Board, and the Investment Advisory Council

The Executive Council, State Board of Investment and the Land Exchange Board will meet on Wednesday, September 6, 2000 at 9:00 A.M. in Room 125, State Capitol, St. Paul, MN.

The Investment Advisory Council will meet on Tuesday, September 5, 2000 at 2:00 p.m., in the SBI Conference Room, Capitol Professional Office Building, Suite 10 (Main Floor), 590 Park Street, St. Paul, MN.

## Minnesota Housing Finance Agency

### Notice of Hearing on Bond Issuance for Rental Housing Bonds

The Minnesota Housing Finance Agency will hold a public hearing at 10:00 a.m., on Wednesday, September 13, 2000, at the Minnesota Housing Finance Agency, 400 Sibley Street, Suite 300, St. Paul, Minnesota 55101, for the purpose of taking public testimony regarding the issuance of its Rental Housing Bonds in a maximum principal amount not to exceed \$3,000,000. The Bonds may be issued in one or more series and will be issued to fund one or more mortgage loans to pay for all or a portion of the costs of acquisition, rehabilitation and construction of the development hereinafter described, including facilities related and subordinate thereto, for residential rental housing as defined in the Agency's Rental Housing Bond Resolution. The development proposed to be assisted is:

## Official Notices

---

<u>Initial Owner Or Operator</u>	<u>Facility</u>	<u>Address</u>
Kentucky Lane Limited Partnership, a Minnesota limited partnership	67 unit apartment complex	6910, 6920, 6930, and 6940 54th Avenue North, Crystal, Minnesota

Additional information may be obtained from the Minnesota Housing Finance Agency, Attn: Sharon Bjostad. Parties wishing to comment on the issuance of the Bonds may appear in person at the hearing or may submit written comments to the undersigned prior to the hearing.

Katherine Hadley  
Commissioner  
Minnesota Housing Finance Agency

## Department of Human Services

### Notice of Availability of the Minnesota Health Care Programs Provider Participation List [Also known as DHS Rule 101 Provider Compliance List]

**NOTICE IS HEREBY GIVEN** that the Minnesota Health Care Programs provider participation list for August 1, 2000 is now available. The provider participation list is a compilation of fee-for-service health care providers who are in compliance with DHS Rule 101. The list of providers is separated by provider type, each section is in alphabetical order by provider name, and there is no additional information on the list other than the provider's name. This list is distributed on a quarterly basis to the Department of Employee Relations, the Department of Labor and Industry, and the Department of Commerce. To obtain the list, contact Kelly Fleischhacker, Rule 101 specialist, at (651) 296-0766 or **toll-free:** at (800) 657-3991. You may fax your request to (651) 296-5690 or mail to the Customer Services Division, Department of Human Services, 444 Lafayette Road, St. Paul, MN 55155-3856.

Michael O'Keefe, Commissioner  
Department of Human Services

## Metropolitan Council

### Adoption of 2001-2004 Transportation Improvement Program (TIP) for the Twin Cities Metropolitan Area

The Metropolitan Council at its September 6, 2000 meeting will adopt the 2001-2004 Transportation Improvement Program (TIP) for the Twin Cities Metropolitan Area. The program includes highway, transit, bikeway and pedestrian enhancements and air quality projects that are proposed for federal funding in the seven-county metropolitan area in the next four years. The program is prepared annually in accordance with federal requirements and must contain all projects that are to be implemented with federal funding assistance. The Council's Transportation Advisory Board held a public hearing on August 2, 2000 to accept comments on the TIP.

The Council will consider the TIP for adoption at the Metropolitan Transit Heywood Operating Facility Office, 560 - 6th Ave., N., Minneapolis, MN, on **Wednesday, September 6, 2000**, at 3:00 p.m., in the Council Chambers.

The TIP is prepared jointly by the Metropolitan Council and the Minnesota Department of Transportation. Projects contained in the TIP reflect the region's priorities and help implement the region's transportation plan. Projects have been analyzed to determine impact on regional air quality. Progress made on implementing the region's transportation plan is reported in the TIP.

Upon request, the Council will provide reasonable accommodations to persons with disabilities. Free copies of the draft 2001-2004 Transportation Improvement Program are from the Council's Regional Data Center. **Call:** (651) 602-1140 or (651) 291-0904 (**TTY**) to request a copy. A summary is available for review at the Metropolitan Council's **website:** at [www.metrocouncil.org](http://www.metrocouncil.org). Other background materials describing the Council's transportation planning and programming efforts also are available. Questions about the Council action or transportation assumption and technical materials may be directed to Carl Ohrn, (651) 602-1719, Metropolitan Council, 230 E. Fifth St., St. Paul, MN 55101.

## Department of Natural Resources

### Division of Lands and Minerals

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

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

**Big Sandy Lake in Aitkin County.** The area requested for lease is Sections 1-4, 6-9, 17, 18, and 33-36 Townships 49 and 50 North, Ranges 23 and 24 West. The applicant is Jerri Waddell, 6343 S. Bass Lake Drive, N.E., Remer, MN 56672.

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

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

Comments shall be accepted until September 26, 2000.

Dated: 28 August 2000

Allen Garber  
Commissioner of Natural Resources

## Department of Transportation

### Office of Alternative Transportation Financing

#### Notice of Availability of ICS/UCN Customer Classification and Rate Plan

The Minnesota Department of Transportation has entered into a private-public partnership agreement to build a state-wide fiber optic network. The private partner, ICS/UCN LLC was selected in a competitive process from respondents to a Mn/DOT "Request for Proposal" (RFP) issued in February 1996.

A hard or electronic copy of the ICS/UCN Customer Classification and Rate Plan is available from this office and through the Minnesota Department of Transportation website at [www.dot.state.mn.us](http://www.dot.state.mn.us). The document can be obtained from the Agreement Administrator:

Adeel Lari, Director  
Office of Alternative Transportation Financing  
Mail Stop 445, Third Floor North  
395 John Ireland Boulevard  
St. Paul, MN 55155-1899  
**Fax:** (651) 296-3311

A written request (by direct mail or fax) is required to receive a hard copy of the ICS/UCN Customer Classification and Rate Plan. The party requesting a hard copy is responsible for all copying expenses.

## 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 Office of Community Services

#### Notice of Request for Proposal for Early Childhood Facilities in Minnesota

The Department of Children, Families and Learning (DCFL) has been appropriated \$3 million in state bonding funds by the Minnesota State Legislature for the construction and/or rehabilitation of early childhood program facilities. Early childhood programs are defined within the RFP as Head Start, Early Childhood Family Education, Crisis Nursery, and Early Childhood Intervention. All political subdivisions (e.g., city, county, and school districts) are eligible and encouraged to apply for this round of funding.

This grant application process is competitive in nature and will involve program reviewers from DCFL as well as other state departments such as Administration, Finance, and Economic Security. All grant applications must be postmarked no later than **Monday, October 31, 2000** to be considered for funding. Award letters will be mailed the first or second week of January 2001.

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

Julie Nash  
Office of Community Services  
Department of Children, Families and Learning  
1500 Highway 36 West  
Roseville, Minnesota 55113-4567  
**Phone:** (651) 582-8562  
**Fax:** (651) 582-8496  
**Email:** child.care@state.mn.us.

### Minnesota Department of Health Tobacco Prevention and Control

#### Requests for Proposals for Grants for Youth Access Enforcement Projects

The Minnesota Department of Health is issuing a Request for Proposal (RFP) for public or private organizations with the capacity to enforce local youth access to tobacco ordinances.

Project activities will enforce local youth access to tobacco ordinances, monitor sale of tobacco products to youth, and educate retailers. Whenever possible, applicants will be expected to integrate their activities with community-based tobacco prevention programs funded by the tobacco endowment.

Youth access enforcement projects will be based on guidelines developed by the Minnesota Department of Health. Approximately \$1.0 million will be available. Collaboration is a key element to the tobacco endowment activities. Youth access enforcement projects will be required to demonstrate the involvement of three local partners – local community health services agencies, county human service agencies, and law enforcement agencies.

The grants for the Youth Access Enforcement Projects will be awarded for a period of up to seven months beginning on or about December 1, 2000 through June 30, 2001. Approximately 20 to 50 youth access enforcement projects will be funded.

Copies of the RFP are available by mail, pick-up, or on the department's **web site** at: <[www.health.state.mn.us](http://www.health.state.mn.us)>.

To request a complete copy of the Request for Proposals, please contact the Tobacco Prevention and Control Section, Minnesota Department of Health, by **telephone:** (651) 215-8952 or **email:** <[tpc@kids.health.state.mn.us](mailto:tpc@kids.health.state.mn.us)>. Copies are available for pick-up between 8:00 AM and 4:30 PM at the Minnesota Department of Health, Suite 300, Golden Rule Building, 85 East Seventh Place, St. Paul, MN 55101. Questions regarding the Request for Proposal should be directed to Lester Collins, Jr., Minnesota Department of Health, Tobacco Prevention and Control, at (651) 281-9803.

To be considered for funding, completed proposals must be post-marked or delivered by Monday, October 16, 2000.

## Department of Human Services

### Notice of Availability of Funds for Housing with Services for Older Persons

**NOTICE IS HEREBY GIVEN** that \$380,000 is available for Calendar Year 2001 (and \$340,000 for Calendar Year 2002) to demonstrate new models and approaches for delivering Housing with Services (HWS), known as assisted living, for seniors in existing affordable housing.

Eligible applicants include owners or managers of affordable housing or nursing homes who wish to convert to affordable HWS for seniors; home care providers that are public or private non-profit, or those that subcontract with a private for-profit provider; or social services agencies which may coordinate and facilitate the development of HWS. Eligible applicants will develop partnerships with area agencies on aging, counties and local SAIL (Seniors' Agenda for Independent Living) projects, where they exist.

Funding is available to support at least six projects. Projects may apply for \$30,000 - \$60,000 the first year. Funding is available in declining amounts for a two year period. Seven information/bidder's conferences will be held September 8 - 19, 2000 at sites throughout Minnesota and are open to all interested persons. Dates and location are listed in the Request For Proposal.

To obtain a copy of the Request For Proposal, please contact the Department of Human Services, Aging Initiative, 444 Lafayette Road, 4 South, St. Paul, MN, 55155-3843 or call (651) 296-2544.

## Minnesota Department of Human Services

### Health Care Administration

#### Request for Proposals from Eligible Health Plan Contractors to Serve People with Physical Disabilities in an Integrated Health Care Delivery System Called Minnesota Disability Health Options

The Department of Human Services (DHS) seeks proposals from eligible health plan contractors to serve people with physical disabilities in an integrated health care delivery system called Minnesota Disability Health Options (MnDHO).

MnDHO is an expansion of the department's Minnesota Senior Health Options (MSHO) project, which currently serves adults age 65 and over who are eligible for both Medicaid and Medicare and who live in the Twin Cities metropolitan area. MnDHO will expand the population of enrollees to include those under age 65 who have physical disabilities. Potential enrollees must live in the seven-county Twin Cities metropolitan area and must be Medicaid-eligible or be eligible for both Medicaid and Medicare. Enrollment in MnDHO will be completely voluntary.

As a result of an earlier Request for Proposals (RFP) for MnDHO, DHS is negotiating a contract with UCare Minnesota, which is scheduled to begin enrollment in February 2001. For the vendor selected through the August 2000 RFP process, enrollment will begin in July 2001, pending approval of a waiver by the federal government.

Only those health plans that are current MSHO contractors are eligible to bid on MnDHO (Medica, Metropolitan Health Plan, and UCare). Health plans responding to this RFP must be able to provide all services covered by Medicaid and Medicare and by the department's Home and Community-Based Waiver Service programs. They must also be able to accept financial risk for the delivery of these services.

Contracts for MnDHO will be awarded based on: (1) articulation of a vision for serving people with physical disabilities, based on an independent-living model; (2) disability expertise and capacity of the service delivery network; (3) ability to comply with the service delivery and administrative standards set forth in the RFP; and (4) financial and risk capability.

To provide respondents with the opportunity to ask questions about the RFP, bidders' meetings will be held on Thursday, September 7, 2000, in conference room 5C and Thursday, September 21, 2000, in conference room 1C. Both meetings will be from 1:30 p.m. to 3:30 p.m. at DHS, 444 Lafayette Road, St. Paul, Minnesota.

Copies of the Request for Proposals may be obtained by contacting: Alice Pedersen at (651) 297-7951. Eligible bidders may also receive a copy of the RFP on a 3.5 inch diskette in WordPerfect for Windows format to aid in the preparation of RFP responses.

## State Grants & Loans

---

---

Proposals must be mailed or delivered in person by 4 p.m. on October 2, 2000, to:

Kathleen Schuler  
Minnesota Department of Human Services  
444 Lafayette Road  
St. Paul, MN 55155-3854  
**Phone:** (651) 297-2070  
**Email:** kathleen.schuler@state.mn.us

**No responses via fax will be accepted.**

Ms. Schuler is the only DHS staff person authorized to answer questions regarding the RFP. Questions may be sent to her in writing by **email:** or regular mail or **fax:** at (651) 297-3230. All questions and answers will be distributed to all persons who receive a copy of the RFP.

## Bureau of Mediation Services

### Applications Accepted for Funding Under the Minnesota Area Labor-Management Committee Program for Calendar Year 2000 Grants

The Bureau of Mediation Services is now accepting applications for funding of new or existing Area Labor-Management Committee programs pursuant to *Minnesota Statutes* § 179.81-.85 and Bureau of Mediation Services Rules, Chapter 5520.

The purpose of the program is to improve labor-management relations and enhance economic development in a geographic area of the state or within an industry sector through labor management cooperation.

In addition to funding for the start up or continuing operations of Labor-Management Committee programs, grants may also be available for the provision of technical assistance by existing committees for the development of new committees or for program expansion in existing operations.

Grants will be based to a significant degree on each applicant's ability to demonstrate program goals, objectives and work plans which address specific outcomes. The applicant may address all or a combination of the following points:

1. Increase in participation in the labor-management cooperative process.
2. Increase in shared decision making between labor and management.
3. Enhance the level of knowledge regarding issues that affect the workplace.
4. Enhance the economic development climate in the area or industry of operation.
5. Maintain or enhance the number of specialized joint labor-management programs designed to increase the efficiency of services to the industry or geographic area served.
6. Other evidence of positive labor-management program results attained through joint cooperative methods.

Persons interested in applying for such funds may secure an application form and program policies by requesting them from:

John Kuderka, Program Director  
Office of Cooperative Labor-Management Programs  
Bureau of Mediation Services  
1380 Energy Lane, Suite Two  
St. Paul, Minnesota 55108-5253  
(651) 649-5435  
**Email:** jkuderka@mediation.state.mn.us

Applications for funding for calendar year 2001 must be postmarked or received by October 16, 2000. All grants awarded will be effective January 1, 2001.

Lance Teachworth  
Commissioner



# Professional, Technical & Consulting Contracts

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$25,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: agency name and address, name of agency contact person, description of project and tasks, cost estimate and final submission date and time of completed proposal. Certain quasi-state agencies and MnSCU institutions are exempted from these provisions. In accordance with *Minnesota Rules* 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. Certified Economically Disadvantaged Businesses and individuals shall receive the equivalent of a 4% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (651) 296-2600 or [TTY (651) 282-5799.]

## Department of Administration

### State Designer Selection Board

#### To Minnesota Registered Design Professionals: Request for Proposals for Bemidji State University (Project 00-22) for Architectural and Engineering Services for the Center for Advanced and Emerging Technologies - Laboratory 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, September 11, 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):
  - 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

## Professional, Technical & Consulting Contracts

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
<b>TOTAL</b>			

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

#### 4. ADDITIONAL MANDATORY PROPOSAL CONTENTS:

- a. A section containing graphic material (e.g., photos, plans, drawings, etc.) as evidence of the firm's qualifications for the work. The graphic material shall be identified. It shall be work in which the personnel listed in Item 3.b above have had significant participation and their roles shall be clearly described. It shall be noted if the personnel were, at the time of the work, employed by other than their present firms.
- b. Expanded resumes showing qualification of individuals, listed in Item 3.b above, administering or producing the major elements of the work, including consultants. Identify roles which such persons played in projects which are relevant to the project at hand.
- c. A discussion of the firm's understanding of and approach to the project.
- d. A listing of relevant past projects.

#### 5. Twelve (12) 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 00-22**

Bemidji State University  
1500 Birchmont Drive NE  
Bemidji, MN 56601-2699

**a. PROJECT DESCRIPTION:**

Minnesota State Colleges and Universities (MnSCU) and Bemidji State University intend to retain the architectural and engineering consulting services for a two-phase project. Phase I is the design of a laboratory building for the Center for Advanced and Emerging Technologies on the Bemidji State University campus.

This building will be approximately 30,000 square feet. The building will be shared by Bemidji State University and Northwest Technical College with the majority of the space allocated to high bay labs supporting the technical programs of both institutions.

Phase II is a \$35,000,000 complete collocation of the Northwest Technical College-Bemidji to the Bemidji State University campus. Phase II is a very complex project and will consist of the possible decommissioning of a residence hall and extensive remodeling of existing buildings and construction of new spaces. The successful designer will be responsible for the complete schematic design and design development of both Phase I and II and provide construction documents and construction administration services initially for only Phase I. A predesign will be required for Phase II.

**b. REQUIRED CONSULTANT SERVICES**

The selected design team will provide a comprehensive scope of services including Schematic Design, Design Development, and Construction Documents. All drawings and specifications must conform to MnSCU design standards.

The design team will provide all architectural services, including interior design, cost estimating, and project scheduling, and all engineering services including civil, structural, mechanical, fire protection, electrical, electronic communication and audio/visual design.

Note: a roof design consultant designated by MnSCU will be assigned to and become an integral part of the consultant's design team. The consultant's fee shall include the fee and reimbursables of the roof design consultant.

**c. SERVICES PROVIDED BY OTHERS: None****d. SPECIAL CONSIDERATIONS:**

It is the intent of Bemidji State University to extend the contract with the selected designer upon mutual consent of both parties to include Phase II construction documents and construction administration services after Phase II has been successfully funded during the FY 2002 Capital Budget session.

**e. PROJECT BUDGET/FEES:**

Phase I project cost is \$5,000,000. This cost includes construction, furniture, fixtures, equipment, and contingencies. The state has appropriated funds from the 2000 legislative session to fund this project.

## Professional, Technical & Consulting Contracts

---

**f. PROJECT SCHEDULE:**

Phase I design complete and construction documents: May 2001

Phase II design development complete: December 2001

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

An informational meeting is scheduled for Wednesday, September 6, 2000, at Bemidji State University in Deputy Hall Room 306. A draft of the Phase I predesign will be available to all firms (1 per firm) at the meeting. Firms interested in attending this meeting should contact Jean Lanners at (218) 755-2012 or **email:** at: [jmlanners@vax1.bemidji.msus.edu](mailto:jmlanners@vax1.bemidji.msus.edu) mail address Bemidji State University, Deputy Hall 349, Bemidji, Minnesota 56601.

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

<i>Project Information Meeting and/or Site Visit:</i>	September 6, 2000
<i>Project Proposals Due:</i>	September 11, 2000, by 12 p.m. (Noon)
<i>Project Shortlist:</i>	October 3, 2000
<i>Project Interviews and Award:</i>	October 10, 2000

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

Questions concerning the project should be referred to:

Thomas A. Faecke  
Vice President for Administrative Affairs  
Bemidji State University  
**Phone:** (218) 755-2012  
**Email:** [tafaecke@vax1.bemidji.msus.edu](mailto:tafaecke@vax1.bemidji.msus.edu)

Jeff Sande  
Director of Physical Plant  
Bemidji State University  
**Phone:** (218) 755-3988  
**Email:** [jasande@vax1.bemidji.msus.edu](mailto:jasande@vax1.bemidji.msus.edu)

Thomas H. Koehnlein  
Director of Facilities & Institutional Planning  
Northwest Technical College  
**Phone:** (218) 347-6211  
**Email:** [tom.koehnlein@mail.ntc.mnscu.edu](mailto:tom.koehnlein@mail.ntc.mnscu.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, (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

### Customized Training Network

#### Request for Proposals to Develop Communication/Marketing Package

Minnesota State Colleges and Universities is seeking proposals from qualified marketing, public relations and design firms for a comprehensive package of communication and marketing tools to address all appropriate forms of media. The purpose is to enhance the positive image of Customized Training Network and customized training providers who deliver needs based customized education and training to Minnesota. Identified results of the project include:

1. Design and development of an image/identity/logo for the Customized Training Network
2. Design and development of an annual report with approximately 5000 printed copies
3. Development of a interactive Website with intranet capabilities, and
4. A comprehensive marketing plan

Deadline for receipt of proposals is 3 p.m., Friday, September 13, 2000. Proposals will be opened at 3 p.m. in conference room 622 World Trade Center, 30 E. 7th Street, St. Paul. Copies of the complete Request for Proposal are available from:

Richard Tvedten  
System Director  
Customized Training and Continuing Education  
Minnesota State Colleges and Universities  
500 World Trade Center  
30 E. 7th Street  
St. Paul, MN 55101  
**Phone:** (651) 296-8028  
**Email:** Richard.Tvedten@so.mnscu.edu

## Department of Commerce

### Request for Proposals on Specifications for Organizations Qualified to Conduct a Market Research Study on Behalf of the Minnesota Department of Commerce

#### I. INTRODUCTION AND BACKGROUND

The Minnesota Department of Commerce (hereinafter referred to as "DOC") is soliciting proposals from contractors qualified to conduct a market research study of replacement auto glass pricing in the State of Minnesota. This study is required by *Minnesota Statute 72A.201* sub. 6 and data generated by this study will be used by DOC to assist in resolving disputes between auto glass installers and insurance companies as required by statute.

Selection of the market research firm will be made in the best interest of the DOC based upon the proposals received. Proposers should focus on their ability to complete the study as described rather than proposing alternative data collection or data analysis methodologies.

## Professional, Technical & Consulting Contracts

---

---

### II. MARKET RESEARCH RESPONSIBILITIES

An advisory committee including representatives from the auto glass and insurance industry together with the DOC, has agreed on the following methodology and is seeking a market research company to do the following:

- A. Prepare and mail a brief announcement letter** to 325 automotive glass vendors in Minnesota using an industry compiled mailing list. The letter will inform them that they have been selected to participate in a market research study sponsored by the auto glass replacement and insurance industries. The letter (signed by the various associations sponsoring the study) will urge their participation and outline the purpose and process of the study.
- B. Conduct a qualifying telephone interview** with up to 325 automotive glass replacement vendors in Minnesota using a list prepared by the industry. The interview will collect baseline information from each vendor to determine if they are qualified and able to participate in the study. There are no open ended questions. Estimated length of interview is 7 minutes. Contractor may use a questionnaire previously developed by DOC. Contractor may propose changes to enhance or improve questionnaire or response rates. Qualified and able respondents will be asked to send copies of invoices for a randomly selected 2-day period to a mailing address to be supplied by the contractor.
- C. Contractor will mail to each qualified and participating respondent** a postage paid return envelope, one-page instruction sheet, and a \$5 incentive to cover copying costs.
- D. Contractor will make up to (2) two reminder phone calls** to auto glass vendors who have not returned their packet with invoices after five days.
- E. Returned invoices will be coded** to capture certain key pieces of data commonly included on the invoice. Using a final sample of 250 participating respondents as a target goal, the number of invoices to be coded is likely to be 2,500 at a minimum and up to 4,000 at maximum. There will be approximately 10 pieces of data to be coded on each invoice all of which will be either pre-determined numeric codes (i.e., type of vendor, location) or actual numbers recorded on the invoice (i.e., part number, NAGS discount, actual price).
- F. The market research company will prepare data tables** using the data collected from the invoices. For purposes of the proposal, assume three banners and 10 completed reports to be supplied to the DOC. Data tables must also include selected summary graphs that illustrate range of prices and NAGS discounts used for specific classes of windshields. Specific graphs and charts needed will be done in consultation with the successful contractor. For purposes of the proposal, assume 20 charts or graphs that must be prepared.
- G. The final report will include only a description of the methodology**, coding and tab plan, data tables, and requested summary graphs or charts. There will be no written analysis, conclusions, or recommendations based on the data.
- H. The successful contractor should assume three meetings** of approximately 90 minutes in length with the advisory committee and DOC including one to present the final report. All meetings are held at the DOC in St. Paul.

### III. INFORMATION REQUIRED IN PROPOSAL

In addition to agreeing to and outlining how it intends to fulfill the preceding itemized responsibilities, any prospective examiners must provide the following information:

#### A. Qualifications and Background

The contractor must demonstrate market research skills especially in the areas of data collection and tabulation. Experience conducting similar studies is helpful. Special consideration will be given to proposals that describe a work-plan that can complete the project in less than 60 days.

#### B. References and Current Operations

Contractor must include at minimum 3 references who can comment on contractors performance on other market research projects especially with regard to data collection and tabulation.

#### C. Fees for Services

Contractor must provide estimated fees for each of the eight specific steps included on Section II. A total estimated cost for the completing the study as described in Section II is required.

### IV. FORM OF COMPENSATION

Contractor will be paid on presentation of invoice for specific tasks successfully completed.

---

---

## Professional, Technical & Consulting Contracts

### V. DURATION OF CONTRACT

The proposed contract period for the market research study will be for a maximum of three months commencing on, or about, Sept. 15, 2000 and expiring on, or about, December 15, 2000.

### VI. MAXIMUM CONTRACT COMPENSATION

The total cost of completing the work as described MUST NOT exceed \$51,000.

### VI. ADDITIONAL PROPOSAL AND CONTRACT REQUIREMENTS

The Commissioner of Commerce reserves the right to request clarification or elaboration of any segment of any proposal and to negotiate in the best interest of the department.

All proposals must indicate that they are valid for ninety (90) days. This period may be extended by mutual agreement between the examiners and the Department.

All proposals submitted in response to this Request for Proposal will become the property of the DOC. Such proposals will also constitute public records and will be available for view and reproduction by any person after the choice of the examiners has been made.

### VII. SCHEDULE FOR PROPOSALS

All proposals submitted in response to this Request for Proposal must be received in the Department of Commerce by September 11, 2000, at 3:00 p.m. The DOC will make its decision on which proposal to accept as soon as reasonably possible. Late proposals will not be considered.

### VIII. FURTHER CONTRACT INFORMATION

For purposes of inquiry, contact:

Cheryl Asplund  
Office of the Commissioner  
Department of Commerce  
120 7th Place East  
St. Paul, MN 55101  
651-296-5769  
cheryl.asplund@state.mn.us

In compliance with *Minnesota Statute*, section 16C.08, the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee, along with other responses to this Request for Proposal.

## Minnesota Historical Society

### Request for Bids for Exterior Painting of Comstock House, Moorhead, Minnesota

The Minnesota Historical Society is seeking bids from qualified firms to provide all labor, materials, equipment and supplies to complete the repainting of the Comstock House, 506 South Eighth Street, Moorhead, Minnesota. The work consists of repair and/or replacement of wood siding, trim boards and decorative elements, preparation for painting including, but not limited to scraping, priming all existing and new exterior woodwork, and painting entire exterior. All work will be in accordance with the Drawings, Technical Specifications, Instructions to Bidders, Supplemental Conditions, General Conditions, the Contract and the Request for Bids.

The Request for Bids is available by calling or writing YHR Partners, P.O. Box 818, 420 Main Avenue, Moorhead, Minnesota 56560. **Telephone:** (218) 233-4422.

A **MANDATORY** pre-bid meeting will be held on Wednesday, September 13, 2000 at 10:30 a.m. Local time. The meeting will be held at the Comstock House, which is located at 506 South Eighth Street, Moorhead, Minnesota.

All bids must be received by Chris M. Bonnell, Contracting Officer for the Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102 or an authorized agent no later than 2:00 p.m., Local Time, Thursday, September 21, 2000. A bid opening will be conducted at that time. Bids must be submitted in a sealed envelope with the project name clearly written on the

## Professional, Technical & Consulting Contracts

---

envelope. A Bid Bond must be included in the amount of 5% of the total base bid if the total base bid is over \$50,000. Late bids will not be considered.

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

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

## Minnesota Historical Society

### Request for Bids for FY 01 Direct Mail Program Processing

The Minnesota Historical Society's Development Office is seeking bids from qualified individuals and firms to assist with direct mail program processing for fiscal year 2001. The direct mail program consists of processing three general types of projects: General Communication Mailing, Membership Acquisition Mailing Preparation, and Membership Acquisition Mailing.

All bids must be received by Chris M. Bonnell, Contracting Officer for the Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102 or his authorized agent no later than 10:00 a.m., Local Time, Monday, September 25, 2000. Bids must be submitted in a sealed envelope with the project name clearly written on the envelope. Late bids will not be considered.

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

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

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

## Minnesota Historical Society

### Notice of Request for Bids for Printing Services – Lake Minnetonka Postcards

The Minnesota Historical Society (Society) is seeking bids from qualified firms and individuals for Printing Services for a Smythesewn casebound (2,500 + additional 500's + 475 extra jackets to ship with the job) book of graphics and text.

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. **Telephone:** (651) 297-5863 or **email:** chris.bonnell@mnhs.org.

Bids must be received no later than 2:00 p.m., Local Time, Monday, September 25, 2000. No late bids will be accepted.

## Minnesota House of Representatives

### Request for Bid (RFB) for Financial Audit for Fiscal Year 2000

The Minnesota House of Representatives is requesting proposals to audit the financial statements of the House for the fiscal year ending June 30, 2000. The audit is to be performed by an independent certified public accounting firm licensed to do business in the State of Minnesota.

The deadline for receipt of proposals is 2:30 p.m., Tuesday, September 26, 2000. Copies of the RFB are available from:

Minnesota House of Representatives  
Room 198 State Office Building  
100 Constitution Avenue  
St. Paul, MN 55155-1298  
(612) 296-3572  
**Attention:** Helen Arend



## Department of Public Safety

### Request for Proposals for the Solicitation of Paid Advertising

The Department of Public Safety (DPS) is seeking a contractual relationship with an entity to provide the service of soliciting paid advertising to be inserted in monthly motor vehicle registration renewal notices. The mailings will reach in excess of 4 million individuals annually. The insertion of advertising is being conducted in accordance with *Minnesota Statutes* § 299A.015 subd. 1b. to defray the costs associated with the mailings. Printing services may also be requested for an informational brochure and the renewal notices.

The intent of the request for proposal is to eventually expand the paid advertising inserts in other Driver and Vehicle Services mailings, including driver's license renewal notices.

For a copy of the Solicitation of Paid Advertising Request for Proposals, please request a copy from:

Paul Stembler  
Department of Administration  
112 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155  
**Fax:** (651) 297-3996  
**Email:** paul.stembler@state.mn.us

## Department of Public Safety

### State Patrol Training Academy

### Request for Proposals for Pre-employment Psychological Evaluations of State Patrol Trooper Candidates

The Department of Public Safety is seeking proposals from psychology professionals to:

- Conduct pre-employment psychological examinations according to established psychology guidelines for approximately 160 State Patrol Trooper candidates.

Details are contained in a request for proposals, which may be obtained by calling or writing:

Lieutenant Robert Meyerson  
State Patrol Training Academy  
1900 West County Road I  
Shoreview, MN 55126  
(651) 628-6748

The estimated cost of this project is \$32,000 for a two-year contract with an option for 3, one-year extensions. Final date for submitting proposals is 1:00 p.m., September 18, 2000.

## Minnesota Department of Transportation

### Program Support Group

### Request for Proposals (RFP) To Provide Preliminary Design, Final Design and Construction Administration for Five Interregional Corridor Projects

Notice of availability of Contract for Highway Related Technical Activity. Responses to this advertisement become public information under the Minnesota Data Practices Act. This request does not obligate the Minnesota Department of Transportation (Mn/DOT) 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.

## Professional, Technical & Consulting Contracts

---

On June 9, 2000, Mn/DOT announced a multi-million dollar program to advance the construction of highway projects all across Minnesota. The new funding will help accelerate the completion of 10 metro area projects and 22 projects in Greater Minnesota which will improve safety and mobility by fixing several metro area bottlenecks and enhancing key corridors that are vital to Minnesota's movement of goods and people.

The 2000 Legislature passed a transportation funding bill that allocates approximately \$560 million to the Commissioner of Transportation that supports Mn/DOT's investment strategy called "Moving Minnesota." The plan includes three basic elements: Advantages for Transit (\$5 million), Bottleneck removal (\$177 million) and Corridor Connections (\$177 million), plus \$100 million in trunk highway bonds.

Mn/DOT is soliciting proposals for Preliminary Design, Final Design and Construction Administration for Interregional Corridor Projects within Mn/DOT's District 3 identified as follows:

- Trunk Highway (T.H.) 169 at County State-Aid Highway (CSAH) 9, State Project (S.P.) 7106-67
- TH 10 at CSAH 14, S.P. 7102-100
- TH 169 at County Road (C.R.) 33 in Elk River, S. P. 7106-66
- TH 10 at CSAH 33, S.P. 0502-89
- TH 10 Frontage Roads in Big Lake, S.P. 7102-101

Request for Proposals (RFP) are available by mail or in person. Please submit in writing, a request for the RFP for "Preliminary Design, Final Design and Construction Administration for Interregional Corridor Projects within Mn/DOT's District 3."

Requests for the RFP may be mailed or faxed to:

Dawn D. Thompson, Agreement Administrator  
Minnesota Department of Transportation Consultant Services Unit  
395 John Ireland Boulevard, Seventh Floor North, Mail Stop 680  
St. Paul, MN 55155  
**Fax:** (651) 282-5127

In order to obtain the RFP in time, requests for the RFP must be received on or before September 11, 2000. Requests made after that date must be in person.

**NOTE: PROPOSALS ARE DUE ON SEPTEMBER 18, 2000 AT 2:00 P.M. CENTRAL DAYLIGHT TIME. LATE PROPOSALS WILL NOT BE CONSIDERED.**

## Department of Transportation

### Program Support Group

#### Notice of Request for Proposals for Right-of-Way Services in District 3 - Baxter

The Minnesota Department of Transportation (Mn/DOT) is soliciting proposals to provide Right-of-Way Services within Mn/DOT's District 3, Baxter / Brainerd area. The Right-of-Way Services included in this program are Field Title Investigations and Direct Purchase. Field Title Investigations include but are not limited to the following: Interviewing and documenting concerns of property owners affected by proposed construction projects, verifying condition of title, searching for conditions or circumstances that might not appear of record, and informing property owners of both the engineering and financial details of proposed acquisitions. Direct Purchase assistance includes but is not limited to the following: Contacting all property owners and performing all the functions necessary to acquire the needed Right-of-Way by means of direct negotiations. Explain Mn/DOT's process of appraisal and damages. The budget for this contract through December 2003 is \$60,000.

To receive a copy of the complete Request for Proposals (RFP), responders will be required to submit a written request, either by direct mail or fax, to the address indicated below through September 11, 2000. After September 11, 2000, responders will be required to obtain the RFP in person from our office. Request for the RFPs may be mailed or faxed to:

---

---

## Professional, Technical & Consulting Contracts

Steve Porter, Agreement Administrator  
Minnesota Department of Transportation  
Consultant Services Unit, Seventh Floor North  
395 John Ireland Boulevard, Mail Stop 680  
St. Paul, MN 55155-1899  
Fax: (651) 282-5127

**All proposals must be received by the Consultant Services Unit no later than 2:00PM Central Daylight Time on September 21, 2000, according to the time and date stamp on the Consultant Services Unit receptionist's desk, 7th floor north - Transportation Building. Late proposals will not be considered.** All expenses incurred in responding to this notice shall be borne by the responder. All proposals will become public information after selection, under the Minnesota Data Practices Act, and will remain the property of the Minnesota Department of Transportation. 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.

### 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 Council

### Notice of Availability of Funds from the Metropolitan Livable Communities, Act Tax Base Revitalization Account

**NOTE CHANGE in submission deadline from August 7, 2000, announcement.**

**Purpose:** The Metropolitan Livable Communities Act (*Minnesota Statutes* Ch. 473.25) created a **Tax Base Revitalization Account** to make grants to clean up contaminated land for subsequent commercial/industrial redevelopment, job retention and job growth. Applications will be prioritized to the extent that they address the following: increase local tax base; create net gain in regional jobs; demonstrate market demand for proposed site; supplement a previously approved project; preserve and/or increase living wage jobs; improve the enforcement by reducing human health risk; promote compact development; provide living wage jobs; leverage private investment; and make more efficient use of current infrastructure capacity. This program is being coordinated with complementary programs at the Minnesota Pollution Control Agency (MPCA) and the Minnesota Department of Trade and Economic Development (DTED).

**Eligible Applications:** Statutory or home rule charter cities participating in the Metropolitan Livable Communities Housing Incentives Program are eligible to apply. Metropolitan counties (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington) and development authorities (e.g., Housing and Redevelopment Authority, Economic Development Authority or Port Authority) may apply for projects in eligible communities.

**Submission Date:** An original and two (2) copies of each application are due at the Metropolitan Council, Attn: Wayne Nelson, 230 E. Fifth St., St. Paul, MN 55101, by 5 p.m., **WEDNESDAY, NOVEMBER 1, 2000.**

**Amount Available:** Approximately \$2.6 million will be available for grants awarded this cycle. Grants will be awarded on a competitive basis. If applications for grants exceed the available funds for this cycle, no more than one-half of the funds may be granted to projects in a single city, and no more than three-quarters of the funds may be granted to projects located in cities of the first class.

## Non-State Public Bids, Contracts & Grants

---

**Obtain Information:** For a copy of the grant application guide and format, contact: Wayne Nelson, Metropolitan Council at (651) 602-1406 or (TTY): 291-0904, or via **email:** wayne.nelson@metc.state.mn.us. The application form may be copied from the Metropolitan Council **website:** www.metrocouncil.org under the topic "Planning".

## Metropolitan Council

### Notice of Request for Proposals for Professional Computer Software Training Services

#### Contract 00P0106

The Metropolitan Council is soliciting proposals to provide computer software training to its employees. The Metropolitan Council is a large multi-divisional public agency located in the Twin Cities with about 1,500 computer users with widely varying skill levels.

The training will consist almost exclusively of Microsoft Office 97 and 2000 and Novel GroupWise. There will be approximately 40 to 60 days of training each year. The contract will run through December 2002.

Proposals are due September 12, 2000 at 12:00 p.m., at the 2nd Floor Reception Desk of Mears Park Centre located at 230 E. Fifth Street in St. Paul, MN 55101.

For a copy of the Request for Proposals please contact:

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 (RFP) for Engineering Services for Design and Preparation of Contract Drawings and Specifications

Project Number: 990505

Contract Number: 00P0035

The Metropolitan Council is requesting engineering service proposals for design and preparation of contract drawings and specifications and construction phase services for Rosemount WWTP interim improvements. The interim improvements consist of aerated pond modifications, phosphorus removal system including chemical and polymer addition, an ultra violet disinfection system and related site and miscellaneous improvements.

<i>Issue Request for Proposals</i>	August 28, 2000
<i>Receive Proposals</i>	September 15, 2000
<i>Select Firm</i>	September 21, 2000
<i>Contract negotiated, executed, NTP</i>	October 2, 2000
<i>Complete Design</i>	January, 2001
<i>Award Construction Contract</i>	March, 2001
<i>Substantially Complete Construction</i>	March, 2002

---

---

## Non-State Public Bids, Contracts & Grants

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

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

Inquiries regarding technical aspects of the project should be directed to:

Jim Roth, Project Engineer  
(651) 602-1123

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

## Metropolitan Council

### Notice of Request for Proposals for Professional Real Estate Services

#### Contract 00P0109

**NOTE: This modifies previous ad for this scope of services.**

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 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., with Council identified firms;
- Preparing all related HUD-required forms;
- Preparing and transmitting all acquisition documents required by the Council and HUD, and affected associations (required for townhomes purchases for example); forward same to appropriate parties.

Because the Council must complete this acquisition and lease-up by April 2002, the Council may choose to retain one or several contractors to ensure completion as required.

The council intends to select contractors for these services based on the following tentative schedule:

<i>Issue Request for Proposal</i>	August 14, 2000
<i>Proposals Due</i>	September 8, 2000
<i>Contract Award</i>	September 30, 2000

## Non-State Public Bids, Contracts & Grants

---

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

### Solicitation of Bids for Warehousing and Distribution of Bus Schedules

The Metropolitan Council is soliciting sealed bids for Warehousing and Distribution of Bus Schedules. Bids are due at 2:00 p.m., on September 25, 2000.

Bids must be submitted in accordance with the Invitation for Bids document available from:

Metropolitan Council  
Metro Transit Purchasing Department  
515 N. Cleveland Avenue  
St. Paul, MN 55114  
(612) 349-5070

## University of Minnesota

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

The University of Minnesota offers 24 hour/day, 7 day/week access to all Request for Bids/Proposals through its web based Bid Information Services (BIS). Subscriptions to BIS are \$75/year. Visit our web site at [bidinfo.umn.edu](http://bidinfo.umn.edu) or call the BIS Coordinator at 612-625-5534.

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

# New State Phone Directory & Handbook!

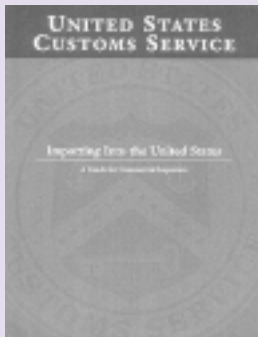


## State of Minnesota Telephone Directory 2000-2001

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. Topics 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**



