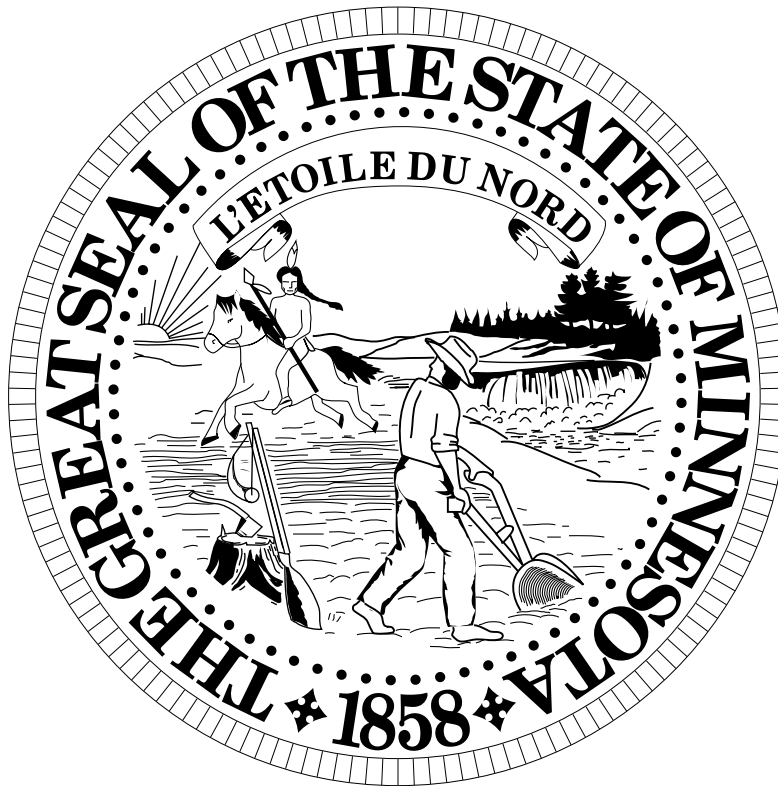


**State of Minnesota**

# **State Register**

**Rules and Official Notices Edition**



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# State Register

## Judicial Notice Shall Be Taken of Material Published in the *State Register*

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

- proposed, adopted, exempt, expedited emergency and withdrawn rules
- executive orders of the governor
- appointments
- proclamations and commendations
- commissioners' orders
- revenue notices
- official notices
- state grants and loans
- contracts for professional, technical and consulting services
- non-state public bids, contracts and grants
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### Printing Schedule and Submission Deadlines

Vol. 26 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
#38	Monday 11 March	Noon Wednesday 27 February	Noon Tuesday 5 March
#39	Monday 18 March	Noon Wednesday 6 March	Noon Tuesday 12 March
#40	Monday 25 March	Noon Wednesday 13 March	Noon Tuesday 19 March
#41	Monday 1 April	Noon Wednesday 20 March	Noon Tuesday 26 March

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Minnesota Judicial Center, Room 135, 25 Constitution Ave., St. Paul, MN 55155

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# Minnesota Rules: Amendments and Additions

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

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 1999 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

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

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

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

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## 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.

### Expedited and 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 Animal Health

### Adopted Permanent Rules Relating to Anthrax Vaccine Prescriptions

The rules proposed and published at *State Register*, Volume 26, Number 27, pages 836-837, December 24, 2001 (26 SR 836), are adopted as proposed.

## Official Notices

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

## Department of Labor and Industry

### Labor Standards Unit

### Notice of Addition to Commercial Prevailing Wage Rates

An **additional** rate has been made to the Commercial Prevailing Wage Rates certified 12/17/01, for **Labor Code 106, Blaster** in **Ramsey County**.

Copies of the certification with addition may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, or by calling (651) 284-5091. Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Shirley I. Chase  
Commissioner

**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.



### Pollution Control Agency

#### Public Notice for the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) General Permit for Small Municipal Separate Storm Sewer Systems

**NOTICE IS HEREBY GIVEN** that the Minnesota Pollution Control Agency (MPCA) intends to issue an NPDES General Permit (MN R580000) under the provisions of *Minnesota Rules* 7001.0210, for discharges of storm water associated with small municipal separate storm sewer systems. Comments are requested from affected or interested parties on a draft of this. Comments should be submitted in writing in accordance with the provisions of this notice.

This is a public notice for the NPDES Permit Program (Section 403, Clean Water Act, as amended, *Minnesota Statutes* chs. 115, and 116, as amended, and *Minnesota Rules* ch. 7001).

This is a draft NPDES General Permit to Discharge Storm Water Associated with Small Municipal Separate Storm Sewer Systems into Waters of the State.

**Public Notice Issued On: March 11, 2002**

**Last Day to Submit Comments: April 11, 2002**

**Potential Applicants:** Any Small Municipal Separate Storm Sewer System in the State of Minnesota that is located within the boundaries of a Federal Bureau of Census-delineated "urbanized area" based on the latest decennial census pursuant to 40 CFR 122.26., "Urbanized area" is defined as a land area comprising one or more places ("central places") and the adjacent densely settled surrounding area ("urban fringe") that together have a residential population of at least 50,000 and a density of at least 1,000 people per square mile and includes any other public storm sewer system located fully or partially within an urbanized area.

Any Small Municipal Separate Storm Sewer System in the State of Minnesota that has a population of at least 10,000 and a population density of at least 1,000/square mile is required to be evaluated by the MPCA for possible regulation under this permit. The MPCA also may designate additional Small Municipal Separate Storm Sewer Systems, which discharge pollutants into waters of the state.

#### NOTICE:

The MPCA proposes to issue NPDES General Permit (MN R580000) which covers the discharge of storm water from small municipal separate storm sewer systems to waters of the state. This general permit covers categories with operations, emissions, activities, discharges, or facilities that are the same or similar in context. The duration of all NPDES permits is five years.

The authority to develop and issue a general permit is based on the 1979 U.S. Environmental Protection Agency (EPA) revisions to the NPDES program regulations, which created a class of permits called general permits. General permits are issued in the state of Minnesota under 40 CFR 122.28 and *Minnesota Rules* 7001.0210. General permits can be issued in states with NPDES authority if the state program includes general permit authority from the EPA. MPCA's general permit program was approved by EPA on December 15, 1987. This general permit is based on federal requirements in 40 CFR 122.26 and state requirements in *Minnesota Rules* 7001.1035.

This permit provides a mechanism to regulate discharge from small municipal separate storm sewer systems. The permit requires the permittee to develop and implement a storm water pollution prevention program that, if properly designed, reduces the discharge of pollutants to the maximum extent practicable, protects water quality, and satisfies the appropriate water quality requirements of the Clean Water Act. The storm water pollution prevention program is required to be developed prior to application submittal. This general permit will provide coverage for approximately 150 small municipal separate storm sewer systems in the state.

Interested persons are invited to submit written comments on this proposed draft permit. Any comments received before close of business on the last day of the comment period (see above) will be considered before the draft permit is finalized.

Comments on the draft permit should include the following information, pursuant to *Minnesota Rules* 7001.0110:

1. A statement of the person's interest in the draft permit;
2. A statement of the action the person would like the MPCA to take, including specific references to sections in the draft permit;
3. Reasons supporting the person's position.

Informational meetings will take place on:

- **March 26**, Rochester Public Utilities, Community Room, 4000 East River Road NE, Rochester, Minnesota, 55906, (507) 280-1540.
- **March 27**, Minnesota Department of Transportation Training and Conference Center, 1900 West County Road I, Shoreview, Minnesota, 55126, (651) 297-4429.
- **March 28**, St. Cloud Civic Center, 10 Fourth Avenue South, St. Cloud, Minnesota, (320) 255-7272

An informational meeting followed by a question and answer session will take place from 9:00 a.m. to 11:30 a.m. Comments will be taken from 1:00 p.m. to 4:00 p.m. Please RSVP with Rachel Yartz at (651) 297-8679 or 1-800-657-3864.

Any person may request a contested case hearing on the draft permit before the end of the public comment period. Any request for additional meetings or a contested case hearing must include the information in items 1 through 3 listed above.

The draft general permit and fact sheet are available for review at the MPCA located at 520 Lafayette Road North, St. Paul, during regular business hours, Monday through Friday. If you have questions regarding the draft general permit, or if you would like to receive a copy of the draft general permit and fact sheet, please contact Lou Flynn at (651) 296-6575 or 1-800-657-3864, or for users of Telecommunications Device for the Deaf call (651) 297-5353. You may also find a copy at the MPCA Phase II internet site at <http://www.pca.state.mn.us/water/stormwater-phase2.html> or request a copy by **email** at: [louis.flynn@pca.state.mn.us](mailto:louis.flynn@pca.state.mn.us)

Comments on the permit, requests for additional public informational meetings, or requests for a contested case hearing should be submitted to:

Lou Flynn  
Minnesota Pollution Control Agency  
Regional Environmental Management Division  
520 Lafayette Road North  
St. Paul, Minnesota 55155-4194

In the absence on any requests for additional public informational meetings or a contested case hearing, the final decision to issue this permit will be made by the manager of the MPCA's Regional Environmental Management Division. Any person may request that this permit be considered by the MPCA Citizens' Board prior to final permit action (in accordance with *Minnesota Statutes* §116.02, subd. 6). The public is entitled, and welcome, to participate in the activities of the MPCA Citizens' Board and MPCA staff.

## Public Employees Retirement Association

### Notice of Meeting of the Board of Trustees

A meeting of the Board of Trustees of the Public Employees Retirement Association (PERA) will be held on Thursday, March 14, 2002, at 9:30 a.m., in the PERA offices, 60 Empire Drive, Room 117, St. Paul, Minnesota.

## Minnesota Sentencing Guidelines Commission

### Notice of Public Hearing to Consider Modifications to the Sentencing Guidelines

**THE MINNESOTA SENTENCING GUIDELINES COMMISSION WILL HOLD A PUBLIC HEARING** on Thursday, April 11, 2002, at 4:30 p.m. in Room 400 North, State Office Building, St. Paul, Minnesota. The public hearing is to consider proposed modifications to the sentencing guidelines and commentary regarding felony Driving While Impaired passed during the 2001 Special Legislative Session.

Copies of the proposed modifications are available, free of charge, on the agency's **website** at: [www.msgc.state.mn.us](http://www.msgc.state.mn.us), or by contacting the Minnesota Sentencing Guidelines Commission at University National Bank Building, 200 University Avenue West, Suite 205, St. Paul, MN 55103, or by calling Voice: (651) 296-0144. Deaf/Hard of Hearing/Speech Impaired Only TTY users may call this agency through the MN Relay Service: 1-800-627-3529; ask for (651) 296-0144. If you need special accommodations to attend, please contact the Minnesota Sentencing Guidelines Commission as soon as possible. This notice is available in alternative formats upon request.

## Official Notices

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All interested persons are encouraged to attend the hearing and offer comments. Persons wishing to speak may register in advance by contacting the Commission staff at the above address/telephone number.

The Commission will hold the record open for five days after the public hearing to accept additional written comment on the proposed modifications. On Thursday, April 18, 2002, the Commission will meet at 3:00 p.m. at the Minnesota Department of Corrections, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 to formally adopt or reject the proposed modifications. If adopted, the modifications will become effective August 1, 2002.

### State Grants & Loans

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

## Minnesota Center for Crime Victim Services

### Notice of Availability of Funds for Violence Against Women Act (VAWA) Funding – FY 2003/2004

The Minnesota Center for Crime Victim Services (MCCVS) announces the availability of grant funds under the S.T.O.P Violence Against Women Act Formula Grants Program of the U.S. Department of Justice. The goal of the VAWA grant funding is to develop and strengthen effective law enforcement and prosecution responses to violent crimes against women, and to develop, as well as strengthen, victim advocacy services for women who have been battered or sexually assaulted.

Approximately \$3,890,000 is available for 2-year special project grants for fiscal years 02/03, (July 1, 2002 - June 30, 2004). **Applications are due Friday, April 26, 2002.**

#### FUNDING CATEGORIES AND AMOUNTS:

**1. Law enforcement grants ranging from \$70,000 - \$100,000 each**

Domestic violence related, 6-9 grants available

Sexual assault related, 2-4 grants available

**2. Prosecution grants ranging from \$70,000 - \$100,000 each**

Domestic violence related, 6-9 grants available

Sexual assault related, 3-4 grants available

**3. Court related grants ranging from \$50,000 - \$75,000 each**

Domestic violence related, 2-3 grants available

Sexual assault related, 2-3 grants available

**In Funding Categories 1, 2 & 3:** Applicants must demonstrate that the project's purpose is to develop and implement more effective police, court and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying and responding to violent crimes against women, including sexual assault and domestic violence. All projects must be a coordinated effort involving domestic violence or sexual assault programs, and court, law enforcement, or prosecution agencies.

**4. Victim services special projects ranging from \$70,000 - \$100,000 each**

Domestic violence related, 3-5 grants available

Sexual assault related, 2-3 grants available

**In Funding Category 4:** Applicants must demonstrate that the project's purpose is to develop, enlarge, or strengthen programs addressing the needs and circumstances of victims of domestic violence and sexual assault from racial, cultural,



ethnic, language minorities, and other underserved populations (i.e., geographically isolated, elderly, disabled, lesbian/bi/transgender, etc.).

**5. Victim services: new on-going direct services adhering to MCCVS minimum programmatic standards for DV & SA programs - \$80,000 each**

Domestic violence (DV), 2 grants available

Sexual assault (SA), 4 grants available

**In Funding Category 5:** Applicants must develop new on-going direct services addressing the needs and circumstances of victims of domestic violence and sexual assault from racial, cultural, ethnic, language minorities, and other underserved populations (i.e., geographically isolated, elderly, disabled, lesbian/bi/transgender, etc.). The intention is to continue funding in subsequent years, wholly dependent on VAWA funding.

**6. American Indian women grants ranging from \$40,000 - \$80,000 each**

Domestic violence related, 1-2 grants available

Sexual assault related, 3-5 grants available

**In Funding Category 6:** Applicants must demonstrate that the project's purpose is to develop, enlarge, or strengthen programs addressing the needs and circumstances of Indian tribes in addressing violent crimes against women, specifically victims of domestic violence and sexual assault.

**7. Model development of multi-system intervention for children - \$180,000 each**

Domestic violence and sexual assault combined, 2 grants available

**In Funding Category 7:** Applicants must develop a comprehensive, multi-system intervention model for using existing resources to address the needs of children who are exposed to domestic violence and sexual assault, in an effort to break the cycle of violence. The model developed must:

- Include participation by child welfare agencies, domestic violence and sexual assault service providers, mental health professionals, local school districts, courts and law enforcement;
- Be replicable across the state; and
- Identify processes to access existing funds to cover on-going program costs.

**Eligible applicants in all categories are: nonprofit, nongovernmental victim service programs; units of local government; Indian tribal governments; legal service organizations; state, local and tribal courts; and state agencies.**

In each category applicants may apply for grant amounts within the funding range. For funding categories 1, 2, and 3, applicants may combine categories if the proposed project is a combination of services and/or systems, (i.e., a project to improve both law enforcement and prosecution policies for victims of domestic violence, etc.). In all categories applicants may apply for a combination of sexual assault and domestic violence services.

For a complete application packet and further information, please contact:

Minnesota Center for Crime Victim Services

245 E. 6th Street, #705, St. Paul, MN 55101

**Phone:** (651) 282-6256

**Toll free:** 1-888-622-8799

**TTY:** (651) 205-4827 deaf, hard of hearing

## **Department of Health**

### **Infectious Disease Epidemiology, Prevention and Control Division**

#### **STD and HIV Section**

#### **Funds Available for a 36-Month Period for HIV Health Education and Risk Reduction Information and Behavior Change Intervention Programming**

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Health (MDH) plans to have funds available for a 36 month period (January 1, 2003 through December 31, 2005) for Human Immunodeficiency Virus (HIV) health education and risk reduction information, and behavior change intervention programming within the following target population categories.

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- Men Who Have Sex With Men (includes 4 sub-populations)
- Heterosexual Women who are at risk of HIV infection due to risky sexual behaviors (includes 4 sub-populations)
- Injecting Drug Users who are at risk of HIV infection due to sharing of syringes and other injection equipment (includes 5 sub-populations)

### Amount of Available Funding

\$1,750,000 to \$2,000,000 per year. This request for proposals does not obligate the agency to spend the estimated dollar amount.

### Duration

The grant agreement period is established for 36 months, January 1, 2003 through December 31, 2005. Funded programs may be eligible for additional future funding during this period and through December 31, 2007.

### Eligible Organizations

1. Any public, private not-for-profit agency, or an individual that:
  - a. Can demonstrate administrative, organizational, programmatic, and fiscal capability to plan, develop, implement, and evaluate the proposed program; and,
  - b. Currently provides: 1) HIV health education and risk reduction programming, 2) HIV services, or 3) health programming, to one or more of the listed target populations.  
(NOTE: current programming includes both programs currently funded by MDH and programs not currently funded by MDH.)
2. Demonstrated evidence of, or a written plan for achieving the following:
  - a. Ongoing input into the program development, implementation, and evaluation from the target population; and
  - b. 50% of current or expected clients of the program are from the target population(s); and,
  - c. A program and staff development plan for management, board, program staff, and program volunteers that builds sensitivity to and/or encourages representation from the target population(s) that you reach (intend to reach).

**Note:** Agencies and individuals who are not registered as a 501-C3 and meet the eligibility requirements above, and target one or more of the populations described above, and interested in submitting a proposal are required to:

- i. identify an eligible 501-C3 agency to be the applicant agency and fiscal agent, and, collaborate with this agency to submit the proposal on their behalf; or,
- ii. complete the process of 501-C3 application and be registered as a 501-C3 agency by January 1, 2003.

**Note:** School-based programs are not eligible for this funding, with the exception of alternative school settings experienced in targeting one or more of the populations listed above.

### Procedure for Obtaining Request for Proposals (RFP)

#### Proposals:

All agencies or individuals that can meet the eligibility and minimum expectations criteria outlined in the RFP packet are eligible to submit a full proposal. Agencies or individuals wishing to submit a full proposal should request the RFP packet as soon as possible. To obtain the RFP packet, free of charge, please contact **Jessica Kulkay at (612) 676-5637** or go to <http://www.health.state.mn.us/divs/dpc/aids-std/aids-std.htm>

The RFP packet includes crucial instructions, format, necessary forms, and information from the Commissioner's Task Force on HIV/STD Prevention necessary to this process.

#### Due Dates

Notices of Intent Due:	4:00 p.m., Monday, April 1, 2002
Proposals Due:	4:00 p.m., Monday, May 20, 2002
Pre-Proposal Workshops:	9:00 a.m. - 12:00 p.m., Wednesday, April 3, 2002 1:00 p.m. - 4:00 p.m., Thursday, April 4, 2002

The workshops will be held at:

Minnesota Department of Health, Snelling Office Park  
1650 Energy Park Drive  
St. Paul, Minnesota 55108  
Near the intersection of Snelling and Energy Park Drive

The purpose of these workshops is to review application materials and provide an opportunity for questions and answers on how to prepare applications and what the expectations are for each application. Applicants are strongly encouraged to review the RFP packet and its requirements before attending one of the pre-proposal workshops.

## **Department of Human Services**

### **Minnesota Child Welfare Training System**

#### **Request for Proposals (RFP) for Maintaining Area Training Centers, a Component of the Minnesota Child Welfare Training System**

The Minnesota Child Welfare Training System, a part of the Family and Children's Services Division, Minnesota DEPARTMENT of Human Services, is soliciting proposals for maintaining its five Area Training Centers. The Area Training Centers are components of the statewide, comprehensive, competency-based child welfare training system for county child protection and child welfare workers and supervisors that has been in operation since 1994. Services must include maintaining the five Area Training Manager positions, and maintaining up to five support staff positions.

The contract will end on June 30, 2004, with the option of extending the contract through June 30, 2007. Approximately \$1,800,000.00 in state appropriated funds is designated for the project for the first two years.

This request for proposals does not obligate the State to complete the services, and the State reserves the right to cancel the solicitation if it is considered to be in its best interests. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Proposals in response to this RFP must be submitted according to the RFP application instructions. A copy of the complete RFP is available by contacting Richard Dean, Minnesota Child Welfare Training System, Family and Children's Services Division, 444 Lafayette Road, St. Paul, Minnesota 55155-3830, **phone:** (612) 297-1648. Upon request, this information will be made available in an alternative format, such as Braille, large print, or audiotape.

All applicants must provide eight (8) copies of their completed proposal to the Minnesota DEPARTMENT of Human Services, Attention: Richard Dean, C/O: Information Desk, 444 Lafayette Road, St. Paul, Minnesota 55155, **no later than 3:00 p.m. on Friday, April 19, 2002.** Evaluation and selection of the provider will be completed by April 30, 2002.

## **Department of Trade and Economic Development**

### **Minnesota Job Skills Partnership Requests Public Comment on Meeting the Legislative Mandate of 116L.04 Subdivision 4 – State Performance Standards and Reporting**

At the Minnesota Job Skills Partnership Board meeting on January 7, 2001 the MJSP Board approved for distribution and comment the following State Performance Standards.

This action was taken to meet mandated reporting requirements of *Minnesota Statutes* 116L.04 Subdivision 4. As indicated in the statute these standards apply to "workforce development and job training programs receiving state funds". Further, the statute which follows also requires the reporting of specific data.

The Board has developed six overarching standards which are intended to apply to all state programs covered by the statute. In addition, three differing types of workforce development and job training programs have been identified. Four standards for each of these three areas have been developed. The eighteen total standards form the basis for the MJSP performance measurement system for state funded workforce development and training programs.

As part of the Performance Standard development process, MJSP staff have also developed a performance matrix for the reporting of standards which currently apply to existing state funded workforce development and job training organizations and programs. Programs covered by this statute will be required to complete this form as well as make periodic reports on meeting adopted performance standards.

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As required by statute the MJSP Board is now seeking stakeholder and public comment regarding these standards. The standards are also available at the following Performance Standards **website:** <http://www.dted.state.mn.us/mjsp-perf.asp>

Comments regarding these Performance Standards may be made through the above website or may be sent in writing to:

Roger Hughes, Executive Director  
Minnesota Job Skills Partnership  
500 Metro Square Bldg.  
121 7th Place East  
St. Paul, MN 55123  
**Phone:** (651) 297-4660  
**Email:** [dted.mjspperformance@state.mn.us](mailto:dted.mjspperformance@state.mn.us)  
**Website:** <http://www.dted.state.mn.us/mjsp-perf.asp>

### Recommendation:

Six performance standards recommended are as follows:

1. Employment
2. Job Quality
3. Employee Retention
4. Productivity
5. Return On Investment
6. Customer Satisfaction

### Statute:

Sec. 4. *Minnesota Statutes 2000*, section 116L.04, is amended by adding a subdivision to read:

Subd. 4. [PERFORMANCE STANDARDS AND REPORTING:] By January 15, 2002, the board must develop performance standards for workforce development and job training programs receiving state funding. The standards may vary across program types. The board may contract with a consultant to develop the performance standards. The board must consult with stakeholder advocacy groups, nonprofit service providers, and local workforce councils in the development of both performance standards and reporting requirements. The adult standards must at a minimum measure:

1) the employability levels of individuals as defined by basic skill level, the amount of work experience, and barriers to employment prior to program entry;

2) the individual's annual income and employability level for the 12 months prior to entering the program, the starting annual income upon placement after completing the program, employability level and annual income one year after completion of the program, and the individual's reported satisfaction;

3) the program completion rate, placement rate, employability level upon placement, and one-year retention rate; and

4) the governmental cost per placement and per job retained at one year and the percentage of program funding coming from the state and other levels of government. After January 15, 2002, all workforce development programs receiving state funds must submit an annual performance report to the board. The board may develop a uniform format for the report and prescribe the manner in which the report is required to be submitted.

Sec. 5. *Minnesota Statutes 2000*, section 116L.05, is amended by adding a subdivision to read:

Subd. 4. [LEGISLATIVE RECOMMENDATIONS] By January 15 of each odd-numbered year, the board must submit recommendations to the house and senate committees with jurisdiction over workforce development programs, regarding modifications to, or elimination of, existing workforce development programs and the potential implementation of new programs. The recommendations must include recommendations regarding funding levels and sources.

### Overarching Standard #1

**Employment:** State funded programs must demonstrate that participation in the program results in the gaining or maintaining of employment with a Minnesota employer.

### Considerations:

- Quantifying the standard: proposed 75% gaining or maintaining employment.

- Client group being served
- State economic conditions
- Risk level of clientele reviewed

**Overarching Standard #2**

**Job Quality:** State funded programs must demonstrate that participation in the program results in employment by a Minnesota company which pays a competitive wage that provides or increases self sufficiency.

**Considerations:**

- Quantifying the Standard: proposed 200% of minimum wage
- Pre/Post measurements
- Client group being served (both business and individuals)
- State economic conditions
- Putting a job quality rating on positions (i.e. A, B, C grade jobs)

**Overarching Standard #3**

**Employee Retention:** State funded programs must demonstrate that participation in the program results in the retention of employees by Minnesota companies.

**Considerations:**

- Quantifying the Standard: proposed 75% employed after one year.
- Client group being served
- State economic conditions

**Overarching Standard #4**

**Productivity:** State funded programs must demonstrate that participation in the program results in increased productive capacity for Minnesota employers.

**Considerations:**

- Quantifying the Standard: Proposed the amount of credentialing resulting
- Indicating skills acquired
- Pre/Post assessment of skill level
- Economic need for skills
- Client group being served
- Wage increases
- Comparing increases in productivity

**Overarching Standard #5**

**Return on Investment:** State funded programs must demonstrate that participation in the program results in a return on investment (ROI) of public funds invested in the program.

**Considerations:**

- Quantifying the Standard: Proposed number of months it takes to payback the state in taxes
- State cost per trainee
- Public costs avoided
- Client group being served
- State economic conditions



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- Indexing ROI by region
- Using a standard definition of Public Investment

### Overarching Standard #6

**Customer Satisfaction:** State funded programs must demonstrate that participation in the program results in meeting the needs of users.

#### Considerations:

- Quantifying the Standard: proposed 70% of users indicate that they are satisfied with the program
- Indexing to other surveys
- Clients being served
- State economic conditions
- Program utilization

### Employer Based Performance Standards

- Standard 1: Program must demonstrate how employer productivity is improved through program
- Standard 2: Program must demonstrate how employer economic viability has been enhanced.
- Standard 3: Program must demonstrate how it has provided improved access for employers to needed workers.
- Standard 4: Program must demonstrate how it has provided business with a more stable workforce

#### Considerations:

- Business outputs or efficiency
- New skill levels present in company workforce
- New technology adopted by business
- New product or processes adopted
- New markets entered
- Number of business job openings
- Rate at filling positions
- Business turnover rate

### Individual Based Performance Standards

1. Program must demonstrate how participants will be better able to acquire work.
2. Program must demonstrate how participants will increase earning power.
3. Program must demonstrate how participants will maintain job stability.
4. Program must demonstrate how participants will reduce dependance on government programs.

#### Considerations:

- Credentialing
- Experience
- Skill acquisition
- Wage and Benefits
- Job retention
- Public Assistance/U.I. duration

### Combined and Other Performance Standards

1. Program must demonstrate how it improves program effectiveness

2. Program must demonstrate how it improves user awareness
3. Program must demonstrate how it coordinates with other programs
4. Program must demonstrate how it leverages non state resources

**Considerations:**

- Increased organizational capacity
- Outreach efforts
- Partnering & coordinating effort
- Matching funds

**Minnesota Job Skills Partnership Announces the Reopening of Applications for Pilot Projects to Train Low Income Workers**

The Minnesota Job Skills Partnership (MJSP) Board will operate pilot projects to provide training for individuals who are training-ready, have incomes at or below 200 percent of the federal poverty guidelines, and have dependent children, but are not eligible for training services under the Minnesota Family Investment Program (MFIP). The purpose of the program is to help low income (TANF eligible) individuals who may be working in low wage jobs, get training and acquire additional skills, in order to move up to higher paying jobs and economic self-sufficiency. Eligible recipients of grants include: 1) public, private or non-profit entities that provide employment services to low-income individuals; or partnerships of two or more of these entities and 2) partnerships of one or more of these employment service providers and; the Council on Black Minnesotans, the Chicago-Latino Affairs Council, the Council on Asian-Pacific Minnesotans, the Indian Affairs Council, the Minneapolis Community Development Agency, or the St. Paul Port Authority. Grant applicants will submit an application and a written proposal describing the amount requested, the number of individuals to be served and a training plan for the individuals which describes the training that is to be provided and a budget that details the cost of the training. Pilot project grants can only be used to pay for skills training, and payments will be handled on a reimbursement basis. There is approximately \$200,000 of the original \$750,000 TANF appropriation that remains available for additional pilot project grants. Pilot project applications can be obtained by calling the Job Skills Partnership at (651) 296-0388. The deadline for submission of pilot project grant applications is 4:00 p.m., on Tuesday, April 2, 2002 in order for consideration by the MJSP Board at its next Board Meeting.

**Minnesota Job Skills Partnership Announces Critical Careers Grant Program**

The Minnesota Job Skills Partnership Board in partnership with the Minnesota Higher Education Services Office (HESO) will provide grants for student scholarships to eligible post-secondary educational institutions through funding from HESO's federal funded Special Leveraging Educational Assistance (SLEAP) program.

The Minnesota Job Skills Partnership new Critical Careers Grant Program will provide Minnesota higher education institutions with scholarship funding for eligible students, including dislocated workers, who enroll in successful for-credit higher education programs created as a result of previously funded MJSP's Partnership or Pathways grant projects that have demonstrated that they have served Minnesota's critical workforce needs.

The purpose of this scholarship program is to encourage participation of individuals having a demonstrated financial need in for-credit training programs that provide education in MJSP identified industry and occupational areas that have critical skill needs. HESO will provide one time funding of up to \$483,176 to the Minnesota Job Skills Partnership Board for the scholarship grant program.

The maximum scholarship award an individual student can receive through a Critical Careers Grant must not exceed \$5,000 or the institution's price of education during any fiscal year. Eligible recipients of these scholarships include:

1. U.S. citizens and/or an eligible non-citizen;
2. participants enrolled as a regular student in an eligible program at an eligible school;
3. participants who have a highschool diploma or its recognized equivalent;
4. participants who are maintaining satisfactory academic progress standards in his or her course of study;
5. participants who sign a Statement of Educational Purpose and a Certification Statement on Overpayments and Default; and

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6. participants who register with the Selective Service, if required.

In order to apply for a scholarship the student must apply to his or her state agency either directly or indirectly through the higher education institution receiving a Critical Careers Grant.

One page applications for a Critical Careers Grant may be obtained through MJSP by contacting:

Rani Archambault  
Minnesota Job Skills Partnership  
500 Metro Square Bldg.  
121 7th Place East  
St. Paul, MN 55123  
**Phone:** (651) 205-4224  
**Fax:** (651) 215-3842  
**Email:** [rani.archambault@state.mn.us](mailto:rani.archambault@state.mn.us)

Grants for student scholarships will be limited to no more than \$100,000 per institution. Grants may be submitted at any time. The final selection and obligation of scholarship grants by the Job Skills Partnership to qualifying higher education institutions is expected to be made prior to April 15, 2002. Both education institutions receiving grants and students receiving scholarship must meet all applicable requirements of the MJSP and HESO.

### Minnesota Job Skills Partnership Training Grant Deadlines

The Minnesota Job Skills Partnership (MJSP) Board solicits grant proposals from educational and training institutions for training programs designed for specific businesses. Proposals will be accepted for the Job Skills Partnership Program, the Short Form Program, the Pre-Development Program, and the Pathways Program, the Health Care and Human Services Training Program, and the Distance Work Program. A participating business is limited to one active grant in each grant program at any given time, with the exception of businesses that have multiple locations or businesses engaged in projects that involve a consortium of businesses. The deadline for submission of proposals is 4:00 p.m., on April 29, 2002. Ten final copies must be submitted at this time for consideration at the MJSP Board meeting to be held on June 18, 2002. No proposals will be accepted after April, 29, 2002.

## State Contracts

**Informal Solicitations:** Effective March 1, 2002, informal solicitations for all contracting opportunities for professional/technical (consultant) contracts with values estimated to be over \$5,000 and under \$50,000 must be posted on the Department of Administration, Materials Management Division web page ([www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us)) and access P/T Contracts.

**Formal Requests for Proposals:** Department of Administration procedures require that formal notice of any professional/technical (consultant service) contract which has an estimated value over \$50,000 must be printed in the *State Register*. Certain quasi-state agencies and Minnesota State Colleges and Universities institutions are by law exempt from these requirements.

## Department of Administration

### Facilities Management Bureau

#### **REVISION: Notice of Request for Proposals for a Total Food Service Management and Operation Contract for Food Service Facilities in the State Capitol Complex, St. Paul, Minnesota**

The Department of Administration requests proposals for a three-year contract for the management and operation of 6 State food service operations in the Capitol Complex including Centennial Café, DOT Café, 600 Café, Judicial Café, Capitol Café, and SOB Café. This proposal does not include any associated vending machine operation at these building locations.

The term of the contract shall be July 1, 2002 to June 30, 2005, with an opportunity for up to a two year extension, totaling 5 years. All types of cost/fee proposals will be considered.

Equipment and smallware inventories are provided by the State.

A Request for Proposal may be obtained by calling or writing:

Department of Administration, Plant Management Division  
117 University Avenue, Room 301  
St. Paul, Minnesota 55155  
Phone: (651) 296-6800  
Office Hours: 7:00 a.m. - 5:00 p.m.

Proposal responses must be submitted **no later than 3:30 p.m. Central Standard Time on Wednesday, April 10, 2002.** A mandatory walk-through of food service facilities by Proposers has been scheduled for **Wednesday, March 20, 2002 at 2:00 p.m.** Only those Proposers attending the mandatory walk-through will be considered further. *Picture-taking will not be allowed in private areas during mandatory walk-through.* It is anticipated that the evaluation and selection will be completed by **Wednesday, May 22, 2002.**

## **Department of Administration State Designer Selection Board**

### **To Minnesota Registered Design Professionals: Request for Proposals for the Departments of Agriculture and Health, for Construction of a New Laboratory Facility and Parking Ramp (Project 02-01)**

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 **12 p.m., (Noon), Monday, March 25, 2002, to:**

Winnie Sullivan, Executive Secretary  
State Designer Selection Board  
Department of Administration  
c/o Materials Management Division  
50 Sherburne Avenue, Room 112  
St. Paul, Minnesota 55155-3000  
**Phone:** (651) 296-4640

#### **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) 296-4640. 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.

## State Contracts

- 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 that includes only the following items:

- a. Name of firm and its legal status;
- b. Names of persons in leadership roles for project management, design and production of architecture; design of civil, structural, mechanical and electrical engineering, landscape architecture, land surveying, fire protection and geoscience for each and every discipline called for in Section 8.b. The name of each person so mentioned must also include his or her 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 that such persons played in projects that 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 02-01**

Departments of Agriculture and Health  
New Laboratory Facility and Parking Ramp

**a. PROJECT DESCRIPTION:**

The Department of Administration (Owner) intends to provide new facilities addressing critical health, life safety and space needs for the Departments of Agriculture (MDA) and Health (MDH).

Current MDA and MDH laboratory facilities are no longer able to meet the spatial and technical demands of their respective programs. Existing MDA labs are constrained by poor ventilation, insufficient technological capacity and limited support space. Significant functional limitations are present at existing MDH labs, which also lack sufficient support space. Both facilities lack the flexibility to accommodate changing conditions such as new regulatory requirements, increased complexity of services, and safety and security concerns.

A high level of interaction between MDA and MDH laboratory facilities (and related offices) has necessitated co-location of the two programs. Tight coordination of lab and program activities is critical to public protection in areas such as food safety, disease outbreak investigation, natural disaster, and terrorism. The State has determined that construction of a new laboratory structure with sufficient parking is necessary to meet the outlined needs. This project must coordinate and link with an adjacent new office structure. The new office structure is not part of the RFP or scope of this work.

**Project scope:**

1. New 168, 650 gross square foot joint MDA and MDH multi-story laboratory facility.
2. New parking ramp to accommodate 1,138 cars, linked to both structures.

Project delivery method: Fast-track construction with construction manager and multiple prime contracts.

Both the laboratory and parking ramp are to be constructed on a site to be determined prior to initiation of design. It is intended that the new parking ramp will service both laboratory and office structures.

The new MDA and MDH office structure is being developed separately and will be constructed concurrently with this project.

## State Contracts

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Information available to assist respondents:

1. A pre-design report dated 12/21/2001 prepared by Hokanson/Lunning/Wende Associates and the Adams Group.
2. Sustainable Guidelines
3. Applicable design criteria

Copies of these documents are available for review at the Department of Administration in the Division of State Building Construction office. For review, contact **Winnie Sullivan** at (651) 297-1545.

Copies of the pre-design document (on CD-R format) will be made available only to firms that are shortlisted.

### **b. REQUIRED CONSULTANT SERVICES:**

**The consultant will:**

1. Demonstrate significant experience with the design and construction of new and major renovations in facilities of like function and type.
2. Evaluate master plan and site documentation provided and coordinate design and programmatic requirements accordingly.
3. Prepare sustainability evaluations, studies, and cost analysis recommendations developed in accordance with the 'Minnesota Sustainable Design Guide'. The Guide is available at: [www.sustainabledesignguide.umn.edu](http://www.sustainabledesignguide.umn.edu)
4. Completely review the pre-design report and other available documentation to refine all design criteria into one final program.
5. Provide architectural design, landscape architecture and interior design (including space planning); structural, mechanical, electrical and *registered* fire protection engineering; telecommunications design, laboratory design consultation, security design consultation, and parking consultation.
6. Execute and coordinate reviews with all state and local regulatory agencies.
7. Coordinate with the developers and design team of the concurrent MDA and MDH office facility project.
8. Coordinate with other project consultants under contract to the Owner.
9. Coordinate with the 'Percent for Arts' Program.
10. Provide necessary information to help facilitate Owner's ff&e purchases.
11. Comply with the State's Consultant Designer Procedures Manual, Indoor Air Quality Standards, Electrical Standards and Technology Standards. Standards are available at: [www.dsbc.admin.state.mn.us](http://www.dsbc.admin.state.mn.us)

### **c. SERVICES PROVIDED BY OTHERS:**

The Owner will contract directly for, or arrange to provide:

1. Site survey, geo-technical, environmental and materials testing programs.
2. Project management, scheduling and cost management services.
3. HVAC commissioning services.
4. Construction Documents quality control review consultation.
5. Exterior envelope inspection services.

### **d. SPECIAL CONSIDERATIONS:**

1. Prior experience with Agriculture and Health laboratory bio-hazardous level 3 design and construction preferred.
2. Prior experience with security design in public buildings preferred.
3. Prior experience with projects implemented at accelerated schedules preferred.
4. This project will not proceed unless funding is appropriated during the 2002 Legislative Session.

### **e. PROJECT BUDGET AND FEES:**

Construction costs currently estimated to be:

1. New laboratory facility: \$41,268,000.00
2. New parking ramp: \$12,229,000.00

Estimated fees for Consultant services including all reimbursables for the labs shall be approximately 8 percent of the construction cost.

Estimated fees for Consultant services including all reimbursables for the parking ramp shall be approximately 5 percent of the construction cost.

**f. PROJECT SCHEDULE:**

The preliminary schedule calls for construction completion and occupancy by *August 31, 2004*.

The Consultant's work will commence on the date the funding appropriation bill is signed by the Legislature.

**g. PROJECT INFORMATIONAL MEETING:**

None.

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

<b>Project Information Meeting:</b>	<i>None</i>
<b>Project Proposals Due:</b>	<i>Monday, March 25, 2002 by 12p.m. (Noon)</i>
<b>Project Shortlist:</b>	<i>Tuesday, April 2, 2002</i>
<b>Project Information Meeting for Shortlist Firms:</b>	<i>To be set by user agency</i>
<b>Project Interviews and Award:</b>	<i>Tuesday, April 16, 2002</i>

**i. PROJECT CONTACTS:**

Questions concerning the RFP and project should be directed to:

Peter Paulson, DSBC Project Manager  
Department of Administration  
50 Sherburne Avenue, Room G-10  
St. Paul, MN 55155-1402  
**Phone:** (651) 296-8808  
**Fax:** (651) 296-7650  
**Email:** *peter.paulson@state.mn.us*

**j. SAMPLE CONTRACT:**

The successful responder shall be required to execute the State's Basic Services Agreement which contains the State's standard contract terms and conditions, including insurance requirements. A sample of the State's Basic Services Agreement is available on the Minnesota Department of Administration Division of State Building Construction's **Website:** *<http://www.dsbc.admin.state.mn.us>*, click on forms.

**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 that 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 that 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 1-800-657-3704. 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.

## State Contracts

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- 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. These services are subject to approval in accordance with the *Minnesota Laws of 2002*, Chapter 220, Article 10, Section 37.

## Department of Administration

### State Designer Selection Board

#### To Minnesota Registered Design Professionals: Request for Proposals for the Department of Administration for Architectural/Engineering Services for the Redesign of the Anchoring System for the Exterior Granite Façade of the Transportation Building on the State Capitol Campus (Project 02-02)

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 12:00 p.m., Monday, March 25, 2002, to:

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

#### PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning the Board's procedures herein described, or the schedule in Item 8.h, should be referred to the Executive Secretary at (651) 297-1545. Questions relating to the project must be referred to the project contact(s) in Item 8.i.

***NOTE TO RESPONDERS: Changes May Have Been Made in the Content and Format Requirement. Proposals That Do Not Conform to The Following Content, Order and Format Requirements As Outlined in Items 1 Through 5 Below May Be Disqualified.***

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

*Proposals that deviate from the above may be disqualified.*

**3. BRIEF PROPOSAL SUMMARY:**

All proposals shall begin with a summary which includes only the following items:

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

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

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

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

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

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



## State Contracts

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**5. Eleven (11) copies of the proposal should be submitted.**

**6. Design firms wishing to have their proposals** returned after the Board's review shall follow one of the following procedures:

- a. Enclose a *self-addressed, stamped* postal card with the proposals. Design firms will be notified when material is ready to be picked up. Design firms will have two weeks to pick up their proposals, after which time the proposals will be discarded; or
- b. Enclose a *self-addressed, stamped* mailing envelope with the proposals. When the Board has completed its selection, proposals will be returned using this envelope.

**7. BOARD SELECTION CRITERIA:**

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

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

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

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

- d. Capacity to accomplish the work and services within the required constraints;
- e. Availability of appropriate personnel;
- f. Geographic relationship of the designer's base to the project site; and
- g. Awards previously made to a designer by the state. This is in the interest of equitable distribution of commissions.

The criteria do not necessarily have the same weight, nor are their relative weights necessarily constant from one project to another. The Board may issue statements regarding criteria as they relate to individual projects.

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

**8. PROJECT 02-02**

Department of Administration  
Transportation Building on the State Capitol Campus  
St. Paul, MN

**a. PROJECT DESCRIPTION**

The Department of Administration wishes to retain architectural and engineering services for a three-phase project for the redesign of the anchoring system for the exterior granite facade of the Transportation Building at 395 John Ireland Boulevard. The successful designer will be responsible for complete design services with construction work separated into three phases. Contract documents produced for Phase II and Phase III will be utilized in subsequent funded phases.

The project involves the removal, replacement, and rehang of the current granite panels utilizing current technology in hanging systems as well as adding insulation and resealing and flashing the building envelope. In addition, the design corrections also include cleaning the granite facade.

The finished product is expected to give the building a totally refurbished exterior skin, which will complete the extensive refurbishment of the facility.

A draft of the project predesign will be made available *only* to firms that are shortlisted.

**b. REQUIRED CONSULTANT SERVICES:**

The design team will provide comprehensive services, to include: Schematic Design (SD), Design Development (DD), and Construction Documents (CD) for all three phases of the project also Bidding and Construction Administration for the first phase. The firm is expected to have established skills at building detailing so as to provide solutions to the current corrosion problems.

The design team will provide all architectural services, including: cost estimating, project scheduling and all engineering services, to include: structural, mechanical, and special consultants as required, to provide expertise in exterior enveloped and granite/stone facade design.

Prepare all SD, DD, and CD documents using Division of State Building Construction CAD guidelines.

**c. SERVICES PROVIDED BY OTHERS:**

None.

**d. SPECIAL CONSIDERATIONS:**

It is the intent of the Department of Administration to extend the contract with the selected designer upon mutual consent of both parties to include Phase II and Phase III, bidding and construction administration services, after each phase has been successfully funded by subsequent legislative sessions.

**e. PROJECT BUDGET AND FEES:**

The total construction cost for all three phases is approximately \$10 Million.

The fee for this project will be approximately 4% of the construction cost.

**f. PROJECT SCHEDULE:**

Project design for all phases including the construction documents for Phase I will be completed by July 1, 2002.

Subsequent bidding of construction will be assigned as legislation funding is appropriated.

**g. PROJECT INFORMATIONAL MEETING:**

None.

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

**Project Information Meeting:**

*None*

**Project Proposals Due:**

*Monday, March 25, 2002 by 12 p.m. (Noon)*

**Project Shortlist:**

*Tuesday, April 2, 2002*

**Project Information Meeting for Shortlist Firms:**

*To be set by user agency*

**Project Interviews and Award:**

*Tuesday, April 16, 2002*

**i. PROJECT CONTACT:**

James E. Whipkey, Architect  
Department of Administration  
Division of State Building Construction  
Room G-10 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155  
**Phone:** (651) 296-8809  
**Fax:** (651) 296-7650  
**Email:** *jim.whipkey@state.mn.us*

**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 that 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 that 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 1-800-657-3704. 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.

## State Contracts

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- 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. These services are subject to approval in accordance with the *Minnesota Laws of 2002*, Chapter 220, Article 10, Section 37.

## Colleges and Universities, Minnesota State (MnSCU)

### Request for Proposal (RFP) for Food Service at North Hennepin Community College

#### Introduction:

North Hennepin Community College, Brooklyn Park, is soliciting bids for the management of its Food Service, beginning July 1, 2002.

#### Proposals Due Date:

Vendor proposals are due **no later than Monday, March 18, 2002**. Proposals must be submitted to Kitty Hennemann, Director of Student Life, North Hennepin Community College, 7411 85th Avenue North, Brooklyn Park, MN 55455. Specifications can be obtained by **phone** at: (763) 424-0803.

#### Site Inspection and Briefing:

North Hennepin Community College will host a briefing session and site inspection Monday, March 4, 2002 from 4:00 - 7:00 p.m., for interested bidders. Call Kitty Hennemann **phone** at: (763) 424-0803 to schedule an appointment.

## Department of Commerce

### Proposals Sought for Financial Examinations of Insurance Companies

The Department of Commerce is seeking professionals to perform financial examinations of insurance companies domiciled in Minnesota pursuant to *Minnesota Statutes* Section 60A.031, and in accordance with NAIC Financial Condition Examination Procedures Manual. For information, please contact Jaki Gardner, Assistant Commissioner, Insurance/Financial Examinations Division, 85 East 7th Place, Suite 500, St. Paul, MN 55101-2198, (651) 297-7030. Responders are required to have CFE or AFE designations. CPA designation a plus, but not required.

## Minnesota Historical Society

### Request for Proposals for a Mill City Museum Exhibit Structure

The Minnesota Historical Society is seeking proposals from qualified firms and individuals to build a platform and timber framed structure called "Meet the Machines" for the new Mill City Museum Exhibit. The timber-framed structure will be fabricated from lumber salvaged from an old flour mill. Preparation of the lumber will be part of the scope of the work. Previous experience with timber-frame construction is preferred.

### **Submission of Proposals**

All proposals must be received by Chris M. Bonnell, Contracting Officer, or his agent, at the Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102 by **2:00 p.m., Central Time, Tuesday, April 2, 2002**. A proposal opening will be conducted at that time. Proposals must be submitted in a sealed envelope with the project name clearly written on the envelope. All proposals must be signed in ink by the proposer or an authorized member of the proposer's firm. **Late proposals will not be considered.**

Authorized agents for receipt of proposals 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.

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

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

Dated: 11 March 2002

## **Minnesota Historical Society**

### **Request for Proposals for Website Development for Storytelling Related to Saint Anthony Falls**

The Minnesota Historical Society is seeking proposals from qualified consultants for website development for storytelling related to Saint Anthony Falls. Consultants may bid on the following individual products or build a team to bid on all products together.

- Web Design
- Storytelling Illustration
- Flash Cinematic Productions
- Web Site Construction
- Multimedia Asset Preparation
- Project Management

### **Submission of Proposals**

All proposals must be received by Chris M. Bonnell, Contracting Officer, or his agent, at the Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102 by **2:00 p.m., Central Time, Wednesday, April 3, 2002**. A proposal opening will be conducted at that time. Proposals must be submitted in a sealed envelope with the project name clearly written on the envelope. All proposals must be signed in ink by the proposer or an authorized member of the proposer's firm. **Late proposals will not be considered.**

Authorized agents for receipt of proposals 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.

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

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

Dated: 11 March 2002

## **Department of Natural Resources**

### **Notice of Availability of Contract for Gitchi Gami State Trail – Gooseberry to Split Rock Connector and as an Alternate: Gitchi Gami State Trail – Gooseberry Falls State Park – Phase 2**

The Minnesota Department of Natural Resources is requesting proposals for the purpose of preparing a project memorandum, construction plans and specifications and provide construction inspection and contract administration services for the Gooseberry to Split Rock Connector segment.

## State Contracts

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Work is proposed to start after May 1, 2002.

A Request for Proposals will be available by mail from this office through March 29, 2002. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After **March 29, 2002**, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Sue Riehle, DNR Region 2 Facilities and Operations Support Bureau  
1201 East Highway 2  
Grand Rapids, MN 55744  
**Phone:** (218) 327-4233  
**Fax:** (218) 327-4263

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than **4:00 p.m., Central Time, April 4, 2002. Late proposals will not be considered.** Faxed or emailed proposals will **not** be considered.

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

## Department of Transportation

### Program Support Group

#### Notice Concerning Professional/Technical Contract Opportunities

**NOTICE TO ALL:** The Minnesota Department of Transportation (Mn/DOT) is now placing additional public notices for professional/technical contract opportunities on Mn/DOT's Office of Consultant Services **website** at: [www.dot.state.mn.us/consult](http://www.dot.state.mn.us/consult)

New public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice.

## Non-State Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *State Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector. It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

## Metropolitan Council

### Notice of Request for Proposals (RFP) to Develop Inspired and Creative Communication Services, Print and Digital

The Metropolitan Council is requesting proposals from interested firms or individuals to develop inspired and creative communication services (both print and digital) to communicate the ideals of the Council's Blueprint 2030 document in such a manner that will promote a shared vision for the region and inspire elected officials, policy makers and the general public to make informed choices to guide the growth of the region, set our priorities and preserve the competitiveness and livability of the Twin Cities region.

*Issue Request for Proposals*  
*Received Proposals*  
*Evaluate and Rank Proposals*

**RFP's will be issued on 3/4/02**  
**Friday March 15th**  
**Staff committee will review the proposals and make the selection.**



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## Non-State 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  
**Phone:** (651) 602-1585  
**Fax:** (651) 602-1138  
**Email:** [amanda.petersen@metc.state.mn.us](mailto:amanda.petersen@metc.state.mn.us)

Inquiries regarding technical aspects of the project should be directed to Bob Dietrick **phone** at: (651) 602-1387 or **email:** [bob.dietrick@metc.state.mn.us](mailto:bob.dietrick@metc.state.mn.us)

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

## 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.

## Minnesota Workers' Compensation Assigned Risk Plan

### Notice of Request for Proposals for Legal Services

The Minnesota Workers' Compensation Assigned Risk Plan intends to contract with two or more law firms to provide workers' compensation claim defense services. The contract period will commence on or about June 1, 2002. Interested parties may obtain the complete Request for Proposals by sending a written request by mail or fax to:

Minnesota Worker's Compensation Assigned Risk Plan  
Attn: Mark Sheehan, Plan Administrator  
4500 Park Glen Road, Suite 410  
Minneapolis, MN 55416  
**Fax:** (952) 922-5423

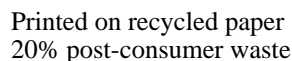
Copies of the RFP will be sent by regular mail unless an email address is provided in the written request. Deadline for submission of proposals is **Wednesday, April 17, 2002 at 4:00 p.m.**



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 TTY: Metro Area 651-282-5077 TTY: Greater MN 1-800-657-3706

Please notify us of any address changes so that we can continue to give you our best service. Include your old mailing label to speed your service.



Complete attached order blank. Please include sales tax. Include either your VISA/MasterCard, American Express or Discover credit card number with the expiration date, or a check/money order made out to the State of Minnesota. Orders by phone are accepted when purchasing with your credit card. Please include a phone number where you can be reached during the day in case we have questions about your order.

Merchandise may be returned if it is in resalable condition.

**State Register** and other subscriptions do not require sales tax or postage and handling fees.

Shipping Charges	
Subtotal	Add:
Up to \$25.00	\$3.00
\$25.01 - \$50.00	\$5.00
\$50.01 - \$100.00	\$7.00
\$100.01 - \$1,000.00	\$10.00



Bookstore hours: 8:00-5:00 Monday-Friday

Code No.	Quantity	Description	Item Price	Total
Name or Company			<b>Subtotal</b>	
Attention		<div>6½ % tax MN residents 7% St. Paul residents</div>		
Address				
City	State	Zip	Add Shipping Charges from chart at left.	
American Express/VISA/MasterCard/Discover No.			<b>TOTAL</b>	
Signature		Expiration Date	Telephone (During Day)	

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