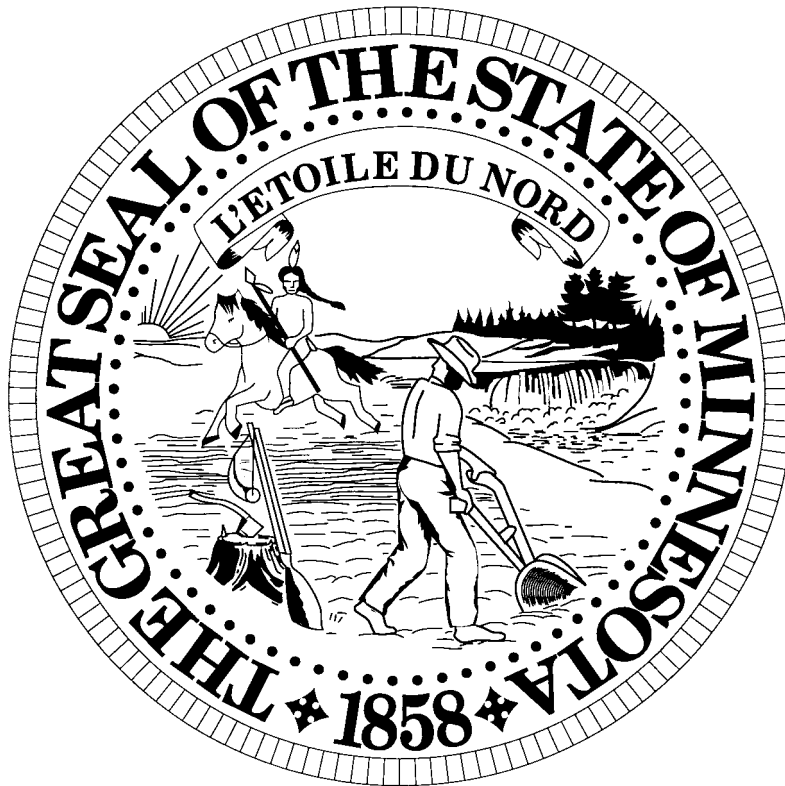


State of Minnesota

State Register

Rules and Official Notices Edition



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

Monday 10 March 2003
Volume 27, Number 37
Pages 1405-1420

State Register

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

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

- proposed, adopted, exempt, expedited emergency and withdrawn rules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

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Printing Schedule and Submission Deadlines

Vol. 27 Issue Number	PUBLISH DATE	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	Deadline for Both Adopted and Proposed RULES
#37	Monday 10 March	Noon Tuesday 4 March	Noon Wednesday 26 February
#38	Monday 17 March	Noon Tuesday 11 March	Noon Wednesday 5 March
#39	Monday 24 March	Noon Tuesday 18 March	Noon Wednesday 12 March
#40	Monday 31 March	Noon Tuesday 25 March	Noon Wednesday 19 March

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Publication Number: 326630 (ISSN 0146-7751)

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

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State Capitol, Room 231, St. Paul, MN 55155
Website: www.senate.leg.state.mn.us/departments/secretary/seninfo.htm

House Information Office (651) 296-2146
State Office Building, Room 175, 100 Constitution Ave., St. Paul, MN 55155
Website: www.house.leg.state.mn.us/hinfo/hinfo.htm

Federal Register

Office of the Federal Register (202) 512-1530; or (888) 293-6498
U.S. Government Printing Office – Fax: (202) 512-1262
Website: http://www.access.gpo.gov/su_docs/aces/aces140.html

Minnesota State Court System

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

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Commodity, Service and Construction Contracts are published
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Award results are available from the Materials Management Helpline
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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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Exempt Rules

Exempt rules are excluded from the normal rulemaking procedures (*Minnesota Statutes* § 14.386 and 14.388). They are most often of two kinds. One kind is specifically exempted by the Legislature from rulemaking procedures, but approved for form by the Revisor of Statutes, reviewed for legality by the Office of Administrative Hearings, and then published in the *State Register*. These exempt rules are effective for two years only.

The second kind of exempt rule is one adopted where an agency for good cause finds that the rulemaking provisions of *Minnesota Statutes*, Chapter 14 are unnecessary, impracticable, or contrary to the public interest. This exemption can only be used where the rules:

- (1) address a serious and immediate threat to the public health, safety, or welfare, or
- (2) comply with a court order or a requirement in federal law in a manner that does not allow for compliance with *Minnesota Statutes* 14.14-14.28, or
- (3) incorporate specific changes set forth in applicable statutes when no interpretation of law is required, or
- (4) make changes that do not alter the sense, meaning or effect the rules.

These exempt rules are also reviewed for form by the Revisor of Statutes, for legality by the Office of Administrative Hearings and then published in the *State Register*. In addition, the Office of Administrative Hearings must determine whether the agency has provided adequate justification for the use of this exemption. Rules adopted under clauses (1) or (2) above are effective for two years from the date of publication of the rule in the *State Register*. Rules adopted, amended or repealed under clause (3) or (4) are effective upon publication in the *State Register*.

The Legislature may also exempt an agency from the normal rulemaking procedures and establish other procedural and substantive requirements unique to that exemption.

Department of Labor and Industry

Adopted Exempt Permanent Rules Relating to OSHA

The rules propose in the *State Register*, Volume 27, Number 26, pages 979-980, December 23, 2002 (27 SR 979), are adopted as proposed.

Appointments

Minnesota Statutes, Section 15.06, Subd. 5 requires a notice of the designation of a commissioner, or the assumption of office by a temporary commissioner, shall be filed with the president of the senate and the speaker of the house with a copy delivered to the secretary of state and published in the next available edition of the State Register.

Office of Strategic and Long Range Planning (Minnesota Planning)

Notice of Appointment of Acting Director Marcia Farinacci

NOTICE IS HEREBY GIVEN, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Tim Pawlenty appointed Marcia Farinacci to the office of Acting Director of the Office of Strategic and Long Range Planning (Minnesota Planning) effective March 1, 2003. She replaces Acting Director Jack Uldrich appointed January 6, 2003.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws governing the Office of Strategic and Long Range Planning are:

- *Minnesota Statutes*, 4A.01 - 4A.10

Acting Director Farinacci resides at 1466 North Grotto, Saint Paul, Minnesota 55117, Ramsey County, Congressional District Four.

She can be reached at the Office of Strategic and Long Range Planning, 658 Cedar Street, St. Paul, MN 55155. Telephone (651) 297-2325. Internet home page: <http://www.mnplan.state.mn.us>

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.

Official Notices

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

Minnesota Comprehensive Health Association

Notice of Proposed Premium Rate Meetings

NOTICE IS HEREBY GIVEN that a representative of the Minnesota Comprehensive Health Association's (MCHA) executive staff and a representative of the Minnesota Department of Commerce will hold premium rate meetings in Minnesota as indicated below. The purpose of the meetings is to allow MCHA enrollees an opportunity to comment on the proposed premium rates. Any rate change must be approved by the Minnesota Department of Commerce. New premium rates would go into effect on July 1, 2003.

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

SCHEDULED OF 2003 PUBLIC MEETINGS ON PROPOSED PREMIUM RATES

<u>LOCATION</u>	<u>DATE</u>	<u>TIME</u>
Rochester	Tuesday, March 25, 2003 Comfort Inn & Conference Center 1625 South Broadway Rochester, MN Tel: (507) 281-2211	6:30pm
Brainerd	Wednesday, March 26, 2003 Ramada Inn Brainerd 2115 S. 6th Street Brainerd, MN Tel: (218) 829-1441	6:30pm
Twin Cities	Thursday, March 27, 2003 Spring Hill Suites Marriott 5901 Wayzata Blvd. St. Louis Park, MN Tel: (952) 738-7300	6:30pm

In case of inclement weather, please call the hotel to be informed of meeting cancellation. If you are unable to attend these meetings for any reason, please log onto the MCHA website at mchamn@aol.com for data provided at the meeting.

Minnesota Historical Society

State Review Board Regular Meeting

A meeting of the State Review Board of the Minnesota Historical Society to consider nominations to the National Register of Historic Places will be held on Tuesday, March 25, 2003, in the Cargill Commons, MacMillan Education Wing, Minnesota Historical Society History Center, St. Paul, Minnesota. The State Review Board will meet at 7:00 p.m. for an informational presentation on program activities made by the Preservation Office staff. The meeting will be called to order and consideration of the meeting's agenda will begin at 7:30 p.m. A sign language interpreter is available with one weeks notice, and auxiliary aids are available with two weeks notice. Call (651) 296-5434, or TTY (800) 627-3529. For further information contact the State Historic Preservation Office, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102, (651) 296-5434.

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 12/30/02, for **Group 3** in Stevens county.

Copies of the certification with additional rates 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.

Jane Volz
Commissioner

Department of Labor and Industry**Labor Standards Unit****Notice of Correction to Commercial Prevailing Wage Rates**

A **correction** has been made to the Commercial Prevailing Wage Rates certified 12/30/02 for: **Labor Code 407, Electricians in Aitkin, Cass, Crow Wing, Morrison, Todd and Wadena counties.**

Copies may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota. 55155-4306, or by calling (651) 284-5091, or accessing our web site at www.doli.state.mn.us. Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Jane Volz
Commissioner

Department of Labor and Industry**Labor Standards Unit****Notice of Correction to Commercial and Highway/Heavy Prevailing Wage Rates**

A **correction** has been made to the Commercial Prevailing Wage Rates certified 12/30/02 and for Highway/Heavy Rates certified 10/14/02 for:

Commercial - Labor Code 407, Electricians, in Stearns and Benton Counties and; **Highway/Heavy - Region 5.**

A **correction** has been made to the Commercial Prevailing Wage Rates certified 12/30/02 for: **Labor Code 417, Pipefitters-Steamfitters**, in Ramsey County.

Copies of the certified wage rates for these Counties may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306, or by calling (651) 284-5091, or accessing our web site at www.doli.state.mn.us. Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Robin N. Kelleher
Acting Commissioner

Public Employees Retirement Association (PERA)**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 13, 2003, at 9:30 a.m., in the PERA offices, 60 Empire Drive, Room 117, Saint Paul, Minnesota.

Official Notices

Department of Transportation

State Aid for Local Transportation Division

Notice of Appointment and Meeting of a State Aid Variance Committee

NOTICE IS HEREBY GIVEN that the Commissioner of Transportation has appointed a State Aid Variance Committee who will conduct a meeting on Thursday, March 27, 2003 at 9:30 a.m. at the Mn/DOT Arden Hills Training Center, located at 900 West County Road I, in Shoreview, Minnesota, 55126.

This notice is given pursuant to *Minnesota Statute* 47k.705.

The purpose of this open meeting is to investigate and determine recommendations for variance requests from minimum State Aid roadway standards and administrative procedures as governed by *Minnesota Rules* for State Aid Operations 8820.3300 adopted pursuant to *Minnesota Statutes* Chapters 161 and 162.

The agenda will be limited to the following:

- 1. Petition of the City of Rochester** for a variance from *Minnesota Rules* 8820.9936, as they apply to the proposed construction of the State Aid project number 159-105-12 located in the City of Rochester, Minnesota, from 3rd Avenue NW east to the Zumbro River, which is approximately 3rd Avenue NE on Center Street to allow 8 foot parking lanes along the proposed project in lieu of the required 10 foot parking lanes.
- 2. Petition of the City of Lino Lakes** for a variance from *Minnesota Rules* 8820.9936, as they apply to the proposed State Aid project number 210-102-02 for the reconstruction of Elm Street from Sunset Road (Anoka County No. 53) to Grey Heron Drive located in the City of Lino Lake, Minnesota, so as to allow 15 mph (75' horizontal radius) in lieu of the required 30 mph (300' horizontal radius) in two curves at west end of Sunset Road.
- 3. Petition of the City of Duluth** for a variance from *Minnesota Rules* 8820.9936, as they apply to the proposed project number 118-080-28 for construction of Arthur Avenue between Garfield Avenue and Port Terminal Road in the City of Duluth, Minnesota, so as to allow a 120' horizontal curve radius resulting 22 mph design speed in lieu of a 300' horizontal curve radius or 30 mph design speed required by standards.
- 4. Petition of the City of Prior Lake** for a variance from *Minnesota Rules* 8820.9936, as they apply to the proposed construction of the frontage road along the west side of Trunk Highway 13, 0.18 miles south of County State Aid Highway 42 in the City of Prior Lake, Minnesota, so as to allow horizontal alignment radii which meet 20 and 25 mph in lieu of the required 30 mph design speed.
- 5. Petition of the City of Shoreview** for a variance from *Minnesota Rules* 8820.9936, as they apply to the proposed reconstruction of Turtle Lake Road, east of intersection with Hodgson (County Highway 49) within the City of Shoreview, Minnesota, so as to allow a 190' radius curve (with 2% crown) resulting design speed of 25 mph in lieu of a 300' radius curve (30 mph) standard requirement.
- 6. Petition of Faribault County** for a variance from *Minnesota Rules* 8820.9936, as they apply to the proposed reconstruction of CSAH 51 between T.H. 169 and Stockman Street within the City of Elmore, Minnesota, so as to allow a 120' crest vertical curve resulting design speed of 25 mph in lieu of a 220' vertical curve (30 mph) standard requirement between the east R/W line of T.H. 169 and a point 200" east of said R/W line.

9:30 a.m.	City of Rochester
10:00 a.m.	City of Lino Lakes
10:30 a.m.	City of Duluth
11:00 a.m.	City of Prior Lake
11:30 a.m.	City of Shoreview
12:00 p.m.	Faribault County

Dated: March 4, 2003

Julie A. Skallman
State Aid Engineer
State Aid for Local Transportation Division

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 Housing Finance Agency

Notice of Funds Available and Contingent Request for Proposal Bridges Rental Assistance Program

The Minnesota Housing Finance Agency (MHFA) and the Minnesota Department of Human Services (DHS), Mental Health Division, announces the availability of grant funds through the Bridges Program. The actual availability and amount of funds are contingent upon approval by the 2003 Minnesota Legislature.

Eligible Applicants: An Adult Mental Health Initiative (AMHI) and a housing agency (HA) that is able to administer a Section 8 rental assistance type program may submit a co-application.

Location: Bridges rental assistance is limited to counties in which an existing Section 8 certificate and voucher program is/can be administered under the jurisdiction of the U.S. Department of Housing and Urban Development (HUD).

Amount of Funds: Approximately \$3.2 million in grant funds have been requested for the biennium ending June 30, 2005.

Eligible Uses: Temporary rental assistance payments and security deposits paid directly to landlords on behalf of participants with a serious and persistent mental illness who are eligible for the Section 8 Rent Subsidy Program or other rental assistance. Other eligible uses include utility deposits, contract rent for up to ninety days during a medical or psychiatric crisis, payment to utility companies for up to ninety days during medical or psychiatric hospitalization. Administrative fees charged by housing agencies may not exceed \$40 per month.

Eligibility Requirements: The head of household, or other adult household member has a serious and persistent mental illness and is eligible for a Section 8 subsidy or other rental assistance. Gross income of the household is at or below 50 percent of the area median income for the household size as defined by HUD. Participants must be eligible to apply for and accept a federal or other permanent housing subsidy when offered.

Rents may not exceed the Section 8 Housing Choice Voucher amount for a unit determined by Fair Market Rent/Payment Standards and any HUD approved exceptions. Rental units must pass Housing Quality Standards.

Reporting: Quarterly payment requests to be submitted to MHFA. Participant data submitted with second and fourth quarter payment requests.

Procedures: Applicant should request application packets from Agency by writing or calling:

Minnesota Housing Finance Agency
Attention: Bridges, Multifamily Division
400 Sibley Street, Suite 300
Saint Paul, MN 55101-1998
(800) 657-3647, or (651) 297-4455

The deadline for all applicants is **5:00 p.m. Friday, April 10, 2003.**

Selection Process: All complete proposals, which meet the basic requirements and the selection criteria of the program, and are received by the deadline, will be considered. MHFA/DHS may request clarification of information after reviewing applications.

The MHFA Board should make final selections on May 22, 2003. All applicants are notified of the selections.

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency Programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance disability, or familial status.

State Grants & Loans

This request for Proposals (RFP) is subject to all applicable federal, state, and municipal laws, rules, and regulations. MHFA/DHS reserve the right to modify or withdraw the RFP at any time and is not able to reimburse any applicant for costs incurred in the preparation or submittal of applications.

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) 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 Children, Families and Learning

Notice of Request for Proposals to Design, Develop and Produce a Video on Minnesota Voluntary School Choice Program

The Minnesota Department of Children, Families and Learning is soliciting proposals from qualified vendors to design, develop and produce a 12-15 minute video presentation on the Minnesota Voluntary School Choice program, which provides expanded school choice opportunities for Minneapolis families. The video will target lower-income families who reside in the Minneapolis Public Schools district who have options into various schools within their district, charter schools and suburban schools. It will be closed-captioned in American Sign Language, Hmong, Somali, and Spanish. The video must include multiple site interviews with parents and educators and professional narration.

The Department has determined that the cost of this project should not exceed \$60,000 including all expenses, costs for closed captioning, equipment or space rental, and technical staff or talent (such as narrator).

For a complete Request for Proposal, please contact Cindy Jackson, Department of Children, Families and Learning, L14, 1500 Highway 36 W, Roseville, MN 55113-4266, telephone (651) 582-8572, fax (651) 582-8725, e-mail: cindy.s.jackson@state.mn.us.

Completed proposals are due by 3 p.m. Monday, March 31, 2003. Late proposals will not be considered.

In compliance with *Minnesota Statutes* 16C.07, the availability of this contracting opportunity is being offered to state employees. Responses from state employees will be evaluated along with other responses to this Request for Proposal.

This request does not obligate the State to award a contract or complete the work contemplated in this notice. The State reserves the right to cancel this solicitation if it is considered to be in its best interest. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Colleges and Universities, Minnesota State (MnSCU)

St Cloud Technical College

Request for Proposal for a Telephone (PBX) and Voice Mail System

NOTICE IS HERBY GIVEN that Offers will be received by the Director of Purchasing, St. Cloud Technical College, until 2:00 P.M. on 4/04/2003 for the purpose of a Telephone (PBX) and Voice Mail System, according to the specifications on file at:

St. Cloud Technical College
Business Office
1540 Northway Drive
St. Cloud, Minnesota 56303

Attention: Jeff John
Phone: (320) 654-5512
Fax: (320) 654-5027
Email: jaj@sctc.edu

Specifications and Request for Proposal forms may be obtained from Jeff John the Director of Purchasing at the address shown above. The request for proposal may also be downloaded off of the St Cloud Technical College's web site by visiting www.sctc.edu/rfp beginning March 10, 2003 until April 4, 2003.

Offers are to be submitted in a sealed envelope addressed to the Director of Purchasing at the above address and clearly marked.

“RESPONSE TO ST. CLOUD TECHNICAL COLLEGE PBX AND VOICE MAIL SYSTEM RFP”

All applicants must provide one original and (3) copies of the proposal. **The final date for submitting proposals is April 4, 2003 by 2:00 P.M. Central Daylight Time. Late proposals will not be considered. Faxed or emailed proposals will not be considered.**

St. Cloud Technical College reserves the right to reject any and all Offers and to waive any informalities containing such Offers. This request does not obligate the St Cloud Technical College to complete this project. The St Cloud Technical College 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

Engineering Services Division

Notice of Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities (the “Consultant Pre-Qualification Program”)

This document is available in alternative formats for persons with disabilities by calling Robin Valento at (651) 284-3622 for persons who are hearing or speech impaired by calling the Minnesota Relay Service at (800) 627-3529.

Mn/DOT, working in conjunction with the Consultant Reform Committee, the Minnesota Consulting Engineers Council, and the Department of Administration, has developed the Consultant Pre-Qualification Program as a new method of consultant selection. The ultimate goal of the Pre-Qualification Program is to streamline the process of contracting for highway related professional/technical services. Mn/DOT anticipates that most consultant contracts for highway related technical activities will be awarded using this method, however, Mn/DOT also reserves the right to use RFP or other selection processes for particular projects. Nothing in this solicitation requires Mn/DOT to complete or use the Consultant Pre-qualification Program.

Mn/DOT is currently requesting application from consultants in the following service areas: preliminary design, highway design, bridge inspection and environmental studies. Technical and administrative qualification requirements are located on the web site indicated below. In the future, Mn/DOT will be requesting applications for additional highway related consulting services as those services become available. Following advertisement of a particular category of services, applications will be accepted on a continual basis.

All expenses incurred in responding to this notice will be borne by the responder. Response to this notice becomes public information under the Minnesota Government Data Practices.

Consultant Pre-Qualification Program Information, application requirements and application forms are available on Mn/DOT's web site at <http://www.dot.state.mn.us/consult>

Send completed application material to:

Robin Valento
Pre-Qualification Administrator
Minnesota Department of Transportation
Consultant Services
395 John Ireland Boulevard, Seventh Floor, Mail Stop 680
St. Paul, MN 55155

NOTE: Due Date: APPLICATION MATERIAL WILL BE ACCEPTED ON A CONTINUAL BASIS.

Department of Transportation

Engineering Services Division

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 M/DOT's Consultant Services **website** at: 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 indicated within the public notice.

State Contracts

Department of Veterans Home Board

Notice of Availability of Contract for Injury Prevention Training - BACKSAFE® and SITTINGSAFE®

The Minnesota Department of Veterans Home Board is requesting proposals for the purpose of awarding a contract for an injury prevention program workshop training for the nursing home employees of the Minnesota Veterans Home in Silver Bay.

Work is proposed to start after March 31, 2003.

A Request for Proposals will be available by mail from this office through March 17, 2003. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After March 17, 2003, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Kevin Maxim
MN Veterans Home
45 Banks Blvd
1 (218) 226-6336

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than Monday March 17, 2003, at 4:30pm. **Late proposals will not be considered.** Fax or e-mailed 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.

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 editor for further details.

Metropolitan Council

Notice of Invitation for Bids (IFB) for Computer Hardware Maintenance Services

Contract Number 03P005

The Metropolitan Council is requesting bids for Computer Hardware Maintenance Services. Services will include recommended OEM preventive maintenance, scheduled repair, and maintenance services, and unscheduled repair services for critical equipment. The hardware to be serviced is mid-range computer equipment and peripherals, including 9 IBM RS 6000 Workstations and 12 IBM RISC servers installed at two separate Council locations in Minneapolis and St. Paul. The term of the contract will be three years.

The anticipated schedule for this procurement is:

Issue Invitation for Bids	March 3, 2003
Bids Due	April 1, 2003
Award Contract	May 2003

All firms interested in receiving an IFB package are invited to submit an e-mail or written request to:

Amanda Houston, Administrative Assistant
Contracts and Procurement Unit
Metropolitan Council
230 East Fifth Street
St. Paul, MN 55101
Phone: (651) 602-1585
Fax: (651) 602-1138
E-mail: amanda.houston@metc.state.mn.us

Note: The IFB is **NOT** available in electronic form.

Metropolitan Council

Notice of Invitation for Bids (IFB) for the Procurement of Janitorial Services for the Metro Plant Laboratory

Reference Number 03P006

The Metropolitan Council is requesting bids for the Procurement of Janitorial Services for the Metro Plant Laboratory.

<i>Issue Invitation for Bids</i>	March 10, 2003
<i>Site Visit</i>	March 25, 2003
<i>Bids Due</i>	April 1, 2003
<i>Award Contract</i>	April 30, 2003

All firms interested in submitting bids for this contract and desiring to receive an IFB package are invited to make a written request either by e-mail, fax or mail or phone request to:

Sunny Jo Emerson
Administrative Assistant, Contracts and Procurement Unit
Metropolitan Council
230 East Fifth Street
St. Paul, MN 55101
Phone: (651) 602-1499
Fax: (651) 602-1083
E-mail: sunnyjo.emerson@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.

Metropolitan Council

Notice of Request for Proposals (RFP) for Maplewood Mall Transit Center and Park/Ride Engineering and Design Services

Contract Number 03P017

The Metropolitan Council (Council) is seeking proposals to provide Engineering and Design Services for the Maplewood Mall Transit Center and Park/Ride. Services required include:

Schematic and final design for pavement, curb/gutter, and underground utilities as well as their installations. Final design for passenger waiting facilities and driver restroom/breakroom facility. Design of additional pavement areas disrupted by these modifications, including a possible right-in, right-out access onto Beam Avenue. Written construction specifications.

Pre-bid activities, including assistance to the COUNCIL in conducting pre-bid conferences, preparing addenda, and evaluating bid results.

Construction administration support, including support for the COUNCIL, reviewing shop drawing submittals, assisting with change orders and field orders, and preparing record drawings.

A tentative schedule for the project is shown below:

<i>Issue Request for Proposals</i>	March 10, 2003
<i>Pre-proposal Conference</i>	March 20, 2003 at 9:00AM
<i>Proposals Due</i>	April 1, 2003
<i>Award of Contract</i>	April 2003
<i>Term of Contract</i>	18 months

All firms interested in being considered for this project and desiring to receive an RFP package are invited to contact:

Harriet Simmons, Sr. Administrative Assistant
Metropolitan Council
Mears Park Centre
230 East Fifth Street
St. Paul, MN 55101
Phone: (651) 602-1086
Fax: (651) 602-1083
E-mail: harriet.simmons@metc.state.mn.us

Non-State Contracts & Grants

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

Metropolitan Council

Notice of Request for Proposals (RFP) for Temporary EQA Staffing Services

Contract Number 02P152

The Metropolitan Council (Council) is seeking proposals to provide Temporary EQA Staffing Services for the Metro Wastewater Treatment Plant Laboratory. Services would be provided on an as-needed basis for a three year period. Temporary services would be required in the categories of, Lab Aid (dishwasher), and Technical Lab Support (entry-level).

A tentative schedule for the project is shown below:

<i>Issue Request for Proposals</i>	March 10, 2003
<i>Proposals Due</i>	April 2, 2003
<i>Award of Contract</i>	May 2003
<i>Term of Contract</i>	3 years

All firms interested in being considered for this project and desiring to receive an RFP package are invited to contact:

Harriet Simmons, Sr. Administrative Assistant
Metropolitan Council
Mears Park Centre
230 East Fifth Street
St. Paul, MN 55101
Phone: (651) 602-1086
Fax: (651) 602-1083
E-mail: harriet.simmons@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 is awarded in excess of \$100,000, the requirements of *Minnesota Rules* 5000.3530 will be applicable.

Metropolitan Council

Notice of Request for Proposals (RFP) for Web Hosting and Maintenance

Metropolitan Council RFP

Contract Number 03P018

The Metropolitan Council is requesting proposals to provide managed server hosting for the Metropolitan Council's web site from about mid June 2003 to mid June 2005. Managed server hosting includes, at least, personnel, service, software, hardware and connectivity required to host, monitor and diagnose a web site and application environment. The site has HTML and database components. The approximate size of the site and its associated files is currently 5 Gigabytes with approximately 1,900 pages. The site is located at www.metrocouncil.org.

The anticipated solicitation schedule is shown below.

<i>Issue Request for Proposals</i>	March 3, 2003
<i>Receive Proposals</i>	1:00 PM on Thursday, April 3, 2003
<i>Award of Contract</i>	April or May 2003

All firms interested in receiving an RFP package are invited to submit an e-mail or written request to:

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

Non-State Contracts & Grants

Note: RFBs are *NOT* available in electronic form.

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

Metropolitan Council - Metro Transit

Sealed Bids Sought for Landscape Improvements

The Metropolitan Council is soliciting sealed bids for Landscape Improvements at its Metro Transit Ruter facility. The work will include landscape replacement and installation of lawn sprinklers at the Ruter facility. Bids are due at 2:00 PM on March 28, 2003.

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

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

Metropolitan Council - Metro Transit

Sealed Bids Sought for Relocation of Engine Dynamometer

The Metropolitan Council is soliciting sealed bids for Relocation of Engine Dynamometer at its Metro Transit Overhaul Base facility. The work will include modifications to the facility in order to relocate the engine dynamometer. A site visit will be held at 10:00 AM on March 18, 2003 at the Overhaul Base, 515 N. Cleveland Ave, St. Paul, MN 55114. Bids are due at 2:00 PM on March 24, 2003.

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

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

University of Minnesota

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

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

