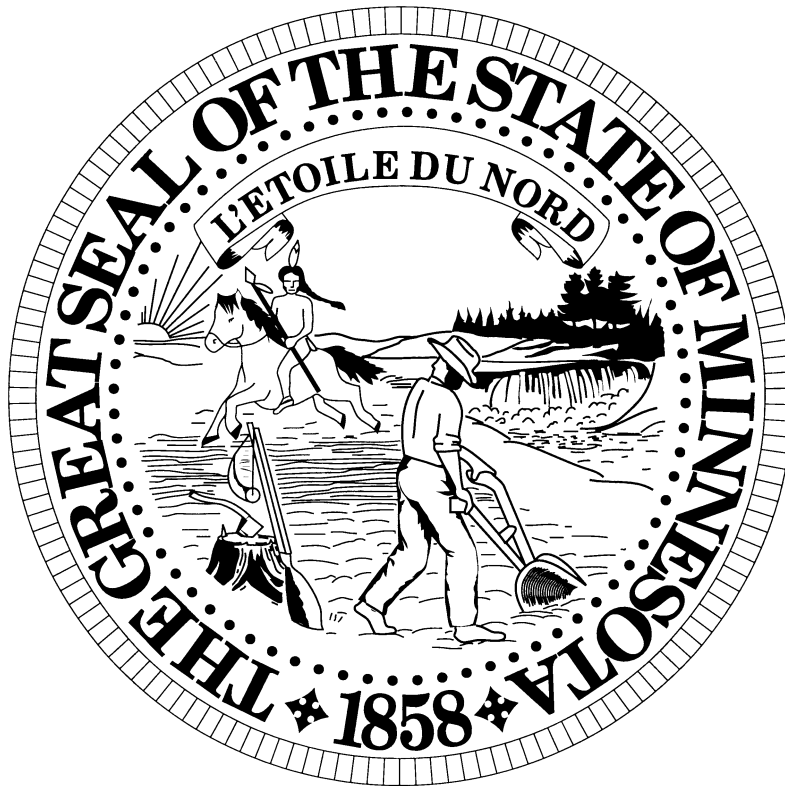


State of Minnesota

State Register

Rules and Official Notices Edition



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State Register

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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- proposed, adopted, exempt, expedited emergency and withdrawn rules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
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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
#52	Monday 23 June	Noon Tuesday 17 June	Noon Wednesday 11 June
#53	Monday 30 June	Noon Tuesday 24 June	Noon Wednesday 18 June
Vol.28 #1	Monday 7 July	Noon Tuesday 1 July	Noon Wednesday 25 June
Vol.28 #2	Monday 14 July	Noon Tuesday 8 July	Noon Wednesday 2 July

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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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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 rules previous *State Register* publication will be cited.

Expedited and Emergency 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 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 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 Dentistry

Adopted Permanent Rules Relating to Duties of Dental Hygienists and Registered Dental Assistants

The rules proposed and published at *State Register*, Volume 27, Number 15, pages 485-488, October 7, 2002 (27 SR 485), are adopted with the following modifications:

3100.3600 TRAINING AND EDUCATIONAL REQUIREMENTS TO ADMINISTER ANESTHESIA AND SEDATION.

Subpart 1. **Prohibitions.** Dental hygienists or registered dental assistants may not administer general anesthesia; or conscious sedation; or nitrous oxide inhalation analgesia. ~~Dental hygienists may not administer general anesthesia or conscious sedation.~~

[For text of subs ~~1 to 2~~ and 3, see M.R.]

3100.8500 REGISTERED DENTAL ASSISTANTS.

Subpart 1. **Duties under general supervision.** A registered dental assistant may perform the following duties if a dentist has authorized the procedures and the registered dental assistant performs the procedures in accordance with the dentist's diagnosis and treatment plan in providing palliative treatment:

D. ~~re-cement~~ re-cement intact temporary restorations; and

Subp. 1a. **Duties under indirect supervision.** A registered dental assistant, in addition to the services performed by the assistant, may perform the following services if a dentist is in the office, authorizes the procedures, and remains in the office while the procedures are being performed:

C. apply; topical medications ~~to the oral cavity only~~ that are physiologically reversible; topical fluoride; bleaching agents; and cavity varnishes; all of which must be prescribed by dentists;

O. etch appropriate enamel surfaces, apply and adjust pit and fissure sealants. Before the application of pit and fissure sealants, a registered dental assistant must have successfully completed a course in pit and fissure sealants at a dental ~~school~~, dental hygiene ~~school~~, or dental assisting school ~~that has been~~ accredited by the Commission on Accreditation.

Subp. 1b. **Duties under direct supervision.** A registered dental assistant may perform the following services if a dentist is in the dental office, personally diagnoses the condition to be treated, personally authorizes the procedure, and evaluates the performance of the auxiliary before dismissing the patient:

B. remove excess bonding bond material from teeth with rotary instruments after removal of orthodontic appliances. Before utilizing rotary instruments for the removal of bonding bond material, a registered dental assistant must have successfully completed a course in the use of rotary instruments for the express purpose of the removal of bonding bond material from teeth. The course must be one that is presented by a dental ~~school~~, dental hygiene ~~school~~, or dental assisting school ~~that has been~~ accredited by the Commission on Accreditation;

3100.8700 DENTAL HYGIENISTS.

Subpart 1. **Duties under general supervision.** A dental hygienist may perform the following services if a dentist has authorized them and the hygienist carries them out in accordance with the dentist's diagnosis and treatment plan:

H. ~~remove~~ remove removal of marginal overhangs.

Subp. 2a. **Duties under direct supervision.** A dental hygienist may perform the following procedures if a dentist is in the office, personally diagnoses the condition to be treated, personally authorizes the procedure, and evaluates the performance of the dental hygienist before dismissing the patient:

Adopted Rules

- B. ~~make preliminary adaptation of temporary crowns;~~
- ~~C. remove temporary crowns with hand instruments only;~~
- ~~D. C. fabricate, cement, and adjust temporary restorations; and~~
- ~~E. D. place and remove matrix bands; and~~

E. remove excess bond material from teeth with rotary instruments after removal of orthodontic appliances. Before utilizing rotary instruments for the removal of bond material, a dental hygienist must have successfully completed a course in the use of rotary instruments for the express purpose of the removal of bond material from teeth. The course must be one that is presented by a dental, dental hygiene, or dental assisting school accredited by the Commission on Accreditation.

Revenue Notices

The Department of Revenue began issuing revenue notices in July of 1991. Revenue notices are statements of policy made by the department that provide interpretation, detail, or supplementary information concerning a particular statute, rule, or departmental practice. The authority to issue revenue notices is found in *Minnesota Statutes* § 270.0604

Department of Revenue

Revenue Notice # 03-06: Correction to Revenue Notice # 03-04

Revenue Notice # 03-04, "Repeal of Obsolete Revenue Notices," purported to repeal Revenue Notice # 92-26, "Withholding - 1993 Withholding Deposits." The correction citation for the Revenue Notice entitled "Withholding - 1993 Withholding Deposits" is Revenue Notice # 92-25.

Revenue Notice # 92-25 is repealed.

Revenue Notice #92-26, "Income Tax - No Property Tax Refunds for Certain Homesteads" remains in effect.

This Revenue Notice is retroactively effective to the publication date of Revenue Notice # 03-04, May 19, 2003.

Raymond R. Krause
Assistant Commissioner

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 Human Services

Children and Family Services

Updated Child Care Fund Sliding Fee Copayment Schedule

Pursuant to *Minnesota Statutes* section 119B, and *Minnesota Rules*, part 3400.0100, Subp. 5 (Publication of state median income and fee schedule in *State Register*), the Department of Human Services hereby gives notice of the updated Sliding Fee Monthly Copayment Schedule. This revised schedule is based on the FFY 2003 federal poverty guidelines as published in the February 7, 2003 *Federal Register*. The schedule published is for family sizes of two through six and is effective July 1, 2003 until further notice. Please contact the Child Care Assistance Program for the schedule for larger families or for the biweekly copayment schedule for all family sizes. This revised fee schedule replaces the schedule published July 1, 2002. This revised schedule may be republished if program changes occur as a result of legislative action.

Official Notices

Any questions about the updated schedule should be directed to:

Child Care Assistance Program
 Department of Human Services
 Children and Family Services
 444 Lafayette Road North
 St. Paul, MN 55155-3834
 (651) 296-4476

Child Care Assistance Program - SFY 2004 - Monthly Copayment Schedule

<u>Two Person Household</u>				<u>Three Person Household</u>			
Federal Poverty Guidelines		\$12,120		Federal Poverty Guidelines		\$15,260	
175% of FPG		\$21,210		175% of FPG		\$26,705	
<u>Gross</u>		<u>Monthly</u>		<u>Gross</u>		<u>Monthly</u>	
<u>Income Range</u>		<u>Copayment</u>		<u>Income Range</u>		<u>Copayment</u>	
\$0	\$9,089	\$	-	\$0	\$11,444	\$	-
\$9,090	\$12,119	\$	10	\$11,445	\$15,259	\$	10
\$12,120	12,725		41	\$15,260	16,022		51
\$12,726	13,331		43	\$16,023	16,785		54
\$13,332	13,937		45	\$16,786	17,548		56
\$13,938	14,543		47	\$17,549	18,311		59
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\$16,968	17,573		69	\$21,364	22,126		87
\$17,574	18,179		72	\$22,127	22,889		90
\$18,180	18,785		74	\$22,890	23,652		93
\$18,786	19,391		91	\$23,653	24,415		115
\$19,392	19,997		94	\$24,416	25,178		119
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\$20,604	21,209		124	\$25,942	26,704		156
\$21,210	21,815		135	\$26,705	27,467		170
\$21,816	22,421		155	\$27,468	28,230		195
\$22,422	23,027		168	\$28,231	28,993		211
\$23,028	23,633		181	\$28,994	29,756		228
\$23,634	24,239		203	\$29,757	30,519		256
\$24,240	25,451		260	\$30,520	32,045		327
\$25,452	27,269		366	\$32,046	34,334		461
\$27,270	27,875		398	\$34,335	35,097		502
\$27,876	28,481		457	\$35,098	35,860		575
\$28,482	29,087		479	\$35,861	36,623		604
\$29,088	29,693		528	\$36,624	37,386		665
\$29,694	30,299		555	\$37,387	38,149		699
\$30,300			INELIGIBLE	\$38,150			INELIGIBLE

Child Care Assistance Program - SFY 2004 - Monthly Copayment Schedule (con't)

<u>Four Person Household</u>				<u>Five Person Household</u>			
Federal Poverty Guidelines		\$18,400		Federal Poverty Guidelines		\$21,540	
175% of FPG		\$32,200		175% of FPG		\$37,695	
<u>Gross</u>			<u>Monthly</u>	<u>Gross</u>			<u>Monthly</u>
<u>Income Range</u>			<u>Copayment</u>	<u>Income Range</u>			<u>Copayment</u>
\$0	\$13,799	\$	-	\$0	\$16,154	\$	-
\$13,800	\$18,399	\$	10	\$16,155	\$21,539	\$	10
\$18,400	19,319		62	\$21,540	22,616		73
\$19,320	20,239		65	\$22,617	23,693		76
\$20,240	21,159		68	\$23,694	24,770		79
\$21,160	22,079		71	\$24,771	25,847		83
\$22,080	22,999		82	\$25,848	26,924		96
\$23,000	25,759		92	\$26,925	30,155		108
\$25,760	26,679		105	\$30,156	31,232		123
\$26,680	27,599		109	\$31,233	32,309		127
\$27,600	28,519		112	\$32,310	33,386		132
\$28,520	29,439		139	\$33,387	34,463		162
\$29,440	30,359		143	\$34,464	35,540		167
\$30,360	31,279		171	\$35,541	36,617		200
\$31,280	32,199		188	\$36,618	37,694		220
\$32,200	33,119		205	\$37,695	38,771		240
\$33,120	34,039		236	\$38,772	39,848		276
\$34,040	34,959		255	\$39,849	40,925		298
\$34,960	35,879		275	\$40,926	42,002		322
\$35,880	36,799		308	\$42,003	43,079		361
\$36,800	38,639		394	\$43,080	45,233		462
\$38,640	41,399		555	\$45,234	48,464		650
\$41,400	42,319		605	\$48,465	49,541		708
\$42,320	43,239		694	\$49,542	50,618		812
\$43,240	44,159		728	\$50,619	51,695		852
\$44,160	45,079		802	\$51,696	52,772		939
\$45,080	45,999		843	\$52,773	53,849		987
\$46,000			INELIGIBLE	\$53,850			INELIGIBLE

Official Notices

Child Care Assistance Program - SFY 2004 - Monthly Copayment Schedule (con't)

Six Person Household

Federal Poverty Guidelines \$24,680
175% of FPG \$43,190

<u>Gross</u>		<u>Monthly</u>	
<u>Income Range</u>		<u>Copayment</u>	
\$0	\$18,509	\$	-
\$18,510	\$24,679	\$	10
\$24,680	25,913		83
\$25,914	27,147		87
\$27,148	28,381		91
\$28,382	29,615		95
\$29,616	30,849		110
\$30,850	34,551		124
\$34,552	35,785		141
\$35,786	37,019		146
\$37,020	38,253		151
\$38,254	39,487		186
\$39,488	40,721		192
\$40,722	41,955		229
\$41,956	43,189		252
\$43,190	44,423		275
\$44,424	45,657		316
\$45,658	46,891		342
\$46,892	48,125		369
\$48,126	49,359		414
\$49,360	51,827		529
\$51,828	55,529		745
\$55,530	56,763		811
\$56,764	57,997		930
\$57,998	59,231		976
\$59,232	60,465		1,076
\$60,466	61,699		1,131
\$61,700			INELIGIBLE

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 Department of Health Office of Rural Health and Primary Care Indian Health Grant Program

Notice of Grant Opportunities

The Minnesota Department of Health (MDH) is seeking applications from non-profit organizations, governmental or tribal entities for the Indian Health Grant Program. The purpose of this program is to provide assistance to eligible applicants to establish, operate, or subsidize clinic facilities and services to furnish health services for American Indians who reside off reservations. For purposes of the grant, "resides off reservation" means Indian persons not residing on Indian land who are members of an organized tribe, band or other group of aboriginal people of the United States, having a treaty relationship with the federal government and who are regarded as Indians by the group in which they claim membership.

The amount of funding for the Indian Health Grant Program is \$177,000 per year. The award cycle is for two years from January 1, 2004 to December 31, 2005. Proposals are due to the person and address listed below by 4:00 on August 15, 2003.

A copy of the full Request for Proposals may be obtained at <http://www.health.state.mn.us/divs/chs/grants.htm>. A copy can also be obtained by contacting Sheila Brunelle, Minnesota Department of Health, Division of Community Health, Office of Rural Health and Primary Care, P.O. Box 64975, St. Paul, MN 55164-0975, **phone:** (651) 282-3853, **Email:** Sheila.Brunelle@health.state.mn.us.

Minnesota Department of Health Office of Rural Health and Primary Care Migrant Health Grant Program

Notice of Grant Opportunities

The Minnesota Department of Health (MDH) is seeking applications from eligible cities, counties, groups of cities or counties, or nonprofit corporations for the Migrant Health Grant Program. The purpose of this grant is to fund the establishment, operations, or subsidization of clinic facilities and services, including mobile clinics, to furnish health services for migrant agricultural workers and their families in areas of the state in which significant numbers of migrant workers are located. A "Migrant Agricultural Worker" means any individual whose principal employment is in agriculture on a seasonal basis who has been so employed within the last 24 months, and who established a temporary residence for the purpose of such employment. First consideration for funding will be given to organizations that can provide services on a statewide basis.

The amount of funding for the Migrant Health Grant Program is \$104,000 per year. The award cycle is for two years from January 1, 2004 to December 31, 2005. Proposals are due to the person and address listed below by 4:00 on August 15, 2003.

A copy of the full Request for Proposals may be obtained at <http://www.health.state.mn.us/divs/chs/grants.htm>. A copy can also be obtained by contacting Sheila Brunelle, Minnesota Department of Health, Division of Community Health, Office of Rural Health and Primary Care, P.O. Box 64975, St. Paul, MN 55164-0975, **phone:** (651) 282-3853, **Email:** Sheila.Brunelle@health.state.mn.us.

Minnesota Historical Society Historic Preservation Grant Application Deadlines

The Minnesota Historical Society announces a fall grants cycle for two state grants programs to assist historic preservation and local history projects. These funds were allocated to the Minnesota Historical Society in the 2003 Legislative Session.

State Capital Grants-in-Aid County and Local Preservation Project Grants: The primary recipients are public entities as defined in state law, including county and local jurisdictions, or projects sponsored by an eligible governmental unit. To be funded, projects must serve a public purpose and the property must be in public ownership. Grant recipients must match state funds on at least an equal basis. Approximately \$300,000 will be awarded during the fall grants cycle.

State Grants & Loans

State Grants-in-Aid: The primary recipients are regional, county, and local nonprofit organizations whose primary purpose is historic preservation and/or interpretation. Approximately \$50,000 will be awarded during the fall cycle. Grant recipients must match state funds on at least an equal basis. This program has been supporting projects conducted by local and county organizations that interpret and preserve Minnesota's history since 1969. Project categories include: Historic Properties, Artifact Collections, Interpretive Programs, Microform Copies, Oral History, Photographic Collections, Manuscripts, Publications and Research, Museum Environments, and Technology.

Deadlines for the fall grants cycle are:

August 1, 2003:	Pre-application due.
August 29, 2003:	Application due.
October 2, 2003:	Grants Review Committee meets.

To request grant information materials and application forms, or for more information, call (651) 296-5478, E-mail the Grants Office - mandy.skypala@mnhs.org, or write to the Grants Office, Minnesota Historical Society, 345 West Kellogg Blvd., Saint Paul, MN 55102-1906. Application materials can also be downloaded from the Minnesota Historical Society's **website** at: www.mnhs.org.

State Contracts

Informal Solicitations: Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be published in the *State Register* or posted on the Department of Administration, Materials Management Division's (MMD) website. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD website at www.mmd.admin.state.mn.us for informal solicitation announcements.

Formal Solicitations: Department of Administration procedures require that formal solicitations (announcements for contracts with an estimated value over \$50,000) for professional/technical contracts must be published in the *State Register*. Certain quasi-state agency and Minnesota State College and University institutions are exempt from these requirements.

Department of Administration

State Designer Selection Board

Request for Proposals for Designer Selection for Jones Hall Renovation, University of Minnesota, East Bank Campus (Project 03-17)

To Minnesota Registered Design Professionals:

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a design team for the above project. Proposals from interested firms must be received by, **1:00 p. m. Monday, July 7, 2003** to:

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

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning procedures, or schedule are to be referred to the Executive Secretary at (651) 297-1545. Questions relating to the project are to be referred to the project contact(s) in Item 1.h.

1. PROJECT 03-17

- a. **PROJECT DESCRIPTION:** The University of Minnesota intends to enter into a contract with a consultant to provide complete design and construction administration services for the renovation of Jones Hall, a 100-year-old building located in the Historic Knoll District of the Minneapolis Campus. The renovation will consist of repair of the exterior masonry, replacement of the roof and windows, replacement of mechanical and electrical systems, and reconfiguration of the building's interior. The renovation of Jones Hall will bring the building into full compliance with fire and life safety ADA and other building code related requirements.

The renovated facility is programmed to provide office space for two academic units of the College of Liberal Arts and essential freshman seminar rooms. The existing building contains approximately 24,000 gross square feet.

A detailed pre-design study for the project was completed in July 2001.

- b. REQUIRED CONSULTANT SERVICES:** The scope of the project includes full architectural/engineering services for the project including mechanical, electrical, structural, civil, architectural, landscape architectural, interior design, scheduling, cost estimating, and construction administration services. The pre-design for the project is complete; and the information contained within that pre-design will be used as a starting point for the selected consultant.
- c. PROJECT BUDGET/FEES:** The current construction budget is estimated to be approximately \$6,000,000. The total project costs, including all fees, permits, and other non-construction costs, have been fixed at a maximum of \$8,000,000. The maximum designer fees available for the project, including basic services, programming, interior design, FF&E design, voice/data design, and construction phase services is 8.5% of the estimated construction costs including reimbursable expenses. Final total fees shall be negotiated with the selected consultant.
- d. SPECIAL CONSIDERATIONS:** The scope of the work is primarily the full renovation of a historically significant building. The designer shall have applicable prior experience in the design and construction of similar projects, preferably in a University setting. Experience with historical rehabilitation will be essential. The firm shall have proven experience in working with and directing the efforts of a University building advisory committee. The firm shall demonstrate their use of life cycle costing during the design process. Life cycle items important to the University include, but are not limited to energy efficiency, sustainability, and the maintainability of design, materials and equipment. The firm shall have experience working with CM at Risk contracts, as the University may choose this delivery method.

A history of constructability, meeting schedule deadlines, accurate cost estimating, and designing within a project budget are critical criteria for selection of a designer. Quality control and complete contract documents are important elements of the selected team's services. A change order history of recent past projects and how the team addresses this issue should be provided as part of the submittal.

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

- e. PROJECT SCHEDULE:** The preliminary implementation schedule is as follows:

• <i>Designer Selection</i>	July 2003 - August 2003
• <i>Schematic Design</i>	August 2003 - December 2003
• <i>Award CM at Risk</i>	December 2003
• <i>Regents' Approval of S.D.</i>	December 2003
• <i>Construction Documents</i>	January 2004 - November 2004
• <i>Bidding / Award</i>	December 2004 - January 2005
• <i>Construction</i>	January 2005 - January 2006
• <i>Completion</i>	February 2006

Project Predesign Information: Copies of the pre-design study are available to interested parties at www.facm.umn.edu/facm/rfp.htm.

- f. PROJECT INFORMATIONAL MEETING (S) /SITE VISIT (S):** There shall be a mandatory site visit/informational meeting for firms short-listed for interviews by the State Designer Selection Board. The meeting shall be held at Jones Hall on the University of Minnesota, East Bank Campus prior to the required interview date. Short-listed firms shall be contacted directly by the University with confirmed building tour starting location, date, and time information.

- g. STATE DESIGNER SELECTION BOARD SCHEDULE:**

• <i>Project Information Meeting and/or Site Visit:</i>	None
• <i>Project Proposals Due:</i>	Monday, July 7, 2003, by 1:00 p.m.
• <i>Project Shortlist:</i>	Tuesday, July 22, 2003
• <i>Project Information Meeting for Shortlisted firms:</i>	To be Set by user agency
• <i>Project Interviews and Award:</i>	Tuesday, August 5, 2003

State Contracts

h. PROJECT CONTACT (S):

Paul Oelze
Design and Construction Services
University of Minnesota
19 Scott Hall
72 Pleasant Street S.E.
Minneapolis, MN 55455
Phone: (612) 625-0588
FAX: (612) 624-8239
E-mail: *oelzep@facm.umn.edu*

i. SAMPLE CONTRACT: None

NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE FOLLOWING AS OF 11 JUNE 2002.

2. PROPOSAL REQUIREMENTS

- a. 13 copies
- b. 8 ½ X 11, soft bound, portrait format
- c. Maximum 20 faces (excluding front and back covers, blank dividers, affidavit of non-collusion, and affirmative action data page)
- d. All pages numbered

3. PROPOSAL CONTENTS

a. COVER

- Project name and number
- Prime firm name, address, telephone number, fax number
- Contact person, telephone number, fax number, and email address

b. COVER LETTER

Single face letter with original signature (on at least one copy) of principal of prime firm, including:

- Brief overview of proposal
- Statement that proposal contents are accurate to the best knowledge of signatory

c. INFORMATION ON FIRM (S)

For prime firm and each consultant firm provide brief description including:

- Name and location
- Year established
- Legal status
- Ownership
- Staffing by discipline
- For firms with multiple offices briefly summarize for each office

d. PROJECT TEAM

- Brief statement of team's past or present working relationships

For each team member provide:

- Name and position in firm, include name of firm
- Home base (if in multi-office firm)
- Responsibility on this project
- Years of experience
- Relevant recent experience (if in another firm, so note)
- Registration (including specialty if engineer)

e. TEAM ORGANIZATION

If planning or design consultants are a part of the team explain how they will be utilized (e.g. major role during design, absent during construction, etc). Matrix or chart *may* be used.

f. PROJECT EXPERIENCE

For architectural, planning, and/or landscape architecture firms, provide examples of relevant projects recently completed or in progress including:

- Photographs, sketches and/or plans
- Name and location
- Brief description (e.g. size, cost, relevance)
- Firm of record
- Involvement of proposed project team members (*may* be separate matrix; if in another firm so note)
- Completion date or current status

For engineering or technical firms provide examples of relevant projects recently completed or in progress including the above except that photographs, sketches and/or plans are to be for only that portion of the work for which firm was responsible.

g. APPROACH/METHODOLOGY

Describe your understanding of the project, significant issues to be addressed and your *specific* approach to the planning, design and construction process for *this* project.

h. UNIQUE QUALIFICATIONS

Briefly summarize your team's unique qualifications for this project.

i. OTHER REQUIREMENTS

- A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
- A statement indicating that consultants listed have been contacted and have agreed to be a part of the team.
- A complete Affidavit of Non-collusion. (Not counted as part of the 20 faces)
- If appropriate, provide a list of all entities that create a conflict of interest (see 5.b.)
- A completed Affirmative Action Data Page regarding compliance with Minnesota Human Rights Requirements. A copy of the form is available on Web Site <http://www.dsb.admin.state.mn.us>, click on forms. (Not counted as part of the 20 faces)
- A list of all State and University of Minnesota current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

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

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

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS PORTION	(C) NET TOTAL PROJECT FEE
TOTAL			

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

State Contracts

4. SELECTION CRITERIA

Criteria for selection shall be as stated in the project description. Technical and aesthetic experience and capabilities are paramount. In addition, the Board seeks equitable distribution of fees among qualified firms and gives consideration to geographical location of firms with respect to project site.

5. CONTRACT REQUIREMENTS

a. AFFIDAVIT OF NONCOLLUSION

Each responder must attach a completed Affidavit of Noncollusion. A copy of the form is available on Web Site <http://www.dsb.admin.state.mn.us>, click on forms.

b. CONFLICTS OF INTEREST

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

c. DISPOSITION OF RESPONSES

All materials submitted in response to this RFP will become property of the State and will become public record in accordance with *Minnesota Statutes* 13.591 after the evaluation process is completed. If the responder submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, *Minnesota Statutes* § 13.37, the responder must:

- clearly mark all trade secret materials in its response at the time the response is submitted,
- include a statement with its response justifying the trade secret designation for each item, and
- defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

Responses to this RFP will not be open for public review until the State decides to pursue a contract and that contract is awarded.

d. CONTINGENCY FEES PROHIBITED

Pursuant to *Minnesota Statutes* Section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

e. ORGANIZATIONAL CONFLICTS OF INTEREST

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, the responder is unable or potentially unable to render impartial assistance or advice to the State, or the responder's objectivity in performing the contract work is or might be otherwise impaired, or the responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor (consultant), and the terms "contract," "contractor (consultant)," and "contracting officer" modified appropriately to preserve the State's rights.

f. STATE EMPLOYEES

In compliance with *Minnesota Statutes* § 16C.07, the availability of this work is being offered to State employees. The State will evaluate the responses of any State employee, along with other responses to this Request for Proposals.

g. PREFERENCE TO TARGETED GROUP AND ECONOMICALLY DISADVANTAGED BUSINESS AND INDIVIDUALS

In accordance with *Minnesota Rules* 1230.1810, subpart B and *Minnesota Rules* 1230.1830, certified Targeted Group Businesses or individuals and certified Economically Disadvantaged Businesses or individuals submitting proposals as prime contractors (consultants) will receive up to six percent preference in the evaluation of their proposals. For information regard-

ing certification, contact the Department of Administration, Materials Management Helpline at (651) 296-2600, TTY (651) 282-5799.

h. HUMAN RIGHTS REQUIREMENTS

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative Action Data page and return it with the response. As required by *Minnesota Rules* 5000.3600, "It is hereby agreed between the parties that *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it". A copy of *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available on **Web Site** <http://www.dsb.admin.state.mn.us>.

- i. Any changes in team members for the project requires approval by the State.
- j. All costs incurred in responding to this RFP will be borne by the responder. This RFP does not obligate the State to award a contract or complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

Department of Administration

State Designer Selection Board

Request for Proposals for Designer Selection for Social Sciences Building Renovation, University of Minnesota, Morris Campus (Project 03-18)

To Minnesota Registered Design Professionals:

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a design team for the above project. Proposals from interested firms must be received by, **1:00 p. m. Monday, July 7, 2003** to:

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

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning procedures, or schedule are to be referred to the Executive Secretary at (651) 297-1545. Questions relating to the project are to be referred to the project contact(s) in Item 1.h.

1. PROJECT 03-18

- a. **PROJECT DESCRIPTION:** The University of Minnesota intends to enter into a contract with a consultant to provide complete design and construction administration services for the renovation of the Social Sciences Building, an 80-year-old building located in the Morris Campus Heritage District. The Social Sciences Building is listed on the National Register of Historic Places as a contributing element to the Morris Campus Heritage District. The form and detailing of materials that are important defining elements of the building's overall character and must be retained and preserved. The Secretary of the Interiors' Standards for the Treatment of Historic Properties, with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings must be used for development of appropriate building renovation plans. The mature plantings, topography, the spatial relationships, as well as, organization and quality of streetscape and open spaces are also to be preserved and enhanced. The Secretary of the Interior's Standards for the Treatment of Historic Properties, with Guidelines for the Treatment of Cultural Landscapes must be used to develop appropriate site rehabilitation plans. Minnesota Historic Society compliance reviews for all rehabilitation plans will be required.

The building will be completely renovated, including tuckpointing of exterior walls, replacement of the roof and windows, replacement of mechanical and electrical systems, and reconfiguration of the building's interior. A second-story addition for faculty offices and a new entry link will be constructed, and a new elevator core within the building will be required. The renovated facility is programmed to provide state of the art classrooms, instructional laboratories and laboratory support space, computer labs, an auditorium, and faculty offices. The existing building contains approximately 25,000 gross square feet. The proposed additions will be approximately 5,500 square feet

A detailed predesign study for the project was completed in September 2001.

State Contracts

- b. **REQUIRED CONSULTANT SERVICES:** The scope of the project includes full architectural/engineering services for the project including mechanical, electrical, structural, civil, architectural, landscape architectural, interior design, scheduling, cost estimating, and construction administration services. The pre-design for the project is complete; and the information contained within that pre-design will be used as a starting point for the selected consultant.
- c. **PROJECT BUDGET/FEES:** The construction budget is estimated to be approximately \$5,900,000, escalated costs to the midpoint of construction. The total project costs, including all fees, permits, and other non-construction costs, have been fixed at a maximum of \$8,000,000. The maximum designer fees available for all phases of the project, including basic services, programming, interior design, FF&E design, voice/data design, and construction phase services is 8.5% of the estimated construction costs plus reimbursable expenses. Final total fees shall be negotiated with the selected consultant.
- d. **SPECIAL CONSIDERATIONS:** The designer shall have applicable prior experience in the design and construction of similar projects, preferably in a University setting. Experience with renovating historical buildings will be essential. *Additional experience with post secondary laboratory and instructional spaces would be desirable. The firm should have experience in incorporating green building concepts and energy conservation designs into historic buildings.* The firm shall have proven experience in working with and directing the efforts of a University building advisory committee.

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

- e. **PROJECT SCHEDULE:** The preliminary implementation schedule anticipates completion of design and construction documents by March 2004, bidding in May 2004, a construction start in June 2004, and completion of construction in July 2005.

Project Predesign Information: Copies of the executive summary and concept drawings from pre-design study are available to interested parties on-line at www.facm.umn.edu/facm/SocialScience/predesign.pdf. Photos of the site are also posted at this site for reference. If you are unable to access it, contact Sue Ward at (612) 624-5758 or wards@facm.umn.edu. An additional source of information is the University website at www.umn.edu/urelate/request to view the 2002 Capital Request information for the Social Science Building.

- f. **PROJECT INFORMATIONAL MEETING (S) /SITE VISIT (S):** There shall be a mandatory site visit/informational meeting for firms short-listed for interviews by the State Designer Selection Board. The meeting shall be held on the University of Minnesota, Morris Campus prior to the required interview date. Short-listed firms shall be contacted directly by the University with confirmed building tour starting location, date, and time information.

- g. **STATE DESIGNER SELECTION BOARD SCHEDULE:**

<i>Project Information Meeting and/or Site Visit:</i>	None
<i>Project Proposals Due:</i>	Monday, July 7, 2003, by 1:00 p.m.
<i>Project Shortlist:</i>	Tuesday, July 22, 2003
<i>Project Information Meeting for Shortlisted firms:</i>	To be Set by user agency
<i>Project Interviews and Award:</i>	Tuesday, August 5, 2003

- h. **PROJECT CONTACT (S):**

Charles K. Koncker, AIA
(612) 624-0828 (Fax) (612) 625-0770
konckerc@facm.umn.edu

- i. **SAMPLE CONTRACT:** None

NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE FOLLOWING AS OF 11 JUNE 2002.

2. PROPOSAL REQUIREMENTS

- 13 copies
- 8 ½ X 11, soft bound, portrait format
- Maximum 20 faces (excluding front and back covers, blank dividers, affidavit of non-collusion, and affirmative action data page)
- All pages numbered

3. PROPOSAL CONTENTS

a. COVER

- Project name and number
- Prime firm name, address, telephone number, fax number

- Contact person, telephone number, fax number, and email address

b. COVER LETTER

Single face letter with original signature (on at least one copy) of principal of prime firm, including:

- Brief overview of proposal
- Statement that proposal contents are accurate to the best knowledge of signatory

c. INFORMATION ON FIRM (S)

For prime firm and each consultant firm provide brief description including:

- Name and location
- Year established
- Legal status
- Ownership
- Staffing by discipline
- For firms with multiple offices briefly summarize for each office

d. PROJECT TEAM

- Brief statement of team's past or present working relationships

For each team member provide:

- Name and position in firm, include name of firm
- Home base (if in multi-office firm)
- Responsibility on this project
- Years of experience
- Relevant recent experience (if in another firm, so note)
- Registration (including specialty if engineer)

e. TEAM ORGANIZATION

If planning or design consultants are a part of the team explain how they will be utilized (e.g. major role during design, absent during construction, etc). Matrix or chart *may* be used.

f. PROJECT EXPERIENCE

For architectural, planning, and/or landscape architecture firms, provide examples of relevant projects recently completed or in progress including:

- Photographs, sketches and/or plans
- Name and location
- Brief description (e.g. size, cost, relevance)
- Firm of record
- Involvement of proposed project team members (*may* be separate matrix; if in another firm so note)
- Completion date or current status

For engineering or technical firms provide examples of relevant projects recently completed or in progress including the above except that photographs, sketches and/or plans are to be for only that portion of the work for which firm was responsible.

g. APPROACH/METHODOLOGY

Describe your understanding of the project, significant issues to be addressed and your *specific* approach to the planning, design and construction process for *this* project.

h. UNIQUE QUALIFICATIONS

Briefly summarize your team's unique qualifications for this project.

i. OTHER REQUIREMENTS

- A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
- A statement indicating that consultants listed have been contacted and have agreed to be a part of the team.
- A complete Affidavit of Non-collusion. (Not counted as part of the 20 faces)
- If appropriate, provide a list of all entities that create a conflict of interest (see 5.b.)

State Contracts

- A completed Affirmative Action Data Page regarding compliance with Minnesota Human Rights Requirements. A copy of the form is available on Web Site <http://www.dsb.admin.state.mn.us>, click on forms. (Not counted as part of the 20 faces)
- A list of all State and University of Minnesota current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal. Projects and studies shall mean those projects and studies (1) funded by the state legislature, by state/user agencies or University of Minnesota operating funds, or by funding raised from the private sector or individuals by state/user agencies or the University of Minnesota; (2) awarded as a result of the State Designer Selection Board process or awarded directly by state/user agencies or the University of Minnesota without employing the State Designer Selection Board process; or (3) related to design-bid-build or design/build project delivery systems.

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

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS PORTION	(C) NET TOTAL PROJECT FEE
TOTAL			

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

4. SELECTION CRITERIA

Criteria for selection shall be as stated in the project description. Technical and aesthetic experience and capabilities are paramount. In addition, the Board seeks equitable distribution of fees among qualified firms and gives consideration to geographical location of firms with respect to project site.

5. CONTRACT REQUIREMENTS

a. AFFIDAVIT OF NONCOLLUSION

Each responder must attach a completed Affidavit of Noncollusion. A copy of the form is available on **Web Site** <http://www.dsb.admin.state.mn.us>, click on forms.

b. CONFLICTS OF INTEREST

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

c. DISPOSITION OF RESPONSES

All materials submitted in response to this RFP will become property of the State and will become public record in accordance with *Minnesota Statutes* 13.591 after the evaluation process is completed. If the responder submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, *Minnesota Statutes* § 13.37, the responder must:

- clearly mark all trade secret materials in its response at the time the response is submitted,
- include a statement with its response justifying the trade secret designation for each item, and
- defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

Responses to this RFP will not be open for public review until the State decides to pursue a contract and that contract is awarded.

d. CONTINGENCY FEES PROHIBITED

Pursuant to *Minnesota Statutes* Section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

e. ORGANIZATIONAL CONFLICTS OF INTEREST

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, the responder is unable or potentially unable to render impartial assistance or advice to the State, or the responder's objectivity in performing the contract work is or might be otherwise impaired, or the responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor (consultant), and the terms "contract," "contractor (consultant)," and "contracting officer" modified appropriately to preserve the State's rights.

f. STATE EMPLOYEES

In compliance with *Minnesota Statutes* § 16C.07, the availability of this work is being offered to State employees. The State will evaluate the responses of any State employee, along with other responses to this Request for Proposals.

g. PREFERENCE TO TARGETED GROUP AND ECONOMICALLY DISADVANTAGED BUSINESS AND INDIVIDUALS

In accordance with *Minnesota Rules* 1230.1810, subpart B and *Minnesota Rules* 1230.1830, certified Targeted Group Businesses or individuals and certified Economically Disadvantaged Businesses or individuals submitting proposals as prime contractors (consultants) will receive up to six percent preference in the evaluation of their proposals. For information regarding certification, contact the Department of Administration, Materials Management Helpline at (651) 296-2600, TTY (651) 282-5799.

h. HUMAN RIGHTS REQUIREMENTS

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative Action Data page and return it with the response. As required by *Minnesota Rules* 5000.3600, "It is hereby agreed between the parties that *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it". A copy of *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available on **Web Site** <http://www.dsbcb.admin.state.mn.us>.

i. Any changes in team members for the project requires approval by the State.

j. All costs incurred in responding to this RFP will be borne by the responder. This RFP does not obligate the State to award a contract or complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

Minnesota State Colleges and Universities

Request for Bids for Replication of Current Digital Satellite Transponder Bandwidth

NOTICE IS HEREBY GIVEN that a request for bids is being solicited to provide replication of current digital satellite transponder bandwidth. Proposals are due on July 2, 2003, no later than 1:00 PM CDT.

For further information, or to request a copy of the Request for Bids document, please contact via e-mail: Dr. Penelope L. Dickhudt, 500 Wells Fargo Place, 30 East 7th Street, St. Paul, MN 55101. This is the only person designated to answer questions regarding this request. All requests and/or questions shall be submitted to the e-mail address provided above.

This request for bids does not obligate the State to complete the proposed project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

State Contracts

Colleges and Universities Sealed Minnesota State (Mn/SCU)

St. Cloud State University

Sealed Bids Sought for Football / Soccer Stadium and Student Recreation Center

Sealed bids will be received by: Lisa Sparks
St. Cloud State University
Administrative Services, Room AS 122
720 4th Ave South
St. Cloud, MN 56301
(320) 255-4788

Until **2:00PM, Thursday, July 31, 2003** at which time the bids will be opened and publicly read aloud.

Project Scope: Construction of an estimated \$11.8 Million new multi-story recreation center and 4,200 seat open air stadium that includes an artificial turf football/soccer field of approximately 90,000 s.f. that will be covered by a seasonal fabric dome. The facility consists of approximately 75,000 s.f. containing restrooms, concessions, aerobics, fitness area and lounge as well as future spaces for locker rooms, a wellness center and outdoor endeavors center.

A pre-bid meeting will be held at 10:00 AM, Thursday July 17, 2003, in the Lunch Room of the Maintenance Building, St. Cloud State University. The Architect and Owner Representatives will review the bidding procedures, Bidding Documents and other conditions with interested Bidders and answer questions.

Bid Forms, Contract Documents, Drawings and Specifications as prepared by the Project Architect, Hagemeister & Mack Architects, Inc., will be available on or after July 8, 2003 at the offices of:

1. the above named Project Architect.
2. the following Builders Exchanges: Austin, Duluth, Mankato, Mid-Minnesota (Willmar), Minneapolis, Rochester, St. Cloud, St. Paul, Fargo-Moorhead, (Fargo, ND), Plains, (Sioux Falls, SD) and Sioux Falls, SD.
3. Construction Market Data Plan Room
4. Dodge Plan Room
5. National Association of Minority Contractors of Minnesota

Only complete sets of Project Documents **for use by general, mechanical, electrical, precast, and masonry bidders** in submitting a bid may be obtained by contacting:

Hagemeister & Mack Architects, Inc.
501 West St. Germain Street, Suite 200
St. Cloud, Minnesota 56301
(320) 251-9155

A deposit of \$250.00 is required for each set requested. Deposit is refundable upon return of documents, in good condition, to the Architect's office within 15 days after the bid due date.

Prospective Bidders requesting that complete sets of Bidding Documents be mailed to them may send a separate non-refundable payment (check made out to Hagemeister & Mack Architects, Inc.) for \$25.00 per set for shipping and handling (in addition to the \$250.00 deposit) to Hagemeister & Mack Architects, Inc. Such deposits and payments must be received by the Architect prior to July 26, 2003 to ensure delivery of documents. Documents will be sent to street addresses only (P.O. Boxes not acceptable).

Sub-contractors requiring documents other than as above may purchase them. No refunds on purchased items. The bidder is solely responsible for selection of drawing and specification sheets, and completeness of his bid. For purchase of complete sets, drawings sheets, or specification sheets, contact Albinson Reprographics, St. Cloud (320) 656-1300. Request may be in person, in writing, by telephone or at the **website** <http://www.albinson.com/services/planwell.html>. Payment must be received in advanced, and may be made by cash, check, credit card, or on account. Documents requested to be mailed will be sent UPS for an additional charge.

Each bid which totals over \$15,000 must be accompanied by a bid bond or other security described here as a proposal guarantee that the bidder will enter into a contract if its bid is accepted. This security may be either a certified check, payable to the **Minnesota State Colleges and Universities**, in the sum of not less than five percent (5%) of the total base bid or a corporate surety bond for the same amount by a surety company authorized to do business in the State of Minnesota.

Minnesota Historical Society

Request for Bids for William G. LeDuc House Restoration

Hastings, Minnesota

The Minnesota Historical Society is seeking bids from qualified firms to provide all labor, materials, equipment, and supplies to complete the restoration of the LeDuc House, at the William G. LeDuc Historic Site, Hastings, Minnesota. The Work includes but is not limited to: carpentry repairs and repainting at exterior trim and porches; replacement of historic storm windows; restoration of interior finishes; upgrade of mechanical, plumbing and electrical systems; restrooms; fire suppression system; structural repairs; site work and other miscellaneous work. All work will be in accordance with the Drawings, Technical Specifications, Instructions to Bidders, Supplementary Conditions, General Conditions, the Contract, and the Request for Bids.

All bids must be received by Chris M. Bonnell, Contracting Officer for the Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102 or an authorized agent no later than **2:00 p.m. Central Time, Tuesday July 22, 2003**. A bid opening will be conducted at that time. Bids must be submitted in a sealed envelope with the project name clearly written on the envelope. A Bid Bond must be included in the amount of 5% of the total base bid if the total base bid is over \$50,000. Late bids will not be considered.

Authorized agents for receipt of bids are the following: Mary Green-Toussaint, Contract/Procurement Assistant, or any Work Service Center staff member located in the Finance and Administration Division on the 4th floor of the History Center.

Submit one copy of the bid using the form provided, sealed in an envelope or package with the bidder's name, address, and the name of the project for which the bid is being submitted clearly written on the outside. Bids must be signed in ink by the bidder or an authorized agent of the bidder firm. The Society reserves the right to request supplemental information from bidders.

There will be a Mandatory pre-bid meeting for all interested parties on Monday July 9 at 2:00 at the site. The site is located at the intersection of Vermillion Street (Highway 61) and Seventeenth Street, Hastings, Minnesota.

Questions regarding this request for bids should be directed to Chris M. Bonnell, Contracting Officer, at (651) 297-5863 (chris.bonnell@mnhs.org).

Questions specific to project scope should be referred to Rita Goodrich at MacDonald and Mack Architects, at (612) 341-4051 or RitaG@marchltd.com.

To receive bid documents, please contact MacDonald and Mack Architects, Suite 712, Grain Exchange Building, Minneapolis, MN 55415. Phone (612) 341-4051, FAX (612) 337-58423. A refundable plan deposit of \$75.00 will be required for one set. Contractors desiring plans to be mailed must submit a separate, non-refundable, check in the amount of \$15.00 to cover postage and handling. Make plan deposit checks out to MacDonald and Mack Architects. Deposits will be returned to all parties returning plans and specifications in good condition.

This Request for Bids does not obligate the Society to award any specific project. The Society reserves the right to cancel this solicitation or to change its scope if it is considered in the best interest of the Society.

The Society reserves the right to waive irregularities in proposal content or to request supplemental information from bidders. This provision will be liberally interpreted to permit consideration of all proposals received by the stated deadline for submission.

The entire presentation, including the Technical Specifications, Instructions to Bidders, Supplementary Conditions, General Conditions, and the Request for Bids does not constitute a legal offer. A legal binding contract will not be formed until all parties involved have fully executed a written contract which incorporates all mutually agreed instructions, specifications, conditions, and bids.

Dated: 23 June 2003

State Contracts

State Board of Investment

Notice of Request for Private Money Management Firms

The Minnesota State Board of Investment (MSBI) retains private money management firms to manage a portion of the pension assets and other accounts under its control. Firms interested in managing domestic stock, international stock, domestic bond or global bond portfolios for the MSBI are asked to write to the following address for additional information:

External Manager Program
Minnesota State Board of Investment
60 Empire Drive, Suite 355
St. Paul, MN 55103-3555
Tel.: (651) 296-3328
Fax: (651) 296-9572
e mail: *minn.sbi@state.mn.us*

Please refer to this notice in your written notice.

Department of Transportation

Program Support Group

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 applications from consultants. Refer to Mn/DOT's Consultant Services web site, indicated below, to see which highway related professional/technical services are available at this time. Following the 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 North, 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 Mn/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 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 editor for further details.

City of Moorhead

Request for Qualifications for Preliminary Engineering and Environmental Studies

The City of Moorhead is soliciting proposals from consultants for the following project:

Preliminary Engineering and Environmental Studies in connection with construction of 21st Street South and Main Avenue SE Grade Separation Project

The City of Moorhead reserves the right to reject any or all submittals. Qualification based selection criteria will be used to analyze submittals from responding consultants. Upon completion of the technical rankings, the City of Moorhead will enter into contract negotiations with the firm evaluated most qualified.

Interested firms should contact Robert Zimmerman or Clair Hanson in the City of Moorhead Engineering Department to obtain a full copy of the RFQ. They can be reached at Moorhead City Hall, 500 Center Avenue, P.O. Box 779, Moorhead, MN 56561, (218) 299-5390 (phone), (218) 299-5399 (fax). Any questions or comments pertaining to the RFQ may also be directed to Mr. Zimmerman or Mr. Hanson.

All proposals received by 12:00 PM on August 15, 2003 at the Moorhead City Engineers Office will be given equal consideration. Minority, women-owned, and disadvantaged businesses are encouraged to participate. There is a 12% DBE Goal for this contract.

All proposals must clearly identify on the outside of the envelope the following:

**Proposal for Preliminary Engineering and Environmental Studies
21st Street South and Main Ave SE Grade Separation, Moorhead MN**

University of Minnesota

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

The University of Minnesota offers 24 hour/day, 7 day/week access to all Request for Bids/Proposals through its web based Bid Information Services (BIS). Subscriptions to BIS are \$75/year. Visit our web site at bidinfo.umn.edu or call 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 the Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Mpls., MN 55454.

Center for Transportation Studies

University of Minnesota

Request for Information (RFI) for Graphic Design Services

The Center for Transportation Studies at the University of Minnesota is seeking qualified vendors to provide professional graphic design services. Qualified vendors will be considered who have:

- Strong artistic and graphic design skills; Web experience a plus.
- Verifiable graphic design experience.
- Returned the information requested (hardcopy, not e-mail) requested in the RFI by the assigned deadline.

The purpose of this RFI is to gather information about the qualifications of contractors who perform professional graphic design services, since CTS or the programs it administers may need to purchase these services in the future.

This RFI is NOT a request for a proposal, bid, or quotation. The RFI does not obligate the University of Minnesota to any particular vendor or dollar amount. Rather, the RFI is simply intended to gather information regarding the services available.

Non-State Contracts & Grants

For a free copy of the full RFI (#1003) or more information, please contact:

Pam Snopl
Center for Transportation Studies
200 Transportation and Safety Building
511 Washington Ave. S.E.
Minneapolis, MN
Phone: (612) 624-0841
E-mail: *snopl001@cts.umn.edu*

Initial submission deadline for proposals is 4:00 p.m. June 30.

Center for Transportation Studies

University of Minnesota

Request for Information (RFI) for Photography Services

The Center for Transportation Studies at the University of Minnesota is seeking qualified vendors to provide professional photography services. Qualified vendors will be considered who have:

- Strong photography skills; digital experience a plus.
- Verifiable photography experience.
- Returned the information requested (hardcopy, not e-mail) requested in the RFI by the assigned deadline.

The purpose of this RFI is to gather information about the qualifications of contractors who perform professional photography services, since CTS or the programs it administers may need to purchase these services in the future.

This RFI is NOT a request for a proposal, bid, or quotation. The RFI does not obligate the University of Minnesota to any particular vendor or dollar amount. Rather, the RFI is simply intended to gather information regarding the services available.

For a free copy of the full RFI (#1004) or more information, please contact:

Pam Snopl
Center for Transportation Studies
200 Transportation and Safety Building
511 Washington Ave. S.E.
Minneapolis, MN
Phone: (612) 624-0841
E-mail: *snopl001@cts.umn.edu*

Initial submission deadline for proposals is 4:00 p.m. June 30.

Center for Transportation Studies

University of Minnesota

Request for Information (RFI) for Writing/Editing Services

The Center for Transportation Studies at the University of Minnesota is seeking qualified vendors to provide professional writing/editing services. Qualified vendors will be considered who have:

- Strong writing/editing skills; science/technical writing a plus.
- Verifiable writing/editing experience.
- Returned the information requested (hardcopy, not e-mail) requested in the RFI by the assigned deadline.

The purpose of this RFI is to gather information about the qualifications of contractors who perform professional writing/editing services, since CTS or the programs it administers may need to purchase these services in the future.

This RFI is NOT a request for a proposal, bid, or quotation. The RFI does not obligate the University of Minnesota to any particular vendor or dollar amount. Rather, the RFI is simply intended to gather information regarding the services available.

This RFI is separate from and in addition to an RFP issued by CTS earlier this year seeking specific editorial services for research reports. Contractors who responded to that RFP are encouraged to respond to this RFI as well.

Non-State Contracts & Grants

For a free copy of the full RFI (#1002) or more information, please contact:

Pam Snopl
 Center for Transportation Studies
 200 Transportation and Safety Building
 511 Washington Ave. S.E.
 Minneapolis, MN
Phone: (612) 624-0841
E-mail: snopl001@cts.umn.edu

Initial submission deadline for proposals is 4:00 p.m. June 30.



Health Statistics 2000

Data regarding live births, induced abortions, fertility, infant mortality and fetal deaths, general mortality, marriage, divorce and population. Softcover, 139pp. **Stock No. 10-12 \$12.95** (Call for info. re: prior volumes.)

Directory of Licensed & Certified Health Care Facilities

Year 2002 edition. Comprehensive listing of hospitals, nursing homes, supervised living facilities, outpatient clinics, home health agencies, hospices, etc. within the state. List organized by county and alphabetically. Softcover, 353pp. **Stock No. 1-89 \$23.95**

HCPCS Manual 2002

HCFA common procedural coding system, HCPCS Level II and Level III procedure codes. Looseleaf, 204pp. **Stock No. 5-2 \$21.95**

HCFA 1500 Manual - 4th edition

Standards of use manual by the administrative uniformity committee, November 9, 2000. (Does not include forms.) Looseleaf, 118pp. **Stock No. 5-9 \$15.95**

Long Term Care Nursing Assistant Course

Student Textbook Coursework for students studying to be a nursing assistant in long term care. Looseleaf, 155pp.

Stock No. 5-14 \$17.95 Binder- Stock No. 10-33 \$7.95

Student Skill Sheets Worksheets. Looseleaf, 122pp.

Stock No. 5-15 \$8.95

Instructor Packet Curriculum guide for teaching nursing assistant course/LTC. Looseleaf, 148pp.

Stock No. 5-16 \$15.95 Binder- Stock No. 10-33 \$7.95

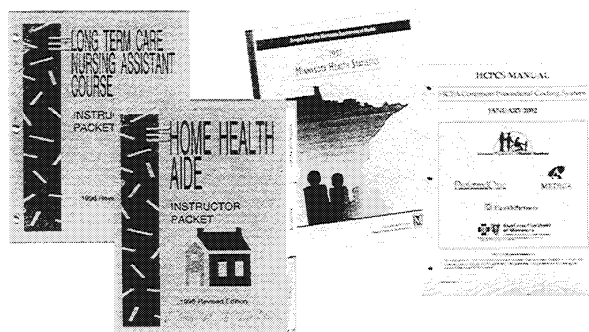
Home Health Aide Course

Student Textbook Coursework for students studying to be a home health aide. Looseleaf, 88pp. **Stock No. 5-17 \$15.95**

Binder- Stock No. 10-33 \$7.95

Instructor Packet Curriculum guide for teaching home health aide course. Looseleaf, 94pp. **Stock No. 5-18 \$18.95**

Binder- Stock No. 10-33 \$7.95



HTAC Educational Booklets

With the recent closure of the Health Technology Advisory Council offices, Minnesota's Bookstore was asked to make available the following titles remaining in their inventory. (Future printings of these booklets will be based on demand. LIMITED QUANTITY AVAILABLE.)

<u>The following titles sell for \$4.99 each:</u>	Stock No.
C-Reactive Protein: Screening of Coronary Artery Disease	10-41
Detection of CAD with Electron Beam Computed Tomography	10-25
Genetic Testing for Susceptibility to Breast Cancer	10-36
Helical CT for Lung Cancer Screening/Asymptomatic Patients	10-37
Intracoronary Brachytherapy	10-46
MMR Vaccine and Autism: No Evidence of Association	10-44
New Technologies for Cervical Cancer Screening	10-54
Postmenopausal Hormone Replacement	10-53
Preventive Therapies: Women/Increased Risk of Breast Cancer	10-57
St. John's Wort	10-67
Surgical Alternatives/Hysterectomy/Abnormal Uterine Bleeding	10-20
Use of Botulinum Toxin-A In Pain/Neuromuscular Disorders	10-55
Treatment of Obstructive Sleep Apnea in Adults	10-56
Tumescent Liposuction	10-69
Human Growth Hormone/Children with Idiopathic Short Stature	10-34
<u>The following titles sell for \$2.99 each:</u>	
Dental Implants	10-35
Pre-operative Autologous (Self) Blood Donation	10-52
Refractive Eye Surgery for Myopia	10-42
St. John's Wort Questions & Answers	10-60

