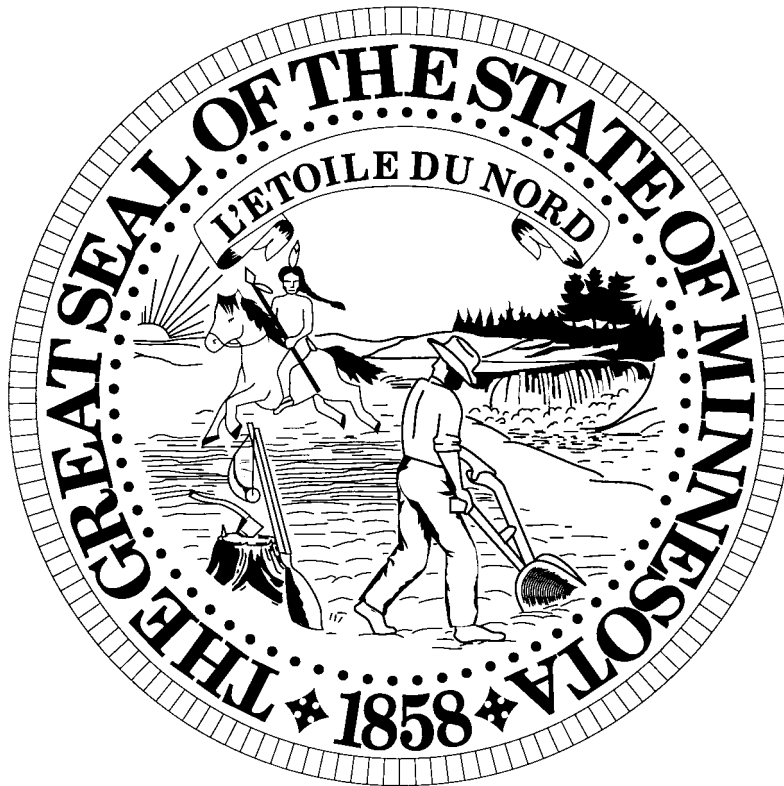


Minnesota

State Register

Rules and Official Notices Edition



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State Register

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

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

- proposed, adopted, exempt, expedited emergency and withdrawn rules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

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#20	Monday 17 November	NOON MONDAY 10 NOVEMBER	Noon Wednesday 5 November
#21	Monday 24 November	Noon Tuesday 18 November	Noon Wednesday 12 November
#22	Monday 1 December	NOON MONDAY 24 NOVEMBER	Noon Wednesday 19 November
#23	Monday 8 December	Noon Tuesday 2 December	Noon Wednesday 26 November

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Tim Pawlenty, Governor (651) 296-3391

Mike Hatch, Attorney General (651) 297-4272

Mary Kiffmeyer, Secretary of State (651) 296-2079

Carol L. Molnau, Lt. Governor (651) 296-3391

Patricia Awada, State Auditor (651) 297-3670

Department of Administration:

Communications Media Division:

Robin PanLener, Editor (651) 297-7963

Brian Lamb, Commissioner (651) 296-1424

Mary Mikes, Director (651) 297-3979

Jessie Rahmeyer, Subscriptions (651) 297-8774

Legislative Information

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Commodity, Service and Construction Contracts are published
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Award results are available from the Materials Management
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Minnesota Rules: Amendments and Additions

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

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

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

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

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

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Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

Expedited and Emergency 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.

Department of Natural Resources

Adopted Permanent Rules Relating to Fish and Aquatic Wildlife

The rules proposed and published at *State Register*, Volume 27, Number 49, pages 1760-1774, June 2, 2003 (27 SR 1760), are adopted with the following modifications:

6254.0510 USE OF MINNOW TRAPS, HOOP NETS, AND TRAP NETS.

Subp. 2. **Tending minnow traps, hoop nets, and trap nets.** Minnow traps, hoop nets, and trap nets must be lifted and emptied of fish as frequently as necessary to prevent the loss of minnows or other fish, provided that under no circumstances may they be emptied less frequently than once every 72 hours from April 1 to October 31, and once every seven days from November 1 to March 31. All minnow traps, hoop nets, and trap nets, and any associated gear, must be removed from the water immediately upon ceasing operations. A licensee ~~may~~ shall not leave traps on public or private land without permission from the managing body or owner. The openings of traps that are left on the shore must be blocked to prevent nontarget animals from entering or must allow escape-ment of nontarget animals.

Subp. 4. Minnow trap, hoop net, and trap net specifications for licensed minnow dealers.

A. Licensed minnow dealers may take minnows using minnow traps not exceeding four feet in width, four feet in height, and eight feet in length. The traps ~~may~~ must have no more than two throats per entrance. The outermost throat may be split into two sections by a center structure. The diameter or width of the innermost throat opening may not exceed 1-1/2 inches and mesh size may not exceed one-half inch bar mesh. The top of the outermost throat must allow escapement of nontarget species, if it is possible for the nontarget species to be caught within the throat. Leads used in conjunction with minnow traps may not exceed 50 feet in length.

6256.0500 TAKING TURTLES.

Subp. 2. **Equipment.** Turtles may be taken by a person possessing a turtle seller's, turtle seller's apprentice, or recreational turtle license by means of floating or submerged turtle traps, turtle hooks, and other commercial fishing gear authorized by the commissioner. Traps ~~may~~ must not exceed ~~four~~ five feet in width, four feet in height, and eight feet in length.

Subp. 2a. **Submerged turtle traps.** Submerged traps ~~may~~ must be constructed of either flexible webbing or wire. Flexible webbing traps must be of mesh size not less than 3-1/2 inches bar measure or seven inches stretch measure. Wire traps must be of mesh size not less than two inches by four inches bar measure and must have at least one square opening in the top panel measuring at least four inches on a side and two of the same dimension on each of the side panels near the top of the trap. A trap must be set in water shallow enough so that the top of the trap is at least ~~three inches above~~ level with the water surface.

Subp. 4. [Not adopted at this time.]

Subp. 5. [Not adopted at this time.]

Subp. 7. Required reporting by turtle seller; record keeping.

A. A holder of a turtle seller's license must submit reports, on forms provided by the commissioner, to the address identified on the form by the tenth day of each month for the preceding month for the months of March through November, whether or not any equipment was used to take turtles.

6256.0600 CLOSED TURTLE SEASONS.

Subp. 2. **Spiny softshells.** A person ~~may~~ shall not take spiny softshells from June 1 to July 15, including persons harvesting turtles for personal use under an angling or recreational turtle license and persons harvesting turtles under a commercial netting, turtle seller's, turtle seller's apprentice, aquatic farm, or private fish hatchery license.

Adopted Rules

6256.0900 TURTLE PROPAGATION.

Subpart 1. **Licensee with turtle endorsement.** A person with an aquatic farm license with a turtle endorsement or a private fish hatchery license with a turtle endorsement ~~may~~ shall sell, obtain, possess, transport, and propagate turtles and turtle eggs according to subparts 2 to 9.

Subp. 5. **Acquisition of brood stock.** A licensee ~~may~~ shall apply for a permit to harvest adult turtles from the wild for brood stock. The commissioner shall issue a permit to the licensee to take from the wild, by use of commercial gear, up to 40 turtles of each species requested if:

6262.0100 GENERAL RESTRICTIONS ON TAKING FISH.

Subp. 5. **Possession of fish while on state waters.**

B. A person ~~may~~ shall not angle for, including catch-and-release, or reduce to possession any species during its closed season.

6262.0575 WATERS WITH RESTRICTIONS ON TAKING FISH.

Subp. 5. **Minnows in southwestern counties.** A person ~~may~~ shall not take minnows for personal use from a stream, stream tributary, sidechannel, oxbow, backwater, or other seasonally or permanently connected water of the Missouri river watershed that is in Lincoln, Pipestone, Murray, Rock, or Nobles county and that lies south of U.S. Highway 14 to the Iowa border and west of U.S. Highway 59 to the South Dakota border. These waters include, but are not limited to, Medary Creek, Flandreau Creek, East Branch Flandreau Creek, Willow Creek, Pipestone Creek, North Branch Pipestone Creek, Split Rock Creek, Beaver Creek, Little Beaver Creek, Springwater Creek, Rock River, East Branch Rock River, Ask Creek, Little Rock River, Little Rock Creek, Kanaranzi Creek, Norwegian Creek, East Branch Kanaranzi Creek, Elk Creek, Champepadan Creek, Mound Creek, Poplar Creek, Chanarambie Creek, North Branch Chanarambie Creek, and Mud Creek.

6266.0700 TAKING OF FISH ON MINNESOTA-CANADA BOUNDARY WATERS.

Subp. 6. **Equipment.** A person ~~may~~ shall not possess or use a gaff while fishing on the Rainy River.

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 Department of Agriculture

Commissioner's Office

REQUEST FOR COMMENTS on Possible Amendments to Rules Governing Farmer Lender-Mediation, *Minnesota Rules* Chapter 1502

Subject of the Rule. The Minnesota Department of Agriculture requests comments on its planned amendments to rules governing farmer-lender mediation. The department is considering amendments that would remove references to county extension agents and add language to implement delivery of the program through the University of Minnesota Extension Service Farmer Lender Mediation statewide office.

Persons Affected. The amendments to rules would likely affect creditor's participating in mediation. The department does not contemplate appointing an advisory committee to comment on the planned rules.

Statutory Authority. *Minnesota Statutes*, section 583.285 requires the commissioner to adopt rules to implement the farmer-lender mediation act.

Public Comment. Interested persons or groups may submit comments or information on the possible rules in writing or orally until 4:30 p.m. on January 16, 2004. The department has not prepared a draft of the planned amendments. Written or oral comments, questions, requests to receive a draft proposed rules when prepared, and requests for more information on the possible rules should be addressed to: Mary Nell Preisler, Farmer-Lender Mediation Program, 1526 170th Avenue, Bejou, MN 56516 **Phone** (218) 935-5785, **Fax** (218) 935-9053, **Email:** preis@umn.edu. TTY users may contact the office through Minnesota Relay Service at (800) 627-3529.

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

Dated: 6 November 2003

Sharon Clark
Deputy Commissioner

Emergency Medical Services Regulatory Board

NOTICE OF COMPLETED APPLICATION: In the Matter of the License Application of the Allina Medical Transportation, Buffalo, Minnesota

PLEASE TAKE NOTICE that the Emergency Medical Services Regulatory Board (hereinafter EMSRB) has received a completed application from the **Allina Medical Transportation, Buffalo, Minnesota**, for a new license, advanced ambulance based in Buffalo (Wright County), Minnesota. The new license application proposes incorporating current EMS licenses #0008 (Annandale), #1843 (Annandale), and #0038 (Buffalo), and that portion of EMS license #0057 (Fridley) that lies within Wright County if approved. The new license further requests overlapping expansion of primary service area in T121NR27W sections 25, 26 and west ½ of 27; expansion of primary service area to include unassigned primary service area in T120NR23W sections 1 through 3, T122NR26W section 18 south of Interstate 94.

NOTICE IS HEREBY GIVEN that, pursuant to *Minnesota Statutes* section 144E.11, subdivision 3, each municipality, county, community health board, governing body of a regional emergency medical services system, ambulance service and other person wishing to make recommendations concerning the disposition of the application, shall make written recommendations or comments opposing the application to the EMSRB within 30 days or by December 18, 2003, 4:30 p.m.

Written recommendations or comments opposing the application should be sent to: Mary Hedges, Executive Director, EMSRB, 2829 University Avenue S.E., Suite 310, Minneapolis, Minnesota 55414-3222.

If fewer than six comments opposing the application are received during the comment period, and the EMSRB approves the application, the applicant will be exempt from a contested case hearing, pursuant to *Minnesota Statutes* section 144E.11, subdivision 4. If six or more comments in opposition to the application are received during the comment period or the EMSRB denies the application, the applicant may immediately request a contested case hearing, or may try to resolve the objections of the public and/or the EMSRB within 30 days, pursuant to *Minnesota Statutes* section 144E.11, subdivision 5(a), (b). If the applicant is unable to resolve the objections within 30 days, or if the applicant initially requests a contested case hearing one will be scheduled and notice of the hearing given pursuant to *Minnesota Statutes* section 144E.11, subdivision 5(c), (e).

Dated 5 November 2003

Mary F. Hedges
Executive Director

Minnesota Housing Finance Agency

Notice of Hearing on the Issuance of Limited Obligation Draw-Down Bonds

NOTICE IS HEREBY GIVEN that the Minnesota Housing Finance Agency (the "Agency") will hold a public hearing at 9:00 a.m. on Tuesday, December 2, 2003, at the offices of the Minnesota Housing Finance Agency, 400 Sibley Street, Suite 300, St. Paul, Minnesota 55101, for the purpose of taking public testimony regarding the issuance of its short-term Limited Obligation Draw-Down Bonds (the "Bonds") under the Agency's Residential Housing Finance Bond Resolution, composed of one or more series, in an aggregate principal amount not exceeding \$500,000,000.

The Bonds will be issued to an institutional lender pursuant to a bond purchase agreement and the Agency will draw funds under the Bonds from the lender from time to time for the purposes of (i) preserving bond volume cap available to the Agency pursuant to the provisions of Section 146 of the Internal Revenue Code of 1986, as amended (the "Code"), and (ii) refunding outstanding single family bonds of the Agency and thereby permitting payments and prepayments of mortgage loans to be recycled into new mortgage loans.

It is anticipated that amounts will be drawn by the Agency under the Bonds to finance the draw-down program during a period not to exceed 3 years from the date of the initial draw(s), and amounts drawn under the Bonds will be refunded by the Agency by issuance of long-term qualified mortgage bonds to finance mortgage loans meeting the mortgage eligibility requirements of the Section 143 of the Code by the date which is not more than 4 years from the date of the initial draw(s).

Official Notices

Parties wishing to comment on the draw-down financing program may appear in person at the hearing or may submit written comments to the undersigned prior to the hearing, which comments will be considered at the hearing. Parties desiring additional information should contact Ms. Sharon Bjostad of the Agency (651) 282-2577.

Timothy E. Marx
Commissioner
Minnesota Housing Finance Agency

Department of Human Services

Decrease in the Number of Admissions Requiring Inpatient Hospital Authorization

Minnesota Health Care Programs (MHCP) will decrease the number of admissions requiring Inpatient Hospital Authorization (IHA), previously called Inpatient Certification, effective for claims submitted after November 1, 2003. The only cases that will require IHA are:

1. admissions to long-term care hospitals
2. patients admitted or readmitted to a Medicare rehabilitation distinct part or unit
3. admissions to hospitals outside Minnesota and the Minnesota local trade area unless a prior medical authorization has been received

All other inpatient stays are exempt from requiring IHA. DHS will perform retroactive medical reviews to determine medical necessity on selected cases that no longer require IHA, including admissions for General Assistance Medical Care Hospital Only (GHO) program. MHCP recipients admitted as inpatients must still meet the medical necessity criteria found in Chapter 13 and 14 of the provider manual. Inpatient stays lasting longer than 59 days still require recertification.

Department of Human Services

Health Care Administration

Medical Assistance Program

Notice of Public Meeting and Request for Comment on Minnesota Asset Transfer Federal Waiver Amendment Request

The Minnesota Department of Human Services (DHS) submitted a request for waivers to implement asset transfer amendments to the federal Centers for Medicare and Medicaid Services (CMS) on March 18, 2003.

The Waiver Request describes current asset transfer requirements and how those requirements will be changed under the proposal. Minnesota proposes to further limit people's access to Medical Assistance services after they have improperly transferred assets for less than fair market value. This practice, often referred to as "Medicaid estate planning," has become increasingly common in Minnesota, as in the rest of the country. Implementation of this demonstration will save Medicaid dollars for the State and federal governments, as well as closing loopholes that have allowed some to unfairly take advantage of the public health care system. This is especially important during this period of State budgetary crisis, and will assist the State in continuing to make Medical Assistance services available to the most needy recipients.

DHS had open comment periods on this waiver request, which ran through May 5, 2003. DHS has been advised that individuals would also like an opportunity to be heard in person regarding the waiver request. Therefore, DHS will hold a public meeting where interested parties will have the opportunity to comment in person to DHS staff. The meeting will take place on Friday, December 19th, from 9 A.M. to 12 P.M., in Room 1A & B, DHS Central Office Building, 444 Lafayette Road North, St. Paul, Minnesota.

Interested parties are encouraged to supply written copies of their testimony. Please notify Barb Philipp, at (651) 297-8840, if you intend to testify at the meeting on December 19th. Those who have given notice of their intent to testify will be given preference in speaking order over those who do not give notice. Speakers will be asked to limit their comments to ten minutes. Written comments will also be accepted at the hearing.

The Waiver Request, as amended on May 27, 2003, and a document with frequently asked questions are available on the internet at www.dhs.state.mn.us/HealthCare/waivers/default.htm. To request a hard copy of the Waiver Request, please contact Barb Philipp at (651) 297-8840. Comments or questions about the waiver amendment request may be directed to:

Kathleen Vanderwall
Department of Human Services
444 Lafayette Road

St. Paul, Minnesota 55155-3852
Telephone: (651) 282-3720
FAX: (651) 215-9453
E-mail: kathleen.vanderwall@state.mn.us

Metropolitan Airports Commission

Notice of Public Hearing on Air Operations Area Driving Ordinance

NOTICE IS HEREBY GIVEN that on the 3rd day of December 2003, at 1:00 p.m. in the Lindbergh Terminal Building at the Minneapolis - St. Paul International Airport, Room 3040, the Metropolitan Airports Commission will hold a public hearing to receive testimony relative to the adoption of:

Air Operations Area Driving Ordinance

An Ordinance to promote and conserve public safety, health, peace, convenience and welfare, by regulating operations on the Air Operations Area at the Minneapolis - St. Paul International Airport, which is owned by or under the supervision and control of the Metropolitan Airports Commission; prescribing the penalties for Violation thereof and repealing Ordinance 82.

Copies of the draft Ordinance may be obtained by contacting:

Tammy Rader
Metropolitan Airports Commission
6040 - 28th Avenue South
Minneapolis, MN 55450
Phone: (612) 794-4466
Fax: (612) 726-5306
Email: trader@mspmac.org

Dated this 6th day of November 2003.

Mr. Jeffrey Hamiel
Executive Director
Metropolitan Airports Commission
6040 - 28th Avenue South
Minneapolis, MN 55450

Minnesota State Retirement System

Board of Directors, Regular Meeting

The Board of Directors of the Minnesota State Retirement System (MSRS) is scheduled to meet on Wednesday, November 19, 2003, at 9:00 a.m. in the Retirement Systems of Minnesota Building, 60 Empire Drive, Suite 117, Saint Paul, Minnesota.

Office of the Ombudsman for Mental Health and Mental Retardation

Notice of Committee Meeting

The Ombudsman for MH/MR Advisory Committee will hold a meeting from 9:00 a.m. to 1:00 p.m. on Thursday Feb. 20, 2003. The meeting will be held in Suite 420 of the Metro Square Building. on 7th & Robert St., St. Paul. Please RSVP to Paula at (651) 296-3848 or (800) 657-3506.

Public Employees Retirement Association

Notice of Meeting of the Board of Trustees

A meeting of the Board of Trustees of the Public Employees Retirement Association (PERA) will be held on Wednesday, November 19, 2003, at 11:00 a.m., in the PERA offices, 60 Empire Drive, Room 106, Saint Paul, Minnesota. The PERA Board of Trustees meeting will follow the Joint Boards meeting of the Teachers Retirement Association (TRA), Minnesota State Retirement System (MSRS), and Public Employees Retirement Association (PERA), in Room 106, at 9:00 a.m.

Official Notices

Retirement Systems

Joint Meeting of the Boards of the Minnesota State Retirement System (MSRS), Public Employees Retirement Association (PERA), and Teachers Retirement Association (TRA)

The Boards of the Minnesota State Retirement System (MSRS), Public Employees Retirement Association (PERA), and the Teachers Retirement Association (TRA) are scheduled to hold a joint meeting on Wednesday, November 19, 2003, at 9:00 a.m. in the Retirement Systems of Minnesota Building, 60 Empire Drive, Suite 107 (Training Center), Saint Paul, Minnesota.

Department of Transportation

State Aid for Local Transportation Division

1. Petition of the City of Minneapolis for a Variance from State Aid Procedural and Administrative Requirements

NOTICE IS HEREBY GIVEN that the City of Minneapolis Council has made written request to the Commissioner of Transportation Pursuant to *Minnesota Rules* 8820.2800 Subpart 2, for a variance from rules as they apply to the construction of S.A.P. 141-010-39, Hiawatha Avenue from I-94 to Lake Street East in the City of Minneapolis, Minnesota.

The request is for variance from *Minnesota Rules* for State Aid Operation 8820-2800, Subpart 2, adopted pursuant to *Minnesota Statutes* chapter 161 and 162, as they apply to the proposed improvement projects S.A.P. 141-010-39, to allow the approval of construction plans after bids are opened for Project S.A.P. 141-010-39, in lieu of required approval by the State Aid Engineer prior to the opening of contract bids.

2. Petition of the City of Minneapolis for a Variance from State Aid Procedural and Administrative Requirements

NOTICE IS HEREBY GIVEN that the City of Minneapolis Council has made written request to the Commissioner of Transportation Pursuant to *Minnesota Rules* 8820.2800 Subpart 2, for a variance from rules as they apply to the construction of S.A.P. 141-239-16, 26th Street East from Hiawatha Avenue to Minnehaha Avenue in the City of Minneapolis, Minnesota.

The request is for variance from *Minnesota Rules* for State Aid Operation 8820-2800, Subpart 2, adopted pursuant to *Minnesota Statutes* chapter 161 and 162, as they apply to the proposed improvement projects S.A.P. 141-239-16, to allow the approval of construction plans after bids are opened for Project S.A.P. 141-239-16, in lieu of required approval by the State Aid Engineer prior to the opening of contract bids.

3. Petition of the City of Minneapolis for a Variance from State Aid Procedural and Administrative Requirements

NOTICE IS HEREBY GIVEN that the City of Minneapolis Council has made written request to the Commissioner of Transportation Pursuant to *Minnesota Rules* 8820.2800 Subpart 2, for a variance from rules as they apply to the construction of S.A.P. 141-427-01, 46th Street East from Hiawatha Avenue to 35th South in the City of Minneapolis, Minnesota.

The request is for variance from *Minnesota Rules* for State Aid Operation 8820-2800, Subpart 2, adopted pursuant to *Minnesota Statutes* chapter 161 and 162, as they apply to the proposed improvement projects S.A.P. 141-427-01, to allow the approval of construction plans after bids are opened for Project S.A.P. 141-427-01, in lieu of required approval by the State Aid Engineer prior to the opening of contract bids.

Dated: November 5, 2003

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

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 Minnesota State Colleges and Universities - Center for Advanced and Emerging Technologies, Phase 2R, Bridgeman Hall Remodeling at Bemidji State University, Bemidji, Minnesota (Project 03-19)

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, December 1, 2003 to:

Terry Lewko, Executive Secretary
State Designer Selection Board
Department of Administration
State Architect's Office
301 Centennial Office Building
658 Cedar Street
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.j.

1. PROJECT 03-19

a. PROJECT DESCRIPTION: Minnesota State Colleges and Universities (MnSCU) intends to retain architectural and engineering consulting services for the design and construction of a remodeling project to the existing campus facility, Bridgeman Hall on the campus of Bemidji State University, and a new addition to the campus of Northwest Technical College - Bemidji.

PROJECT SCOPE: The scope of this Project based upon a portion of the approved pre-design that includes expansion and remodeling of the existing Bridgeman Hall building and new Health related facilities. This is part of a larger project for which a predesign is available. The project is a shared-use facility in Industrial Technology and Health-related professions. The project includes:

- Bridgeman Hall Remodeling - 33,669 GSF
- Technical College Addition - 13,000 GSF

This project will remodel, furnish and equip Phase 2 of the Center for Advanced and Emerging Technologies project and may include a small addition to Bridgeman Hall. The construction will provide space on the BSU campus for new classrooms, laboratories, offices, display spaces, plus associated spaces for the academic programs of the Industrial Technology Department, along with the common support areas and mechanical / electrical equipment space, and related needs. The existing building is a two-story structure. The original building was constructed in 1965. The structure consists of a brick exterior, concrete structural system, with concrete pan floor slabs, an insulated built-up roof and punched opening windows.

The construction will also provide space on the NTC-Bemidji campus for new health laboratories, offices, plus associated spaces for the academic Allied Health programs of both campuses, along with the common support areas and mechanical / electrical equipment space, and related needs.

b. REQUIRED CONSULTANT SERVICES: The selected design team shall:

1. Provide a comprehensive scope of services including Schematic Design (SD), Design Development (DD), Construction Documents (CD), Bidding and Construction Administration (CA) to follow when additional funding is available.

State Contracts

2. Prepare all SD, DD, and CD documents using computer aided design and drafting technology in an electronic data exchange file format acceptable to MnSCU (AutoCad R14 or later version).

3. Demonstrate experience in the design and construction of institutional collegiate spaces, including college lab facilities, lab support, classrooms and similar spaces that are part of the program requirements.

4. Integrate the new spaces of the Project with the existing facility.

5. Complete all design, drawings and specifications in accordance with, as minimums:

- a. Current MnSCU Design Standards
- b. All applicable building, life safety and energy codes
- c. ADA regulations, and
- d. Program requirements.

6. Design building spaces for:

- a. Efficient space utilization
- b. Flexibility
- c. Energy efficiency
- d. High indoor air quality and ventilation exhaust systems
- e. Complete fire suppression systems, and
- f. A contemporary data and telecommunications environment.

7. Provide full architectural services, including interiors and furniture, fixtures and equipment design, cost estimating, project scheduling, and engineering services including civil, structural, mechanical, fire protection, electrical, and telecommunications systems design and construction administration services, all in accordance with the MnSCU standard A/E contract. MnSCU may retain other specialty consultants to assist in the project work.

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

c. SERVICES PROVIDED BY OTHERS: The Owner will contract for, or arrange to provide:

1. Site property survey
2. Geotechnical investigations and recommendations, and
3. Asbestos survey, design and abatement to the existing building, if required.

d. SPECIAL CONSIDERATIONS: Design Team Requirement: The design team shall have applicable prior experience in the design and construction of similar projects, in a college setting. The firm shall provide examples of current and recent higher education academic and laboratory design experience. The design team shall have proven experience in working with and directing the efforts of a college building advisory committee. The design team shall demonstrate their use of life cycle costing during the design process. Life cycle items important to MnSCU include, but are not limited to energy efficiency, sustainability, and the maintainability of design, materials, and equipment.

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, accurate and fully coordinated contract documents are an important element of the selected design team's services. A change order history of recent past projects and how the team proposes to address this issue should be provided as part of their submittal.

The design team shall provide examples of recently completed projects, including innovative solutions, for review by the selection committee. The design team shall provide a list of clients and involved contractors for similar projects worked on within the last five years including the names, addresses and phone numbers of contact persons.

The design team shall also:

1. Demonstrate prior experience with similar projects.
2. Include the field verification of existing conditions and systems in their scope of services.
3. Evaluate existing building structural, mechanical and electrical systems to determine capabilities and capacities to support the proposed new addition.

e. PROJECT BUDGET/FEES: The estimated total project cost is currently \$10,000,000. This cost includes: all professional fees and reimbursables, site investigations and surveys, hazardous materials removals design and abatement, building and site construction, project management, construction inspection and testing, furniture, fixtures and equipment, contingencies, art and inflation factors. The expected amount to award a construction contract is \$7,650,000. The maximum design team fees are anticipated to not be in excess of 8.0% of the budgeted construction cost plus reimbursable expenses. Final total fees will be negotiated with the selected design team.

f. PROJECT SCHEDULE: It is the desire of the owner to bid this project for a 2004 early spring bid opening with a spring construction start and occupancy of January 2006. The following preliminary schedule is suggested:

<i>Schematic Design Phase:</i>	begin January 2004, complete in two months.
<i>Design Development Phase:</i>	two months.
<i>Construction Documentation Phase:</i>	three months.
<i>Bidding period:</i>	one month.
<i>Construction Phase:</i>	twenty months, including occupancy.

g. PROJECT PRE-DESIGN INFORMATION: A Pre-design Report dated March 27, 2001, prepared by the Julie Snow Architects, Inc. has been prepared and is currently being updated. Since the original predesign was finished the site location has changed. The programmed spaces indicated in the original predesign are still valid at the new site. A copy of this document and the update will be available for review at Bemidji State University or with the Director of Facilities and Planning, Thomas H. Koehnlein prior to designer selection. For review, contact Thomas H. Koehnlein at (218) 347-6211 or cell (218) 849-4788.

Copies of the Pre-design Report document will be made available only to firms that are short-listed.

h. PROJECT INFORMATIONAL MEETING (S)/SITE VISIT (S): An informational meeting is tentatively scheduled for Monday, November 24, 2003, 10:00 a.m. at Bridgeman Hall. All firms interested in this meeting should contact Jeff Sande, Physical Plant Director at (218) 755-3988 or e-mail at jSande@bemidjistate.edu to sign up for the meeting.

i. STATE DESIGNER SELECTION BOARD SCHEDULE:

<i>Project Information Meeting and/or Site Visit:</i>	Monday, November 24, 2003, 10:00 a.m.
<i>Project Proposals Due:</i>	Monday, December 1, 2003, by 1:00 p.m.
<i>Project Shortlist:</i>	Tuesday, December 16, 2003
<i>Project Information Meeting for Shortlisted firms:</i>	None
<i>Project Interviews and Award:</i>	Tuesday, December 30, 2003

j. PROJECT CONTACT (S)

Questions concerning the project should be referred to the Project Manager:

Thomas H. Koehnlein
Director of Facilities and Institutional Planning
Bemidji State University & Northwest Technical College
tom.koehnlein@mail.ntc.mnscu.edu
150 Second Street SW ~ Suite B,
PO Box 309, Perham, MN 56573
Phone: (218) 347-6211
Cell: (218) 849-4788, **Fax:** (218) 347-6210

k. SAMPLE CONTRACT: The successful responder will be required to execute the MnSCU Basic Services Agreement which contains MnSCU's standard contract terms and conditions, include insurance requirements and compliance with Designer Procedures Manual, Design Guidelines and Computer Aided Drafting (CAD) Guidelines. A copy is available on Web Site <http://www.facilities.mnscu.edu> or contact the above project Manager.

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

2. PROPOSAL REQUIREMENTS

- a. 12 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

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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.sao.admin.state.mn.us>, click on forms. (Not counted as part of the 20 faces)
- A list of all State and Minnesota State Colleges and Universities 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 Minnesota State Colleges and Universities operating funds, or by funding raised from the private sector or individuals by state/user agencies or the Minnesota State Colleges and Universities; (2) awarded as a result of the State Designer Selection Board process or awarded directly by state/user agencies or the Minnesota State Colleges and Universities 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.sao.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 mate-

State Contracts

rials, 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. 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 Minn. R.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.sao.admin.state.mn.us>.

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

i. 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.

Administration Department

State Register

ON-LINE Subscriptions Available

Don't waste time or your company's money. Get the *State Register* E-MAILED to you the afternoon it is published, on Friday, so you can be ready with your phone calls on Monday morning. You will also receive TWO EXTRAS free:

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You can also FAX your credit card information: (651) 297-8260; or send in your check or credit card information to Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155.

Minnesota State Colleges and Universities (MnSCU)**Inver Hills Community College****Advertisement for Sealed Bids for Spacesaver Pro Mobile Shelving System**

All bids must be prepared on the prepared form and submitted. Bids are to be sealed and delivered no later than November 25, 2003 at 10 a.m. to Patrick Buhl, Director of Facilities Planning and Development, Inver Hills Community College Located in Heritage Hall, room 102, Inver Hills Community College, 2500 East 80th Street, IGH, MN 55076-3224

Project Scope: Furnish and install a Spacesaver Pro Mobile Shelving Unit. (No substitutions will be accepted) in the Library building. The successful bidder will be required to install this system between the semester break (December 22, 2003 through January 9, 2004)

The right is reserved to reject any and all bids or parts of bids and to waive information therein, and to award the contract to other than the lowest bidder if in their discretion the interests of the Owner will be best served there by; Inver Hills Community College. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Contact Person: Patrick Buhl, Director of Facilities Planning and Management
Inver Hills Community College
2500 East 80th Street
IGH, MN 55076-3224
Office: (651) 450-8536
Fax: (651) 554-3706
Email: pbuhl@inverhills.edu

This is the only person designated to answer questions in regards to this request. If you are interested in submitting a proposal please contact Patrick Buhl for a bid package.

The deadline for receipt of proposals is 10 a.m., Monday November 25, 2003. Late proposals will not be accepted.

Minnesota State Colleges and Universities (MnSCU)**Winona State University****Request for Sealed Bids for Tables and Steel Stack Chairs**

NOTICE IS HEREBY GIVEN that Winona State University will receive sealed bids for 48 tables and 192 steel stack chairs.

Bid specifications will be available November 17, 2003 from the Winona State University Purchasing Department, PO Box 5838, 205 Somsen Hall, Winona, MN 55987 or by calling (507) 457-5067 or (507) 457-5419.

Sealed Bids must be received by Sandra Schmitt at PO Box 5838, or at 175 W. Mark St., Somsen 205G, Business Office, Winona State University, Winona, MN 55987 by 3:00 p.m. December 1, 2003.

Winona State University reserves the right to reject any or all bids and to waive any irregularities or informalities in bids received.

Minnesota Department of Commerce**Draft Request for Information (RFI) for Construction of Hydrogen to Electricity Demonstration Project****Introduction**

During the 2003 Legislative Session, the Minnesota Legislature directed the Department of Commerce (DOC), in conjunction with the Department of Employment and Economic Development (DEED), to issue a Request for Proposal for the construction of a hydrogen-to-electricity demonstration project. This Request for Information (RFI) is being issued to provide DOC with information about such a demonstration project, including interested parties, potential project locations, project scope, priorities that the project would address, and, most importantly, a project cost estimate. Doc intends to present the information collected through this RFI to the 2004 Legislature for funding consideration. DOC also may solicit project funding from other sources. If funding is secured, DOC intends to issue a Request for Proposal to develop and implement a hydrogen to electricity demonstration project.

State Contracts

This RFI solicits information on projects to develop a hydrogen-to-electricity demonstration with the following components:

- Commercial scale wind turbine-powered electrolysis of water to hydrogen;
- On-site storage of hydrogen and fuel cells for hydrogen-to-electricity conversion to maintain the supply of electricity in the absence of wind;
- A hydrogen pipeline of less than ten (10) miles to a public facility demonstration site;
- A public facility with on-site hydrogen fuel cells providing hydrogen to electricity and, if practicable, heating/cooling function.

A “public facility” is defined as a municipal building, public school, state college or university, or other public building.

Please note: If funding is provided in the future, DOC intends to issue a Request for Proposal to develop and implement a hydrogen to electricity demonstration project. Responding or not responding to this RFI will have no impact on your eligibility to respond to a Request for Proposal that may be issued at a future date.

Disclaimer: This RFI does not constitute a commitment by the State, expressed or implied, to award a contract or contracts at any time.

Priority Projects

The Department of Commerce is particularly interested in projects that meet the following priority goals:

- Partnership with a higher education institution, municipal utility, agricultural wind coop, agricultural group, or a local or regional development commission.
- Projects that are located in an area with a class 3 or greater wind resource.
- Use of fuel cell components that have been manufactured in Minnesota.
- Projects that have demonstrated long range viability.
- Projects that firm up wind generated electricity.
- Projects that build in multiple hydrogen end uses, i.e. electrical generation, automotive use, and/or chemical feedstock.
- Projects that include an economic analysis that focuses on the value added components of a wind to hydrogen project.
- Projects that include a significant cost-share derived from sources other than funds appropriated by the legislature for this project.

General Instructions

Interested parties are invited to submit a short response. We suggest that it be no more than five (5) pages in length. Please use 1 inch margins and a 12 point font. We would also appreciate if each page of the response was numbered and has a clear header that includes the name of the responder, location of the project and the project title, especially if submitted by email.

Content

Each response should have a cover page that includes:

- (a) Name of responder(s)
- (b) Project location
- (c) Total estimated cost of project
- (d) A brief project abstract that summarize the primary goal(s) of the project.

The response content should:

- (a) Include a description of the specific project including the concept, technology or technical approach that may meet the priorities outlined below.
- (b) Identify the location of the project and the partners who might participate in the development of it;
- (c) Describe the end-use application for the project
- (d) Provide an estimated project budget that allocates expenditures by the following 5 main categories:
 - labor
 - capital expenditures
 - travel
 - other
 - indirect costs
- (e) Provide an estimate of how long it would take to complete the project

Due Date

Please send responses to the Department of Commerce no later than 5:00 p.m. CST on December 30th, 2003.

How to Submit a Response

Responses can be submitted by email or sent by mail or delivery service.

- Responses can be emailed to: jeffery.haase@state.mn.us
- Responses can also be mailed or delivered to:

Attn: Jeff Haase
Department of Commerce
Suite 500, Golden Rule Bldg
85 7th Place E
St. Paul, MN 55101-2198

Questions about this RFI

Please call Jeff Haase at (651) 297-2198

Minnesota Department of Employment and Economic Development

"Minnesota Career 2005" Advertising Sales/Sponsorships Project Overview

The Department of Employment and Economic Development / Labor Market Information Office is seeking proposals for the advertising sales and/or sponsorship(s) for the "Minnesota Careers 2005" publication.

The goal is to raise sufficient funds to cover a net operating deficit of \$220,000, plus additional costs associated with advertising/sponsorship pages and contractor commissions.

"Minnesota Careers" is a career information publication sent to approximately 100,000 high school students every year. Another 35,000 publications are distributed to libraries, WorkForce Centers and other venues, resulting in more than 250,000 impressions per year.

Persons interested in receiving a copy of the complete Request for Proposal must contact:

Patricia Dahlman - "Careers" editor
Department of Employment and Economic Development
Labor Market Information Office
390 North Robert Street
Saint Paul MN 55101
(651) 205-4513
pdahlman@ngwmail.des.state.mn.us

Other personnel are NOT allowed to discuss this request for proposal with responders before the proposal submission deadline. Contact regarding the RFP with any personnel not listed above may result in disqualification.

All proposals must be received no later than 2:30 p.m., Central Time, Monday December 8, 2003, by Ms. Dahlman at 390 North Robert Street, Saint Paul MN 55101. Hand-delivered proposals will be time-stamped by the security guard in the entrance to the building. **Late 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 costs incurred in responding to this RFP will be borne by the responder. **Fax and e-mail proposals will not be considered.**

State Contracts

Minnesota Historical Society

Request for Proposal for the Forest History Center Exhibits Furniture, Graphics, Scenics Exhibitry Package

Client Project #1679

Minnesota Historical Society
345 Kellogg Boulevard West
Saint Paul, Minnesota 55102

INTRODUCTION

PROJECT OVERVIEW

Bidders shall consider this as a "turnkey" package. The RFP package includes the fabrication, finishing, shipping, handling and installation of all casework, furniture, framework, graphic and scenic elements as shown in the drawings and details that are provided.

PROJECT LOCATION

The finish installation of this project is located at the:

Forest History Center
2609 County Road 76
Grand Rapids, MN 55744
{ West of Highway 169 1.5 miles on County Road 76 [Golf Course Road] }

The Visitor Center at this site is in the process of being renovated and will be available for Exhibit Installation by:

MARCH 17, 2004

The Visitor Center at this site will be partially open to the public during the installation process. In order for the CLIENT to complete the installation of the artifacts, interactives, media and programming elements, the Bidders of this package must have their installation at the site substantially complete by:

APRIL 15, 2004

The Request for Proposal is available by contacting: Mary Green-Toussaint, Contracting and Purchasing Assistant, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, Minnesota 55102; by telephone at (651) 297-7007; or at mary.green-toussaint@mnhs.org.

There is a mandatory pre-bid meeting scheduled for Tuesday, December 2, 2003, and proposals will be opened at 2:00 p.m. on Tuesday, December 16, 2003. No late proposals will be accepted.

Minnesota Supreme Court

Office of the State Court Administrator

Request For Proposals for Identifying Cost Effective Ways to Enhance Collection of Court-Imposed Fines, Charges, Co-payments and Restitution

The State Court Administrator is authorized by *Minnesota Statute* 480.15, subdivision 2, to "examine the administrative methods and systems employed in the offices of ... court administrators ... and make recommendations--through the Chief Justice--for the improvement of the same." The Minnesota Courts collect approximately \$130 million dollars each year. These funds are distributed to municipal, county, state entities and private entities and individuals. The State Court Administrator is seeking assistance in identifying cost effective ways to enhance the collection of court-imposed fines, surcharges, co-payments and restitution.

The goals of the project are to:

- a) maximize the efforts of court staff in the process of collecting fines, surcharges, co-payments and restitution through streamlined procedures, more effective utilization of existing state resources in other agencies or private collection entities,
- b) reduce the collection time from imposition to payment,
- c) develop administrative procedures which would reduce the necessity for court hearings to enforce court judgments,
- d) improve the collection rate, i.e. the amount collected relative to the amount imposed, and
- e) propose performance measures for the collection process.

Inquiries regarding proposals should be directed to:

Bruce Biser
Director of Finance
110 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, Minnesota 55155
(651) 215-0044

Proposal Submission Deadline: November 21, 2003 at 4:30 p.m. Central Standard Time

Office of Revisor

Notice of Request for Computing Consulting Services

The Office of the Revisor of Statutes is seeking proposals for computer consulting in the areas of network infrastructure, router maintenance, DMZ implementation, Cisco Works installation, Cisco Security Agent, Email solutions, Security Infrastructure and other related services as the need arises. For additional information on the technical requirements, see this **website** http://www.revisor.leg.state.mn.us/RFP_network_services.html.

Proposals should include relevant qualifications and hourly rates. If proposer is on the state's master roster or contract, those rates may not be exceeded. Proposals are due no later the 4:30 p.m. p.m. on Monday, December 1, 2003. The Revisor's office reserves the right to award all, a part, or none of the above-described contracts. Inquiries and responses may be directed to:

Office of the Revisor of Statutes
700 State Office Building
100 Rev. Dr. Martin Luther King, Jr., Blvd.
St. Paul, MN 55155-1297
(651) 296-2868
(651) 296-0569 Fax
(TTY use State Relay Services 1-800-627-3529)
revisor@revisor.leg.state.mn.us

Minnesota Department of Public Safety

Bureau of Criminal Apprehension (BCA)

Notice of Request for Proposals for the Permit Tracking System Application Development Project

The Minnesota Department of Public Safety, Bureau of Criminal Apprehension, Criminal Justice Information Systems (State) section is requesting proposals from professional/technical contractors for the purpose of managing, analyzing, designing, developing, testing, and implementing a web-based application for the purpose of tracking information related to gun permits and permit holders throughout the state. Access to the system is limited to the 87 sheriff offices and the BCA. Public defenders will also have limited access to the system. Contractor's systems developers for this project must have at least 5 years experience in developing applications on the Internet as well as 3 years experience with OOAD/UML, and a minimum of 3 years managing web-based applications. The contract is anticipated to begin January 2, 2004, and be completed by April 2, 2004. Details are contained in a complete Request for Proposal (RFP) which may be obtained by calling or writing Kristin Ritter. Due to a relocation of the BCA, please use the following addresses:

Before November 21, 2003

Kristi Ritter
MN Dept of Public Safety
Bureau of Criminal Apprehension - CJIS Section
444 Cedar Street, Suite 140
St. Paul, Minnesota 55101
E-mail: Kristin.ritter@state.mn.us
Telephone: (651) 215-6889
Fax: (651) 215-5793

After November 21, 2003

Kristi Ritter
MN Dept of Public Safety
Bureau of Criminal Apprehension - CJIS Section
444 Cedar Street, Suite 140
St. Paul, Minnesota 55101
E-mail: Kristin.ritter@state.mn.us
Telephone: (651) 793-2571
Fax: (651) 793-2402

An e-mail request is preferred. The final date for submitting a proposal is December 8, 2003, by 2:00 P.M. Central Standard Time. Late proposals will not be considered. Faxed or e-mailed proposals will not be considered. This request does not obligate the State to complete the work contemplated in this notice and the State reserves the right to cancel this solicitation if it is considered to be in the State's best interest. All expenses incurred in responding to this RFP shall be borne by the responder.

State Contracts

Department of Transportation

Engineering Services Division

Request for Proposal (RFP) for Deep Site Testing Protocol for Prehistoric Archaeological Sites

Notice of availability of Contract for deep site testing protocol for prehistoric archaeological sites on flood plains and other geomorphologically active locations within the State of Minnesota. Responses to this advertisement become public information under the Minnesota Government Data Practices Act. This request does not obligate the State of Minnesota Department of Transportation to complete the work contemplated in this notice, and the department reserves the right to cancel this RFP. All expenses incurred in responding to this notice shall be borne by the responder.

The Minnesota Department of Transportation (Mn/DOT) is requesting proposals to develop an innovative and cost-effective statewide methodology for identifying deeply buried archaeological sites in a consistent manner across the state. The selected responder must develop and test protocols for detecting buried sites of any depth for the most efficient Cultural Resource Management assessment of project impacts. The study must clearly identify the maximum practical depth of the tested approaches. The most successful strategies will be implemented to inventory and evaluate deeply buried sites that may be impacted by Mn/DOT projects, but may be applicable to other projects as well. In addition, the selected responder must coordinate the developed deep testing protocol with the Landscape Suitability Rankings developed within Mn/Model. Mn/DOT will use the protocol primarily to test locations that have been mapped by Mn/Model standards and rated as suitable for containing buried sites.

The entire RFP is located at www.dot.state.mn.us/consult/index.html under the Public Notice section.

Note: Proposals will be due on December 16, 2003 at 2:00 p.m. Central Time

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.

Anoka County**Notice of Request for Proposals for County-wide Detention System**

Notice of Request for Proposals for Software and Professional Services to provide the Sheriff's Office and Community Corrections Department of Anoka County with a county-wide detention system to handle adult and juvenile inmate management, warrant management, and civil processing

NOTICE IS HEREBY GIVEN the County is seeking proposals for the provision of software and professional services to provide the Sheriff's Office and Community Corrections Department of Anoka County with a computerized detention system that will assist in the performance of its duties.

Proposals shall be submitted in exact accordance with the Request for Proposals (RFP) Package.

The Request for Proposals Package may be obtained at the Anoka County **web site**: <http://www.co.anoka.mn.us/bids>.

Proposal due date: December 29th, 2003 at 4:00 pm Central Standard Time.

Anthony C. Palumbo
Assistant County Attorney

John "Jay" McLinden
County Administrator

Dakota County**Request for Proposals for Opportunities for Collaboration and Partnerships in Dakota County**

NOTICE IS HEREBY GIVEN that Dakota County, in collaboration with cities in the County, is seeking qualified proposers to provide an analysis of opportunities to create additional collaboration and partnerships among local units of government to enhance service delivery and increase efficiency in delivering services. The project will identify targets of greatest opportunity for further collaboration and partnership in Dakota County. The project will include (1) the determination of existing joint powers and other joint service agreements used by local governments in Dakota County and their potential for application in other jurisdictions, (2) an examination of "best practices" in cooperative service delivery in other jurisdictions (Minnesota and nationally) that might be effectively applied to improve service delivery in Dakota County, (3) the testing of potential recommendations of high potential opportunities for initiatives among local governments in Dakota County with focus groups (or, a similar method) to ensure a broad-based perspective on the potential opportunities, and (4) a written report, including recommendations for further collaborative initiatives among local governments in Dakota County.

Dakota County reserves the right to waive conditions of the Request for Proposals, cancel the RFP at any time, reject proposals based on the evaluation criteria, accept other than the lowest cost proposal, and negotiate proposed fees.

For a copy of the full Request for Proposals, or more information, contact:

Jack Ditmore, Director, OMB
Dakota County Administration Center
1590 Highway 55, Hastings, Minnesota 55033

Non-State Contracts & Grants

Phone: (651) 438-4432

Email: jack.ditmore@co.dakota.mn.us

A pre-proposal conference will be held on Friday, November 21, 2003 at 10:30 a.m. in Conference Room 110C of the Dakota County Northern Service Center (1 Mendota Road West, West St. Paul, Minnesota). The deadline for proposals is **4:30 p.m. CST on Friday, December 12, 2003**. No late proposals will be considered.

Metropolitan Council

Notice of Request for Proposals (RFP) for Retail Concessions at the Uptown Transit Station

Contract Number 03R027

The Metropolitan Council is requesting proposals for retail concessions at the Uptown Transit Station. This will result in a revenue contract.

Issue Request for Proposals

November 17, 2003

Receive Proposals

December 22, 2003

Contract negotiated, executed, NTP

February, 2004

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

Harriet Simmons, Senior Administrative Assistant, Contracts and Procurement Unit
Metropolitan Council
230 East Fifth Street
Mears Park Centre
St. Paul, MN 55101
PHONE: 651-602-1068
FAX: (651) 602-1138
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 for the project is awarded in excess of \$100,000, the requirements of *Minnesota Rules* 5000.3530 will be applicable.

Metropolitan Council - Metro Transit

Invitation for Bids for Portable Vehicle Lifts

The Metropolitan Council is soliciting sealed bids for Portable Vehicle Lifts. Bids are due at 2:00 p.m., Monday, December 8, 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

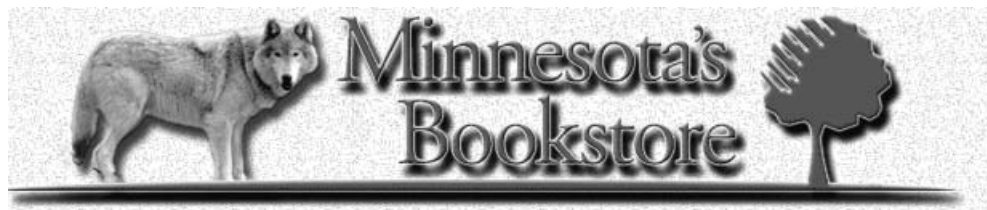
Notice of Bid Information Service (BIS) Available for All Potential Vendors

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

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



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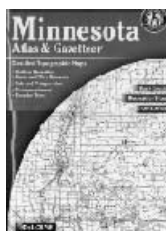
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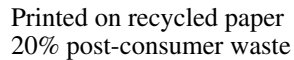
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