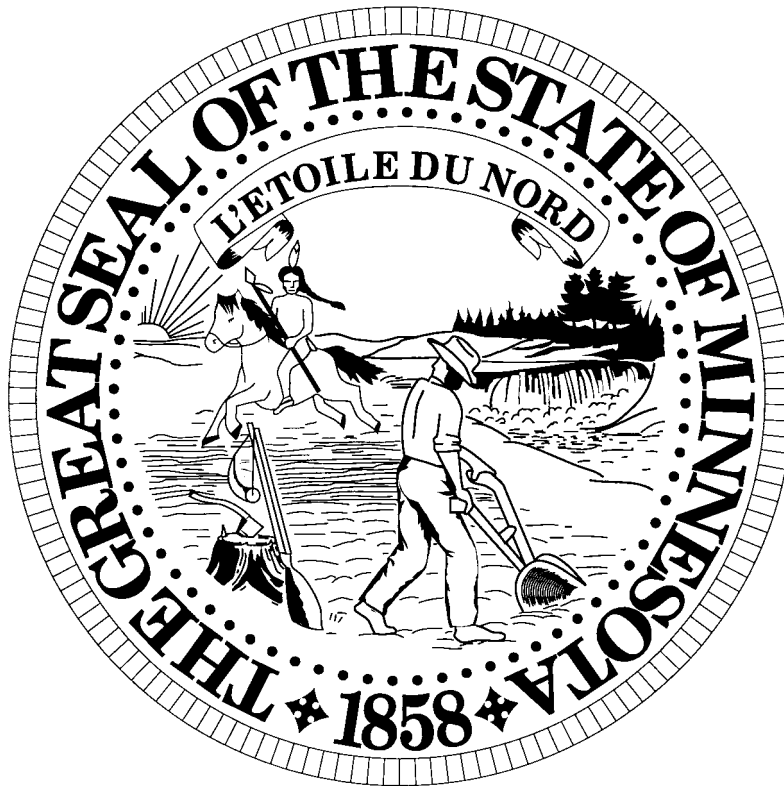


**Minnesota**

# **State Register**

**Rules and Official Notices Edition**



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

**Monday 5 January 2004**  
**Volume 28, Number 27**  
**Pages 863 - 884**

# 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- proposed, adopted, exempt, expedited emergency and withdrawn rules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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- contracts for professional, technical and consulting services
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#27	Monday 5 January 2004	<b>NOON MONDAY 29 DECEMBER</b>	Noon Wednesday 24 December
#28	Monday 12 January 2004	Noon Tuesday 6 January, 2004	Noon Wednesday 31 December
#29	<b>TUESDAY 20 JANUARY 2004</b>	Noon Tuesday 13 January, 2004	Noon Wednesday 7 January 2004
#30	Monday 26 January 2004	Noon Tuesday 20 January, 2004	Noon Wednesday 14 January 2004

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Commodity, Service and Construction Contracts are published Tuesday and Friday in a bulletin, the **Solicitation Announcements**. Award results are available from the Materials Management Helpline (651) 296-2600. **Website:** [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us)

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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.

## Volume 28, Issue #27

# Executive Orders

The governor has the authority to issue written statements of orders, called Executive Orders, as well as Emergency Executive Orders. The governor's authority is specified in the *Constitution of the State of Minnesota*, Article V, and in *Minnesota Statutes* 4.035. Emergency Executive Orders, for protection from an imminent threat to health and safety, become effective immediately, are filed with the secretary of state, and published in the *State Register* as soon as possible after they are issued. Other Executive Orders become effective 15 days after publication in the *State Register* and filing with the secretary of state. Unless otherwise specified, an executive order expires 90 days after the date the governor who issued the order vacates office.

## Office of the Governor

### Emergency Executive Order #03-16: Providing for Assistance at Minneapolis/St. Paul International Airport

**I, TIM PAWLENTY, GOVERNOR OF THE STATE OF MINNESOTA**, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Executive Order:

**WHEREAS**, on December 21, 2003, the United States Secretary of the Department of Homeland Security raised the national terrorist threat level to orange; and

**WHEREAS**, although there is no specific information of a potential terrorist threat involving Minnesota, state and local officials believe it is necessary to show a heightened presence of armed security forces at the Minneapolis/St. Paul International Airport; and

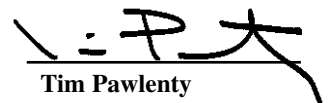
**WHEREAS**, the Chief of Police for the Minneapolis/St. Paul International Airport has requested the assistance of the National Guard to provide increased security at the airport and surrounding grounds.

**NOW, THEREFORE**, I hereby order that:

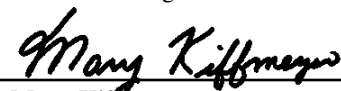
1. The Adjutant General of Minnesota order to state active duty on or about December 23, 2003, in the service of the State, such personnel and equipment of the military forces of the State as required and for such a period of time as necessary to provide roving security patrols at the airport facilities and surrounding grounds.
2. The Adjutant General is authorized to purchase, lease or contract goods or services needed to accomplish the mission.
3. The cost of subsistence, transportation, fuel, pay and allowances of activated members of the Minnesota National Guard shall be defrayed from the general fund of the State, as provided for in *Minnesota Statutes* 2002, Sections 192.49, Subds. 1 and 2; 192.52, 192.54 and as otherwise permitted by law.

Pursuant to *Minnesota Statutes* 2002, Section 4.035, Subd. 2, this Order is effective immediately and shall remain in effect until such date as elements of the military forces of the State are no longer required.

**IN TESTIMONY WHEREOF**, I have set my hand this 23rd day of December, 2003.

  
**Tim Pawlenty**  
Governor

Filed According to Law:

  
**Mary Kiffmeyer**  
Secretary of State

# Commissioner's Orders

Various agency commissioners are authorized to issue "commissioner's orders" on specified activities governed by their agency's enabling laws. See the *Minnesota Statutes* governing each agency to determine the specific applicable statutes. Commissioners' orders are approved by assistant attorneys general as to form and execution and published in the *State Register*. These commissioners' orders are compiled in the year-end subject matter index for each volume of the *State Register*.

## Minnesota Public Utilities Commission

### In the Matter of the Application for a Certificate of Need for the Trimont Area Wind Farm

ISSUE DATE: December 22, 2003

DOCKET NO. IP-6339/CN-03-1841

#### NOTICE AND ORDER FOR HEARING

LeRoy Koppendray, Chair  
Marshall Johnson, Commissioner  
Ken Nickolai, Commissioner  
Phyllis A. Reha, Commissioner  
Gregory Scott, Commissioner

#### PROCEDURAL HISTORY

On November 18, 2003, Trimont Area Wind Farm, LLC (Trimont or the Company) filed an application for a certificate of need to construct a 100-megawatt wind generation facility in Martin and Jackson Counties. The application included a request for exemptions from specific data requirements in eight certificate of need rules on grounds that the requirements did not apply to the proposed facility either because it was a wind facility or because it was not being built by a public utility.

On December 11, 2003, the application came before the Commission.

On the same date that it issued this Order, the Commission issued an Order acting on the requests for exemptions, accepting the application as substantially complete as of the date of a supplemental filing, varying the rule requiring a 45-day interval between filing a request for exemptions from filing requirements and filing a certificate of need application, and asking the Staff of the Environmental Quality Board to prepare the environmental report on the application.

#### FINDINGS AND CONCLUSIONS

##### I. Jurisdiction

The Commission has jurisdiction over applications for certificates of need for large energy facilities, including the wind generation project at issue, under *Minnesota Statutes* §§ 216B.2421 and 216B.243. The statute requires the Commission to hold at least one public hearing under the Administrative Procedure Act before acting on this or any other application for a certificate of need. *Minnesota Statutes* § 216B.243, subd. 4.

##### II. Referral for Contested Case Proceedings

The Commission finds that it cannot determine, on the basis of the record before it, whether the Company should be granted the certificate of need it seeks. That determination turns on specific facts that are best developed in formal evidentiary proceedings. The Commission will therefore refer the matter to the Office of Administrative Hearings for contested case proceedings.

##### III. Issues to be Addressed, Witnesses to be Produced

*Minnesota Statutes* § 216B.243, subd. 3 and *Minnesota Rules* 7849.0100-7849.0120 set forth criteria that must be met to establish need for proposed large energy facilities, including the project at issue. *Minnesota Rules* 7849.0100 requires specific written findings on each of these criteria. The parties to this proceeding should address whether the proposed project meets these criteria.

Further, the Commission notes that since the proposed facility would be built only to serve Great River Energy, it is likely that only Great River Energy can supply some of the information necessary to determine need. The Commission therefore asks Trimont to produce one or more witnesses from that cooperative to address issues specific to Great River.

##### IV. Public Participation

*Minnesota Statutes* § 216B.243, subd. 4 encourages public participation in certificate of need proceedings. The statute requires at least one hearing to obtain public opinion on the application and requires the Commission to designate an employee to facilitate citizen participation in the hearing process.

The Commission has designated statistical analyst David L. Jacobson to facilitate and coordinate public participation in this proceeding. He may be reached by **telephone** at (651) 297-4562 and by **fax** at (651) 297-7073. His address is Suite 350, 121 7th Place East, St. Paul, Minnesota 55101-2147.

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## Commissioner's Orders

Members of the public need not become formal parties to participate in the hearing process. They are encouraged to attend the public hearing(s) and to submit testimony and exhibits. Persons who cannot attend the public hearing(s) and wish to comment may submit written comments to the Administrative Law Judge. The Commission will require the Company to publish notice of the public and evidentiary hearings in newspapers throughout the state, to encourage public participation.

### V. Procedural Outline

#### A. Administrative Law Judge

The Administrative Law Judge assigned to this case is Allan W. Klein. His address and telephone number are as follows: Office of Administrative Hearings, Suite 1700, 100 Washington Square, Minneapolis, Minnesota 55401-2138; (612) 341-7609.

#### B. Hearing Procedure

- *Controlling Statutes and Rules*

Hearings in this matter will be conducted in accordance with the Administrative Procedure Act, *Minnesota Statutes* §§ 14.57-14.62; the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.5010 to 1400.8400; and, to the extent that they are not superseded by those rules, the Commission's Rules of Practice and Procedure, *Minnesota Rules*, parts 7829.0100 to 7829.3200.

Copies of these rules and statutes may be purchased from the Print Communications Division of the Department of Administration, 660 Olive Street, St. Paul, Minnesota 55155; (651) 297-3000. These rules and statutes also appear on the State of Minnesota's web-site at [www.revisor.leg.state.mn.us](http://www.revisor.leg.state.mn.us).

The Office of Administrative Hearings conducts contested case proceedings in accordance with the Minnesota Rules of Professional Conduct and the Professionalism Aspirations adopted by the Minnesota State Bar Association.

- *Right to Counsel and to Present Evidence*

In these proceedings, parties may be represented by counsel, may appear on their own behalf, or may be represented by another person of their choice, unless otherwise prohibited as the unauthorized practice of law. They have the right to present evidence, conduct cross-examination, and make written and oral argument. Under *Minnesota Rules*, part 1400.7000, they may obtain subpoenas to compel the attendance of witnesses and the production of documents.

Parties should bring to the hearing all documents, records, and witnesses necessary to support their positions.

- *Discovery and Informal Disposition*

Any questions regarding discovery under *Minnesota Rules*, parts 1400.6700 to 1400.6800 or informal disposition under *Minnesota Rules*, part 1400.5900 should be directed to David L. Jacobson, Statistical Analyst, Minnesota Public Utilities Commission, 121 7th Place East, Suite 350, St. Paul, Minnesota 55101-2147, (651) 297-4562; Clark Kaml, Public Utilities Rates Analyst, Minnesota Public Utilities Commission, 121 7th Place East, Suite 350, St. Paul, Minnesota 55101-2147, (651) 297-4563; or Cassandra O'Hern, Assistant Attorney General, 1100 NCL Tower, 445 Minnesota Street, St. Paul, Minnesota 55101, (651) 282-5725.

- *Protecting Not-Public Data*

State agencies are required by law to keep some data not public. Parties must advise the Administrative Law Judge if not-public data is offered into the record. They should take note that any not-public data admitted into evidence may become public unless a party objects and requests relief under *Minnesota Statutes* § 14.60, subd. 2.

- *Accommodations for Disabilities; Interpreter Services*

At the request of any individual, this agency will make accommodations to ensure that the hearing in this case is accessible. The agency will appoint a qualified interpreter if necessary. Persons must promptly notify the Administrative Law Judge if an interpreter is needed.

- *Scheduling Issues*

The times, dates, and places of public and evidentiary hearings in this matter will be set by order of the Administrative Law Judge after consultation with Commission staff and intervening parties.

- *Notice of Appearance*

Any party intending to appear at the hearing must file a notice of appearance (Attachment A) with the Administrative Law Judge within 20 days of the date of this Notice and Order for Hearing.

- *Sanctions for Non-compliance*

Failure to appear at a prehearing conference, a settlement conference, or the hearing, or failure to comply with any order of the Administrative Law Judge, may result in facts or issues being resolved against the party who fails to appear or comply.

# Commissioner's Orders

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## C. Parties and Intervention

The current parties to this case are the Company, the Minnesota Department of Commerce, and the Staff of the Environmental Quality Board. Other persons wishing to become formal parties shall promptly file petitions to intervene with the Administrative Law Judge. They shall serve copies of such petitions on all current parties and on the Commission. *Minnesota Rules*, part 1400.6200.

## D. Prehearing Conference

A prehearing conference will be held in this case on Friday, January 16, 2004 at 9:30 a.m. in the Small Hearing Room, Public Utilities Commission, 121 7th Place East, Suite 350, St. Paul, Minnesota 55101.

Persons participating in the prehearing conference should be prepared to discuss time frames, scheduling, discovery procedures, and similar issues. Potential parties are invited to attend the pre-hearing conference and to file their petitions to intervene as soon as possible.

## E. Time Constraints

Under *Minnesota Statutes* § 216B.243, subd. 5, the Commission is required to act on this application within six months of the date it is substantially complete. The Commission asks the Office of Administrative Hearings to conduct contested case proceedings in light of these time constraints. Parties should note the six-month statutory time frame at the outset and be prepared for the expedited hearing schedule that time frame requires.

## VI. Application of Ethics in Government Act

The lobbying provisions of the Ethics in Government Act, *Minnesota Statutes* §§ 10A.01 *et seq.*, apply to certificate of need cases. Persons appearing in this proceeding may be subject to registration, reporting, and other requirements set forth in that Act. All persons appearing in this case are urged to refer to the Act and to contact the Campaign Finance and Public Disclosure Board, telephone number (651) 296-5148, with any questions.

## VII. Ex Parte Communications

Restrictions on *ex parte* communications with Commissioners and reporting requirements regarding such communications with Commission staff apply to this proceeding from the date of this Order. Those restrictions and reporting requirements are set forth at *Minnesota Rules*, parts 7845.7300-7845.7400, which all parties are urged to consult.

## ORDER

1. A contested case proceeding shall be held on Trimont Area Wind Farm, LLC's (the Company) certificate of need application.
2. The contested case proceeding shall begin with a prehearing conference on Friday, January 16, 2004, at 9:30 a.m. in the Small Hearing Room, Public Utilities Commission, 121 7th Place East, Suite 350, St. Paul, Minnesota 55101-2147.
3. At least one public hearing shall be held in this matter at a time and place determined by the Administrative Law Judge after consultation with Commission staff.
4. The Commission asks the Department of Commerce to continue its examination of the merits of the application and to provide a recommendation on the reasonableness of granting the requested certificate of need.
5. The Commission asks the Company to produce one or more witnesses from Great River Energy to address issues specific to that cooperative.
6. The Company shall facilitate in every reasonable way the continued examination of the issues by the Department of Commerce and the Environmental Quality Board.
7. The Company shall publish notice of the public and evidentiary hearings at least 10 days in advance in visible display ads in newspapers of general circulation throughout the state. The Company shall work with Commission staff to develop a plan to meet this requirement, including a proposed text, a list of the newspapers it proposes to use, and proposed publication dates. The Company shall obtain proofs of publication of the ads required above.
8. This Order shall become effective immediately.

BY ORDER OF THE COMMISSION

Burl W. Haar  
Executive Secretary

This document can be made available in alternative formats (i.e., large print or audio tape) by calling (651) 297-4596 (voice) or 1-800-627-3529 (TTY relay service).



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# Commissioner's Orders

ATTACHMENT A

BEFORE THE MINNESOTA OFFICE OF ADMINISTRATIVE HEARINGS  
100 Washington Square, Suite 1700  
Minneapolis, Minnesota 55401-2138  
FOR THE MINNESOTA PUBLIC UTILITIES COMMISSION  
121 Seventh Place East Suite 350  
St. Paul, Minnesota 55101-2147

In the Matter of the Application for a  
Certificate of Need for the Trimont Area  
Wind Farm

MPUC Docket No. IP-6339/CN-03-1841

OAH Docket No.

## NOTICE OF APPEARANCE

Name, Address and Telephone Number of Administrative Law Judge:

Allan W. Klein, Office of Administrative Hearings, Suite, 1700, 100 Washington Square, Minneapolis, Minnesota 55401; (612) 341-7609

TO THE ADMINISTRATIVE LAW JUDGE:

You are advised that the party named below will appear at the above hearing.

NAME OF PARTY:

ADDRESS:

TELEPHONE NUMBER:

PARTY'S ATTORNEY OR OTHER REPRESENTATIVE:

OFFICE ADDRESS:

TELEPHONE NUMBER:

SIGNATURE OF PARTY OR ATTORNEY: \_\_\_\_\_

DATE: \_\_\_\_\_

## 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 Board of Animal Health

#### REQUEST FOR COMMENTS on Possible Amendment to the Rules Governing the Sale and Distribution of Biological Products and Antigens, *Minnesota Rules*, 1720.0580

**Subject of Rules.** The Minnesota Board of Animal Health requests comments on its possible amendment to rules governing the sale and distribution of biological products and antigens. Current rules require biological products only be sold in Minnesota to veterinarians or to animal owners with a written prescription. The Board is considering rule amendments that would remove the restriction on the sale of biologics except for the rabies vaccine, anthrax bacterin, *Brucella abortus* bacterin, or other biological products that may be determined by the board to be too dangerous for lay use. Restrictions on the sale of biologics as determined by USDA Center for Veterinary Biologics still apply.

**Persons Affected.** The amendment to the rules would likely affect people that buy or sell biological products in Minnesota such as veterinarians, animal owners, veterinary supply companies, etc.

**Statutory Authority.** *Minnesota Statutes*, section 35.03, authorizes the Board to adopt rules to protect the health of domestic animals in the state.

**Public Comment.** Interested persons or groups may submit comments or information on these possible rules in writing until 4:30 p.m., on March 5, 2004. The Board does not contemplate appointing an advisory committee to comment on the possible rules.

**Rules Drafts.** The Board prepared a draft of the possible amendments.

**Agency Contact Person.** Written comments, questions, requests to receive a copy of the amendment, and requests for more information on these possible rules should be directed to: Dr. Keith Friendshuh at the Board of Animal Health, 90 West Plato Boulevard, **phone:** (651) 296-2942, ext. 18, **fax:** (651) 296-7417, and **email:** [keith.friendshuh@bah.state.mn.us](mailto:keith.friendshuh@bah.state.mn.us). TTY users may call the Board at 1-800-627-3529.

**Alternative Format.** Upon request, this Request for Comments can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the agency contact person at the address or telephone number listed above.

**NOTE:** Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed.

Dated: 29 December 2003

Dr. William Hartmann, Executive Director  
Minnesota Board of Animal Health

### Minnesota Board of Electricity

#### REQUEST FOR COMMENTS on Possible Amendment to Rules Governing License Requirements for Persons and Companies Licensed by, or Registered With, The Minnesota Board of Electricity, *Minnesota Rules*, Chapter 3800

**Subject of Rules.** The Minnesota Board of Electricity requests comments on its possible amendment to *Minnesota Rules*, Chapter 3800. The board is considering rules and rule amendments as required by, or necessary to correlate with, *Minnesota Session Laws*, 2002, Chapter 328 and *Minnesota Session Laws*, 2003, Chapter 58. The following rules are included in this request for comments:

3800.3500 Definitions. Amend Subpart 11 to coordinate with Section 326.242, subdivision 5.

3800.3520 Examination; Minimum Experience Requirements for Licensure; Experience Acceptable to the Board. Amend Subpart 3D to allow experience credit when approved technical training is earned when programs are offered as night school or part-time days, or during weekends.

Adopt rules related to experience requirements for power limited technician license applicants.

Amend Subpart 5A through H related to experience requirements for other license types to coordinate with power limited technician requirements.

3800.3530 Requirements for Securing and Maintaining an Electrical Contractor's License. Amend rules to be consistent with current terms and more properly address intent.

3800.3540 Designation of Responsible Master Electrician on Contractor's License Application. Amend to include power limited technician. Amend to address situation when master electrician or power limited technician is terminated or terminates employment.

3800.3550 Designation of Responsible Master Electrician, Licensed Maintenance Electrician, or Electrical Engineer by an Employer. Amend to include power limited technician. Amend to require resubmittal of certificate of employment on regular interval.

3800.3570 Marking of Contractor's Vehicles. Amend to require the contractor's license number on each side of contractor vehicles in addition to the contractor's name.

3800.3580 Revocation of License. Amend to include technology system contractor.

3800.3590 Licenses: Expiration and Fees. Amend to include technology system contractor with license expiring August 1 of even-numbered years. Amend to include power limited technician.

3800.3601 Definitions. Amend by adding power limited technician.

3800.3602 Requirements for Renewal of Electrician License. Amend by adding power limited technician.

3800.3603 Credit for Instruction. Amend by adding expiration of approval of programs.

3800.3690 Disconnection of Uncompleted or Uninspected Installations. Amend by changing the 18-month reference to 12-month to correlate with 3800.3780.

3800.383x Power Limited Technician Program. Adopt general description of power limited technician program.

3800. 38xx Power Limited Technician Technical Program Content. Adopt requirements for power limited technician technical program.

3800.38xx Qualifications of Instructors for Power Limited Technician Technical Program. Adopt qualifications for instructors for power limited technician technical programs.

**Persons Affected.** The amendment of the rules would likely affect persons and companies licensed by the board, and entities providing technical training.

**Statutory Authority.** *Minnesota Session Laws, 2002*, Chapter 328 and *Minnesota Session Laws, 2003*, Chapter 58 requires the board to adopt rules related to experience requirements for power limited technicians. *Minnesota Statutes*, section 326.241, authorizes the board to adopt rules to carry out its duties under sections 326.241 to 326.248.

**Public Comment.** Interested persons or groups may submit comments or information on these possible rules in writing until further notice is published in the *State Register* that the board intends to adopt or to withdraw the rules. The board does not contemplate appointing an advisory committee to comment on the possible rules.

**Rules Drafts.** A draft of the proposed rules is available under "bulletin board" on the board's website, [www.electricity.state.mn.us](http://www.electricity.state.mn.us), or by contacting the Agency Contact Person and requesting "FY2004 Chapter 3800 Amendment Draft."

**Agency Contact Person.** Written comments, questions, and requests for more information on these possible rules should be directed to: John A. Schultz at Minnesota Board of Electricity, Griggs-Midway Building, Suite S-128, 1821 University Avenue, Saint Paul, MN 55104-2993, (651) 642-0800, **FAX** (651) 642-0441 and **e-mail** [john.schultz@state.mn.us](mailto:john.schultz@state.mn.us). TTY users may contact the Board through the Minnesota Relay Service at (800) 627-3529.

**Alternative Format.** Upon request, this Request for Comments can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the agency contact person at the address or telephone number listed above.

**Note:** Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed. If you submitted comments during the development of the rules and you want to ensure that the Administrative Law Judge reviews the comments, you should resubmit the comments after the rules are formally proposed.

Dated: January 5, 2004

John A. Schultz, Executive Secretary  
Minnesota Board of Electricity

# Official Notices

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## Minnesota Higher Education Facilities Authority

### Notice of Public Hearing on Revenue Obligations on Behalf of St. Mary's University of Minnesota

**NOTICE IS HEREBY GIVEN** that a public hearing will be held by the Minnesota Higher Education Facilities Authority (the "Authority") with respect to a proposal to issue revenue bonds or other obligations on behalf of Saint Mary's University of Minnesota (the "University"), as owner and operator of Saint Mary's University of Minnesota, at the Authority's office at Suite 450, 380 Jackson Street, St. Paul, Minnesota on January 21, 2004 at 2:00 p.m.

Under the proposal, the Authority would issue its revenue bonds or other obligations in an original principal amount of up to approximately \$12,000,000 to finance a project (the "Project") generally described as the refunding of the Authority's outstanding Mortgage Revenue Bonds, Series Three-Q (St. Marys College), dated June 1, 1993, which were issued in the original principal amount of \$12,535,000 to provide funds to finance, or to refund certain revenue bonds of the Authority originally issued to finance, various projects described as follows: (i) the acquisition, construction, furnishing and equipping of an approximately 80,000 square foot recreational facility, including pool and athletic track; (ii) the refunding of the Authority's First Mortgage Revenue Bonds, Series C (St. Marys College), dated January 1, 1973, originally issued to finance the acquisition, construction and equipping of the Village II Apartments, consisting of six residential buildings for students and faculty; (iii) the refunding of the Authority's outstanding Mortgage Revenue Bonds, Refunding Series 1976-2 (St. Marys College), dated April 1, 1977, originally issued to finance the construction and equipping of an approximately 63,000 square foot multipurpose college center building known as College Center; (iv) the refunding of the Authority's Mortgage Revenue Bonds, Series Three-F (St. Marys College), dated June 1, 1991, originally issued to refund the Authority's Variable Rate Demand Revenue Bonds, Series Two-H (St. Marys College), dated October 2, 1984, which were originally issued to finance an approximately 530 seat theater/recital hall; and (v) the refunding of the Authority's outstanding Mortgage Revenue Bonds, Series Two-M (St. Marys College), dated May 1, 1987, originally issued to finance construction and equipping of an ice arena building and an addition to the Adducci Science Center (formerly known as Hoffman Science Hall), renovation of approximately 4,600 square feet of Saint Marys/Griffin Hall and acquisition and installation of minicomputer and telecommunications systems; all owned and operated by the University and located on the University's main campus, the principal street address of which is 700 Terrace Heights, Winona, Minnesota 55987.

At said time and place the Authority shall give all parties who appear or who have submitted written comments and opportunity to express their views with respect to the proposal to undertake and finance the Project.

Dated January 5, 2004

By Order of the Minnesota Higher Education  
Facilities Authority  
Marianne Remedios  
Executive Director

## Minnesota Pollution Control Agency

### Regional Environmental Management Division

### REQUEST FOR COMMENTS on Possible Amendments to Rules Governing Individual Sewage Treatment Systems, *Minnesota Rules* Chapter 7080

**Subject of Rules.** The Minnesota Pollution Control Agency (MPCA) requests comments on its possible amendment to rules governing the individual sewage treatment system (ISTS) program. *Minnesota Rules* Chapter 7080 contains minimum standards and criteria governing ISTSs to protect surface water, ground water, and promote public health, safety, and general welfare, including the following: technical standards and criteria; a framework for permitting and inspection programs administered at the local level; a description of the responsibilities, licensing, and enforcement requirements for ISTS professionals; and programs for licensing businesses and training and registering ISTS professionals. The MPCA believes that some *Minnesota Rules* Chapter 7080 provisions are outdated and need to be revised. The MPCA requests information and opinion from the public on any subject matter contained in *Minnesota Rules* Chapter 7080, but is particularly interested in the public's opinions on the items listed below.

The MPCA has not decided on the exact scope of proposed amendments to these rules, but is considering the following items:

A. Dividing the existing *Minnesota Rules* Chapter 7080 into five discrete chapters, each of which would contain one of the following ISTS program specialty areas:

- 1) ISTS Technical Standards for Individual Dwellings (preliminarily proposed to be *Minnesota Rules* Chapter 7080, which would replace the existing Chapter 7080);
- 2) ISTS Technical Standards for Moderate and Large Systems (preliminarily proposed to be *Minnesota Rules* Chapter 7081);,

- 3) ISTS Administrative Standards for Local Units of Government Permitting and Inspection programs (preliminarily proposed to be *Minnesota Rules* Chapter 7083);
  - 4) ISTS Licensing and Professional Registration Program (preliminarily proposed to be *Minnesota Rules* Chapter 7084); and
  - 5) ISTS Land Application of Septage (preliminarily proposed to be *Minnesota Rules* Chapter 7088).
- B. Making substantive changes to each ISTS specialty program area as identified below:
- 1) Possible revisions to the ISTS Technical Standards for Individual Dwellings program area:
    - a. Developing a process to review new ISTS technologies for use in Minnesota;
    - b. Simplifying the current hierarchical classification system (standard, alternative, other, performance);
    - c. Modifying some definitions for clarity; and
    - d. Making minor modifications and clarifications to technical standards.
  - 2) Possible revisions to the ISTS Technical Standards for Moderate and Large Systems program area:
    - a. Providing additional detail to the current criteria for cluster systems;
    - b. Clarifying the methods used to determine flow values and tank sizing;
    - c. Further detailing the minimum technical standards and administrative requirements for systems requiring an MPCA State Disposal Permit;
    - d. Possibly changing the flow threshold used to determine which systems will require an MPCA State Disposal Permit; and
    - e. Describing the circumstances under which a Professional Engineer and Professional Soil Scientist, with an ISTS license, must prepare plans and specifications.
  - 3) Possible changes to the ISTS Administrative Standards for the Local Units of Government Permitting and Inspection program area:
    - a. Requiring either the local unit of government or a private inspector to verify that an adequate soil evaluation was conducted before permit issuance;
    - b. Clarifying that a soil evaluation already verified by two ISTS professionals (as would be the case in item 3a., above) would be valid for use in all future compliance inspections;
    - c. Requiring local units of government to conduct an ISTS operation, monitoring and maintenance program;
    - d. Clarifying how to implement the existing requirement that newly platted lots must have a primary and secondary ISTS site;
    - e. Prohibiting all private inspectors from designing, installing and pumping systems in localities within which they are authorized and/or contracted by the local unit of government to conduct ISTS-related inspection activities; and
    - f. Making other minor rule changes to improve clarity.
  - 4) Possible changes to the ISTS Licensing and Professional Registration program area:
    - a. Combining the Designer and Inspector categories and adding an Operator component to that combined category (an Operator would be involved with diagnostic assessment and intervention to ensure proper system operation);
    - b. Requiring Installers to attend Designer training without requiring them to pass the Designer's exam;
    - c. Requiring Designers, Inspectors and Operators to attend Installer training and to pass the Installers' exam;
    - d. Repealing the experience requirement reduction if more education is taken;
    - e. Adding detail to clarify each discipline's professional responsibility;
    - f. Requiring detailed, signed contracts between the ISTS professional and the customer;
    - g. Increasing the professional surety bond to \$30,000;
    - h. Expanding the list of what constitutes unprofessional conduct;
    - i. Removing the distinction between direct and indirect training for continuing education;
    - j. Clarifying the mentorship responsibilities associated with demonstrating, during the registration process, that relevant experience has been acquired by those seeking to become an ISTS Professional; and
    - k. Possibly requiring Installers to provide a warranty for newly-installed ISTSs.
  - 5) Possible changes to the Land Application of Septage program area:
    - a. Detailing the requirements of proper land application practices;
    - b. Detailing the record keeping requirements;
    - c. Establishing which regulating authority, the MPCA or the local unit of government, will be responsible for ensuring compliance with this proposed chapter.

# Official Notices

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**Persons Affected.** The amendments to the rules would likely affect ISTS professionals (i.e., a person who designs, installs, pumps, or inspects all or part of an ISTS), local units of government, real estate industry, land developers, manufacturers of new technologies, Professional Engineers, Professional Soil Scientists, and citizens who own or reside in dwellings or establishments not connected to a municipal wastewater treatment facility.

**Statutory Authority.** The MPCA has general authority to promulgate and/or revise water quality rules under *Minnesota Statutes* § 115.03, Subdivision 1(e). In addition, *Minnesota Statutes*, section 115.55 requires the MPCA to adopt rules containing minimum standards and criteria for the design, location, installation, use, and maintenance of ISTSs, and *Minnesota Statutes*, section 115.56 requires the MPCA to adopt rules containing standards of licensure applicable to all ISTS professionals.

**Public Comment.** Interested persons or groups may submit comments or information on these possible rule amendments in writing or orally until further notice is published in the *State Register* that the MPCA intends to adopt or to withdraw the possible rule amendments. The existing *Minnesota Rules* 7080.0025 ISTS Advisory Committee will be reviewing these possible rule amendments and advising the MPCA. In addition, the MPCA also intends to provide additional opportunity for input by conducting public meetings with interested parties, and by seeking input from the University of Minnesota ISTS workshop attendees.

**Rules Drafts.** The MPCA has not yet prepared a draft of the possible rules amendments.

**Agency Contact Person.** Written or oral comments, questions, requests to receive a draft of the rules when they have been prepared, and requests for more information on these possible rule amendments should be directed to:

Mark Wespel  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, MN 55155-4194

**Phone:** (651) 296-9322 (direct)

**MN Toll Free:** 1-800-657-3864

**Fax:** (651) 297-8676

**E-mail:** [Mark.Wespel@pca.state.mn.us](mailto:Mark.Wespel@pca.state.mn.us)

**TTY** users may call the MPCA teletypewriter at (651) 282-5332 or 1-800-657-3864.

Any interested person or group is encouraged to submit ideas, comments or opinions on the preliminary proposal, outlined above, or any other part of *Minnesota Rules* Chapter 7080.

**Alternative Format.** Upon request, this Request for Comments can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the MPCA contact person at the address or telephone number listed above.

**Note:** Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The MPCA is required to submit to the judge only those written comments received in response to the rules after they are proposed. If you submitted comments during the development of the rules and you want to ensure that the Administrative Law Judge reviews the comments, you should resubmit the comments after the rules are formally proposed.

Sheryl A. Corrigan  
Commissioner  
Minnesota Pollution Control Agency

## Public Employees Retirement Association

### Notice of Meeting of the Board of Trustees

A meeting of the Board of Trustees of the Public Employees Retirement Association (PERA) will be held on Thursday, January 8, 2004, at 9:30 a.m., in the PERA offices, 60 Empire Drive, Room 117, Saint Paul, Minnesota.

# State Grants & Loans

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

## Department of Human Services

### Aging and Adult Services

#### Notice of Request for Proposals to Expand Home- and Community-Based Services For Older Adults

The Minnesota Department of Human Services, Aging Initiative, is soliciting proposals for state fiscal year 2005 (FY 05) from qualified applicants to expand home- and community-based services for older adults as directed by *Minnesota Statutes* 256.9754 and 256B.0917, subd. 6 and 13. The goal of the Community Service/Community Services Development and Caregiver Support and Respite (CS/SD) grants awarded under this Request for Proposals (RFP) is to help communities rebalance their long-term care service system for persons age 65 years and older and support their families by: 1) Reducing reliance on nursing facility care; 2) Increasing the supply of home- and community-based services; 3) Integrating health and social services; 4) Supporting informal caregivers; and 5) Providing better consumer experiences and administrative efficiencies. DHS will give preference to proposals from communities that have had or will have a voluntary nursing facility closure after December 31, 2002.

DHS is seeking proposals that will: 1) Integrate family, informal and quasi-formal care systems, formal social service systems and health care services; 2) Increase the numbers of older Minnesotans using home- and community-based services in target communities; 3) Increase access to home- and community-based services in target communities; 4) Support families and other informal caregivers; and 5) Coordinate with existing services funded by State, Federal, and other sources.

Among the possible applicants for these grants are non-profit agencies, for-profit entities, including nursing facilities, housing owners and service providers, and units of government. Eligible applicants for the Community Service Grants, Community Services Development Grants, and Caregiver Respite and Support Grants are non-profit agencies and units of government.

DHS encourages coordination and collaborations among applicants. In some cases DHS requires participation of an informal service provider, a county or counties, a health care provider and/or Area Agency on Aging.

All proposals for FY 05 funds, including current grant recipients, must be made through this RFP process.

Applicant Conferences will be held via video conference Tuesday, January 13, 2004, 1:00 to 4:00 PM, and Wednesday, January 14, 2004, 9:00 AM to 12:00 Noon.

Pre-register to attend one of the video conference sites by Noon, January 12, by calling: (651) 296-2770. Registration is required for each person attending. The sites are:

January 13, 2004  
1:00 PM - 4:00 PM

DHS - Room 5 F  
444 Lafayette Rd N  
St Paul, MN  
Directions - 651-296-2770

Carlton County Courthouse  
301 Walnut Street  
Carlton, MN

Directions - 218-384-9137 Yvonne Anderson

Clay County Family Services  
715 11th Street North  
Moorhead

Directions - 218-299-7287 Pam Anderson

Dakota County Northern Service Center  
1 Mendota Road West  
West St. Paul  
Directions - 651-554-6600

Itasca County Courthouse

## State Grants & Loans

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123 North 4th Street Grand Rapids Directions - 218-327-7454	Diane Gross
Koochiching County Courthouse 715 4th Street International Falls, MN 56649 Directions - 218-283-1160	Carol Clauson
Lyon County Courthouse 607 W Main Street - 1st Floor Marshall, MN Directions - 507-532-1222	Cindy Buchert
Stearns County Human Services 705 Courthouse Square, #354 St Cloud, MN Directions - 320-656-6643	Carol Rose
Steele County Courthouse 630 Florence Avenue, Room 40 Owatonna, MN Directions - 507-444-7400	June Vinopal
 January 14, 2004 9:00 PM - 12:00 Noon DHS Room 5 F 444 Lafayette Rd N St Paul, MN Directions - 651-296-2770	
Chisago County 313 North Main Street, Room 358 Center City, MN 55012	
Crow Wing County Courthouse 326 Laurel Street Brainerd, MN Directions - 218-824-1310	Joyce, Chris or Linda
Douglas County Human Services 809 Elm Street, #1186 Alexandria, MN Directions - 320-762-3846	Jackie Paul
Kandiyohi County Family Service Dept 2200 - 23rd Street NE Willmar, MN Directions - 320-231-6215	Renee Brandt
McLeod County Courthouse 830 E 11th Street, #110 Glencoe, MN Directions - 320-864-1285	Bob Schmidt
Marshall County Courthouse 208 E Colvin Avenue Warren, MN Directions - 218-745-4816	Jan Johnston
Nobles County Courthouse 315 10th Street, 3rd Floor Worthington, MN Directions - 507-372-8241x1	Barb Williams



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## State Grants & Loans

Olmsted County Human Services

2116 Campus Drive SE

Rochester, MN

Directions - 507-285-8276

Kelli Baudoin

St Louis County Government Center

320 West 2nd Street, Room 709

Duluth, MN

Directions - 218-725-5192

Donna Burns

Swift County Courthouse

301 14th Street North

Benson, MN

Directions - 320-843-2744

Carol Jensen

Winona County Courthouse

202 West 3rd Street

Winona, MN

Directions - 507-457-6250

Rita Wieczorek

The full text of the RFP, which includes requirements that must be met in order to submit a proposal and proposal evaluation criteria, is available on the Internet at:

[www.dhs.state.mn.us/agingint/policy/cmtysrvs.htm](http://www.dhs.state.mn.us/agingint/policy/cmtysrvs.htm)

or upon request by contacting:

Rolf Hage

State Program Administrator, Principal

Aging and Adult Services

444 Lafayette Road North.

St. Paul, MN. 55155-3843

[Rolf.hage@state.mn.us](mailto:Rolf.hage@state.mn.us)

**Phone:** 800-882-6262

**TTY:** 800-627-3529

### 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](http://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.

## Administration Department

### Notice of Intent to Solicit Bids for Long Distance, Toll-Free and Related Services

The Department of Administration, Materials Management Division, will be issuing a Request for Proposal (RFP) for Long Distance, Toll-Free and Related Services within the next few months.

If you are interested in receiving a copy of the RFP, please **e-mail:** [joan.breisler@state.mn.us](mailto:joan.breisler@state.mn.us); or access the MMD website at: [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us) to download a copy. Any questions can be directed to Joan Breisler at (651) 296-9071.

## Administration Department

### *State Register*

### Take Advantage of Key Information

Take advantage of information on state contracts and grants. Have the *State Register* E-MAILED to you the afternoon it is published, on Friday. Be a step ahead of others, and ready with your phone calls on Monday morning. Also, receive TWO EXTRAS

# State Contracts

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free-of-charge, available only to ON-LINE Subscriptions:

#1 - The CURRENT LOG -- of contracts, grants and loans -- as well as non-state contracts.

#2 - The INDEX, a growing list of the current issue's articles to quickly locate the information you need. Each also has LINKS to the issue in which the article appeared, for fast reference.

Subscriptions are \$180 for an entire year (less than \$3.50 per issue), that's \$80 LESS than the cover price. Service, speed, accuracy, and on-time delivery with the *State Register* ON-LINE. 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. Or, order today by calling (651) 297-8774 and charge your credit card, or **E-mail:** [jessie.rahmeyer@state.mn.us](mailto:jessie.rahmeyer@state.mn.us) for more information.

## Minnesota State Colleges and Universities

### Minneapolis Community and Technical College

#### Notice of Intent to Request Proposals for a Campus-Wide Paging System to Include Infrastructure Cabling, Security Equipment and A/V Multimedia Systems at Minneapolis Community and Technical College

##### Project Scope:

In general, the work will include the installation of a campus-wide 70-volt overhead paging system. There will also be fire-stopping needs associated with this project. **The Paging System work shall be closely coordinated with the owner.**

Proposals will be received as follows: A single lump sum for all work included in the base proposal and separate lump sums for each alternate proposal.

##### Pre-proposal conference:

There will be a **mandatory pre-proposal conference on January 13, 2004 at 10:00 a.m. in Room T11** in the basement of the T Building at Minneapolis and Technical College.

Sealed Proposals to be submitted to:

Mary Prozeller  
Minneapolis Community and Technical College  
Suite T.11  
1501 Hennepin Avenue  
Minneapolis, MN 55403  
**Telephone:** (612) 659-6808

##### Due Date & Time:

Public opening will take place **January 22, 2004 at 2:00 pm**. Proposals must be received prior to opening. Proposal Guarantee (Proposal Bond) in the amount of 5% of the Proposal must accompany each proposal submitted.

##### To view a copy of the RFP and specifications contact:

Cadd Engineering Supply, Maple Grove, MN. Telephone number (763) 315-8711. Proposal documents available for viewing on or about January 5, 2004. There is a fee to receive copies of documents which is non-refundable.

## Department of Human Services

### Notice of Request for Proposals to Conduct an Assessment of Need for Substance Abuse Treatment

The Minnesota Department of Human Services (DHS) is interested in contracting for professional and technical services with a qualified vendor to conduct a statewide survey that enables researchers to estimate the need for chemical dependency treatment using diagnostic criteria established by the American Psychiatric Association. The vendor will conduct the survey using a modified version of an instrument created by the Center for Substance Abuse Treatment.

The survey project is expected to begin by March 1, 2004 and last through June 30, 2005.

Responders will be responsible for all costs and expenses incurred in responding to this RFP. DHS reserves all rights to cancel this RFP at any time and/or choose not to purchase any services or solutions from outside resources.

A copy of the complete Request for Proposals and attached documents can be obtained from the DHS website at [www.dhs.state.mn.us](http://www.dhs.state.mn.us) or a paper copy by contacting:

James A. McRae, Jr., Ph.D.  
Health Care Research and Evaluation

Performance Measurement and Quality Improvement  
Minnesota Department of Human Services  
444 Lafayette Road North  
St. Paul, MN 55155-3865

Fax #: (651) 215-5754

Phone #: (651) 282-6133

E-mail [james.mcrae@state.mn.us](mailto:james.mcrae@state.mn.us)

Proposals must be received no later than 4:20 p.m. on January 30, 2004.

## Minnesota Racing Commission

### Notice of Contractual Position for Chief Commission Veterinarian

**NOTICE IS HEREBY GIVEN** that the Minnesota Racing Commission is accepting applications for the contractual positions of Chief Commission Veterinarian for 2004 and 2005 with the option of extending the contract for up to three additional years. Canterbury Park will be holding a 68 day race meet in 2004 and during the majority of the meet a race week will be four days, Thursday through Sunday. The contractor will need to be available to work full-time from May through September and as needed from October through April to handle administrative duties that arise during the off-season.

Providers must be licensed to practice veterinary medicine in the State of Minnesota.

Preference will be given to qualified providers who have served in a regulatory veterinary capacity in previous years. Further preference for the Chief Commission Veterinarian position will be given to qualified providers whom also hold an advanced degree in veterinary related sciences.

For further information or to obtain a copy of the complete Notice of Contractual Position, free of charge, please contact:

Richard G. Krueger, Executive Director  
Minnesota Racing Commission  
1100 Canterbury Road  
P.O. Box 630  
Shakopee, MN 55379  
(952) 496-7950

The deadline for submitting applications is 4:00 PM central standard time, Monday, February 2, 2004.

In compliance with *Minnesota Statutes* 16B.167 the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee along with other responses to this Notice of Contractual Positions.

## Minnesota Racing Commission

### Notice of Request for Proposal for Equine Drug Testing Services

**NOTICE IS HEREBY GIVEN** that the Minnesota Racing Commission is requesting proposals for the on-going testing of equine body fluids for the presence of prohibited medications for the years 2004 and 2005 with the option of extending for up to three additional years.

To obtain a copy of the complete Request for Proposal, free of charge, please contact:

Richard G. Krueger, Executive Director  
Minnesota Racing Commission  
1100 Canterbury Road  
P.O. Box 630  
Shakopee, MN 55379  
(952) 496-7950

The deadline for submitting applications is Monday, February 2, 2004 at 4:00 PM central standard time.

In compliance with *Minnesota Statutes* 16B.167 the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee along with other responses to this Notice of Contractual Positions.

# State Contracts

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## 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](http://www.dot.state.mn.us/consult).

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

## Non-State Contracts & Grants

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

## Mower County Human Services Department

### Request for Proposals to Operate a Transit System

#### NOTICE TO BIDDERS

Sealed proposals for the project listed below will be received at the Mower County Human Services Department, 1005 North Main Street, Austin, MN 55912, until 1:00 P. M., February 9, 2004, at which time they will be opened publicly and read. Proposals may

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## Non-State Contracts & Grants

be considered by the Mower County Board of Commissioners at their regular meeting on February 10, 2004. The Board reserves the right to review the proposals at a later date if necessary to allow for further consideration prior to taking action.

### REQUEST FOR PROPOSALS TO OPERATE TRANSIT SYSTEM

The Mower County Board of Commissioners hereby makes a Request For Proposals (RFP) from parties interested in entering into a contract with the County to operate Mower County Transit (MCT), for the period from March 1, 2004 through December 31, 2004.

MCT is a countywide, state subsidized public transportation system, which utilizes small buses and volunteer drivers to transport passengers. The annual budget is approximately \$512,000. However, this RFP is not intended to obligate the County to incur an expense equal to the foregoing amount.

The RFP documents and forms may be obtained, at no cost, at the office of the Mower County Highway Department, 1105 8th Avenue NE, Austin, MN 55912. The contact person for all communication involving the RFP is:

Michal J. Hanson, Mower County Engineer  
1105 8th Avenue NE  
Austin, MN 55912  
(507) 437-7718

Other County personnel are not allowed to discuss the RFP with anyone, including potential responders, before the RFP submission deadline.

No proposal guaranty will be required.

Pursuant to Federal and State requirements, a Disadvantaged Business Enterprises (DBE) goal has been assigned for work under this RFP. The contract awarded under this RFP will include the following language, which the contractor must agree to:

“DISADVANTAGED BUSINESS ENTERPRISES CERTIFICATION: Our firm will meet a minimum goal of 1.2% of this contract to Disadvantaged Business Enterprises. A bidder who fails to indicate a specific goal above must fulfill the goals indicated in this proposal.”

The County Board of Commissioners reserves the right to reject any and all proposals, to waive defects therein, and to award to other than the lowest bidder if it is in the best interest of the County.

County of Mower, Minnesota  
Craig Oscarson  
County Coordinator

## University of Minnesota

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

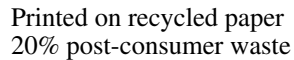
The University of Minnesota offers 24 hour/day, 7 day/week access to all Request for Bids/Proposals through its web based Bid Information Services (BIS). Subscriptions to BIS are \$75/year. Visit our web site at [bidinfo.umn.edu](http://bidinfo.umn.edu) or call the BIS Coordinator at (612) 625-5534.

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



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