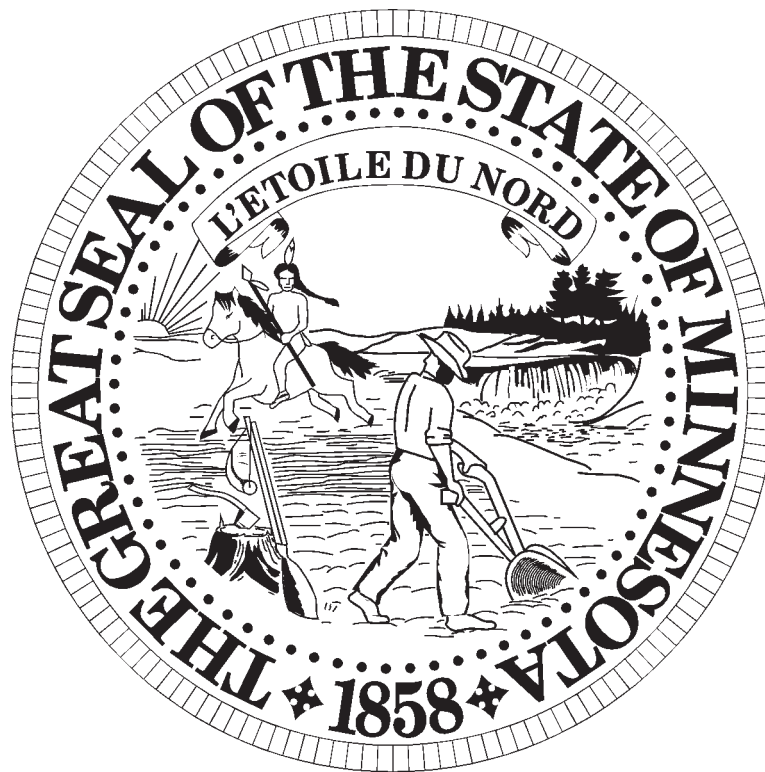


State of Minnesota

# State Register



**Rules and Official Notices Edition**

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by the Department of Administration – Communications Media Division

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# State Register

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

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- appointments
- proclamations and commendations
- commissioners' orders
- revenue notices
- official notices
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## NOTICE: How to Follow State Agency Rulemaking in the State Register

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

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

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

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

## Volume 29, Issues #27-29

(Issues #1 - 26 appeared in Issue #26, 27 December 2004)

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# Expedited Emergency Rules

Provisions exist for the Commissioners of some state agencies to adopt expedited emergency rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Expedited emergency rules are effective upon publication in the State Register, and may be effective up to seven days before publication under certain emergency conditions. Expedited emergency rules are effective for the period stated or up to 18 months. Specific *Minnesota Statute* citations accompanying these expedited emergency rules detail the agency's rulemaking authority.

**KEY: Proposed Rules** - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

## Department of Natural Resources

### Adopted Expedited Emergency Game and Fish Rules: Designated Infested Waters

**NOTICE IS HEREBY GIVEN** that the above entitled rule has been adopted through the process prescribed by *Minnesota Statutes*, section 84.027, subdivision 13 (b). The statutory authority for the contents of the rule is *Minnesota Statutes*, sections 84D.03, subdivision 1, and 84D.12, subdivision 3.

The emergency conditions that do not allow compliance with *Minnesota Statutes*, sections 97A.0451 to 97A.0459, are that eight additional waters have been confirmed to contain Eurasian water milfoil and four additional waters have been confirmed to contain spiny waterflea since the previous designations of infested waters in permanent and emergency rules. It is necessary to designate these waters promptly to help prevent the further spread of these invasive species and be able to enforce the laws related to infested waters on these waters.

Dated: December 27, 2004

Gene Merriam  
Commissioner of Natural Resources

#### 6216.0350 DESIGNATED INFESTED WATERS.

Subpart 1. **Listing of waters infested with Eurasian water milfoil.** The following water bodies are designated by the commissioner as infested with Eurasian water milfoil (*Myriophyllum spicatum*) and its hybrids. Activities at these waters are subject to parts 6216.0100 to 6216.0600, *Minnesota Statutes*, section 84D.13, and other applicable laws.

Name	DNR Protected Waters	
		Inventory Number
[For text of item A, see 29 SR 135]		
B. <u>Blue Earth County</u>		
(1) <u>Lura Lake</u>		<u>070079</u>
C. <u>Carver County</u>		
(1) Ann Lake		100012
(2) Auburn Lake		100044
(3) Burandt		100084
(4) Bavaria Lake		100019
(5) Eagle Lake		10 0121
(6) Firemen's Lake		100226
(7) Lotus Lake		100006
(8) Lake Minnewashta		100009
(9) Parley Lake		100042
(10) Pierson Lake		100053
(11) Riley Lake		100002
(12) Schutz Lake		100018
(13) Steiger Lake		100045
(14) Stone Lake		100056
(15) <u>Susan Lake</u>		<u>100013</u>
(16) Lake Virginia		100015
(+6) (17) Lake Waconia		100059
(+7) (18) Wasserman Lake		100048
(+8) (19) Lake Zumbra		100041

# Expedited Emergency Rules

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<u>D. Cass County</u>	
(1) Leech Lake	110203
<del>E.</del> <u>E. Chisago County</u>	
(1) Ellen Lake	130047
(2) Green Lake	130041
(3) Rush Lake	130069
<del>D.</del> <u>F. Crow Wing County</u>	
(1) Bay Lake	180034
(2) Ossawinnamakee Lake	180352
(3) Ripple River, between Bay Lake and Tame Fish Lake	180000
(4) Ruth Lake	180212
<del>E.</del> <u>G. Dakota County</u>	
(1) Crystal Lake	190027
(2) Lac Lavon	190347
(3) Lake Marion	190026
(4) Schultz Lake	190075
(5) Sunset Pond	190451
(6) Twin Lakes	190028
<u>F. H. Douglas County</u>	
(1) Oscar Lake	210257
<u>G. I. Hennepin County</u>	
(1) Arrowhead Lake	270045
(2) Bass Lake	270098
(3) Brownie Lake	270038
(4) Bryant Lake	270067
(5) Bush Lake	270047
(6) Lake Calhoun	270031
(7) Cedar Lake	270039
(8) Christmas Lake	270137
(9) Dutch Lake	270181
(10) Eagle Lake	270111
(11) Fish Lake	270118
(12) Forest Lake	270139
(13) Galpin Lake	270144
(14) Gleason Lake	270095
(15) Lake Harriet	270016
(16) Hiawatha Lake	270018
(17) Lake Independence	270176
(18) Lake of the Isles	270040
(19) Libbs Lake	270085
(20) Little Long Lake	270179
(21) Long Lake	270160
(22) Medicine Lake	270104
(23) Minnehaha Creek	270000
(24) Lake Minnetonka	270133
(25) Mitchell Lake	270070
(26) Niccum's Pond	private
(27) Lake Nokomis	270019
(28) Parker's Lake	270107
(29) Peavy Lake	270138
(30) Lake Rebecca	270192
(31) Rice Lake	270116
(32) Round Lake	270071

## Expedited Emergency Rules

(33) Lake Sarah	270191
(34) Schmidt Lake	270102
(35) Swan Lake	270000
(36) Tanager Lake	270141
(37) unnamed wetland	270900
(38) Whaletail Lake	270184
(39) Wirth Lake	270037
(40) Wolfe Lake	270664
<del>H. J.</del> Isanti County	
(1) Green Lake	300136
<del>F. K.</del> Itasca County	
(1) Ice Lake	310372
(2) McKinney Lake	310370
(3) North Twin Lake	310190
<del>J. L.</del> Kanabec County	
(1) Knife Lake	330028
<del>K. M.</del> Kandiyohi County	
(1) Green Lake	340079
(2) Norway Lake	340251
<del>H. N.</del> Le Sueur County	
(1) East Jefferson Lake	400092
(2) German Lake	400063
<del>M. O.</del> Meeker County	
(1) Ripley Lake	470134
(2) Stella Lake	470068
(3) Lake Washington	470046
<del>N. P.</del> Mille Lacs County	
(1) Lake Mille Lacs	480002
(2) from the mouths of each tributary of Lake Mille Lacs upstream to the first public road	480000
<del>Θ. Q.</del> Morrison County	
(1) Lake Alexander	490079
<del>P. R.</del> Olmsted County	
(1) George Lake	550008
<del>Θ. S.</del> Pine County	
(1) <u>Cross Lake</u>	580119
(2) Sand Lake	580081
(3) <u>Snake River between Lake         Pokegama and Cross Lake</u>	580000
(4) <u>unnamed gravel pit</u> located in S 1/2 of Section 14, Township 41 N, Range 21 W	<u>private</u>
<del>R. T.</del> Pope County	
(1) Gilchrist Lake	610072
(2) Lake Minnewaska	610130
<del>S. U.</del> Ramsey County	
(1) Bald Eagle Lake	620002
(2) <u>Beaver Lake</u>	620016
(3) Lake Gervais	620007
(3) (4) Island Lake	620075
(4) (5) Keller Lake	620010

# Expedited Emergency Rules

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(5) (6) Kohlmans Lake	620006
(6) (7) Loeb Lake	620231
(7) (8) McCarron Lake	620054
(8) (9) Lake Owasso	620056
(9) (10) Phalen Lake	620013
(+0) (11) Round Lake	620012
(+1) (12) Silver Lake	620001
(+2) (13) Snail Lake	620073
(+3) (14) Spoon Creek, between Keller and Phalen Lakes	620000
(+4) (15) Sucker Lake	620028
(+5) (16) Turtle Lake	620061
(+6) (17) unnamed	620271
(+7) (18) Lake Vadnais	620038
(+8) (19) Lake Wabasso	620082
F: <u>V.</u> Rice County	
(1) Cedar Lake	660052
U: <u>W.</u> St. Louis County	
(1) Gilbert Pit Lake	691306
(2) Horseshoe Lake	690503
V: <u>X.</u> Scott County	
(1) Lower Prior Lake	700026
(2) O'Dowd Lake	700095
(3) Thole Lake	700120
(4) Upper Prior Lake	700072
W: <u>Y.</u> Sherburne County	
(1) Little Elk Lake	710055
X: <u>Z.</u> Stearns County	
(1) unnamed wetland along Clearwater River	730312
Y: <u>AA.</u> Todd County	
(1) Little Birch Lake	770089
(2) Sauk Lake	770150
Z: <u>BB.</u> Washington County	
(1) <u>Big Marine Lake</u>	<u>820052</u>
(2) Powers Lake	820092
(2) <del>White Bear Lake</del>	<del>820167</del>
(3) St. Croix River	820001
(4) Sunset Lake	820153
(5) <u>White Bear Lake</u>	<u>820167</u>
AA: <u>CC.</u> Wright County	
(1) Augusta Lake	860284
(2) Beebe Lake	860023
(3) Buffalo Lake	860090
(4) Clearwater Lake	860252
(5) Clearwater River, downstream of Clearwater Lake	860000
(6) Deer Lake	860107
(7) Fish Lake	860183
(8) French Lake	860273
(9) Goose Lake	860108
(10) Howard Lake	860199
(11) Indian Lake	860223
(12) Lake Mary	860156



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## Expedited Emergency Rules

(13) Mink Lake	860088
(14) Little Waverly Lake	860106
(15) Lake Pulaski	860053
(16) Ramsey Lake	860120
(17) Rock Lake	860182
(18) Sugar Lake	860233
(19) Waverly Lake	860114
(20) Weigand Lake	860242

~~BB~~ DD. Multiple counties

- (1) Mississippi River,  
downstream of St. Anthony Falls

[For text of subps 2 and 3, see M.R.]

Subp. 4. **Listing of waters infested with spiny water flea.** The following water bodies are designated by the commissioner as infested with spiny water flea (*Bythotrephes cederstroemi*). Activities at these waters are subject to parts 6216.0100 to 6216.0600, *Minnesota Statutes*, section 84D.13, and other applicable laws.

### DNR Protected Waters

Name	Inventory Number
A. Cook County	
(1) <u>Flour Lake</u>	<u>160147</u>
(2) <u>Greenwood Lake</u>	<u>160077</u>
(3) <u>McFarland Lake</u>	<u>160027</u>
(4) <u>Pine Lake</u>	<u>160041</u>
(5) <u>Lake Saganaga</u>	160633

[For text of items B and C, see 29 SR 135]

[For text of subp 5, see M.R.]

[For text of subp 6, see 29 SR 135]

## Department of Natural Resources

### Adopted Expedited Emergency Game and Fish Rules: Designated Special Management Waters

**NOTICE IS HEREBY GIVEN** that the above entitled rules have been adopted through the process prescribed by *Minnesota Statutes*, section 84.027, subdivision 13 (b). The statutory authority for the contents of the rule is *Minnesota Statutes*, Sections 97A.045, subdivision 2.

The emergency conditions that do not allow compliance with *Minnesota Statutes*, sections 97A.0451 to 97A.0459, are as follows. The Department of Natural Resources recently used the exempt rulemaking process to adopt in Minnesota Rules, part 6264.0400, a walleye and sauger protected size limit of 19.5-28 inches effective December 1, 2004. The rule that set the size limit for walleye was needed to meet safe harvest allocations and protect the high quality walleye fishery. The sauger was included in combination with the walleye protected size limit to simplify the rule, but the rule change was not needed to reduce sauger harvest or to protect the sauger population.

Removal of sauger from the protected size limit would have a beneficial effect on the business community in the Lake of the Woods and Rainy River area without damage to the resource. It would partially offset any economic setback that will occur due to the change to a more restrictive walleye harvest rule and help them attract more people to their area. To avoid any negative impacts to local businesses that rely on this fishery and to minimize any confusion by the anglers during this winter season, this change needs to be done by January 1, 2005

Dated: December 21, 2004

Gene Merriam  
Commissioner of Natural Resources

#### 6264.0400 DESIGNATED SPECIAL MANAGEMENT WATERS.

[For text of subps 2 and 3, see M.R.]

[For text of subp 4, see 28 SR 1361]

[For text of subps 5 to 32, see M.R.]

Subp. 33. **Lake of the Woods; walleye and sauger.**

A. Notwithstanding part 6266.0700, subpart 2, item A, the seasons and possession limits for walleye and sauger specified in this

# Expedited Emergency Rules

subpart apply to the specified portions of Lake of the Woods.

B. From the Saturday two weeks prior to the Saturday of Memorial Day weekend to November 30, the daily and possession limits for Lake of the Woods are as follows: six in the aggregate, of which not more than four may be walleye and not more than one walleye over 28.0 inches. All walleye ~~and sauger~~ in possession must be less than 19.5 inches in length or greater than 28.0 inches in length. All walleye ~~and sauger~~ that are 19.5 to 28.0 inches in length, inclusive, must be immediately returned to the water.

C. Except as provided in item D, from December 1 to April 14, the daily and possession limits for Lake of the Woods are as follows: eight in the aggregate, of which not more than four may be walleye and not more than one walleye over 28.0 inches. All walleye ~~and sauger~~ in possession must be less than 19.5 inches in length or greater than 28.0 inches in length. All walleye ~~and sauger~~ that are 19.5 to 28.0 inches in length, inclusive, must be immediately returned to the water.

D. From March 1 to April 14, the daily and possession limits for Four Mile Bay of Lake of the Woods are as follows: two in the aggregate. All walleye ~~and sauger~~ in possession must be less than 19.5 inches in length. All walleye ~~and sauger~~ that are 19.5 inches in length or greater must be immediately returned to the water.

Name	Location	County
Lake of the Woods, including Four Mile Bay	T.162168, R.3237, S.Various	Lake of the Woods, Roseau

## Subp. 34. Rainy River; walleye and sauger.

A. Notwithstanding part 6266.0700, subpart 2, item A, the seasons and possession limits for walleye and sauger specified in this subpart apply to the specified portions of the Rainy River.

B. From the Saturday two weeks prior to the Saturday of Memorial Day weekend to the last day in February, the daily and possession limits are as follows: six in the aggregate, of which not more than four may be walleye and not more than one walleye over 28.0 inches. All walleye ~~and sauger~~ in possession must be less than 19.5 inches in length or greater than 28.0 inches in length. All walleye ~~and sauger~~ that are 19.5 to 28.0 inches in length, inclusive, must be immediately returned to the water.

C. From March 1 to April 14, the daily and possession limits are as follows: two in the aggregate. All walleye ~~and sauger~~ in possession must be less than 19.5 inches in length. All walleye ~~and sauger~~ that are 19.5 inches in length or greater must be immediately returned to the water.

Name	Location	County
Rainy River	T.162, R.31, S.19 from the U.S. Coast Guard lighthouse at Wheeler's Point upstream to the Boise Cascade Dam in T.71, R.24, S.27	Lake of the Woods, Koochiching

## Official Notices

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

## Department of Administration

### Star Program Advisory Council

### Notice of Search for Volunteers to Serve on the Minnesota Assistive Technology Advisory Council

**NOTICE IS HEREBY GIVEN** that the STAR Program (A System of Technology to Achieve Results), Minnesota's Assistive Technology Act Project, is seeking volunteers to serve on the Minnesota Assistive Technology Advisory Council. This council will provide STAR consumer advice to meet the intent of the AT Act of 2004. This Act stresses getting assistive technology into consumers' hands.

The council will have its first meeting in March 2005. The first order of business will be planning for Minnesota's AT device demonstration, device loan., device recycling, and finance projects, and how they will be implemented and evaluated. The council will help develop Minnesota's application to the Rehabilitation Services Administration (RSA) that will include goals in the following areas:

education, employment, telecommunications and information technology, and community living.

Participation on this council is open for application. If you are interested in participating, here are some of the things you need to know:

- Applications are being accepted until February 1, 2005. Two-year terms begin February 22, 2005
- A majority of members must be individuals with disabilities who use assistive Technology
- Members must be representative of Minnesotans geographically, racially, ethnically, types of disabilities, age and users of types of services
- Members will be reimbursed for expenses incurred to attend council meetings. There will be no other compensation
- Members are expected to actively participate in meetings. There will be more activity as the council starts up. Once the Tech Act of 2004 programs are in place, the council will likely meet for three to four hours every other month. Sub-committee work may involve two to three hours every other month.

If interested in serving on the council, complete the form found at [www.admin.state.mn.us/assistivetechology/apptapp.htm](http://www.admin.state.mn.us/assistivetechology/apptapp.htm) or contact STAR at (651) 296-2771, 1-800-657-3862, or e-mail [star.program@state.mn.us](mailto:star.program@state.mn.us)

## Minnesota Department of Employee Relations

### REQUEST FOR COMMENTS on Possible Amendment to Rules Governing Personnel, *Minnesota Rules*, 3900

**Subject of Rules.** The Minnesota Department of Employee Relations requests comments on its possible amendment to rules governing Personnel. The Department is considering rule amendments that align the rules with the changes in *Minnesota Statutes* 43A governing the selection process for state employees.

**Persons Affected.** The amendment to the rules would likely affect the general public, state employees, agency managers, supervisors, and human resource offices.

**Statutory Authority.** *Minnesota Statutes*, section 43A.04, subdivision 3 authorizes the Department to adopt rules to implement the provisions of Chapter 43A that directly affect the rights of or processes available to the general public.

**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 Department intends to adopt or to withdraw the rules. The Department does not contemplate appointing an advisory committee to comment on the possible rules.

**Rules Drafts.** The Department has prepared a draft of the possible rules amendments.

**Agency Contact Person.** Written comments, questions, requests to receive a draft of the rules, and requests for more information on these possible rules should be directed to: Mary Jo Erickson at Department of Employee Relations, 658 Cedar Street, St. Paul, MN 55155, **phone:** (651) 297-4042, **FAX:** (651) 296-8919, **e-mail:** [mary.jo.erickson@state.mn.us](mailto:mary.jo.erickson@state.mn.us). TTY users may call the Department at (651) 282-2699.

**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 7, 2005

Cal R. Ludeman, Commissioner  
Department of Employee Relations

# Official Notices

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## Department of Human Services

### Notice of Availability of the Minnesota Health Care Programs Provider Participation List [Also known as DHS Rule 101 provider compliance list]

**NOTICE IS HEREBY GIVEN** that the Minnesota Health Care Programs provider participation list for January 2005 is now available. The provider participation list is a compilation of health care providers who are in compliance with DHS Rule 101. If a provider name is not on the list, the Department considers the provider non-compliant. The list of providers is separated by provider type, each section is in alphabetical order by provider name, and there is no additional information on the list other than the provider's name. This list is distributed on a quarterly basis to the Department of Employee Relations, the Department of Labor and Industry, and the Department of Commerce. To obtain the list, contact Gloria Lehnertz, Rule 101 Specialist, at (651) 282-5328 or toll-free at 1-800-366-5411. You may fax your request to (651) 296-5690 or mail to the Department of Human Services, 444 Lafayette Road, St. Paul, MN 55155-3856.

Kevin Goodno, Commissioner  
Department of Human Services

## Office of the Ombudsman for Mental Health and Mental Retardation

### Notice of Advisory Committee Meeting

The Ombudsman for MH/MR Advisory Committee will hold a meeting from 9:00 a.m. to 1:00 p.m. on Thurs., Jan. 20, 2005. The meeting will be held in Suite 420 of the Metro Square Building on 7<sup>th</sup> & Robert St., St. Paul. Please RSVP to Paula at (651) 296-3848 or 1-800-657-3506.

## Minnesota State Retirement System

### Regular Meeting of the Board of Directors Thursday 20 January 2005

The Board of Directors of the Minnesota State Retirement System (MSRS) is scheduled to meet on Thursday, January 20, 2005, at 9:00 a.m. in the Retirement Systems of Minnesota Building, 60 Empire Drive, Suite 117, Saint Paul, Minnesota.

## Department of Transportation

### Office of Freight and Commercial Vehicle Operations

### REQUEST FOR COMMENTS on the DRAFT Statewide Freight Plan

The DRAFT Statewide Freight Plan is the first comprehensive planning document focused on the movement of freight in Minnesota. The Plan identifies system deficiencies on the statewide freight system (trucking, rail, waterways, air cargo, and intermodal facilities) and recommends planning and programmatic solutions to address the growing challenge of freight mobility.

The DRAFT document will be available for public review from January 21, 2005 to February 21, 2005. During this time, anyone wishing to review and provide comments on the DRAFT will be able to download the Plan from:

[http://www.dot.state.mn.us/ofrw/statewide\\_plan.htm](http://www.dot.state.mn.us/ofrw/statewide_plan.htm).

Printed copies of the Plan can be found at:

Mn/DOT Library  
Minnesota Department of Transportation  
M.S. 155, Room 175 Transportation Building  
395 John Ireland Boulevard  
Saint Paul, MN 55155

Requests for printed copies of the DRAFT can be directed to:

John Tompkins  
Freight Plan Project Manager  
[John.Tompkins@dot.state.mn.us](mailto:John.Tompkins@dot.state.mn.us)  
(651) 406-4808

Dated January 10, 2005

# 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) Web site. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD Web site 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.

## Department of Administration

### State Designer Selection Board

#### Request Proposals for Department of Military Affairs, for Design Services for a New National Guard Army Aviation Support Facility (AASF) (Phases I and II) Located at the St. Cloud, Minnesota (Project 05-01)

##### 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, January 31, 2005** 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  
**Phone:** (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 05-01**

**a. PROJECT DESCRIPTION:** The proposed project is a two phased project over two consecutive Federal fiscal years to build a new Army National Guard Aviation facility at the St. Cloud, Minnesota Airport. This facility will house and support Chinook and Blackhawk helicopters.

**PROJECT SCOPE:** Phase I of the project will be 69,131 square feet and will consist of the construction of aircraft maintenance bays, allied shops, flammable materials storage, controlled waste storage and the supporting facilities necessary to allow the maintenance of UH 60 Blackhawk and CH 47 Chinook helicopter aircraft. The facility will be a specially designed facility of permanent masonry and steel construction, concrete floor, mechanical and electrical equipment. Supporting facilities are rigid and flexible paving for aircraft parking/tie down pads, ground support equipment, hover lanes, fuel storage/dispensing system, aircraft wash facility, fire protection, and fencing. Physical security measures will be incorporated into design including maximum feasible standoff distance from roads, parking areas, and vehicle unloading areas, berms, heavy landscaping, and bollards to prevent access when standoff distance cannot be maintained.

Phase II of the project will be 75,033 square feet and will consist of two (2) rotary wing maintenance bays, Flight Operations, administrative areas, Aviation Life Support Equipment Shop, simulations area, Ground Support Equipment Storage, aircraft wash facility, aircraft storage facility and the supporting facilities to complete a modern aircraft maintenance facility.

A possible future phase III will need to be considered in the overall design that would include aircraft maintenance bays, some allied shops and supporting facilities.

**b. REQUIRED CONSULTANT SERVICES:** The selected design team shall: Contain full service Architect and Engineering services to include structural, mechanical, electrical, civil, fire suppression engineering. In addition the design team should include persons with expertise in aviation and airport design.

In addition, soils testing and topographic surveying will be part of the consultant services for this project.

**c. SERVICES PROVIDED BY OTHERS:** The Owner will hire, under separate contracts, consultants for Commissioning services and systems furniture design and layout.

# State Contracts

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**d. SPECIAL CONSIDERATIONS:** Design Team Requirement: Special considerations include the two phases of the project as well as the consideration in the design for a possible third future phase. Another special consideration includes facilitating a Design Charrette during the schematic phase of the design (currently scheduled for April 5 – 13, 2005). This project will be designed to a “Gold” level in the SPIRIT (similar to LEED) program.

**e. PROJECT BUDGET/FEES:** The construction budget for Phase I is \$18,147,000. The construction budget for Phase II is \$11,896,100.

The fee will be a negotiated, all-inclusive lump sum for full service architectural and engineering services (including soils testing and travel). The Owner will pay direct cost for code review and bid document printing.

**f. PROJECT SCHEDULE:**

<i>Schematic Design Phase:</i>	<b>(including a Design Charrette) June 2005</b>
<i>Design Development Phase:</i>	<b>December 2005</b>
<i>Construction Documentation Phase:</i>	<b>December 2006</b>
<i>Bidding period:</i>	<b>Summer 2007</b>
<i>Construction Phase:</i>	<b>October 2007 through October 2009</b>

**g. PROJECT PRE-DESIGN INFORMATION:** A Planning Charrette was conducted in October 2004 to develop the scope and planning documents for the project. Copies of this information will be shared with the short listed firms to use in their preparation for the final interview.

**h. PROJECT INFORMATIONAL MEETING (S)/SITE VISIT (S):** A project information meeting for the short listed firms will take place at the St. Cloud Airport Terminal Conference Building on Thursday February 17, 2005.

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

<i>Project Information Meeting and/or Site Visit:</i>	<b>None</b>
<i>Project Proposals Due:</i>	<b>Monday, January 31, 2005, by 1:00 p.m.</b>
<i>Project Shortlist:</i>	<b>Tuesday, February 15, 2005</b>
<i>Project Information Meeting for Shortlisted firms:</i>	<b>Thursday, February 17, 2005</b>
<i>Project Interviews and Award:</i>	<b>Tuesday, March 1, 2005</b>

**j. PROJECT CONTACT (S):** Questions concerning the project should be referred to the Project Manager:

Mr. Pat Rolph  
**Phone #:** (320) 616-2612.  
**Email:** [pat.rolph@mn.ngb.army.mil](mailto:pat.rolph@mn.ngb.army.mil)

**k. SAMPLE CONTRACT:** Available upon request, Email: [Carol.Prozinski@mn.ngb.army.mil](mailto:Carol.Prozinski@mn.ngb.army.mil)

## 2. PROPOSAL REQUIREMENTS

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

## 3. PROPOSAL CONTENTS

**a. COVER**

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

**b. COVER LETTER**

Single face letter with original signature in ink (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.

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

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

#### 4. SELECTION CRITERIA

Criteria for selection shall be as stated in the paragraph 1, project 05-01. Technical and aesthetic experience and capabilities are paramount. In addition, the Board seeks equitable distribution of fees among qualified firms, capacity to accomplish the work and services within the required constraints, availability of appropriate personnel 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 materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

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

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

##### d. CONTINGENCY FEES PROHIBITED

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

##### e. ORGANIZATIONAL CONFLICTS OF INTEREST

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, the responder is unable or potentially unable to render impartial assistance or advice to the State, or the responder's objectivity in performing the contract work is or might be otherwise impaired, or the responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational 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.08 Subd. 2. (b) (1), 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 *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it”. A copy of *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available on Web Site

*<http://www.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.

## Department of Administration Minnesota Multistate Contracting Alliance for Pharmacy

The Minnesota Multistate Contracting Alliance for Pharmacy (“MMCAP” *[www.mmcap.org](http://www.mmcap.org)*) is requesting proposals from vendors interested in supplying INFLUENZA VACCINE to MMCAP Facilities.

A copy of the Request for Proposals is available upon written electronic request to: *[al.becicka@state.mn.us](mailto:al.becicka@state.mn.us)* or by mail:

Al Becicka  
c/o Influenza Vaccine RFP  
Department of Administration  
50 Sherburne Avenue, #112  
St. Paul, MN 55155

Proposals submitted in response to the Request for Proposals in this notice must be received at the address above no later than 2 p.m., February 23, 2005.

**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 expenses incurred in responding to this notice are solely the responsibility of the responder.

## Department of Commerce Notice of Withdrawal of Request for Proposals for the License Application and Examination Services Project

**NOTICE IS HEREBY GIVEN** that the Request for Proposals for the License Application and Examinations Services Project published in the State Register on Monday, January 3, 2005, is withdrawn. Any future solicitation or notice relating to the project will be published in the *State Register*

## Colleges and Universities, Minnesota State (MnSCU) Request for Proposals: Survey of College Student Education Financing

The Minnesota State Colleges and Universities system seeks proposals to conduct a statewide random sample telephone survey of current and former state college and university students to determine how they finance their educations. Both closed-end and open-ended questions will be used. The system will use the information to assess the impact of recent tuition increases and to inform its decision on

# State Contracts

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tuition and fees. The findings will be shared with state officials, legislators, donors, grantors and others interested in higher education financing.

Interested parties may download the Request for Proposal and applicable forms from the website, [www.mnscu.edu/studentfinancesurvey](http://www.mnscu.edu/studentfinancesurvey) or request a paper copy by contacting Christine McGing, Minnesota State Colleges and Universities, 500 Wells Fargo Place, 30 E. 7th St., St. Paul, MN 55101, (651) 297-2720, or email [christine.mcging@so.mnscu.edu](mailto:christine.mcging@so.mnscu.edu).

The deadline for receipt of the proposals is 2 p.m., CST, Friday, January 28, 2005. Ten copies of the proposal should be delivered to: Manuel Lopez, Associate Vice Chancellor, Minnesota State Colleges and Universities, 500 Wells Fargo Place, 30 E. 7th St., St. Paul, MN 55101.

This request does not obligate the Minnesota State Colleges and Universities to complete the proposed project, and the system reserves the right to cancel this solicitation if it is considered to be in its best interest. The Minnesota State Colleges and Universities system is an Equal Opportunity employer and educator.

## Minnesota Department of Corrections (DOC) Notice of Request for Proposals (RFP) for Process Evaluation of Project SOAR (Serious and Violent Offender Reentry Initiative)

The Minnesota Department of Corrections is requesting proposals to perform a community-based process evaluation of Project SOAR since its inception on July 22, 2002, through December 31, 2005.

The Serious and Violent Offender Reentry Initiative, known as Project SOAR, is supported by grant funding from the U.S. Department of Justice to the Minnesota Department of Corrections, in partnership with the Hennepin County Department of Training and Employment Assistance. Project SOAR provides intensive community reentry services to high-risk adult and juvenile offenders leaving correctional facilities and returning to Hennepin County. The goal of this process evaluation is to determine if Project SOAR is meeting its objectives.

Potential responders interested in submitting a proposal should call, write, or e-mail for the full RFP, which will be sent free-of-charge to interested vendors. An informational meeting for prospective responders will be held on Monday, February 14, 2005, at 1:00 p.m., at the Minnesota Department of Corrections, Pung Conference Room 3, address listed below.

Proposals must be submitted to the DOC contact person listed below. Other DOC and State of Minnesota personnel are NOT allowed to discuss the RFP with anyone, including responders, before the proposal submission deadline. Proposals must be received by the contact person no later than 3:00 p.m., central time, on Tuesday, February 22, 2005.

Contact Person:

Dave Ellis, Program Director  
Minnesota Department of Corrections  
1450 Energy Park Drive, Suite 200  
St. Paul, Minnesota 55108-5219  
**Phone:** (612) 879-3813  
**E-mail:** [dellis@co.doc.state.mn.us](mailto:dellis@co.doc.state.mn.us)

## Minnesota Department of Corrections Minnesota Correctional Facility-Red Wing Notice of Request for Proposals (RFP) for Project Manager for 21<sup>st</sup> Century Community Learning Center-Maginnis High School

The Minnesota Department of Corrections, Minnesota Correctional Facility-Red Wing (MCF-RW), is requesting proposals for a project manager to implement, provide oversight, and deliver direct student services relating to the 21<sup>st</sup> Century Community Learning Center out of school time program.

This project is grant funded, with original funding for two years and opportunity for annual renewal up to a maximum of five years (through August 31, 2009), based on satisfactory contractor performance and the availability of federal funding. This contract will be for a period of February 14, 2005, through August 31, 2006, with extensions reviewed annually thereafter.

Potential responders interested in submitting a proposal should call, write, e-mail, or fax for the full RFP, which will be sent free-of-charge to interested vendors. Proposals must be submitted to the contact listed below. Other State of Minnesota personnel are not allowed to discuss the RFP with anyone, including responders, before the proposal submission deadline. Proposals must be received by

the contact person no later than 4:00 p.m. on Monday, February 7, 2005.

Contact person:

John Handy, Program Director  
Minnesota Correctional Facility-Red Wing  
1079 Highway 292  
Red Wing, Minnesota 55066  
**Phone:** (651) 267-3613  
**Fax:** (651) 267-3761  
**E-mail:** [jhandy@rw.doc.state.mn.us](mailto:jhandy@rw.doc.state.mn.us)

## **Minnesota Department of Employment and Economic Development State Services for the Blind Notice of Availability of Request for Proposals for an Improved Radio Talking Book Broadcast and Reception System**

### **Project Overview**

The Minnesota State Services for the Blind Communication Center (SSB), in conjunction with Minnesota Public Radio (MPR), seeks to improve the quality of service presently provided by the statewide Radio Talking Book broadcast network (RTB). This improvement will be accomplished by the purchase of 10,000 to 15,000 new state-of-the-art digital or digitally enhanced analog FM sub-carrier radio receivers. Responders are invited to propose systems to meet the SSB objectives as outlined in the specifications contained in the RFP. The winning proponent will enter into an agreement with SSB to provide technology and support for the delivery of improved RTB services.

### **Background**

Reading services are presently delivered by analog FM subcarriers on 14 MPR stations, two other non-commercial stations, and two commercial stations statewide. Approximately 7,500 RTB subcarrier radio receivers are in use in Minnesota. The quality of service received by any listener is dependent on several variables, including the received signal strength, the presence of some degree of multipath interference, and the quality of the receiver. The service has a characteristically narrow audio bandwidth that is greater than telephone quality and comparable to AM broadcast quality. There are also characteristic background noise phenomena and interference artifacts that can be audible under some reception circumstances. These characteristics vary throughout the installed user base due to the variety of reception conditions.

As the SSB audio production and delivery services are converted to digital media and the broadcast industry on the whole converts to digital transmission, the time has come to leverage the benefits of digitization to improve the quality of RTB, if it can be done economically.

SSB expects that as long as FM radio broadcasting transmits its analog signals, the use of FM subcarrier technology will remain a cost effective and viable means of transmitting RTB services. As digital broadcasting is implemented on the FM band, the analog signal is expected to remain mainly viable for subcarrier transmission. With hundreds of millions of analog radio receivers in the US marketplace it will likely take decades to make a transition to all-digital broadcasting, at which time FM subcarrier broadcasting will no longer be possible. For the purposes of conservative planning, it is assumed that a new subcarrier service has a minimum useful life of ten years, and is likely to last longer unless a disruptive technology arrives.

### **Goal**

The Minnesota State Services for the Blind Communication Center (SSB), in conjunction with Minnesota Public Radio (MPR), seeks to improve the quality of service presently provided by the statewide RTB broadcast network. (It is believed that this improvement will most likely take the form of a sub-carrier radio receiver using a digital sub-carrier located in the space traditionally occupied by analog sub-carriers. SSB desires to purchase 10,000 to 15,000 receivers to meet its current and future needs, depending on price. Responders are invited to propose systems to meet the SSB objectives as outlined in the SSB's specifications. The winning proponent will enter into an agreement with SSB to provide technology and support for the delivery of RTB services.

The contract will begin on the date stated in the contract or upon full execution of the contract, whichever is later, and will be completed in one year or less.

This request for proposal does not obligate the state to award a contract or complete the project, and the state reserves the right to

# State Contracts

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cancel the solicitation if it is considered to be in its best interest.

Persons interested in receiving a complete Request for Proposals must contact:

David Andrews  
Department of Employment and Economic Development  
*State Services for the Blind*  
2200 University Avenue West, Suite 240  
Saint Paul, MN 55114-1840  
**Telephone:** (651) 642-0513  
**Fax:** (651) 649-5927  
**E-mail:** [david.b.andrews@state.mn.us](mailto:david.b.andrews@state.mn.us)

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

All proposals must be received no later than 2:00 p.m., Central Time, **Monday February 28, 2005**, as indicated by a notation made by the Receptionist, 2200 University Avenue West, Suite 240, St. Paul, MN.

**Late proposals will not be considered.**

All costs incurred in responding to this RFP will be borne by the responder. Fax and e-mail responses will not be considered.

## Minnesota Department of Public Safety Office of Traffic Safety

### Notice of Request for Proposals for Telephone Surveys

The Minnesota Department of Public Safety is seeking proposals to conduct three sets of random statewide telephone surveys of Minnesotans, compile and compare the data, and report the results. Details are contained in a complete Request for Proposals which may be obtained by calling or writing:

**Contact:** Kathleen Haney  
**Address:** Department of Public Safety  
Office of Traffic Safety  
444 Cedar Street, Suite 150  
St. Paul, Minnesota 55101-5150  
**Telephone:** (651) 215-9091  
**Fax:** (651) 297-4844  
**E-mail:** [kathleen.haney@state.mn.us](mailto:kathleen.haney@state.mn.us)

Prospective respondents who have questions regarding this Request for Proposals should send their questions to Ms. Haney in writing by regular mail, fax and/or by e-mail. Questions should be received by 2:00 p.m. Central Standard Time on January 24, 2005. Questions received after that time may not receive responses. Estimated total cost of the contract is \$60,000. Final date for submitting proposals is January 31, 2005 by 2:00 p.m. Central Standard Time. The Department will retain an option to extend the contract for two additional one-year periods. The value of the contracts for subsequent years may be adjusted. All expenses incurred in responding to this notice shall be borne by the responder.

## Department of Transportation Engineering Services Division

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

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

Mn/DOT, working in conjunction with the Consultant Reform Committee, the Minnesota Consulting Engineers Council, and the Department of Administration, has developed the Consultant Pre-qualification Program as a new method of consultant selection. The ultimate goal of the Pre-Qualification Program is to streamline the process of contracting for highway related professional/technical

services. Mn/DOT anticipates that most consultant contracts for highway-related technical activities will be awarded using this method, however, Mn/DOT also reserves the right to use RFP or other selection processes for particular projects. Nothing in this solicitation requires Mn/DOT to complete or use the Consultant Pre-qualification Program.

Mn/DOT is currently requesting 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 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 commodity, project or tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from the 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.

## Minnehaha Creek Watershed District

### Notice of Call for Bids for Gideon Glen Wetland Restoration

**Class of Work: Construction, Excavation, Seeding and Planting, Vegetation Maintenance**

**Bids Close At: 2:00 pm January 23, 2005**

Sealed Bid Proposals for work indicated above will be received by the Minnehaha Creek Watershed District at 18202 Minnetonka Boulevard, Deephaven, Minnesota 55391 until 2:00 PM, January 24, 2005, after which time such bids will be publicly opened and read aloud at the District Office. The work, in accordance with drawings and specifications prepared by Wenck Associates, Inc., 1800 Pioneer Creek Center, P.O. Box 249, Maple Plain, Minnesota 55359, consists of the following major items of work:

1. Site Preparation
2. Erosion Control
3. Excavation and Grading
4. Trail Surfacing
5. Site Restoration
6. Seeding and Live Plants

# Non-State Contracts & Grants

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## 7. Vegetation Maintenance

Bid Proposals shall be submitted on forms furnished for that purpose.

Each bid proposal shall be accompanied by a "Bid Security" in the form of a certified check made payable to Minnehaha Creek Watershed District (OWNER) in the amount not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the OWNER, with the surety company thereon duly authorized to do business in the State of Minnesota, such Bid Security to be a guarantee that the bidder will not, without the consent of the OWNER, withdraw his bid for a period of sixty (60) days after the opening of bids, and, if awarded a contract, will enter into a contract with Minnehaha Creek Watershed District; and the amount of the certified check will be retained or the bond enforced by the OWNER in case the bidder fails to do so. All bid securities except those of the three lowest bidders will be returned within five days after the opening of bids.

The Bid Security of the three (3) lowest bidders will be retained until the contract is executed, but in no event longer than sixty (60) days, provided that the Bid Security of the lowest responsible bidder shall be retained in any event until the contract is executed and Public CONTRACTOR'S Bond furnished as herein provided. No bidder shall, without the consent of the OWNER, withdraw his bid for a period of sixty (60) days after the date for the opening thereof. The bid of the lowest responsible bidder, will be accepted on or before the expiration of sixty (60) days after the date of the opening of bids. The OWNER, however, reserves the right to reject any or all bids and to waive any minor irregularities, informalities or discrepancies.

A mandatory attendance Pre-bid meeting will be held at the office of Wenck Associates, Inc. at 9:00 am on January 19, 2005. Plan holders intending to submit a bid must attend this meeting to be an eligible bidder.

Plans and specifications are on file for inspection at the Minnehaha Creek Watershed District Office; office of Wenck Associates, Inc., 1800 Pioneer Creek Center, P.O. Box 249, Maple Plain, Minnesota, 55359; and at the Builders Exchange, 1123 Glenwood Avenue North, Minneapolis, Minnesota 55405.

Bidders needing drawings and specifications for personal use may secure a complete set from:

Wenck Associates, Inc.  
1800 Pioneer Creek Center  
P.O. Box 249  
Maple Plain, Minnesota 55359-0249  
**Telephone:** (763) 479-4200  
**Facsimile:** (763) 479-4242

Non-refundable deposits in the form of a check shall be made payable to:

"Wenck Associates, Inc." The deposit shall be in the amount of \$65.00 per set of contract documents (drawings and specifications).

Dated: December 21, 2004

Owner: Minnehaha Creek Watershed District

By: Resolution of the Managers, Lance Fisher, President

## Minnesota State Court, 4<sup>th</sup> Judicial District (Hennepin County) Request for Proposal for a Digital Audio Recording System

The 4th Judicial District Court is seeking proposals from qualified vendors to be responsible for planning, installation, and training on the use of digital audio recording equipment. The project includes installation of sound systems, wiring for audio and video transmission, and installation of computer hardware and software.

The Request for Proposals can be requested from James Anderson, 4<sup>th</sup> Judicial District, C-1719 Government Center, 300 So 6<sup>th</sup> St, Minneapolis, MN 55487. **Telephone:** (612) 348-8660.

All vendor questions and responses thereto will be posted on:

<http://www.courts.state.mn.us/districts/fourth/Administration/DCRQuestions.htm>

**Proposals must be received no later than 4:00 p.m. local (i.e., Minneapolis) time on January 24, 2005. Late proposals will not be accepted.**

### University of Minnesota

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

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

Request 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, Minneapolis, Minnesota 55454.

## ***Minnesota's Bookstore***

**660 Olive Street (Williams Hill Business Development)  
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#### ***Trees of Minnesota Field Guide***

This pocket-sized field guide features 93 species of Minnesota trees. Easy-to-use thumb tabs show leaf type; fact-filled information includes comparison of average tree height to a two-story house; full color photos showing bark, blossoms, leaves, and fruit. **Stock Number:** 9-45 **Price:** \$11.66 **Publisher:** Adventure Publishing **Year:** 2001 **Pages:** 194

#### ***Minnesota Travel Companion: A Guide to History Along Minnesota's Highways***

Make your road trips come alive, with this great collection of historical background about the communities and people living along our most frequently traveled highways. Learn about the Sioux uprising that caught settlers by surprise in the Hwy. 7 area near Hutchinson. Discover that the city of Hibbing (off of Hwy. 169 North) was moved from its original location in 1915 to allow for access to rich deposits of ore. Find out what Minnesota town along Hwy. 35 South was the first to form a cooperative, spawning what has grown to 1400 coops throughout the nation, 50% of them in Minnesota. Learn how towns got their name, how they interact with the rivers and railroad, etc. **Stock Number:** 19-114 **Price:** \$17.96 **Publisher:** U of M Press **Year:** 2001 **Pages:** 253

#### ***Minnesota's Iron Country: Rich Ore, Rich Lives***

Northern Minnesota's rich iron ore deposits helped shape the destiny of the United States, and in times of war helped protect the world. The story is all here in this exploration of Minnesota's Iron Country, revealing the lives of a remarkable people, and the industrial and political forces of one of America's most important regions. **Stock Number:** 17-10 **Price:** \$19.95 **Publisher:** Lake Superior Port **Year:** 2004 **Pages:** 276

#### ***Field Guide to the Freshwater Mussels of Minnesota***

A tool for anyone interested in identifying and learning about Minnesota freshwater mussels. Contains photographs, shell descriptions, habitat associations, and distribution maps. Also contains general information about mussels, their importance in the ecosystem, threats to their survival, collection methods and collection regulations. **Stock Number:** 9-90 **Price:** \$9.95 **Publisher:** Natural Resources **Year:** 2003 **Pages:** 144

#### ***NEW! Minnesota Contractor's Reference Manual***

An essential reference that explains how the contracting industry works, and prepares you for the licensing examination. Organized into 12 chapters, including a glossary of legal and industry terms, the manual provides an easy-to-read description of procedures and legal requirements. Includes copies of important government rules and regulations. **Stock Number:** 26-14 **Price:** \$55.00 **Publisher:** Experior **Year:** 2003 **Pages:** 64



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