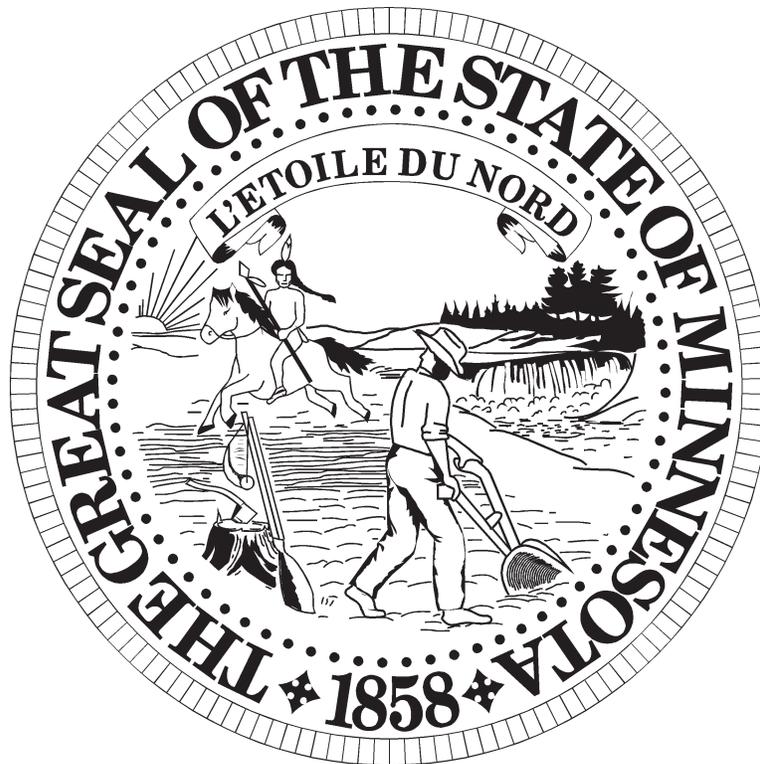


State of Minnesota

# State Register



**Proposed, Adopted, & Expedited Rules; Executive Orders; Appointments;  
Commissioners' Orders; Revenue Notices; Official Notices;  
State Grants & Loans; State Contracts; Non-State Public Bids, Contracts & Grants**  
Published every Monday (Tuesday when Monday is a holiday)

**Monday 7 January 2013  
Volume 37, Number 28  
Pages 1033 - 1054**

# State Register

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

The *State Register* is the official publication of the State of Minnesota's Executive Branch of government, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes*, Chapter 14, and *Minnesota Rules*, Chapter 1400. The *State Register* contains:

- Proposed Rules
- Adopted Rules
- Exempt Rules
- Expedited Rules
- Withdrawn Rules
- Vetoed Rules
- Executive Orders of the Governor
- Appointments
- Proclamations
- Commissioners' Orders
- Revenue Notices
- Official Notices
- State Grants and Loans
- Contracts for Professional, Technical and Consulting Services
- Non-state Public Bids, Contracts and Grants

### Printing Schedule and Submission Deadlines

Vol. 37 Issue Number	PUBLISH DATE ( <b>BOLDFACE</b> shows altered publish date)	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts	Deadline for Proposed, Adopted and Exempt RULES
# 29	Monday 14 January	Noon Tuesday 8 January	Noon Wednesday 2 January 2013
# 30	<b>TUESDAY 22 January</b>	Noon Tuesday 15 January	Noon Wednesday 9 January
# 31	Monday 28 January	Noon Tuesday 22 January	Noon Wednesday 16 January
# 32	Monday 4 February	Noon Tuesday 29 January	Noon Wednesday 23 January

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State Capitol, Room 231, St. Paul, MN 55155  
**Website:** [www.senate.mn](http://www.senate.mn)

### Minnesota State Court System

**Court Information Office** (651) 296-6043  
MN Judicial Center, Rm. 135,  
25 Rev. Dr. Martin Luther King Jr Blvd.,  
St. Paul, MN 55155 **Website:** [www.mncourts.gov](http://www.mncourts.gov)

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State Office Building, Room 175,  
100 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155  
**Website:** [www.house.leg.state.mn.us/hinfo/hinfo.htm](http://www.house.leg.state.mn.us/hinfo/hinfo.htm)

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U.S. Government Printing Office – Fax: (202) 512-1262  
**Website:** [http://www.access.gpo.gov/su\\_docs/aces/aces140.html](http://www.access.gpo.gov/su_docs/aces/aces140.html)

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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. 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, but 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.

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 #40-52 inclusive, with final index (#1-52, or 53 in some years). 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, 660 Olive Street (one block east of I-35E and one block north of University Ave), St. Paul, MN 55155, phone: (612) 297-3000, or toll-free 1-800-657-3757. TTY relay service phone number: (800) 627-3529.

## ***Minnesota Rules***

### **Rules Index for Rules appearing in Volume 37, #28 - Monday 7 January 2013**

# 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.

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- E-mailed to you on Friday
- Indexes to Vol. 27 - Vol. 33
- All Contracts & Grants Open for Bid
- Access to *State Register* Archives
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## Department of Human Services (DHS)

### Health Care and Continuing Care Administrations

#### Notice of Public Meeting for Development of Integrated Care System Partnerships (ICSPs)

The Minnesota Department of Human Services, Health Care and Continuing Care Administrations (DHS) are holding a Best Practices Symposium to provide information and gather public comments on best practices for development of Integrated Care System Partnerships (ICSPs) between Managed Care Organizations and primary, acute, long term care and mental health providers serving seniors and people with disabilities under managed care programs, especially for people with dual Medicare and Medicaid eligibility, including Minnesota Senior Health Options (MSHO), Minnesota Senior Care Plus (MSC+) and Special Needs BasicCare (SNBC).

ICSPs are designed to improve the integration of Medicare and Medicaid in order to assist enrollees to remain in their homes or their choice of community settings, and to improve their health outcomes in all settings under contracting arrangements that include gain and/or risk sharing, performance-based payments, or other payment reforms tied to State approved quality metrics and financial performance.

DHS intends to publish a Notice of Request for Public Input in mid-January 2013 that will provide more information about the ICSP development process and specific issues on which public comments are requested. This Symposium will provide information about the ICSP process and is an opportunity for questions and verbal input prior to the deadline for written comment on that Notice of Request for Public Input.

DHS invites primary, acute, community and residential long term care and mental health providers and health plans serving people enrolled in these programs and other interested parties to attend the Symposium.

Preregistration is required. Attendees must register by sending an email to [dual.demo@state.mn.us](mailto:dual.demo@state.mn.us) with their name and contact information.

The Symposium will be held on Monday, January 28, 2013 at the Elmer L. Anderson Building, 540 Cedar Street, St Paul, MN, in Room 2370 from 12:30 p.m. to 5:00 p.m. An agenda will be posted at the **DHS website for the Dual Eligible Demonstration** at [http://www.dhs.state.mn.us/dhs16\\_163573#P26\\_4284](http://www.dhs.state.mn.us/dhs16_163573#P26_4284)

approximately one week prior to the Symposium.

# Official Notices

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## Minnesota Public Utilities Commission (PUC)

### Notice of Filing and Public Comment Period in the Matter of the Application of Xcel Energy and Great River Energy for a Certificate of Need for the Upgrade of the Southwest Twin Cities (SWTC) Chaska Area 69 kV Transmission Line to 115 kV Capacity

Public Utilities Docket No: E002 /CN-11-826

**NOTICE IS HEREBY GIVEN** that on May 15, 2012 Northern States Power Company d/b/a Xcel Energy and Great River Energy (the Applicants) filed a certificate of need application with the Minnesota Public Utilities Commission (Commission) for the Upgrade of the SWTC Chaska Area 69 kV Transmission Line to 115 kV Capacity (Project).

The proposed project is a “large energy facility” under *Minnesota Statutes* § 216B.2421, Subd. 2 (3) because it is a high voltage transmission line with a capacity of 100 kV or more with more than ten miles of its length in Minnesota. In accordance with *Minnesota Statutes* § 216B.243, Subd. 2, the project cannot be constructed or sited in Minnesota unless the Commission issues a certificate of need to the Applicants. The certificate of need rules pertaining to the review of this filing are available in *Minnesota Rules* Chapter 7849.

On August 21, 2012 the Commission issued an Order which accepted the Application as complete upon the date of the Applicants’ submission of additional information, which was filed on June 21, 2012. The Order also noted the apparent absence of disputed material facts and directed an informal review process under *Minnesota Rules* 7829.1200. All documents associated with the need application can be viewed at [www.puc.state.mn.us](http://www.puc.state.mn.us) by clicking “Search eDockets” then enter the “year” (11) and the “docket number” (826).

Interested persons are encouraged to provide written comments on the need application and whether the proposed project is needed and in the public interest. The Commission is particularly interested in whether there are any contested issues of fact with respect to the representations made in the application. Initial comments must be filed by **4:30 PM on January 28, 2013** and reply comments by **4:30 PM on February 25, 2013**.

#### Submit Public Comments:

E-mail to [PublicComments.PUC@state.mn.us](mailto:PublicComments.PUC@state.mn.us). Persons without e-mail access may send by U.S. Mail to Dr. Burl Haar, Executive Secretary, Minnesota Public Utilities Commission, 121 - 7th Place East, Suite 350, St. Paul MN 55101-2147. Please include the Commission’s docket number (11-826) in all correspondence.

#### Filing Requirements:

Utilities, telecommunications carriers, official parties, and state agencies are **required** to file documents using the Commission’s electronic filing system (eFiling). All parties, participants and interested persons are encouraged to use eFiling.

Questions on the certificate of need application may be directed to Commission staff member Tricia DeBleekere at (651) 201-2254, or by e-mail at [tricia.debleekere@state.mn.us](mailto:tricia.debleekere@state.mn.us).

## Department of Transportation (Mn/DOT)

### Engineering Services Division,

### Office of Construction and Innovative Contracting

### Notices of Suspension and Debarment

#### NOTICE OF SUSPENSION

**NOTICE IS HEREBY GIVEN** that the Department of Transportation (“MnDOT”) has ordered that the following vendors be suspended for a period of sixty (60) days, effective November 30, 2012 until January 29, 2013:

- Marlon Louis Danner and his affiliates, South St. Paul, MN
- Danner, Inc. and its affiliates, South St. Paul, MN

- Bull Dog Leasing, Inc. and its affiliates, Inver Grove Heights, MN
- Danner Family Limited Partnership and its affiliates, South St. Paul, MN
- Ell-Z Trucking, Inc. and its affiliates, South St. Paul, MN
- Danner Environmental, Inc. and its affiliates, South St. Paul, MN

### NOTICE OF DEBARMENT

**NOTICE IS HEREBY GIVEN** that the Department of Transportation (“MnDOT”) has ordered that the following vendors be debarred for a period of three (3) years, effective February 24, 2010 until February 24, 2013:

- Joseph Edward Riley, Morris, MN
- John Thomas Riley, Morris, MN

**NOTICE IS HEREBY GIVEN** that the Department of Transportation (“MnDOT”) has ordered that the following vendors be debarred for a period of three (3) years, effective March 25, 2011 until March 25, 2014:

- Philip Joseph Franklin, Leesburg, VA
- Franklin Drywall, Inc. and its affiliates, Little Canada, MN
- Master Drywall, Inc. and its affiliates, Little Canada, MN

*Minnesota Statute* section 161.315 prohibits the Commissioner, counties, towns, or home rule or statutory cities from awarding or approving the award of a contract for goods or services to a person who is suspended or debarred, including:

- 1) any contract under which a debarred or suspended person will serve as a subcontractor or material supplier,
- 2) any business or affiliate which the debarred or suspended person exercises substantial influence or control, and
- 3) any business or entity, which is sold or transferred by a debarred person to a relative or any other party over whose actions the debarred person exercises substantial influence or control, remains ineligible during the duration of the seller’s or transfer’s debarment.

# 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.

## Grant Funds and Loans

The *State Register* is one of the best ways to advertise your grants - it's a required read for public works projects. And it's cost is one of the least expensive legal advertising rates in Minnesota. At \$10.20 per 1/10 of a page you cannot go wrong.

Check up on all the "active" state grants in the "Contracts & Grants" section, available only to *State Register* subscribers. Open the *State Register* and click on Bookmarks on the left. You will also see a list of all the current rules, a growing index, and previous years' indices. Subscribers also receive LINKS to the *State Register*. Subscriptions cost \$180 a year (an \$80 savings). Here's what you receive via e-mail:

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## Department of Employment and Economic Development (DEED) Notice of Request for Proposals for Extended Employment Programs

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Employment and Economic Development, Vocational Rehabilitation Services, announces a request for proposals for Extended Employment programs.

The purpose of this notice is to announce the availability of up to \$575,250 for new or expanded Extended Employment programs to target services to un-served and under-served Minnesotans with disabilities. This proposal does not obligate the agency to spend the estimated dollar amount. Grant funding is available through a state appropriation under *Minnesota Statutes*, Chapter 268A.15, and administered in accordance with *Minnesota Rules*, 3300.2005 to 3300.2055. Up to seven awards are projected, averaging \$80,866. Funding for the first year will be prorated for the three month period April 1 to June 30, 2013. Continuation funding may be anticipated on an annual basis (July – June) by application and dependent on performance and continuing progress toward earning contracted allocations through the new and expanded period, ending June 30, 2016.

The eligible employment options for funding under this notice are *supported employment* and *community employment* as defined in *Minnesota Rules* 3300.2005, subparts 35 and 10, respectively, with a preference for supported employment. Persons to be served are Minnesotans who have a severe physical or mental impairment that results in serious limitations to employment in three or more functional areas as determined by a qualified healthcare professional. There is a preference for serving persons with Autism Spectrum Disorder, Serious Mental Illness and/or Serious and Persistent Mental Illness. There is a preference for providing services to residents outside the seven-county metropolitan area.

The RFP and application form required to submit a proposal are available (via download) by selecting "Extended Employment Ongoing Support Grants" from the Department's webpage, Competitive Contract Opportunities, on the internet at the following address:

[http://www.positivelyminnesota.com/About\\_Us/Competitive\\_Contract\\_Opportunities/index.aspx](http://www.positivelyminnesota.com/About_Us/Competitive_Contract_Opportunities/index.aspx)

For more information contact:

Anita Kavitz  
Senior Vocational Rehabilitation Consultant – Extended Employment  
Vocational Rehabilitation Services  
Department of Employment and Economic Development

332 Minnesota Street, Suite E-200  
St. Paul, MN 55101-1351  
**Phone:** (651) 259-7347  
**E-mail:** *Anita.Weckman-Kavitz@state.mn.us*

Other department personnel are NOT allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline.

Proposals will be accepted for consideration when the following conditions are met: (a) a signed copy of the cover sheet only must be sent via fax to Anita Kavitz at 651-297-5159 on or before 4:30 p.m., Thursday, February 21, 2013; and (b) ten copies of the application, supporting documents and cover sheet must be received by DEED, or postmarked by delivery service, no later than 4:30 p.m. on Thursday, February 21, 2013. It is recommended that applicants use registered mail. Applications received after that date and time will not be considered for funding. Address and deliver proposals to Laura Bobick at the address above.

## Minnesota Pollution Control Agency (MPCA) Watershed Division Proposals Accepted for Nonpoint Source Water Pollution Project Grants through the Federal Clean Water Act Section 319 Grant Program

The Minnesota Pollution Control Agency (MPCA) is seeking proposals for projects that will reduce Nonpoint Source Pollution (NPS) in Minnesota's lakes, rivers, and streams. Funding for selected projects will be provided by the Federal Clean Water Act Section 319 (Section 319) grant funds.

Proposals for nonpoint source development, education or applied research projects (DER) projects and for Total Maximum Daily Load (TMDL) implementation projects are being solicited. The MPCA anticipates about two and a half million dollars will be available this year, contingent upon Congressional appropriation. There is a **maximum limit of \$300,000** per project funding request. Projects must be funded with at least a 45 percent local cash or in-kind match. The Federal share of the total project cost can be no more than 55percent. Grant funds are limited and MPCA urges proposers to request only those funds needed to complete a project by August 31, 2017.

All DER proposals must address at least one specific Milestone (Action Step) in the **Minnesota Nonpoint Source Management Program Plan**. For TMDL implementation projects, eligible proposers must have a TMDL Implementation Plan approved by the MPCA by **August 3, 2012**.

Proposals must be electronically received no later than **4:30 PM CDT Friday, August 3, 2012**. Submissions received after the deadline will not be eligible for consideration. Proposals must be sent electronically to the Section 319 Proposal Mailbox. Successful proposers will be notified around **September 14, 2012** and will then be required to submit a detailed work plan, budget and timeline/Gantt chart. Successful proposers will be required to enter into a project contract with the MPCA. The contract consists of "boilerplate" language, the work plan, which includes the detailed budget and Gantt chart, and Schedule B, Federal Requirements. The contracts will be finalized depending on the date of receipt of the award from EPA.

### For a copy of the Request for Proposal

The complete RFP and proposal form, along with other related information, are available at <http://www.pca.state.mn.us/xggb36> and can be requested via email at [319.Grant.PCA@state.mn.us](mailto:319.Grant.PCA@state.mn.us).

Proposals should be sent to [319.Grant.PCA@state.mn.us](mailto:319.Grant.PCA@state.mn.us).

Questions may be emailed to [319.Grant.PCA@state.mn.us](mailto:319.Grant.PCA@state.mn.us). A list of Frequently Asked Questions (FAQs) is provided on the MPCA website <http://www.pca.state.mn.us/xggb36>.

Dated: June 2012

# State Grants & Loans

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## Minnesota Pollution Control Agency (MPCA)

### Watershed Division

#### Public Notice of Availability and Request for Proposal for Water Resource Protection or Improvement Project Grants and Loans through the State Clean Water Partnership Program and the Clean Water Fund

**Public Notice Period Begins:** January 7, 2013  
**Public Notice Period Ends:** March 8, 2013

The Minnesota Pollution Control Agency (MPCA) hereby announces that it will accept proposals for water resource project grants and loans to be funded through the state Clean Water Partnership Program (CWP) and the Clean Water Fund (CWF). Proposals will be accepted from local governmental units interested in leading a nonpoint source pollution control project for protection or improvement of state water bodies. The MPCA anticipates that about one million, one hundred thousand dollars of grant funds and about five million dollars of loan funds will be available this year.

In 1987, the Minnesota Legislature established the CWP Program (*Minnesota Statutes* §§ 103F.701 through 103F.761) to protect and improve surface and groundwater in Minnesota through financial and technical assistance to local governmental units. The CWF, established in 2009, are monies generated from the constitutional amendment sales tax.

There are two types of proposals that will be accepted this round:

- 1. Resource investigation projects** monitor, assess, and develop a diagnostic study on the status of a water body, and also develop an implementation plan to protect or restore the water body. Resource investigation projects are only eligible for grant funding.
- 2. Implementation projects** will implement protection or restoration activities, such as best management practices, that are identified by a comprehensive assessment and planning process in the watershed or around the water body of concern. Such assessment must consist of an MPCA-approved CWP resource investigation or equivalent diagnostic study and implementation plan. A U.S. Environmental Protection Agency (EPA)-approved Total Maximum Daily Load (TMDL) study and MPCA-approved implementation plan is considered a CWP diagnostic study/implementation plan equivalent for proposing an implementation project. Implementation projects are eligible for both grant and/or loan funding.

Priority for funding will be given to protection projects. To be given priority, project proposers will need to document that the water body(ies) being addressed are either currently meeting state water quality standards for a particular pollutant to be addressed by the project (e.g., a lake listed as impaired due to mercury can develop a proposal addressing phosphorus levels in the lake), or have not been assessed by the MPCA, but are known to be supporting beneficial uses. Project proposals must provide measurable project outcomes.

#### For a copy of the Complete Request for Proposal

• The complete Request for Proposal (RFP), proposal form, and other information are available on the state SWIFT e-supplier portal at: [https://supplier.swift.state.mn.us/psp/fmssupap/SUPPLIER/ERP/h/?tab=SUP\\_GUEST](https://supplier.swift.state.mn.us/psp/fmssupap/SUPPLIER/ERP/h/?tab=SUP_GUEST). Prospective Responders must have a SWIFT Vendor ID and Supplier Portal Account set up to apply. Please note that it can take up to four days to receive your vendor ID from SWIFT. Go to: <http://www.swift.state.mn.us/doc/messages/announce-11-08-12.pdf> for more information. If you need assistance registering in the Supplier Portal so you can bid on this solicitation, you may contact the Minnesota Department of Administration, Materials Management Division at (651) 201-8100, option 1. Then follow the prompts to connect you to the correct contact person.

**Proposals must be electronically submitted through the state SWIFT supplier portal. Proposals received after the deadline will not be considered.** Questions may be e-mailed to [Contracts.pca@state.mn.us](mailto:Contracts.pca@state.mn.us) (subject line: CR 6367 RFP Clean Water Partnership 2013)

Dated: January 2012

# 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.

**Requirements:** There are no statutes or rules requiring contracts to be advertised for any specific length of time, but the Materials Management Division strongly recommends meeting the following requirements:

- \$0 - \$5000 does not need to be advertised. Contact the Materials Management Division: (651) 296-2600
- \$5,000 - \$25,000 should be advertised in the *State Register* for a period of at least seven calendar days;
- \$25,000 - \$50,000 should be advertised in the *State Register* for a period of at least 14 calendar days; and
- anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar days.

## On-going State Contracts

The state spends \$2-3 billion a year on contracts. The *State Register* is one of the best ways to advertise your contracts - it's a required read for public works projects. And it's cost is one of the least expensive legal advertising rates in Minnesota. At \$10.20 each 1/10 of a page, you cannot go wrong.

Subscribers receive a list of **all current contracts and grants**, as well as LINKS to the *State Register*; Bookmarks, and a growing INDEX to each volume, including the current issue, and previous volumes. To view, open the *State Register* and click on BOOKMARKS in the left hand corner. Here's what you receive via e-mail:

- **Word Search Capability**
- **LINKS, LINKS, LINKS**
- **Updates to Index to Vol. 31**
- **"Contracts & Grants" Open for Bid**
- **E-mailed to you, on Friday**
- **Easy Access to *State Register* Archives**

Subscriptions cost \$180 a year (an \$80 savings). It's all E-MAILED to you, at end-of-day on Friday, instead of waiting for the non-subscriber's issue released on Monday. Contact Loretta J. Diaz, our subscriptions manager, at (651) 297-8777, or **fax:** (651) 297-8260, or **e-mail:** [loretta.diaz@state.mn.us](mailto:loretta.diaz@state.mn.us).

## Minnesota Department of Administration (Admin) Real Estate and Construction Services Notice of Availability of Request for Qualifications (RFQ) for Construction Manager at Risk for Minnesota Governor's Residence Renovation

**NOTICE IS HEREBY GIVEN** that the State of Minnesota Department of Administration, represented by Real Estate and Construction Services Division (RECS) and Plant Management Division (PMD), is seeking a General Contractor or Construction Manager for Construction Manager at Risk services for the Phase 1 construction of the Minnesota Governor's Residence Renovation located at 1006 Summit Avenue in St. Paul, Minnesota 55105.

A full Request for Qualifications is available at <http://www.mmd.admin.state.mn.us/> by clicking on "Construction" and then "Virtual Plan Room" (or at [www.questcdn.com](http://www.questcdn.com)), under the Category "Buildings/Public" with the Project Name "CM@Risk for Minnesota Governor's Residence Renovation" and may be downloaded for a fee of \$10.00. To be considered for selection and a contract, responses must be submitted by the date and time indicated in the RFQ.

A mandatory informational meeting is tentatively scheduled for Wednesday, January 16, 2013 at 11:30 a.m. Project questions will be taken by Talia Landucci Owen at [talia.landucci-owen@state.mn.us](mailto:talia.landucci-owen@state.mn.us). Questions regarding this RFQ must be received by Friday, January 18, 2013 at 3:30 p.m. C.T

Responses must be received by the Real Estate and Construction Services, Department of Administration, 309 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155, Attn.: Talia Landucci Owen, no later than Tuesday, January 29, 2013 by 12:00 noon C.T. Late responses will not be accepted.

# State Contracts

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The Department of Administration, Real Estate and Construction Services Division is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest. All expenses incurred in responding to this notice are solely the responsibility of the responder.

## **Minnesota Department of Administration (Admin) State Designer Selection Board Project #12-17: University of Minnesota (U of M) Notice of Availability of Request for Proposal (RFP) for Designer Selection for University of Minnesota –St. Paul Campus Research Lab**

The State of Minnesota, acting through its Board of Regents for the University of Minnesota, through the State Designer Selection Board, is soliciting proposals from interested, qualified consultants for architectural and engineering design services for the above referenced project.

A full Request for Proposals is available on the University of Minnesota Capital Planning and Project Management website  
[http://www.uservices.umn.edu/purchasing/ae\\_services.html](http://www.uservices.umn.edu/purchasing/ae_services.html),

click on “Twin Cities Campus Advertisements” and then “Microbiology Research Facility.”

A mandatory informational meeting is tentatively scheduled for **January 10, 2013 at 1:00 PM, CT, at the Pomeroy Student-Alumni Learning Center, Room 215**. All firms interested in this project should attend this meeting. Project questions will also be taken at this meeting.

Proposals must be delivered to Kathy Grochowski, Executive Secretary, State Designer Selection Board, Real Estate and Construction Services Administration Building, Room 309, 50 Sherburne Ave., St. Paul, MN 55155, **phone:** (651) 201-2389 no later than **12:00 Noon, CT, January 23, 2013**. Late responses will not be considered.

The University of Minnesota is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest.

## **Minnesota State Colleges and Universities (MnSCU) Northland Community and Technical College Notice of Request for Proposal for Driving Training Simulators for the Commercial Vehicle Operator Program at Northland Community and Technical College**

**NOTICE IS HEREBY GIVEN** that Northland Community & Technical College Request for Proposal (RFP) for Driving Simulators. The vendor selected will be expected to provide simulation workstations and software that allow for simulation of commercial driving competencies specific to the Northland Community and Technical College commercial vehicle operator programs. To receive a copy of the full RFP, please contact Curtis Zoller either by **telephone at:** (218) 683-8829 or **e-mail at:** [curtis.zoller@northlandcollege.edu](mailto:curtis.zoller@northlandcollege.edu).

Proposals are due by 5:00 p.m. central time, Monday, January 14, 2013 and are to be addressed to Shannon Jesme, Northland Community and Technical College, 1011 Highway 1 East, Thief River Falls, MN 56701. Any questions should be in the form of an RFI and directed to Curtis Zoller at e-mail [curtis.zoller@northlandcollege.edu](mailto:curtis.zoller@northlandcollege.edu). Late responses will not be considered.

Minnesota State Colleges and Universities (MnSCU) is not obligated to complete the proposed project and reserves the right to cancel the solicitation.

**Minnesota State Colleges and Universities (MnSCU)****Pine Technical College****Entrepreneurship Center****Advertisement for Bids and Sealed Bids for Technology Business Incubator Shop and Office Space**

**Bids will be received by:** Steve Lange  
Pine Technical College, Room 10  
900 - 4<sup>th</sup> Street SE  
Pine City, MN 55063

Until 2:00 PM, local time, **January 31, 2013**, at which time the bids will be opened and publicly read aloud.

**Project Scope:** The project consists of New Construction of 11,000 +/- gsf as an addition to the existing Continuing Education/ Customized Training Building at Hillcrest and Main adjacent to the main Pine Technical College Campus, to include a large space for Technology Business Incubator Shop and office space, toilets, mechanical and electrical space. In addition, the Work includes Remodeling of the 1,900 sf existing building, where a storage/garage space will be converted to a classroom and hallway, the existing offices will be remodeled, and exterior soffit will be modified. Also included are infrastructure and site improvements adjacent to the addition including paving for parking and sidewalks, landscaping and site utilities work.

**A Pre-Bid Meeting** will be held at 10:00 AM, Tuesday, January 15, 2013, in the Auditorium near the Main Entry, Main Building, Pine Technical College. The Architect/Engineer and /or College/University Representatives will review the bidding procedures, Bidding Documents and other conditions with interested Bidders and answer questions.

Bidding Documents are as prepared by the Project Architect/Engineer: Cuningham Group Architecture, P.A.

Interested parties may view the Bidding Documents at no cost on the website:

<http://www.finance.mnscu.edu/facilities/design-construction/index.html>

and click on "Announcements", then click on "**Advertisement for Bids** (E-Plan Room)". Bidding Documents can be downloaded for a non-refundable charge of \$10.00. Plan holders are parties that have downloaded the plans and specifications. Plan holders will be notified via email as addenda are issued. Parties that download the plans and specifications and need to have them printed elsewhere are solely responsible for those printing costs. The sales of paper copies for projects listed on this site are not available. Contact [QuestCDN.com](http://www.questcdn.com) at (952) 233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance in viewing or downloading with this digital project information.

**Minnesota State Colleges and Universities (MnSCU)****St. Cloud Technical & Community College****Formal Request for Proposal for Snow Removal**

Response Due Date and Time: Monday, January 21, 2013 12:00 pm Central Time.

The complete Request for Proposal will be available on Monday, January 7, 2013 on the website <http://www.sctcc.edu/rfp>.

Title of Project: Snow Removal

Geographic Location Requirements: St. Cloud Technical & Community College, 1540 Northway Drive, St. Cloud, MN 56303

Responses must be received at the location listed below:

St. Cloud Technical & Community College  
1540 Northway Drive

# State Contracts

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St. Cloud, MN 56303  
Susan Meyer, Purchasing Agent, Room 1-401  
**Phone:** (320) 308-5973  
**Fax:** (320) 308-5027  
**E-mail:** [smeyer@sctcc.edu](mailto:smeyer@sctcc.edu)

Contact for questions: Jason Theisen, **phone:** (320) 308-6012, **e-mail:** [JTheisen@sctcc.edu](mailto:JTheisen@sctcc.edu)

Your response to this Request for Proposal (RFP) must be returned sealed. Sealed responses must be received no later than the due date and time specified above. Late responses cannot be considered and the responses will be rejected.

The laws of Minnesota and MnSCU Board of Trustees policies and procedures apply to this RFP.

All attached General RFP Terms and Conditions, Specifications and Special Terms and Conditions are part of the RFP and will be incorporated into any contract(s) entered into as a result of this RFP.

All responses to this RFP must be prepared as stated herein and properly signed. **Address all correspondence and inquiries regarding this RFP to the Contact person above. This is a request for responses to an RFP and is NOT a purchase order.**

## Minnesota Historical Society (MHS) Request for Proposal for Editorial Services for MNopedia, the Minnesota Online Encyclopedia Project

The Minnesota Historical Society (the Society) is requesting proposals for an editor to edit original entries created for its online encyclopedia of Minnesota, MNopedia ([www.mnopedia.org](http://www.mnopedia.org)). This project, outlined in more detail in the Scope of Work below, will consist of between one hundred and two hundred new original entries to be edited for publication in MNopedia, with the work to be completed by the end of the fiscal year, June 30, 2013. Preference will be given to proposals that show editorial skills and attention to detail as demonstrated in past work experience and to candidates who can operate out of their own physical environment but are available to come to the Minnesota History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102 as needed for in-person meetings.

The Request for Proposals is available by emailing Mary Green Toussaint, Acting Contracting Officer, at [mary.green-toussaint@mnhs.org](mailto:mary.green-toussaint@mnhs.org).

All proposals must be received no later than **2:00 p.m. Local Time, Tuesday, January 23, 2013**. Late proposals will NOT be considered.

Authorized agents for receipt of bids are Society staff located at the 1st Floor Information Desk of the Minnesota History Center.

Dated: 7 January 2013

## Minnesota Historical Society (MHS) Request for Proposal for Fact Checking for MNopedia, the Minnesota Online Encyclopedia Project

The Minnesota Historical Society (the Society) is requesting proposals to carry out fact checking for original entries created for its online encyclopedia of Minnesota, MNopedia ([www.mnopedia.org](http://www.mnopedia.org)). This project, outlined in more detail in the Scope of Work, will consist of between one hundred and two hundred new original entries to be fact checked for publication in MNopedia, with the work to be completed by the end of the fiscal year, June 30, 2013. Preference will be given to proposals that show editorial skills, research capability and attention to detail as demonstrated in past work experience and to candidates who can operate out of their own physical

environment but are available to come to the Minnesota History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102 as needed for in-person meetings and to conduct research at the Gale Family Library on-site.

The Request for Proposals is available by emailing Mary Green Toussaint, Acting Contracting Officer, at [mary.green-toussaint@mnhs.org](mailto:mary.green-toussaint@mnhs.org).

All proposals must be received no later than **2:00 p.m. Local Time, Tuesday, January 23, 2013**. Late proposals will NOT be considered.

Authorized agents for receipt of bids are Society staff located at the 1st Floor Information Desk of the Minnesota History Center.

Dated: 7 January 2013

### **Minnesota Historical Society and the Oversight Board, Statewide Survey of Historical and Archaeological Sites Request for Proposals for Documenting Minnesota's Historic Dams**

The Minnesota Historical Society (Society) and the Oversight Board of the *Statewide Survey of Historical and Archaeological Sites* (Board) seek a qualified consultant to investigate historic dams in Minnesota. The purpose of the project is to create an inventory of known properties, to develop a framework for evaluating their historical significance, and to consider strategies for their documentation, preservation, and interpretation. These efforts should assist public and private agencies with managing historically significant dams. The project cost may not exceed \$38,000.

The Request for Proposals is available by emailing Mary Green Toussaint, Acting Contracting Officer, at [mary.green-toussaint@mnhs.org](mailto:mary.green-toussaint@mnhs.org).

All proposals must be received no later than **2:00 p.m. Local Time, Thursday, January 31, 2013**. Late proposals will not be considered.

Authorized agents for receipt of bids are Society staff located at the 1st Floor Information Desk of the Minnesota History Center.

Dated: 7 January 2013

### **Minnesota State Lottery Request for Proposals for Sponsorship Agreements**

#### **Description of Opportunity**

The Minnesota State Lottery develops sponsorship agreements throughout the year with organizations, events, and sports teams to create excitement for lottery players, to interest new players and increase the visibility of lottery games. The Lottery encourages and continually seeks new sponsorship agreements to help achieve current Lottery marketing goals.

#### **Proposal Content**

A sponsorship proposal presented to the Lottery should meet the following three criteria:

- 1. Maximize Lottery Visibility** – the event, sports or tie-in proposal should draw a large number of desired participants (typically 50,000 or more) whose demographics match the Lottery player profile. The Lottery is interested in effectively delivering its message of fun and entertainment to Minnesota adults whose demographics skew primarily towards those aged 25-64, with a household income of \$35,000-\$75,000, and having an educational background of some college or higher. The Lottery does not market to those under the age of 18, and family events with high levels of children present are generally not accepted. Attendance, on-site signage visibility and paid media exposure will be critical components that will be evaluated.

# State Contracts

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**2. Enhance Lottery Image-** – the event, sports or tie-in proposal should inherently project the attitude that the Lottery is a fun and socially acceptable part of the community. The Lottery’s presence should fit well within the lineup of other sponsors. The Lottery is interested in creating opportunities whereby the sponsorship can translate into sales revenue, either via on-site sales from a Lottery booth, from sales-generating promotions with Lottery retailers or from joint programs with the sponsor’s media partners.

**3. Provide Promotional Extensions** – the event, sports or tie-in proposal should offer exciting, value-added ways to interact with our players and have opportunities to motivate attendees, listeners and viewers to participate in and purchase Lottery games. The proposal must include proper staffing availability or other considerations to help the Lottery implement any appropriate promotional extension ideas.

Proposals should address all pertinent elements of the sponsorship and how the Lottery criteria as stated above and on the Evaluation Form are to be met. To view or print copies of the Request for Proposal go to: <http://www.mnlottery.com/vendorops.html>

This Solicitation does not obligate the state to award a contract or pursue a proposed sponsorship opportunity, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

## Questions

Questions concerning this Solicitation should be directed to:

John Mellein, Marketing Director  
Minnesota State Lottery  
2645 Long Lake Road  
Roseville, MN 55113  
**Telephone:** (651) 635-8230  
**Toll-free:** (888) 568-8379 ext. 230  
**Fax:** (651) 297-7496  
**TTY:** (651) 635-8268  
**E-mail:** [johnm@mnlottery.com](mailto:johnm@mnlottery.com)

Other personnel are not authorized to answer questions regarding this Solicitation.

## Response Delivery

All responses must be in writing and delivered to the contact noted above. Proposals will be accepted on an ongoing basis.

# State Court Administration

## Request for Proposals for Content Consultant: Review and Revision of Informational Content on the Minnesota Judicial Branch Public Portal – [www.mncourts.gov](http://www.mncourts.gov)

The State of Minnesota, State Court Administrator’s Office (“State”) wishes to replace its public portal, including moving to a new Content Management System (“CMS”), with the goal of maximizing the public portal’s effectiveness as the central portal for all Minnesota Judicial Branch public internet interactions. As part of the creation of a new public portal, the State is using a competitive selection process to select a vendor to assist with the task of reviewing and revising the informational content on the current Minnesota Judicial Branch public portal. The engagement for the Content Consultant is anticipated to start at the beginning of February 2013, and end by June 30, 2013. This is not a bid, but a Request for Proposals that could become the basis for negotiations leading to a contract with a vendor to provide services described in this document.

### Proposal Timeline.

Posting Date:	January 7, 2013.
Questions Due:	January 14, 2013.
Answers Posted:	January 18, 2013.
Proposal Submission Deadline:	January 23, 2013.

## Questions.

Questions about this RFP or the selection process *must* be submitted in writing and directed to the State's sole point of contact:

John Kostouros  
Director, State Court Information Office  
State Court Administrator's Office  
25 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, Minnesota 55155  
E-mail: [john.kostouros@courts.state.mn.us](mailto:john.kostouros@courts.state.mn.us)

The complete RFP can be found on the Court website: [www.mncourts.gov](http://www.mncourts.gov) under Public Notices.

## Minnesota Department of Transportation (Mn/DOT) Engineering Services Division Notice of Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities ("Consultant Pre-Qualification Program")

This document is available in alternative formats for persons with disabilities by calling Kelly Arneson at (651) 366-4774; for persons who are hearing or speech impaired by calling Minnesota Relay Service at (800) 627-3529.

Mn/DOT, worked in conjunction with the Consultant Reform Committee, the American Council of Engineering Companies of Minnesota (ACEC/MN), and the Department of Administration, to develop 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 awards most of its consultant contracts for highway-related technical activities using this method, however, Mn/DOT also reserves the right to use Request for Proposal (RFP) or other selection processes for particular projects.

Nothing in this solicitation requires Mn/DOT to 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 for application. Applications are accepted on a continual basis. All expenses are 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 applications forms are available on Mn/DOT's Consultant Services web site at: <http://www.dot.state.mn.us/consult>.

Send completed application material to:

Kelly Arneson  
Consultant Services  
Office of Technical Support  
Minnesota Department of Transportation  
395 John Ireland Blvd. Mail Stop 680  
St. Paul, MN 55155

# State Contracts

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## Minnesota Department of Transportation (Mn/DOT)

### Engineering Services Division

#### Notice Concerning Professional/Technical Contract Opportunities and Taxpayers' Transportation Accountability Act Notices

**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. Mn/DOT is also posting notices as required by the Taxpayers' Transportation Accountability Act on the above referenced website.

## Non-State Public Bids, 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.

## Vendors Sought for these Projects

Check up on all the "active" state grants in the "Contracts & Grants" section, available only to *State Register* subscribers. Open the *State Register* and click on Bookmarks on the left. You will also see a list of all the current rules, a growing index, and previous years' indices. Subscribers also receive LINKS to the *State Register*. Subscriptions cost \$180 a year (an \$80 savings).

## Dakota County Community Services Administration Notice of Request for Proposal for Services to Children and Families

**NOTICE IS HEREBY GIVEN** that the Dakota County Collaborative, hereinafter "Collaborative" is sending out a request for proposal (RFP). The purpose of this RFP is to seek proposals for early childhood support services and/or children's mental health navigation services for children and families residing in Dakota County. Funding for this RFP is through the Local Collaborative Time Study (LCTS). The LCTS is a federal funding source enhancing the work of Collaboratives. The purpose of the LCTS is to expand early intervention and prevention services in Minnesota communities to help children remain in their homes.

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# Non-State Public Bids, Contracts & Grants

The goals of the early intervention and prevention services funded by LCTS include:

- Enhancing family support and children's physical and mental health services.
- Developing a seamless system of services, including those available through corrections, education, health care and social services.
- Preventing out-of-home placement for children considered "at risk" due to abuse, neglect, delinquency, pregnancy, economic situation, involvement in domestic abuse or other situations.
- Strengthening of local community-based collaborative efforts.

Contracts may or may not arise as a result of submitting a Request for Proposal. Any contractual agreements are subject to available funding, pending approval by the Dakota County Collaborative and the Dakota County Board of Commissioners.

A complete copy of the RFP is available through the Dakota County Internet website at:

<http://www.co.dakota.mn.us/Government/DoingBusiness/BidProposalsInformation/Pages/default.aspx>

or by contacting:

Carla Skog, Contract Manager/Coordinator  
Dakota County Community Services  
1 West Mendota Road, Suite 500  
West Saint Paul MN 55118-4773  
**Phone:** (651) 554-5807  
**E-mail:** [Carla.Skog@co.dakota.mn.us](mailto:Carla.Skog@co.dakota.mn.us)

The deadline for responses is 4:00 P.M. (CST) on Friday, February 8, 2013. Late proposals may not be accepted. Faxed proposals will not be accepted.

## Metropolitan Airports Commission (MAC) Minneapolis-Saint Paul International Airport Notice of Call for Bids for Trades Building Cooling System Improvements

**MAC Contract No.:** 106-3-473  
**Bids Close At:** 2:00 p.m. January 15, 2013

**Notice to Contractors:** Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. This project includes general construction, mechanical construction, electrical construction work.

**Targeted Group Businesses (TGB):** The goal of the MAC for the utilization of TGB on this project is 2%.

**Bid Security:** Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

**Availability of Bidding Documents:** Bidding documents are on file for inspection at the office of Michaud Cooley Erickson; at the Minneapolis and Saint Paul Builders Exchanges; McGraw Hill Construction Dodge; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from Franz Reprographics; 2781 Freeway Blvd.; Brooklyn Center, MN 55430; **phone:** (763) 503-3401; **fax:** (763) 503-3409; **e-mail:** [www.franzrepro.com](http://www.franzrepro.com). Make checks payable to: Michaud Cooley Erickson. Deposit per set (refundable): \$100.00. Requests for mailing sets will be invoiced for mailing charges. Deposit will be refunded upon return of bidding documents in good condition within 10 days of opening of bids.

**MAC Internet Access of Additional Information:** A comprehensive Notice of Call for Bids for this project will be available on December 31, 2012, at MAC's web address of <http://www.metroairports.org/business/solicitations> (construction bids).

# Non-State Public Bids, Contracts & Grants

## Minnehaha Creek Watershed District (MCWD)

### Minnehaha Creek Reach 14 Stream Bank Improvement Project Advertisement for Bids for Landscaping, Stream Bank Restoration and Stabilization

<b>Project Location:</b>	<b>Hennepin County, Minnesota</b>
<b>Pre-Bid Meeting:</b>	<b>2:00 PM January 9, 2013</b>
<b>Bids Close At:</b>	<b>2:00 PM January 16, 2013</b>

#### 1.1 NOTICE TO CONTRACTORS

Sealed Bid Proposals for the furnishing of all labor, materials and all other items necessary to complete the work described herewith, will be received by Minnehaha Creek Watershed District at its office located at 18202 Minnetonka Blvd., Deephaven, MN, until 2:00 PM January 16, 2013 at which time such bids will be opened and read aloud. Bid submittals must be clearly labeled Reach 14 Bid Proposal. The work, in accordance with drawings and specifications prepared by Wenck consists of the following major items of work:

- Erosion Control
- Miscellaneous Removals
- Native Seeding and Planting
- Landscaping
  - o Garden Edging Installation
  - o Planting
  - o Mulching
- Invasive Species Control

Contractors desiring a copy of the bid package, plans, specifications and proposal forms may obtain them from the offices of Wenck, upon the payment of a \$65.00 **non-refundable** fee for each bid package. Bid packages are also available for examination at the District office. All communications relative to this project should be addressed to the ENGINEER Attn: Ed A. Matthesen, **e-mail:** [ematthesen@wenck.com](mailto:ematthesen@wenck.com), (763) 479-4208 or Lucius Jonett, **e-mail:** [ljonett@wenck.com](mailto:ljonett@wenck.com), (763) 479-4254 prior to opening of the Bid.

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 or cashier's check made payable to Minnehaha Creek Watershed District ("OWNER") in an amount not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the OWNER, with a surety company duly authorized to do business in the state of Minnesota, such Bid Security to be a guarantee that the bidder, 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. The OWNER will retain the deposits for the three lowest bidders until the contract has been awarded and executed but not longer than sixty (60) days. No bid may be withdrawn for a period of sixty (60) days following the bid opening.

A mandatory PRE-BID meeting will be held at the Minnehaha Creek Watershed District office, 18202 Minnetonka Boulevard, Deephaven, MN at 2:00 PM January 9, 2013.

The bid of the lowest responsible bidder is intended to 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, and further reserves the right to award the contract in the best interest of Minnehaha Creek Watershed District.

Dated: 17 December 2012

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