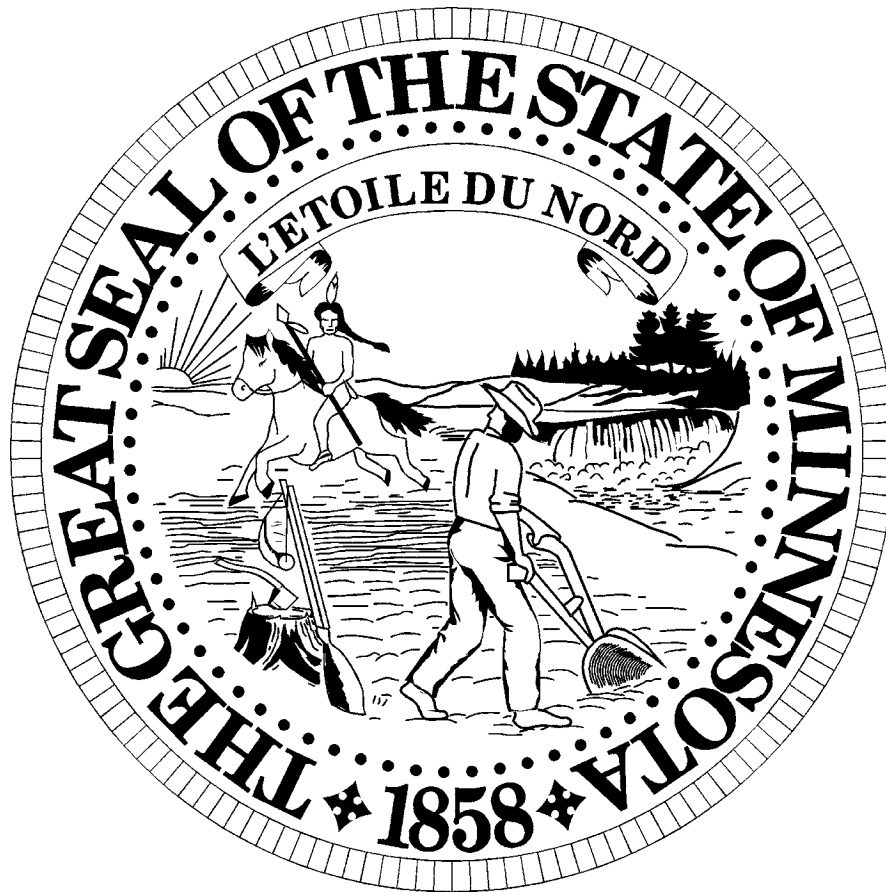


# Minnesota State Register

Published every Monday (Tuesday when Monday is a holiday)



**Proposed, Adopted, Emergency, Expedited, Withdrawn, Vetoed Rules;  
Executive Orders; Appointments; Commissioners' Orders; Revenue Notices;  
Official Notices; State Grants & Loans; State Contracts;  
Non-State Public Bids, Contracts and Grants**

**Monday 6 February 2017  
Volume 41, Number 32  
Pages 943 - 966**

# Minnesota State Register

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The *Minnesota 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. It contains:

- Proposed Rules
- Adopted Rules
- Exempt Rules
- Expedited Rules
- Withdrawn Rules
- Executive Orders of the Governor
- Appointments
- Proclamations
- Vetoed Rules
- 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. 41<br>Issue<br>Number | PUBLISH<br>DATE<br>( <b>BOLDFACE</b><br>shows altered<br>publish date) | Deadline for: all Short Rules, Executive and<br>Commissioner's Orders, Revenue and Official<br>Notices, State Grants, Professional-Technical-<br>Consulting Contracts, Non-State Bids and<br>Public Contracts | Deadline for LONG, Complicated<br>Rules (contact the editor to<br>negotiate a deadline) |
|----------------------------|--|---|---|
| # 33                       | Monday 13 February   | Noon Tuesday 7 February   | Noon Thursday 2 February  |
| # 34                       | Tuesday 21 February  | Noon Tuesday 14 February  | Noon Thursday 9 February  |
| # 35                       | Monday 27 February   | Noon Tuesday 21 February  | Noon Thursday 16 February   |
| # 36                       | Monday 6 March   | Noon Tuesday 28 February  | Noon Thursday 23 February   |

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State Capitol, Room 231, St. Paul, MN 55155  
<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  
<http://www.mncourts.gov>

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|   |     |
|---|-----|
| <b>Minnesota Rules: Amendments and Additions</b> .....  | 946 |
| <b>Proposed Rules</b>   |     |
| <b>Minnesota Board of Dentistry</b>   |     |
| Proposed Permanent Rules Relating to Nitrous Oxide and Infection Control; Notice of Intent to Adopt Rules Without a Public Hearing .....  | 947 |
| <b>Official Notices</b>   |     |
| <b>Investment Advisory Council</b>  |     |
| Meeting Notice.....   | 951 |
| <b>Minnesota Pollution Control Agency</b>   |     |
| Public Notice of Proposed Clean Water Act Section 401 Water Quality Certification.....  | 951 |
| <b>Minnesota Board of Water and Soil Resources</b>  |     |
| REQUEST FOR COMMENTS for Possible Amendment to Rules Governing Excessive Soil Loss, <i>Minnesota Rules</i> , Chapter 8400.4000; Revisor's ID Number R-04457 .....   | 953 |
| <b>State Grants &amp; Loans</b>   |     |
| <b>Minnesota Department of Health</b>   |     |
| Notice of Grant Opportunity for 2017 Rural Hospital Planning and Transition Grant Program.....  | 954 |
| <b>Minnesota Housing Finance Agency and the Department of Human Services</b>  |     |
| Notice of Request for Proposal for Bridges Regional Treatment Center Rental Assistance Program.....   | 954 |
| <b>State Contracts</b>  |     |
| <b>Department of Administration</b>   |     |
| Notice of Availability of Request for Proposal (RFP) for Designer Selection for: Rodney A. Briggs Library - University of Minnesota Morris (State Designer Selection Board Project No. 17-02).....                          | 955 |
| Notice of Availability of Request for Proposal (RFP) for Designer Selection for: Renovation of Building 23-151, Camp Ripley, Little Falls, MN (DMA Project No. 15120) State Designer Selection Board Project No. 17-03..... | 955 |
| <b>Minnesota State Colleges and Universities (MnSCU)</b>  |     |
| Request for Proposals for Investment Advisor for Minnesota State's Defined Contribution Retirement (DCR) and Tax-Sheltered Annuity (TSA) Programs .....   | 956 |
| Request for Information for Community Solar Garden Subscription Agreement(s) .....  | 956 |
| Request for Proposals for Venue for 2017 Professional Conference .....  | 957 |
| <b>Dakota County Technical College</b>  |     |
| Notice of Request for Proposals for the purchase Athletic Apparel and Equipment.....  | 957 |
| <b>Minneapolis Community and Technical College (MCTC)</b>   |     |
| Request for Proposal for Marketing and Advertising Services in Media Planning and Strategy .....  | 957 |
| <b>South Central College</b>  |     |
| Request for Bids: Kuka Robotics KR6-700 Kore Package .....  | 958 |
| <b>St. Cloud Technical &amp; Community College</b>  |     |
| Formal Request for Proposal for New or Refurbished Ultrasound Machines.....   | 958 |
| Formal Request for Bid for Sale of Tiny House .....   | 959 |
| <b>Minnesota Historical Society</b>   |     |
| Request for Proposals for An Archaeological Survey of Pope County .....   | 960 |
| <b>Minnesota Department of Human Services</b>   |     |
| Notice of Request for Proposals to Operate the MN Prevention Resource Center .....  | 960 |
| <b>Minnesota Judicial Branch</b>  |     |
| Request for Proposal for Survey Software and Data Storage Services .....  | 961 |
| <b>Minnesota State Lottery</b>  |     |
| Notice of Availability of Request for Proposals (RFP) for Market Research Services .....  | 961 |
| Request for Proposals for Sponsorship Agreements .....  | 961 |
| <b>Department of Minnesota Management &amp; Budget</b>  |     |
| Notice of Contract Opportunity for Pharmacy Benefit Manager.....  | 962 |
| <b>Office of MN.IT Services (MN.IT) at Department of Energy and Economic Development (DEED)</b>   |     |
| Notice of Request for Proposals for DEED AFS/HR Electronic Document Management System Project .....   | 963 |
| <b>Minnesota Racing Commission</b>  |     |
| Request for Proposals for Assistant Commission Veterinarian – Part-Time and/or Intermittent .....   | 964 |
| Request for Proposals for Harness Racing Judge .....  | 964 |
| Request for Proposals for Racing Steward .....  | 964 |
| <b>Minnesota Department of Transportation (Mn/DOT)</b>  |     |
| Notice of Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities ("Consultant Pre-Qualification Program").....   | 965 |
| Notice Concerning Professional/Technical Contract Opportunities and Taxpayers' Transportation Accountability Act Notices .....  | 965 |

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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.

## Volume 41 - Minnesota Rules

(Rules Appearing in Vol. 41 Issues #1-26 are  
in Vol 41, #26 - Tuesday 27 December 2016)

### Volume 41, #32

#### Tuesday 3 January - Monday 6 February

##### Board of Dentistry

3100.3600; .5100; .6300 (proposed) ..... 947

##### Board of Electricity

1315.0200 (proposed) ..... 925

##### Department of Health

4605.7000; .7030; .7040; .7060; .7075; .7090; .7400; .7700;  
.7900 (adopted) ..... 829

##### Department of Human Services

9502.2240 (adopted exempt) ..... 884

##### Department of Natural Resources

6230.0200; 6236.0300; .0600; .0810; .1000 (expedited emergency) 857

##### Racing Commission

7869.0100; .0200; 7871.0010; 7879.0200; 7883.0100; .0140;  
7884.0230; .0260; 7890.0110; 7897.0120; .0130; .0150 (proposed) ..... 875

# Proposed Rules

**Comments on Planned Rules or Rule Amendments.** 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, and within 60 days of the effective date of any new statutory grant of required rulemaking.

**Rules to be Adopted After a Hearing.** After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rule. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

**Rules to be Adopted Without a Hearing.** Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules or Comments on Planned Rule Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.1414.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

**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.

## Minnesota Board of Dentistry

### Proposed Permanent Rules Relating to Nitrous Oxide and Infection Control; Notice of Intent to Adopt Rules Without a Public Hearing

**DUAL NOTICE: Notice of Intent to Adopt Rules Without a Public Hearing Unless 25 or More Persons Request a Hearing, And Notice of Hearing If 25 or More Requests For Hearing Are Received; Revisor's ID Number 4424; OAH Docket No. 5-9033-34128**

**Proposed Amendments to Permanent Rules of the Minnesota Board of Dentistry Governing Nitrous Oxide and Infection Control, *Minnesota Rules* 3100.3600, 3100.5100, and 3100.6300**

**Introduction.** The Minnesota Board of Dentistry intends to adopt rules without a public hearing following the procedures in the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310, and the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. If, however, 25 or more persons submit a written request for a hearing on the rules by 4:30 p.m. on Wednesday, March 8, 2017, the Board will hold a public hearing in the 4<sup>th</sup> Floor Conference Room A, University Park Plaza, 2829 University Avenue SE, Minneapolis, Minnesota 55414, starting at 9:30 a.m. on Friday, March 24, 2017. To find out whether the Board will adopt the rules without a hearing or if the hearing will be held, you should contact the agency contact person after March 8, 2017, and before March 24, 2017.

**Agency Contact Person.** The agency contact person is: Kathy Johnson at Minnesota Board of Dentistry, 2829 University Avenue SE, Suite 450, Minneapolis, MN 55414-3249, [kathy.t.johnson@state.mn.us](mailto:kathy.t.johnson@state.mn.us), phone: (612) 548-2134 or (888) 240-4762 (outside metro), fax: (612) 617-2260. TTY users may call the Board of Dentistry at (800) 627-3529.

**Subject of Rules and Statutory Authority.** The Board proposes to amend its rules regarding providing more institutional options for dentists who need to complete a nitrous oxide course, and make taking an infection control course a mandatory requirement for each two-year professional development cycle.

# Proposed Rules

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The statutory authority to adopt the rules is *Minnesota Statutes*, section 150A.04, subdivision 5. A copy of the proposed rules is published in the *State Register*. The proposed rules are also available on the Board's website at [www.mn.gov/boards/dentistry](http://www.mn.gov/boards/dentistry) or a free copy of the entire proposed rules is available upon request from the agency contact person listed above.

**Comments.** You have until **4:30 p.m. on Wednesday, March 8, 2017**, to submit written comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Public comments should be submitted electronically at <https://minnesotaoah.granicusideas.com>. Comment is encouraged. Your comments should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed. You are encouraged to propose any change that you desire. Any comments that you have about the legality of the proposed rules must also be made during this comment period.

**Request for a Hearing.** In addition to submitting comments, you may also request that the Board hold a hearing on the rules. You must make your request for a public hearing in writing, which the agency contact person must receive by 4:30 p.m. on Wednesday, March 8, 2017. You must include your name and address in your written request. In addition, you must identify the portion of the proposed rules that you object to or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and the Board cannot count it when determining whether the Board must hold a public hearing. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

**Withdrawal of Requests.** If 25 or more persons submit a valid written request for a hearing, the Board will hold a public hearing unless a sufficient number of persons withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the Board must give written notice of this to all persons who requested a hearing, explain the actions the Board took to affect the withdrawal, and ask for written comments on this action. If a public hearing is required, the Board will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

**Alternative Format/Accommodation.** Upon request, the Board can make this Notice available in an alternative format, such as large print, Braille, or audio. To make such a request or if you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

**Modifications.** The Board may modify the proposed rules, either as a result of public comment or as a result of the rule hearing process. Modifications must be supported by data and views submitted to the Board or presented at the hearing. The adopted rules may not be substantially different than these proposed rules unless the Board follows the procedure under *Minnesota Rules*, part 1400.2110. If the proposed rules affect you in any way, the Board encourages you to participate in the rulemaking process.

**Cancellation of Hearing.** The Board will cancel the hearing scheduled for Friday, March 24, 2017, if the Board does not receive requests for a hearing from 25 or more persons. If you requested a public hearing, the Board will notify you before the scheduled hearing whether the hearing will be held. You may also call the agency contact person at (612) 548-2134 after March 8, 2017, to find out whether the hearing will be held.

**Notice of Hearing.** If 25 or more persons submit valid written requests for a public hearing on the rules, the Board will hold a hearing following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The Board will hold the hearing on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. Administrative Law Judge James Mortenson is assigned to conduct the hearing. Judge Mortenson's Legal Assistant Katie Lin can be reached at the Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, St. Paul, MN 55164-0620, telephone (651) 361-7900, FAX (651) 539-0310, or [katie.lin@state.mn.us](mailto:katie.lin@state.mn.us).

**Hearing Procedure.** If the Board holds a hearing, you and all interested or affected persons, including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time before the hearing record closes. All evidence presented should relate to the proposed rules. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. At the hearing, the Administrative Law Judge may order that this five-day comment period is extended for a longer period but not more than 20 calendar days. Following the comment period, there is a five-working-day rebuttal period when the Board and any interested person may respond in writing to any new information submitted. No one may submit new evidence during the five-day rebuttal period. The Office of Administrative Hearings must receive all comments and responses submitted to the Administrative Law Judge via the Office of Administrative Hearings Rulemaking e-comments website at <https://minnesotaoah.granicusideas.com> no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.2000 to 1400.2240, and *Minnesota Statutes*, sections 14.131 to 14.20. You may direct questions about the procedure to the Administrative Law Judge.

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# Proposed Rules

The Board requests that any person submitting written views or data to the Administrative Law Judge before the hearing or during the comment or rebuttal period also submit a copy of the written views or data to the agency contact person at the address stated above.

**Statement of Need and Reasonableness.** The statement of need and reasonableness summarizes the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. A free copy of the statement is now available from the agency contact person, if requested, or available on the Board's website at [www.mn.gov/boards/dentistry](http://www.mn.gov/boards/dentistry).

A copy of the Dual Notice and proposed rules shall be mailed by sending an electronic mailing to everyone who has registered to be on the Board of Dentistry's rulemaking mailing list under *Minnesota Statutes*, section 14.14, subdivision 1a; and

A copy of the Dual Notice, proposed rules, and the Statement of Need and Reasonableness shall be mailed to the Legislature according to *Minnesota Statutes*, section 14.116.

**Lobbyist Registration.** *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. Ask any questions about this requirement of the Campaign Finance and Public Disclosure Board at: Suite 190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone (651) 539-1180 or 1-800-657-3889.

**Adoption Procedure if No Hearing.** If no hearing is required, the Board may adopt the rules after the end of the comment period. The Board will submit the rules and supporting documents to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date the rules are submitted to the office. If you want either to receive notice of this, to receive a copy of the adopted rules, or to register with the Board to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

**Adoption Procedure After a Hearing.** If a hearing is held, after the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rules. You may ask to be notified of the date that the Administrative Law Judge's report will become available, and can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date that the Board adopts the rules and the rules are filed with the Secretary of State by requesting this at the hearing or by writing to the agency contact person stated above.

**Order.** I order that the rulemaking hearing be held at the date, time, and location listed above.

Date: January 10, 2017

Bridgett Anderson, L.D.A., M.B.A.  
Executive Director  
Minnesota Board of Dentistry

## **3100.3600 ADMINISTRATION OF GENERAL ANESTHESIA, DEEP SEDATION, MODERATE SEDATION, MINIMAL SEDATION, AND NITROUS OXIDE INHALATION ANALGESIA.**

*[For text of subps 1 to 3, see M.R.]*

Subp. 4. **Nitrous oxide inhalation analgesia; educational training requirements.** A dentist may administer nitrous oxide inhalation analgesia only according to items A to D and subpart 5, items A and C. A dental therapist may administer nitrous oxide inhalation analgesia only according to items C to F. A dental hygienist may administer nitrous oxide inhalation analgesia only according to items C to F and subpart 5, item D. A licensed dental assistant may administer nitrous oxide inhalation analgesia only after a maximum dosage has been prescribed by a dentist for a specific patient, and it is administered according to items C to F and subpart 5, item D.

*[For text of item A, see M.R.]*

B. A dentist who has not previously registered with the board pursuant to subpart 5, item A, may administer nitrous oxide inhalation analgesia only after satisfactorily completing a ~~dental school or postdental graduate education~~ course on the administration of nitrous oxide inhalation analgesia from an institution accredited by the Commission on Dental Accreditation, and submitting to the board original documentation from the institution of successful completion of the course. The course must be a minimum of 12 hours total comprised of didactic instruction, personally administering and managing at least three individual supervised cases of analgesia, and supervised clinical experience using fail-safe anesthesia equipment capable of positive pressure respiration.

*[For text of items C to F, see M.R.]*

# Proposed Rules

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*[For text of subps 5 to 8, see M.R.]*

## Subp. 9. **General anesthesia or moderate sedation certificate.**

*[For text of items A and B, see M.R.]*

C. All certificates described in item B are issued and governed by subitems (1) to (9).

*[For text of subitems (1) and (2), see M.R.]*

(3) A dentist holding a current general anesthesia or moderate sedation certificate on ~~the effective date of this part~~ March 19, 2007, is considered by the board to be in compliance with this subpart until the expiration and required renewal of the certificate described in subitem (5).

*[For text of subitems (4) to (9), see M.R.]*

*[For text of subps 9a to 11, see M.R.]*

## **3100.5100 PROFESSIONAL DEVELOPMENT.**

*[For text of subps 1 and 2, see M.R.]*

Subp. 3. **Professional development activities.** Professional development activities include, but are not limited to, continuing education, community services, publications, and career accomplishments throughout a professional's life. Professional development activities are categorized as fundamental or elective activities as described in items A and B.

A. Fundamental activities include, but are not limited to, clinical subjects, core subjects, CPR training, and the self-assessment examination. Examples of fundamental activities for an initial or biennial cycle are described in subitems (1) to ~~(5)~~ (6).

*[For text of subitem (1), see M.R.]*

(2) Core subjects are those seminars, symposiums, lectures, or programs that relate to public safety and professionalism. Each licensee shall complete a minimum of two of the categories of core subjects for each biennial cycle. Examples of core subject categories include, but are not limited to:

~~(a)~~ (a) infection control;

~~(b)~~ (a) record keeping;

~~(c)~~ (b) ethics;

~~(d)~~ (c) patient communications;

~~(e)~~ (d) management of medical emergencies; and

~~(f)~~ (e) treatment and diagnosis.

*[For text of subitem (3), see M.R.]*

~~(4)~~ (4) An infection control course is mandatory for each licensee to maintain licensure. The course will primarily address patient safety and health issues as referenced in part 3100.6300 and chapter 6950.

~~(4)~~ (5) A licensee must complete one self-assessment examination obtainable through the board for each cycle.

~~(5)~~ (6) The board shall approve other additional fundamental activities if the board finds the activity to be a seminar, symposium, lecture, or program whose contents are directly related to dental care and treatment to patients or public safety and professionalism.

*[For text of item B, see M.R.]*

*[For text of subps 4 and 5, see M.R.]*



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# Proposed Rules

## 3100.6300 ADEQUATE SAFETY AND SANITARY CONDITIONS FOR DENTAL OFFICES.

*[For text of subs 1 to 10, see M.R.]*

Subp. 11. **Infection control.** Dental health care personnel shall comply with the most current infection control recommendations, guidelines, precautions, procedures, practices, strategies, and techniques specified in by the United States Department of Health and Human Services, Public Health Service, and the Centers for Disease Control publications of the Morbidity and Mortality Weekly Report (MMWR) and Prevention. ~~The current infection control techniques in the MMWR dated December 19, 2003, volume 52, number RR-17, are hereby incorporated by reference. The MMWR is available at the Minnesota State Law Library, by interlibrary loan, or by subscription from the United States Department of Health and Human Services, Public Health Service, Centers for Disease Control. The Infection control standards in the MMWR are subject to frequent change.~~

*[For text of subs 12 to 15, see M.R.]*

## 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.

## Investment Advisory Council

### Meeting Notice

The Investment Advisory Council of the Minnesota State Board of Investment will meet on **Monday, February 13, 2017 at 12:00 P.M.** at the Retirement Systems Building, Room 117 (Main Floor), 60 Empire Drive, St. Paul, MN.

## Minnesota Pollution Control Agency

### Resource Management and Assistance Division

### Public Notice of Proposed Clean Water Act Section 401 Water Quality Certification

**NOTICE IS HEREBY GIVEN** that the Minnesota Pollution Control Agency (MPCA) has made a preliminary decision to provide Clean Water Act (CWA) Section 401 Water Quality Certification for U.S. Army Corps of Engineers (USACE) Nationwide Permits (NWP) for the State of Minnesota. The draft 401 Water Quality Certification is now available for public comment.

**Background.** Section 401 of the CWA requires any applicant for a federal license or permit to conduct an activity that may result in a discharge of a pollutant into Waters of the United States (including CWA Section 404 permits regulating discharge of dredged or fill material) to obtain a certification from the State in which the discharge originates that the discharge complies with the applicable water quality standards. The 401 Water Quality Certification then becomes a part of the Federal permits. USACE issues NWPs to streamline permitting activities under Section 404 of the CWA and Section 10 of the Rivers and Harbors Act of 1899 that will result in no more than minimal individual and cumulative adverse environmental effects. The NWPs typically address projects with predictable and minimal environmental impacts, and effectively pre-authorize certain categories of activities (such as maintenance activities or construction of stormwater management facilities) for a period of five years; permit applicants whose projects fit within the parameters defined by the specific NWPs are covered. In order for the NWPs to be valid, however, state 401 Water Quality Certification must be granted or waived. The MPCA is the Section 401 authority in Minnesota.

USACE Headquarters published its proposal to reissue 50 existing NWPs and 2 new NWPs on June 1, 2016, (81 *Federal Register (FR)* 35185). USACE Division Engineers are authorized to add regional conditions for NWPs to take into account regional differences in aquatic resource functions and services across the country and to restrict or prohibit the use of NWPs to protect those resources. On October 14, 2016, USACE- St. Paul District published its proposal to issue 42 of the NWPs with associated regional conditions and revoke 10 NWPs within Minnesota and Wisconsin. USACE Headquarters published notice of the finalized NWPs on January 6, 2017, (82 *FR* 1859); the NWPs will go into effect nationwide on March 19, 2017. A copy of the Nationwide Permits is available in the January 6, 2017, *Federal Register* notice and can be accessed through the U.S. Army Corps of Engineers website at

[http://www.usace.army.mil/Portals/2/docs/civilworks/nwp/2017/nwp2017\\_final\\_rule\\_FR\\_06jan2017.pdf](http://www.usace.army.mil/Portals/2/docs/civilworks/nwp/2017/nwp2017_final_rule_FR_06jan2017.pdf).

# Official Notices

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-The MPCA is currently awaiting finalization of NWP's and associated regional conditions for Minnesota by USACE – St. Paul District.

**MPCA's 401 Water Quality Certification.** The MPCA proposes to certify the NWP's because there is reasonable expectation that the activities authorized will be conducted in a manner that will not violate applicable water quality standards. The draft 401 Water Quality Certification identifies conditions that, when finalized by the MPCA, must be incorporated into the NWP's in order for the certification to be valid. If the MPCA fails to reach a final position on Water Quality Certification by April 24, 2017, USACE-St. Paul District will presume that Water Quality Certification is waived.

The MPCA will consider changing the contents of the draft Water Quality Certification based on comments received during the comment period. Following the end of the comment period, the MPCA will finalize and issue the Water Quality Certification of the NWP's, which will then be in effect throughout the duration of the NWP (through March 18, 2022).

**MPCA contact person.** The MPCA contact person is Jim Brist, Minnesota Pollution Control Agency, Resource Management and Assistance Division, 520 Lafayette Road North, St. Paul, Minnesota 55155-4194; telephone: 651-757-2245 or toll free 1-800-657-3864; fax: 651-297-8324; and email: [jim.brist@state.mn.us](mailto:jim.brist@state.mn.us).

**Availability of Draft 401 Water Quality Certification.** A copy of the proposed 401 Water Quality Certification is available on the MPCA's web site at <https://www.pca.state.mn.us/public-notices>. Copies are also available upon request by contacting Jim Brist at 651-757-2245 or [jim.brist@state.mn.us](mailto:jim.brist@state.mn.us), or can be mailed to any interested person upon the MPCA's receipt of a written request. Additional materials relating to the certification are available for inspection by appointment at the MPCA, 520 Lafayette Road North, St. Paul, Minnesota 55155-4194, between the hours of 7:30 a.m. and 4:00 p.m., Monday through Thursday. To examine these materials, or for more information, please contact Jim Brist. All MPCA offices may be reached by calling 1-800-657-3864.

**Public participation.** As stated in Minn. R. chs. 7000 and 7001, there are three formal procedures for public participation in the MPCA's consideration of this matter. Interested persons may:

- 1) Submit written comments on the draft certification
- 2) Petition the MPCA to hold a public informational meeting
- 3) Petition the MPCA to hold a contested case hearing.

The public comment period begins February 6, 2017, and ends on February 22, 2017. Your comments or petitions must be in writing and received by Jim Brist by **4:00 p.m. on February 22, 2017**. Written comments may be submitted to him at the address, facsimile number, or e-mail address listed above.

The MPCA will hold a public information meeting on the draft 401 Water Quality Certification on February 22, 2017, from 10:00 a.m. to 12:00 p.m. at the Stearns County Public Works and Highway Building, 455 28<sup>th</sup> Avenue South, Waite Park, Minnesota 56387. The purpose of the public information meeting is for the MPCA to provide information, receive public input, and answer questions about the draft 401 Water Quality Certification.

A contested case hearing is a formal proceeding before an administrative law judge empowered to advise the MPCA regarding issues of fact. As described in Minn. R. 7000.1800, persons who submit petitions for a contested case hearing must also state the issues they propose to address in a contested case hearing, the specific relief requested or resolution of the matter, and the reasons (which may be in the form of proposed findings) supporting an MPCA decision to hold a contested case hearing. Failure to comply with these rules exactly may result in a denial of the request. To the extent known, the petitioner may also submit a list of prospective witnesses to be called at a hearing, a proposed list of publications, references, or studies to be introduced at a hearing and the approximate time required for the petitioner to present the matter at a hearing. The decision whether to hold a contested case hearing will be made under Minn. R. 7000.1900.

## Minnesota Board of Water and Soil Resources

### REQUEST FOR COMMENTS for Possible Amendment to Rules Governing Excessive Soil Loss, *Minnesota Rules*, Chapter 8400.4000; Revisor's ID Number R-04457

**Subject of Rules.** The Minnesota Board of Water and Soil Resources (Board) requests comments on possible amendments to the rules governing excessive soil loss. The Board is considering rule amendments to:

- reconcile the rule with statute changes from 2015 and 2016, as detailed below;
- establish soil erosion standards that are technically feasible and economically reasonable; and
- as time and capacity allows, implement changes identified during the rulemaking process and other miscellaneous changes that will improve the efficiency, effectiveness, and/or outcomes of the rule.

**Statutory Changes in 2015 and 2016.** During the 2015 legislative regular and 1<sup>st</sup> special sessions the law was changed by:

- repealing the requirement that the law is only applicable with a local government ordinance (*Minnesota Statutes* 103F.451)
- creating specific Administrative Penalty Order (APO) authority for BWSR and counties to enforce the law (*Minnesota Statutes* 103B.101);
- removing the option of local enforcement through a civil penalty (*Minnesota Statutes* 103F.421, subd. 5), and
- revising the requirements for state cost-share of corrective conservation practices (*Minnesota Statutes* 103F.421).

During the 2016 legislative session additional amendments were made relating to BWSR's authority to impose APOs:

- requiring the Board to adopt an APO procedures plan before exercising its APO authority; and
- establishing that any proceeds from an administrative penalty order under this section are remitted to the county or watershed district with jurisdiction over the noncompliant site or to the Board (§103B.101, sub. 12 and 12a).

**Persons Affected.** The amendment to the rules will affect many sectors whose activities may influence Minnesota's soil resources, including agricultural landowners and operators; local governments responsible for implementing soil loss ordinances; and individuals and organizations with an interest in soil health and water quality protections, such as environmental, agricultural, development, and public advocacy groups.

**Statutory Authority.** The Board is authorized under Minnesota Statute 103F.401 through 103F.455 to establish rules to govern implementation of the Excessive Soil Loss statute.

**Public Comment.** Interested persons or groups may submit comments or information on these possible rules in writing until **4:30 p.m. on March 22, 2017**. The Board does plan to appoint an advisory committee to comment on the possible rules.

**Rules Drafts.** The Board has not yet drafted the possible rule amendments.

**Agency Contact Person.** Written comments, questions, requests to receive a draft of the rules when it has been prepared, and requests for more information on these possible rules should be directed to: Suzanne Rhees at the Minnesota Board of Water and Soil Resources, 520 Lafayette Road North, St. Paul, MN 55155, phone (651) 296-0768, fax (651) 297-5615; or by *email* at [soillossrules@state.mn.us](mailto:soillossrules@state.mn.us).

**Alternative Format.** Upon request, this information can be made available in an alternative format, such as large print, braille, or audio. 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 if and 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 formally proposed via a Notice of Intent. 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 31, 2017

John Jaschke, Executive Director  
Minnesota Board of Water and Soil Resources

# 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.

SEE ALSO: Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>

## Minnesota Department of Health

### Office of Rural Health and Primary Care

#### Notice of Grant Opportunity for 2017 Rural Hospital Planning and Transition Grant Program

The Rural Hospital Planning and Transition grant program is authorized by Minnesota Statutes Section 144.147. It provides support to small hospitals in (1) developing strategic plans for improving access to health services, or (2) implementing transition projects to modify the type and extent of services provided, based on an existing plan. \$250,000 is available.

Coordination with local community organizations is a key component of this grant program. Projects that connect hospital plans and resources to other stakeholders such as local public health, mental health, long-term care, and social services are encouraged. Recent grant recipients were successfully able to show how a proposed project: plans for changes in service populations; bolsters availability and sustainability of services; meets health reform objectives; addresses unmet health needs; and/or enhances recruitment and retention of health professionals.

Eligible applicants are non-federal, non-profit, general acute care hospitals that have 50 or fewer beds and are located in a rural area or in a community with a population of less than 15,000 and outside the Twin Cities seven-county metropolitan area. Applicants may apply for grants of up to \$45,000. Applications are due **March 17, 2017**. The RFP (Request for Proposals) and application guidelines will be posted on February 6, 2017 on the Office of Rural Health & Primary Care (ORHPC) web site at:

<http://www.health.state.mn.us/divs/orhpc/funding/index.html>

For information, contact Lina Jau at [lina.jau@state.mn.us](mailto:lina.jau@state.mn.us) or 651-201-3809.

## Minnesota Housing Finance Agency and the Department of Human Services Notice of Request for Proposal for Bridges Regional Treatment Center Rental Assistance Program

Minnesota Housing and the Minnesota Department of Human Services (DHS), Adult Mental Health Division, announce the availability of up to \$8,629,000 in grant funds through the Bridges Regional Treatment Center (Bridges RTC) program for the term July 1, 2017 to June 30, 2019.

**Information and Application materials** are available on the Minnesota Housing website at: [www.mnhousing.gov](http://www.mnhousing.gov) (Home -> Multifamily Rental Partners-> Programs & Funding -> Open RFPs). Applications are due by **4:00 p.m. on Tuesday, March 28, 2017**.

**Questions** about the program or the application process may be directed to Carrie Marsh at 651.215.6236 or [carrie.marsh@state.mn.us](mailto:carrie.marsh@state.mn.us).

# 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 Website at [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us) for informal solicitation announcements.

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

**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.

## Department of Administration

### Notice of Availability of Request for Proposal (RFP) for Designer Selection for: Rodney A. Briggs Library - University of Minnesota Morris (State Designer Selection Board Project No. 17-02)

The State of Minnesota, Department of Administration 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 Minnesota Department of Administration's website at <http://state.mn.us/admin/government/construction-projects/sdsb/projects/> (click 17-02).

A mandatory informational meeting will be held on **February 9, 2017 at 11:00 am CT** at the **University of Minnesota Morris Campus - Briggs Library, 600 East 4<sup>th</sup> Street Morris, Minnesota 56267**. The meeting will include a tour of the proposed project areas and a review of the scope of work.

Any questions should be directed to **Amanda Aspenson** at [aspenson@umn.edu](mailto:aspenson@umn.edu). Project questions will be taken by this individual only. Questions regarding this RFP must be received by **Monday, February 13, 2017** no later than **12:00pm** Central Time.

Proposals must be delivered to Charlye McMillan, Executive Secretary, State Designer Selection Board, Real Estate and Construction Services, Room 309, Administration Building, 50 Sherburne Ave., St. Paul, MN 55155 not later than **12:00 noon Central Time on Tuesday, February 21, 2017**. Late responses will not be considered. Please note that State offices will be closed Monday, February 20, 2017, and no proposals will be accepted that day.

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.

## Department of Administration

### Notice of Availability of Request for Proposal (RFP) for Designer Selection for: Renovation of Building 23-151, Camp Ripley, Little Falls, MN (DMA Project No. 15120) State Designer Selection Board Project No. 17-03

The State of Minnesota, Department of Administration 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 Minnesota Department of Administration's website at <http://mn.gov/admin/government/construction-projects/sdsb/projects/> (click 17-03).

A **non-mandatory** informational meeting is scheduled for **Wednesday, February 15, 2017 at 10:00 a.m. at Building 23-151, Camp Ripley, 15000 Highway 115, Little Falls, Minnesota 56345-4173**. All firms interested in this meeting should contact Mr. Garth Ristau at 320.616.2614 or [garth.t.ristau.nfg@mail.mil](mailto:garth.t.ristau.nfg@mail.mil) to sign up to attend the meeting.

Any questions should be directed to Mr. Garth Ristau at [garth.t.ristau.nfg@mail.mil](mailto:garth.t.ristau.nfg@mail.mil). Project questions will be taken by this

# State Contracts

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individual only. Questions regarding this RFP must be received by **Tuesday, February 21, 2017 no later than 5:00 PM** Central Time.

Proposals must be delivered to Charlye McMillan, Executive Secretary, State Designer Selection Board, Real Estate and Construction Services, Room 309, Administration Building, 50 Sherburne Ave., St. Paul, MN 55155 not later than **12:00 noon on Monday, February 27, 2017**. Late responses will not be considered.

The Minnesota National Guard 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) Request for Proposals for Investment Advisor for Minnesota State's Defined Contribution Retirement (DCR) and Tax-Sheltered Annuity (TSA) Programs**

**NOTICE IS HEREBY GIVEN** that proposals are being solicited to select a provider to act as an investment advisor for the 401(a) Defined Contribution Retirement (DCR) program, and the 403(b) Tax Sheltered Annuity (TSA) program of Minnesota State. The Plans cover approximately 21,500 active participants in a system of 31 public colleges and universities with 54 campuses in 47 communities throughout the state of Minnesota.

For a copy of the full Request for Proposals, please visit [http://www.minnstate.edu/system/hr/request\\_for\\_rfps/index.html](http://www.minnstate.edu/system/hr/request_for_rfps/index.html) or contact:

Derek Hughes  
System Director, Compensation and Retirement  
30 – 7<sup>th</sup> Street East, Suite 350  
Saint Paul, MN 55101  
Telephone: (651) 201-1883  
[derek.hughes@so.mnscu.edu](mailto:derek.hughes@so.mnscu.edu)

Sealed proposals must be received according to the instructions appearing in the Request for Proposal no later than **Monday, February 27, 5:00 p.m. CT**. Fax and e-mail responses will not be considered. Proposals received after this date and time will be returned to the responder unopened.

This RFP does not obligate Minnesota State system, its Board of Trustees or the system office to award a contract or complete the proposed project. Minnesota State system, its Board of Trustees or the system office and each reserves the right to cancel this RFP if it is considered to be in its best interest.

## **Minnesota State Colleges and Universities (MnSCU) Request for Information for Community Solar Garden Subscription Agreement(s)**

Minnesota State is requesting information for a future Request for Proposal (RFP) that would be used to determine whether to sign one or more agreements for community solar garden subscriptions within the Xcel Energy territory. Minnesota State invites all interested parties to submit a written response to this Request for Information (RFI).

This RFI should not be construed as intent, commitment, or promise to acquire services, supplies, or solutions offered. No contract will result from any response to this RFI. Information submitted in response to this RFI will become property of the Minnesota State.

Minnesota State will not pay for any information herein requested nor is it liable for any cost incurred by the vendor in preparing a response to the RFI. For information about the RFI, go to:

<http://www.minnstate.edu/system/finance/facilities/design-construction/announcements/index.html>

## Minnesota State Colleges and Universities (MnSCU) Request for Proposals for Venue for 2017 Professional Conference

The purpose of the RFP is to receive proposals with cost estimates for the 2017 CTE Works! Summit to be held in Minnesota in November 2017. The event includes pre-conference meetings for approximately 250 people and a one-day conference the following day for an estimated 450 attendees. Each day requires a general session room, meeting rooms for breakout sessions, audio-visual equipment and services, space for exhibitors, and catering for breakfast, lunch and refreshments. Request complete venue specs document from [Denise.Felder@so.mnscu.edu](mailto:Denise.Felder@so.mnscu.edu). Request deadline: **February 10, 2017**.

## Minnesota State Colleges and Universities (MnSCU)

### Dakota County Technical College

#### Notice of Request for Proposals for the purchase Athletic Apparel and Equipment

Dakota County Technical College (DCTC) of Rosemount, MN is accepting proposals for the purchase of Athletic Apparel and Equipment. DCTC desires to enter into a contract with the successful vendor effective July 1, 2017. The length of such contract shall be (1) one year, with the option to extend up to (4) four additional (1) year terms, up to a total of five years.

To receive a complete copy of the bid specifications, please contact Chris Haan by email at: [purchasing@dctc.edu](mailto:purchasing@dctc.edu)

Sealed proposals (fax and email bids will not be accepted) must be delivered no later than **2:00pm CST Friday, February 10, 2017** to:

Dakota County Technical College  
Attn: Purchasing – Athletic Apparel & Equipment Proposal  
1300 East 145<sup>th</sup> St.  
Rosemount, MN 55068  
Phone: 651.423.8405  
Email: [purchasing@dctc.edu](mailto:purchasing@dctc.edu)

This RFP does not obligate the Minnesota State system, its Board of Trustees or the System Office to award a contract or complete the proposed project. The Minnesota State system, its Board of Trustees or the System Office and each reserves the right to cancel this RFP if it is considered to be in its best interest.

## Minnesota State Colleges and Universities (MnSCU)

### Minneapolis Community and Technical College (MCTC)

#### Request for Proposal for Marketing and Advertising Services in Media Planning and Strategy

**PROJECT NAME:** Media Planning & Strategy

**DETAILS:** The College is seeking proposals from qualified firms to provide marketing and digital advertising services. This Request for Proposals (RFP) outlines basic requirements for services to be provided. The College is the client and makes no guarantee as to the number and size of projects which may be awarded under this proposal. The College may elect to use in-house services and resources, including students and staff, for all or part of any project. The College's Marketing Communications Department will be the firm's point of contact throughout the contract and will coordinate the professional services required of the firm. The term for the agreement will be one (1) year with an option to renew for one (1) additional one-year terms if mutually agreed upon by the College and the firm.

Full RFP is available on the following site: <http://www.mnscu.edu/system/csc/sourcing/RFP.html>

**PROPOSAL DEADLINE:** Proposals submitted in response to the Request for Proposals in this advertisement must be received by mail no later than **February 14, 2017**. **Late proposals will not be considered. E-mailed or Faxed 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.

# State Contracts

## Minnesota State Colleges and Universities (MnSCU)

### South Central College

#### Request for Bids: Kuka Robotics KR6-700 Kore Package

Notice is hereby given that sealed bids will be received by South Central College, North Mankato, MN, until **2:30pm on February 21st, 2017**. The bid opening will be held in Donna Sampson's office on the South Central College North Mankato campus.

Bids are to be for a quantity of 1 Kuka Robotics KR6-700 Educational Kore Package must include the following features & accessories. South Central College reserves the right to reject bids without the requested specifications.

#### Standard Features & Specifications

|   |  |
|---|--|
| 12 Module Kuka KORE curriculum                                    | 10-Seat server license of Kuka SimPro        |
| Portable KORE Cart, welded steel frame                            | Kore Wave Plate w/replaceable surface        |
| KR6 R700 sixx robot with KR C4 Compact controller                 | Aluminum Handling blocks and receiver tray   |
| Kuka Smart Pad teach pendant                                      | Tool Center Point Teaching tool              |
| Retractable Workspace   | Aluminum dry erase pointer/marker tool stand |
| Retractable stabilization outriggers                              | Wire Ring Tracing Loop Tool and Stand        |
| On-board air compressor   | Wire Ring Teaching Loop Tool and Stand       |
| 110V transformer  | Integrated Vacuum supply                     |
| Lockable casters  | Digital I/O 16 digital in/ 16 digital out    |
| Safety interlocked access doors                                   | 4 high current outputs                       |
| Schunk gripper module with overload protection device             | External 24vdc power supply                  |
| Collapsed width less than 36", expanded width of greater than 72" | Freight must be included in price            |
| 1 Kuka Technical training certificate                             |  |

Bid should include warranty, freight, & shipping charges & be valid for a minimum of 90 days.

#### Other Specifications & Options

Turnkey Training System which includes PowerPoint Presentations in digital format, student workbooks featuring simulator activities, and an instructor's manual

#### Bids

Please address any questions to Donna Sampson, 1920 Lee Blvd, North Mankato, MN 56003; (507) 389-7287; or at [donna.sampson@southcentral.edu](mailto:donna.sampson@southcentral.edu). Securely seal the bid & endorse upon the outside of the envelope "Bid for Kuka Robotics."

Mail sealed bids to:

Donna Sampson  
South Central College  
1920 Lee Blvd  
North Mankato, MN 56003

## Minnesota State Colleges and Universities (MnSCU)

### St. Cloud Technical & Community College

#### Formal Request for Proposal for New or Refurbished Ultrasound Machines

Response Due Date and Time: **Tuesday, February 14, 2017 at 2:00 p.m. Central Time**

The complete Request for Proposal will be available on Monday, January 30, 2017 on the website <http://www.sctcc.edu/rfp>.

Title of Project: New or Refurbished Ultrasound Machines

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  
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: Susan Meyer, Phone: (320) 308-5973 e-mail: [smeyer@sctcc.edu](mailto:smeyer@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 State Colleges and Universities (MnSCU)**

### **St. Cloud Technical & Community College**

#### **Formal Request for Bid for Sale of Tiny House**

Response Due Date and Time: **Friday, February 24, 2017 at 2:00 p.m. Central Time**

The complete Request for Bid will be available on Monday, February 6, 2017 on the website <http://www.sctcc.edu/rfp>.

Title of Project: Sale of Tiny House

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  
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: Susan Meyer, Phone: (320) 308-5973 e-mail: [smeyer@sctcc.edu](mailto:smeyer@sctcc.edu)

Your response to this Request for Bid (RFB) 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 RFB.

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

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

# State Contracts

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## Minnesota Historical Society

### Request for Proposals for An Archaeological Survey of Pope County

The Minnesota Historical Society (Society) and the Oversight Board of the Statewide Historical and Archaeological Survey (Board) seek a qualified consultant to conduct an archaeological survey of Pope County. The purposes of the project are to summarize what is known about the early human occupation of the county, update the State Archaeologist's site file with regard to the status of known archaeological sites, and find through field survey unrecorded prehistoric and early historic sites. The cost of the survey should not exceed \$95,000.

The Request for Proposals is available by contacting Mary Green Toussaint, Contract Manager via e-mail: [mary.green-toussaint@mnhs.org](mailto:mary.green-toussaint@mnhs.org)

Questions regarding contracting procedures or project scope and products should be directed to Mary Green Toussaint, Contract Manager, at [mary.green-toussaint@mnhs.org](mailto:mary.green-toussaint@mnhs.org). Questions will be accepted until **2 p.m. on Friday, February 17, 2017**. An anonymous summary of all questions received and their answers will be relayed via email to all requesters of the proposal by **noon Wednesday, February 22, 2017**.

Four (4) hard copies of a proposal must be received by Mary Green Toussaint, Contract Manager, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, Minnesota 55102-1906, or by a staff member at the first floor reception desk no later than **2:00 p.m. Local Time, Thursday, March 2, 2017**. Late proposals will not be considered.

## Minnesota Department of Human Services

### Alcohol and Drug Abuse Division

#### Notice of Request for Proposals to Operate the MN Prevention Resource Center

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Human Services is requesting proposals to develop and maintain a State-wide alcohol, tobacco and other drug prevention resource center.

Work is proposed to start July 1, 2017. For more information, or to obtain a copy of the Request for Proposal, contact:

Al Fredrickson  
Department of Human Services  
Alcohol and Drug Abuse Division  
P.O. Box 64977  
444 Lafayette Road North, St. Paul, MN 55155-0977  
Phone: (651) 431-2462, Fax: (651) 431-7449  
[Al.fredrickson@state.mn.us](mailto:Al.fredrickson@state.mn.us)

This is the only person designated to answer questions by potential responders regarding this request.

Proposals submitted in response to this Request for Proposals must be received at the address above no later than **4:00 p.m., Central Time, March 27, 2017**. **Late proposals will not be considered.** Faxed or e-mailed proposals will **not** be considered.

The RFP can be viewed by visiting the Minnesota Department of Human Services RFP web site:  
[http://www.dhs.state.mn.us/id\\_000102](http://www.dhs.state.mn.us/id_000102)

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.

## Minnesota Judicial Branch

### Fourth Judicial District

#### Request for Proposal for Survey Software and Data Storage Services

The Fourth Judicial District, of the Minnesota Judicial Branch (MJB), is seeking responses from qualified bidders for proposals to provide survey software and data services to the District.

The request for proposal does not obligate the MJB to award a contract or complete the project, and the MJB reserves the right to cancel the solicitation if it is considered to be in its best interest.

Interested party's submissions must be in writing and received by the MJB no later than **4:00 CST, Friday, February 24, 2017** to:

Paul Hinz  
Project Manager  
Fourth Judicial District  
Hennepin County Government Center  
300 South Sixth Street  
Suite A-1720  
Minneapolis, MN 55487-1071  
*Paul.Hinz@courts.state.mn.us*

A complete copy of the Request for Proposal may be found on the Minnesota Judicial Branch website (in the News and Announcements/Public Notices section) at *www.mncourts.gov*

## Minnesota State Lottery

### Notice of Availability of Request for Proposals (RFP) for Market Research Services

The Minnesota State Lottery (the Lottery) will issue a RFP on February 6, 2017 for Market Research Services. The Lottery seeks a Market Research partner that will be intimately familiar with the strengths and weaknesses of a wide range of quantitative and qualitative research techniques. They will be eager to work as partners with an experienced lottery research team that is willing to innovate. They will be willing to learn the unique challenges facing the lottery industry but be able to provide insights from their experience with other types of business. Finally, they will know how to communicate the results from sophisticated methods to a non-technical audience and to make their findings clearly relevant to key decision makers. **The deadline to submit a response is 2:00 p.m. Central Time February 22, 2017.** A copy of the RFP is available on the Lottery website at *www.mnlottery.com/vendors* or call/write:

Carolyn Ross, Purchasing Manager  
*carolynr@mnlottery.com*  
(651) 635-8102

## 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

# State Contracts

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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.

**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:

Jason LaFrenz, Marketing Director  
Minnesota State Lottery  
2645 Long Lake Road  
Roseville, MN 55113  
**Telephone:** (651) 635-8230  
**Toll-free:** 1-888-568-8379 ext. 230  
**Fax:** (651) 297-7496  
**TTY:** (651) 635-8268  
**E-mail:** [jasonla@mnlottery.com](mailto:jasonla@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.

## Department of Minnesota Management & Budget Notice of Contract Opportunity for Pharmacy Benefit Manager

**PROJECT NAME:** Pharmacy Benefit Manager

**DETAILS:** Minnesota Management & Budget (MMB) is soliciting proposals from qualified pharmacy benefit management companies (“vendors” hereafter) to provide a full service integrated retail and mail service pharmacy benefit management (PBM) program on a carve-out basis for the Minnesota Advantage Health Plan, the health plan serving state employees and the Public Employees Insurance Program. The vendor chosen must comply with all applicable laws and administrative rules governing the operation of these programs, and with all specifications of the Request for Proposal.

MMB anticipates a two-year contract with the chosen vendor beginning January 1, 2018. Extensions to the contract may be considered by the state on a year-to-year basis to a total maximum contract period of five years.

**COPY REQUEST:** To get a copy of the Request for Proposals, please email:

Shari Horsman  
Manager, Contracts & Networks  
*Shari.Horsman@state.mn.us*

Other personnel are not allowed to discuss the Request for Proposal with anyone, including responders or potential vendors, before the proposal submission deadline. Contact regarding this RFP with any personnel not listed above may result in disqualification.

**PROPOSAL DEADLINE:** Proposals submitted in response to the Request for Proposals in this advertisement must be received at MMB no later than **Friday, March 10, 2017 at 3:00 pm**. **Late proposals will not be considered.** Emailed and faxed proposals will **not** be considered. Full instructions are included in the RFP.

This request does not obligate the State to award a contract or to complete the work contemplated in this notice, or to spend the estimated dollar amount. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

## **Office of MN.IT Services (MN.IT) at Department of Energy and Economic Development (DEED)**

### **Notice of Request for Proposals for DEED AFS/HR Electronic Document Management System Project**

#### **Purpose**

The purpose of this Request for Proposals (RFP) is to solicit proposals from companies to provide an Electronic Document Management System (“EDMS”) software solution for the Office of Minnesota IT Services (“MNIT”) @ Department of Employment and Economic Development (“DEED”). We are requesting that the respondent provide the solution as well as the necessary resources to perform the work requested. This RFP requests that Vendors provide brief descriptions and cost estimates for software solutions that meet the criteria of the components described in the business requirements.

Disclaimer: All costs incurred in responding to the Request for Proposal (RFP) will be borne by the responder. Although this RFP is being issued to result in a contractual agreement with a selected respondent, this RFP does not obligate the state to award a contract or complete the project. The state also receives the right to cancel the solicitation if it is considered to be in its best interests.

#### **Description of Work to Be Performed**

The Administrative and Financial Services (AFS) and Human Resources (HR) divisions within DEED, are seeking a Vendor to provide the necessary resources for the development and implementation of a software solution that meets the business requirements described in this RFP. The Vendor’s responsibilities will include design, programming, configuration, testing, installation and training of the software solution. The Vendor will work as needed with the MNIT@DEED team in the development of a solution. AFS, HR and MNIT@DEED have completed extensive requirements gathering and documentation and will provide these requirements to the Vendor and expect that minimal Vendor-led requirements gathering will be necessary.

The entire Request for Proposals can be viewed in SWIFT – please see direction below:

**NOTE:** If you are reviewing this RFP in the State Register, you need to check if you are already a registered vendor with the State or you may need to register as a vendor by going to <http://www.mmb.state.mn.us/vendorresources>. **For new vendors, please note that approval of your registration may take 3 – 4 business days.** If you need assistance obtaining a vendor ID or completing the registration process, please call 651-201-8100, Option 1.

#### **Process Schedule**

**Deadline for Questions: 02/10/2016, 2:00PM CST**

**Proposals due: 02/27/2016, 2:00PM CST**

All responses to this RFP (termed an “Event” within SWIFT) must be submitted through SWIFT using the Supplier portal (<http://supplier.swift.state.mn.us/>). Training and documentation on how to submit your response is available through the Supplier portal link above. SWIFT Event Number is 2000005205.

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.

# State Contracts

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## Minnesota Racing Commission

### Request for Proposals for Assistant Commission Veterinarian – Part-Time and/or Intermittent

The Minnesota Racing Commission (MRC) is accepting proposals for the contractual position of Assistant Commission Veterinarian for the live Thoroughbred and Quarter horse race meet to be held May 5, 2017 through September 16, 2017 at Canterbury Park in Shakopee, Minnesota and the live harness racing meet to be held from May 20, 2017 through September 16, 2017 at Running Aces Casino and Racetrack in Columbus, Minnesota.

The MRC is seeking licensed veterinarians to work Tuesdays, Saturdays and Sundays from approximately 5 p.m. until 10 p.m. at Running Aces, performing pre-race and post-race medication testing on horses. The MRC is also seeking licensed veterinarians to fill in at both racetracks on an intermittent basis as needed, on evenings and weekends, on Tuesdays, Thursdays, Fridays, Saturdays and/or Sundays, performing pre-race examinations, medication testing, and various other veterinary duties as assigned. One bidder may submit a proposal for any or all of these positions. Days and hours are somewhat flexible. Contractors may not perform any private veterinary services on racehorses while working for the MRC. Preference will be given to bidders who have equine veterinary medicine experience.

The approximate term of the contract will be from April 1, 2017 through March 31, 2018, with the option to extend an additional four years in increments determined by the State.

Contact the MRC at 651-925-3956 or [patricia.m.sifferle@state.mn.us](mailto:patricia.m.sifferle@state.mn.us) if you have any questions or would like to receive a copy of the forms and instructions for submitting a proposal.

**The deadline for submission of proposals for priority consideration is 4:30 p.m., CST, Wednesday March 1, 2017.** Proposals will be continue to be accepted until December 31, 2017.

## Minnesota Racing Commission

### Request for Proposals for Harness Racing Judge

The Minnesota Racing Commission (MRC) is accepting proposals for the contractual position of Harness Racing Judge for the live harness racing meet to be held May 20, 2017 through September 16, 2017 at Running Aces Casino and Racetrack in Columbus, Minnesota. The approximate term of contract would be from May 1, 2017 through April 30, 2018, with the option to extend an additional four years in increments determined by the State.

Contact the MRC at 651-925-3956 or [patricia.m.sifferle@state.mn.us](mailto:patricia.m.sifferle@state.mn.us) to receive a copy of the Request for Proposals that provides requirements and instructions for submission of a proposal.

**Priority consideration will be given to proposals received by 4:30 p.m. central standard time on Wednesday, March 1, 2017.** Proposals will be continued to be accepted until December 31, 2017.

## Minnesota Racing Commission

### Request for Proposals for Racing Steward

The Minnesota Racing Commission (MRC) is accepting proposals for the contractual position of Racing Steward for the live Thoroughbred and Quarter horse race meet to be held May 5, 2017 through September 16, 2017 at Canterbury Park in Shakopee, MN. The approximate term of contract would be from April 15, 2017 through April 14, 2018, with the option to extend an additional four years in increments determined by the State.

Contact the MRC at 651-925-3956 or [patricia.m.sifferle@state.mn.us](mailto:patricia.m.sifferle@state.mn.us) to receive a copy of the Request for Proposals that provides requirements and instructions for submission of a proposal.

**The deadline for submission of proposals for priority consideration is 4:30 p.m., CST, Wednesday March 1, 2017.** Proposals will be continue to be accepted until December 31, 2017.

## 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 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

## 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.

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- **Retail store** Open 8 a.m. - 3 p.m. Monday - Friday, 660 Olive Street, St. Paul
- **Phone** (credit cards): 8 a.m. - 4 p.m. Monday - Friday, 651.297.3000 (Twin Cities) or 1.800.657.3757 (nationwide toll-free)

• **On-line orders:** www.minnesotasbookstore.com

• **Minnesota Relay Service:** 711

• **Fax** (credit cards): 651.215.5733 (fax line available 24 hours)

• **Mail orders:** Orders can be sent to Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155

**Minnesota's Bookstore accepts VISA, MasterCard, American Express & Discover for all purchases.**

**PREPAYMENT REQUIRED.** Prices and availability subject to change. **Fax and phone orders** require credit card.

Please allow 1-2 weeks for delivery. For **mail orders**, complete order blank and send to address above.

Enclose payment - for security reasons, we do not recommend mailing credit card information.

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Please make checks payable to "Minnesota's Bookstore."

A \$20.00 fee will be charged for returned checks.

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**March 2016**