

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**Proposed, Adopted, Emergency, Expedited, Withdrawn, Vetoed Rules;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 13 November 2017
Volume 42, Number 20
Pages 563 - 576**

Minnesota State Register

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

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- Withdrawn Rules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. 42 Issue Number	PUBLISH DATE (BOLDFACE shows altered publish date)	Deadline for: all Short Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical- Consulting Contracts, Non-State Bids and Public Contracts	Deadline for LONG, Complicated Rules (contact the editor to negotiate a deadline)
# 21	Monday 20 November	Noon Tuesday 14 November	Noon Thursday 9 November
# 22	Monday 27 November	Noon Monday 20 November	Noon Thursday 16 November
# 23	Monday 4 December	Noon Tuesday 28 November	Noon Thursday 23 November
# 24	Monday 11 December	Noon Tuesday 5 December	Noon Thursday 30 November

PUBLISHING NOTICES: We need to receive your submission **ELECTRONICALLY in Microsoft WORD format**. Submit ONE COPY of your notice via e-mail to: sean.plemmons@state.mn.us. State agency submissions must include a "State Register Printing Order" form, and, with contracts, a "Contract Certification" form. Non-State Agencies should submit **ELECTRONICALLY in Microsoft WORD**, with a letter on your letterhead stationery requesting publication and date to be published. Costs are \$16 per tenth of a page (columns are seven inches wide). One typewritten, double-spaced page = 4/10s of a page in the State Register, or \$64. About 2-1/2 pages typed, double-spaced, on 8-1/2"x11" paper = one typeset page in the *State Register*. Contact editor with questions (651) 297-7963, or **e-mail:** sean.plemmons@state.mn.us.

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- **"Affidavit of Publication"** includes a notarized "Affidavit" and a copy of the issue: \$15.00.
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Minnesota Legislative Information

Senate Public Information Office

(651) 296-0504
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>

House Public Information Services

(651) 296-2146
State Office Building, Room 175
100 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155
<https://www.house.leg.state.mn.us/hinfo/hinfo.asp>

Federal Register

Office of the Federal Register (202) 512-1530; or (888) 293-6498
U.S. Government Printing Office – Fax: (202) 512-1262
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.

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Exempt Rules

Exempt rules are excluded from the normal rulemaking procedures (*Minnesota Statutes* §§ 14.386 and 14.388). They are most often of two kinds. One kind is specifically exempted by the Legislature from rulemaking procedures, but approved for form by the Revisor of Statutes, reviewed for legality by the Office of Administrative Hearings, and then published in the State Register. These exempt rules are effective for two years only.

The second kind of exempt rule is one adopted where an agency for good cause finds that the rulemaking provisions of *Minnesota Statutes*, Chapter 14 are unnecessary, impracticable, or contrary to the public interest. This exemption can be used only where the rules:

- (1) address a serious and immediate threat to the public health, safety, or welfare, or
- (2) comply with a court order or a requirement in federal law in a manner that does not allow for compliance with *Minnesota Statutes* Sections 14.14-14.28, or
- (3) incorporate specific changes set forth in applicable statutes when no interpretation of law is required, or
- (4) make changes that do not alter the sense, meaning, or effect of the rules.

These exempt rules are also reviewed for form by the Revisor of Statutes, for legality by the Office of Administrative Hearings and then published in the *State Register*. In addition, the Office of Administrative Hearings must determine whether the agency has provided adequate justification for the use of this exemption. Rules adopted under clauses (1) or (2) above are effective for two years only. The Legislature may also exempt an agency from the normal rulemaking procedures and establish other procedural and substantive requirements unique to that exemption.

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

Department of Natural Resources

Adopted Exempt Permanent Game and Fish Rule: Vehicle Licenses for Minnow Retailers

6254.0100 PERMITTED ACTIVITIES FOR TAKING MINNOWS.

[For text of subp 1, see M.R.]

Subp. 2. **Required vehicle licenses.** ~~The provisions in items A and B apply to license requirements on vehicles used to transport minnows:~~

A. A vehicle may not be used to contain or transport more than 12 dozen minnows in this state unless ~~it the vehicle~~ is licensed for that purpose by the commissioner, except as provided by Minnesota Statutes, section 97C.501, ~~subdivision subdivisions 1 and 3.~~

B. Vehicle licenses must be kept in the vehicle and must be available for inspection by the commissioner at all reasonable times. Minnow dealers and retailers may obtain vehicle licenses only for vehicles registered in this state.

C. A motor vehicle licensed as a common carrier is not required to be licensed under the game and fish laws to transport minnows for another person.

~~B. D.~~ Each vehicle licensed for the transport of minnows must be identified with the licensee's name and town of residence as it appears on the retailer's, dealer's, exporter's, or hauler's license. Required vehicle identification must be displayed so that it is readily visible from either side of the vehicle in letters and numbers not less than 2-1/2 inches high and with a three-eighths inch wide stroke. Required vehicle identification may be permanently affixed to vehicles or displayed on removable plates or placards placed on opposite doors of the vehicle or on tanks carried on the vehicle. In addition, vehicle identification for vehicles used to transport minnows out of the state must bear the exporting dealer's or hauler's license number.

[For text of subp 3, 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.

Department of Agriculture

Rural Finance Authority

Notice of Meeting Schedule, Meeting Via Conference Call

Future monthly meetings of the Rural Finance Authority Board are scheduled for **1:00 P.M.** at 625 Robert Street North on the following dates in 2018: **January 3; February 7; March 7; April 4; May 2; June 6; September 5; October 3; November 7; December 5.** July and August meetings are combined into one all-day, out-state meeting and tour. Notice of the date and location of the out-state meeting will be published at a later date. Some members may participate in certain of these meetings by electronic means. In accordance with *Minnesota Statutes*, Section 471.705 (1997), the Agency, to the extent practicable, will allow a person to monitor those certain meetings electronically from a remote location. If such monitoring shall occur, the Agency may require the person making such a connection to pay for documented marginal costs that the Agency incurs as a result of the additional connection. If you wish to attend, sign in at the front desk; you will be issued a badge and call 651-201-6004 for an escort to the meeting.

For additional information, contact Matt McDevitt, Minnesota Department of Agriculture, 625 Robert Street North, St. Paul, MN 55155-2538 or call (651) 201-6311.

Matt McDevitt, Ag Finance Supervisor
Minnesota Department of Agriculture

Minnesota State Agricultural Society (Minnesota State Fair) Board of Managers Meeting Notice

The Minnesota State Agricultural Society board of managers will meet at **9 a.m. Tuesday, November 14** at the Libby Conference Center on the State Fairgrounds. The session opens with a meeting of the board's sales committee. A general business meeting will follow. The Society is the governing body of the Minnesota State Fair. Agendas are available upon request by calling the Minnesota State Fair at (651) 288-4400.

The 2018 Minnesota State Fair runs Aug. 23 - Labor Day, Sept. 3.

Department of Employment and Economic Development (DEED) Notice of Public Hearing by the Minnesota Department of Employment and Economic Development with Respect to a Proposed Project and the Provision of Funds from the Minnesota Job Creation Fund Program under Minnesota Statutes 116J.8748

NOTICE IS HEREBY GIVEN that the Minnesota Department of Employment and Economic Development ("DEED") will conduct a public hearing on **Friday, December 1, 2017 at 1:00 p.m.**, or as soon thereafter as reasonably possible at 332 Minnesota Street, Suite E200, in Saint Paul, Minnesota, on a proposal to provide funding through the Minnesota Job Creation Fund Program pursuant to authority granted under *Minnesota Statutes* 116J.8748 and *Minnesota Rules* Chapter 4301. This hearing is conducted in accordance with *Minnesota Statutes* 116J.994, Subd. 5.

Description of Project and Proposed JCF Funding:

Stars Hollow Company, a start-up company, may expand in Cambridge (Isanti County), Minnesota. The company

is a plant factory using artificial light and will produce certified organic produce, herbs, and fruits, all without the use of soil or traditional farming activities. The company is planning on building a warehouse type structure that is estimated to be 164,000 square feet. The total project cost is \$12,255,847 with \$6,259,208 of it being eligible for the capital investment rebate. The company expects to create 156 jobs over 3 years at an average cash wage of \$21.17 per hour. The project is eligible for a job creation award of up to \$312,960 and a capital investment rebate of up to \$500,000. No other state assistance is under consideration at this time.

All interested persons may appear and be heard at the time and place set forth above. Persons interested in participating via teleconference should contact Tom Washa, Minnesota Job Creation Fund Program Manager at (651) 259-7483 or Tom.Washa@state.mn.us prior to the date of the hearing for instructions on how to participate in the conference call.

Interested persons may mail written comments to Tom Washa at the street or e-mail address set forth above prior to the date of the hearing set forth above. All persons who appear at the meeting or participate via teleconference will be given an opportunity to express their views with respect to the proposal to award funds from the Minnesota Job Creation Fund.

Department of Health

Division of Health Regulation – Managed Care Systems Section

Notice of Application for Essential Community Provider Status

NOTICE IS HEREBY GIVEN that an application for designation as an Essential Community Provider (ECP) has been submitted to the Commissioner of Health by Relate, Inc. (DBA Relating Counseling Center), 5125 County Road 101, Suite 300, Minnetonka, Minnesota 55345.

An ECP is a health care provider that serves high-risk, special needs, and underserved individuals. In order to be designated as an ECP, a provider must demonstrate that it meets the requirements of *Minnesota Statutes*, Section 62Q.19 and *Minnesota Rules*, Chapter 4688. The public is allowed 30 days from the date of the publication of this notice to submit written comments on the application. The commissioner will approve or deny the application once the comment period and compliance review is complete.

For more information contact:

Anne Kukowski
Managed Care Systems Section
Division of Health Regulation
Minnesota Department of Health
P.O. Box 64882
St. Paul, MN 55164-0882
651-201-5173

Department of Employment and Economic Development, Minnesota Housing and Department of Human Services

Notice of Draft Availability for State Of Minnesota Consolidated Annual Performance and Evaluation Report (CAPER) and Performance Evaluation Report (PER) for 2017

The State of Minnesota is developing its Consolidated Annual Performance and Evaluation Report (CAPER) and Performance Evaluation Report (PER) for 2017.

The state submits its CAPER to HUD annually as one of the conditions of receiving federal housing and community development funding through the Community Development Block Grant, HOME Investment Partnerships, Emergency Solutions Grants, Housing Opportunities for Persons with AIDS programs, and the national Housing Trust Fund (HTF). The CAPER provides information to measure the state's progress during the past year in meeting assistance goals and priorities identified in the Consolidated Plan. The CAPER includes a summary and analysis of progress made on

Official Notices

identified actions that state agencies have elected to undertake to affirmatively further fair housing and overcome impediments to fair housing.

A draft of the 2017 CAPER and PER will be available for public review and comment beginning November 14, 2017, at www.mnhousing.gov and <http://mn.gov/deed/government/financial-assistance/community-funding/> and ending at close of business November 28, 2017. Hard copies of the CAPER can be obtained by calling Minnesota Housing Finance Agency at 1-800-657-3769 or (651) 296-7608, or TTY (651) 297-2361.

Written public comments on the CAPER and PER must be submitted by November 28, 2017 to: CAPER, Minnesota Housing Finance Agency; 400 Wabasha Street N, Suite 400; St. Paul, MN 55102; via fax to (651) 296-8139 or by email to mn.housing@state.mn.us. To ensure consideration of your comments, type "CAPER" in the subject line of your e-mail.

The State will consider any comments from individuals or groups received in writing and a summary of the written comments on the CAPER and PER and the State's responses will be included in the final CAPER. The CAPER and PER will be submitted to HUD on or before December 31, 2017.

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 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 Real Estate and Construction Services Request for Proposals (RFP) for Building Lease Space

NOTICE IS HEREBY GIVEN that the State of Minnesota, Department of Administration, requests proposals to lease approximately 18,000 usable square feet of office space and 10,000 square feet of cold storage and garage space, in Rochester, MN and surrounding areas, for five (5) State agencies.

All information and requirements regarding preparation and submission of a Proposal may be obtained at <http://mn.gov/admin/business/vendor-info/real-estate/solicitations-announcements.jsp>

LATE BIDS WILL BE REJECTED. EMAIL BIDS WILL NOT BE ACCEPTED.

Minnesota State Colleges and Universities (Minnesota State) Request for Proposal (RFP) for Annual IT Conference

Background

Minnesota State Colleges and Universities (Minnesota State) is the fifth-largest system of higher education in the United States. It is comprised of 37 two-year and four-year state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State serves approximately 430,000 students and over 16,000 employees each year. Minnesota State is a state entity that is governed by a 15 member Board of Trustees. The law creating the system was passed by the Minnesota Legislature in 1991 and went into effect July 1, 1995. The law merged the state's community colleges, technical colleges and state universities into one system, excluding the University of Minnesota campuses. For more information about Minnesota State Colleges and Universities, please view its website at www.minnstate.edu.

Nature of RFP

The purpose of this RFP is for Minnesota State to solicit proposals for a resort or hotel and/or conference center to hold the annual Information Technology (IT) conference. This three day – three night conference event to be held in late April 2019. The proposal shall identify facilities for the specified number of breakout rooms, meals, vendor display area, staff housing, and conference planning staff as specified in this document.

Selection of vendor shall be based on Minnesota State's evaluation of responses, with a site visit of the finalist(s). Minnesota State intends to enter into a contract through June 30, 2019, with the selected vendor. Minnesota State reserves the right to extend the contract for up to five (5) years through a formal amendment to the contract.

Vendors must include required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided. This request for proposal does not obligate Minnesota State award a contract or complete the project, and Minnesota State reserves the right to cancel the solicitation if it is considered to be in Minnesota State's best interest.

Scope of Services

- Three nights food and lodging
- Guest Rooms for up to 400 attendees
- All locations must be within a 10-15 minute walking distance
- Reception Desk Space
- Vendor Show with room up to 55 Vendor Tables (100 Vendors)
- Large breakfast, lunch and dinner space for up to 400 individuals
- Eight Breakout Rooms for up to 50 guests
- No cost Wi-Fi for individuals in guest rooms – up to 10 MB
- Up to 100 MB Wi-Fi in large room and break out rooms

General Selection Criteria

Minnesota State is looking for a complete conference with conference room space, meal space and guest room availability. This RFP is not limited to a single hotel/resort solution, but a solution from a collaborative offering such as a convention center and hotel(s)/resorts is acceptable, if the requirements of the RFP can be met.

State Contracts

Selection and Implementation Timeline

Monday, November 6

Monday, November 20, 3:00 p.m. CST

Monday, November 27

Thursday, December 7, 3:00 p.m. CST

January/February/March 2018

Monday, April 2, 2018

Publish RFP notice

Submit questions on RFP

Publish answers to RFP questions

Deadline for RFP proposal submissions

Review RFP proposals, Site visits of finalist(s)

Estimated deadline for executing contract

Any questions please contact: Jennell Flodquist (email: jennell.flodquist@minnstate.edu phone: 651-201-1524)

The RFP can be downloaded at the following URL: <http://www.minnstate.edu/vendors/index.html>

Minnesota State Colleges and Universities (Minnesota State) Lake Superior College Request for Proposal for Digital and Programmable Main Entrance Sign

NOTICE IS HEREBY GIVEN that proposals are being solicited for development and installation of a digital and programmable message sign at the main entrance to the college's main campus located at 2101 Trinity Road in Duluth, MN 55811.

For additional information or to request a copy of the RFP packet, please contact:

Mike Francisco, Purchasing purchasing@lsc.edu
Lake Superior College
2101 Trinity Rd, Duluth MN 55811
Telephone: 218-733-5968

Proposals are due at the Lake Superior College Business Office, 2101 Trinity Road, Duluth, MN 55811 by **12:00 p.m. CT on November 27, 2017.**

This notice and the Request for Proposal do not obligate the State of Minnesota, Minnesota State Colleges and Universities or Lake Superior College to award a contract; and reserves its right to withdraw from the RFB if it is considered to be in its best interest.

Minnesota State Colleges and Universities (Minnesota State) St. Cloud Technical & Community College Formal Request for Proposal for Starbucks Coffee Shop Operations

Response Due Date and Time: **Tuesday, November 28, 2017 at 2:00 p.m. Central Time**

The complete Request for Proposal will be available on Monday, November 13, 2017 on the website <http://www.sctcc.edu/rfp>.

Title of Project: Starbucks Coffee Shop Operations

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

Contact for questions: Susan Meyer, Phone: (320) 308-5973 e-mail: 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 (Minnesota State)

Winona State University

Notice of Availability of Request for Qualifications (RFQ) for Winona State University Education Village – Phase 2 Bid Package #2

Kraus Anderson Construction Company, acting on behalf of the Board of Trustees of the Minnesota State Colleges & Universities, on behalf of the Winona State University, is soliciting qualifications proposals from interested, qualified firms for the Phase 2 Bid Package #2 portion of the Winona State University Education Village project.

A full Request for Qualifications will be available on November 6, 2017 at the offices of Kraus-Anderson Construction Company, or at the following websites: <http://www.franzrepro.com/>, click on “public plan rooms” or at www.bexroch.com and www.laxbx.com click on “plan room”.

Project questions shall be referred to the appropriate person listed in the Request for Qualifications. Qualifications from interested firms must be delivered to Andy Johnson, Project Manager, Kraus-Anderson Construction Company, 416 South Broadway, Rochester, MN 55904, not later than **4:00 PM, November 28th, 2017**. Late responses will not be considered.

Kraus-Anderson Construction Company and Minnesota State Colleges and Universities are not obligated to complete the proposed project and reserve the right to cancel the solicitation if it is considered to be in its best interest.

State Contracts

Minnesota Management and Budget (MMB) Request for Proposal for Master Equipment Lease Purchase Financing Program

Request for Proposal to provide a Master Equipment Lease Purchase Financing Program for the State of Minnesota Internal Service Funds operated by the Commissioners of Administration and the Office of Information Technology Services (MN.IT). The Department of Management and Budget expects to finance the purchase of approximately \$19,100,000 of equipment during the first year of the contract and approximately \$23,740,000 of equipment during the second year of the contract. The Department of Management and Budget is seeking proposals from qualified firms to provide lease purchase financing pursuant to a Master Equipment Lease Purchase Agreement.

Deadline for submission of the Proposal is no later than **2:00 PM CT, Friday, December 1, 2017**.

For further information or to obtain a copy of the complete proposal materials, contact Jessica Cameron Mitchell of Public Financial Management, Inc., the State's municipal advisor for this transaction at cameronj@pfm.com.

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

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.

Besides the following listing, readers are advised to check: <http://www.mmd.admin.state.mn.us/solicitations.htm> as well as the Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>.

Semcac – Rolling Hills Transit (Non-Profit)

MNDOT Grant Contract #1028717

Request for Proposal (RFP) for Architectural / Engineering and Construction Administration Services

Background

Semcac is a 501C3 nonprofit organization designated to serve seven southeastern MN counties. Semcac operates and administers over 25 programs within the departments of Head Start, Senior Services, Community Development, Outreach and Emergency Services, Clinic Services and Transportation. It was founded in 1966 and has been serving the people of the region for over 50 years.

Nature of RFP

Semcac requests qualified firms to submit proposals for design development services, preparation of plans and specifications for solicitation of Construction IFB and project Construction Administration services.

Semcac is proposing to construct a new Administrative Office / Bus Facility on bare land that is 1.81 acres. All utility hookups are next to the site. The property is located at 400 Commerce Drive SE, Kasson, MN 55944 (Dodge County).

The A/E Team work includes the design of the new building at approximately 14,100 square feet and would include offices, training room, dispatch area, break room, rest rooms, storage, six bus parking facility and a wash bay. Exterior Lights, blacktop, parking area are included and room for bus parking expansion has been taken into account. Project

Non-State Public Bids, Contracts & Grants ==

design requirements will also include outside plans such as landscaping and sidewalks.

Scope of Services

The selected A/E Team's construction plans and specifications shall meet all relevant requirements of applicable local, state codes, ordinances and regulations including the Americans with Disabilities Act. The A&E Team will be expected to meet with code officials, boards and commissions as is necessary to satisfy this obligation. The following is a list of preliminary tasks: Project Design / Plans and Specifications / Bid Phase.

General Selection Criteria

Firms will be evaluated with respect to their qualifications statements in each of the evaluation criteria elements as being "excellent", "satisfactory", or "unsatisfactory". After rating each firm's qualifications for each criterion, the committee members then give each firm an overall evaluation rating. The overall rating for the firms are then compared and the firms with the most "excellent" ratings are short listed.

Selection and Implementation Timeline

Request for Proposal Issued by Semcac	11/13/17
Pre-Proposal Conference	11/28/17
Deadline for RFP Questions	11/29/17
Addendum Issued, If applicable	12/04/17
Proposals Due	12/11/17
Short List Ranking of Proposals	12/14/17
Oral Presentation (optional)	12/20/17
Final Evaluation of A & E Firms	12/22/17
Recommended firm Negotiations	12/27-29/17
Contract Execution	1/5/18
Design Phase Begins (per notice to proceed)	1/9/18
Design Phase Complete	3/16/18
IFB Development	3/30/18
IFB for Construction Issued	3/30/18
Award Construction Contract	5/7/18
Construction Project Completion	6/30/19

Any Questions please contact: Wayne D. Stenberg – 507-864-8201 – wayne.stenberg@semcac.org

The RFP can be downloaded at the following URL: <https://www.semcac.org/transportation/public-transit-buses/rfp>

