

Addendum to the Department of Administration Predesign Manual (Sixth Edition) and Template for Capital Budget Projects for ENRTF Capital Construction Projects

Capital construction projects funded using the Environment and Natural Resources Trust Fund (ENRTF) must complete predesign review with the Minnesota Department of Administration, unless the project is exempt under Minnesota Statutes §16B.335, as determined by the Legislative-Citizen Commission on Minnesota Resources (LCCMR).

This addendum provides the following for ENRTF project managers:

1. A table of statutory requirements specific to ENRTF capital construction projects to be used in place of the table found in Section 4 – Appendix 4c of the predesign manual and template. (Highlighted text indicates differences between requirements for projects receiving state bond funding and ENRTF funding.)
2. A sample predesign submittal cover letter for ENRTF capital construction projects that may be used instead of the letter found on page 53 of the predesign manual and page 44 of the template.

In addition, project managers should note that ENRTF capital construction projects will follow the LCCMR process, unless otherwise directed by the legislature, rather than the legislative review as outlined in paragraph 2 of the predesign checklist preamble found on page 42 of the predesign manual and page 33 of the template.

**APPLICABILITY OF STATUTES FOR PROJECTS RECEIVING ENVIRONMENT AND
NATURAL RESOURCES TRUST FUND (ENRTF) FUNDING***

STATUTE	RECIPIENT		
	State Agency	Higher Ed	Political Subdivisions
1. §16B.241 Coordinated Facility Planning	NO (not required)	NO (not required)	NO (not required)
2. §16B.32, Subd 1 Alternative Energy Sources if renovating 50 percent or more of an existing building or its energy systems	YES	NO	NO
3. §16B.32, Subd 1a Renewable Energy Sources - 2% of energy use Solar or Wind-predesign must include analysis	YES	Required by B3 Guidelines	Required by B3 Guidelines
4. §16B.32, Subd 2 Energy Conservation Goals	YES	YES	NO
5. §16B.323 Solar Energy in State Buildings. Up to 5% of appropriation to be used on Solar energy system when doing substantial reconfiguration or replacement of energy systems	YES	YES	YES
6. §16B.325: §16B.325: Apply Sustainable Guidelines (B3-MSBG) (http://www.b3mn.org/guidelines/index.html when project is new building, addition or renovation greater than 10,000 SF or add/replace a stand alone mech. system §216B.241 Sustainable Building 2030 requirements Contact/support: http://www.b3mn.org/guidelines/index.html	YES New Bldgs, Addns & Major Renovations	YES New Bldgs, Addns & Major Renovations	YES
7. §16B.326 Written plan w/predesign to consider providing Geothermal & Solar Energy Heating & Cooling Systems on new or replacement HVAC systems	YES	YES	YES
8. §16B.327 Recycle 50% of Construction & Demolition Waste (B3-MSBG requires 75%)	YES- comply with B3 75%	YES- comply with B3 75%	NO- comply with B3 75%
9. §16B.33 State Designer Selection Board	YES	YES	NO
10. §16B.335, Subd 1, Notification to House & Senate environment and natural resources finance committees and LCCMR	YES	YES	YES
11. §16B.335, Subd 3 Predesign Submittal See Statute for exempted projects	YES	YES	YES
12. §16B.335, Subd 4 Energy Conservation Standards (Energy Code - MN Rules 1322/1323 http://www.doli.state.mn.us/CCLD/Codes.asp	YES	YES	YES
13. §16B.335, Subd 5 & 6 Review & letter by MN.IT	YES	NO	NO
14. §16B.335, Subd. 3c. Consider the use of MINNCOR products www.minncor.com	YES	YES	YES
15. §16B.35 % for Art When considered in original legislative request; & when construction is \$500K or greater	N/A	N/A	N/A
16. §177.42-44 Prevailing Wage Rates- Contractor must pay prevailing wages https://www.revisor.mn.gov/statutes/?id=177	YES	YES	YES
17. §363A.44 Equal Pay Certificate required on contracts over \$500K (prime and subs)agency of the state, the Metropolitan Council, or an agency subject to section <u>473.143, subdivision 1</u> ; \$1M for political subdivisions	NO	NO	NO
18. §16C.285 Responsible Contractor	YES	YES	YES
19. §16C.16, Subd. 13 – Targeted Group Purchasing	YES	NO	YES
20. ENRTF Grant Agreement	NO	NO	YES
21. §16C.054 – Accommodation for Hard of Hearing	YES	YES	YES
22. Appropriation Language	See appropriation	See appropriation	See appropriation

*Other statutory requirements may apply to each individual organization.

**SAMPLE PREDESIGN SUBMITTAL COVER LETTER FOR ENRTF CAPITAL
CONSTRUCTION PROJECTS**

LETTERHEAD
of Agency or Organization

[insert date]

Commissioner **[insert name of Commissioner of Administration]**
c/o Eric Radel
Real Estate and Construction Services
309 Administration Building
50 Sherburne Ave
St. Paul, MN 55155

Dear Commissioner **[insert name]**,

RE: Predesign Submittal for **[insert “a new”]** or **[“the remodeling of”]** **[insert name]**
building funded with ENRTF

In accordance with Minnesota Statutes §16B.335, Subdivision 3, enclosed you will find the predesign submittal document for the **[insert name of project, building & location]**. This predesign outlines the **[insert name of agency/political subdivision]**'s project funded from the Environment and Natural Resources Trust Fund (ENRTF) as appropriated in Minnesota Laws **[insert year]**, Subdivision **[insert subdivision number]**, Paragraph **[insert paragraph letter]**.

This project consists of the **[new construction of]** or **[remodeling of]** **[insert number of square feet]** of space to support **[insert operational plan/goal]**. The total project cost is estimated to be **[insert amount]**. Funding will come from the ENRTF in the amount of **[ENRTF appropriation amount]** and matching funds in the amount of **[insert amount]** from **[source(s)]**.

Sincerely,

[insert commissioner/authority name]
[or head of political subdivision or other approving authority]

Enclosure

cc: Becca Nash, LCCMR Director