



# Predesign Addendum

Updated: September 15, 2025

**Purpose:** This document is an Addendum to the Department of Administration's [Predesign Template](#) and [Predesign Manual for Capital Budget Projects \(Eighth Edition\)](#). This document provides LCCMR / ENRTF specific requirements, along with a transmittal template letter for completing predesign review of ENRTF funded capital construction projects.

Capital construction projects<sup>1</sup> 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 (included on page 2 of this document) specific to ENRTF capital construction projects to be used in place of the table referenced in the following locations:
  - a. Predesign Manual: Page 8 and in Section 4
  - b. Predesign Template: Section 4.F and Section 4 – Appendix 4c

The highlighted text in the table 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 82 of the Predesign Manual and page 44 of the Predesign Template. The LCCMR must be copied on the submittal to the Department of Administration using the following email address: [lccmr@lccmr.mn.gov](mailto:lccmr@lccmr.mn.gov).

In addition, project managers should note that ENRTF capital construction projects will follow the LCCMR process, unless otherwise directed by the legislature, rather than capital budget process referenced on page 9 (section 1.1.3) and page 18-19 (section 2.3) of the Predesign Manual or the legislative review described on page 9-10 of the Predesign Manual (section 1.1.5) and page 33 of the Predesign Template.

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<sup>1</sup> For the ENRTF, capital construction is defined as the pre-design, design, construction, or renovation of a building, trail or campground, or other long-lived (10 years or more) fixed capital asset costing \$10,000 or more. This includes large-scale stream or wetland restoration, or acquisition of land for purposes of capital construction.

**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 as needed to meet Sustainable Building 2030 energy performance standards	YES	As required by B3	As required by B3
3. §16B.32, Subd 1a Renewable Energy Sources – may not exceed 120 percent of the average annual electrical energy consumption	YES	Required if state building or facility	NO
4. §16B.325: §16B.325: Apply Sustainable Guidelines (B3-MSBG) ( <a href="http://www.b3mn.org/guidelines/index.html">http://www.b3mn.org/guidelines/index.html</a> ) §216B.241 Sustainable Building 2030 requirements Contact/support: <a href="http://www.b3mn.org/guidelines/3-0/">http://www.b3mn.org/guidelines/3-0/</a>	YES New Bldgs, Addns & Major Renovations	YES New Bldgs, Addns & Major Renovations	YES New Bldgs, Addns & Major Renovations
5. §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%
6. §16B.33 State Designer Selection Board	YES	YES	NO
7. §16B.335, Subd 1, Predesign required Notification to House & Senate environment and natural resources finance committees and LCCMR	YES	YES	YES
7a. §16B.335, Subd 1, Predesign required, Other Projects Notification to House & Senate environment and natural resources finance committees and LCCMR	YES	YES	YES
8. §16B.335, Subd 3 Predesign Submittal See Statute for exempted projects	YES	YES	YES
9. §16B.335, Subd 3c. Consider the use of MINNCOR products <a href="http://www.minncor.com">www.minncor.com</a>	YES	YES	YES
10. §16B.335, Subd 4 Energy Conservation Standards (Energy Code - MN Rules 1322/1323 <a href="http://www.doli.state.mn.us/CCLD/Codes.asp">http://www.doli.state.mn.us/CCLD/Codes.asp</a>	YES	YES	YES
11. §16B.335, Subd 5 & 6 Review & letter by MN.IT	YES	NO	NO
12. §16B.35 % for Art When considered in original legislative request; & when construction is \$500K or greater	N/A	N/A	N/A
13. §177.42-44 Prevailing Wage Rates- Contractor must pay prevailing wages <a href="https://www.revisor.mn.gov/statutes/?id=177">https://www.revisor.mn.gov/statutes/?id=177</a>	YES	YES	YES
14. §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 <a href="#">473.143, subdivision 1</a> ; \$1M for political subdivisions	NO	NO	NO
15. §16C.285 Responsible Contractor	YES	YES	YES
16. §16C.16, Subd. 13 – Targeted Group Purchasing	YES	NO	YES
17. ENRTF Grant Agreement	NO	NO	YES
18. Appropriation Language	See appropriation	See appropriation	See appropriation

\*Other statutory requirements may apply to each individual organization.

**SAMPLE PREDESIGN SUBMITTAL COVER LETTER FOR ENRTF-FUNDED 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]**.

*[Use the following if the project has been recommended by the LCCMR but not yet approved by the Legislature:]*

This predesign outlines the **[insert name of agency/political subdivision]**'s project recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR) for consideration during the **[insert year]** state legislative session.

This project consists of the **[insert “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]**. This proposal seeks **[insert “full funding” or “matching funds”]** in the amount of **[insert amount]** from the Environment and Natural Resources Trust Fund (ENRTF).

*[Use the following if the project has already received funding:]*

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]**, Article **[insert article number]**, Subdivision **[insert subdivision number]**, Paragraph **[insert paragraph letter]**.

This project consists of the **[insert “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