

## **Phase I Archaeology Survey – Request for Proposals**

Morrison County Historical Society

Release Date: January 20, 2022

Contact: Ann Marie Johnson, Preservationist

Phone: 320-632-4007

### **Introduction**

The Morrison County Historical Society (MCHS) is seeking bids from qualified firms to conduct a Phase I Archaeology Survey of its property at 2151 South Lindbergh Drive, Little Falls, MN.

### **History of MCHS and Weyerhaeuser Museum Property**

MCHS was founded in 1936 in order to preserve and share the history of Morrison County, Minnesota. The organization built The Charles A. Weyerhaeuser Memorial Museum at 2151 Lindbergh Drive South, Little Falls, MN, in 1974-75 to serve as the home for its collections, exhibits, and programming.

The museum was designed by architect Foster Dunwiddie, who, at the direction of the MCHS Building Design Committee, created a museum based on county history. The exterior is a modified Greek Revival style, which was popular in the 1850s, when Morrison County was founded. Wood on both the exterior and throughout the interior speaks to the logging industry, as does the name of the museum. Charles A. Weyerhaeuser was sent to Little Falls in 1890 to manage the Pine Tree Lumber Company, one of the Weyerhaeuser Corporation's many Midwest operations. The slate floors in the hallways speak to the slate found at the Little Falls dam. The yellow brick used in the fireplaces and chimneys was produced in the city's brickyards and salvaged from St. Adalbert's Church.

As Morrison County history has been designed into the Weyerhaeuser Museum building, so, too, the museum's property contains history that is vital to the complete story of the site. The museum property is on a high bank overlooking the confluence of the Mississippi River and Pike Creek. Museum staff have heard stories of Native American uses of the land, with the Smuda family, whose property is west of the museum, finding arrowheads on their property. In speaking to Terry Kemper, the Tribal Historic Preservation Officer with the Mille Lacs Band of Ojibwe, the confluence of two rivers is an important site to the Anishinaabeg. This site may have included burials, particularly near the base of the overlook on the south end of the property, near the Pike Creek outlet.

The Weyerhaeuser Museum property is adjacent to (south of) the Charles A. Lindbergh House and Museum, which is owned by the Minnesota Historical Society. The Lindbergh property and Weyerhaeuser Museum property are part of an identified archaeological site, #20-MO-0120 – "Lindbergh Farm." While an archaeological survey has been performed on the Lindbergh property, no survey has yet been done on the Weyerhaeuser Museum property.

The Phase I archaeological survey will provide the Morrison County Historical Society with the foundational information needed to create a cultural resources management plan for the property.

RFP – Phase I Archaeology Survey, Morrison County Historical Society

Information uncovered in the survey will also help in nominating the property to the National Register of Historic Places.

### **Scope of Services**

Please provide an all-inclusive bid to conduct a Phase I archaeological survey on The Charles A. Weyerhaeuser Memorial Museum property at 2151 South Lindbergh Drive, Little Falls, MN.

The property boundaries are the Charles A. Lindbergh House & Museum property to the north, the Mississippi River to the east, Pike Creek to the south, and Lindbergh Drive to the west. The property is 4 acres.

The property description (see outlined area on attached map) is as follows:

District: Little Falls West - #482-HRA

Brief Tax Description: Searle's Outlots, Lots 001-006

**The final product will consist of a technical report summarizing the consulting work performed. The report will detail the results of all survey findings and summarize all recommendations. Copies of the report are to be submitted to the Morrison County Historical Society, the Tribal Historic Preservation Office of the Mille Lacs Band of Ojibwe, and the Minnesota Office of the State Archaeologist.**

- The Principal Investigator for the survey must meet the professional qualifications of the U.S. Secretary of the Interior for archaeology.
- In conducting the survey, the archaeology contractor is required to follow The State Archaeologist's Survey Manual from the Minnesota Office of the State Archaeologist for Phase I archaeological survey methodologies. [https://mn.gov/admin/assets/OSAmannual\\_tcm36-186982.pdf](https://mn.gov/admin/assets/OSAmannual_tcm36-186982.pdf)
- The contractor is also required to work with the Tribal Historic Preservation Office of the Mille Lacs Band of Ojibwe on the project in order to provide historical context for the findings of the survey from the Ojibwe perspective. This context should appear in the final technical report of the survey findings.

This is a grant-funded project, with funds being provided in part by the State of Minnesota from the Arts & Culture Heritage Fund through the Minnesota Historical Society.

### **Instructions to Proposers**

Proposals must be in writing and must be received by **5:00 p.m. CST on February 10, 2022**. All proposals, questions, and correspondence should be directed to Ann Marie Johnson, Preservationist at the Morrison County Historical Society at [mocohistory@gmail.com](mailto:mocohistory@gmail.com). In order to ensure a fair review and

RFP – Phase I Archaeology Survey, Morrison County Historical Society

selection process, firms submitting proposals are prohibited from contacting any other organization members regarding these proposals.

Address or deliver proposals to the Morrison County Historical Society, 2151 South Lindbergh Drive, PO Box 239, Little Falls, MN 56345.

Site visits need to be scheduled between January 26-28 or February 1-3. Call 320-632-4007 to arrange a site visit.

### **Statement of Content of RFP**

A proposal must contain the following within no more than 15 pages:

- Title page (Name, address, phone, contact person, date)
- Table of contents
- Statement of the proposal work (work, timetable, availability)
- Consultant's or firm's profile, history, and experience, including client references
- Resumes of key staff demonstrating how they meet professional qualification standards
- Fees and method of payment
- Any other information deemed helpful in demonstrating the proposer's ability to successfully complete the project

### **Proposal Evaluation**

Proposals will be evaluated on a best value basis, with a committee evaluating proposals on the qualifications of the contractor (15 points out of 100), their success in completing previous projects in a timely fashion to the standards of the Minnesota Office of the State Archaeologist and the Secretary of the Interior's Standards and Guidelines (25 points), the completeness of submitted proposals (15 points), the nature of the involvement of the Mille Lacs Band of Ojibwe (25 points), and cost (20 points).

### **Agreement Terms**

1. All work on the Phase I archaeology survey, including the final technical report, is required to be completed and submitted to the Morrison County Historical Society, the Tribal Historic Preservation Office of the Mille Lacs Band of Ojibwe, and the Minnesota Office of the State Archaeologist by **August 16, 2022**.
2. The archaeological contractor must provide a current Certificate of Liability to the Morrison County Historical Society.
3. Any artifacts found as part of the survey are to be turned over to the Morrison County Historical Society.

4. The archaeology contractor must clean up shovel test pits created as part of this survey, including replacing sod that has been removed.
5. The archaeology contractor must take measures to mark shovel test pits and other areas of work in such a way that they are visible and take other applicable safety measures as needed.
6. The archaeology contractor agrees that all work shall be performed as approved or authorized by MCHS and that the contractor will cooperate and work in accordance with direction received from MCHS during the project.
7. MCHS shall not be held liable for any pre-contractual expenses incurred by the archaeology contractor. Such pre-contractual expenses include preparing the proposal, submitting it to MCHS, performing a site visit in preparation for the proposal, negotiating with MCHS on any matter related to this proposal, or any other expenses incurred by the contractor prior to an executed agreement.
8. MCHS reserves the right to withdraw this RFP at any time without prior notice. MCHS makes no representations that any agreement will be awarded to any archaeology contractor responding to this RFP. MCHS expressly reserves the right to postpone reviewing the proposals for its own convenience and to reject any and all proposals responding to this RFP without indicating any reasons for such rejections.
9. MCHS reserves the right to reject any or all proposals submitted. MCHS may deem it necessary to interview applications and reserves the right to interview as part of the selection process. Any contract awarded for these archaeology contractor engagements will be made with the contractor who, in the opinion of MCHS, is best qualified.
10. Proposals that fail to provide sufficient information or assurances of performance or to comply with the requirements and conditions of the RFP will not be given further consideration.
11. Any contract to be awarded as a result of this RFP will be awarded without discrimination based on race, color, national origin, religion, gender identity, affectional orientation, marital status, political affiliation, disability, or age.
12. The archaeology contractor's proposal shall be no more than 15 pages, excluding a cover letter, dividers, and certificates. The RFP will not be counted if included in the proposal.
13. The archaeology contractor shall be required to comply with all federal, state, and local laws and ordinances applicable to the work. This includes compliance with prevailing wage rates.
14. The archaeology contractor's relationship to MCHS in the performances of the Phase I archaeology survey is that of an independent contractor. The personnel performing said survey shall at all times be under the archaeology contractor's exclusive direction and control. The

archaeology contractor shall pay all wages, salaries and other amounts due to their employees in connection with the performance of said survey and shall be responsible for all employee reports and obligations, including, but not necessarily limited to social security, income tax withholding, unemployment compensation, and Worker's Compensation.

### **Timetable**

Release of RFP: January 20, 2022

Site Visits for RFP: January 26-28, 2022 and February 1-3, 2022

Proposals Due: February 10, 2022 at 5 p.m. CST

Interviews of Contractors (if needed): February 15 – March 4, 2022

Decision on Proposals: By March 15, 2022

Field work to be scheduled between April 1 and June 20, 2022 (dependent on weather)

Final Technical Report Due: August 16, 2022

### **Other Information**

Payment: The archaeology contractor will invoice the Morrison County Historical Society for work performed on the Phase I archaeology survey once the final technical report has been completed and submitted. In accordance with IRS rules regarding contractors, the archaeology contractor will provide MCHS with a completed IRS W-9 form prior to submitting an invoice.