

Request for Proposals

Phase I Archaeology Survey

Morrison County Historical Society

Release Date: 3 January 2023

Contact: Mike Worcester, Executive Director

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Submission Deadline: 7 February 2023

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 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 projectile points 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 immediately 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.”

Before the museum building was constructed, no archeological survey was done on the site. Nor has one been done since. Surveys have been done on properties nearby, including the Charles Lindbergh Historic Site and along the Mississippi River to the south of the MCHS 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. 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.

RFP – Phase I Archaeology Survey, Morrison County Historical Society

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 is as follows:

- District: Little Falls West - #482-HRA
- Brief Tax Description: Searle's Outlots, Lots 001-006
- Map link:

<https://beacon.schneidercorp.com/Application.aspx?AppID=104&LayerID=1435&PageTypeID=1&PageID=949&KeyValue=491107016>

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/OSAManual_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 **4:00 p.m. CST on February 7, 2023**. All proposals, questions, and correspondence should be directed to Mike Worcester, Morrison County Historical Society - mocohistory@gmail.com. In order to ensure a fair review and 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, Attn: Archeological Survey, 2151 South Lindbergh Drive, PO Box 239, Little Falls, MN 56345.

Site visits can be scheduled for January 25 - 27 or February 1 - 3. Call 320-632-4007 to arrange a 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 Archeological 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 **October 1, 2023**
2. The archaeological contractor (hereafter, "contractor") must provide a current Certificate of Liability to the Morrison County Historical Society (hereafter, "MCHS").
3. Contractor is responsible for calling in utility locate requests to Gopher State One Call and coordinating with MCHS staff on location of private lines.
4. Any artifacts found as part of the survey are to be turned over to the Morrison County Historical Society for curation, after they have been processed and identified by the contractor.
5. The contractor must clean up shovel test pits created as part of this survey, including replacing sod that has been removed.
6. The 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.
7. The 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.

8. Contractor will coordinate with MCHS staff for public visitation to view the work in progress as a part of MCHS educational efforts. All visitation events will be conducted under the supervision of MCHS staff.
9. 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.
10. 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 contractor responding to this RFP.
11. 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.
12. 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.
13. 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.
14. 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.
15. The 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.
16. The 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.
17. The 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 contractor's exclusive direction and control. The 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 3
- Site Visits for RFP: January 25 – 27 or February 1 -3
- Proposals Due: February 7 at 4 p.m. CST
- Interviews of Contractors (if deemed necessary by staff): February 15 – March 3, 2023
- Decision on Proposals: By March 8, 2023
- Field work to be scheduled between April 1 and August 31, 2023 (dependent on weather)
- Final Technical Report Due: October 1, 2023

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.