

REQUEST FOR PROPOSAL (RFP)

**INDIAN MOUNDS REGIONAL PARK
CULTURAL LANDSCAPE STUDY AND INTERPRETIVE PLAN**

**CITY OF SAINT PAUL
PARKS AND RECREATION DEPARTMENT
400 CITY HALL ANNEX
25 W. 4TH STREET
SAINT PAUL, MN 55102**

04/06/2018

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1. SUMMARY

The City of Saint Paul Parks and Recreation solicits proposals from various individuals and organizations qualified to perform the tasks required for the development of a comprehensive Cultural Landscape Study and Interpretive Plan for Indian Mounds Regional Park.

This RFP is designed to provide the responder with the information necessary and minimum requirements for the preparation of the proposals. Each responder is responsible for determining all factors necessary for the submission of a competitive proposal. The proposal shall be submitted in hard and digital copy.

For the purposes of this Request for Proposals, the following terms shall refer to:

RFP: Request for Proposals

Proposal: The Responder's proposal submitted in response to the RFP

Responder: A consultant or vendor submitting Proposal in response to this RFP

City: City of Saint Paul, Parks and Recreation Department

MIAC: Minnesota Indian Affairs Council

SPHO: State Historic Preservation Office

THPOs: Tribal Historic Preservation Officers. They are officially designated by a federally-recognized Indian Tribe to direct a program approved by the National Park Service and assumed the functions of State Historic Preservation Officers on Tribal lands.

Tribes Representatives: MIAC, THPOs, Tribal nations, Urban American Indian Community

Project Advisory Team: This group will be set up by the awarded Consultant with recommendations from the City of Saint Paul Parks Staff. It should be comprised of community members, American Indian community, Tribal Representatives, interested stakeholders

2. PROJECT BACKGROUND

The land we now call Indian Mounds Regional Park, located atop the bluffs of the Mississippi River on the eastern side of downtown Saint Paul, is rich in geological and cultural history and is sacred for the Tribal Communities especially the Dakota people.

The burial mounds, dating back more than 2,000 years, and the natural features surrounding the bluffs are intimate to American Indian cosmology, history and contemporary life. The Dakota consider the surrounding environmental and natural features, including the water flowing from the caves below and sky above, to be physical manifestations of the Dakota origin and life cycle.

It is estimated that there were tens of thousands of ceremonial, effigy, and conical mounds in the eastern half of North America. About a third of these were built in what are now Wisconsin and Minnesota with up to two thousand visible from the upper Mississippi River. There were originally 19 burial mounds along the bluff edge of what is now known as Indian Mounds Regional Park. Six of the original remain.

The City of Saint Paul Parks and Recreation staff has been working with MIAC to build a partnership with American Indians around the protection, interpretation, stewardship and potential improvements of the site. A Cultural Landscape study and interpretive plan is an initial step to update the City's practice for the preservation, awareness and understanding of the significance of this place. The site is on the National Register of Historic Places and is protected by the Field Archeology Act (MN Statutes 138.40) and Private Cemetery Act (MN Statutes 307.08)

3. PROJECT PURPOSE

The purpose of this project is to develop a Cultural Landscape Study and Interpretive Plan through an innovative stakeholder involvement strategy. The development of the final product, which will be created with input and partnership of a Project Advisory Team of both local and national parties, will build upon and understanding of the role of physical features and locations within the park, and verbal and written stories gathered from the American Indian Community.

The foundational Cultural Landscape Study will guide the design of the Interpretive Plan (interpretive elements and activities to demonstrate the significance of this land for American Indians to the wider public). The Interpretive Plan will guide the future care for and development of this land including prioritization of the interpretive areas and elements, and as facilities requiring preservation and protection. The stakeholder engagement will serve as a model for future protocol, both formal and informal, for future engagement work within and near sacred and culturally sensitive sites in the City of Saint Paul.

4. PROJECT DESCRIPTION

As a nationally significant site, informing the public and interpreting the multifaceted history of the site is especially important to the understanding of this land as part of a history that has not been appropriately represented.

The boundaries for the Cultural Landscape Study and Interpretive plan are determined by the Indian Mounds Regional Park boundaries. The narrative will also reference the adjacent bluffs and caves, and the views of the Mississippi River. See Attachment -A

The scope of the work is divided is two phases:

The first phase will be the Environmental Assessment and Cultural Landscape Report. This will require a non-invasive survey which will identify the underground locations of significant resources. The report will help to determine the parameters for future interpretation, protection, management, and development of the area.

The second phase will be the interpretive portion of the work. This effort will identify and engage individuals, both from tribal nations and other community members who have an expertise or connection to this land, to relay both written and oral history. Their participation and leadership will shape the strategy for interpretation of the site. Native American artists

and designers will be brought into this phase of work to provide direction for experiential learning opportunities throughout the park and surrounding lands.

5. SCOPE OF WORK AND DELIVERABLES

The Responder shall provide a detailed timeline and work plan to include the following services which will deliver a comprehensive Cultural Landscape Study and Interpretive Plan as described. The time frame for the entire project is 12 months.

The awarded consultant shall establish a cooperative consultation throughout the process with representatives of the City, Tribes and Advisory Team. Conduct at least one in-person consultation with Tribes Representatives (MIAC, THPO) at the beginning of the process to review the detailed work plan. The purposes of these meetings will be to collaborate with the tribes to confirm the methodology and content of the cultural landscape studies as they may relate to their specific perspectives and information align with their expectations.

The Contractor shall deliver the reports and plans described and perform at a minimum the task listed below:

Phase I

Task 1 – Gather and review cultural and environmental resources evidence and perform an assessment:

- Review literature and previous research, site history, and planning efforts of the area that is of cultural and natural resource significance.
- Complete a review and inventory of existing recreational, cultural and environmental resources, and endangered species and to develop an environmental inventory that includes at a minimum: type of soils; topography and slopes; physiography; vegetation, ethno-botany; threatened and endangered species/species of concern; significant wildlife resources; hydrology, geologic conditions and characteristics; existing land-use; transportation and utilities; existing infrastructure; hazardous materials, air quality, traffic noise, wetland protection. Analyze results of inventory and provide recommendations based upon future park development as shown in the *2011 Indian Mounds Regional Park Master Plan*.
- Coordinate the inventory findings and assessment, by the end of August 2018, with the Geophysical Survey Consultant and Trail Reconstruction Consultant, both hired through a separate contract by the City.
- Identify and record all cultural resources in the project area, as identified by the Tribes or elsewhere that is significant for preservation.
- Perform a comprehensive site analysis that evaluates the current conditions and uses of the park and those relationships with the cultural resources. How do they conflict or represent an opportunity for future development and interpretive program?
- At least one site tour with the City of Saint Parks, and project advisory team

Task 2 – Develop and implement a community engagement strategy which will serve to collect relevant stories and provide foundational guidance for the Cultural Landscape Study and Interpretive Plan.

- Assemble a Project Advisory Team that includes community and tribal representatives and stakeholders. Assign a facilitator to guide the community engagement process with the advisory team.
- Identify tribal and public concerns from previous and current planning efforts. Consideration should include but not be limited to: land protection, natural and cultural resources protection; additional research needs; landscape restoration/management; complete site history; and contemporary land use.
- Engage the community to share stories about the cultural landscape area and the park with the intention of learning about the people’s relationship of the land.
- In consultation with the tribal community, develop a method to collect and record the stories.
- Solicit public and stakeholder input with the purpose of determining public expectations and interest in the site area.
- Document the collected input and results and provide the City with all raw data in digital format upon project conclusion

Phase I Deliverables

1. Executive summary of completed review, inventory and assessment of recreational, cultural and environmental resources and endangered species. (The document shall be submitted no later than the end August 2018.)
2. Executive summary of the Community Engagement Strategy, including method(s) to involve the community including the Project Advisory Team and individual contacts in a way that will achieve the goals and outcome of the project, and an ongoing method for collecting community feedback
3. Cultural Landscape Report, including a summary of findings from research, site visits and Tribal one-on-one interviews and site analysis.

Phase II

Task 3 – Develop a Cultural Landscape Interpretive Plan

- Conduct at least one work session and one open house with the community to present findings and collected input of the planning process.
- Create a preliminary development program to guide the interpretative plan identifying key elements which will include, but not be limited to: cultural resource preservation and treatments, natural resource preservation and management, wildlife management plan, interpretation, acquisition plan, circulation and access, appropriate recreation facilities, visitor services
- Cost Estimates for implementation projects

Phase II Deliverables

1. Executive Summary with Interpretive Plan Document
2. Cultural Landscape Management and Maintenance Plan

6. BID PROPOSAL SUBMISSION REQUIREMENTS

The following instructions are designed to facilitate a uniform review process. Failure to adhere to the proposal format may result in the disqualification of the Bid Proposal.

The Bid Proposal shall be typewritten on 8.5" x 11" paper (one side only), not more than 15 single side pages.

Responders should provide the following items as part of their proposal for consideration:

- Tab 1 - Statement of Intent:** Discuss your firm’s interest in this project and your design philosophy (one page)
- Tab 2 - Work plan and project timeline:** Proposed solution(s) must meet the scope of work and deliverables listed in section 5 presented in a clear and organized manner. Identify consultant and City responsibilities. Methods and plans to reach out and engage Tribes Representatives, local community and interested stakeholders.
- Tab 3 – Personnel and technical expertise:** Responders must provide descriptions and documentation of staff’s technical expertise and experience, including at least one team member expected to work on this project and serving as primary point of contact.
- Tab 4 - Relevant Work Experience:** Examples of previous related work and client references.
- Tab 5 - Costs:** All costs to be charged to the City including estimated reimbursable expenses, billing structure, assumptions used in determining overall project costs and information regarding cost control methods and how cost estimates are established. To be submitted separately.

7. REQUEST FOR PROPOSAL DEADLINES

RFP advertise.....	03/20/2018
Submission deadline.....	04/20/2018
Questions Period	xx/xx/2018
Award.....	xx/xx/2018

8. PROPOSAL EVALUATION CRITERIA

The City of Saint Paul will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

Statement of intent. Responders will be evaluated on the description of team’s approach and general statement of the design philosophy that responds to the project intent and scope.	150
Work plan and timeline. Responders will be evaluated on their demonstrated understanding of the scope of this project and description of methods used to maintain schedule.	300

Personnel and technical expertise. Responders will be evaluated on their descriptions and documentation of staff technical expertise	100
Relevant work experience. Responders will be evaluated on their experience as it pertains to the scope of this project.	150
Cost. Responders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project	300

A staff committee comprised of representatives from the community, MIAC and the City of Saint Paul will base scores of the proposals on the criteria in this RFP. One interview may be requested after the evaluation of qualifications by the selection committee.

The City requires that the project manager and any other key individual(s) for the project participate in any interview process. Proposers will be expected to pay for any costs they incur for the interview process along with any costs associated with preparing and transmitting proposals.

The City reserves the right to ask for additional information or clarification of the submission from any or all proposers.

The final contract award will be conditioned upon the successful proposer's complying with all terms and conditions, mutual agreement about the final work plan, and completion of a contract agreeable to all parties.

9. PUBLIC INFORMATION

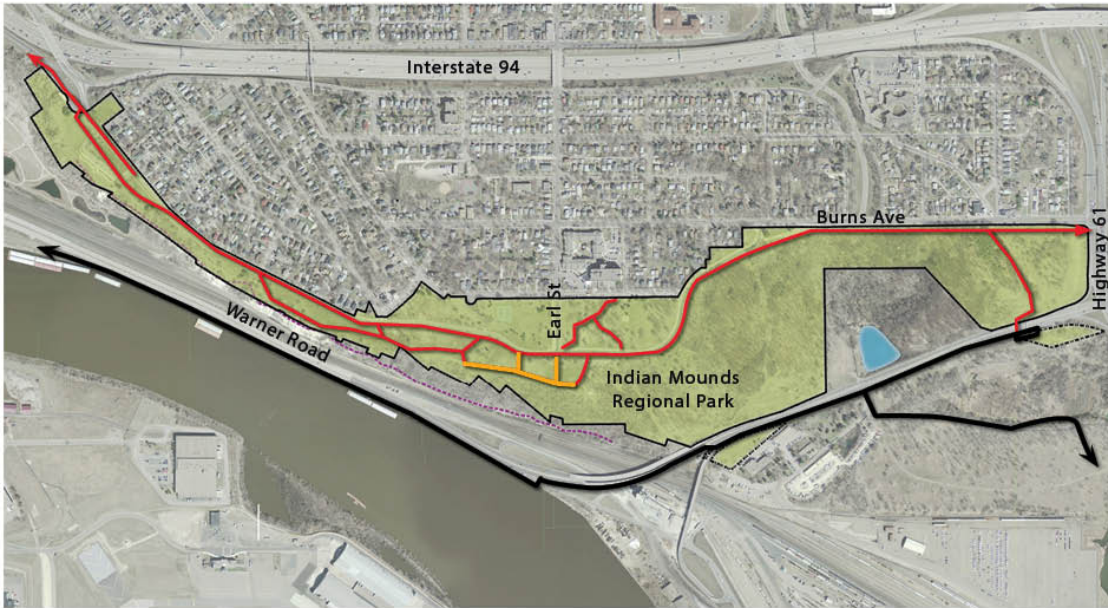
Data submitted by a business to the City in response to a Request for Proposals are private or nonpublic until the responses are opened. Once the responses are opened, the name of the responder is read and becomes public. All other data in a responder's response to a Request for Proposals are private or nonpublic data until completion of the evaluation process. "Completion of the evaluation process" means that the City has completed negotiating the contract with the selected vendor. After the City has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in Minn. Stat. § 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response. Proposals submitted in response to an RFP become the property of the City and will not be returned.

If all responses to a Request for Proposals are rejected prior to the completion of the evaluation process, all data, other than that made public at the response opening, remain private or nonpublic until a re-issuance of the Request for Proposals results in completion of the evaluation process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the evaluation process, the data remains public. If a re-issuance of an RFP does not occur within one year of the proposal opening date, the remaining data become public.

10. APPENDIX

Attachment A – Project Location

PROJECT LOCATION MAP



Legend

-  = Park Boundary and Cultural Landscape Study Area
-  = Existing Trails (potential Trail Reconstruction alignment)
-  = Existing Trails To Be Removed
-  = Sam H. Morgan Regional Trail (below bluff)

INDIAN MOUNDS REGIONAL PARK

