



**Request for Proposal**  
George Daniels – Concept Plan Implementation  
20 May, 2022

**Summary**

The Dakota County Historical Society seeks a qualified consultant / consulting firm to engage in taking our Concept Plan for our George Daniels Project and implementing the next phases to the project. The consultant will be expected to complete the required work from December 1, 2022 to December 1, 2023. A work schedule will be discussed and approved by both the consultant and DCHS. With an approved work schedule, the project may be completed earlier.

The implementation will likely take place in multiple phases. This phase is expected to be \$80,000. Consultants should keep this number in mind as they craft their proposal. The consultant should justify the budget, whether it comes in lower, higher or at cost for the project.

Submitting a proposal does not commit DCHS to pay for the costs incurred to prepare the proposal. DCHS reserves the right to accept or reject any proposal received and to extend the deadline, if needed. The request for proposal does not commit DCHS to award a contract.

The project is dependent upon grant funding provided by the Minnesota Historical and Cultural Grants program.

**Organizational Background**

The Dakota County Historical Society was founded in 1939 and operates three historic sites throughout Dakota County. The Lawshe Memorial Museum in South St. Paul is the headquarters for the organization and houses its research library and collection. The LeDuc Historic Estate is an 1866 Gothic Revival Mansion in Hastings and provides guided tours from May to October. The Sibley Historic Site in Mendota contains the home of Minnesota’s first governor and explores the history of the Fur Trade through guided tours from Memorial Day Weekend to Labor Day Weekend.

**Timeline**

Questions related to the RFP should be submitted to Matt Carter ([matthew.carter@co.dakota.mn.us](mailto:matthew.carter@co.dakota.mn.us)) by 5 p.m. on Monday, June 20, 2022.

Answers will be provided by Friday, June 24, 2022

Final proposals must be received by 5 p.m. on Friday, July 1, 2022.

The consultant / consulting firm will be interviewed and selected by Wednesday, July 13, 2022.

Upon successful grant funding award, the consultant will be expected to work from December 1, 2022 and conclude no later than December 1, 2023.

*The project is conditional upon receipt of grant funding*

**Project Background**

In 2018, DCHS received an MNHS Mini Grant through the Legacy Amendment to begin a multi-year, multi-phase project. The project utilized the two historic sites operated by DCHS that offer guided tours. During Phase 1, we hosted Discover Groups (focus groups) with stakeholders at both the LeDuc Historic Estate and the Sibley Historic Site, as well as the general public. The goal was to determine what historical experience the public wished to have when visiting our sites. Based on their feedback, the stakeholders and public wished to have more exhibit-based experiences, in addition to guided themed tours on various topics that relate to each site.

In 2020, DCHS received a large grant from the Minnesota Historical Society for what we called Phase 2. During this, we hired the 106 Group with a team lead by Steve Boyd-Smith and Seitu Jones. The two worked with DCHS to create a stakeholder group that consisted of community members and a number of descendants of the Black pioneering families of Hastings. In the end, a Concept Plan was created.

In our current Phase 3 of the project, we will take the Concept Plan and start the implementation as we work toward the final exhibit installation. The Concept Plan will be spaced into two separate years. This year the consultant will be expected to complete the Schematic Design, Design Development 1, Design Development 2 and begin scripting. To help with research needs, DCHS will also bring a part-time staff member full-time for a period of 10 weeks to assist with the remaining research needed. The consultant will also be required to reconvene the stakeholder group toward the end of the project to provide an update and receive their feedback as we close out this phase of the project.

Through separate funding, we will complete year two of the project. This will include the remaining Scripting needed, Production, and research required for these steps. This will be based upon future timing, available funding and other external factors that may present itself.

The consultant / consulting firm will be required to assist with additional milestone reporting added to the funding contract with DCHS upon a successful grant award. The terms of this will be negotiated with the final contract.

### **George Daniels Background**

George Daniels was born into slavery around 1829 in Georgia. As a slave, he was forced to serve in the Confederate Army during the Civil War. Following a battle, George played dead on the battlefield. As the armies moved on, George made his escape to the Union lines. Once there, he enlisted in the Union Army and eventually met William LeDuc of Hastings, Minn.

After the war, George was hired by William to help transport goods back to Washington, D.C. and then on to Hastings. When they returned to Hastings, George moved into the carriage barn and served as a hired hand for the LeDuc family. According to written records, it is clear that the family and community embraced George.

George met a woman named Chloe and the two were married. By the 1880s, George's family moved away from Hastings and settled in South Dakota. They left a while later to live in Georgia near George's childhood home. This did not last long due to discrimination and harassment. The family settled in White, South Dakota where it was not uncommon to see George around town or playing on the local baseball team.

George died on April 29, 1921 in Watertown, South Dakota. A recent documentary provides additional information into George's life that has been shown throughout the state. The documentary has the ability to be incorporated into the design concept for future implementation.

### **Scope of Work**

Please note that the following scope of work assumes a working presence by the consultant for an average of 15 hours per week over the contract period. Some flexibility is possible, and the selected consultant will negotiate a specific plan of work upon contract award. The timeline can end earlier with approved plan.

1. Work with DCHS to obtain remaining research materials available on the George & Chloe Daniels family within our collection and various other repositories, as well as other research needed on additional Black pioneering families to Hastings and Dakota County
2. Conduct additional research as needed to get a better understanding of George Daniels. This may include visiting the Hastings Pioneer Room, Minnesota History Center, and / or speaking with the producers of the George Daniels documentary.
3. Host one Stakeholder Group meeting toward the end of the project to get feedback on what they envision as an exhibit based upon their experience with Concept Plan
4. Assist with completing all milestone reports required by MNHS, as needed, throughout the project.
5. Attend meetings with DCHS staff throughout the project to update on progress, as well as MNHS as required throughout the project's funding.
6. Complete the following stages of the Concept Plan:
  - a. Schematic Design
  - b. Design Development 1
  - c. Design Development 2
  - d. Scripting
7. Provide necessary documentation to DCHS staff for final report to MNHS grants office

### **Required Written Deliverables**

1. Summary of Stakeholder Group
2. Consolidation of research gathered, if includes outside repositories
3. Summary of stages completed under the Concept Plan (#6 above)
4. Final report to be submitted to MNHS at conclusion of grant summarizing project and process

*Please note, with an awarded grant, deliverables may change as required by the granting organization's requirement(s).*

### **Project Budget**

Please provide a detailed budget and fee schedule to complete the project as outlined in the RFP.

### **Required Qualifications**

- A minimum of five years of experience as a museum professional
- Demonstrated knowledge of Minnesota history
- B.A. degree in History, Museum Studies, Public History, or related field
- Experience working in the museum setting

### **Desired Qualifications**

- At least three years of experience as manager of a historic site, visitor relations, or exhibit design and implementation
- Knowledge of exhibit design principals
- Understanding of Dakota County history and its place in Minnesota history
- M.A. degree in History, Museum Studies, Public History, or related field

### **To Apply**

Please submit the following to Matt Carter, executive director, DCHS, via email at [matthew.carter@co.dakota.mn.us](mailto:matthew.carter@co.dakota.mn.us) with the subject line stating, “George Daniels RFP,” or send a hard copy to:

Dakota County Historical Society  
ATTN: Matt Carter  
130 3<sup>rd</sup> Avenue N  
South St. Paul, MN 55075

Proposal Document: Address capacity and qualifications to complete the job successfully within the timeline provided. Maximum of two (2) pages.

Resume: Maximum of three (3) pages.

References: Provide a minimum of three (3) references or a current client list with contact information included.

Sample Provide a sample (a) exhibit plan you created, or an (b) exhibit you installed

*Position open until filled, but primary consideration will be given to proposals received by 5 p.m. on Monday, July 1, 2022. Interviews with finalists can be expected to be conducted between July 1 – 13, 2022.*