

**Request for Proposal**  
**Metro Area Historical Society Collaborative**  
Contract Archaeologist  
January 25, 2019

**Summary**

The Metro Area Historical Society Collaborative (MAHSC) seeks a qualified archaeologist / principal investigator (contractor) to engage in a 10-month project to conduct Phase I Survey work and public programs about the findings for six sites. The contractor will be expected to complete the required work from July 2019 – May 2020.

**Partner Organizations**

Dakota County Historical Society (lead / project manager), Ramsey County Historical Society, Scott County Historical Society

**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 June 14, 2019.

Answers will be provided June 15, 2019 and final Proposals must be received by 5 p.m. on Friday, June 28, 2019.

Contractor will be selected by July 5, 2019 to begin work Monday, July 8, 2019.

The project is conditional upon receipt of grant funding.

**Project Background**

In 2015, the MAHSC secured grant funding to complete a 12-month archaeology pilot program. This project identified several alpha sites within each partner county. From there, a Phase 2 was developed utilizing the information to provide in-depth Alpha Site Archaeologic research, planning and outreach services to the partner organizations. The current Phase 3 project will build off work conducted in Phase 2 and focus on public education and involvement. Two sites will be identified within each county to conduct Archaeology Phase I Survey work at.

The contractor will be expected to give a minimum of three educational programs for each partner. This will include a pre-event program to the public identifying the project and what survey work will be completed. The second will be the actual field day, where the public will assist with the survey work. The final presentation will be a follow-up program to highlight the results of the survey.

The contractor will work closely with each partner, as well as the Public Program Coordinator to publicize the events, secure volunteers and ensure each program and event runs smoothly.

**Project Budget**

The consultant will receive up to \$78,000 in compensation for the project, plus mileage for required meetings. No per-diem or meal reimbursement will be provided, except when related to travel for the required meetings or a conference and will be negotiated separately.

## **Scope of Work**

Please note that the following scope of work assumes a working presence by the contractor for approximately 45 weeks over the contract period. Some flexibility is possible and the selected contractor will negotiate a specific plan of work upon contract award.

1. Work with each participating county/ies to gain understanding of current Alpha Sites within their borders. Identify two locations within each county that has a high probability to conduct a successful archaeological excavation. A high probability relates to the ability to secure the necessary permissions to conduct an excavation and to be of benefit to the county's understanding of that area.
2. Work with organizational staff members to create public programming to educate on the archaeology project and what the planned survey work intends to do. This will be done for each partner county.
3. Conduct a public archaeology field day in two locations for each county. This will include providing the necessary training and any additional staff that may be needed to complete the project.
4. Compile the necessary reports to summarize the findings of each Phase I work completed. These will be submitted to each organization individually, with DCHS receiving copies of all reports for final submission to the Minnesota Historical Society.
5. Utilize the information contained in the final reports for a follow-up, public presentation to each county organization.
6. Present the final findings of this project, and the successes and challenges, with the MAHSC partners at a future conference. Conference expenses will be covered separately through the grant funding.
7. The contractor will work with DCHS and other partners as needed to complete the final report to be submitted to the Minnesota Historical Society, based upon their required deliverables for this project to complete grant funding
8. Identify and recommend any future projects that can be done by the partnership, and individual organizations, based off of the findings from this project.

## **Required Qualifications**

- Five years of experience as principal investigator
- Five years of experience in Mid-western archaeology
- MA degree in archaeology
- Excellent communications skills
- Successful track record of public programming

## **Desired Qualifications**

- Three years of experience as an educator (not necessarily in the field)
- One year of experience teaching field school

- Demonstrated knowledge of Minnesota archaeology
- Three years of experience as contract archaeologist
- PhD in archaeology
- Demonstrated knowledge of the local archaeological community
- Experience working with small museums / historical societies and their collection

**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 “Phase III Archaeology.”

Proposal Document: Address capacity to successfully complete the desired scope of work.

Maximum of 3 pages

CV/ Resume: Maximum of three (3) pages.

References: Minimum of 3, or current client list with contact information included

Attachments (optional): For each element included in the scope of work, applicants may attach one sample document of no more than three pages in length demonstrating their capacity to complete the desired work.

*Position open until filled, but primary consideration will be given to proposals received by 5 p.m. on Friday, June 28, 2019. Interviews with finalists can be expected to be conducted during the week of July 1 - 5, 2019, with flexibility due to the holidays.*