



Dakota Content Specialist Request for Proposals

August 22, 2016

The Minnesota River Valley National Scenic Byway is requesting proposals for a Dakota Content Specialist to update content on the Minnesota River Valley National Scenic Byway website:

www.mnrivervalley.com

Questions about this proposal should be directed to:

Kristi Fernholz, Byway Coordinator

320-289-1981 x 106

kristi.fernholz@umvrdc.org

Deadline for questions: September 8, 2016

Proposal deadline: September 13, 2016, 4:30 pm

Proposals addressed to:

Kristi Fernholz

UMVRDC

323 W. Schlieman Ave

Appleton, MN 56208

kristi.fernholz@umvrdc.org

The Byway Alliance will review proposals and provide recommendations.

In reviewing the proposals, it is the intent of the city to evaluate the proposals based on the best value alternative as described in Minnesota Statutes 16C.28 Subd. 1, Paragraph A Clause 2 and Paragraph C.

The City of Appleton is the fiscal agent on this project.

Additional Lead Partners on this project are: Upper Sioux Community Tribal Preservation Office, Lower Sioux Indian Community Tribal Preservation Office, Chippewa County Historical Society, Nicollet County Historical Society, City of Granite Falls, and Redwood Falls Chamber of Commerce.

Project Scope

There are presently 96 sites listed on the www.mnrivervalley.com website. Approximately 35-40 of those sites connect to Dakota history or heritage. The Dakota Content Specialist will review those site descriptions and add to or revise the content to better reflect Dakota history, significance, and impact in the Valley. An overview will be created to discuss the Dakota Homeland and history. It is possible that a handful of new Dakota-related discovery sites may be identified and added to our site, too. Where appropriate, we will add quotes or translations in the Dakota language to directly reflect the impact and importance of the Dakota to our community.

The Minnesota River Valley National Scenic Byway wishes to hire a Dakota Content Specialist to improve the content on the Minnesota River Valley Scenic Byway website (www.mnrivervalley.com) by accomplishing the following:

- Meet with the Byway Project Coordinator, Tribal Preservation Officers from the Upper Sioux Community and Lower Sioux Community, the Dakota History Elders/Advisors and Byway Alliance as needed.
- Review the 35-40 site descriptions that have connections to Dakota history or heritage on the www.mnrivervalley.com website. Add to or revise the content to better reflect Dakota history, significance, and impact in the Valley.
- Write a “Dakota Homeland” section for inclusion on the byway website.
- Include Dakota language and add Dakota place names where appropriate.

Sites include:

1. Samuel J. Brown Memorial Park
2. Wadsworth Trail Marker
3. Lac qui Parle State Park
4. Camp Release Memorial Monument
5. Historic Chippewa City
6. Wood Lake Monument and Battlefield
7. Upper Sioux Agency State Park
8. Joseph R. Brown State Wayside Rest
9. Renville County Parks: Beaver Falls
10. Renville County Parks: Vicksburg
11. Schwandt Memorial
12. Birch Coulee Battlefield State Historic Site
13. Morton Monuments
14. Renville County Historical Museum
15. St. Cornelias Church
16. Lower Sioux Agency
17. Fort Ridgely State Park, Cemetery, Monuments and Historic Site
18. Sleepy Eye Historic Buildings
19. Harkin Store
20. Milford Monument

21. Evacuation of New Ulm to Mankato Route Marker
22. New Ulm Historic District
23. Brown County Historical Museum
24. Riverside History and Nature Learning Center
25. Minneopa State Park and Minneopa Falls
26. Mankato Historic Districts
27. Blue Earth County History Center and Museum
28. Winter Warrior and Memorial Marker
29. Children's Museum of Southern Minnesota
30. Fort LeHillier Marker and Landing
31. Akota Wokiksuye Makoce (Land of Memories) Park, Mahkato Wacipi (Pow Wow)
32. St. Peter Historic District
33. Treaty Site History Center and Nicollet County Museum, Traverse des Sioux Historic Site
34. Ottawa Village Historic District
35. W.W. Mayo House
36. Henderson Historic District
37. Sibley County Historical Museum
38. Joseph R. Brown Heritage Society and Minnesota River Center

Not all of these sites may require revisions or have direct connections to Dakota History. Also, there may be additional sites that need to be added to this list.

[note: we do not require the consultant to visit each site]

Budget

The total amount for this contract cannot exceed \$19,000. This includes mileage reimbursement and all expenses.

Timeline

Request for Proposal posted: **August 22, 2016**

Request for Proposal due: **September 13, 2016**

Review proposals and select consultant: **September 21, 2016**

Contract period: October 1, 2016 – March 31, 2017

Submit draft content as completed in a Word document via email or Google docs.

Submit all draft content final deadline: **January 10, 2017**

Feedback and any revisions will be give back to the consultant: **February 10, 2017**

Submit all final contact with revision: **March 10, 2017**

Proposal content

The proposal prepared in response to this RFP shall contain the following:

1. The name(s), address(s) and contact information for the applicant(s)
 - a. Organizations, independent consultants or teams of consultants are invited to apply.
2. Work samples which highlight examples of writing Dakota historical context.
3. Resume and qualifications that include:
 - a. Similar projects that you have worked on.
 - b. The following are required qualifications. Please explain each:
 - A. Familiarity with speaking and writing in the Dakota language.
 - B. Relationship with the tribes in the Minnesota River Valley.
 - C. Knowledge of Dakota history, impact, and significance in the Minnesota River Valley
 - D. Ability to write and edit website content for a general audience.
 - E. Ability to meet stated deadlines.
 - F. Computer skills and access to technology such as computer, internet, and Google docs.
4. References: 2-3 (optional)
5. Cost:
 - a. Include the total cost for the complete scope of services as described.
 - b. In the case that the scope of work needs to be expanded, please include an hourly rate.
Note that the scope of work will not be expanded unless agreed to by all parties.

PROPOSAL EVALUATION

The initial evaluations will be based on the content of the Proposals. The proposals will be ranked based on the following factors (weighting of each factor listed in parenthesis):

1. Dakota language abilities (20%)
2. Relationship with the tribes in the Minnesota River Valley (20%)
3. Knowledge of Dakota history, impact, and significance in the Minnesota River Valley. (30%)
4. Ability to write and edit website content and meet stated deadlines. (20%)
5. Cost estimate is reasonable. (10%)

Following a review of proposals, the selection committee will select the preferred organizations/firms/individual with whom negotiations will be opened regarding a final scope of work. Other applicants will be notified of the selection results.