

**Request for Proposals**  
Contract Archaeologist  
Metro-Area Historical Society Collaborative

**Summary**

Four metro area historical societies (client) are seeking the services of a highly qualified archaeologist (contractor) to complete a study of Alpha Sites in four metro area counties in a process that includes public engagement.

**Partner Organizations**

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

**Timeline**

First consideration given to proposals received by 5 p.m., ~~Friday, January 6, 2017~~. Extended to Wednesday, January 18, 2017.

Contractor is expected to be selected between January 18 and 20; project must start by June 15, 2017, for a 12 month period.

Project conditional upon receipt of grant funding.

**Project Budget**

The contractor will receive up to \$64,500 in compensation, plus mileage, parking, artifact processing and curation costs, and approved expenses. No per-diem or meal reimbursement will be provided.

**Scope of Work**

Please note that the following scope of work assumes a working presence by the contractor for an average of 30 hours per week over the contract period. Some flexibility is possible and the selected contractor will negotiate a specific plan of work upon contract award.

1. Develop county-level Phase I archaeological literature review alpha site specific for each partner. This document will include: a brief history of each county; know alpha site locations with expanded research on each location; their relationship to already developed historic contexts; and recommendations/ranking based on location probability for cultural material retention.
2. Consult with each partner to identify up to ten (10) site locations from each county for the development of public programs oriented toward site documentation.
3. Complete a series of public programs to document the forty (40) alpha site locations. Programs to be determined in collaboration with individual county historical societies. Documentation should follow standard Phase I archaeological survey methods as laid out by the MN Office of the State Archaeologist as appropriate.
4. Locations where cultural materials are encountered, a MN Archaeological site form will be completed and sent to the MN Office of the State Archaeologist for site numeration. For locations where no cultural

materials are encountered or evidence of the alpha site, an update to the existing alpha site form will be provided to the State Historic Preservation Office.

5. If cultural materials are collected, work with each partner to ensure adequate documentation and curation protocols are followed.
6. In conjunction with partners, present findings at one or more local history or museum conferences.
7. Produce an end of project report discussing the results of steps 2 through 5.

**Required Qualifications - Archaeologist - Project Consultant**

- Five years of experience as a principal investigator
- Five years of experience in Mid-western archaeology
- MA degree in archaeology
- Current Phase I License for the State of MN
- Excellent communication 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 a contract archaeologist
- PhD in Archaeology
- Demonstrated knowledge of the local archaeological community
- Experience working with small museums/local historic sites and their collections

**To Apply**

Please submit the following to Kathleen Klehr, executive director, SCHS via e-mail at [kklehr@scottcountyhistory.org](mailto:kklehr@scottcountyhistory.org). No calls please. Written questions will be accepted via email through January 9, 2017 and all questions and responses will be provided to all respondents by January 10, 2017 via email.

Proposal document: Address capacity to successfully complete the desired scope of work. Maximum of three (3) pages.

CV/Resume: Maximum of four (4) pages.

References: Minimum of three (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 (3) pages in length demonstrating their capacity to complete the desired work.

*Position open until filled, but primary consideration given to proposals received by 5 p.m., Wednesday, January 18, 2017. Interviews with finalists expected to be conducted on/near January 20, 2017.*