



City Of
Frazee
MINNESOTA

P.O. Box 387, 222 Main Ave. W., Frazee, MN 56544

Waters Trails Shops Parks

City Phone: 218-334-4991 | City Fax: 218-334-4992

Request for Proposals (RFP)

Phase I Archaeological Survey Services Wannigan Regional Park – East Bank

Request for Proposals Date	August 28, 2026
Questions or Requests for Clarification Date	September 9, 2026
All Questions Responded To Date	September 14, 2026
Proposals Due Date	12:00 PM, September 18, 2026
City Council Considers Award	September 23, 2026
Project Completion Date	November 2026

For Questions Regarding these Proposal Documents contact:

Stephanie Poegel, City Administrator

City of Frazee

222 Main Ave W / PO Box 387

Frazee, MN 56544

cityadmin@frazeecity.com

August 28, 2026

Dear Consultant:

Enclosed is the background information necessary to provide a proposal for professional archaeological services associated with the Wannigan Regional Park East Bank development area. The City of Frazee and Frazee Community Development Corporation are seeking qualified firms to conduct a Phase I Archaeological Survey to support future park planning, environmental review, recreational development, cultural resource stewardship, and future funding opportunities.

The City's objective for this study is to identify and document any potential archaeological or cultural resources within the designated project area and provide recommendations regarding future planning considerations and regulatory compliance.

All proposals must be received by 12:00 PM on September 18, 2026.

Thank you for your consideration. If you have any questions concerning the specifications or project requirements, please contact me at 218-334-4991 or cityadmin@frazeecity.com.

Sincerely, Stephanie Poegel
City Administrator
City of Frazee, MN

SECTION I. INTRODUCTION AND OVERVIEW

REQUEST FOR PROPOSALS. The City of Frazee, in coordination with the Frazee Community Development Corporation (FCDC), is soliciting competitive proposals for professional archaeological consulting services for completion of a Phase I Archaeological Survey for the East Bank area of Wannigan Regional Park located in Becker County, Minnesota.

Sealed proposals will be received at Frazee City Hall, 222 Main Ave W, PO Box 387, Frazee, Minnesota, 56544 until 12:00 p.m. on Friday, September 18, 2026. All proposals must be sealed and marked "City of Frazee – Wannigan Regional Park Archaeological Survey Proposal."

Any questions regarding the Request for Proposals must be submitted in writing to Stephanie Poegel, City Administrator, City of Frazee, 222 Main Ave W, PO Box 387, Frazee, MN 56544.

1. BACKGROUND. Wannigan Regional Park is a developing recreational and environmental asset located along the Otter Tail River corridor within the City of Frazee. The East Bank project area has been identified for future recreational development, trail systems, conservation efforts, educational opportunities, tourism activities, and related public-use improvements.

Due to the environmental and historical sensitivity of the project area, the City seeks to complete a Phase I Archaeological Survey to identify any archaeological resources, cultural materials, or areas requiring additional investigation prior to future development activities.

2. GOALS. The goal of this project is to:

- Conduct a professional Phase I Archaeological Survey;
- Identify and document archaeological or cultural resources;
- Support future environmental review and grant readiness;
- Assist future park development planning;
- Ensure compliance with applicable state and federal archaeological standards;
- Provide recommendations regarding additional study or mitigation measures if

necessary.

3. SUBMISSION OF PROPOSALS. Consultants shall fully familiarize themselves with the Request for Proposals and all applicable project requirements. Consultants will be deemed to acknowledge their familiarity with the Proposal documents by virtue of submitting a proposal.

The City reserves the right to reject any or all proposals, waive informalities or irregularities, reissue the Request for Proposals, and negotiate scope or pricing if

determined to be in the best interest of the City.

SECTION II. ELEMENTS OF PROPOSAL

1. EXPERIENCE. Consultants shall describe their experience conducting archaeological surveys, cultural resource investigations, environmental review support, and related professional services for municipal or governmental entities.

2. PROJECT OUTLINE. Each Consultant shall provide a detailed project outline demonstrating methodology, field investigation approach, project schedule, deliverables, and anticipated completion timeline.

3. PROPOSAL CONTENT. The proposal shall include:

- Letter of transmittal
- Consultant qualifications
- Project team and resumes
- References
- Scope and methodology
- Project timeline
- Cost proposal
- Insurance documentation

4. COST PROPOSAL. Consultants shall submit a detailed not-to-exceed cost proposal including labor, travel, field investigation, reporting, GIS services, reimbursable expenses, and any applicable fees or surcharges.

5. REFERENCES. Each Consultant shall provide at least three (3) references from similar projects completed for municipal, county, state, tribal, or public-sector clients.

6. INSURANCE REQUIREMENTS. Consultant shall maintain the following minimum insurance coverage:

A. Commercial General Liability

- \$1,000,000 general aggregate
- \$1,000,000 products - completed operations aggregate
- \$1,000,000 personal injury and advertising injury
- \$1,000,000 each occurrence limit
- Claims made form of coverage is not acceptable.
- Insurance must include:
- Premises and Operations Liability
- Blanket Contractual Liability including coverage for the joint negligence of the City of Frazee, its officers, council members, agents, employees, authorized volunteers and the named insured
- Personal Injury

- Explosion, Collapse and Underground Coverage
- Products/Completed Operations

B. BUSINESS AUTOMOBILE COVERAGE

- A. \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage - each accident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

C. WORKERS COMPENSATION AND EMPLOYERS' LIABILITY

If required by Minnesota State Statute or any Workers Compensation Statutes of a different state. Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:

\$500,000 Each Accident

\$500,000 Disease Policy Limit

\$500,000 Disease - Each Employee

D. ADDITIONAL PROVISIONS

- Additional Insured - On the General Liability Coverage and Business Automobile Coverage. City of Frazee, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.
- Endorsement - The Additional Insured Policy endorsement must accompany the Certificate of Insurance.
- Certificates of Insurance - A copy of the Certificate of Insurance must be on file with the City Administrator.
- Notice - NOTE: City of Frazee requires 30 days written notice of cancellation, nonrenewal or material change in the insurance coverage.
- The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted in the State of Minnesota.

SECTION III. SCOPE OF WORK

The selected consultant shall provide all labor, materials, equipment, supervision, transportation, and professional services necessary to complete the following:

- Background archaeological and historical research;
- Field investigation and documentation;
- Pedestrian survey and/or subsurface testing as necessary;
- Identification and documentation of archaeological resources;

- GIS mapping and photographic documentation;
- Preparation of a final Phase I Archaeological Survey Report;
- Recommendations regarding additional investigation if warranted.

The final report shall include:

- Executive summary
- Methodology
- Environmental description
- Findings and conclusions
- Maps and exhibits
- Photographic documentation
- Recommendations for future action

SECTION IV. COMPLIANCE REQUIREMENTS

All work shall comply with:

- Minnesota SHPO standards and guidance;
- Secretary of the Interior Standards and Guidelines;
- Applicable state and federal archaeological regulations;
- Professional archaeological field and reporting standards.

Consultants should demonstrate familiarity with tribal consultation considerations and culturally sensitive resource management practices.

SECTION V. EVALUATION CRITERIA

Proposals may be evaluated based upon the following criteria:

- Qualifications and Experience – 40%
- Project Understanding and Methodology – 25%
- Cost Proposal – 25%
- Schedule and Availability – 10%

SECTION VI. PROJECT SCHEDULE

RFP Issued: August 28, 2026

Questions Due: September 9, 2026

Responses to Questions Issued: September 14, 2026

Proposal Due Date: September 18, 2026

Consultant Selection: September 23, 2026

Estimated Completion: November 2026

SECTION VII. QUOTE SHEET

TOTAL NOT TO EXCEED COST: _____

Proposal Submitted by: _____

Printed Name: _____

Company Name: _____

Task	Consultant Hours	Consultant Fees	Additional Costs	Total
Background Research				
Field Investigation				
GIS Mapping				
Analysis & Documentation				
Final Report Preparation				
Presentation / Meetings				

SECTION VIII. RESERVATION OF RIGHTS

The City of Frazee reserves the right to reject any or all proposals, waive informalities, request clarification of submitted materials, negotiate scope or pricing, and cancel or reissue this Request for Proposals if determined to be in the best interest of the City.

Issuance of this RFP does not obligate the City to award a contract.

Signature Required:

(Print Name)

(Signature)