Research for a History of the Cannon Valley Trail

Request for Qualifications and Proposal

Issue Date: January 15, 2025
Submission Deadline: 3pm CST January 31, 2025
Contact Person: Scott Roepke
trailmanager@cannonvalleytrail.com

The Joint Powers Board of the Cannon Valley Trail (CVT) is seeking proposals from interested and qualified individuals to conduct the research phase of for a History of the Cannon Valley Trail. The research is to be completed by December 1, 2025.

CVT is a paved biking and hiking trail, established in 1986, that runs 19.7 miles through the diverse and spectacular scenery on a former Chicago Great Western Railroad line connecting the cities of Cannon Falls, Welch and Red Wing in the driftless area of beautiful southeastern Minnesota. Paralleling the Cannon River, the Trail offers glimpses and panoramas of the valley and overhanging cliffs to views of extensive wetland complexes.

The purpose of this project is to conduct research, using primary and secondary sources, for the history of the Cannon Valley Trail. This research would be organized into a narrative outline to provide the foundation for a subsequent manuscript for CVT History publication.

Deliverables

The successful respondent will be responsible for the following deliverables:

- A research report that summarizes the findings from primary source documents
- An annotated bibliography of the resources used
- A narrative outline that organizes the research and provides the foundation for a subsequent CVT history manuscript.

Qualifications of Respondent

The successful respondent will meet the following mandatory qualifications:

- Has a graduate degree in history or closely related field
- OR a bachelor's degree in history or closely related field plus one the following:
    - At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstratable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
    - Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Evaluation Criteria

Each proposal will be evaluated using the following criteria:

- Mandatory qualifications are met
- Years of experience in the field
- Evidence of research experience using primary and secondary sources

- Proven capacity to deliver the project services on time and on budget
- Ability to meet the requirements and deadlines of the Minnesota Historical and Cultural Heritage Grant Agreement
- Completement of the proposal
- Proposal fee

Submission Requirements

The Request for Qualifications and Proposal should contain the following:

- A statement of interest
- A resume outlining the respondent's experience and a response to the qualification review criteria
- An itemized fee proposal for this project
- Conflict of interest disclosure, if applicable
- Three professional references

All enquiries to the RGQ are to be delivered, via email, to Scott Roepke, Cannon Valley Trail Manager at trailmanager@cannonvalleytrail.com. Information obtained from any other source is not official and should not be relied upon.

Closing Date

All proposals must be signed and received before 3:00 pm CST on Friday, January 31, 2025 at the email listed on the front cover of this document. Proposals must not be sent by mail or facsimile. Email responses should use the subject line "Proposal for Research of a History of the CVT". All proposals must be in PDF format.

Late Proposals

Late proposals will not be accepted.

Conflict of Interest

A conflict of interest exists whenever an individual could benefit directly or indirectly from access to information or from a decision which they may have influence and also included perceived conflict where someone might reasonably perceive there to be such benefit and influence. Conflicts of interest may be real, potential or perceived.

The respondent should disclose conflicts of interest in writing as part of the proposal submission. Consideration as to the nature of the respondent's responsibilities and the degree of potential or apparent conflict will help to determine any course of action that the respondent will need to take to remedy the conflict of interest.