

# State of Minnesota

## Capitol Area Architectural and Planning Board (CAAPB)



### REQUEST FOR PROPOSAL

Public Project on the Urban History of Commemoration in the Capitol Area

Date Posted: March 16, 2026

- Responses must be received not later than 4:30 pm, Central Time, April 16, 2026.
- Late responses will not be considered
- As of July 1, 2025, certain terms are unenforceable in state contracts. See Session Laws, 2025 Regular Session, [Chapter 39](#), Article 2, Sec. 45.

#### **Minnesota's Commitment to Diversity and Inclusion**

The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651.201.2402 or go to the Office of Equity in Procurement home page, at <https://mn.gov/admin/business/vendor-info/oep/>.

**SPECIAL NOTICE:** This is a request for proposal. It does not obligate the State of Minnesota to award a contract or complete the proposed program, and the State reserves the right to cancel this solicitation if it is considered in its best interest.

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## Solicitation Attachments

- Attachment A: Responder Declarations
- Attachment B: Exceptions to State's Terms and Conditions
- Attachment C: Cost Detail
- Attachment D: Responder Form
  - Workforce Page
- Attachment E: H. F. 1830, Sec. 12.
- Attachment F: M. R. 2400.2703, Sub. 1
- Attachment G: Working Bibliography

## Sample Contract

- Exhibit A: Contract Terms
- Exhibit B: Insurance Requirements
- Exhibit C: Specifications, Duties, and Scope of Work
- Exhibit D: Pricing

## SECTION 1 – INSTRUCTIONS TO RESPONDERS

Steps for Completing Your Response	Follow the steps below to complete your response to this Solicitation: Step 1: Read the solicitation documents and ask questions, if any Step 2: Write your response Step 3: Submit your response
Incomplete Submittals	A response must be submitted along with any required additional documents. Incomplete responses that materially deviate from the required format and content may be rejected.

### STEP 1 – READ THE SOLICITATION DOCUMENT & ASK QUESTIONS, IF ANY

How to Ask Questions	The contact person for questions is: Jessie Hughes, Office Administrative Specialist Capitol Area Architectural and Planning Board (CAAPB) <a href="mailto:jessie.hughes@state.mn.us">jessie.hughes@state.mn.us</a> Questions should be emailed to the contact by 4:30 pm, March 30, 2026. Other personnel are not authorized to answer questions regarding this Solicitation.
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### STEP 2 – WRITE YOUR RESPONSE

The Response Content section is in this link to [Section 4](#). Prepare a written response and supply all requested content. Responses should address the requested information and documents detailed in Section 4. **DO NOT INCLUDE** Non-Public/Trade Secret data (as defined in this link to [Minn. Stat. § 13.37](#)).

**Review, sign, and include the Responder Declarations with your response.**

### STEP 3 – SUBMIT YOUR RESPONSE

Where to Send Your Response	Submit your response to: Capitol Area Architectural and Planning Board (CAAPB) Jessie Hughes, Office Administrative Specialist Freeman Building 625 Robert St N Saint Paul, MN 55155 <a href="mailto:jessie.hughes@state.mn.us">jessie.hughes@state.mn.us</a> Proposals must be received not later than 4:30 pm, Central Time, April 16, 2026. <b>Late responses will not be considered.</b> Provide two copies of the proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address written on the outside. Provide one copy of the cost detail in a separately sealed envelope clearly marked on the outside "Cost Detail" along with the responder's name. By submitting a response, responder is making a binding legal offer for the period of time set forth below in Section 6, Conditions of Offer.
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**Late responses will not be considered.** Responses received after End Date above will not be considered, even if errors or delays were caused by issues outside of responders' control.

By submitting a response, your company is making a binding legal offer for the period of time set forth below in Section 6, Conditions of Offer.

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## SECTION 2 – SUMMARY OF SCOPE

### 1. Procurement Overview and Goals.

The Capitol Area Architectural and Planning Board (CAAPB) requests proposals to plan and implement a project aimed at gaining knowledge of and promoting public education around the urban history of commemorative works on display at the Minnesota State Capitol Mall. The project includes a narrative report, tour program, analytical report and dataset, and public outreach component.

The project takes the contingent creation of a formal commemorative works display on the lawn and the establishment of a formal “Capitol Area” with expansion of the Capitol grounds in the 1950s and 60s as an anchoring moment for expressions of the State’s cultural memory. Some statuary was installed on, or adjacent to, the Capitol building during the early 20th century. A formal monument display on the Capitol Mall, however, was a distinctly postwar phenomenon, which was connected to federally sponsored development initiatives, including interstate highway construction and urban development projects (“Urban Renewal”). Urban Renewal de-densified the Capitol’s front yard, making space for all but three commemorative works currently on view.

#### Goals:

Foster public awareness and promote education on the history of the Capitol Area, as a historic area, worthy of commemoration.

Provide a comprehensive review of commemorative works at the State Capitol, which considers the memorial landscape from substantive, institutional, urban history, and design perspectives.

Compile knowledge and offer suggestions on how future commemorative work practices on and off the Mall can be more sensitive to this history in both substance and design.

Completion of the project will fulfill the CAAPB’s obligations for commemorative works outlined in Subpart 1 of the *Standards for Commemorative Artwork (M. R. 2400.2703)*.

### 2. Sample Tasks and Deliverables.

Project deliverables, and associated sample tasks, are described below.

Narrative report: A long history of the Capitol Area and the development of monuments and memorials on the Capitol Mall (from geological time to the present day) written for a general audience. The report should discuss (1) the environmental and social history of the current Capitol Area from geological time to early European settlement; (2) proto-urban renewal plans of the late 19th and early 20th century for the area and said plans’ connection local political economy; (3) changes to the Area’s landscape and social fabric in the 1950s and 60s; and (4) the evolution of the Mall’s memorial landscape, which periodizes the introduction of new monuments across the twentieth century. The report should also address how future commemorative work siting and programming can be sensitive to this history.

Proposals should demonstrate a plan for building on existing historical research from various disciplines (internal and external). They may also address strategies for additional primary source research—archival and oral-history based. (approximately 150 pages)

Tour program: A series of scripted tours highlighting a selection of commemorative works and historically important sites featured in the narrative report. Tour design should accommodate guided, self-guided, in-person, and virtual modalities and may have a mapping component. One of these tours should be geared towards 6th grade students and align with Minnesota History curriculum in the state. Others should target adult audiences; these tours may be subject focused (e.g., specifically, on commemorative works or on urban history, etc.) while allowing for overlapping content. Proposals should demonstrate the ability to comply with Minnesota K-12 Academic Standards in Social Studies. The Mall

tour program will coordinate with tours and other educational programs offered inside the Capitol building by the Minnesota Historical Society.

Proposals may also address strategies to feature the tour on the CAAPB and other websites, as well as publishing “episodes” (or “modules”) to platforms, including not limited to Spotify, Apple Podcast, and/or YouTube. The provider will investigate potential tour technologies and select platform(s) that is/are sustainable.

Analytical report and dataset: Study of existing commemorative works that provides the following information on every commemorative work installed in the Capitol Area:

- a. date of design
- b. date of installation
- c. materials
- e. size of work
- f. location
- d. artist biography and influences
- g. details regarding construction (including time taken from application to completion)
- h. funding and sponsorship
- i. institutional, organizational, or political support
- j. environmental impact
- k. installation and maintenance costs over time
- l. brief discussion of historical significance on a substantive and institutional perspective
- m. analysis identifying issues relative to the now contemporary currency of the work and notes details, such as accuracy of text, condition of work, etc.

The report (approximately 50-75 pages) will also include a streamlined version of this information in a tabular form, which will be made accessible to the public.

Public outreach: Four public events (e.g., workshops, talks, or outreach opportunities) geared towards continuing dialogue over past and future practices of commemoration in the Capitol Area. Public talks and workshops may address critical moments in the history of the Capitol Area, or tie events or trends in this history to some existing or former local, historic feature (e.g., architectural, sculptural, infrastructural, or environmental). The events should engage community members, scholars, stakeholders, educators, and other members of the public.

The contractor will work closely with CAAPB personnel, including possibly collaborating with staff on research strategies, drafts, and other project deliverables. The contractor may also subcontract proposed tasks or deliverables to other vendors with agency review and approval, depending on need or expertise.

## SECTION 3 – PROPOSAL INSTRUCTIONS AND ADDITIONAL INFORMATION

### 1. **Anticipated Contract Term.**

The term of this contract is anticipated to be from April 2026 to June 30, 2027, with the option to extend in increments determined by the State.

### 2. **Question and Answer Instructions.**

All questions should be submitted no later than the date and time listed in Section 1, Instructions to Responders. The State is not obligated to answer questions submitted after the question due date and time.

Only personnel listed above are authorized to discuss this solicitation with responders. Contact regarding this solicitation with any personnel not listed above could result in disqualification. This provision is not intended to prevent responders from seeking guidance from state procurement assistance programs regarding general procurement questions.

If a Responder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in the solicitation, please immediately notify the contact person detailed above in writing of such error and request modification or clarification of the document.

### 3. **Additional Tasks or Activities.**

Responders are encouraged to propose additional tasks, activities, or goods above and beyond the scope of what is requested in this solicitation if they will substantially improve the results of this procurement. Any costs associated with these additional tasks, activities, or goods should be clearly marked and separated from costs associated with the tasks, activities, or goods specifically requested under this solicitation. Because cost is a factor in the evaluation of responses to this solicitation, failure to separate costs for additional tasks, activities, or goods may result in those costs being included in a responder's cost proposal and result in a lower cost score for that proposal.

## SECTION 4 – PROPOSAL CONTENT

Please submit the following information:

1. Work Plan and Approach. Workplan should include a description of the deliverables provided by the Responder, major tasks, a project timeline, a list of possible partners and subcontractors, and basis for invoicing. This document must address the Responder's approach to the project, which may include plans for stakeholder engagement, outline of relevant methodologies, strategy for meeting State educational standards and accessibility requirements, and other issues pertaining to project fit.

This document should NOT list cost detail. If cost detail is included in this document, the State may disqualify the proposal as non-responsive.

2. Qualifications and Experience. Please provide a description of the Responder's prior experience and qualifications for work on the project. The responder should include resumes for all personnel working on the project outlining their relevant training and professional experience. Respondents are encouraged to indicate if project personnel meet the Secretary of Interior's (SOI) qualifications in History, Historic Preservation, or a related field. Resumes or other documentation pertaining to personnel should not, if possible, contain private information such as personal telephone numbers, home addresses, or personal email addresses. If it is necessary to include private information, it should be clearly indicated.
3. Work Sample(s). Responder must provide at least one but no more than three work sample(s). Work Samples are ideally very similar to the services being requested in this RFP and should reflect the quality of the deliverables provided to the State. Possible sample types include historical reports, publications, podcasts, educational materials, and documentation of prior exhibits, events, or other forms of public programming.
4. Cost Detail. Complete and submit Attachment C, "Cost Detail," attached to this solicitation.
5. Submit all requested documentation, including, but not limited to, the following documents:
  1. Attachment A: Responder Declarations
  2. Attachment B: Exceptions to State's Standard Terms and Conditions
  3. Attachment C: Cost Proposal
  4. Attachment D: Responder Forms
    - a. Workforce Page

**DO NOT INCLUDE Non-Public/Trade Secret data (as defined by Minn. Stat. § 13.37).**

## SECTION 5 – EVALUATION PROCEDURE AND CRITERIA

The State will conduct an evaluation of responses to this Solicitation. The evaluations will be conducted in three phases:

- Phase 1 - Review responses for responsiveness and pass/fail requirements
- Phase 2 - Evaluate responses
- Phase 3 - Select finalist(s)

### 1. Phase 1 – Responsiveness and Pass/Fail Requirements

The purpose of this phase is to determine if each response complies with mandatory requirements. The State will first review each proposal for responsiveness to determine if the Responder satisfies all mandatory requirements. The State will evaluate these requirements on a pass/fail basis.

Mandatory Requirements. The following will be considered on a pass/fail basis:

- Responses must be received by the due date and time specified in this RFP.

### 2. Phase 2 - Evaluate Responses

Only those responses found to have met Phase 1 criteria will be considered in Phase 2.

The factors and weighting on which responses will be evaluated are:

- |                                      |   |
|--------------------------------------|---|
| 1. Work Plan and Approach            | 400 points                                  |
| 2. Qualifications and Experience     | 150 points                                  |
| 3. Work Sample(s)                    | 150 points                                  |
| 4. Cost Detail                       | <u>300 points</u><br>1000 points            |
| 5. Preference Points (if applicable) | 120 points (in addition to 1,000 available) |

Preference points are described under Solicitation Terms and will be applied to the total score after points have been awarded.

### 3. Phase 3 - Select Finalist(s)

Only those responses that have been evaluated under Phase 2 shall be eligible for Phase 3.

The State will make its selection based on best value, as determined by this evaluation process. The State reserves the right to pursue negotiations on any exception taken to the State's standard terms and conditions. In the event that negotiated terms cannot be reached, the State reserves the right to terminate negotiations and begin negotiating with the next highest scoring responder or take other actions as the State deems appropriate. If the State anticipates multiple awards, the State reserves the right to negotiate with more than one Responder.

It is anticipated that the evaluation and selection will be completed by 4:30 pm on April 30, 2026.

## SECTION 6 – UNENFORCEABLE TERMS AND SOLICITATION TERMS

### Unenforceable Terms

As of July 1, 2025, certain terms are unenforceable in state contracts. See Session Laws, 2025 Regular Session, [Chapter 39](#), Article 2, Section 45.

#### Unenforceable terms

(a) A contract entered into by the state shall not contain a term that:

- (1) requires the state to defend, indemnify, or hold harmless another person or entity, unless specifically authorized by statute;
- (2) binds a party by terms and conditions that may be unilaterally changed by the other party;
- (3) requires mandatory arbitration;
- (4) attempts to extend arbitration obligations to disputes unrelated to the original contract;
- (5) construes the contract in accordance with the laws of a state other than Minnesota;
- (6) obligates state funds in subsequent fiscal years in the form of automatic renewal as defined in section 325G.56; or
- (7) is inconsistent with chapter 13, the Minnesota Government Data Practices Act.

(b) If a contract is entered into that contains a term prohibited in paragraph (a), that term shall be void and the contract is enforceable as if it did not contain that term.

### Solicitation Terms

#### 1. Competition in Responding

The State desires open and fair competition. Questions from responders regarding any of the requirements of the Solicitation must be submitted in writing to the Solicitation Administrator listed in the Solicitation before the due date and time. If changes are made the State will issue an addendum.

Any evidence of collusion among responders in any form designed to defeat competitive responses will be reported to the Minnesota Attorney General for investigation and appropriate action.

#### 2. Addenda to the Solicitation

Changes to the Solicitation will be made by addendum with notification and posted in the same manner as the original Solicitation. Any addenda issued will become part of the Solicitation.

#### 3. Data Security - Foreign Outsourcing of Work is Prohibited

All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all levels.

#### 4. Joint Ventures

The State allows joint ventures among groups of responders when responding to the solicitation. However, one responder must submit a response on behalf of all the others in the group. The responder that submits the response will be considered legally responsible for the response (and the contract, if awarded).

#### 1. Withdrawing Response

A responder may withdraw its response prior to the due date and time of the Solicitation. A responder may withdraw its response by notifying the Solicitation Administrator in writing of the desire to withdraw.

After the due date and time of this Solicitation, a responder may withdraw a response only upon showing that an obvious error exists in the response. The showing and request for withdrawal must be made in writing to Solicitation Administrator within a reasonable time and prior to the State's detrimental reliance on the response.

## 2. **Rights Reserved**

The State reserves the right to:

- Reject any and all responses received;
- Waive or modify any informalities, irregularities, or inconsistencies in the responses received;
- Negotiate with the highest scoring Responder[s];
- Terminate negotiations and select the next response providing the best value for the State;
- Consider documented past performance resulting from a State contract may be considered in the evaluation process;
- Short list the highest scoring Responders;
- Require Responders to conduct presentations, demonstrations, or submit samples;
- Interview key personnel or references;
- Request a best and final offer from one or more Responders;
- The State reserves the right to request additional information; and
- The State reserves the right to use estimated usage or scenarios for the purpose of conducting pricing evaluations. The State reserves the right to modify scenarios, and to request or add additional scenarios for the evaluation.

## 3. **Samples and Demonstrations**

Upon request, Responders are to provide samples to the State at no charge. Except for those destroyed or mutilated in testing, the State will return samples if requested and at the Responder's expense. All costs to conduct and associated with a demonstration will be the sole responsibility of the Responder.

## 4. **Responses are Nonpublic during Evaluation Process**

All materials submitted in response to this Solicitation will become property of the State. During the evaluation process, all information concerning the responses submitted will remain private or nonpublic and will not be disclosed to anyone whose official duties do not require such knowledge. Responses are private or nonpublic data until the completion of the evaluation process as defined by Minn. Stat. § 13.591. The completion of the evaluation process is defined as the State having completed negotiating a contract with the selected responder. The State will notify all responders in writing of the evaluation results.

## 5. **Trade Secret Information**

9.1 Responders must not submit as part of their response trade secret material, as defined by Minn. Stat. § 13.37.

9.2 In the event trade secret data are submitted, Responder must defend any action seeking release of data it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments awarded against the State in favor of the party requesting the data, and any and all costs connected with that defense.

9.3 The State does not consider cost or prices to be trade secret material, as defined by Minn. Stat. § 13.37.

9.4 A responder may present and discuss trade secret information during an interview or demonstration with the State, if applicable.

## 10. **Conditions of Offer**

Unless otherwise approved in writing by the State, Responder's cost proposal and all terms offered in its response that pertain to the completion of professional and technical services and general services will remain firm for 180 days, until they are accepted or rejected by the State, or they are changed by further negotiations with the State prior to contract execution.

### **11. Award**

Any award that may result from this solicitation will be based upon the total accumulated points as established in the solicitation. The State reserves the right to award this solicitation to a single Responder, or to multiple Responders, whichever is in the best interest of the State, providing each Responder is in compliance with all terms and conditions of the solicitation. The State reserves the right to accept all or part of an offer, to reject all offers, to cancel the solicitation, or to re-issue the solicitation, whichever is in the best interest of the State.

### **12. Requirements Prior to Contract Execution**

Prior to contract execution, a responder receiving a contract award must comply with any submittal requests. A submittal request may include, but is not limited to, a Certificate of Insurance.

### **13. Targeted Group, Economically Disadvantaged Business, Veteran-Owned and Individual Preference**

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, businesses that are eligible and certified by the State as targeted group (TG) businesses, economically disadvantaged (ED) businesses, and veteran-owned businesses will receive points equal to 12% percent of the total points available as preference.

For TG/ED/VO certification and eligibility information visit the Office of Equity in Procurement website at <https://mn.gov/admin/business/vendor-info/oep/> or call the Division's Helpline at 651.201.2402.

### **14. Reciprocity**

State shall comply with Minn. Stat. § 16C.06, subd. 7, as that applies to a non-resident vendor. This paragraph does not apply for any project in which federal funds are expended.