SERVICE SOLICITATION:

Dakota County Parks Community Liaisons/Interpreters, Outreach Programs 2027 (Various Locations)

Dakota County Parks Department
Anna Ferris
952-891-7920
Anna.ferris@co.dakota.mn.us

KEY DATES:

- Release Date: 11/23/2026
- Responses are due: 12/11/2026 at 4:30 P.M. CST by email to the project manager at anna.ferris@co.dakota.mn.us. No responses will be accepted after this date and time.
- See Schedule section below for more details.

SCOPE OF WORK

The purpose of Community Liaisons/Interpreters is to co-create Dakota County Park's outreach programs in partnership with park staff to assist in reaching the goals of these programs by connecting with one or more groups underrepresented in regional park visitation, which includes Black, Indigenous and people of color, and low-income households. This work is grant funded through the Parks and Trails Legacy Fund.

Outreach Program Purpose

Park outreach programs are intended to connect with one or more groups underrepresented in regional park visitation, which includes Black, Indigenous and people of color, and low-income households. For information about this please see the following Metropolitan Council reports:

- Park Use Among Select Communities of Color - https://metrocouncil.org/Parks/Research/Park-Use-Among-Communities-of-Color.aspx
- 2021 Regional Parks and Trails Visitor Study - https://metrocouncil.org/Parks/Research/Visitor-Study.aspx

Outreach Program Mission & Goals

The mission of the outreach program is to increase awareness, visitation and engagement in the Dakota County Parks mission and gather feedback that allows us to grow and improve our services in meaningful, inclusive ways that embrace diversity and contribute to healthy, thriving communities. The program seeks to work toward this mission through three goals:

1. Connect participants to a regional park or greenway.
2. Build skills and abilities that can be practiced in the parks and/or greenways.
3. Increase participants' comfort, confidence, and interest in the outdoors.

Outreach Program Details

- Partner organizations must focus on one or more groups underrepresented in regional park visitation, which includes Black, Indigenous and people of color, and low-income households.
- Programs must be organized with a non-profit organization, school group (youth and their families, not just youth) or outdoor-focused community group. An outdoor-focused community group is defined as a group that organizes outdoor activities and is open to the public in general or to a specific affinity, based on identity and/or interests (for example, a women's walking club). A community group must be open to

members of the public to join (not a group of friends, a family group, etc.) and must not be religiously affiliated. Non-profit organizations, school groups and community groups with connections with Dakota County residents will be prioritized.

- All programs must take place at a Regional Park or Greenway. Please note that Thompson County Park is **not** a regional park, so any programs taking place at that park must include the River to River Regional Greenway, which passes through the park.
- The Outreach Program focuses on reaching new and underrepresented communities. Community Liaisons are expected to actively recruit new participants and expand their programs' reach. While continuing to engage existing participants is important, programs should not only serve the same individuals. Reaching new people should be a priority in all outreach efforts.
- Programs are offered at no cost to partner organizations and participants, and equipment will be provided.
- Partner organizations may not charge participants for their participation in the program.
- Through grant funds, s'mores or a light snack can be provided as part of outreach programs upon request. Meals cannot be provided.
- Recreation outreach program options include kayak, canoe, fishing, walks in the park, archery, sledding, cross country skiing, snowshoeing, ice fishing and kick sledding. Programs are weather dependent.
- All youth under 18 years old must participate with an adult parent or guardian. Youth may not participate unaccompanied.
- For a park outreach program to run, at least 10 people must be signed up for the program. If less than 10 people are signed up, the program is subject to cancellation.
- Partner organizations and groups conduct the outreach to and registration of their participants using forms provided or agreed upon by Dakota County Parks. They must provide Dakota County Parks with the participant lists including names and contact information. Program information and registration links must be shared with Dakota County Parks to share on their communication channels.
- Community Liaisons are expected to respond to inquiries from prospective participants in a timely manner.
- Programs may not exceed the maximum participant limit, which varies depending on the type of program. Program participant limits are included below next to each activity and are subject to change based on evolving industry standards, equipment availability or other factors.
- All participants must sign a Dakota County Parks program waiver to participate in programs.
- Program participants must abide by all park facility guidelines and park ordinances. Alcohol and drug consumption are strictly prohibited during outreach programs.
- The maximum number of possible programs per organization/group are listed below next to each program category. Dakota County reserves the right to evaluate program impact and add public programs beyond the maximum limit or reduce the number of programs based on program outcomes, audience reach, program logistics, Community Liaison/Interpreter performance, program size, budget, staff support needed and other factors. It is not guaranteed that all programs included in selected proposals will be awarded. Final programs will be confirmed by Dakota County staff after the proposal is selected.
- If multiple individuals are applying to work as a Community Liaison/Interpreter focused on the same organization/group, the maximum programs apply to the overall number of programs with that organization/group (not per applicant).
- All programs must be open to the public to participate; however, outreach may be targeted to a specific audience based on the program specifications (for example, adult Spanish speaking women, parents of children with Autism, etc.). School groups are exempt from this requirement.

Outreach Recreation Programs

Dakota County Parks can offer 1-4 outreach recreation programs per organization per year, depending on the number of interested organizations and types of programs. Programs are weather dependent. Program types, group sizes and locations are subject to change based on evolving recreation best practices, equipment, park conditions and other factors. Youth under 18 must participate in programs with an adult parent or guardian. Please note that program participant maximums include the Community Liaison/Interpreter as one of the participants.

Archery:
- Ages 8 and older.
- Maximum 15 people
- Location - Spring Lake Park Reserve Archery Shelter (Rosemount)
- Season: Spring, Summer, Fall

Canoe:
- Ages 5 and older.
- Maximum 13 people
- Location - Lebanon Hills Regional Park
- Season: Spring, Summer, Fall

Cross Country Skiing:
- Ages 5 and older.
- Maximum 14 people.
- Location - Lebanon Hills Regional Park Visitor Center Trailhead.
- Season: Winter (snow dependent)

Fishing:
- Ages 5 and older.
- Maximum 35 people.
- Locations - Holland Lake Trailhead (Eagan), Thompson County Park or Lake Byllesby Regional Park (Cannon Falls)
- Season: Spring, Summer, Fall

Ice Fishing:
- Ages 5 and older.
- Maximum 35 people.
- Locations: Holland Lake, Lebanon Hills Regional Park or Thompson Lake, Thompson County Park.
- Season: Winter (lake ice dependent)

Kayak:
- Ages 5 and older at Schulze Lake. Ages 12 and older at Holland Lake.
- Maximum 10 people at Schulze Lake. Maximum 11 people at Holland Lake.
- Location - Lebanon Hills Regional Park
- Season: Spring, Summer, Fall

Kicksledding:
- Ages 3 and older.
- Maximum 15 people.
- Location: Lebanon Hills Regional Park Visitor Center Trailhead
- Season: Winter (snow dependent)

Sledding:
- All ages.
- Maximum 50 people.
- Location - Whitetail Woods Regional Park
- Season: Winter (snow dependent)

Snowshoe:
- Ages 5 and older.
- Maximum 20 people.
- Locations vary
- Season: Winter (snow dependent)

Walk in the park, Bonfire, and S'mores:
- All ages.
- Maximum 30 people
- Location - Any Dakota County regional park or greenway. See the list of all parks here: https://www.co.dakota.mn.us/parks/parksTrails/Pages/default.aspx
- Season: All year

Guided bike rides:
- Ages 14 and older (participants must be at least 5 feet tall)
- Maximum 12 participants at Spring Lake Park Reserve. Maximum 10 participants at all other locations.
- Location: Dakota County Greenways See the list of all parks here: https://www.co.dakota.mn.us/parks/parksTrails/Pages/default.aspx
- Season: Spring, Summer, Fall

Outreach Volunteer Programs
We welcome proposals for volunteer programs! Minimum participant age depends on specific program type. These programs can include planting native plants, trash clean-ups, removing garlic mustard and other activities. The location varies depending on the season, park needs and type of volunteer program. Dakota County Parks can offer 1-7 volunteer programs per organization per year, depending on the number of interested organizations, program type, resources needed and other factors.

Other Outreach Program and Event Ideas:
If you have an idea for a park outreach program type that is not listed above, please describe the proposed program with as much detail as possible. This can include focus audience, timeline, number of participants, materials needed, any risks associated with the activity and how they will be mitigated, and how it will reach the outreach program goals. Some activities are outside of our scope including organized sports (tennis, golf, soccer, basketball, figure skating, hockey, downhill skiing, etc.), direct provision of health services and activities that do not work toward the outreach goals. Please note that all programs must be open to the public, however the outreach can be focused on the audience the program is intended for and a maximum participant number can be established through a registration process. Proposals will be received and evaluated on alignment with outreach goals, feasibility, audience focus, and other factors. Dakota County Parks can offer 1-5 other outreach programs per organization/group per year, depending on the number of interested organizations, program size, program type, resources needed and other factors.

For any proposed overnight retreat programs, due to the increased risks associated with overnight activities, the retreat portion of the program must be hosted by the Community Liaison and not Dakota County. The Community Liaison must purchase a General Liability Insurance Policy. If the Liaison is unable to do so, purchasing a general liability policy through Dakota County Parks in the liaison's own names an option. The cost of the policy is an eligible expense for reimbursement upon completion of the program and must be included as a separate expense on the submitted invoice. The Community Liaison will assume responsibility for the planning, management, and assumes liability for all associated risks of the overnight retreat portion of the program. Overnight retreat programs must only include adult participants ages 18 and older.

COMMUNITY LIAISON/INTERPRETER QUALIFICATIONS:

- At least two years of professional experience as a Cultural Liaison, Cultural Family Advocate, School Success Liaison, or similar role in a school or non-profit setting or at least two years of experience as an administrator, coordinator or leader of an outdoor-focused community group. An outdoor-focused community group is defined as a group that organizes outdoor activities and is open to the public in general or to a specific affinity, based on identity and/or interests (for example, a women's walking club). A community group must be open to members of the public to join (not a group of friends, a family group, etc.) and must not be religiously affiliated.
- Strong, current, and broad networks with one or more of the above-mentioned groups underrepresented in regional park visitation in Dakota County.
- Proven ability to connect one or more cultural communities to outdoor events and programs.

COMMUNITY LIAISON/INTERPRETER REQUIREMENTS:

- Applicants must be 18 years old or older.
- A maximum of **one** Community Liaison/Interpreter can be contracted per program. Community Liaisons assist with promotion, outreach, registration, program support, facilitation, translation, and interpreting (when applicable). Community Liaisons do not provide program instruction.
- Current Dakota County employees are **not** eligible to apply. This includes full-time, part-time, and temporary and seasonal employees. If a Community Liaison/Interpreter is applying for a job with Dakota County during the contract period, they must reach out to the project manager (Anna Ferris) to

cancel the contract before an offer letter from Dakota County is issued and let the hiring manager know.

- Selected applicants must enter into a contract with Dakota County identifying the scope of work, payment for services, liability, responsibility for data that is created, collected or received in performing the services and other legal requirements.
- If you haven't contracted with Dakota County previously, you will be required to provide a W-9 form in order to execute a contract.
- Dakota County background checks will be required of all Community Liaisons/Interpreters every two years. Background checks need to be completed before the day of the first event and every two years after that.
- Selected applicants will be hired as contracted Community Liaison with Dakota County Parks and will be paid for hours worked. Work cannot exceed the hours included in the contract.
- After the event, meaning, the completion of all worked hours, per the Program's timeline below, the Community Liaison/Interpreter will send an invoice to Anna Ferris. County will make payment within thirty-five (35) days after the date on which the County receives the invoice.

COMMUNITY LIAISON/INTERPRETER RESPONSIBILITIES:

Before the program:

- Provide outreach, planning and promotion program
- Register participants for the program.
- Log all participant information on sign-up form.
- Let participants know if there is a weather cancellation.
- Communicate with participants about program details.
- Communicate with Dakota County Parks staff and conduct program planning as needed.
- Up to 2 hours x $45/hour = Total possible amount: $90

During the program:

- Provide language interpretation for attendees during the event (when applicable)
- Assist event organizers by providing interpretation, liaising and event support.
- Welcome attendees and liaise with them during the program.
- Track the number of youth and adults that participated in the program.
- Share feedback surveys with program participants.
- 2-3.5 hours (depending on program type and associated length) x $45/hour = Total possible amount: $157.50

After the program:

- Event reporting – Fill out and submit the event report form which will be provided by Dakota County Parks staff.
- Approximately 0.5 hours x $45/hour = Total: $22.50.

Total hours:

- Up to 6 hours per outreach program (depending on the length of the program) x $45/hour = Up to a Total possible amount of $270.
- For larger events or programs that fall outside of our typical program offerings, up to 15 hours of planning time and up to 20 hours of event or program time can be requested for up to a total of 35 hours x $45 = Total possible amount of $1,575 of Community Liaison time per event or program. Hours and final amount will be awarded depending on event time length, audience size and other factors.

Materials provided by the contractor:

- No materials required from contractors for recreation and volunteer outreach programs.
- For programs that fall outside of our typical program offerings, provide materials as needed.

DAKOTA COUNTY RESPONSIBILITIES:

List of tasks the County is responsible for completing:

- Provide participant waivers and photo releases.
- Reserve and provide equipment as needed.
- Monitor weather and inform Community Liaison/Interpreter about any need for cancellation.

Materials provided by Dakota County:

- Equipment, such as fishing rods, canoes, kayaks, skis, snowshoes, sleds, tubes, personal flotation devices, bows and arrows.
- Waivers and photo releases.

SCHEDULE:

- Monday, November 23, 2026: Solicitation released
- Monday, December 7, 2026; 4:30 P.M.- 6:30 P.M. CST: Pre-award meeting online via Microsoft Teams. This meeting is the only time to verbally ask questions about the solicitation. The meeting information and link can be found below.
    - **Microsoft Teams meeting**
        - **Join:** https://teams.microsoft.com/meet/261007196074148?p=eVsyBEHDLarH7PHCFr
            - Meeting ID: 261 007 196 074 148
            - Passcode: rA7Ui75S
            - Need help? | System reference
        - **Dial in by phone**
            - +1 651-273-3070,,180839110# United States, Hastings
            - Find a local number
            - Phone conference ID: 180 839 110#
            - For organizers: Meeting options | Reset dial-in PIN
- Tuesday, December 8, 2026; 4:30 P.M. CST: Deadline to submit questions.
- Friday, December 11, 2026, at 4:30 P.M. CST: Deadline to submit responses to this solicitation.
- Interviews will take place in December 2026

PLEASE NOTE:

- All questions about this solicitation **must** be sent by email to Anna Ferris at Anna.Ferris@co.dakota.mn.us.
- Dakota County staff will **not** be able to respond to questions via phone, in-person, or text. All questions must be submitted by email or asked verbally during the pre-award meeting. Answers to all questions will be posted to the solicitation website.
- No responses will be received after the final deadline of **Friday, December 11, 2026, at 4:30 P.M. CST.**
- You must send a Microsoft Word or PDF document with answers to **ALL** the questions and information on **Page 7** by email to Anna.Ferris@co.dakota.mn.us to be considered for this opportunity. This must be submitted no later than Friday, December 11, 2026, at 4:30 P.M. CST.

COMMUNITY LIAISON/INTERPRETER RESPONSE

To be considered for this opportunity, please answer the following questions on a Microsoft Word or PDF document and send it to Anna Ferris by email at Anna.Ferris@co.dakota.mn.us no later than Friday, December 11, 2026, at 4:30 P.M. CST.

Please note, this form is not a contract. If your response is selected and you have not contracted with Dakota County previously, a background check will be required, as well as a W-9 and Supplier Registration Form. A contract will not be awarded without the required documents, as they become applicable. No work can begin until a contract is fully executed.

You must answer ALL of the questions below to be considered for this opportunity.

1. Please write the following information:
    a. Full name
    b. Phone number
    c. Mailing address
    d. Email

2. Dakota County Parks outreach programs are intended to connect with one or more groups underrepresented in regional park visitation, including Black, Indigenous and people of color, and low-income households. Which communities of focus would you reach through your participation in this role and how would you reach them? Please be specific.

3. Please specifically describe the group you plan to work with for your outreach program(s), including the group name, a description of the participants and what your role is in that group (staff, leader, etc.). Please be as detailed as possible. If you are not the group leader, administrator or coordinator, please include their name and contact information and explain how you have engaged them in the planning of these outreach programs. It is required that group leader(s) be engaged and in agreement with the programs to ensure smooth coordination.

4. The Outreach Program focuses on reaching new and underrepresented communities. Community Liaisons are expected to actively recruit new participants and expand their programs' reach. While continuing to engage existing participants is important, programs should not only serve the same individuals. Reaching new people should be a priority in all outreach efforts. Please explain how you will reach new participants through your work in this role.

5. Please share an example of one or more times that you acted in a leadership role to connect one or more cultural communities to an outdoor event or program.

6. Please provide details about the service you will provide including proposed activities and general timeline (exact dates are not needed). This should include all of the activities you are proposing for 2027. Please identify any Dakota County staff support needed to implement the program. Given limited staffing resources, priority will be given to programs requiring less staff support.