



Alaskans for Palmer Hay Flats

Dedicated to responsible use and enjoyment of
Palmer Hay Flats State Game Refuge

ALASKANS FOR PALMER HAY FLATS

REQUEST FOR PROPOSALS (RFP)

Seeking Writer for Cultural Interpretive Trail Site Plan

Date Issued: June 5, 2026

Proposal Deadline: **June 26, 2026**

PROJECT SUMMARY

Alaskans for Palmer Hay Flats (APH) is seeking a qualified writer to develop a comprehensive written site plan for a proposed cultural interpretive trail at Scout Ridge within the Palmer Hay Flats State Game Refuge.

This project will result in a cohesive, accessible, and professionally written document that reflects the history, culture, ecology, and community significance of the site. The selected writer will synthesize existing materials into a unified plan that centers Dena'ina perspectives and tells the story of this place in a respectful and engaging way.

We especially welcome proposals from Alaska-based writers with experience or interest in community storytelling, Indigenous history, natural resources, public education, or cultural interpretation.

ABOUT THE PROJECT

The Palmer Hay Flats State Game Refuge is a landscape rich in cultural and ecological significance—from deep Dena'ina connections to its importance for wildlife, recreation, and conservation. This project is part of the “Reawakening Łajat” initiative, which seeks to honor and share the history of Łajat, one of the oldest Upper Inlet Dena'ina village sites. APH and project partners have already gathered substantial background materials. The selected writer will not be starting from scratch and will be supported during the process.

The project is being developed in collaboration with:

- Alaska Department of Fish and Game – Refuge Program
- Knik Tribal Council
- Native Village of Eklutna
- Chickaloon Village Traditional Council

SCOPE OF WORK

The selected writer will develop a written site plan document that synthesizes existing materials into a clear, organized, and engaging format. This RFP is specifically for written content development. Graphic design, engineering, trail design, and construction planning are not included. The writer will collaborate with project partners and incorporate feedback from Tribal representatives and subject matter experts.

SCOPE OF WORK (continued)

The site plan will include:

- Cultural background and historical context
- Ecological and environmental information
- Project goals and vision
- Partner roles and responsibilities
- Stewardship considerations
- Interpretive themes and educational opportunities
- Accessibility considerations
- Estimated interpretive signage costs

The estimated work is approximately 40–60 hours and will result in a final document of approximately 15–25 pages, depending on formatting and level of detail.

DELIVERABLES

- Participation in kickoff meeting
- Review of background materials and coordination with partners
- Draft outline of site plan
- Draft site plan document
- Revised draft incorporating partner feedback
- Final site plan document

Drafts will be reviewed by APH, State of Alaska and Tribal partners, and subject matter experts.

TIMELINE

- Proposal Deadline: June 26, 2026
- Proposal Review and Selection: June 29 – July 10, 2026
- Contract Finalization: July 13 – July 24, 2026
- Project Kickoff Meeting: By July 31, 2026
- Draft Outline Due: August 28, 2026
- Draft Site Plan Due: October 2, 2026
- Review Period (APH, Tribal Partners, and Subject Matter Experts): October 2 – October 23, 2026
- Revised Draft Due: November 13, 2026
- Final Review and Approval: November 13 – November 30, 2026
- Final Site Plan Due: December 11, 2026

APH recognizes that Tribal representatives, partner organizations, and subject matter experts may have limited availability during portions of the summer and fall. The project schedule is designed to allow adequate time for consultation, review, and incorporation of feedback throughout the planning process.

FUNDING AND COMPENSATION

This project is supported through grant funding secured by Alaskans for Palmer Hay Flats and its project partners. The selected contractor will work under the terms and conditions of the grant and contract agreement.

Compensation will be milestone-based and detailed in the final contract. Payments will align with deliverables including draft submission, revisions, and final approval. Proposers may submit either a fixed-fee proposal or an hourly rate with an estimated total project cost.

SELECTION CRITERIA

- Relevant writing experience
- Ability to synthesize complex information
- Experience with cultural, educational, or environmental projects
- Understanding of Alaska and Indigenous contexts
- Collaboration and communication skills
- Proposed fee
- Ability to meet the project schedule and deliverables

OWNERSHIP

All final materials produced under this contract shall become the property of Alaskans for Palmer Hay Flats.

WHAT TO INCLUDE

- Cover letter
- Resume
- Two to three writing samples
- Proposed fee or hourly rate
- Three references
- Confirmation that the proposer can meet the project timeline and participate in project meetings as needed.

Proposers are welcome to suggest alternate dates, which may be considered by the APH Board. Applicants are encouraged to identify anticipated scheduling conflicts that could affect their ability to complete the work within the proposed timeline.

HOW TO APPLY

Attn: Michelle Davis, email to tlingitwoman@gmail.com, cc: palmerhayflats@gmail.com
Subject Line: RFP Submission – Cultural Interpretive Trail Site Plan Writer
Proposal Deadline: June 26, 2026

QUESTIONS

Interested applicants are encouraged to call with questions regarding the project, timeline or proposal requirements. Questions and answers will be made available to interested applicants.

Contact: Michelle Davis, APH Sec./Treasurer at (907) 355-0345 or tlingitwoman@gmail.com

"Alaskans for Palmer Hay Flats is dedicated to conserving the natural and cultural resources of Palmer Hay Flats State Game Refuge by fostering stewardship through public awareness, recreation, education and enhancement projects." ~ our mission statement

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