

## REQUEST FOR PROPOSALS

### York River Headwaters Archaeological and Architectural Survey

York River Study Committee

**RFP Issue Date:** November 29, 2016

**Deadline for Response:** January 4, 2017

The York River Study Committee (Committee) seeks proposals from qualified cultural heritage professionals to conduct reconnaissance-level archaeological and architectural surveys of historic and cultural resources in the towns of Eliot and York, Maine.

Questions regarding the RFP should be directed to Jennifer Hunter, York River Study Coordinator, at (207) 641-9122 or [JH.YorkRiver@gmail.com](mailto:JH.YorkRiver@gmail.com) (email preferred).

#### I. Project Description

The Committee seeks qualified cultural heritage consultants meeting appropriate federal professional qualifications requirements as published in Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, 48 CFR 44716, to conduct reconnaissance-level archaeological and architectural surveys of the upper portions of the York River in the towns of York and Eliot, Maine. Archaeologists and historic preservation consultants must be listed as consultants approved by the Maine Historic Preservation Commission (MHPC) ([http://www.maine.gov/mhpc/project\\_review/arc\\_consultants.html](http://www.maine.gov/mhpc/project_review/arc_consultants.html)). The project will survey and identify historic and cultural sites to include archaeological resources (pre-contact and post-contact), and buildings, landscapes and structures estimated over 45 years of age. Priority survey areas are shown on the accompanying map, and encompass a ¼-mile buffer zone from the river and headwater waterbodies. This survey area is approximately 2,050 acres. The lump sum fee for these services is \$27,500; payment schedule to be negotiated. The fee amount must cover all aspects of the survey process including, but not limited to, meetings, research, travel, photography, fieldwork, presentations, and the survey project deliverables.

#### II. Project Background

In December 2014, Congress passed the York River Wild and Scenic River Study Act, which authorized the York River Study. The primary purpose of the Study is twofold: 1) the development of a management plan for the York River watershed that will identify important watershed resources and strategies for long-term protection or enhancement of these resources; and 2) evaluation of the eligibility and suitability of a National Park Service Partnership Wild and Scenic River designation the York River and its tributaries. Eligibility and suitability are based on demonstration of outstanding resource values, local support for and commitment to river protection, and existing local controls for river resource protection. Public knowledge, involvement, and support are key components to both parts of the York River Study. More information is available on the York River Study's website: [www.yorkrivermaine.org](http://www.yorkrivermaine.org).

This RFP and project seeks to address the potential presence of significant historic and cultural resources within the study area, identify and highlight resources of outstanding value, and provide recommendations for the immediate and long-term management of these resources.

The anticipated award announcement date is February 2017, and the study must be concluded by the end of August 2017. Kickoff meetings, survey coordination, and background research should commence immediately upon award, and fieldwork should be conducted in leaf-off conditions in early Spring to optimize ground visibility for archaeological sites. Both archaeological and architectural fieldwork must be conducted during periods with no snow cover.

Surveys should be designed to provide baseline information for identifying archaeological resources and architectural

(historic) properties or districts, which may be eligible for listing in the National Register of Historic Places. Additionally, contexts and sensitivity models should be developed to assess the potential for pre- and post-contact archaeological resources within the study area, based on background research and walkover survey, as well as limited subsurface testing on landforms identified as sensitive for pre-contact archaeological sites.

### **III. Project Deliverables**

Survey methods and all deliverables should follow MHPC standards and guidelines for architectural and archaeological surveys. Please refer to the following links and documents for survey specifications and instructions:

[http://www.maine.gov/mhpc/architectural\\_survey/index.html](http://www.maine.gov/mhpc/architectural_survey/index.html)

[http://www.maine.gov/mhpc/project\\_review/archaeological\\_survey\\_guidelines.html](http://www.maine.gov/mhpc/project_review/archaeological_survey_guidelines.html)

#### **A. Architectural Survey**

Architectural survey should cover all private and public roadways within the study area. The consultant will work closely with the Committee to acquire private land access. Resource types examined should include but is not limited to public and private buildings, structures, bridges, culverts, and cultural landscapes greater than 45 years old. Consultants should be prepared to consult with MHPC prior to starting fieldwork to determine if any properties within the study area already have been surveyed. This project will require submission of Architectural Survey Forms. The forms should be field completed and electronically entered into MHPC's Cultural and Architectural Resource Management Archive (CARMA). MHPC will review electronic forms per Grant and Volunteer Above Ground Survey Manual (Revised 2013). Consultants not yet trained in CARMA will be required to attend a training session in Augusta, Maine prior to starting field work. The consultant will submit a hardcopy of all final products to both the Committee and MHPC upon MHPC approval of electronic forms. In accordance with MHPC reporting standards, the hardcopy architectural report shall include the following:

1. Architectural Survey Forms
2. Survey Report
3. Map
4. Digital Images on CD
5. Matrix and Image Index
6. Digital Images printed on archival-quality paper (in color)

#### **B. Archaeological Survey**

This RFP seeks archaeological consultants on the list of Level II Maine Approved Prehistoric and Historical Archaeologists and who meets the minimum Federal requirements as stipulated in 36 CFR 61. All work will meet the Secretary of the Interior's Standards for Archaeology and Historic Preservation and the State Historic Preservation Officer's Standards for Archaeological Work in Maine (Code of Maine Rules, Section 94-089, Chapter 812). The consultant should expect to work in close consultation with the Committee, as well as the MHPC and National Park Service (NPS), regarding the survey strategy and land access. This coordination may include discussions with landowners, town officials, and private/public organizations with an interest in conservation of cultural resources.

Survey results are expected to determine an understanding of the study area's level of sensitivity and potential for the presence of pre-contact (prehistoric) and post-contact (historic) archaeological resources. The consultant will conduct walkover survey and perform limited subsurface testing to determine if archaeological sites and/or features are present within the study area. If sites or features are encountered, minimal examination will be performed to determine their nature and condition to contribute to a general determination of the site's significance, identify potential man-made or natural threats, and to make recommendations for additional work. Any artifacts retrieved from the survey should be processed, catalogued and packaged for curation and must follow federal and state guidelines. A repository for retained/recovered artifacts must also be identified. Products expected from the survey will consist of a final report

presenting a description of the survey, historic and prehistoric contexts, findings, assessment of sites, features and associated artifacts if found, recommendations for further investigation, and artifact catalog. Illustrations should include site maps detailing survey coverage, locations of sites and features, sensitivity/predictive models, surface finds, test locations, and photographic documentation.

### **C. Reporting**

The consultant shall provide monthly reports that briefly describe work performed for the month, any anticipated deviations from the scope of work or timeline, and any coordination with or input from the Committee that is needed for the project. Reports shall be provided by the 15<sup>th</sup> of each month and submitted electronically to the Study Coordinator. The consultant shall attend the June 2017 monthly meeting of the Committee (or other agreed upon monthly meeting) to provide an update of work performed to date and preliminary findings.

In addition to providing the forms and report described in Sections A. and B. above, the consultant shall provide a summary final project report that includes content appropriate, and in a suitable format, for public posting and distribution. Five printed copies of the report shall be provided, in addition to an electronic copy.

The consultant shall present findings at a public meeting in York or Eliot, to be organized in coordination with the Committee.

### **IV. Project Funding**

Funding for this project is from the National Park Service (NPS) Partnership Wild and Scenic Rivers Program awarded under CFDA 15.954 to Wells National Estuarine Research Reserve (Wells Reserve) through a Cooperative Agreement. The Wells Reserve is the fiscal agent for the York River Study. The successful applicant will enter into a subaward agreement with the Wells Reserve to conduct the agreed upon scope of work. The Wells Reserve, on behalf of the Committee, may seek funds from other sources that may be directed to this project in place of some NPS funding.

### **V. Proposal Requirements**

The following information must be addressed in each submitted proposal:

- A. A written description of the proposed survey methodology including the specific background research to be undertaken.
- B. A work schedule for accomplishing the project by August 31, 2017.
- C. Resume of all persons to be included on the project team. Project teams can include subconsultants. The role of each team member should be clearly described in the methodology or elsewhere in the proposal.
- D. All proposals must be received no later than 3:00PM, January 4, 2017. Only e-mailed proposals will be accepted, and should be sent to Jennifer Hunter, York River Study Coordinator, at [JH.YorkRiver@gmail.com](mailto:JH.YorkRiver@gmail.com).

### **VI. Evaluation of Proposals**

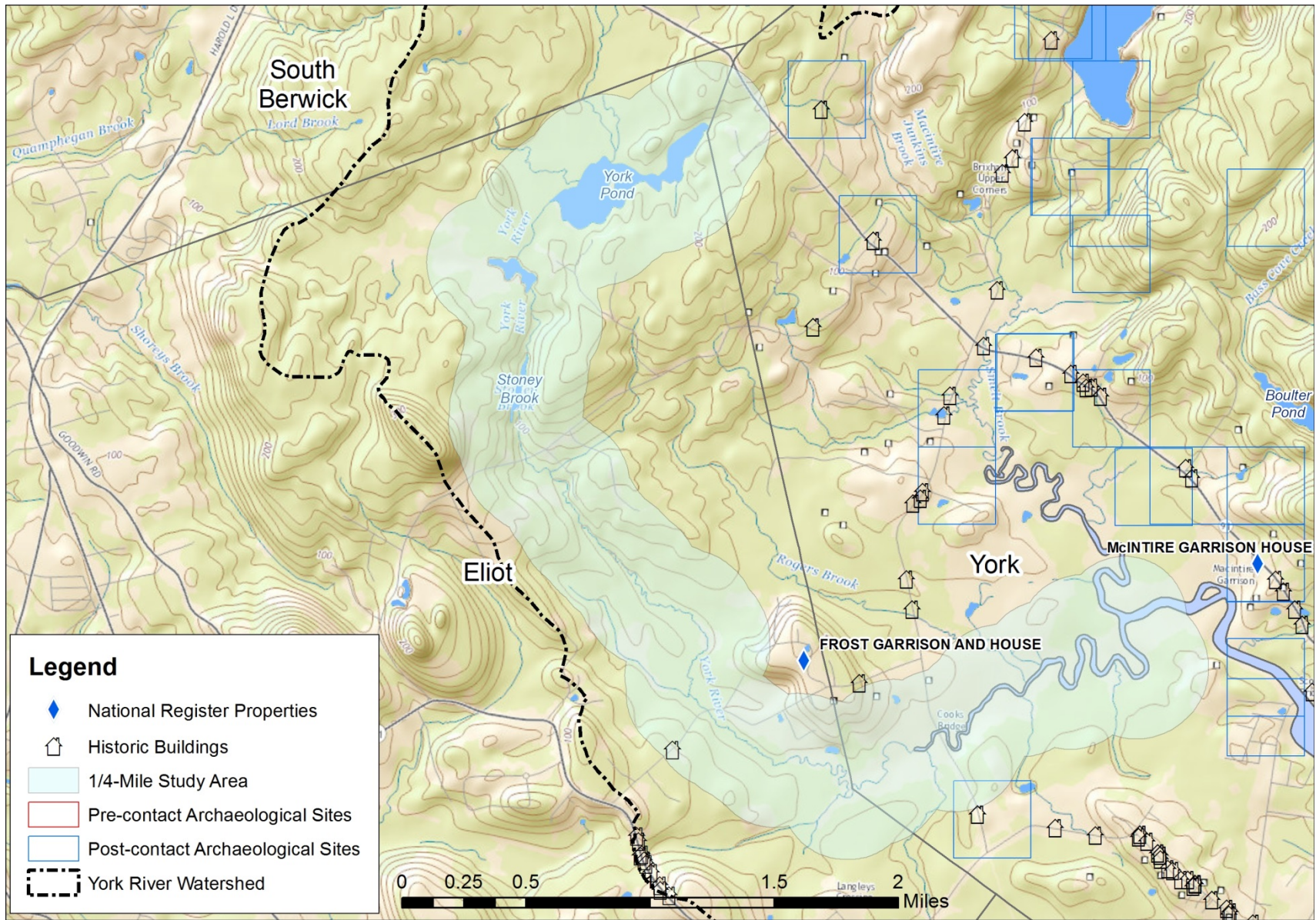
Proposals will be evaluated according to the following criteria:

- Qualifications
- Methodology
- Capacity to undertake the project in a timely manner

Finalists may be required to appear for an interview before the Committee prior to an award of the contract. The Committee reserves the right to reject any or all proposals. The Committee reserves the right to seek supplemental or clarifying information from any or all applicants.

All questions regarding the RFP should be directed to Jennifer Hunter, York River Study Coordinator, at (207) 641-9122 or [JH.YorkRiver@gmail.com](mailto:JH.YorkRiver@gmail.com) (email preferred).





**York River Headwaters Architectural and Archaeological Survey Study Area, Eliot and York, Maine.**