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Request for Proposal: 24-01

Teakettle Prescribed Burn Project - Archeological Oversight Services

Contact Person:

Scott Scherbinski, CWI Program Coordinator

541-760-8347

Proposals Due:

August 25, 2024 at 5:00pm

via email to:

teakettleproject@climateandwildfire.org

Email Subject Line: CWI RFP 24-01 - Archeological Oversight Services

Optional CWI Hosted Zoom Proposal Meeting - August 9, 2024 at 11:00 AM

<https://zoom.us/j/98020699946?pwd=Z47FU9OsbbztbzVojpqlTnJVxYCMVU.1>

CLIMATE AND WILDFIRE INSTITUTE
RFP 24-01
Teakettle Prescribed Burn Project - Archeological Oversight Services
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I. BACKGROUND

The Climate and Wildfire Institute (CWI), the USDA Forest Service (USFS), and CAL FIRE are working together to restore fire resilience and stabilize carbon storage within the Teakettle Experimental Forest, an old-growth, headwater forest. CWI and the High Sierra Ranger District (HSRD) of the Sierra National Forest are collaborating on the Teakettle Prescribed Burn Project (Project).

This project will reintroduce fire to 4,230 acres of old-growth forest to restore its resilience and stabilize carbon stores in the large trees. Before burning, hazard trees and fuels will be removed, piled, and burned to establish a control line/perimeter following USFS roads surrounding the burn unit. The Teakettle Experimental Forest contains one of the largest tracts of old growth in California outside of the National Park system and within the last eight years has been threatened by high-severity fire from the 2015 Rough, 2020 Creek, and 2024 Basin Fires.

Funding for this project was provided by CAL FIRE's Forest Health Program as part of the California Climate Investments Program. California Climate Investments is a statewide program that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment—particularly in disadvantaged communities. The Cap-and-Trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. California Climate Investments' projects include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, more sustainable agriculture, recycling, and much more. At least 35 percent of these investments are located within and benefiting residents of disadvantaged communities, low-income communities, and low-income households across California. For more information, visit the California Climate Investments website at: www.caclimateinvestments.ca.gov.

Note, this Request for Proposal (RFP) may be used by CWI to select one or more firms or organizations for award for various tasks related to Archeological Oversight Services for the Project. The awarded Contractor(s) will, in collaboration with HSRD personnel, CWI staff, and CWI's Project Manager, coordinate planning, oversight, review, and Quality Assurance/Quality Control (QA/QC) of a contracted firm providing archeological

surveying services related to the Teakettle Prescribed Burn Project. Refer to RFP 24-02: Archeological Survey Services for details related to surveys.

II. STATEMENT OF WORK

A. APPLICANT QUALIFICATIONS

The Climate and Wildfire Institute seeks a qualified Archeological Contractor(s) with knowledge and experience in conducting landscape-level archeological surveys and reporting in compliance with state and federal laws and regulations. The Contractor shall possess a strong understanding of archeological investigation and reporting on public land. Note: The selected Contractor(s) for CWI RFP 24-01 Archeological Oversight Services will not be eligible for CWI RFP 24-02 Archeological Surveying Services.

No applicant firms, principal employees, or potential subcontractors listed on the US Department of Labor's Office of Federal Contract Compliance Programs List of Debarred Companies will be considered for evaluation or selected for a contract under this RFP.

Please note, the term "survey experience" refers to professional archaeological or cultural resource field experience in which accepted methods, practices, and techniques are employed to identify archaeological properties.

Qualified contractors must meet or exceed the following qualifications:

1. **Principal Investigator:** The minimum professional qualifications of the Principal Investigator are:
 - a. A graduate degree (e.g., Master of Arts) in archaeology, anthropology, or a closely related field;
 - b. Demonstrated ability to carry research to completion, usually evidenced by timely completion of thesis, research reports, or similar documents;
 - c. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management;

- d. A minimum of 4 months of supervised field and analytic experience in North American archaeology;
- e. In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

2. Field Supervisors:

- a. A Bachelor's degree in anthropology or archaeology;
- b. A minimum of 3 years of survey experience, of which 1 year was in a supervisory capacity.

3. Field Technicians:

- a. A Bachelor's degree in anthropology or archaeology;
- b. A minimum of 1 year of survey experience.

Names and resumes of all personnel to be engaged in this project should be submitted with the Proposal, if possible, and are required before beginning fieldwork.

No applicant firms, principal employees, or potential subcontractors listed on the US Department of Labor's Office of Federal Contract Compliance Programs List of Debarred Companies will be considered for evaluation or selected for a contract under this RFP.

Applicants must meet California's test as an independent contractor (CA Labor Code 2750.3) in order to be considered for the project award.

B. SCOPE

A detailed description of the full Scope of Service can be found in EXHIBIT A: SCOPE OF SERVICE and SPECIFICATIONS.

The Contractor will work with SNF for required permitting, conduct background research, develop survey plans, attend required meetings, provide data to archeological surveying services contractor(s), provide QA/QC of Archeological Surveying Services implementation, and complete required reporting. The total Project Area is 4,230 acres, archeological surveys are needed on 1,200 acres. Archeological surveys are divided into Priority 1 (~315 acres) within the area of the project fuel break and Priority 2 (~885 acres) in the interior of the project burn area. Total acres to be surveyed may be updated prior to implementation, any adjustments will be reflected in the contract in consultation with the Contractor. Additionally, survey units will be prioritized based on proposed treatment prescriptions and identified resources. The Project is considered a federal undertaking per 36 CFR 800.16[y] and is thus subject to the National Historic Preservation Act (NHPA) of 1966, as amended. The contractor will complete the historic properties studies for the Projects pursuant to Section 106 of the NHPA and its implementing regulations as outlined in the 2018 R5 Programmatic Agreement Appendix E (2018 R5 PA) which will be provided by the USFS upon request.

C. PROJECT LOCATION

The Project is located within the Teakettle Experimental Forest in the High Sierra Ranger District of the Sierra National Forest. The Project is roughly 27 miles southeast of Shaver Lake and roughly 10 miles west of Wishon Reservoir. The entire project area is located within Fresno County.

D. SCHEDULE

Work under this RFP is to be completed no later than November 30, 2025, with Permitting, Background and Research, and Survey Plan task as described in EXHIBIT A: SCOPE OF SERVICE and SPECIFICATIONS, being completed no later than November 30, 2024. Pre-field activities may begin upon contract award and field activities may begin as site conditions allow. Note that this site has the potential to be impacted by wildfire, snow, and other adverse environmental conditions. It is additionally noted that work under this RFP will depend heavily on USFS coordination and agreement status. In the event that administrative coordination is delayed, this contract may be extended for one (1) year through negotiation between CWI and the Contractor(s).

E. INDEPENDENT RECONNAISSANCE

Proposers are strongly encouraged to perform an independent reconnaissance visit in order to view the project setting and understand the site conditions and other factors potentially relevant to responding to this RFP. Please contact teakettleproject@climateandwildfire.org to coordinate reconnaissance visits if desired, as road conditions and access may change and there is no cell coverage in this area.

III. CWI PROCEDURES, TERMS, AND CONDITIONS

A. RFP ACCEPTANCE AND AWARD

1. RFP responses will be evaluated by the Selection Committee and will be scored/ranked in accordance with the section below entitled "EVALUATION FACTORS/SELECTION COMMITTEE".
2. The committee will recommend an award to the Proposer who, in its opinion, is best qualified to perform the work described in this RFP. Award may not necessarily be made to the Proposer with the lowest cost.
3. CWI reserves the right to award to a single or to multiple Proposers, depending upon what is in the best interest of CWI.
4. CWI has the right to decline to award this contract or any part of it for any reason.
5. Any specifications, terms, or conditions issued by CWI, or those included in the Proposer's submission, in relation to this RFP, may be incorporated into any contract that may be awarded as a result of this RFP.
6. The right is reserved to reject any or all proposals, or to accept one part of a proposal and reject the other, unless the bidder stipulates to the contrary, and to waive technical defects, as the interest of CWI may require.

B. EVALUATION FACTORS/SELECTION COMMITTEE

All proposals will be evaluated by the Selection Committee (SC). The SC may be composed of CWI staff and its contracted Project Manager, USFS staff, and other individuals who have expertise or experience in this type of procurement. The SC will use the Evaluation Factors below to review, evaluate, and score each proposal. During the evaluation process, the Selection Committee may require the Proposer to answer questions about their proposal and the SC reserves the right to host interviews with some or all of the applicants to solicit additional information. Based on the outcomes of the evaluation process, CWI will notify successful and unsuccessful proposers via email. CWI does not guarantee that an agreement will be entered into from this RFP. The decisions of the Selection Committee are final. Applicants that apply under this RFP specifically agree to this condition and by signing the application form, agree not to dispute any decision made by the Selection Committee.

Procurement activities will be conducted in accordance with CWI policy, federal law, and U.S. Department of Agriculture policy, without discrimination on the basis of identity, race, color, national origin, sex, age, religion, political beliefs, disability, or any other basis protected by California or federal law.

	EVALUATION FACTORS: Each proposal will be evaluated based on the entire set of factors below.	SCORE WEIGHT: (%)
A.	Minimum qualifications as listed under Applicant Qualifications are met (page 5)	Pass/Fail
B.	Professional Experience of the designated individual(s) within the firm: Demonstrated understanding of the project, prior experience and performance on comparable projects and with USFS, experience in archeological survey and reporting on similar projects, experience coordinating field personnel and providing quality control	30
C.	Technical Proposal and Approach: Effectiveness, efficiency, and merit of the technical approach and schedule presented and demonstrated understanding of the project and potential	25

	challenges	
D.	Cost effectiveness of the proposal	20
E.	References	15
F.	Strategic Project Benefits: Reliability and ethics of proposer firm, benefits to the local community, relationship to the local community, local service provider	10
	Total Possible Score	100

C. PRICING

Prices quoted in the proposal shall be firm for the term of any contract that may be awarded pursuant to this RFP. Prepare cost estimate on the attached RFP RESPONSE PACKET (EXHIBIT B). Costs incurred for developing a proposal to this RFP and in anticipation of the award of the Agreement are entirely the responsibility of the Contractor and shall not be charged to CWI.

D. INSURANCE

Upon selection of the winning bid, the chosen Contractor will be asked to provide documentation that it has and shall maintain State minimum workers' compensation insurance coverage for its employees, if any. The selected Contractor shall also maintain broad form General Liability, Property Damage, and Automotive Liability insurance in the minimum amount of \$1,000,000 per occurrence for bodily injury, death, or damage to property. The Contractor shall name CWI an Additional Named Insured and provide CWI with certificates evidencing such coverages. Delivery of these certificates to CWI shall be a condition precedent to the execution of the Agreement. Depending on selected Contractors and support for pile burning and broadcast prescribed burn elements of the Project, additional insurance may be required.

E. QUESTIONS

All questions concerning this RFP shall be submitted in writing via email to teakettleproject@climateandwildfire.org on or before August 11, 2024. A full list of

submitted Questions and Answers will be distributed on August 14, 2024. Should answers to the submitted questions amend this RFP, CWI will issue an RFP Addendum via email. To be included on this email list, please request to receive emails pertaining to this RFP via email to teakettleproject@climateandwildfire.org prior to the deadline for questions.

F. SUBCONTRACTING

No portion of the work shall be subcontracted without prior written consent of CWI. In the event that the Contractor desires to subcontract some part of the work specified in the contract, the Contractor shall furnish CWI with the names, qualifications, and experience of the proposed subcontractor(s). The Contractor shall, however, remain fully liable and responsible for the work to be done by subcontractor(s) and shall assure compliance with all the requirements of the contract.

IV. RFP RESPONSE SUBMITTAL INSTRUCTIONS AND INFORMATION

A. CWI CONTACTS

All contact during the RFP solicitation and review process is to be coordinated through:

Scott Scherbinski, CWI Program Manager
541-760-8347
teakettleproject@climateandwildfire.org

B. SUBMITTAL OF RFP RESPONSE

1. Submit proposals via email to teakettleproject@climateandwildfire.org by August 25, 2024 at 5:00pm, with the subject line *CWI RFP 24-02 - Archeological Survey Services*.
2. Proposers are to submit one (1) original response using the format included on RFP RESPONSE PACKET (EXHIBIT B), including all additional documentation required. RFP responses are to be sent as one (1) combined .pdf file.
3. Proposers shall not modify any part of EXHIBITS. Proposers may qualify their response for consideration for any or all items within the Scope of Work.

4. Late responses will not be accepted.
5. All submittals shall become the property of CWI upon receipt and will not be returned to applicants.
6. RFP responses submitted in response to this RFP, regardless of any mark of confidentiality, may be subject to public disclosure. CWI shall not be liable in any way for disclosure of any such records.
7. CWI reserves the right to reject any or all RFP responses.

EXHIBIT A: SCOPE OF SERVICE and SPECIFICATIONS

Archeological Survey Services
Teakettle Prescribed Burn Project

Sierra National Forest, Clovis, CA

Project Location:

The Teakettle Prescribed Burn Project on the Sierra National Forest (SNF), High Sierra Ranger District, Fresno County, California includes a total of 4,230 acres. Within the Project area there are eight (8) known historic sites and thirteen (13) known precontact sites. There are also three (3) historic isolated finds, five (5) precontact isolated finds, and one possible precontact rock shelter. Archeological survey is needed on 1,100 acres within the project boundary (see Exhibit C – Project Area Map).

Description:

The Climate and Wildfire Institute (CWI), in partnership with the SNF, is seeking an archeological contractor to complete surveys, monitoring, and report writing in the Teakettle Prescribed Burn Project area. Contractor duties will include surveying of historic properties inventory, implementation of recommendations, and final report writing and documentation of archeological sites in support of planning and National Environmental Policy Act (NEPA) decision for the Teakettle Prescribed Burn Project area within the SNF. Project work will be completed under the discretion of the CWI in partnership with the SNF and CWI's contracted implementation oversight archeologist and in accordance with National Forest Service regulations.

The Project is considered a federal undertaking per 36 CFR 800.16[y] and is thus subject to the National Historic Preservation Act (NHPA) of 1966, as amended. The contractor will complete the historic properties studies for the Project pursuant to Section 106 of the NHPA and its implementing regulations as outlined in the 2018 R5 Programmatic Agreement Appendix E (2018 R5 PA) which will be provided by the Sierra NF upon request.

I. CONTRACTOR REQUIREMENTS

In order for a contractor to be qualified to complete the work, they must meet and provide the following qualifications:

Principal Investigator:

The minimum professional qualifications of the Principal Investigator are:

- a. A graduate degree (e.g., Master of Arts) in archaeology, anthropology, or a closely related field;
- b. Demonstrated ability to carry research to completion, usually evidenced by timely completion of thesis, research reports, or similar documents;
- c. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management;
- d. A minimum of 4 months of supervised field and analytic experience in North American archaeology;
- e. In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

Field Supervisors:

- a. A Bachelor's degree in anthropology or archaeology;
- b. A minimum of 3 years of survey experience, of which 1 year was in a supervisory capacity.

Field Technicians:

- a. A Bachelor's degree in anthropology or archaeology;
- b. A minimum of 1 year of survey experience.

Experience:

The term "survey experience" refers to professional archaeological or cultural resource field experience in which accepted methods, practices, and techniques are employed to identify archaeological properties.

II. CULTURAL SURVEYING AND REPORTING

Work shall be completed by a professional archeologist. Contractor must refer to Definitions and Documentation Index for standards and direction on surveying, documentation, and reporting throughout the life of the contract.

Requirements for Cultural Surveying must be followed sequentially in this – Scope of Service, and are as follows:

1. Permitting

- a. The Contractor shall ensure that they obtain an archeological investigation permit from the SNF Heritage Program Manager (SNF HPM), often referred to as an Archeological Resources Protection Act (ARPA) permit, through submission of a FS-2700-30 application. Contractor must draft and complete the permit and submit a final copy to the SNF HPM. SNF HPM will submit the permit.
- b. All procedures and standards of all work performed under the ARPA permit must conform to the current versions of the applicable laws, implementing regulations and guidelines including, but not limited to:
 - i. National Environmental Policy Act of 1969, Public Law (PL) 91-190, as amended, 42 U.S.C. 4321-4347.
 - ii. The National Historic Preservation Act of 1966, as amended, PL 89-665; 16
 - iii. U.S.C. 470 et seq.
 - iv. Archaeological Resources Protection Act of 1979, as amended, PL 96-95; 16
 - v. U.S.C. 470 et seq.
 - vi. Native American Graves Protection and Repatriation Act (NAGPRA) of 1990, as amended, PL 101-601; 25 U.S.C. 3001 et seq.
 - vii. American Indian Religious Freedom Act (AIRFA) of 1978, as amended, PL 95- 341, 42 U.S.C. 1996 and 1996a
 - viii. Department of Interior, National Park Service: Archeology and Historic Preservation, Secretary of the Interior's Standards and Guideline

2. Background and Research

Contractor shall acquire all information on the project to be surveyed from the Sierra National Forest.

- a. All relevant project data, Geographic Information Systems (GIS) shape files, base layers, LiDar data, slope layers, previously surveyed sites, copies of site records, and other pertinent data and information will be provided to the Contractor by the CWI Archeology Oversight Contractor and/or SNF. If copies of site records are not available, it is the contractor's responsibility to obtain them at the Forest Service office by appointment.
- b. Contractor shall review all background literature provided before developing a survey plan. Literature review includes but is not limited to historic maps, GLO plat maps, historic literature, aerial photos, LiDar imaging, and Forest Service Archeological Reconnaissance Reports, pertaining to the project area.
- c. The Contractor shall consult with local historical societies, courthouses, museums, and county records, as appropriate.
 - i. Contractor may contact the CA SHPO regarding access to the California Historical Resources Information System (CHRIS). Other sources of relevant information include Government Land Office Maps (GLOs) located online through the Bureau of Land Management (BLM). County (Fresno) and state mineral, land ownership, and water records for the appropriate project locations may also provide information regarding historic cultural resources. Mining records located at the County Recorder Office, State offices, or in other literature sources are critical archival sources for research in mining related sites.
- d. Prior to commencing fieldwork, the contractor shall submit to the SNF HPM a report summarizing the results of the records and files background search for approval. If the background and research report does not meet HPM approval, corrections will need to be made before developing a Survey Plan.
- e. The Contractor shall conduct a pre-survey reconnaissance of the project area to inform the survey plan.
- f. Any discrepancies, concerns or issues developed during the Background and Research must be addressed and discussed with the SNF HPM. All

recommendations have to be approved by the SNF HMP prior to developing the Survey Plan, Section I.3.

3. Survey Plan

The Contractor shall use the information compiled as stated in Background and Research to develop a Survey Plan. The Survey Plan must be approved by the SNF HPM prior to the start of surveying. Any updates or changes made to the Survey Plan throughout the life of the contract must be submitted and approved by the SNF HMP.

At a minimum, the Survey Plan must contain the following:

- a. Anticipated schedule, including field session dates, progress report submission dates, and deadlines.
- b. Anticipated work progressions that details the strategy and plan for surveying the project area.
- c. Survey Map, based on the recent 7.5' USGS map.
- d. Emergency Measures and Communication Plans. All points of contact shall be identified with phone numbers and dispatch information.
- e. The Survey Plan must include the who, what, when, and where, of the intended survey effort by the Contractor.

4. Pre-Operations Meeting

A mandatory pre-operations meeting with the Contractor, Sierra NF Heritage Program Manager, and CWI staff and its contracted Project Manager shall occur before the Contractor starts fieldwork. Pre-operations discussion will address the following:

- a. Terms and conditions of the ARPA permit
- b. Field inventory methods
- c. Monitoring methods (project activities within site boundaries)
- d. Standards for recordation and delivery of data
- e. Monitor vs. site update
- f. Use of Sierra National Forest forms

- g. Current policies governing the collection of material artifacts
- h. Flagging policy
- i. Specific access to survey areas, for example, issuance of keys and temporary authorization permits issued by the District Ranger to access Forest Service land behind Forest Service locked gates for administrative purposes
- j. Expectations regarding standards and deliverables
- k. Methods and GIS requirements for recording small sites (polygon vs. point) and linear features
- l. Identification of key contractor personnel assigned to the project in addition to relevant contact information and notification in personnel changes
- m. Any other issues or concerns relating to the project not noted above

5. Fieldwork

Fieldwork will consist of, at a minimum, intensive field inventorying and updating of sites, recording of new sites, documentation of isolates, and completion of site condition assessments. The Contractor will utilize appropriate site monitoring forms. Survey methodology in the field will include the following:

- a. Intensive Field Inventory: At this intensity level the surveyors shall not rely solely on intuitive inspection of specific localities. The standard transects between members of the survey crew should be no more than 30 meters apart, depending upon the ground visibility and slope. In high probability or visibility areas or within sites, consider shorter transect intervals, such as 10-15 meter transects.
- b. Non-Surveyable Acres: These acres are considered to have unsecured footing, too steep to survey, or brush or hazardous situations (e.g., hazard trees) that make it un-surveyable. These areas shall be excluded from physical examination. These non-surveyed areas will be labeled by the Contractor and will be attributed in GIS as "Non-Surveyable – Too Steep" or "Non- Non-Surveyable – Too Brushy" and included within the Draft and Final Report survey coverage map(s).
- c. Documenting Survey Intensities: The Contractor shall record all survey intensity levels on a 7.5 Minute USGS Quadrangle Map and in GIS using

annotations. A map showing deviations from the approved survey intensities shall be included with each Session Report. A Survey Map depicting all field surveys accomplished (that clearly illustrates survey intensity levels used) shall be included with the Draft and Final Reports. GIS deliverables documenting survey intensities shall be provided with each Session Report, Draft, and Final Report.

- d. Recommending Survey Changes: Contractor may recommend or suggest changes in the surveyable area if terrain, vegetation density, footing, or other physical constraints prevent access to the area. Contractor must seek SNF HPM for approval in advance of changing GIS survey polygons. Any changes that are not approved in advance by the Government shall be resurveyed in transects 30 meters or less apart.

6. Reporting

All reports will be in keeping with the Secretary of the Interior's Standards and Guidelines for Archeological Documentation. Two electronic copies of the report and site forms with all attachments shall be provided to the Sierra National Forest in the form of Microsoft Word and Portable Document Format (PDF).

- a. Draft Inventory Reports: The contractor shall submit to the SNF HPM a final written draft inventory report and all site records in a Microsoft Word document for review and comment. The draft report must consist of a narrative report and supporting documentation describing the location of all survey coverage areas, methods employed, results of the field survey, and all site record forms. The complete report shall include all text, maps, site forms, site eligibility recommendations (if needed), a detailed assessment of project effects, and management recommendations (standard protection measures) for all sites in the project area.
- b. Standard Report Writing Template: The Draft Report includes, at a minimum, the following items:
 - i. Title page;
 - ii. Name and location of project area;
 - iii. Name and address of the Sierra National Forest;
 - iv. Forest Service Project Number, as assigned by the SNF HPM or DA;

- v. Name and address of Contractor(s);
 - vi. Name of Principal Investigator(s);
 - vii. Contract number;
 - viii. Date of report;
 - ix. Author's signature and title;
 - x. Abstract: one-page summary that includes the project objectives, size, methods, findings, and site NRHP eligibility recommendation(s), if applicable;
 - xi. Table of Contents: topical headings arranged in sequence in accordance with corresponding page numbers, including a list of figures, tables, and appendices;
 - xii. Introduction;
 - xiii. Purpose of investigation; and
 - xiv. Summary of findings.
- c. Body of Document Considerations Include:
- i. Project area description and field conditions;
 - ii. Area of Potential Effect, as agreed upon at pre-operations meeting;
 - iii. Project location;
 - iv. Literature reviewed;
 - v. Methodology and Findings
 - vi. All Survey Maps and Project Maps;
 - 1. All maps shall be submitted at 1:24,000 scale;
 - 2. Project Vicinity Map, Location Map, Previous Coverage Map, survey coverage map, site location map, and isolate map.
 - vii. Appendices;
 - viii. Completed Site Forms;
 - ix. New Recorded Site Forms; and
 - x. Completed Monitoring Forms.
- d. Submission of Electronic Spatial Data:
- i. GPS data files will be submitted to the SNF HPM, including corrected files with metadata on the type of GPS unit, accuracy, and differential correction (if any);
 - ii. Survey areas and the datum and boundaries of newly recorded and revisited archaeological sites shall be provided to the Forest in the

form of GIS data (geodatabase) compatible with the Forest Service Geographical Information System (ArcGIS).

7. Final Deliverables

Contractor shall incorporate all government comments from the Draft Report and Draft Site and Monitoring Forms into the Final Report. Final contractor deliverables to the Sierra National Forest will include:

- a. Two paper copies of the Final Report, signed by the Principal Investigator, unbound;
- b. Two copies of the Final Site Record Forms, unbound;
- c. One PDF version of the Final Report;
- d. Final site record forms for new sites;
- e. All updates and monitoring forms from previously located sites;
- f. Contractor shall submit the approved Final Report and Site Records to the CCIC;
- g. Contractor shall be responsible for obtaining California State Trinomial numbers for all sites that have not been assigned, all new numbers must be included in the Final Report;
- h. Contractor will provide and submit all geospatial data to the AOS for review, including but not limited to: maps, GIS Data, waypoints, GPS points. Final deliverable packages of geospatial data will be defined in the pre-operations meeting.

8. Consultation

Forest personnel shall be responsible for initiating consultation with the State Historic Preservation Officer (SHPO), Tribes, Tribal Historic Preservation Officers (THPO), and any other consulting parties as required by law.

III. ADDITIONAL PROJECT AND ARCHEOLOGICAL CONSIDERATIONS

Treatment of Unanticipated Human Remains: Should any human remains, funerary objects, sacred objects, or objects of cultural patrimony be encountered during project work, all activities within the immediate vicinity shall cease and the Sierra National Forest Protocol for the Inadvertent Discovery of Native American Human Remains,

Funerary Items, Sacred Objects and Objects of Cultural Patrimony shall be implemented and followed. The Contractor must be familiar with and be prepared to comply with the protocol.

Collection of Artifacts: Collection of archaeological or historical materials during the field inventory, monitoring or site recording is strictly prohibited.

Rights to Materials and Data: All materials and data produced by the Contractor in performance under this contract, or in work in support thereof, are, and shall be, the sole property of the United States Government; unlimited rights in ownership, usage, and equity for such materials and data are, and shall be, transferred without reservation to the United States Government. Materials and data include, but are not limited to, the following items: manuscripts, outlines, abstracts, field notes, artwork (including maps, sketches, charts, tables and related overlays), photography (including negatives, transparencies, prints, microfiches, and electronic files), electronic spatial data, and data sheets. The materials shall be transmitted to the SNF HPM along with the Final Report.

Applicable Documents:

Secretary of Interior's "Standards and Guidelines for Archaeology and Historic Preservation: Professional Qualifications Standards." Available at <http://ohp.parks.ca.gov/>. "Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines (amended). Click on the Qualifications Standards link.

Secretary of Interior's "Standards & Guidelines for Archaeology and Historic Preservation: Reporting Identification Results, See: <http://ohp.parks.ca.gov/> "Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines (amended). Click on the Identification link for information on identification and reporting.

Archaeological Recordation Forms as specified in: Format approved by the California State Historic Preservation Office (DPR-523). Available at <http://ohp.parks.ca.gov/>. Click on the Publications and Forms link for information on site record forms.

State of California Department of Parks & Recreation “Archaeological Resource Management Reports: Recommended Contents and Format” (ARMR). Available at <http://ohp.parks.ca.gov/>. Click on the Publications and Forms link for information on site record forms.

EXHIBIT B – RFP RESPONSE PACKET

Teakettle Prescribed Burn Project – Archeological Oversight Services

To: Climate and Wildfire Institute (CWI)
Scott Scherbinski, CWI Program Coordinator
541-760-8347
teakettleproject@climateandwildfire.org
Email Subject Line: CWI RFP 24-01 – Archeological Oversight Services

Submitted by: _____
(Name and Title)

Name of Entity/Organization: _____

Street Address Line 1: _____

Street Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Webpage: _____

Type of Entity/Organizational Structure:

Corporation

Limited Liability Company (LLC)

Tribal Entity

Partnership (specify General ___ or Limited ___)

Sole Proprietor

Non-profit

Jurisdiction (State) where Entity/Organization was formed _____

Date Entity/Organization Formed: _____

Please attach the entity formation document such as articles of incorporation or similar document if appropriate.

Federal Tax Identification Number: _____

Primary Contact Information:

Name/Title: _____

Telephone Number: _____

Telephone Number 2, if any: _____

Email Address: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

APPLICANT QUESTIONNAIRE

1. Professional Experience: Describe your firm/organization's qualifications for performing the proposed work. Include demonstrated understanding of the project, prior experience and performance on comparable projects and with USFS, specialty licenses and certifications held by your firm's/organization's experience in archeological surveys and reporting on similar projects, experience coordinating field personnel and providing quality control, and experience in working with varied stakeholders on community-based collaborations.

Please submit a response via a separate document

2. Organizational Chart for Staff: Describe the experience and qualifications of proposed key personnel (including, Principal Investigator, Field Supervisors, Field Technicians, and any others) and the experience and ability of crewmembers to perform the proposed work to high-quality standards. Please be specific and include information about previous work, training, and certifications that apply.

Please submit a response via a separate document

3. Technical Proposal and Approach: Describe how your firm/organization would implement the proposed work, including the specific steps, order, methods, timelines, tools, crew size, organization scheduling, and any other relevant information that provides a demonstrated understanding of the project and potential challenges.

Please submit a response via a separate document

4. Subcontractors: As mentioned in the RFP for Teakettle Prescribed Burn Project – Archeological Survey Services, no portion of the work on this Project shall be subcontracted without prior written consent of CWI. If you are planning to subcontract any work in support of this Project, please describe in detail how subcontractors will be utilized and managed.

List names and business addresses of each subcontractor who you are requesting to perform work under this Contract. Please note, without written permission from CWI, subcontractors may not be substituted and tasks assigned to the subcontractor may not be transferred or assigned to another subcontractor.

Portion of Tasks being Subcontracted	Subcontractor Name and Business Address	Subcontractor Contact Information (phone and email)

5. Cost effectiveness of the proposal: Contractor shall price work according to Items listed below and detailed on the SCOPE OF WORK. Cost should represent all costs associated with each Item including but not limited to; labor, insurance, vehicles, fuel, travel, administration, tools, equipment, and supplies. Please note, the final Contract will adhere to the submitted bid rates and total cost throughout the term of the agreement.

Scope Of Work Item	Type of Units	Number of Units	Cost per Unit Contractor	Cost per Unit Subcontractor(s)	Total Cost
Oversight Archeologist	HOURS				
Mileage, consistent with standard	MILES				

mileage rate					
Travel Costs, consistent with GSA rate	DAYS				

6. References: Provide project references and contact information for at least two projects of similar size and type.

Project Name	Year Project Completed	Project Owner/Administrator (Name, Phone, Email)	Project Size (acres)

7. Strategic Project Benefits: Reliability and ethics of proposer, benefits to the local community, relationship to the local community, and information related to local service providers. CWI includes evaluation criteria that prioritize diversity and inclusion, giving weight to suppliers or contractors from tribes or underrepresented backgrounds.

Please submit a response via a separate document

APPLICANT DECLARATION AND CERTIFICATE

The undersigned Applicant, having familiarized itself with the SCOPE OF SERVICE and all other requirements, all site conditions where the Project is located and where work is to be performed, all applicable labor conditions and laws, regulations, and permits, and other factors affecting the Project, and having satisfied itself of the expense and difficulties completing the SCOPE OF WORK, hereby proposes and agrees, if this Proposal is accepted, to enter into a contract provided by CWI to perform all work as outlined by this Proposal, including the assumption of all obligations, duties, risks, and responsibilities necessary to the successful completion of the project and contract and to furnish all materials required to be incorporated in and form a permanent part of the work, tools, equipment, supplies, transportation, facilities, labor, superintendence, permits and services required to perform the work, to the satisfaction of CWI and USFS.

The undersigned Applicant also agrees that responses submitted in response to this RFP, regardless of any mark of confidentiality, may be subject to public disclosure and that CWI shall not be liable in any way for disclosure of any such responses or records provided by Applicant.

The undersigned Applicant agrees to furnish evidence of all required insurance, execute the contract, and deliver all required documentation to CWI within ten (10) days after receipt of the Notice of Award. Failure to provide the foregoing within 10 days after receipt of the Notice of Award may cause CWI to select an alternate recipient for the award of the contract, and in such event, no later-provided excuse from Applicant for the delay will be accepted by CWI.

The undersigned Applicant certifies that it and its principal employees are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency as listed on the US Department of Labor's Office of Federal Contract Compliance Programs List of Debarred Companies.

Additionally, the undersigned Applicant declares that this Proposal is not made in the interest of, or on behalf of, any undisclosed individual, person, partnership, company,

association, organization, or corporation. All statements contained in the Proposal are true. Any person executing this declaration on behalf of Applicant that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that they have full power to execute, and does execute, this declaration on behalf of the Applicant.

Declared by: _____
(Print Name and Title)

Representing Name of Entity/Organization: _____

Signature: _____ Date: _____

EXHIBIT C – MAPS: PROJECT AREA AND REQUESTED ARCHEOLOGICAL SURVEY AREAS