



**Solicitation Information
November 12, 2013**

RFP #7536370

TITLE: Survey of Archaeological Sites- Block Island

Submission Deadline: December 11, 2013 @ 11:00 AM EST

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions2@purchasing.ri.gov no later than November 22, 2013 at 3:00 PM EST. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP #7536370 on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

PRE BID CONFERENCE - NO

SURETY REQUIRED: - NO

BID BOND REQUIRED: - NO

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Vendors:

Offers received without the entire completed four-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

REQUEST FOR PROPOSALS
SURVEY OF ARCHAEOLOGICAL SITES DAMAGED BY HURRICANE SANDY
ON BLOCK ISLAND
2013 HURRICANE SANDY DISASTER RELIEF GRANT (P13AF00176)

The Rhode Island Historical Preservation & Heritage Commission (Commission) is inviting proposals for the survey of archaeological sites damaged by Hurricane Sandy on the Rhode Island coastline, under the Historic Preservation Fund Hurricane Sandy Relief Grant Program. Grant awards for the South Coast of Rhode Island and for Block Island are being addressed as separate project areas - each to be surveyed by a separate consultant. **This request for proposals concerns the Block Island project area only.** The principal objectives of the proposed survey are to identify archaeological sites that have been damaged by Hurricane Sandy on Block Island and to evaluate their eligibility for listing in the National Register of Historic Places (NR).

A. Issuing Office and RFP Reference Number

The State of Rhode Island Division of Purchases is the issuing office for this document and all subsequent addenda relating to it, on behalf of the Commission. The reference number for the transaction is solicitation # 7536370. This number must be referred to on all proposals, correspondence and documentation relating to the RFP.

B. Response Date

One original and four (4) identical copies of each proposal must be received at the State of Rhode Island Division of Purchases, One Capitol Hill, Providence, RI 02908, prior to the closing date and time specified, December 11, 2013 @ 11:00 AM EST. Proposals received after the deadline will be late and ineligible for consideration. Information pertaining to names of the firms submitting proposals will be available after the proposal due date at <http://www.purchasing.ri.gov/bidding/BidSearch.aspx>.

C. Questions

Offerors are invited to submit written questions and/or requests for interpretations or clarifications of the RFP to questions2@purchasing.ri.gov before the questions deadline, which is no later than November 22, 2013 at 3:00 PM EST. All submissions will be answered within a reasonable timeframe, and posted as an addendum to this solicitation on the Division of Purchases website. Other contact between offeror or their representatives and individuals employed with state government involved in the RFP process is prohibited.

1. ADMINISTRATIVE GUIDANCE

A. General Information

The purpose of this RFP is to enter into a contract with a qualified firm for the survey of archaeological sites damaged by Hurricane Sandy. All work will be done in accordance

with the Secretary of the Interior's Standards for Archeology and Historic Preservation. This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement. The successful offeror must be prepared for prompt implementation, to conform with project timelines described in 3.3 below.

B. Performance Bond

The successful bidder shall furnish a Performance Bond in the amount of \$200,000 before execution of the Project Agreement. The cost of the bond shall be the responsibility of the contractor. The bond must be issued by a corporate surety licensed to do business in the State of Rhode Island, and made payable to the "State of Rhode Island Department of Revenue."

2. BACKGROUND

The Commission, with funding from the Hurricane Sandy Relief Grant Program, is directing survey of archaeological sites in the State of Rhode Island that were damaged by Hurricane Sandy in October of 2012. The Commission recognized the need for this work through participation in project reviews concerning properties damaged by Hurricane Sandy. Extensive damage to NR-listed and NR-eligible archaeological sites was observed on the South Coast and Block Island, where Sandy's impacts were particularly intense. Damaged site areas remain exposed to imminent erosion and collapse. Broad, systematic survey is necessary, first to determine the full extent of damage to archaeological sites on the South Coast and Block Island, and then to evaluate the National Register eligibility of damaged sites according to their current conditions. The coastlines under investigation include private as well as public (federal, state and municipal) lands.

Due to the amount of work required, and the need to complete it expeditiously, the South Coast and Block Island are being addressed as separate project areas - each to be surveyed by a separate consultant. **This request for proposals concerns the Block Island project area only.**

3. SCOPE OF SERVICES

The consultant will provide archeological technical services to identify archaeological sites damaged by Hurricane Sandy in the Block Island project area and to evaluate their physical integrity and eligibility for listing in the National Register of Historic Places according to their current conditions. A total of \$574,000 of grant funding is allocated for the completion of each project; the RIHPHC reserves the right to reduce the amount of this funding at any time during the project. The consultant will perform a variety of tasks that include background research, public and Native American consultation, fieldwork, analysis, and technical reporting.

Proposals must include a detailed budget that breaks down the costs required to accomplish the following tasks.

3.1 Tasks

The activities to be carried out are as follows:

Reconnaissance (Phase I) Survey

1. Determine which portions of the Block Island study area will be reconnoitered for evidence of archaeological sites damaged by Hurricane Sandy. The Block Island project area consists of coastlines along Block Island's perimeter as well as those along the Great Salt Pond. Through background research, including Tribal consultation, confirm the locations of previously recorded sites and identify archaeologically sensitive zones. Glacially deposited coastal fronts, such as banks and bluffs, shall be considered archaeologically sensitive, while barrier beaches and artificially reinforced shorelines shall not. The RIHPHC anticipates that 20-30 kilometers of coastline will be selected for reconnaissance. Submit a memorandum and map specifying areas to be reconnoitered for RIHPHC review and approval.
2. Secure property access for portions of the Block Island project area that have been selected for reconnaissance. Coordinate with appropriate government agencies to access government-owned land. To access privately-owned land, obtain individual owner permissions and seek agreements to donate any artifacts recovered to the RIHPHC. Inform landowners of the nature of the project, and, in turn, provide them opportunities to share pertinent information.
3. Perform reconnaissance fieldwork (Phase I survey) to locate evidence of archaeological sites damaged by Hurricane Sandy. Any locality where archaeological deposits, such as artifacts, features, and/or structural remnants, are visibly exposed in a hurricane-damaged context will be recorded as a *Hurricane Damaged Archaeological Deposit* (HDAD). The HDAD is a study unit established to serve the demands of this survey.

Conduct pedestrian survey in three-person teams; with two members inspecting for HDADs and another recording data. Complete a standard recording form (template provided by the RIHPHC) for each HDAD. Record the location of each HDAD using a DGPS with sub-meter accuracy. If an HDAD is less than 5 meters long, take a single point in its center and note its length. If an HDAD includes more than 5 linear meters of coastline, record its location by taking a point at each end. The two team members inspecting for HDADs may need to work in opposite directions to define each end, while the third team member begins to record data. Take two photographs of each HDAD; one that depicts its soil matrix and another showing its position within the greater landscape. No excavations will be carried out at this stage, though exposed soils may be superficially trowel-scraped for inspection, and small geological cores/probes may be used. Artifacts should only be collected if they have already eroded onto the beach below. For expediency, multiple teams may survey different areas simultaneously. The RIHPHC estimates that 30-45 working days

would be required for one team to complete the coastal reconnaissance fieldwork.

4. Produce a summary memorandum on the results of the reconnaissance (Phase I) survey, and submit it to the RIHPHC for review. The memorandum will locate and characterize all HDADs recorded in the Block Island study area, and provide recommendations on which HDADs should be subject to intensive (Phase II) level archaeological survey. Rhode Island Archaeological Site Inventory numbers will not be assigned to HDADs at this stage, as subsequent archaeological testing may determine that multiple HDADs constitute parts of the same site.

Intensive (Phase II) Survey

After reviewing the memorandum in consultation with the Narragansett Indian Tribe, the RIHPHC will authorize intensive (Phase II) level archaeological survey beginning at specific HDAD localities. The RIHPHC may reduce the amount of project funding at this stage according to the results of the reconnaissance (Phase I) survey. Intensive (Phase II) archaeological investigations in the coastal zone will require consultation with the Rhode Island Coastal Resources Management Council.

5. Coordinate with RIHPHC in their consultation with the Rhode Island Coastal Resources Management Council. Obtain property owner permissions to conduct the intensive level archaeological fieldwork (Phase II surveys) authorized by the RIHPHC, clearly informing them of the nature of the survey work. Due diligence is required to secure as many owner permissions as possible (federal, state, municipal, private, etc.); performance of Phase II surveys across as many geographic settings as possible is needed to maximize evaluation of the larger coastal archaeological record.

6. Perform intensive archaeological fieldwork (Phase II surveys) to enable National Register evaluations of archaeological sites damaged by Hurricane Sandy. This requires all HDADs to be articulated within the contexts of archaeological sites, which are the objects of evaluation. Consult with the RIHPHC as needed to assign Rhode Island State Archaeological Site Inventory numbers to newly defined site areas. In accordance with the intent of the funding program, fieldwork is confined to the immediate coastal margin that experienced Hurricane Sandy's impacts.

Conduct subsurface archaeological testing within a zone extending 10 meters inland from the edge of coastal landforms (*hereafter* testing corridor), avoiding areas that remain naturally stabilized, such as those beneath thick overburden (such as dunes) or those consolidated by dense root systems. Testing should begin at HDAD localities and expand along the testing corridor to define site areas. Test pits, each measuring 50-cm², will be excavated at 5-m intervals to define site (and/or site locus) boundaries and to assess internal character. At the discretion of the consultant, these may be located within an orthogonal grid system, or along two parallel transects (spaced 5- meters apart, with test pits at 5-meter intervals) that conform to the testing corridor; precise mapping is required

for either method. Use metal detectors across all tested areas to increase the probability of identifying ephemeral Contact-Period site components.

A limited number of larger (1-m²) units may be excavated to investigate features and artifact concentrations. Collect soil samples from feature contexts for flotation. Bear in mind that some of Rhode Island's larger coastal sites contain archaeologically rich localities separated by areas containing comparatively little information. In such scenarios, it is appropriate to define site loci. While the RIHPHC cannot effectively estimate the amount of subsurface testing that will be needed, we anticipate no more than 800 test pits and 40 excavation units. Phase II investigation should be sufficiently intense to fully evaluate the features being investigated, and should target areas that are part of larger archaeological sites or districts that will not be compromised by this work. Collect sufficient geospatial data in the field to map all archaeological test pits and excavation units in GIS with sub-meter accuracy.

Map the physical area of damage to each site caused by Hurricane Sandy, which may manifest as eroded banks (recordable as linear forms) or soil shelves (recordable as polygonal forms) exposed by dune erosion. Map such forms using a DGPS with sub-meter accuracy, recording points at intervals ≥ 5 meters. This geospatial data will be combined with archaeological testing plans to help assess the current physical condition of the sites.

7. Analyze and catalog recovered artifacts. Consult with the RIHPHC early-on in this process. The RIHPHC may reduce the amount of project funding at this stage if it is projected to exceed the requirements of analysis and cataloging. Analysis should benefit from leading-edge technologies and methodologies, which may warrant the service of specialists. Specialized analysis may address data categories including (but not limited to) fauna, fiber/textile, organic (protein/lipid) residues, macroflora, phytolith, pollen, starch, lithic use-wear, and wood/charcoal species.

8. Prepare a full technical report of the intensive (Phase II) archaeological survey described above. This report should evaluate the National Register eligibility and physical integrity of each site, accounting for the unique constraints of this project. Include management recommendations for each site that address site stability in the context of coastal geoarchaeology. For large and complex sites, site loci may be addressed individually. National Register submission is not a goal of this project.

9. Create a GIS deliverable of the results of the reconnaissance (Phase I) and intensive (Phase II) archaeological survey fieldwork. This deliverable will include: 1) HDAD locations, expressed as shapefiles converted from GPS points recorded during reconnaissance (Phase I) survey; 2) HDAD morphologies, expressed as shape files (lines/polygons) converted from GPS points recorded during intensive (Phase II) survey. 3) locations of all archaeological test pits and units excavated during intensive (Phase II) survey, expressed as shape files. All geospatial data must be compatible with the Rhode Island Geographic Information System.

3.2 Work Products

- A summary memorandum presenting the results of reconnaissance (Phase I) survey, as described above in Task 4 (6 archival copies and 2 digital).
- A final technical report presenting the combined results of the reconnaissance (Phase I) survey and the intensive (Phase II) archaeological survey, as described above in Task 8 (6 archival copies and 2 digital).
- A GIS deliverable of the results of the intensive (Phase II) archaeological survey fieldwork, as listed above in Task 9.

3.3 Project Schedule

The project period will begin in January, 2014, with an anticipated completion of the reconnaissance (Phase I) survey by April 30, 2014. Completion of the intensive (Phase II) survey fieldwork and the production of a final technical report are due on April 30, 2015.

3.4 Qualifications

The lead consultant for this project should have: 1) strong professional qualifications related to archeological work in coastal settings in southern New England; 2) thorough knowledge of the geography and archaeology of Block Island; 3) demonstrated experience conducting archaeological programs that require large-scale public outreach and coordination; 4) demonstrated experience in working cooperatively with Native American tribes; 5) familiarity with Section 106 and 110 of the National Historic Preservation Act (1966), the Archeological Resource Protection Act (1979), and the Native American Graves Protection and Repatriation Act (1990); 6) familiarity with reporting standards appropriate to the project; 7) adequate staff and support facilities to carry out the project to completion; and 8) adequate laboratory facilities to process, conserve, and curate artifacts and specimens that may be collected.

Additional project personnel should include:

- personnel with experience and expertise in the use of metal detecting equipment
- personnel with experience and expertise in the use of GIS-GPS technologies
- an archeologist with demonstrated experience working cooperatively with Native American tribes

The consultant will be selected based on the following: relevance of related work experience; availability to work and ability to produce the previously stated tasks and documents within the time frame stated; the proposal submitted; references.

4. EVALUATION & SELECTION

4.1 TECHNICAL PROPOSALS

- A. An Evaluation Committee composed of state employees will be formed to review proposals and make recommendations for award of the contract.
- B. The Committee will be responsible for conducting a comprehensive and impartial evaluation of all proposals and make a recommendation as to award of the contract.
- C. The evaluation process will consist of two (2) separate components: Technical Proposal Evaluation and the Cost Proposal Evaluation. The Technical Proposal and the Cost Proposal are worth a total of one hundred points.
- D. To advance to the Cost Proposal Evaluation phase, the Offeror’s technical proposal must receive a minimum of 56 (80%) out of a maximum of 70 technical points. Any technical proposals scoring less than 56 points will not have the Cost Proposal either opened or evaluated and the proposal will be removed from further consideration.
- E. Each technical proposal will be evaluated to determine whether it is complete and comprehensive, according to the categories below, and includes a recognition of the requirements expressed in Section 3 above. The State may request clarification of proposals. Proposals deemed by the Evaluation Committee to be incomplete, non-responsive, or not in accordance with proposal submission requirements will be disqualified.
- F. Proposals which achieve the minimum qualifying technical score will advance to the cost evaluation phase. Cost proposal points will be assigned as follows: the lowest price offered will receive the maximum thirty points; other proposals scores will be calculated as (lowest responsive cost proposal divided by this cost proposal) x 30.
- G. The technical scores and the cost proposal scores will be added, and the vendor receiving the highest total will be selected for tentative award, subject to negotiation of a project agreement.

TECHNICAL PROPOSAL SCORING

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|--|--------------------|
| Capacity to Perform | 0-30 Points |
| Contractor Experience at Related Work..... | 10 points |
| Availability in Project Timetable | 5 points |
| Operational Capacity | 10 points |
| References..... | 5 points |

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|--|--------------------|
| Project Proposal | 0-40 Points |
| Detailed Budget with timelines, tasks and pricing (for informational purposes, in support of cost proposal); required exhibit | not scored |
| Achievement of Project Goals..... | 10 points |
| Appropriateness of Proposed Methodology..... | 5 points |
| Demonstration of Knowledge and Experience in Investigating Archaeological Context Specific to this project | 15 points |

Demonstration of a successful record of public engagement and Native American consultation within cultural resource management regulatory framework10 points

TOTAL TECHNICAL PROPOSAL 70 POINTS

4.2 Cost Proposals 30 POINTS

Cost proposals should be submitted on a separate page, sealed separately as per 6 below. Cost proposals are for one price, written both as numbers and as words, and shall be dated and certified by an authorized representative of the Offeror. Costs proposed shall be inclusive of all compensation for services and products rendered and procured. These costs include, but are not limited to, provision of insurance coverage for general liability, workmen’s compensation, and vehicle liability at coverage levels specified in the State’s General Conditions of Purchase, section 31, available at:

<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

5. INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. All costs associated with developing or submitting a proposal in response to this request, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
3. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
4. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
5. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
6. It is intended that an award pursuant to this request will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.

7. The purchase of services under an award made pursuant to this request will be contingent on the availability of funds. There is no guarantee of any level of spending activity resulting from this solicitation. The State reserves the right to reject any and all proposals.
8. Vendors are advised that all materials submitted to the Corporation for consideration in response to this request will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this request may be released in the form of an addendum to this request.
10. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
11. The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

6. PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions2@purchasing.ri.gov no later than November 22, 2013 at 3:00 PM EST. Please reference RFP # on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709. No other contact with State parties will be permitted.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation.

Responses (an original plus four (4) copies) should be mailed or hand-delivered in a sealed envelope marked "RFP#" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the closing date and time specified, Wednesday, December 11, 2013 @ 11:00 AM EST will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. One completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. An original and four (4) copies of the Technical Proposals as described above.
4. An original and four (4) copies of the Cost Proposal in a separate envelope marked "Cost Proposal" with the the Offeror's name.
5. In addition to the multiple hard copies of the Technical Proposals required, Respondents are requested to provide the Technical Proposals in electronic format (CD-Rom, disc, or flash drive). PDF format is preferable. Only one electronic copy is requested. Do not include form W-9 in the electronic copy.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.